

# Anatomy and Physiology Syllabus

## Mr. Ed Barker, Room F104

### Course Description:

Anatomy and Physiology is the study of the Human Body.. Anatomy is the location of structures and processes on, in or around those structures. Physiology is the study of how those structures function and relate to other structures in the body.

This is a one-year lab-based course that meets the lab science course prerequisite for the University of California system and other colleges and universities. This course is intended for students who expect to attend college and/or enter a health or science-related career following high school graduation, as well as for students who have an interest in learning about the human .

### Course Content:

**Chapters 1-8**     **1<sup>st</sup> semester**

**Chapters 9-16**   **2<sup>nd</sup> semester**

### Textbook:

Essentials of Human Anatomy and Physiology by Marieb, 8<sup>th</sup> edition

### Materials:

<b>Vinyl 1 in. binder with 8 tabs</b>	
<b>Pens</b> - blue, black and at least 2 other colors (red, green, etc.)	<b>Pencils</b> - at least 2
<b>Hand Sharpener</b> - pencil sharpener with case for shavings	<b>Lead</b> - if using a lead pencil
<b>Colored pencils</b> - at least a box of 18	<b>Calculator</b> - simple, non-scientific
<b>Eraser</b>	<b>Glue stick &amp;/or tape</b>
<b>Ruler</b> – 12 inches with centimeter marks, Plastic only	<b>Highlighter</b>
<b>Dry erase marker</b>	<b>Graph paper:</b> 4 or 5 squares per inch, about 30 pages

### Grading:

Grading for this course will be done according to weighted percentages total points. (See the chart on the next page.)

Points will be accumulated for the entire semester. A student's grade is based on the percentage of points earned out of the percentage of points possible. Assignments include classwork, homework, tests, quizzes, projects, notebook checks, and labs.

Half credit for late assignments. **No assignments will be accepted after the chapter test.** Grades will be distributed on a traditional grade scale: 100-90: A; 89-80: B; 79-70: C; 69-60: D; 59 and below: F.

### Course Policies:

#### Absences:

Students are responsible for *all* assignments (classwork and homework) missed while absent. It is the student's responsibility to see the teacher regarding these assignments, before school, during tutorial, or after school. Makeup work is to be completed according to the PHS make-up work procedures. Missed assignments are expected to be completed outside of class. Missed labs may be replaced by an alternate non-lab assignment.

If students do not complete assignments missed *on time* due to absences, they will receive *no credit* for these assignments.

Assignments	Possible point range for each assignment type
<b>Classwork &amp; Homework (15%)</b>	10-25
<b>Labs/Projects (30%)</b>	10-100
<b>Participation (15%)</b>	10-50
<b>Tests (30%)</b>	30-50
<b>Final (10%)</b>	10% of points available

#### Tardies:

Students are required to be **in their seat** when the bell rings (not running through the door). Students not in their seat will receive a tardy referral, as per PHS tardy policies.

### Labs:

Labs are an important component in learning course concepts and will be conducted on a regular basis. The teacher's first concern is the safety of all people in the classroom. **Lab privileges will be denied to students whose behavior risks their safety and/or that of other people.** Lab privileges will be denied to students who are engaged in horseplay, whose behavior risks property damage, or who do not adhere to the teacher's instructions.

Students are only to discuss materials related to the lab during lab time; talking to other groups and/or being off task will result in the loss of lab privileges. If students have questions, they are to signal the teacher as instructed. If a student loses lab privileges, he or she will be required to complete the alternative non-lab assignment.

### Homework:

Homework is assigned Monday thru Friday. Students who come to class without completed homework may be denied lab privileges (except for excused absences, as noted above). Students will receive half credit for late homework, but are expected to complete the homework, and are responsible for the content covered by the homework. Students who do not complete the assigned homework will struggle to do well in this class.

### Late Work:

Students who have excused absences may turn in assignments missed according to PHS make-up procedures; work not turned in according to the grace period allowed by the make-up guidelines will not be accepted for credit.

### School and Classroom Rules:

School rules and policies will be upheld at all times. Exceptions will not be granted.

- Students will come to class prepared with all materials they have been instructed to bring to class.
- Students are to be respectful while the teacher is talking or any other person is addressing the class.
- The bell does not dismiss the student from class. The teacher will dismiss students.
- Materials and trash must be cleaned up per the teacher's instructions before students will be dismissed from class.
- Horseplay will not be tolerated. Students will keep hands, feet and other body parts to themselves at all times. Horseplay will result in loss of lab privileges if it occurs any time during the class period.

### Teacher Materials:

All materials, supplies, equipment, animals, or anything that is not the students' is off limits unless the teacher gives specific instructions for its use. If a student needs or wants to use something, teacher permission must be obtained. Students are not to be in any cupboards or drawers in the classroom without the teacher's permission. Students are to stay away from the teachers' desk and other teacher work areas.

### Passes:

Students are allowed four (6) passes for the semester. These passes are for use of the restroom and other reasons that the student may need to leave the classroom. No additional passes will be given. Unused passes may be accepted for extra credit at the end of the semester at the teacher's discretion.

### Extra Credit:

Extra credit is not designed for students who avoid their work during the semester, then expect extra credit at the end of the semester to bring up their grade. Extra credit may be offered at the teacher's discretion.

### Work Quality:

Student work will be accepted only if it is neat and complete. Take time to complete assignments. If the teacher is not able to *easily* read the assignment, it will not be graded. Generally, either pen or pencil may be used. If the color is too difficult to see, extended time to work on the assignment will not be provided. In most cases, printing is preferred. Students will be given *one* opportunity to turn in assignments. If an assignment is not turned in then, the student will not receive credit for it. Any work turned in that does not meet the following standards will not be graded:

- Have a **complete heading**: first and last name, date, period in the top right corner, title of the assignment on the top line nearest to the left hand margin, or about 1.5 inches from the left edge. Holes should be on the left if in portrait format, and across the top if in landscape.
- Must be neat, complete, clean, **legible**, and well-organized without fringe, tears, or extra writing/drawings.
- Must be written so that what is on one side of the paper does not affect what is on the other side of the paper.
- Stapled **once** in the top left hand corner and turned in on **straight-edged** paper.

### **Academic Integrity:**

#### **All students are expected to complete their own assignments!!!**

Academic integrity means letting a classmate or friend do his or her own work, period! This may be confusing when someone asks for help in understanding a problem or when working in a group. When helping someone with a problem, it is acceptable to guide them in finding a solution by telling them to look at a certain page in the book, or to use a certain equation, or to help them reason out an answer. ***It is not acceptable for one student to allow another to copy a paper or receive answers word for word. Allowing another student to copy answers is cheating/plagiarism and will result in a zero for both students!***

When students are working in a group, each student is responsible for his or her own understanding and written response.  
(cont. on back)

**Identical or almost identical written responses among the group are *not* acceptable.** When a group is conducting a laboratory activity and collecting data, the data is shared and therefore will be the same, but the analysis and conclusion that result from that data must be written in each student's own words, and each group member must record his or her own data during the lab. All computer-generated lab reports or components must be made by each individual student, copies for group members will result in zeros for all group members with identical report components.

Any talking or communicating during tests or quizzes will result in a score of zero for all students involved.

#### **Each student must originate his or her own written work!**

Any violations of these rules will result in a score of zero for the assignment and discipline per PHS policies.

### **Student Behavior:**

High school students, particularly those in a class such as this, which is a college prep course, are on the verge of becoming young adults, and are expected to behave accordingly. Most of them do so. Expected behavior includes (but is not limited to) being polite, using appropriate language, avoiding interruptions or disruptions, keeping body parts and unkind words to themselves, respecting boundaries and property, following school policies whether they agree with them or not, coming to class prepared to learn and work, and conducting themselves so they permit others to work in a learning environment.

#### **Students whose behavior is inappropriate and/or unsafe at any time may be denied lab privileges until they exhibit the maturity to conduct themselves appropriately in the lab.**

Students with inappropriate behavior will receive an escalating set of consequences, including a warning, discussion with the teacher, isolation from class, parent contact, detention, and/or referral to the administration office. Continued or serious behavior offenses require an acceleration of consequences.

### **Questions or concerns:**

Please feel free to talk to your Anatomy and Physiology teacher about any questions or concerns you have for this course now or anytime throughout the year. If you would like to call, the school phone number is (925) 473-2390 ext. 7712. Conferences are scheduled through the counseling center: (925) 473-7513.

***Successful students are those who do the work assigned on time, come to class prepared, ask questions, and stay on task.***

### **Student acknowledgment of reviewing and understanding the PHS Biology syllabus with policies:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Course: \_\_\_\_\_

Complete the form below, cut on line and return to teacher

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### **Parent/Guardian acknowledgment of reviewing the PHS Biology syllabus with policies:**

Date \_\_\_\_\_

Parent/Guardian name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Daytime phone number(s) and name of person(s) to contact concerning student performance, behavior, attendance, etc. in this class (print):

Phone(s): \_\_\_\_\_ Contact Name(s): \_\_\_\_\_

E-mail address(es): \_\_\_\_\_

Additional comments from Parent/Guardian to the teacher (optional):