Instructor Information

Instructor: M. M. Matute, Ph.D.
Office: Room 239, Little Rock South Campus
Mailbox: Room 251
Hours: Monday to Thursday 1.00 pm- 2.30 pm; Friday 9.00 am -12.00pm
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 8.00 AM in Rm 215, Little Rock- South Campus, and meeting every Monday for lab at 11 AM in Room 209, Little Rock-South Campus.

Catalog Description

This course is the second 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: Human Anatomy and Physiology I w/Lab- BIOL.1402 with a grade of ‘C’ or better

Course Materials

3. Optional: Handouts as provided
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

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 2414 and AP2(BIOL.1403) Student Learning Outcomes
At the end of this course the student will explain, describe, discuss, recognize, and/or apply knowledge understanding of maintenance and regulation in the human body and specifically of the following:

The student will explain, describe, discuss, recognize, and/or apply knowledge and understanding of the following:
CLO 1. Transport systems of the human body (includes endocrine system, blood, cardiovascular system, & lymphatic system) [ILO 1, 3, 4, 7; DLO 1,2]
CLO 2. Respiratory system (includes acid/base balance) [ ILO 1, 3, 4, 7; DLO 1, 2]
CLO 3. Absorption & Elimination in the human body (includes digestive & urinary systems) [ ILO 1, 3, 4, 7; DLO 1,2]
CLO 4. Reproductive system [ILO 1, 3, 4, 6, 7; DLO 1,2, 3]
CLO 5. Proper use of microscope, other lab equipment, and lab techniques [ILO 1,2, 4, 5, 7; DLO 1,2,3,4]

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:

- 90 to 100%  A
- 80 to 89%  B
- 70 to 79%  C
- 60 to 69%  D
- 0 to 59%  F
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: Papers, etc.</td>
<td>100</td>
<td>10</td>
</tr>
<tr>
<td>Lab Exam</td>
<td>200</td>
<td>20</td>
</tr>
<tr>
<td>Microscopy Assessment Labs: Participation/Submits</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>Course Total</td>
<td>1000</td>
<td>100</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

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>Week #</th>
<th>Lectures/Chapter</th>
<th>Labs/Chapters</th>
<th>Testing Activities / Graded Submissions</th>
<th>Assignments Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Endocrine System; Ch17 Jan 9, 10, 14, 15</td>
<td>Endocrine Structure and Function; Ex 39 Dissection of the Cat</td>
<td>Syllabus + Ch 17; Prelab 39 Paper prep</td>
<td>Syllabus + Ch 17; Prelab 39 Paper prep</td>
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<td>2</td>
<td>Cardiovascular System-Blood; Ch18 Jan 16, 17, 22, 23</td>
<td>Blood Cells and Blood Typing; Exs 41, 43</td>
<td>Lab 1</td>
<td>Ch 18 Prelabs 41, 43; Lab Write-Up T/E Prep Paper prep</td>
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<tr>
<td>3</td>
<td>Cardiovascular System-Heart; Ch 19 Jan 24, 28, 29, 30</td>
<td>Heart Structure, Cardiac Cycle, Dissection of the Cow Heart; Exs 44, 45</td>
<td>Lab 2 Paper 1</td>
<td>CH 19 Prelabs 44, 45 Lab Write-up T/E Prep Paper prep</td>
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<tr>
<td>4</td>
<td>Cardiovascular System-Vessels and Circulation; Ch 20 Jan 31, Feb 4, 5, 6</td>
<td>Blood Vessel Structure, Arteries and Veins, Cat Dissection; Exs 47, 63</td>
<td>Exam 1 Ch 17, 18, 19 Test 1 Lab 3</td>
<td>Ch 20 Prelabs 47, 63 Lab Write-up T/E 1</td>
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<td>5</td>
<td>Lymphatic System; Ch 21 Feb 7, 11, 12, 13</td>
<td>Pulse Rate and Blood Pressure Ex 48 Literacy Project</td>
<td>Lab 4</td>
<td>Ch 21 Prelab 48 Lab Write-up</td>
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<td>6</td>
<td>Immune System and the Body's Defenses; Ch 22 Feb 14, 18, 19, 20</td>
<td>Lymphatic System Cat Dissection; Ex 49</td>
<td>Lab 5</td>
<td>Ch 22 Prelab 49 Lab Write-up T/E Prep</td>
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<td>7</td>
<td>Respiratory System; Ch 23 Feb 21, 25, 26, 27</td>
<td>Respiratory Organs; Breathing/Respiratory Volumes; Control of Breathing Cat Dissection; Exs 50, 51, 53, 64</td>
<td>Lab 6</td>
<td>Ch 23 Prelabs 50, 51, 53, 64 Lab Write-up T/E Prep Paper</td>
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<tr>
<td>8</td>
<td>Urinary System; Ch 24 Feb 28, March 4, 5, 6</td>
<td>Urinary Organs; Urinalysis Cat Dissection/ Urinary System Exs 56, 57, 66</td>
<td>Lab 7 Exam 2 Ch 20, 21, 22 Test 2</td>
<td>Ch 24 Prelabs 56, 57, 66 Lab Write-up T/E Prep Paper</td>
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<tr>
<td>9</td>
<td>Fluids and Electrolytes; Ch 25 March 7, 11, 12, 13</td>
<td>Digestive Organs; Cat Dissection/Digestive System Exs 54, 65</td>
<td>Paper 2 Lab 8 Microscope Assessment</td>
<td>Ch 25 Prelabs 54, 65 Lab Write-up Paper</td>
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<td>Assignment Write-up</td>
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<tr>
<td>10 Digestive System; Ch 26 March 14, 25, 26, 27 Male Reproductive System, Female Reproductive System Cat Dissection; Exs 58, 59, 67 Lab 9 Literacy Project CH 26 Prelabs 58, 59, 67 Lab Write-up T/E prep</td>
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<tr>
<td>11 Nutrition and Metabolism; Ch 27 March 28, April 1, 2, 3 Meiosis, Fertilization, Early Development; Ex 60 Lab 10 CH 27 Prelab 60 Lab Write-up</td>
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<td>12 Reproductive System; Ch 28 April 4, 8, 9, 10 Genetics; Ex 61 Lab 11 Exam 3 Ch 23, 24, 25 Test 3 CH 28 Prelab 61 Lab Write-up</td>
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<td>13 Development, Pregnancy, and Heredity; Ch 29 April 11, 15, 16, 17 Lab Adjustments/Catch Ups Lab 12 CH 29 Prelabs for Catch-ups Lab Write-up Lab prep</td>
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<tr>
<td>14 Review for Exam 4/Exam 4 April 18, 22, 23, 24 Review for Lab Exam Exam 4 Ch 26, 27, 28, 29 Test 4 Exam 4 Prep Labs Review</td>
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<tr>
<td>15 Review/Catch ups April 25, 29, 30 May 1, 2 Lab Exam Lab Exam Comprehensive Finals Prep</td>
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<td>16 Finals Lecture Finals Comprehensive</td>
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**Final Exam Schedule:** May 8, 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 II, w/Lab (BIOL.1403) 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.

Semester

Date

Print name

Signature

UA-PTC Email address

Telephone