Instructor Information

Instructor: Jim Porter
Office: South Campus 245
Hours: Class: M-Th 8-11; Office: M-Th 11-12
Phone: 812-2260
Email: All email must be through the Blackboard course page.

*All emails and telephone calls will receive a response within 24-48 business hours

Chair: Tom Russell 812-2705 trussell@uaptc.edu
Dean: Dr. Marico Howe 812-2342 mbryanthowe@uaptc.edu

*If your emails and telephone calls do not receive a response within 48 hours, the appropriate chain of command is above.

Course Information

Class meets one day a week from 8:00-11:00. Additional required material and reading is found on the course home page.

Catalog Description

A two-semester study of the structure and functions of the organ systems of the human body and how they work together to maintain homeostasis. Designed for majors in health profession programs. Lab required.

Course Materials/Requirements

3. **Materials as assigned on course Home Page**.
4. **Computer & Technology Literacy Requirements**
   1.) Students must have access to a reliable computer, an internet service provider, and a Web browser that is compatible with the current learning management system (Google Chrome or Firefox). Also, a dependable printer. There are several open computer labs on campus and most are connected to printers.
   2.) Students must also demonstrate ability in the following areas: using an internet browser, navigating a website, using a word-processing program, saving, moving, deleting and attaching files, and e-mailing.
   3.) Students are required to have the ability to access and use Blackboard.
http://www.uaptc.edu/online_courses ) 4.) Students are required to have the ability to access and use the UA-PTC student e-mail. (Website for Accessing UA-PTC Student E-mail: https://www.uaptc.edu/student_email )

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla/learning-outcomes/student-learning-outcomes

Department Mission Statement

The mission of Biology discipline at UA-PTC is to provide high-quality education to students through developing the fundamental skills and knowledge to make informed decisions as individuals and members of society. We encourage critical thinking and life-long learning about the unity, diversity and interrelatedness of living things.

Department / Program Learning Outcomes

The Biology discipline, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by:

DLO 1: Demonstrate critical and independent thinking through biological investigation

DLO 2: Demonstrate professionalism in communication and collaboration

DLO 3: Analyze the influence of scientific thought on individuals and society

DLO 4: Demonstrate proper use of biological instrumentation and laboratory techniques
Student Learning / Course Outcomes

ACTS

BIOL2404 Human Anatomy and Physiology I

General Description: A two-semester study of the structure and functions of the organ systems of the human body and how they work together to maintain homeostasis. Designed for majors in health profession programs. Lab required. For transferability, Human Anatomy and Physiology I and II, or equivalent must be taken at the same institution.

Expected Student Learning Outcomes:

The student will explain, describe, discuss, recognize, and/or apply knowledge and understanding of the following: General body organization and function; Basic biochemistry; Cellular structure and function;

Metabolism; Histology; Integumentary system; Skeletal system; Joints; Muscular system; Nervous system; Special senses; Proper use of microscope, other lab equipment, and lab techniques

The student will participate in dissections.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

Attendance Policy

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid. Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Teachers have the right to
count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time.

**Departmental Attendance Policy**

You will be given a failing grade (F) for the course if you miss more than 25% of lab sessions regardless of your grade. You will be given a failing grade (F) for the course if you miss more than 25% of lecture sessions regardless of your grade.

Any student who does not attend class within the first two weeks of class will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class. In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**Extenuating Circumstances** – If the student experiences an unavoidable absence due to extenuating circumstances, it is the responsibility of the student to contact the instructor as soon as possible to alert him/her of the situation. For documentation purposes, initial contact should be made through UA-PTC email. Examples of extenuating circumstance would include, but are not be limited to, jury duty, military duty, life threatening illness, severe injuries, and/or funerals (immediate family only). Any event, even those listed in this policy, MUST be approved as an extenuating circumstance by the instructor, Department Chair, and/or Dean before any consideration of accommodations and/or exceptions to the policies of this syllabus will be considered. Note: home life, routine child care, car trouble, computer trouble, printer issues, scheduled court, minor illness (not involving hospital services), procrastination, and work are NOT considered extenuating circumstances.

**Course Policies**

The UA-PTC Catalogue rules and regulations will be enforced in this course at all times.

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

**Tardys:** Students are not penalized for being tardy for lectures and you are encouraged to enter (quietly) and assume a seat. Students tardy for an exam will be allowed to take the exam provided that no one has already turned in an exam and left the class. However, students will not be given extra time to take the exam. (IE. The exams are 50 minutes in length. If you come in 10 minutes late you will be allowed to take the test but you will only have 40 minutes to complete the test).
Course Content: This is a hybrid class. Material and assignments for the course may be added weekly and it is the student’s responsibility to both attend class and log in every week to obtain this information. Students who need assistance in an online course should send an e-mail to onlinecourses@pulaskitech.edu. Lectures will be given covering the main points of the chapters in the text. It is essential that students download the lecture notes from Blackboard and bring them to lecture every week. Labs will include more ‘self-study’ material than traditional classes meeting 5 hours a week.

The instructor for this course will answer questions and provide medical anecdotes from medical courses completed. However, the instructor is not a medical doctor and any statements should be considered to be those of a physiologist and not a medical opinion. Additionally, the instructor will provide examples of environmental work completed under environmental regulations existing at the time of the work and will answer questions about federal and state regulations, but the instructor is not an attorney and the statements should not be considered to be a legal opinion.

Grading Policy

Letter grades will be based on the following scale:

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

The Point Distribution for the semester grade is as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Exams, 100 points each</td>
<td>400</td>
<td>40%</td>
</tr>
<tr>
<td>Comprehensive Final Exam</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Short answer homework and take-home quizzes</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Information Literacy – 3 essays</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Microscopy Practical Assessment</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Midterm and Final Lab Practical (75 points each)</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>2 in-class lab exercises/dissections (25 points each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>1000</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

MONITORING GRADES – It is the student’s responsibility to routinely monitor for posting accuracy of grades in Blackboard. If a discrepancy is found it is the student’s
responsibility to email the instructor to report a missing or inaccurate grade within one week after the due date otherwise the grade may stand as posted.

Academic Integrity

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.” The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

This is not a required class. Additionally, the students in this elective class have selected to pursue a medical career in which their actions and decisions may preserve or cost a human life. Therefore, students caught plagiarizing or cheating are subject to being dropped from the course with an F. The instructor reserves the right to request expulsion of the student from the College.

Accommodation Policy

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog.
http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2

Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment
or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Tentative Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Textbook Chapter – Topic</th>
<th>Laboratory Manual Exercise Number - Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 14 &amp; 15</td>
<td>Chapter 1 – Introduction</td>
<td>Lab Safety</td>
</tr>
<tr>
<td></td>
<td>Chapter 2 – Chemistry</td>
<td>2 – Introduction</td>
</tr>
<tr>
<td>Jan 22</td>
<td>Chapter 3 – Energy</td>
<td>4 – Microscopy</td>
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<tr>
<td></td>
<td>Chapter 4 – the Cell</td>
<td>5 – Cells &amp; 7 – Cell Division</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE: Monday – off for MLK Day</strong></td>
<td>8-10 – Tissues</td>
</tr>
<tr>
<td>Jan 28 &amp; 29</td>
<td>Mon 28th: Chap. 3 – Energy &amp; Chap 4 – the Cell</td>
<td>11 – Integumentary</td>
</tr>
<tr>
<td></td>
<td>Tue 29th: Chap. 5 – Tissue &amp; Cha. 6 – Integument.</td>
<td>12-19 Bones</td>
</tr>
<tr>
<td>Feb 4 &amp; 5</td>
<td><strong>Test 1 – Chapters 1-4 (+ 20% comprehensive)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mon class only: Chap. 5 – Tissue &amp; Chap. 6 – Integument</td>
<td></td>
</tr>
<tr>
<td>Feb 11 or 12</td>
<td>Chapter 7 – Skeletal System, bone</td>
<td>Lab Practical 1</td>
</tr>
<tr>
<td></td>
<td>Chapter 8 – Skeletal System, skeleton</td>
<td></td>
</tr>
<tr>
<td>Feb 18 or 19</td>
<td><strong>Test 2 – Chapters 5-8 (+ 20% comprehensive)</strong></td>
<td>Microscopy Checklist Assessment</td>
</tr>
</tbody>
</table>
### Learning Activities – Each week college students should anticipate spending at least a minimum of 2 hours studying and preparing for each 1 semester hour credit for any course. This does not include time spent in a traditional face-to-face class and/or laboratory session.

Therefore, to ensure that the student spends the required 8 hours of study time outside of the scheduled meeting period each week learning activities will be assigned. Hybrid courses will need to spend an additional hour and 15 minutes each week in online course work. Most of the learning activities listed below should take the average student approximately 30 to 60 minutes to complete. The total number of learning activities will vary from week to week because some weeks not all activities will be applicable and then other weeks some activities will take more or less time to complete. Even though these assignments carry a minimum to no point value for a grade completing them is invaluable for learning the material. Refer to Blackboard for closing dates (due dates). Some due dates will be set after an exam or Lab meeting. Offering the corresponding learning activity after an exam or laboratory period has been completed allows time for the student to review any missed material. Even though some learning activities may not be due until after the corresponding exam or lab, for optimum learning it is best to complete the applicable learning activities before the corresponding textbook lecture, exam and/or laboratory period. Once closed the opportunity will be lost to utilize these learning activities to prepare for the final exam. If a learning activity is not attempted before the due date, then it will not open later for the student to review. Individual learning assignments will be listed, posted, detailed, and/or described in Blackboard. Learning activities may vary depending on the learning needs of the class as a whole and/or individual student performance. Not all activities may be assigned.

### Learning Activities – May include, but are not limited to, the following:
1. Reading textbook chapter
2. Reading instructor notes (posted on Blackboard under Course Materials)
3. View instructional videos

| Feb 25 & 26 | Chapter 9 – Skeletal System, joints  
Chapter 10 – Muscular System | 20, 22-26 – Muscular System |
| Mar 4 & 5  | Chapter 11 – Muscular System | 27-29, 32 – Nervous System |
| Mar 11 & 12 | Chapter 12 – Nervous System, nerves |

| Spring Break | March 17 - 22 |
| Mar 25 & 26 | Test 3 – Chapters 9-12 (+ 20% comprehensive) |
| Apr 1 & 2  | Chapter 13 – NS, brain & CN | 33-38 – Special Senses |
| Apr 8 & 9  | Chapter 14 – NS, spinal cord & nerves | 62 – Cat Dissection |
| Apr 15 & 16 | Chapter 15 – Autonomic NS | Lab Practical 2 |
| Apr 22 & 23 | Chapter 16 – Special Senses |
| Apr 29 & 30 | Test 4 – Chapters 13-16 (+ 20% comprehensive) |
4. Preparing and posting to blackboard student created outline/lecture notes-study guides-flashcards for each chapter as assigned to a group or as an individual project.
5. Preparing and posting to Blackboard demonstration videos and/or poster/collages
6. Researching and preparing Information Literacy Assignment
7. Reviewing notes, study guides, flashcards, online workbooks and lab exercises in preparation for exams

**Final Exam Schedule:**

BIOL 1402 AP 1 Hybrid (M) Wednesday May 8th  8:00 am – 10:00 am  Main campus, NLR  
BIOL 1402 AP 1 Hybrid (T) Tuesday May 7th 8:00 am – 10:00 am  South campus  
BIOL 1403 AP 2 Hybrid (W) Wednesday May 8th  8:00 am – 10:00 am  Main campus, NLR  
BIOL 1403 AP 2 Hybrid (R) Tuesday May 7th 8:00 am – 10:00 am  South campus

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

**Note:**
- Last day to drop/add: Jan 15
- Mid-term: Mar 12
- Last day to withdraw from class: April 17
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Jim Porter’s Anatomy and Physiology class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

_________________________________________
Semester

_________________________________________
Date

_________________________________________
Print name

_________________________________________
Signature

_________________________________________
alternate Email address (not your uaptc address)

_________________________________________
Telephone