Course Description:

Bio 3403 (Anatomy and Physiology I) is a 4 credit course with three hours lecture and three hours lab each week. It is the first semester course in the two-semester series (Bio 3403-3404 Anatomy and Physiology I & II) designed for pre-professional students in biology and medical technology.

Bio 3403 starts with introductory topics on biochemical, cellular and histological units and will cover the integumentary, skeletal, muscular and nervous systems. The course emphasizes an integrated understanding of the structures (both gross and microscopic) and functions of the various body systems.

Laboratories are synchronized with lecture materials and include exercises using prosected models, microscopic slides, animal specimens and computer simulations. Participation in the lab involves both individual hands-on exercises and team work/group discussion.

Prerequisites:

Bio 2400 and Chem 2180 or 3181 or permission of instructor. Bio 3403 is prerequisite for Bio 3404. Credit not given for both Bio 2402/2409 and 3403-3404.

Required Texts:


Course Objectives:

1. To develop an understanding of the various body structures at different hierarchical levels (from biochemical and cellular levels to tissue and organ/system levels).
2. To develop an understanding of basic physiological principles and their application to human body functions.
3. To apply an integrated understanding of the structures and functions of the human body in analyzing and solving typical problem sets.
4. To develop practical skill in laboratory studies, including hand-on experience in dissecting animal specimens and the ability to identify the various human body systems on prosected models.
5. To develop skill in scientific thinking and scientific communication, including the ability to gather information and present results in a clear and logical manner and the ability to use proper anatomical and physiological terminology in the correct context.

**Exams Description:**

**Lecture Section:** There will be three Hour Exams (14% each). In addition, there will be three short quizzes (3.5% each). Each hour exam will cover approximately 1/3 of the course material. The third hour exam will emphasize the last one third of the course material; however, some questions will test the student's ability to synthesize and integrate related topics. The exams will test the degree of your understanding on the contents of the lectures and the corresponding chapters. The exams will also test your ability to use your knowledge to analyze and solve typical problem sets. (See SCHEDULE OF LECTURES for details.)

**Laboratory Section:** There will be three practical lab exams (14% each), each covering approximately 1/3 of the material. (See SCHEDULE OF LABORATORIES for details.)

**Final Grades:**

Final grade for the course will be based on the cumulative points of your lecture grade and your lab grades. The grading structure is as follows:

- Hour Exams: 42% (14% each)
- Three short quizzes: 10.5% (3.5% each)
- Total Lecture Grade: 52.5%
- Total Lab Grade: 42% (14% each)
- Instructor evaluation (effort, participation, responsibility, etc): 5.5%
- Cumulative Total Points: 100%

Your cumulative total points will be converted to a 100% scale and your numerical points will be converted into final letter grade approximately as follows:

- B+ 87-89
- C+ 77-79
- D 60-69
- F 59 & below
- A 94-100
- B 84-86
- C 76-70
- A- 90-93
- B- 80-83

**Class Attendance:**

NEW STUDENT ATTENDANCE POLICY-EFFECTIVE FALL 2007. Approved by the Faculty Senate and Administration, attendance is expected in all courses and will be a component of the grade. Students are responsible for informing the instructor in advance or in a timely manner of the reasons for their absence. Typically excused absences include illness, bereavement or religious observances. Serious tardiness may be dealt with at the discretion of the instructor.

**Lab attendance is mandatory and no make-ups will be offered for missed labs or lab exams.** Students are expected to wait 15 minutes beyond the scheduled beginning of a lecture/lab session in the unlikely event of unforeseen delay of the instructor.
POLICY ON MAKE-UP EXAMS: Make-up lecture exams will be granted ONLY for "Excused" absences (e.g., serious illness, unforeseen emergencies in immediate family and conflicts with recognized religious holidays). NO MAKE-UPS WILL BE OFFERED FOR PRACTICAL LAB EXAMS. A student who misses a quiz or exam receives 0 point for that quiz or exam unless he/she presents a valid excuse and takes the following steps:

1. If a student cannot take the quiz/exam due to "Excused" absences, he/she MUST notify the professor before the actual quiz or exam time (by phone or email).
2. As much as possible, students with valid excuses should obtain the professor's permission for a make-up in advance.
3. Students MUST present valid documentation (e.g. physician's note, copy of death certificate, etc.) to be eligible for a make-up. Casual notes from parents, relatives or friends are not sufficient.

Special pleadings based on other circumstances usually will NOT be granted. Make-up exams based on special permission will carry a penalty of at least 10 points off the 100 scale.

You should review this strict policy on make-up exams from time to time. If you have any questions, ask your professor for clarification in advance.

Policy on Academic Honesty: The University's policy on academic honesty will be strictly upheld. Cheating and plagiarism will result in failure of the course, in addition to other possible disciplinary action stipulated by the University.

Useful study strategies: Bring your syllabus, textbook, lab manual and lecture notes to all lectures and labs for easy reference. Do all assigned readings on time. In reading the textbook, pay special attention to terms and concepts discussed during the lectures. Use the Glossary and Index for easy reference. Preview the corresponding part of the lab textbook BEFORE each lab.

If you have difficulties in reading the textbook or following the lectures, jot down your questions and ask your professor, your lab partner or other students as soon as possible. Ask the Supplementary Instructor for individual help! Sign up for individual tutoring (with the Learning Support Center)! Studying, discussing and reviewing in small groups may be especially helpful in many cases.

Review lab materials on your own time either individually or in small group. Access to lab materials beyond the scheduled lab sessions may be limited. You should plan ahead and do not wait until the last minute before each lab exam. Use computer exercises available in the Biology Computer Lab (specific schedules and policy TBA).

The most important (and the easiest) thing is to communicate and keep in touch with your professor. Use my office hours, my e-mail or give me a call at any time!
Responsible behavior and commitment:

1. Regular attendance is the minimum demonstration of responsibility and commitment on your part. Therefore **you are responsible to pick up handouts and returned exams/quizzes etc. on time**. You should designate another student who will pick up handouts and returned exams/quizzes etc. in your absence. You and your designated partner should make every effort to pick up the returned exams/quizzes etc. on time and you yourself will be solely responsible for possible loss or damage that may happen to the unclaimed exams/quizzes.

2. **In case of inclement weather, students should find out on their own whether the University will be closed. Students should NOT call my office phone about class cancellation.**

   **Scheduled exams will NOT be cancelled if the University does not cancel class.** Special additional exam sessions may be added **on the same day** to accommodate unusual hardships because of inclement weather conditions (rarely happens).

   If the University does not cancel class, students should attend the scheduled exam (or attend an additional exam session on the same day if that arrangement is announced via email.)

   **Long distance commuting or other hardships related to inclement weather are NOT excuses for missing the exams when alternative exam sessions will be provided on the same day (if the University does not cancel class).** (Please review the policy on penalties regarding missing exams on p.3.)