



BIOL 1064, Human Anatomy and Physiology II Summer 2016

Instructor:	Dr. Manhal Chbat
Section # and CRN:	P01- CRN 30130 P61- CRN 30174
Office Location:	O'Banion Science Building –Room 430E
Office Phone:	TBA
Email Address:	machbat@pvamu.edu
Office Hours:	MTWR 12:00 - 1:00 pm and by appointment.
Mode of Instruction:	Face To Face
Course Location:	New Science Building
Class Days & Times:	Lecture: 7:00 am - 8:20 am MTWR New Science Building Room#101 Laboratory: 8:30 am - 11:50 am MTWR New Science Building Room # 311

Catalog Description: The study of physiology and anatomy are essential to understanding the human body. Lecture and laboratory exercises have been designed to provide an in-depth knowledge of human structure and function. A working theme throughout the course will emphasize the concept that what the body is capable of doing depends intimately on how it is constructed, and the body's construction gives a strong indication of what it does. The physiological principle of homeostasis will be utilized to show how the "normal" interaction of structure and function is achieved and maintained by dynamic counterbalancing forces.

This course is intended to familiarize the health science majors with anatomy, morphology, and physiology at the cellular, tissue, and organ levels of the human body.

Required Texts:

Textbook:
FUNDAMENTALS OF ANATOMY & PHYSIOLOGY, 10TH, Frederic H. Martini, *University of Hawaii at Manoa*, Judi L. Nath, *Lourdes University*, Edwin F. Bartholomew. PEARSON.

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Students will demonstrate knowledge of the chemical basis of life.		Critical Thinking
2	Students will demonstrate knowledge of the central concepts of Genetics.		Discipline specific knowledge
3	Students will demonstrate knowledge of Cell Biology.		Discipline specific knowledge
4	Students will demonstrate knowledge of Organismal Biology.		Critical thinking
5	Students will demonstrate knowledge in scientific communication.		Communication

Method of Determining Final Course Grade

Your grade will be determined by the following	Details	Points	Percent of final Average
Lecture Exams	Three exams (100 points each)	300	30 %
Laboratory Evaluation	Evaluation and Lab assignments and reports	100	10 %
Participation and Attendance	Participation and Attendance.	100	10 %
Lab exams	Multiple choices, true and false, matching, labeling, and objective type questions	200	20 %
Quizzes	Quizzes (one online quiz for each chapter), Weekly quizzes in class, and assignments.	100	10 %
Final exam	One comprehensive final exam	200	20 %
	Total	1000	100 %

Grading Criteria and Conversion:

Letter grade	Points	Final average in percent
A	> 899	> 89.9
B	800 – 899	80 – 89.9
C	700 – 799	70 – 79.9
D	600 – 699	60 – 69.9
F	< 600	< 60

Note---1: You will need a scantron for each exam, and can be purchased at the bookstore. The machine will not process wrinkled scantron.

Note---2: You must submit all scantrons and other test and quiz related material before you leave the class unless instructed otherwise by the professor. Final examination material will be kept for one semester and then destroyed. Any other class related material to be picked up after the final exam, or will be destroyed immediately.

Note---3: Students will not be allowed to keep some of the material specially exams, quizzes, and scantrons to protect the confidentiality. Should students have questions or concerns regarding any grade or work, they should present their concern on the same day they obtain the grade.

Note---4: (*Pop quizzes may be given at various times during the semester to make sure students keep up with the course material. The points gained on the pop quizzes will be added to the total semester points. If points are not obtained on the quizzes this will not affect the semester total. The % of all the Extra points earned during the semester to be determined at the end of the semester. Pop quizzes can be given at any time during the session. No make up for Pop quizzes)

Course Procedures and guidelines

1. Attendance is required for the lab. Students with 12.5 % absences (4 meeting days) are subject for administrative withdrawal. It is the student's responsibility to sign each roll during the session or be present when roll is called. Students who do not comply run the risk of being reported as non-attending to the Registrar. Non-attendance will result in the student being purged from the class. **You will be considered absent when you have not initiated the attendance roster or you are not present at the time of taking the roll. A grade of (F) will be assigned for the course as a result for your unexcused absences**

2. Students are expected to participate in all scheduled examinations and quizzes, any missing exams, quizzes, assignment, reports, or late submission will result in a grade of (F) obtained for the particular work, a grade of (F) will lower your average in the course may result in failing the class. Exams must be taken on time and date determined on the schedule, other assignments, exams, and quizzes may be scheduled online and will have time frame to be submitted. Online exams and quizzes may be subject to proctor or monitoring to prevent cheating and validate the exams.

Students may be allowed one make up (excluding lab and final exams) during the entire semester under certain circumstances when the appropriate documentation is provided. The lab exam to be taken in the lab room on the date and time scheduled (No make up to be given for a missing lab exam.)

(*Pop quizzes may be given at various times during the semester (unannounced) to make sure students keep up with the course material. The points gained on the pop quizzes will be added to the total semester points. If points are not obtained on the quizzes this will not affect the semester total. The % of all the Extra points earned during the semester to be determined at the end of the semester and will be added to your total points earned during the semester. Pop quizzes can be given at any time during the session. No make up for Pop quizzes)

3. Laboratory: Students are expected to abide by the rules of safety at all times during the laboratory exercises. Students work in groups during the laboratory sessions, but individual participation is expected in completion of laboratory reports. These reports are to be completed and turned in at the end of the session or when requested. A grade will be given for each report. To encourage timely submission of laboratory reports points will be deducted if they are turned in late or at the time of the laboratory examination (other instruction maybe given during the semester regarding the submission of your lab reports.)

4. Students will be assigned supplemental work using e-course server including quizzes, exams and other assignments. Further instruction will be provided in class and during the semester.

5. **Scholastic dishonesty during examination:** a verbal warning will be issued if dishonesty is suspected with a possible F entered for the test grade. If it should become a chronic and persistent problem the student will be advised to withdraw from the course. All exams and quizzes to remain confidential at all times. **Students are not allowed to copy, print, discuss or pass the exams or quizzes to others under any circumstances. This may result in a grade of (F) on that particular work.**

6. **Student conduct:** abusive language or disruptive behavior by a student(s) will not be tolerated. If such situations arise Campus security will be immediately notified and the appropriate action taken.. All the activities in this class and between the students to be related to the subject, no advertisement of any kind allowed in the class, any inappropriate activities will be reported and will not be tolerated. Inappropriate comments toward other students or the professor will not be tolerated and will result in immediate action. Should a conflict of any kind arise during the session; all parties involved must come to the professor to look into the matter.

7. **Cell Phones and other Electronics:** All Electronics including cell phones, pagersetc to be turned off in the lab and the classroom. The use of cell phone or any other electronics is not permitted unless authorized by the instructor for class related work or research. Cell phones and all other electronic devices must be placed in your back bag and away from your desk and reach. Students who do not comply will run the risk of being asked to leave the classroom and will receive a grade of (0) during any exam or quiz when such violation occurs.

8. Children are not allowed in the class or the lab at any time.

9. **Core Curriculum:** essential to the learning process are six basic intellectual competencies. Among the objectives covered in this course the following components will be addressed such as reading, writing, speaking, listening, critical thinking and computer literacy.

10. **Contact:** E-mail will be the best choice for contact. The office hours to be announced in the class and by appointment.

11. It's your responsibility to submit all the required work during the semester on time, check the calendar for important due dates, attend the class sessions as instructed and keep up with all required work.

12. The course requires an online access and the use of a computer. It is the student's responsibility to ensure the availability of both to meet all the due dates for all assignments and assessments.

13. In case of class cancellation, your instructor may give you an online assignment. You should always check your e-Course e-mail inbox for notifications or announcements before you show up to class. If you arrive to the classroom and your instructor is not present within 15-20 minutes of the usual class start time, you should check your e-mail and e-course for cancellation announcement, your instructor may post a cancellation note under announcement or send e-mails via the e-mail system.

14. The tentative schedule provided below for lectures, laboratories and exams is subject to change during the semester, changes may be announced during the class or via online communication.

Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be considered an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

Tentative Instructional Outline:

Date	Chapters	Laboratories
JUL 11, 2016	The Nervous Tissue - Ch 12, Syllabus	Introduction
JUL 12, 2016	The Spinal Cord and Spinal Nerves	Lab 1
JUL 13, 2016	The Brain	Lab 2
JUL 14, 2016	Autonomic Nervous System	Lab 3
JUL 18, 2016	Exam I (18, 19 and 20)	
JUL 19, 2016	The Endocrine system - Ch 18,	Lab 4
JUL 20, 2016	The Cardiovascular System / The Blood/ Ch 19	Lab 5
JUL 21, 2016	The Cardiovascular System / The Heart/ Ch 20	Lab 6
JUL 25, 2016	Exam II (21, 22 and 23)	
JUL 26, 2016	The Cardiovascular System / The blood vessels and Hemodynamics/ Ch 21	Lab 7
JUL 27, 2016	The Lymphatic System – Ch 22	Lab 8
JUL 28, 2016	The Respiratory System – Ch 23	Lab 9
AUG 01, 2016	Exam III (24, 25 and 26)	
AUG 02, 2016	The Digestive System – Ch 24	Lab 10
AUG 03, 2016	Metabolism and Nutrition – Ch 25	Lab 11
AUG 04, 2016	The Urinary System - Ch 26	Lab Exam – In person
AUG 08, 2016	Exam IV (27, 28and 29)	
AUG 09, 2016	FINAL Exam- (Comprehensive final exam)	Final Exam – In person

Student Support and Success

John B. Coleman Library

The library and its partners have as their mission "to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service" and to support the University's core values of "access and quality, diversity, leadership, relevance, and social responsibility" through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty.

Center for Academic Support

The Center for Academic Support (CAS) offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Tutoring Center is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library

COMPASS

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Location: Hilliard Hall 121

University Rules and Procedures

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.

3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The instructor will determine the exact use of discussion.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

SIGNATURE PAGE

BIOL 1064 / Human Physiology & Anatomy – Summer 2016
Pro: Manhal Chbat, MD

I have read and understand “course agreement”, ”Safety Rules”, Withdrawal policy, grade determination and the “class attendance and unexcused absences policy”

Name

Signature

Date: / / 2016