Instructor Information

Instructor: Thomas Russell, MS
Office: Main Campus, SCIB building, Room 116
Mailbox: Main Campus, SCIB building, Room 124
Hours: By Appointment (My office is on the Main campus in North Little Rock, and for this semester all of my classes are at the South campus)
Phone: (501)812-2705 (Office); (501)812-2269 (Main office)
Email: trussell@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 12:15 pm in Rm 213, Little Rock- South Campus, and meeting every Monday for lab at 2:00 pm in Room 209, Little Rock-South Campus.

Catalog Description

This course is a one semester survey of the structure and function of the twelve organ systems of the human body and how they work together to maintain homeostasis. This course is designed for allied health and non-majors and may not be used for credit for, or be taken after the successful completion of BIOL 1402 and BIOL 1403. This course may not be used to fulfill pre-requisite requirements for any BIOL course except for BIOL 1402.

Prerequisite:Completion/Testing out of all developmental education classes.

4 credit hours (3 hours lecture, 2 hour lab)

Prerequisites: 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 of ENGL 0111 (Composition Review) with a grade of “C” or better.

• 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.
Course Materials


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 / 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:

1. Demonstrate critical and independent thinking through biological investigation
2. Demonstrate professionalism in communication and collaboration
3. Analyze the influence of scientific thought on individuals and society
4. Demonstrate proper use of biological instrumentation and laboratory techniques
Student Learning / Course Outcomes

Upon completion of this course, the student should be able to:

• Define anatomy, physiology, and homeostasis and describe the location of structures in the human body using anatomical terms of direction and regions.
• List the levels of organization of the human body; at the cellular level: describe cell organelles and explain their functions, compare methods of transport across a cell membrane, describe the process of mitosis; at the tissue level: describe the four classifications of tissues; at the organ level: identify the human body systems and their major organs.
• Explain how the layers and structures of the skin work together to carry out the functions of the integumentary system. Use medical terminology related to the integumentary system.
• Compare the anatomy of compact and spongy bone, describe bone formation, remodeling, and repair, summarize the functions of the skeletal system, and use medical terminology related to the axial and appendicular skeleton.
• Describe the structural components of a skeletal muscle, describe a muscle contraction at the molecular level, summarize the functions of the muscular system, and use medical terminology related to the muscular system.
• Describe the anatomy of a neuron, describe major landmarks of the brain and state their functions, compare the functions of the nervous system divisions, explain the pathway for a sensory message sent to the brain to be processed as a motor response, and use medical terminology related to the nervous system.
• Describe the sensory pathway for touch/pain, taste, smell, hearing, equilibrium, and vision. Use medical terminology related to the senses.
• List the major hormones, along with their target and functions, of each of the endocrine system glands. Use medical terminology related to the endocrine system.
• Identify the components of blood, describe the body’s mechanisms for controlling bleeding, and explain what determines blood types.
• Identify chambers, valves, and features of the heart, trace blood flow through the heart, describe the events that produce the heart’s cycle, explain the factors that govern cardiac output, explain how blood pressure is regulated, and use medical terminology related to the cardiovascular system.
• Explain the route of lymph from the blood and back again, identify lymphoid tissues and organs and explain their function, and use medical terminology related to the lymphatic system.
• Trace the flow of air from the nose to the pulmonary alveoli and relate the function of each part of the respiratory tract, describe the mechanics for transporting blood gases, explain how respiration is regulated, and use medical terminology related to the respiratory system.
• Describe the digestive anatomy of each digestive organ and explain the physiology of mechanical and/or chemical digestion in each. Use medical terminology related to the digestive system.
• Describe the anatomy of the kidney and nephron, describe filtration, reabsorption, and secretion, explain how urine volume and concentration is regulated, and use medical terminology related to the excretory system.
• Describe the male and female sex organs and their functions, explain the hormonal control of the adult male and female reproductive systems, list the requirements of pregnancy, and use medical terminology related to the male and female reproductive systems.
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 will be taken daily during the first 2 weeks of class for reporting and college purposes. Please also see blackboard in order to both create an attendance artifact as well as verify your ability to use blackboard.

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.

Appropriate corrective measures will be taken towards any Disruptive and Disrespectful behavior.

Attendance is taken via use of a sign in sheet in both class and lab. Arrival after 10 minutes is considered tardy. In the event tardiness is unavoidable, please come to class but be respectful of your classmates when you enter the classroom or lab.

Tardiness: Avoid tardiness. You will not be accommodated for any class activity because of tardiness. Any action(s) towards tardiness is/are at the discretion of the Instructor.

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:

Attendance is taken daily, and a sign in roll sheet is used. Arrival after 10 minutes of the scheduled start time for class or lab will be considered absent. Please ensure that you are signed in.

If you miss a class, contact me as soon as possible. I want to make sure that you have all materials and do not miss things.

Sometimes things such as jury duty, court appearances, active duty military service, major life threatening illnesses requiring hospitalization and corresponding physician orders occur. If this happens please get in contact with me and we will figure out a path forward and what options exist.

UA-PTC no longer issues a WX grade, which is where a student was dropped for administrative reasons. It is the student’s responsibility to initiate and complete proper paperwork for any withdrawals.

Snacks and food can NOT be in the lab. In class I don’t mind although please be courteous to your classmates and don’t bring in things that make noise.

Cell phones, tablets and devices. Please turn them off or to silent. It is inappropriate to enter and exit a class or lab multiple times to address telephone calls. If you are on call or have a situation where you may have to take calls, please let me know and sit closer to the door to disturb fewer people.

CELL PHONES, TABLETS AND OTHER DEVICES ARE NOT ALLOWED DURING EXAMS. THEY ARE TO BE COMPLETELY OUT OF SIGHT AND IN YOUR PURSE, BACKPACK OR WHEREVER YOU STORE IT.

Honor Code – Each student is expected to do his or her own work. In particular, copying work from other students, from the internet or third party sources, as well as cheating on exams or quizzes will not be tolerated. Plagiarism is covered in the college catalog.

The lowest test score exclusive of the final exam will be dropped. I know many of you are juggling difficult schedules, and sometimes traffic, weather, and other things interfere with transportation. I will allow one make up exam, although it may be a different format and exam from the test taken by the rest of the class. I have to have grades posted within 1 week of the item, so that is the absolute deadline.
In the event of weather or other things that close the college campus, any due date will be moved to the next class day.

Communications – email is the preferred method of communication, although I do check my office phone. When you email, please let me know your subject, and day and time.

Blackboard is the system we use for grades and this class uses it as a supplement to our class. The majority of grades used in this class will be in a proctored situation or laboratory, there will be a few things in blackboard, such as quizzes or smaller assignments. Additionally, blackboard is our class bulletin board and announcements will be posted there. Please check it before coming to class.

**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>
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</thead>
<tbody>
<tr>
<td>4 Lecture Exams/100 pts Each</td>
<td>400</td>
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<tr>
<td>1 Lecture Final/Comprehensive</td>
<td>200</td>
</tr>
<tr>
<td>10 Labs (20 pts each)</td>
<td>200</td>
</tr>
<tr>
<td>4 Lab Practical exams (50pts Each)</td>
<td>200</td>
</tr>
</tbody>
</table>

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

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School. Per Dean approval, instructors of the Physical and Natural Sciences department will have two weeks to provide feedback and post grades for research papers and other hand-graded work.

Quizzes and exams can be multiple choice, open ended questions, labeling, or some mixture of. Be aware that some smaller assignments may be based in blackboard.
Some material may be covered in a take home format. These assignments have a fixed due date and will not be accepted late.

Due dates are important. UA-PTC wants students to be aware of grades in a timely manner. To assist in this, due dates are selected to allow for timely processing and return.

**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>Lab Exercises</th>
<th>Testing Activities / Graded Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ch1</td>
<td>Intro to the Skeletal System&lt;br&gt;Exercise 13</td>
<td></td>
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<tr>
<td>2</td>
<td>Ch2</td>
<td>Axial Skeletal&lt;br&gt;Exercise 14 and 15</td>
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<tr>
<td>3</td>
<td>Ch3</td>
<td>No Lab MLK Day</td>
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<tr>
<td>4</td>
<td>Ch4</td>
<td>Appendicular Skeleton&lt;br&gt;Exercise 16 and 17</td>
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<tr>
<td>5</td>
<td>Ch5</td>
<td><strong>Lab Practical—Skeletal system</strong></td>
<td>Exam 1 (Chapters 1-4)</td>
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<tr>
<td>6</td>
<td>Ch6</td>
<td>Muscular System&lt;br&gt;Exercises 22 and 23</td>
<td></td>
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<tr>
<td>7</td>
<td>Ch7</td>
<td>Muscular System&lt;br&gt;Exercises 24 and 25</td>
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<tr>
<td>8</td>
<td>Ch8</td>
<td><strong>Lab Practical-Muscular system</strong></td>
<td>Exam 2 (Chapters 5-7)</td>
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<td>9</td>
<td>Ch9 &amp; 10</td>
<td>Brain and Cranial Nerves&lt;br&gt;Exercise 30</td>
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<tr>
<td>10</td>
<td>Ch11</td>
<td>Special Senses&lt;br&gt;Exercises 33-38</td>
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<td>11</td>
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<td></td>
<td><strong>Spring Break</strong></td>
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<tr>
<td>12</td>
<td>Ch12</td>
<td>Cardiovascular System&lt;br&gt;Exercises 43 and 44</td>
<td>Exam 3 (Chapters 8-11)</td>
</tr>
<tr>
<td>13</td>
<td>Ch13</td>
<td><strong>Lab Practical-Nervous and Cardiovascular Systems</strong></td>
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<tr>
<td>14</td>
<td>Ch14</td>
<td>Fetal Pigs</td>
<td></td>
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<tr>
<td>15</td>
<td>Ch 15 and 16</td>
<td>Fetal Pigs</td>
<td></td>
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<tr>
<td>16</td>
<td></td>
<td></td>
<td><strong>Lab Practical-Fetal Pigs</strong></td>
</tr>
</tbody>
</table>

**Final Exam Schedule**: Friday May 10th, 10:30 am-12:30 pm

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 Mr. Russell's Biological Science, w/Lab (BIOL.1401) 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