Anatomy and Physiology I  
BIOL2401-P07(17975)/P87(18390)  
Fall 2021

Instructor: Yassin M. Elhassan, PhD.  
Section # and CRN: P07 (17975)/P87 (18390)  
Office Location: E.E. Obanion Science Building, Suite 430E  
Office Phone: 936-261-3163  
Email Address: yaelhassan@pvamu.edu  
Office Hours: MW: 3:30 – 4:30 pm, TR: 1:00 – 2:00 pm; F: 11:00 am – 1:00 pm, and by appointment  
Mode of Instruction: Face to Face  
Course Location: P07: Room 313, P87: Room 313  
Class Days & Times: P07: TR, 02:00-02:50 pm; P87: TR, 03:00-04:50 pm  
Catalog Description: An introductory course examining the organization of a human body and the mechanisms for maintaining homeostasis. Topics include chemistry of life, cell and tissue structure, metabolism, skeleton, muscular, nervous, endocrine, and integumentary system. Designed for students who will pursue a career in nursing.

Prerequisites:  
Co-requisites:  
Required Texts:  
Bundle  
Anatomy & Physiology (Saladin, 9th ed.)  
Anatomy & Physiology Lab  
On line access code (Connect)  
Recommended Texts:  
Electronic Books. Go Green!! www.mhhe.com/ebooks for details

Student Learning Outcomes:  

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Program Learning Outcome # Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon successful completion of this course, students will be able to</td>
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<tr>
<td>1 Identify and summarize the steps of the scientific method and recognize their role in the context of a laboratory experiment</td>
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<td>Critical Thinking, Communication</td>
</tr>
<tr>
<td>2 List, identify, and classify the cellular organic macromolecules, specify the monomers for each, and explain their relevance to human structure and function.</td>
<td></td>
<td>Communication</td>
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<tr>
<td>3 Explain basic cellular functions such as protein synthesis, cellular respiration, DNA replication, and cell division.</td>
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<tr>
<td>4 Recognize the anatomical structures, explain physiological functions, and recognize and explain the principle of homeostasis applied to the integumentary, nervous, endocrine, muscular and skeletal systems</td>
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</tbody>
</table>
Perform Oral and Written communication of biomedical terms relative to the human body

Collaboratively work through physiological case studies

Demonstrate a critical understanding of biological physiological processes

Analyze quantitative and empirical biomedical datasets and graphs

Major Course Requirements

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value (points or percentages)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Lecture Exams</td>
<td>4 Lecture exams at 100 points each</td>
<td>30%</td>
</tr>
<tr>
<td>2) Laboratory Practical Exams</td>
<td>4 Practical exams at 100 pts each</td>
<td>30%</td>
</tr>
<tr>
<td>3) Smart Book (SB) Assignments</td>
<td>16 SB Assignments at 100 pts each</td>
<td>10%</td>
</tr>
<tr>
<td>4) Chapter Assignments</td>
<td>20 Assignments at 100 pts each</td>
<td>5%</td>
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<tr>
<td>5) Practical Exercises</td>
<td></td>
<td>5%</td>
</tr>
<tr>
<td>6) Case-Study Presentation</td>
<td></td>
<td>5%</td>
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<tr>
<td>7) Research Paper</td>
<td></td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion:

A = 100 – 90pts;
B = 89 – 80pts;
C = 79 – 70pts;
D = 69 – 60pts;
F = 59pts or below

Detailed Description of Major Assignments:

<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Chapter Assignments</td>
<td>Assignments that help answering a collection of questions discussing scientific concepts on the chapter by using composition, labeling, classification, sequencing, true and false, matching, and essay questions.</td>
</tr>
<tr>
<td>Smart Book Assignments</td>
<td>Adaptive modules aiding students in learning the topics needed to help them be successful in the course. Time spent on topics varies based on needs. The study plan can be adaptive, which involves self-paced learning process using built-in diagnostic tools to gauge progress and improvement, or a customized plan, which involves setting a class-paced learning process with directions by assigning activities and topics that meet specific learning objectives, term goals and students' needs.</td>
</tr>
<tr>
<td>Lab Exercises</td>
<td>Mixed exercises and homework assignments to reinforce the student knowledge of the chapter material. They include virtual labs and APR activities. The students will perform exercises and assignments targeting different body systems.</td>
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</tbody>
</table>

Taskstream:

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments may be required to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester, but for general
information, you can visit Taskstream via the link in eCourses. The paper and the case study presentation are required to be submitted through Taskstream as Taskstream assignments.

**Course Procedures and Additional Instructor Policies:**

**Electronic Devices:**
The use of cell phones in this class (lecture & Lab) is absolutely prohibited. All cell phones must be out of sight during lecture and lab sessions. Other electronic devices (Notebooks, Tablets, etc.) are allowed ONLY for course related usage and ONLY by the instructor permission. **Violators will be asked to leave the class room.**

**Attendance Policy:**
Attendance will strictly be taken electronically once **at the beginning (1st 5 minutes)** of both lecture and lab sessions. 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 assigned an “F” grade. Absences are accumulated beginning with the first day of class.

**Assignments:**
Assignments include: a) On-line (Connect) Assignments that help answering a collection of questions discussing scientific concepts on the chapter by using composition, labeling, classification, sequencing, true and false, matching, and essay questions. b) In-class Lab Exercises and homework assignments to reinforce the student knowledge of the chapter material. The students will perform exercises and assignments targeting different body systems. **These assignments collectively account for 20% of the final grade.**

**Assignments include:**

- **Connect Assignment:**
  Include online homework assignments on chapter material using McGraw-Hill Connect website. Students must buy the access code and register online to be able to do and earn grades on these assignments. In addition to the access code, you also need a course codes that will be provided (free of charge) by your instructor for registration. Registration date will not be extended (NO EXCUSES). Overdue assignment work will not be accepted and will earn zero grade.

- **Chapter Assignments:**
a collection of questions discussing scientific concepts on the chapter by using composition, labeling, classification, sequencing, true and false, matching, and essay questions.

- **Lab Exercises:**
Lab exercises may be completed during the class period. Late work will not be accepted and will earn zero grade. Each student must have the **required code to be able to access all online assignments through** the publisher website address [http://connect.mheducation.com](http://connect.mheducation.com)

- **Smart Book Homework:**
Include separate homework on chapter material posted and taken online using McGraw-Hill Connect website. You must have the two codes mentioned above to register and be able to do and earn grades on Learn Smart homework. Learn Smart Homework and Assignments website address: [http://connect.mheducation.com](http://connect.mheducation.com)

  **How to register:**
  Go to your section web address and click **register now button.**
  **section web address:** [https://connect.mheducation.com/class/y-elhassan-biol-2401-p07p87-fa21](https://connect.mheducation.com/class/y-elhassan-biol-2401-p07p87-fa21)

- **Lecture Exams:**
  Exams should be taken as scheduled. There will be **four scheduled lecture exams** as well as a comprehensive final exam. Neither lecture nor lab exams may be take-home or open book exams. Lecture exams will consist of multiple-choice, short-answer, matching, and true or false questions. Phones, smart watches, and all other electronic devices MUST be kept inside bags, and bags MUST be placed against the wall in the front of the classroom. Ant type of head cover is prohibited during exams.

- **Lab Exams:**
There will be four practical lab exams, as scheduled in the syllabus. Practical lab exams will consist of identification of structures on: Microscope slides, dissected specimens, models, figure, diagrams, and may include few short-answer
questions. Phones, smart watches, and all other electronic devices MUST be kept inside bags, and bags MUST be placed against the wall in the front of the classroom. Ant type of head cover is prohibited during exams.

**Make-up Exam Policy:**
- **THERE WILL BE NO MAKE-UP EXAM FOR ANY undocumented MISSED EXAM** under all circumstances. If you missed an exam you are required to submit legitimate excuse supported with required appropriate and official documents.
- The lowest exam score will be dropped and will be counted against your missed exam(s).
- The first missed exam (lab or lecture), will result in a zero grade and will be considered your lowest exam score.
- Missing a second exam (lab or lecture), will result in a zero grade and will be part of your final grade.
- Any additional missed exam(s) (lab or lecture exam) will result in a zero grade(s) and will be part of your final grade.
- Athlete students must be aware of this policy and fully understand it. Exceptions will be considered only when official school documentations are presented.
- **THERE WILL BE NO EARLY TAKING (travel excuses) of the final exam.**
  - Lecture and lab exams may be taken, administered, and proctored in the computer lab.
  - Students must have scantrons in case the computer lab is not available
  - Answer sheets for lab exams will be provided by your Instructor if the computer lab is not available.

### BIOL2401-P07(17975)/P87(18390) Lecture and Lab Schedule ; Aug 23, 2021 – Dec 08, 2021

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture</th>
<th>Week</th>
<th>Laboratory</th>
<th>Online Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>T(8/24) 2:00-2:50 pm</td>
<td>1</td>
<td>T(8/24) 3:00-4:50 pm</td>
<td>APR Orientation Assignment Connect :1st Lab - Virtual Labs Tutorial</td>
</tr>
<tr>
<td></td>
<td>Syllabus / Pre-Test Chapter 1 General Orientation to Human Anatomy</td>
<td></td>
<td>Register for Connect/ Connect Orientation Video Readings: Atlas A(A.1,A.2,A.3,A.4)</td>
<td>Smart Book Chapter 1 Assignment 1 Lab Assignments Connect Virtual Labs: Chemical Composition of Cells - Test for Proteins Connect Virtual Labs: Chemical Composition of Cells - Test for Starch Connect Virtual Labs: Chemical Composition of Cells - Test for Sugars</td>
</tr>
<tr>
<td></td>
<td>R(8/26) 2:00-50 pm</td>
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<td>R(8/26) 3:00-4:50 pm</td>
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<tr>
<td></td>
<td>Cont. Chapter 1 General Orientation to Human Anatomy</td>
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<tr>
<td>2</td>
<td>T(8/31) 2:00-2:50 pm</td>
<td>2</td>
<td>T(8/31) 3:00-4:50 pm</td>
<td>Lecture Assignments: Learn Smart Chapter 2 Assignment 2 Chapter</td>
</tr>
<tr>
<td></td>
<td>Chapter 2 The Chemistry of Life Readings: 2.1, 2.3, 2.4</td>
<td></td>
<td>Practice Atlas: Body Orientation</td>
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<td></td>
<td>R(9/02) 2:00-2:50 pm</td>
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<tr>
<td></td>
<td>Cont. Chapter 2 Chapter 3 Cellular Form and Function Readings 3.1,3.2,3.3,3.4</td>
<td></td>
<td>Lab Assignment Review (Q &amp; A) Atom Configuration Practice</td>
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</tbody>
</table>

**Attendance Reporting Period (NS/HS): Mon, Aug 23 – Wed Sep 1st**

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture</th>
<th>Week</th>
<th>Laboratory</th>
<th>Online Assignments</th>
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<tbody>
<tr>
<td>2</td>
<td>T(8/31) 2:00-2:50 pm</td>
<td>2</td>
<td>T(8/31) 3:00-4:50 pm</td>
<td>Lecture Assignments: Learn Smart Chapter 2 Assignment 2 Chapter</td>
</tr>
<tr>
<td></td>
<td>Chapter 2 The Chemistry of Life Readings: 2.1, 2.3, 2.4</td>
<td></td>
<td>Practice Atlas: Body Orientation</td>
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<tr>
<td></td>
<td>R(9/02) 2:00-2:50 pm</td>
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<tr>
<td></td>
<td>Cont. Chapter 2 Chapter 3 Cellular Form and Function Readings 3.1,3.2,3.3,3.4</td>
<td></td>
<td>Lab Assignment Review (Q &amp; A) Atom Configuration Practice</td>
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</tbody>
</table>

Lab Assignments Connect Virtual Labs: Microscopy - Operation of Bright field Microscope Connect Virtual Labs: Osmosis - Tonicity in Red Blood Cells Lecture Assignments
Tue, Sep 7th: The 12th Class Day (Census Date)  
**Final Day to Drop/Withdraw from Course(s) without Academic Record**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
</table>
| 3          | T(9/07) 2:00-2:50 pm | Cont. Chapter 3 Genetics and Cellular Function | Lab Assignments  
Connect Virtual Labs: DNA Biology and Technology - Isolation of DNA  
Lecture Assignments  
Smart Book Chapter 4 Assignment Chapter 4 Discussion |
| R(9/09)    | 2:00-2:50 pm  | cont. Chapter 3  
Chapter 4: Genetics & Cellular Function  
Readings 4.1,4.2,4.3 | Lab Assignments  
Make Histology Atlas  
Learn primary tissue, Tissue, function and Location  
Lecture Assignments  
Smart Book Chapter 5 Assignment Chapter 5 Discussion |
| 4          | T(9/14) 2:00-2:50 pm | Cont. Chap 4: Genetics & Cellular Function  
Readings 4.1,4.2,4.3 | Lab Assignments  
Practice Atlas: Integumentary system Study  
Practice Atlas: Integumentary system Assignment  
Lecture Assignments  
Smart Book Chapter 6 Assignment Chapter 6 |
| R(9/16)    | 2:00-2:50 pm  | Chapter 5: Histology  
Readings: 5.1,5.2,5.3,5.4,5.5,5.6 | Lab Assignments  
Practice Atlas: Integumentary system Study  
Practice Atlas: Integumentary system Assignment  
Lecture Assignments  
Smart Book Chapter 7 Assignment Chapter 7 |
| 5          | T(9/21) 2:00-2:50 pm | Lecture Exam I: (Chap 1, 2, 3,4) | Lab Assignments  
Practice Atlas: Integumentary system Study  
Practice Atlas: Integumentary system Assignment  
Lecture Assignments  
Smart Book Chapter 7 Assignment Chapter 7 |
| R(9/23)    | 2:00-2:50 pm  | Cont. Chap 6: Integumentary System  
Readings 6.1, 6.2, 6.3, 6.4 | Lab Assignments  
Practice Atlas: Integumentary system Study  
Practice Atlas: Integumentary system Assignment  
Lecture Assignments  
Smart Book Chapter 7 Assignment Chapter 7 |
| 6          | T(9/28) 2:00-2:50 pm | Cont. Chapter 6 Integumentary System | Lab Assignments  
Practice Atlas: Integumentary system Study  
Practice Atlas: Integumentary system Assignment  
Lecture Assignments  
Smart Book Chapter 7 Assignment Chapter 7 |
| R(09/30)   | 2:00-2:50 pm  | Cont. Chapter 7 Bone Tissue  
Readings 7.1,7.2,7.3, 7.5 | Lab Assignments  
Practice Atlas: Integumentary system Study  
Practice Atlas: Integumentary system Assignment  
Lecture Assignments  
Smart Book Chapter 7 Assignment Chapter 7 |
| 7          | T(10/05) 2:00-2:50 pm | Cont. Chapter 7; Chap 8 Skeletal System  
(Review & Discussion) | Lab Assignments  
Practice Atlas: Integumentary system Study  
Practice Atlas: Integumentary system Assignment  
Lecture Assignments  
Smart Book Chapter 7 Assignment Chapter 7 |
| 8          | T(10/05) 2:00-2:50 pm | Chapter 8 Skeletal System  
Readings: 8.1, 8.2, 8.3, 8.4, 8.5 | Lab Assignments  
Practice Atlas: Integumentary system Study  
Practice Atlas: Integumentary system Assignment  
Lecture Assignments  
Smart Book Chapter 7 Assignment Chapter 7 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
<th>Readings</th>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
<th>Readings</th>
<th>Readings</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>R(10/07)</td>
<td>2:00-2:50 pm</td>
<td>Cont. Chapter 8 Skeletal System</td>
<td>Readings: 8.1, 8.2, 8.3, 8.4, 8.5</td>
<td>R(10/07)</td>
<td>3:00-4:50 pm</td>
<td>Cont. Chapter 8 Skeletal System</td>
<td>Readings: 8.1, 8.2, 8.3, 8.4, 8.5</td>
<td>Lab Assignments; Practice Atlas; APR assignment; Lecture Assignments; Smart Book Chapter 8; Assignment Chapter 8</td>
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<tr>
<td>T(10/07)</td>
<td>2:00-2:50 pm</td>
<td>Cont. Chap 8 Skeletal System</td>
<td>Readings: 8.1, 8.2, 8.3, 8.4, 8.5</td>
<td>T(10/07)</td>
<td>3:00-4:50 pm</td>
<td>Cont. Chap 8 Skeletal System (Review &amp; Discussion)</td>
<td>Lab Exam II (Chap 5,6,7,8) Chap 9 Joints (Articulation) (Review &amp; Discussion)</td>
<td>Lab Assignments; Practice Atlas; APR assignment; Lecture Assignments; Smart Book Chapter 9; Assignment Chapter 9</td>
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<tr>
<td>R(10/14)</td>
<td>2:00-2:50 pm</td>
<td>Lecture Exam II (Chap 5,6,7,8)</td>
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<td>R(10/14)</td>
<td>3:00-4:50 pm</td>
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<tr>
<td>9 T(10/19)</td>
<td>No Classes</td>
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<td>9 T(10/19)</td>
<td>No Classes</td>
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<tr>
<td>R(10/21)</td>
<td>2:00-2:50 pm</td>
<td>Chap 9 Joints (Articulation)</td>
<td>Readings 9.1,9.3</td>
<td>R(10/21)</td>
<td>3:00-4:50 pm</td>
<td>Chap 9 Joints (Articulation) (Review &amp; Discussion)</td>
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<td>Smart Book Chapter 10</td>
</tr>
<tr>
<td>10 T(10/26)</td>
<td>2:00-2:50 pm</td>
<td>Chapter 10 Muscular System</td>
<td>Readings: 10.1,10.2,10.3,10.4,10.5</td>
<td>10 T(10/26)</td>
<td>3:00-4:50 pm</td>
<td>Chapter 10 Axial Muscles1 (Head &amp; Neck)</td>
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<tr>
<td>R(10/28)</td>
<td>2:00-2:50 pm</td>
<td>Chapter 10 Muscular System</td>
<td>Readings: 10.1,10.2,10.3,10.4,10.5</td>
<td>R(10/28)</td>
<td>3:00-4:50 pm</td>
<td>Exercise 14 Appendicular Muscles 2 (Lower Limb); Chap 10</td>
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<tr>
<td>11 T(11/02)</td>
<td>2:00-2:50 pm</td>
<td>Chapter 11 Muscular Tissue</td>
<td>Readings: 11.1,11.2,11.3, 11.4</td>
<td>11 T(11/02)</td>
<td>3:00-4:50 pm</td>
<td>Chapter 11 Muscular Tissue (Review &amp; Discussion)</td>
<td></td>
<td></td>
<td>Lab Assignments; Practice Atlas; APR Assignment; Connect Virtual Labs: Electromyography - Motor Unit Recruitment; Lecture Assignments; Smart Book Chapter 11; Assignment Chapter 11</td>
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<tr>
<td>R(11/04)</td>
<td>2:00-2:50 pm</td>
<td>Cont. Chap11 &amp; Chapter 12 Nervous Tissue</td>
<td>Readings: 12.1, 12.2,12.3,12.4</td>
<td>R(11/04)</td>
<td>3:00-4:50 pm</td>
<td>Chapter 11 Muscular Tissue (Review &amp; Discussion)</td>
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<td>Smart Book Chapter 12</td>
</tr>
<tr>
<td>12 T(11/09)</td>
<td>2:00-2:50 pm</td>
<td>Chapter 12 Nervous Tissue</td>
<td>Readings: 12.1, 12.2,12.3,12.4</td>
<td>12 T(11/09)</td>
<td>3:00-4:50 pm</td>
<td>Chapter 12 Nervous Tissue (Review &amp; Discussion)</td>
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<td>Lab Assignments; Practice Atlas; APR assignment; Lecture Assignments</td>
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<tr>
<td>Date</td>
<td>Time</td>
<td>Event Description</td>
<td>Assignments</td>
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<tr>
<td>R(11/11)</td>
<td>2:00-2:50 pm</td>
<td>Lecture Exam III (Chapters 9,10,11,12)</td>
<td>Lab Exam III (Chapters 9,10,11,12)</td>
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<td>13</td>
<td>T(11/16)</td>
<td>2:00-2:50 pm</td>
<td>Lab Assignments Practice Atlas APR assignment Lecture Assignments Smart Book Chapter 13 Practice Atlas APR assignment</td>
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<tr>
<td>R(11/18)</td>
<td>2:00-2:50 pm</td>
<td>Chapter 14: Brain, Cranial Nerves Readings: 14.1,14.2,14.3,14.4,14.5 Paper Submission</td>
<td>Lab Assignments Smart Book Chapter 14 Assignment Chapter 14</td>
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<td>R(11/18) 3:00-4:50 pm</td>
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<td>Chapter 14: Brain, Cranial Nerves Readings: 14.1,14.2,14.3,14.4,14.5 Paper Submission</td>
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<td>14</td>
<td>T(11/23)</td>
<td>2:00-2:50 pm</td>
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<td>Cont. Chap 15: Autonomic Nervous System Readings: 15.1</td>
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<td></td>
<td>14 T(11/23)</td>
<td>3:00-4:50 pm</td>
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<td>Chapter 15: Autonomic Nervous System Readings: 15.1</td>
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**Final Exam Period**
- Thu, December 02 – Wed, December 08
- Class Final Exam: (TBA)
- Wed, Dec 08, Final Grades due for Graduation Candidates (12:00 p.m.)
- Sat, Dec 11, Commencement
- Mon, Dec 13, Final Grades due for all other students (11:59 p.m.)

**Student Support and Success**

**John B. Coleman Library**
The John B. Coleman Library’s mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University’s global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: [https://www.pvamu.edu/library/](https://www.pvamu.edu/library/); Phone: 936-261-1500
Academic Advising Services
Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at [www.pvamu.edu/advising](https://www.pvamu.edu/advising). Phone: 936-261-5911

The University Tutoring Center
The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions ([https://www.pvamu.edu/student-success/sass/university-tutoring-center/](https://www.pvamu.edu/student-success/sass/university-tutoring-center/)), and through online sessions ([https://www.pvamu.edu/pvplace/](https://www.pvamu.edu/pvplace/)). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: [https://www.pvamu.edu/student-success/sass/university-tutoring-center/](https://www.pvamu.edu/student-success/sass/university-tutoring-center/)

Writing Center
The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: [https://www.pvamu.edu/student-success/writing-center/](https://www.pvamu.edu/student-success/writing-center/); Grammarly Registration: [https://www.grammarly.com/enterprise/signup](https://www.grammarly.com/enterprise/signup)

Academic Early Alert
Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: [https://www.pvamu.edu/student-success/early-alert/](https://www.pvamu.edu/student-success/early-alert/)

Student Counseling Services
The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: [https://www.pvamu.edu/healthservices/student-counseling-services/](https://www.pvamu.edu/healthservices/student-counseling-services/)

Office of Testing Services
Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: [www.pvamu.edu/testing](https://www.pvamu.edu/testing)

Office of Diagnostic Testing and Disability Services
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, LiveScribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: https://www.pvamu.edu/disabilityservices/

**Center for Instructional Innovation and Technology Services (CIITS)**
Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/; Phone: 936-261-3283

**Veteran Affairs**
Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: https://www.pvamu.edu/sa/departments/veteranaffairs/

**Office for Student Engagement**
The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: https://www.pvamu.edu/studentengagement/

**Career Services**
Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: https://www.pvamu.edu/careerservices/

**University Rules and Procedures**

**Academic Misconduct**
Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the [University Administrative Guidelines on Academic Integrity](https://www.pvamu.edu/careerservices/), which can be found on the Academic Integrity webpage. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the University Administrative Guidelines on Academic Integrity, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

**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 learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;

2. **Plagiarism**: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;

3. **Collusion**: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

4. **Conspiracy**: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and

5. **Multiple Submission**: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

**Nonacademic Misconduct**
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. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

**Sexual Misconduct**
Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at www.pvamu.edu/titleix, including confidential resources available on campus.

**Pregnancy, Pregnancy-related, and Parenting Accommodations**
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

**Non-Discrimination Statement**
Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-
discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rest 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 University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Technical Considerations

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- 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, or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

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

- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

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 discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using
high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

**Technical Support**
Students should go to [https://mypassword.pvamu.edu/](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 Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

**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 occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

It is strongly suggested that students type their discussion postings in a word processing application such as Word 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, copy and paste to the discussion board.

**COVID-19 Campus Safety Measures** [NOTE: Delete this section when the COVID-19 pandemic is over]
To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.
- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.
- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.