

Biology 2012/Human Anatomy and Physiology II

BIOL 2012-3 CRN 30098

Room: King Hall (KINH) 10

Lecture Hour: 9:00 to 9:50 AM MWF

Syllabus Addendum*

Spring 2016

I. Instructor/School

<u>Instructor:</u>	Dr. Marvin E. Holtz
<u>Office:</u>	Conger Hall 205
<u>Office Telephone:</u>	229-391-5113
<u>E-Mail:</u>	mholtz@abac.edu
<u>Office Hours:</u>	Monday 12:00 to 12:50 PM and 1:50 to 3:00 PM Tuesday 8:15 to 9:45 AM and 2:00 to 2:30 PM Wednesday 10:00 to 11:45 AM and 2:00 to 2:30 PM Thursday 8:15 to 9:45 AM and 2:00 to 2:30 PM Friday 10:00 to 11:00 AM and 11:10 AM to 12:10 PM (AAC)
<u>School:</u>	Science and Mathematics (229-391-5100)

II. Required Textbook

Tortora, G. J. and B. Derrickson. Principles of Anatomy and Physiology 14th Ed. John Wiley and Sons, Inc., Hoboken, NJ, 2014.

III. Attendance Policy

Human Anatomy and Physiology II (BIOL 2012-3/CRN 30098)

Acknowledging the fact that exposure to any mass of knowledge is prerequisite to learning that knowledge, regular attendance is required for successful completion of the course requirements. Instruction and information within the classroom is unique and is generally difficult to obtain and/or unavailable outside of the classroom in original form. Therefore, regular attendance will ensure that students receive the most appropriate instruction and timely information regarding any course modifications, announcements, etc. It is the student's responsibility to contact the instructor prior to any anticipated absence or immediately after an unanticipated one (during the next regularly scheduled class which the student attends). The instructor will read the class roll or circulate a sign-in sheet at the beginning of class. Any student arriving after the class roll has been recorded will be marked absent. In addition, any student who misses more than three classes may receive a final class grade of "F." Students who miss more than three classes may withdraw from the class without penalty prior to the drop without penalty date (**March 1, 2016**).

IV. Withdrawals/Dropping Class

The last day that a student may withdraw from a course without penalty is **March 1, 2016**. After this date, a student withdrawing from class will receive a WF. Any student who does not officially withdraw from class will receive a final course grade of "F." Please refer to the current online Abraham Baldwin College Catalog for specific details concerning the policy on withdrawing from a course.

* A copy of the generic course syllabus for BIOL 2012 is available upon request. The generic course syllabus includes general information pertaining to the College and the School of Science and Mathematics.

V. Academic Dishonesty

The College-wide policy regarding academic dishonesty is described in the current online Abraham Baldwin College Catalog. For purposes of this course, a zero-tolerance policy regarding all forms of academic dishonesty will be strictly followed.

VI. Grading

In accordance with the professional judgment of the instructor, the following point system will be used to determine the final course grade:

100	Examination I	Chapters 1 through 4...1/22/2016 (Friday)
100	Examination II	Chapters 19, 20 and 21/upon completion of Chapter 21
100	Examination III	Chapters 22 and 23/upon completion of Chapter 23
100	Examination IV	Chapter 24/upon completion of Chapter 24
150	Comprehensive/Cumulative Final Examination	
	BIOL 2012-3 (CRN 30098)	Friday (4/29/2016) 8:00 to 10:00 AM KINH 10 Chapters 19 through 24 and 26 through 28

Each student is **required** to bring his or her own Scantron sheet and a #2 pencil to each examination.

50	Chapter 27 Assignment (Due 3/4/2016...Friday)
100	Chapter 28 Assignment (Due 4/8/2016...Friday)
100	Select Checkpoint Assignment (Due 4/27/2016...Wednesday)

Each student will select one of the following Chapters: 19, 20, 22, 23 or 26.

Chapter 27, 28 and Select Checkpoint Assignment Requirements

On the assigned date, each student will submit bulleted responses for all of the required CHAPTER CHECKPOINT questions. In order to receive credit, responses must be submitted at the beginning of the class; must be typed; **must be written in the student's own words**; and must follow the format described by the instructor (a handout will be distributed).

Each response will be evaluated according to how well it fully answers the question; whether or not it includes sufficient specifics and details consistent with the material included within the textbook and/or presented in class; and the degree to which it is written in the student's own words.

Total Course Points = 800

Final course grades will be assigned as follows:

90-----	100% = A
80-----	89% = B
70-----	79% = C
60-----	69% = D
0-----	59% = F

Each classroom examination will consist of 40 multiple choice questions (Part I) and three short answer/discussion questions (Part II). All questions will be reflective of the material covered within the classroom and/or textbook chapters. In addition, the questions may be similar or identical to the practice exams that have been circulated in the past; similar or identical to other sources of sample questions such as the internet or textbook; or they may be different questions that are directly related to the material within the individual chapters. Furthermore, the wording of the examination questions may or may not consist of exact or specific words from the classroom or the textbook that can be directly memorized by the use of rote memory techniques. Students are responsible for all factual material and the application of the factual material covered within the classroom and/or written in the textbook. Examination questions may assess both factual and/or applied knowledge.

The final examination will consist of 100 multiple choice questions. The examination will be cumulative and comprehensive and will assess each student's basic understanding of anatomy and physiology principles. Similar to the four classroom examinations, questions may be similar or identical to the practice exams that have been circulated in the past; similar or identical to other sources of sample questions such as the internet or textbook; similar or identical to the multiple choice questions on the four classroom examinations; or they may be different questions that are directly related to the material within the individual chapters.

Additional assignments and/or pop quizzes may be periodically administered by the instructor throughout the Semester. Scores from the pop quizzes will be factored into each student's final course grade as a percentage of the overall total (not to exceed 15% of the final course grade).

Notes:

- All classroom examinations and/or pop quizzes may include material taken directly from chapters 1 through 4.**
- All assignments will be due at the time/date specified by the instructor. Assignments will not be accepted after this time/date for any reason.
- Pop quizzes must be completed during the time allocated by the instructor. Any student arriving late will only have the time remaining to complete his or her quiz and no quizzes may be taken after the allotted time period.
- In the event that a student's final class percentage is close to but falls short of the next highest grade category, the instructor will consider such factors as classroom and/or laboratory attendance, classroom and/or laboratory preparation and participation, satisfactory completion of all relevant sections of Laboratory Exercises in Anatomy and Physiology, etc. in determining the final class grade. A student's final letter grade will only be elevated if his or her final class percentage is within one point of the next highest grade category.
- Make-up examinations will not be given. Any student who misses an examination should notify the instructor prior to the next regularly scheduled class which he or she attends. If the student has an appropriate reason for missing the examination, then he or she will be allowed to substitute the percentage score on the final examination for the missed examination. Substitution will only be allowed for one missed examination.
- According to ABAC policy, each student is required to attend and complete the final examination for each class on the date and time listed on the Final Exam Schedule which is published each semester.

School of Science and Mathematics Policies

1. Cell phones and all other electronic devices must be turned off during each class or laboratory session.
2. Students enrolled in classes in the School of Science and Mathematics will be expected to demonstrate an understanding of subject matter requiring higher order processing skills. Examination questions may take the form of essay (synthesis, analysis or application), as well as completion, multiple choice, true/false and matching. In addition, computation skills and drawing or diagramming may be required.

Reasonable accommodations will be made for students who have proper documentation and inform the instructor at the beginning of class.

Tentative Class Schedule*

BIOL 2012-3/CRN 30098

Dr. Marvin E. Holtz

Room: KINH 10

Lecture Hour: 9:00 to 9:50 AM MWF

Spring 2016

DATE	CHAPTER
1/6	Course Description and Policies
1/8, 1/11, 1/13 & 1/15	The Cardiovascular System: The Blood (Chapter 19)
1/18	The Cardiovascular System: The Blood (Chapter 19)
1/20	MLK HOLIDAY
1/22	The Cardiovascular System: The Heart (Chapter 20)
1/25, 1/27, 1/29, 2/1 & 2/3	EXAMINATION I (Chapters 1 through 4/50 minutes)
2/5, 2/8, 2/10, 2/12 & 2/15	The Cardiovascular System: The Heart (Chapter 20)
2/17	The Cardiovascular System: Blood Vessels and Hemodynamics (Chapter 21)
2/19	The Lymphatic System and Immunity (Chapter 22)
2/22, 2/24, 2/26, 2/29 & 3/2	EXAMINATION II (Chapters 19, 20 and 21/50 minutes)
3/4, 3/7, 3/9 & 3/11	The Lymphatic System and Immunity (Chapter 22)
3/14 through 3/18	The Respiratory System (Chapter 23)
3/21	SPRING BREAK
3/23	The Respiratory System (Chapter 23)
3/25, 3/28, 3/30, 4/1 & 4/4	EXAMINATION III (Chapters 22 and 23/50 minutes)
4/6	The Digestive System (Chapter 24)
4/8, 4/11, 4/13 & 4/15	EXAMINATION IV (Chapter 24/50 minutes)
4/18 & 4/20	The Urinary System (Chapter 26)
4/22, 4/25 & 4/27	Fluid, Electrolyte and Acid-Base Homeostasis (Chapter 27/Key points...as time permits)
4/29 (Friday)	The Reproductive Systems (Chapter 28/Key points...as time permits)
	COMPREHENSIVE/CUMULATIVE FINAL EXAMINATION
	8:00 AM to 10:00 PM in KINH 10
	Chapters 19 through 24 and 26 through 28

* The specific dates and amount of time for each lecture topic may vary. The topics will be covered in the order listed and each student is expected to read all relevant textbook sections and/or assigned material prior to each class session. The instructor reserves the right to make modifications in the amount of time taken to cover the specific course content; the pace at which the material is covered; the sequencing of the content which may include the addition or deletion of material; the number of examinations given, the content covered on each examination and the format of each examination. Each student is responsible for the material covered in each class and is responsible for making arrangements to obtain any missed material.