Instructor Information

Instructor: M. M. Matute, Ph.D.
Office: Room 239, Little Rock South Campus
Mailbox: Room 251
Office Hours: Monday to Thursday After 1pm
Phone: 501 771 6051
Email: mmatute@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Mr. Thomas Russell 501-812-2705 trussell@uaptc.edu
Dean: Dr. Marico B. Howe 501 812 2342 mbryanthowe@uaptc.edu

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

Course Information

This is a live course meeting every Monday and Wednesday for lecture at 9.25 am in Rm 219, Little Rock- South Campus, and meeting every Wednesday for lab at 11 AM in Room 209, Little Rock-South Campus.

Catalog Description

This 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. This is a 4 Credit Course, 3 Lecture Hours and 2 Lab Hours (special course fee apply)

Prerequisites: Biological Science w/Lab- BIOL.1401 with a grade of ‘C’ or better

Course Materials


3. Internet access for online portions of class: Students must have the ability to access both Blackboard and the official UA-PTC student email account. Additional handouts may be supplied to you in lab, and by PDF in blackboard.
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:

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

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

Discipline Learning Outcomes (also Departmental/Program)

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:

- DLO1. Demonstrating critical and independent thinking through biological investigation
- DLO 2. Demonstrating professionalism in communication and collaboration
- DLO 3. Analyzing the influence of scientific thought on individuals and society
- DLO 4. Demonstrating proper use of biological instrumentation and laboratory techniques

Student Learning / Course Outcomes

ACTS 2404 and AP1 (Biol.1402) Student Learning Outcomes

At the end of the course, the student will explain, describe, discuss, recognize, and/or apply knowledge and understanding of the following:

- The student will explain, describe, discuss, recognize, and/or apply knowledge and understanding of the following:
- CLO 1. Body organization (includes terms, basic biochemistry, cellular structure & function, metabolism, histology, & integumentary system) [ILO 1, 3, 6, 7; DLO 1, 2, 3]
- CLO 2. Musculoskeletal system (includes muscular system, skeletal system, & joints) [ILO 1, 3, 6, 7; DLO 1, 2, 3]
- CLO 3. Nervous system (includes nervous system & special senses) [ILO 1, 3, 6, 7; DLO 1, 2, 3]
- CLO 4. Proper use of microscope, other lab equipment, and lab techniques [ILO 1, 2, 4, 5; DLO 1, 2, 4]
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

UA-PTC 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 syllabus will be provided for each course by instructors.

Departmental Attendance Policy

Attendance is required for all course activities at all times

Full participation is required for lab and lecture activities, i.e. partially attending a lab or a lecture is not considered as attendance or participation.

Missing up to 25% of the scheduled labs for the course will result in an F-grade for the course
Missing up to 25% of the scheduled lectures for the course will result in an F-grade for the course

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 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.
The Pulaski Technical College Student Handbook rules and regulations will be enforced in this class at all times.

Student Behavior: Respect each and every one and do the Right Thing

a. No cheating what-so-ever
b. Only class members allowed in class; only course/class related work can be done during class meets
c. No gastronomic activities; no eruption of electronic gadgets
d. Tardiness and moving in and out of class/lab are not acceptable
e. Late submissions are not acceptable; You can only submit a lab for which you were present
f. Ensure that you are recorded as present at all times
g. There will be no extra credit work and no dropping of a scored class activity
h. Communication: All Email communications with the Instructor will be via your UAPTC Student Email; When communicating via email, phone, or note, always indicate your name, course/course number, course section, and days and times of meetings
i. Disregard for the above and Any Other Disruptive Behavior not listed, will result in corrective measures.

Grading Policy
Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
</tr>
</tbody>
</table>
Points Distribution

<table>
<thead>
<tr>
<th>Tested/Graded Activities*</th>
<th>Points Allotment</th>
<th>% Course Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Lecture Exams/100 pts Each</td>
<td>400</td>
<td>40</td>
</tr>
<tr>
<td>1 Lecture Final/Comprehensive</td>
<td>200</td>
<td>20</td>
</tr>
<tr>
<td>Literacy Project</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>Others: Assignments, Quizzes</td>
<td>100</td>
<td>10</td>
</tr>
<tr>
<td>Lab Exam/Comprehensive</td>
<td>200</td>
<td>20</td>
</tr>
<tr>
<td>Microscopy Assessment</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>Lab Submissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Course Total</strong></td>
<td><strong>1000</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

*Results and grades of all tested activities will be posted within a week of the activity.

Some tested activities maybe in group format but it requires that you must be a participative and contributory member of the group at all times for you to be tested with such a group. This means that you must attend at all times and actively engaged in the group’s endeavors. If you do not qualify to be tested as a group, you will be tested alone.

**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.

Plagiarism is the practice of taking someone else’s work or ideas and passing them off as one’s own. For example, copying from someone, not citing references in a paper, disguising some other person’s work as yours, etc. Students who plagiarize or otherwise engage in academic dishonesty face serious consequences. Sanctions may include, but are not limited to, failure on an assignment, grade reduction or course failure, suspension, and possibly dismissal.

**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](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)

**Sexual Misconduct**

No person at UA-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.
<table>
<thead>
<tr>
<th>Week #</th>
<th>Lectures/Chapter</th>
<th>Labs/Exercises</th>
<th>Testing Activities / Submissions</th>
<th>Assignments Readings Writings Home Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Sciences of Anatomy and Physiology; Ch 1 Jan 9, 10, 14, 15</td>
<td>Lab Safety Body Organization Rat Dissection Ex 2</td>
<td></td>
<td>Syllabus + Ch 1; Prelab 2</td>
</tr>
<tr>
<td>2</td>
<td>Atoms, Ions, and Molecules, Ch2 Jan 16, 17, 22, 23</td>
<td>Microscopy Cell Ex 4, 5, 7</td>
<td>Lab 1</td>
<td>Ch 2 Prelabs 4, 5, 7; Lab Write-Up Quiz Prep</td>
</tr>
<tr>
<td>3</td>
<td>Energy, Chemical Reactions, and Cellular Respiration, Ch3 Jan 24, 28, 29, 30</td>
<td>Tissues Ex 8, 9, 10</td>
<td>Lab 2 Paper 1</td>
<td>Ch 3 Prelabs 8, 9, 10 Lab Write-Up</td>
</tr>
<tr>
<td>4</td>
<td>Biology of the Cell, Ch4 Jan 31, Feb 4, 5, 6</td>
<td>Tissues Ex 8, 9, 10</td>
<td>Lab 3 Exam 1 Ch 1-4 Test 1</td>
<td>Ch 4 Prelabs 8-10 Lab Write-Up Prepare for Exam 1</td>
</tr>
<tr>
<td>5</td>
<td>Tissue Organization, Ch5 Feb 7, 11, 12, 13</td>
<td>Skin and Bones Ex 11, 12</td>
<td>Lab 4</td>
<td>Ch 5 Prelab 11, 12 Lab Write-up</td>
</tr>
<tr>
<td>6</td>
<td>Integumentary System, Ch6 Feb 14, 18, 19, 20</td>
<td>Skeleton Ex 13, 14, 15</td>
<td>Lab 5</td>
<td>Ch 6 Prelab 13-15 Lab Write-up</td>
</tr>
<tr>
<td>7</td>
<td>Bone Structure and Function, Ch7 Feb 21, 25, 26, 27</td>
<td>Skeleton Ex 16,17</td>
<td>Lab 6</td>
<td>Ch 7 Prelabs 16, 17 Lab Write-up</td>
</tr>
<tr>
<td>8</td>
<td>Axial and Appendicular Skeleton, Ch8 Feb 28, March 4, 5, 6</td>
<td>Fetal Skeleton Joints Ex 18, 19</td>
<td>Lab 7 Exam 2 Ch 5-8 Test 2</td>
<td>Ch 8 Prelabs 18, 19 Lab Write-up</td>
</tr>
<tr>
<td>9</td>
<td>Articulations, Ch9 March 7, 11, 12, 13</td>
<td>Microscope Assessment</td>
<td>Lab 8 Microscope Assessment Paper 2</td>
<td>Ch 9 Exam 2 Prep Microscopy Prep Lab Write-up</td>
</tr>
<tr>
<td>10</td>
<td>Muscle Tissue, Ch10 March 14, 25, 26, 27</td>
<td>Skeletal Muscles Ex 20, 22, 23, 62</td>
<td>Lab 9 Literacy Project</td>
<td>Ch 10 Prelabs 20, 22, 23, 62 Lab Write-up</td>
</tr>
</tbody>
</table>
|   | Axial and Appendicular Muscles, Ch11  
March 28, April 1, 2, 3 | Skeletal Muscles  
Ex 24, 25, 26, 62 | Lab 10 | Ch11 
Pre-labs 24-26, 62 
Lab Write-up |
|---|---|---|---|---|
| 11 | Nervous Tissue, Ch 12  
April 4, 8, 9, 10 | Nervous System  
Ex 27, 30, 32 | Lab 11 
Exam 3 
Ch 9-12 
Test 3 | Ch12 
Pre-labs 27, 30, 32 
Lab Write-up 
Quiz 2 Prep |
| 12 | Brain and Cranial Nerves, Ch13  
April 11, 15, 16, 17 | Nervous System/ Senses  
Ex. 28, 29, 33 | Ch13 
Pre-labs 28, 29, 33 
Lab Write-up |
| 13 | Spinal Cord, Spinal Nerves, Autonomic Nervous System, Senses  
Ch14, 15, 16  
April 18, 22, 23, 24 | Senses  
Ex 34, 35, 37, 38  
Cow Eye Dissection | Lab 12 | Ch14, 15, 16 
Pre-labs 34, 35, 37, 38 
Lab Write-up |
| 14 | Review/ Catch Ups  
April 25, 29, 30  
May 1, 2 | Lab Exam  
Comprehensive,  
Actual specimens,  
Oral,  
Group and Individual | Lab Exam  
Exam 4  
Ch 13 -16 | Finals Prep 
Lab Prep 
Lab Write-up 
Exam 4 Prep |
| 15 | Finals | Lecture Finals Comprehensive | |
| 16 | |

**Final Exam Schedule:** Monday May 6, 8.00 am - 10.00 am

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

Read, complete, and return to instructor:

I have read the course syllabus for Dr. Matute’s Human Anatomy and Physiology I, w/Lab (BIOL.1402) class at University of Arkansas-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.

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Semester

Date

Print name

Signature

UA-PTC Email address

Telephone