Instructor: William Allen, MD  
Telephone: 479-200-1630  
E-mail: wallenmd@gmail.com  
Office: Main Campus Science Bldg  
Office hours: as mutually arranged  

All emails and telephone calls will receive a response within two business days. If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is:

Chair: Thomas Russell, MS  501-812-2705  trussell@uaptc.edu  
Dean: Marico Bryant-Howe, PhD  501-812-2342  mbryanhowe@uaptc.edu

Catalog Description: BIOL 1402 Human Anatomy & Physiology I, ACTS #BIOL 2404. The course is the first semester of 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. This course is designed for majors in health profession programs. 3 lecture hours, 2 lab hours. Prerequisites (must meet all of the following requirements): A score of 19 or above on the English section of the ACT, or a score of 83 or above on the Accuplacer Sentence Skills test, or a score of 80 or above on the COMPASS Writing Placement test, or completion ENGL 0111 (Composition Review) with a grade of “C” or better. 271- A score of 19 or above on the Reading Section of the ACT or a score of 78 or above on the Accuplacer Reading Comprehension test or a score of 83 or above on the COMPASS Reading Placement test or completion of READ 0300 (Foundations of Literacy) with a grade of “C” or better. A score of 22 or above on the Math section of the ACT, or a score of 97 or above on the Accuplacer Elementary Algebra test or a score of 50 or above on the COMPASS Math Placement test or the completion of all required zero level mathematics coursework.

Student Email Policy: Pulaski Technical College provides each currently enrolled student an electronic mailbox (email). This electronic mailbox is used as an official means of communication between Pulaski Technical College and the enrolled student. Each currently enrolled student will monitor and read messages sent to the mailbox address in a timely fashion. Use if this electronic mailbox is governed by the Pulaski Technical College Code of Computing Practices. Email correspondence from personal email accounts will not receive a response.


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

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.

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:

a) Demonstrating critical and independent thinking through biological investigation
b) Demonstrating professionalism in communication and collaboration
c) Analyzing the influence of scientific thought on individuals and society
d) Demonstrating proper use of biological instrumentation and laboratory techniques

Student Learning / Course Outcomes
ACTS
BIOL 2404 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 & 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.

AP I Course Learning Outcomes:
- The student will explain, describe, discuss, recognize and/or apply knowledge of 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 techniques

Policies

Report a Complaint or Concern
UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints and concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA-PTC 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:
Education at UA-PTC requires students' active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course
sylabus will be provided for each course by instructors.

Attendance is checked at each class meeting. If you are not on time, make sure you let me know you have come to class. If you miss 6 consecutive lectures or 4 labs or 25% of the total meetings, you are likely to be dropped from the class. If you miss the maximum number and/or percentage of absences allowed in class and/or lab after the posted drop date, your final grade will be lowered one letter grade. The course covers a great deal of material at each meeting. This is true of all science courses. Missing even one class will be detrimental to your understanding. Concepts of physiology are often counter-intuitive. For this reason, it is better to listen to these concepts being explained, than to read the book at home and try to figure them out.

YOU ARE ADVISED THAT Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Course Policies: The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information:
https://www.uaptc.edu/catalog

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

Classroom Policies

Pulaski Technical College Student Handbook rules and regulations will be enforced at all times. Students will conduct themselves in a manner that is conducive to learning for themselves and their fellow students.

Children are not allowed in class.
Drinks and snacks are allowed in class (not lab). This discretion will be allowed only so long as students clean up after themselves.

The use of cell phones and other electronic devices is prohibited in class. During tests, no cell phones or other electronic devices are permitted on desktops.
Missed assignments (not tests) may be made up with a penalty of one point per class day late. They must be delivered to the instructor (not to the office, not to the instructor's mailbox).
Lecture and lab tests may not be made up – see Evaluation.

Because of Federal Policy on Student Privacy, no grades or other scores will be given over the phone or by email or to the student's representative.

No food, gum or drinks are allowed in lab.

OSHA regulations will be observed at all times, including codes for dress: close-toed shoes, long pants (or skirts for religious reasons only).

At the end of each and every lab period you will return all items used to the appropriate storage area and to clean your work area.

Properly dispose of waste as instructed.

Failure to comply with lab policies, OSHA regulations, the Biological Laboratory
Safety Rules and Agreement, and/or other instructions will result in not being allowed to participate in the lab activities.

Grading Scale:

- 90 – 100 %    A
- 80 -89%       B
- 70 – 79%      C
- 60 – 69%      D
- Below 60%     F

Evaluation: There will be four lecture tests and a comprehensive final exam. Each of these tests will contain standardized questions from the department. There will be four lab quizzes, each worth 50 points. There are no extra credits. No test score will be dropped. No test may be made up. If you miss a test and have an excused absence, you will be given a score that is the average of your other test scores. If you miss a second test, you will receive a zero for that test. All students are required to take the final exam. Lecture tests count 100 points each; the final exam counts 200 points.

Academic Integrity: It is expected that all students will conduct themselves in a manner appropriate to the college experience. Academic integrity is a vital component of collegiate behavior. The student handbook states: “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The handbook 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 can be found in the PTC Student Handbook.

Accommodation Policy:

Services for students with disabilities: Pulaski Technical College is committed to fulfilling all Federal requirements as stated in the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Coordinator of Disability Services in Counseling Services (501-812-2220 or www.pulaskitech.edu) prior to the semester of planned enrollment, and must provide recent documentation of medical, educational and/or psychological records.

Students who need accommodations should inform the instructor at the beginning of the course. Accommodations will only be provided if the instructor receives a letter of approved accommodations from the Coordinator of Disability Services. Failure to provide sufficient notification may result in a delay of services.

If you are a student with a disability and you need academic accommodations, please contact Disability Services at 501-812-2738. All academic accommodations must be arranged through Disability Services.

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.
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 or 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 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 literacy skills to produce life-long learners who can make informed decisions in the workplace and in their personal lives. Pursuant to this end, you will from time to time be sent to the internet or library for exercises in acquiring knowledge outside the scope of your textbook.

New Student Philosophy Statement

Pulaski Technical College is committed to the academic, personal and professional development of its students. The quality of the new student experience is critical to the achievement of the college's mission and lays the foundation upon which future educational successes will be built. This commitment obligates the PTC community to cooperatively and intentionally structure programs, activities and services to promote the success of new students.
Schedule of Classes

The following calendar of class activities should be viewed as a best guess. Changes in activities, though unlikely, may be made. All changes will be announced— in class and barring emergencies—at least one class period in advance. It is the student’s responsibility to keep informed of these changes.

Spring, 2019

01/09  Introduction
01/14  Orientation
01/16  Chemistry
01/21  Holiday
01/23  Cells and Membranes
01/28  Microscopy
01/30  Genetics, Metabolism
02/04  Cells
02/06  Test 1
02/11  Tissues
02/13  Histology, Skin
02/18  Skeletal
02/20  Bone, Joints
02/25  Musculo-Skeletal
02/27  Muscle
03/04  Musculo-Skeletal
03/06  Test 2
03/11  Microscope Practical
03/13  Nerves, Spinal Cord
03/18  Break
03/20  Break
03/25  Brain
03/27  Brain, Brainstem
04/01  Brain Dissection
04/03  Test 3
04/08  Cat Dissection
04/10  Cranial Nerves
04/15  Cat Dissection
04/17  Autonomic Nervous System, Senses
04/22  Special Senses
04/24  Senses
04/29  Test 4
05/01  Review for Final—all lab tests due
05/04  Finals Week Begins