

Vernal Semester 2015 C.E.

BIO202 Section 19973

Human Anatomy and Physiology II Laboratory (Last updated: 07 January 2015 C.E.)
Mondays 13:30 - 16:15 CLCC356

Instructor Information

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Office Hours: FAB N181E, T 13:35 - 14:35; W 13:05 - 14:05

Course Description

Students will study the structure and function of the human body. Topics include cardiovascular, respiratory, lymphatic, endocrine, urinary, digestive, and reproductive systems. This course cannot be used for major credit in the life sciences.

Required Items

Marieb, E.N., S.J. Mitchell & L.A. Smith 2014. Human Anatomy Laboratory Manual With

Cat Dissection, 7th ed. Pearson.

2 Scantron forms: 882-E (100 item)

Closed-toe shoes

Course Website

As stated on Blackboard, you will be using my own (non-Blackboard) website, which you can always access via Blackboard. The URL for the general site is:

<http://www.public.asu.edu/~thoffman>

From that site, you can find the link to your specific section. Be sure to bookmark the site, so you can access it even if Blackboard is down. You are REQUIRED to check the website daily, even if nothing changes. The website includes (or will include) various resources to help you succeed. It is also where official announcements will be posted (whether I make those announcements in class or not). Failure to notice an announcement posted on the website will not be a valid excuse, so check the website frequently. You must still visit Blackboard to access individualized or private information, including your scores.

Rules Consent Form

You will not receive any credit in this course unless and until you electronically submit the Rules Consent Form found on the website. I cannot overstate how important it is to fully read and understand that form. You can easily receive a zero if you take this lightly. Believe me; it happens every semester.

Attendance

I expect you to attend every meeting. Doing so is important to earning a satisfactory grade. I do not grant you any points simply for attending, but you will lose points for not attending. I also expect you to appear in the classroom or laboratory early enough so that you are completely ready to begin the activity at the scheduled beginning of class. If you walk through the door at the time the class is scheduled to begin, then you are late. Tardiness is rude and disruptive, and it will result in loss of points. Chronic tardiness will result in failure of the class. If you are unable to make it to class on time, then you have enrolled in the wrong section.

Grading Thresholds (for the lecture and laboratory sections combined)

A+	97%	B+	87%	C+	77%
A	93%	B	83%	C	70%
A-	90%	B-	80%	D	60 %

Scoring

Students will receive a single combined grade for the lecture and laboratory portions of the course. The laboratory grade will constitute 40% of the total course grade.

Students missing more than 2 laboratories for any reason will receive an automatic E

(fail) for the course, regardless of lecture scores or reasons for absence. The score will be distributed as follows.

Laboratory Quizzes	100/400	(25% of laboratory; 10% of final grade)
Laboratory Manual In-class Work	100/400	(25% of laboratory; 10% of final grade)
Laboratory Practica (2)	200/400	(50% of laboratory; 20% of final grade)

Quizzes

You should expect a quiz in every meeting (starting with the second meeting). All quizzes will be administered EXACTLY at the scheduled beginning of the laboratory period, which means that you will need to already be in your seat, with your personal items already put away, prepared to take the quiz. In other words, you will not be allowed to be tardy at all. If you arrive late for a quiz, the very least that will happen is that your score will be reduced by 10% for each whole or fractional minute that you are late. Yes, that means that showing up one second late will result in a 10% reduction. So now that you know that, just don't let it happen. If you arrive substantially late, you will receive a zero for the quiz. Each quiz will include a mix of question types (multiple-choice, short-answer, etc.) that will treat material from both the previous meeting and the current meeting. In other words, you'll need to know and understand what you did previously and what you'll be doing that day. The best way to study for quizzes is to carefully read the appropriate part of the laboratory manual, carefully listen to me (and take notes) when I address the class, and carefully listen to the recordings.

Laboratory Manual

Each laboratory exercise contains assigned questions, quizzes, and drawings that you must complete before leaving. These will be checked each week. If you leave before your work for any meeting is checked, you will receive a zero for that meeting.

Laboratory Practica

The term will include two practica using slides, models and specimens that were available during the laboratory sessions. The practica will feature multiple choice questions using a Scantron form, as well as completion questions.

Laboratory Safety

You will be required to wear closed-toe shoes at all times while in the laboratory. If you do not bring closed-toe shoes, you will receive a zero for the meeting. No food or drink will ever be allowed on the laboratory workspaces.

Laboratory Schedule (This could change.)

Date	Exercise(s)	Assignments Due
12 Jan	No Meeting	This section will be completed soon, and an announcement of the revision will be posted.
19 Jan	Observance of TRDMLKJ Day (No Meeting)	
26 Jan	Endocrine System; Lymphatic System	
02 Feb	Blood	
09 Feb	Organ Overview (Cat)	
16 Feb	Blood Vessels	
23 Feb	Heart; Vascular Histology	
02 Mar	Cardiovascular Physiology	
09 Mar	Vernal Hiatus (No Meeting)	
16 Mar	Practicum 1	
23 Mar	Respiratory System	
30 Mar	Respiratory Physiology	
06 Apr	Urinary System	
13 Apr	Digestive System	
20 Apr	Reproductive Systems	
27 Apr	Practicum 2	

Course/Instructor Evaluation

The course/instructor evaluation for this course will be conducted online 7-10 days before the last official day of classes of each semester or summer session. Your response(s) to the course/instructor are anonymous and will not be returned to your instructor until after grades have been submitted. The use of a course/instructor evaluation is an important process that allows our college to (1) help faculty improve their instruction, (2) help administrators evaluate instructional quality, (3) ensure high standards of teaching, and (4) ultimately improve instruction and student learning over time. Completion of the evaluation is not required for you to pass this class and will not affect your grade, but your cooperation and participation in this process is critical. About two weeks before the class finishes, watch for an e-mail with "**NCIAS Course/Instructor Evaluation**" in the subject heading. The email will be sent to your official ASU e-mail address.

Withdrawals: The instructor will **NOT** withdraw students for any reason. Specifically, students should be aware that non-attendance will **NOT** automatically result in their being dropped from the course. Therefore, if a student does not attend class during the first week or for any extended period of time during the semester, they should not presume that they are no longer registered. **It is the student's responsibility to be aware of their registration status.**

Please note the following dates:

Session Date & Deadlines	Session A (7.5 Week Session) Jan 12 – Mar 3, 2015	Session B (7.5 Week Session) Mar 16 – May 1, 2015	Session C (15 Week Session) Jan 12 – May 1, 2015
Classes Begin	January 12, 2015	March 16, 2015	January 12, 2015
Drop/Add Deadline (w/out College approval)	January 13, 2015	March 17, 2015	January 18, 2015
Tuition & Fees 100% Refund Deadline	January 18, 2015	March 22, 2015	January 25, 2015
Martin Luther King Holiday Observed – University Closed	January 19, 2015		
Course Withdrawal Deadline	January 30, 2015	April 3, 2015	April 5, 2015
Complete Session Withdrawal Deadline *	March 3, 2015	May 1, 2015	May 1, 2015
Deadline to Apply for Graduation	February 16, 2015		
Spring Break – Classes Excused	March 8 – 15, 2015		
Classes End/Last Day to Process transactions	March 3, 2015	May 1, 2015	May 1, 2015
Final Exams	Last day of classes	Last day of classes	May 4-9, 2015
Final Grades Due	March 6, 2015	May 4-11, 2015	May 4-11, 2015
Commencement Ceremony (Graduate & Undergraduate)	May 11, 2015		

Any withdrawal transaction must be completed by the deadline date in accordance to the appropriate session at the registrar's office. If not, you will still be officially enrolled and you will receive a grade based on your work completed.

*As part of a complete session withdrawal a student must withdraw from all classes in a session. Beginning the first day of classes, undergraduate students are required to work with a Student Retention Coordinator to facilitate the withdrawal process. Please refer to <http://students.asu.edu/StudentRetention>

For additional information about  ARIZONA STATE UNIVERSITY ASU's withdrawal policy and the possible consequences of withdrawing from a class, contact Registration Services or your academic counselor.

Students are responsible for their registration status!

The Grade of Incomplete: A grade of incomplete will be awarded only in the event that a documented emergency or illness prevents a student who is doing acceptable work from completing a small percentage of the course requirements at the end of the semester. The guidelines in the current general ASU catalog regarding a grade of incomplete will be strictly followed. **A grade of incomplete will NOT be awarded unless there is documented evidence of extreme personal or immediate family hardship.** Changes in work hours, child-care emergencies, or other similar personal problems will not be approved as reasons for awarding incompletes. The Director of the School of Mathematical and Natural Sciences must approve all incomplete grade requests.

Reasonable Accommodations for Students with Disabilities: The Disability Resource Center (DRC) provides information and services to students with any documented disability who are attending ASU West. Individualized program strategies and recommendations are available for each student as well as current information regarding community resources. Students also may have access to specialized equipment and supportive services and should contact the instructor for accommodations that are necessary for course completion.

Academic Integrity and Code of Conduct:

As defined in the *ASU Student Academic Integrity Policy*: <http://provost.asu.edu/academicintegrity>.

Each student has an obligation to act with honesty and integrity, and to respect the rights of others in carrying out all academic assignments. A student may be found to have violated this obligation and to have engaged in academic dishonesty if during or in connection with any academic evaluation, he or she:

- Engages in any form of academic deceit;
- Refers to materials or sources or employs devices (e.g., audio recorders, crib sheets, calculators, solution manuals, or commercial research services) not authorized by the instructor for use during the academic evaluation;
- Possesses, buys, sells, obtains, or uses, without appropriate authorization, a copy of any materials intended to be used for academic evaluation in advance of its administration;
- Acts as a substitute for another person in any academic evaluation;
- Uses a substitute in any academic evaluation;
- Depends on the aid of others to the extent that the work is not representative of the student's abilities, knowing or having good reason to believe that this aid is not authorized by the instructor;
- Provides inappropriate aid to another person, knowing or having good reason to believe the aid is not authorized by the instructor;
- Engages in plagiarism;
- Permits his or her work to be submitted by another person without the instructor's authorization; or
- Attempts to influence or change any academic evaluation or record for reasons having no relevance to class achievement.

BIO202 follows the ASU Academic Integrity Policy in the administration of all course examinations and assignments. Violations of the University Academic Integrity policy will not be ignored. Penalties include reduced or no credit for submitted work, a failing grade in the class, a note on your official transcript that shows you were punished for cheating, suspension, expulsion and revocation of already awarded degrees. The university requires that the implementation of any of these penalties for violations of the academic integrity policy be reported to the Dean's office. The Integrity Policy defines the process to be used if the student wishes to appeal this action.

In BIO202 you are expected to follow the *ASU Student Code of Conduct* (<http://students.asu.edu/srr/code>) especially when communicating with your peers, instructors, and teaching assistants. Violations of the student code of conduct may result in withdrawal from the class.

Final Exam Make-up Policy: The final exam schedule listed in the Schedule of Classes will be strictly followed. Exceptions to the schedule and requests for make-up examinations can be granted only by the director of the School of Mathematical and Natural Sciences for one of the following reasons:

- 1) religious observances
- 2) the student has more than three exams scheduled on the same day
- 3) two finals are scheduled to occur at the same time

Make-up exams will **NOT** be given for reasons of non refundable airline tickets, vacation plans, work schedules, weddings, family reunions, or other such activities. Students should consult the final exam schedule before making end-of-semester travel plans.

If there is a last-minute personal or medical emergency, the student may receive a grade of Incomplete and makeup the final within one calendar month. The student must provide written documentation and be passing the class at the time to receive an Incomplete. A signed "Request for Grade of Incomplete" must be submitted by the student and approved by the student's instructor and the Director of the School of Mathematical and Natural Sciences.

The instructor reserves the right to make changes to this syllabus as needed.

If you find it necessary to leave a note for this instructor, please contact the administrative reception desk of the School of Mathematical and Natural Sciences located at FAB North Level 1 room N101-1.

Policy against Threatening Behavior:

In the classroom and out students are required to conduct themselves in a manner that promotes an environment that is safe and conducive to learning and conducting other university-related business. All incidents and allegations of violent or threatening conduct by an ASU student will be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. Such incidents will be dealt with in accordance with the policies and procedures described in Section 104-02 of the Student Services Manual (<http://www.asu.edu/aad/manuals/ssm/ssm104-02.html>).

Potentially Offensive Content:

A notification such as the following should be included in the syllabus if appropriate for the class in question.

If you find any of the content of his class offensive, please bring your concerns to the instructor immediately.

Power Outage:

In the event of a campus power outage or other event affecting the ability of the University to deliver classes, any decision to cancel classes will be announced using the ASU emergency notification system. For this reason, it is imperative that students register with the ASU emergency notification system at: <https://cfo.asu.edu/emergency-alert>. In cases in which a limited number of buildings are affected, students should check the university website and/or call the School office at (602) 543-6050.

Emergency Evacuation Plan:

Students should be aware of the evacuation route posted on the exit door of each classroom. Students who cannot walk down stairs should notify the instructor as early in the course as possible so the instructor can provide information regarding the location of the designated meeting area on each upper floor of the building (marked with a blue sign that states Emergency Evacuation Response Area).