## Syllabus for *Human Anatomy and Physiology II*

**BIOL 2020 - Fall 2014**  
**Dr. Malissa Flagg**

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<td><strong>Prerequisites and Co requisites:</strong></td>
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### Textbooks, Supplementary Materials, Hardware and Software Requirements

**Required Textbook and Lab Manual:**  
Textbook: *Anatomy & Physiology, An Integrative Approach*  
McKinley, O’Loughlin, & Bidle (2013) or *Seely’s Anatomy & Physiology* Vanputte, Regan, & Russo (10th edition)  
Lab Manual: *Anatomy & Physiology Laboratory Manual II* (DSCC) (custom – available only at DSCC bookstore)

**Software Requirements:** PowerPoint, Quick Time Viewer, Word

**Instructor Information**
### Assessment and Grading

#### Testing Procedures:
5 Lecture Exams will be given consisting of approximately 2 chapters each. In addition, 1 Comprehensive Lecture Final, and 2 Lab Practical Exams will be given. Quizzes may be given occasionally during lecture classes and quizzes may be given occasionally during lab (always bring pencil and scantron cards to lecture and lab classes). Graded and ungraded written exercises may be given during lectures and labs. There are no makeups for missed quizzes or graded written exercises.

<table>
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<tr>
<th>Grading</th>
<th>Approx 5 Lecture Exams (100 points each)</th>
<th>500 points</th>
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<tr>
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<td>1 Final Comprehensive Exam</td>
<td>100 points</td>
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<td></td>
<td>Mid Term Lab Practical</td>
<td>100 points</td>
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<td></td>
<td>Final Lab Practical Exam</td>
<td>100 points</td>
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<td></td>
<td>Lecture/Lab Quizzes or Written Work</td>
<td>approx100 points</td>
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<td>Approximate Total</td>
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<td>900 points</td>
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#### Lab Policies:
Attendance is expected at all laboratory sessions. Unexcused lab absences result in lab grade reduction. Laboratory exercises will consist of lab manual exercises, observation of slides and specimens, dissections, assigned lab activities, and lab quizzes and practical exams.

#### Grading Scale:
The Biology Department Grades each course on the following scale:
- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- 0-59% = F

### Assignments and Participation

#### Available Resources:
The course syllabus, schedule, powerpoint slides, certain lab resources, some quizzes, some tests, and other resources are provided by your instructor online on D2L. The textbook’s website (www.mhhe.com) also has numerous resources available for study.

#### Classroom Policies:
1. The classroom will be maintained as a LEARNING ENVIRONMENT. Practice respectful and courteous behavior to all persons. No sleeping during class and no ongoing conversations during class except during group exercises.
2. ELECTRONIC DEVICES: Cell phones will be turned off and put away while in the classroom or lab. Repeated unauthorized use of cell phone or other electronic devices during class or lab will result in dismissal from that day’s class or lab. No wearing of Bluetooth or headphones in the classroom or lab. Laptop use in the classroom is permissible but will be revoked if used for non-course purposes (social networking, web surfing, etc). Use of ANY electronic device during tests or quizzes is considered cheating and will result in a zero for the exercise and can result in removal from the course.
3. CLASSROOM SECURITY: DSCC policy states that classroom doors are to be locked during class times for security.
purposes. Once roll has been taken, the doors will be locked and will be reopened only at the instructor’s discretion. Do not exit and enter the room during class time without permission. If you have a reason why you must be excused, please inform your instructor as to your situation.

5. ATTENDANCE & PUNCTUALITY: Attendance and punctuality is expected at every class meeting unless excused. Roll will be taken each class meeting. Unexcused absences can result in points being deducted from test scores. Excessive absences, as defined by DSCC Attendance Policy, can result in students being administratively dropped from the class. Leaving class early unexcused constitutes an absence. DSCC Attendance Policy will be discussed. Quizzes missed due to absences cannot be made up. Tests missed due to absences are covered by the Policy for Makeup Tests (below).

6. Students absent are personally responsible for any missed lecture materials or required assignments.

7. Additional rules regarding classroom behavior will be provided by the instructor as needed.

Library: Dyersburg State Community College Learning Resource Center

Policy for Makeup Tests:
1. In the case of a first missed test, the Comprehensive Final Exam will count double to replace the grade you have missed.
2. In the case of a second missed test, the makeup test will consist of 5-6 written discussion questions.
3. If you do not miss any tests during the semester, the Comprehensive Final Exam can be counted twice and your lowest other test grade (NOT including lab grades) will be dropped. If you miss a test, you lose this option. The Comprehensive Final Exam or Lab Practical Exams are not optional under any circumstances.
4. No makeup quizzes will be given.
5. No makeup Lab Practical Exams or Comprehensive Lecture Final Exams will be given (except in the case of a very extenuating circumstance and with prior arrangements having been made with your instructor).

Syllabus Changes: From time to time during the semester it may be necessary to make changes to the material in the course syllabus. Any necessary changes to the course syllabus will be communicated in class.

AMERICANS WITH DISABILITIES ACT
Dyersburg State Community College is committed to providing a discrimination free environment for students with disabilities. Students who are seeking accommodation because of a disability should notify the College’s ADA Coordinator as soon as possible. Students are required to provide documentation of their disability and meet with the ADA Coordinator so that a plan for reasonable accommodation can be developed. Plans for accommodation by faculty and support staff should be made prior to the start of classes. See page 199 of the College Catalog for details or call 286-3242

HARASSMENT - SEXUAL/ RACIAL
Dyersburg State Community College is committed to providing an educational environment that is free from harassment on the basis of race or gender. Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Here are some examples: Promising a grade in return for sexual favors; sexual innuendoes, comments, and remarks about a person's clothing, body or activities; suggestive or obscene gestures; patting, pinching, or other
inappropriate touching; humor and jokes about sex that denigrate men or women; e-mail, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create a hostile or offensive learning environment. Report complaints of sexual harassment to the office of Human Resources at 286-3316. The office of Human Resources will respond promptly to all complaints of sexual harassment.

Racial harassment is generally defined as any person's conduct that unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Examples: Offensive or demeaning treatment of an individual, threatening physical harm or abuse, insults directed at an individual because of race, color, or national origin. The office of Human Resources will also respond promptly to complaints of racial harassment.

Details of racial and sexual harassment polices may be found in TBR Guideline, p - 080 which is available in the offices of the Vice President for the College, Human Resources, the Dean of Student Services, and other administrative offices on campus and at the off-campus centers. Also see the College Catalog, p. 198.

FIREARMS AND OTHER DANGEROUS WEAPONS
Tennessee law prohibits the possession of firearms or other dangerous weapons on property owned, used, or operated by the Tennessee Board of Regents.

SAFETY AND SECURITY
Dyersburg State is committed to providing students and its employees a safe and secure environment. To assist the College in this effort, report any suspicious or unusual behavior to any faculty member, staff member or administrator. In particular, you may want to contact the Dean of Students, at 286-3234 or the ADA Counselor, at 286-3242. If you hear someone making threatening statements, go to any office on campus and report the incident. Please review the College's policy on student safety beginning on page 191 of the Catalog. Keep in mind that anyone who is not a student, employee or someone transacting official business with the College does not belong on campus. Remember too, promptly reporting a potentially dangerous situation increases our chances of keeping the College safe and secure. By the same token, failure to do so may jeopardize the safety of all of us. Please note building evacuation plans and Safety and Security Procedures posted in each classroom. In case of a fire alarm please evacuate the building as quickly as possible and move as far away from the building as possible.

ACADEMIC HONESTY:
Students are expected to do their own work and academic honesty will be treated according to Dyersburg State Community College Policy (see DSCC catalog). Active or passive cheating (includes looking on another student’s test paper, allowing another student to look on your paper, writing on desks, plagiarism, trading papers, taking pictures of exams, texting during exams, use of any type of electronics during tests or test reviews, etc.) results in a zero for the test and possible dismissal from the course and/or the college. Zeros assigned for cheating will NOT be replaced by the Comprehensive Final Exam or any other test score.