

Biology 2251 Human Anatomy and Physiology I

Spring 2024 Section G (32696)

Juan Manuel Ramiro-Díaz PhD.

Office: College of Science and Mathematics building (GE). Room 3017

Phone: 706-667-4571 (Office) or 706-737-1539 (Biology Dept.)

Office Hours: Tuesday 3:30-5:00/ Thursday 3:30-5:00 / scheduled by appointment. Virtual (through Microsoft Teams, preferred) or in person

E-mail: jramirodiaz@augusta.edu

The best and more direct way to communicate with me is via MS Teams. Please make sure you download the app on your phone/computer by clicking on the link below

<https://www.microsoft.com/en-us/microsoft-teams/download-app>

Biology 2251 offers an introductory view of the anatomy and physiology of the human body. The course evolves from the simple to the complex, starting with a review of the basic chemistry that underlies the biological processes and then moving forward to study the structure and function of cells and tissues. The course progresses to the detailed study of the integumentary, skeletal, muscular, and nervous systems.

LECTURE AND LABORATORY SCHEDULES:

Section G (32696)

Title	Day	Hour	Building	Room
Anatomy & Physiology I (Lecture)	Monday and Wednesday	1:00-2:15 PM	Health Sciences Building (HSC)	2216
Laboratory	Thursday	1:00-2:50 PM	College of Science and Mathematics Building (GE)	2090

*** The lecture for both sections will take place in the Health Sciences Building Room 1222 on 1/19, 2/12, and 2/28**

TEXTBOOK AND RESOURCES (REQUIRED):

- Human Anatomy and Physiology, 11th edition; Marieb & Hoehn.

ANATOMY AND PHYSIOLOGY I: AN INTERACTIVE HISTOLOGY ATLAS

- Open access via press books

[Link to the Histology Atlas](#)

<https://pressbooks.pub/aandp1histologyatlasandworkbook/>

RABBIT ATLAS (REQUIRED):

- Free download in the following link

<https://augusta.openrepository.com/handle/10675.2/622930>

Classes and laboratories this semester will be regular face-to-face, hence purchasing **MasteringAandP** **WILL NOT** be mandatory, however, it is recommended you have it as supplementary study material. If you decide to purchase or already have the product license please let me know so I can create an empty course in Mastering for you to access the resources.

OPTIONAL RESOURCES: A Brief Atlas of the Human Body; Hutchinson, Mallatt, Marieb, Wilhelm Online

LAB SUPPLIES: Lab coat, protective eyewear/goggles, non-latex/nitrile gloves (available at university bookstore)

BASIC ESSENTIAL TECHNOLOGY NEEDS:

Laptop computer

- Operating system of Windows 10 Home or Pro or Mac OS 10.13 or higher.
- Surface Pro devices are approved, however, **Chromebooks, iPads, Android Tablets, and 'non-Pro' instances of Microsoft Surface tablets are not compatible with the required applications.**
- Processor: minimum Intel Core i3 or equivalent
- RAM/Memory: 8GB or higher
- Storage: 128GB internal hard drive or larger (256+GB solid state drives preferred, but not required)
- Features: computers must include a functioning webcam and microphone (often this is integrated/included with laptops and USB webcams can also be utilized).
- Access to a broadband internet connection.

Camera (required for respondus lockdown software) (check your system; many have this built-in)

Speakers/Microphone (check your system; many have this built-in)

Software requirements include Microsoft Word and Excel – software available to students for downloading can be found at:

<https://www.augusta.edu/its/software.php>

Respondus Lockdown Browser and Respondus Monitor will be required for any online exams/quizzes.

A quiz to test if respondus is working properly on your computer will be available on D2L.

Additional information can be found at:

<https://www.augusta.edu/continuity/documents/respondusstudentguide.pdf>

If it becomes necessary you need a loaner laptop you can obtain it through the Augusta University Libraries. Check the instructions on the link below in the tab laptops.

https://www.augusta.edu/library/access_services.php

For additional information regarding technology requirements visit:

<https://www.augusta.edu/it/#>

D2L (LEARNING MANAGEMENT SYSTEM):

D2L will be used as the center of exchange of materials, activities, and notifications related to the class.

Please make sure you review the contents of the platform on a **DAILY BASIS** to be aware of when the new materials or announcements get posted. When you first log into D2L please check the **“START HERE”** module, it will contain the syllabus, the lab schedule as well and other useful information. The information for the course will be organized in folders corresponding to the 4 exams that we will have during the Spring. Each folder will contain subfolders corresponding to the different lessons of the course where the power points, links to the activities, and any other information related to the subject will be uploaded. Similar folders will be created for the laboratories. Please remember, that any material or assignment uploaded must be reviewed or completed **PRIOR** attending to the corresponding lecture or laboratory. FERPA regulations protect student personal information and **grades cannot be shared/discussed via email**, if you have doubts about your grades please contact me so we can meet in person or via a video call through Teams. D2L is a secure way to share your grade information, so, all grades will be posted to the course grade book. Reminders and important notifications will be posted on the announcement board in D2L or sent to your Augusta University email address, so, it is important for you to **check both regularly.**

ATTENDANCE AND EXPECTATIONS: Classes and laboratories for Anatomy and Physiology move at a fast pace, then **you are expected to attend all lectures and laboratories and to arrive on time, missing a single class or laboratory represents for you to miss a large amount of information.** Attendance will be

recorded in both lecture and lab, and tardiness may result in a missed quiz. You may be dropped from the course with a "WF" after missing 10% of class and/or laboratory time. However, it is not the instructor's responsibility to withdraw a student who stops attending class. If you wish to withdraw with a "W" before mid-term, you must complete a withdrawal form, have it signed by me and your advisor, and submit it to the Registrar's office. The last date to withdraw without a penalty grade is **Tuesday, March 5th**.

To engage you in an active learning process, you will be required to **review the corresponding book materials and activities ahead of each class** so the time available for the session can be used more efficiently to discuss and resolve specific doubts and questions. **PRE-CLASS QUIZZES** regarding the subject of the day will be applied at the beginning of the sessions to ensure the students have reviewed the corresponding materials.

LABORATORY: Same as in the lecture, you must **REVIEW AND COMPLETE BEFORE ATTENDING THE LABORATORY the materials and activities I will post on D2L for the subject listed in the Lab schedule below**. I cannot emphasize enough how important it is for you to review the posted materials since otherwise, you will not be able to follow up with the programmed activities or use the available time in an effective manner.

You are expected to attend and be on time for **EVERY LAB**. Please be aware that, because of the time and space limitations, make-up labs will not be possible and you will still be responsible for covering all the material for the lab practical exam.

You should be familiar with lab rules that are posted in the laboratory and on the Department of Biological Sciences website. **Closed-toe shoes and ankle-length pants or skirts are required in the lab at all times. Lab coats, gloves, and goggles are required for dissection labs or when using biological materials.** Food, candy, gum, drinks, cosmetics, and wrappers/containers are not allowed in the lab and should be placed in receptacles outside the lab. Laboratory equipment and supplies should not be removed from the lab for any reason. Loss or damage to assigned equipment or supplies may result in a charge for replacement or repair.

OPEN LAB POLICY: Open lab will be offered this semester, rules and time of operation will be posted in D2L in the close future. **All lab safety rules must be observed in the Open Lab.**

CLASS POLICY:

You are expected to be courteous and respectful to the instructor, and classmates at all times. **Tardiness and talking during class or lab are considered disrespectful and disruptive.** If you disrupt the class, you may be asked to leave the classroom. Use of portable electronic, computerized, or smart devices, including cell phones, pagers, iPods, laptops, tape recorders, smart pens/watches/glasses, etc. during class or lab is not allowed without prior approval from the instructor.

No electronic/computerized/smart devices, headsets/earphones/earbuds, watches, or head coverings are allowed during quizzes, tests, exams, and lab practicals or during the review of such materials. Possession of these devices during testing or test review will be considered a violation of academic honesty. If you violate this policy you will receive a grade of "zero" on the exam and you will be withdrawn from the class with a "WF." A record of the violation will be placed in the Office of the Dean of the College of Science and Mathematics and sent to the dean of the college that houses the student's major. A report of the incident will be placed in the academic dishonesty file of Augusta University. Further actions may be taken by the university if necessary.

EXAMINATIONS:

Depending on the situation, **lecture exams** and quizzes could be given in one of the following formats:

- **Face-to-Face (using D2L as interphase).** If the exam is presented in this format you must be physically in the classroom to take it. Please be aware that attendance will be taken and if you open your exam out of the classroom without my authorization will be considered cheating. Under these circumstances your exam will be automatically canceled, you will obtain a zero on it and further disciplinary measures could be taken.
- **Fully online in D2L.** When you present any quiz or lecture exams online in this format, you will be required to use **Respondus Lockdown** and **Respondus Monitor** which **requires a webcam**. Exams administered fully online must be taken alone. You are prohibited from using any technology during the exam, except for contacting Dr. Ramiro-Diaz in the event of technical issues. If technical issues arise, you MUST immediately contact Dr. Ramiro-Diaz preferably via MS Teams so he can help you to figure out the issue. You may not take your exam while in contact with any other person. Consulting another person, your notes, your book, or use of any other webpage during an exam is cheating and you will receive a grade of 0 for that exam and a possible WF in the course.

All **Laboratory Practical Exams will be presential**. The practical exams will be taken in the same laboratory where the regular laboratory sessions take place and will start promptly at the same hour the regular session begins.

Class quizzes will be given during the semester and they may cover material previously presented or not yet covered. Make-up quizzes will not be given for tardiness. Make-up quizzes or lecture tests will be given only for excused absences, and you should be prepared to provide documentation for an excused absence if requested.

- If an emergency arises, you must notify the instructor by phone, email, or through a MS Teams message before the end of the test day when missing a lecture exam.
- There will be no make-ups given for missed laboratory practical exams.
- Any missed quizzes, unexcused missed lecture tests, or missed lab practicals will receive a "zero."

All possessions (purses, book bags, cell phones, electronic/smart devices...) must be placed at the front of the room before beginning an exam. Test grades will be posted via D2L. Due to the time limitations tests will not be reviewed during class. **If you desire to review an exam, an appointment may be scheduled with the instructor.** All portable electronic/smart devices must be put away during the review of tests. All exams are the property of the instructor. Failure to return a test will result in a "zero" and withdrawal from the course with a "WF". If the content of an exam is reproduced or recorded by any means or if the exam is removed from the classroom, you will be charged with a violation of the University's Academic Honesty Policy, and disciplinary action will be taken as outlined in "Class Policy" and "Academic Integrity" below.

ACADEMIC SUCCESS CENTER: The Academic Success Center offers tutoring in first and second-year courses, if you feel you require additional coaching during the semester please do not hesitate to contact them. For more information visit:

<https://www.augusta.edu/academicsuccess/>

ACADEMIC INTEGRITY: You should refer to AU's Student Manual, Section 5.2. The University recognizes that honesty and integrity are necessary for its academic function. The following regulations protect the equity and validity of the university's grades and degrees, and help students develop ethical standards and attitudes appropriate to academic and professional life.

Violations of academic honesty include cheating of all kinds, plagiarism, fraudulent research activity and/or scholarship, collusion, and false statements made to avoid negative academic consequences.

The Academic Student Code of Conduct Policy can be found at

<https://augustauniversity.app.box.com/s/xts25m2sebc4qeb1sfqkh6i7v39v6a0s>

The Academic Honesty Policy can be found at:

<https://www.augusta.edu/services/legal/policyinfo/policy/academic-honesty.pdf>

DISABILITIES: Students with disabilities must contact the Office of Testing and Disability Services to schedule confidential appointments. Academic accommodations cannot be provided by the instructor until documentation from Disability Services has been received.

Grading

4 Lecture Tests (125 points each)

2 Laboratory Practicals (100 points each)

Lecture/ Laboratory Quizzes (number to be determined, for a total of **150 points**)

Comprehensive Final Exam (150 points)

Final grades are calculated by dividing points earned by the total points available (**1000 total points**) and determining a percentage.

Grading scale: A (90-100%), B (80-89%), C (70-79%), D (60-69%), F (0-59%).

Exam grades will be posted in D2L/Brightspace and cannot be issued by email or telephone.

TENTATIVE LECTURE SCHEDULE

The following schedule is tentative it could be modified depending on the advance of the group.

WEEK OF	TOPIC	CHAPTER
January 8	January 8th Classes start	
	Syllabus and class overview	Syllabus
	The Human Body: An Orientation	1
January 15	No classes on 1/15 due to Martin Luther King Jr. Day	
	The Human Body: An Orientation	1
January 22	Chemistry Comes Alive	2
January 29	Cells: The Living Units	3
February 5	Lecture Exam 1. Monday, February 5th face-to-face	1-3
	Tissues: The Living Fabric	4
February 12	Tissues: The Living Fabric	4
	The Integumentary System	5
February 19	The Integumentary System	5
	Bones and Skeletal Tissues	6
February 26	Bones and Skeletal Tissues	6
	Joints	8
March 4	Lecture Exam 2, Monday, March 4th face-to-face	4-6
	Muscles and Muscle Tissues	9
	March 5th, 2024 official last day to withdraw	
	I will be signing withdrawal forms until 5:00 PM that day	
	No classes on March 7th and 8th due to the Spring pause	
March 11	Muscles and Muscle Tissues	9
	Joints Quiz – Chapter 8 this week in D2L	8
March 18	The Nervous System	11
March 25	The Nervous System	11
	Lecture Exam 3, Wednesday, March 27th face-to-face	9, 11
April 1	The Central Nervous System	12
April 8	No classes from April 8th to 12th due to Spring Break	
April 15	The Central Nervous System	12
	The Peripheral Nervous System	13
April 22	The Peripheral Nervous System	13
	The Autonomic Nervous System	14
	Special Senses quiz – Chapter 15, this week in D2L	15
April 29	Lecture Exam 4, Monday, April 29th face-to-face	12-14
	May 1st. Last day of classes	
FINAL EXAM	Final Exam Saturday, May 4th 2:00-4:00 PM Details to be posted	1, 2, 3, 4, 5, 6, 9, 11, 12, 13, 14

TENTATIVE LAB SCHEDULE

All pre-lab work must be completed before your scheduled lab class. All pre-lab work will be assigned in D2L.

THE WEEK OF:	TOPIC COVERED IN LAB THIS WEEK:	Lab Manual Exercises
January 8	Semester starts on January 8 th No Lab this week	
January 15	Lab safety, Intro to Anatomy*, Organ Systems Overview*, Microscope Introduction* and Mitosis (Students are required to watch pre-lab videos on * topics prior to class)	1, 2, 3, 4
January 22	Bone tissue Axial and Appendicular Skeleton Week 1 (Students will watch a pre-lab video for introductions to bone tissue and how to study bones)	8-11
January 29	Axial and Appendicular Skeleton Week 2	8-11
February 5	Classification of Tissues: Tissue Histology* (Students are required to watch pre-lab videos for Introduction to Tissue Histology)	6
February 12	Classification of Tissues: Tissue Histology	6
February 19	Integumentary System	7
February 26	Lab Practical 1 - Students will take Lab Practical 1 exam during their normally scheduled lab class	1, 2, 3, 4, 6, 7, 8, 9, 10, 11
March 4	No labs this week due to the Spring pause (Students will study and compare the named muscles in humans and rabbits during the open lab) The last day to withdraw with "W" is Tuesday March 5th	12-13
March 11	Muscle Tissue, Study of Human Muscles	12-13
March 18	Rabbit Muscle Dissection (<u>PPE REQUIRED</u>)	
March 25	Histology of the Nervous System Gross Anatomy of the Brain and Spinal Cord	15, 17, 19, 20
April 1	Histology of the Nervous System Gross Anatomy of the Brain and Spinal Cord Brain Dissection (<u>PPE REQUIRED</u>)	15, 17, 19, 20
April 8	No classes this week due to Spring Break	
April 15	Special Senses Anatomy and Histology (the eye, ear, nasal epithelium, taste bud, and touch receptors) Eye Dissection (<u>PPE REQUIRED</u>)	22, 23, 25, 26
April 22	Lab Practical 2 - Students will take Lab Practical 2 exam during their normally scheduled lab class	12, 13, 15, 17, 19, 20, 22, 23, 25, 26

April 29	No lab this week (May 1st. Last day of classes)	
----------	---	--