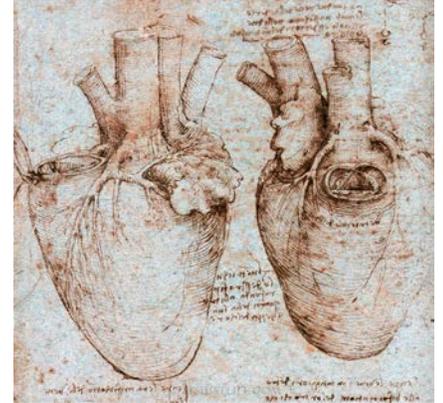


Your guide to a successful year....

Course Description

Human Anatomy and Physiology explores the systems comprising the human body by emphasizing physiological mechanisms through an understanding of human anatomy. In examination of the physiological mechanisms, students will also gain an understanding in how the body successfully maintains an internal homeostatic balance. This course is designed for students who plan to enter the health sciences and pursue a career in the medical field. Students enrolled in this course should realize that this course requires an extensive amount of time, effort, reading, and memorization. Successful completion of this class requires dedication and commitment from the student as they must read accompanying material from the textbook and be willing to work both in-class and outside of class on assignments. Students will need to review notes and complete textbook readings on a daily-basis in order to remain current with the extensive amount of material presented in this course. Students will complete a summer assignment encompassing a comprehensive review of basic biological principles and will be tested on the material at the start of the school year. Lab reports, dissections, case studies, weekly article reviews, a diary research project, and additional assignments will comprise the coursework for this class. Over our journey through the human body we'll be looking at the following body components and systems:



- Skin and body membranes
- Skeletal system
- Muscular system
- Nervous system
- Special senses
- Endocrine system
- Blood
- Cardiovascular system
- Lymphatic system and body defenses
- Digestive system and body metabolism
- Urinary system
- Reproductive system

Course Materials

In order to make your life a little easier, and organized of course, I'm asking that you have the following materials for this class:

- *3-Ring binder* – To hold all of your handouts throughout the year.
- *Section dividers* – You will need section dividers and yes, they will help you to stay organized. Trust me - you'll thank me for this later! ☺
You'll need to label them as follows:
 - *Reference* – This section will include anything that you may use or reference throughout the year (i.e. syllabus, rules, etc.).
 - *Current Unit* – This section will include the current unit assignment sheet and all of the handouts, worksheets, notes, or labs associated with the unit (i.e. anything you are working on or using for the current unit).
 - *Past Units* – Self-explanatory...
 - *Dissections* – This section will include any of the material associated with any of the dissections we'll be doing throughout the year.
 - *Etc.* – This section will include any additional handouts that you receive in class
- *Colored pencils* – You will need these to complete assignments, coloring various parts of the body (to reinforce what we learned in class) as well and for sketches on lab activities.

Grading

The grading system in this class is based on the total number of points accumulated per nine-week period. It takes into account all that you do in the class – lab reports/activities, dissections, case studies, article reviews, research projects, etc. Each assignment is worth a certain amount of points depending on the type of assignment and the amount of effort needed to go into it. The grading scale is as follows:

- A – 91-100%
- B – 81-90%
- C – 70-80%
- D – 60-69%
- F – 0-59%

* *When averaging grades, a .5 value or higher will be rounded up.*

Policies and Procedures

The following course policies and procedures must be followed throughout the school year.

Turning-In Assignments

Unless otherwise noted, all work is due at the beginning of the class period or by the designated time on Schoology. If it is not turned in at the time specified, it is considered late and will be graded in regards to the late policy.

Late Policy

All work is expected to be turned in on the specified due date. Assignments not turned in on time will automatically receive a 25% deduction. If the assignment is not turned in at the beginning of the following class period, it will receive another 25% deduction (for an overall 50% deduction) for being late. You can receive a maximum of 50% of the assignment's points until the day of the exam, at which it will be given an automatic zero for not being turned in. In other words, any of the assignments associated with a unit or chapter must be submitted prior to the exam associated with that unit or chapter for a maximum of 50% of its total value. Otherwise, the assignment will be assigned a zero.

In regards to turning in research projects – You will have a maximum of four days to turn in your project. The first day it is late you will receive a 25% deduction, second day – 50% deduction, third day – 75% deduction, and the fourth day – a zero will be assigned.

Cheating and Plagiarism

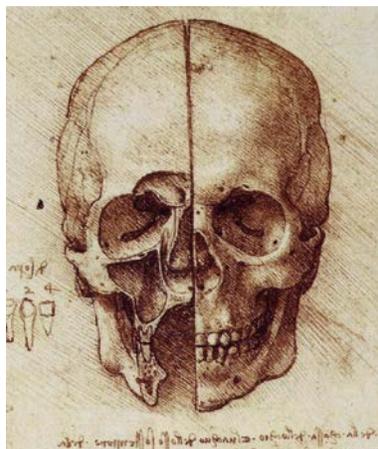
Cheating and plagiarism will not be tolerated. For any assignment you turn in for this class – it must be your original work. There will be instances where you will work together. However, copying answers is not in your best interest. I want to know what you know and have learned – not what someone else knows and has learned. Turning in someone else's thoughts and ideas will only hurt you in this class. You will not learn anything by doing so. Also, be sure to cite sources appropriately if you are using them for a research project or lab report. We will be going over how to properly use in-text citations in class.

Cheating, copying, or plagiarizing any work in this class is a violation of school policy and will result in a zero for the assignment.

Absences and Make-Up Work

If you are absent, on your first day back in school, you are responsible to retrieve all of the work you have missed. Any handouts you miss will be kept in a make-up folder specific to your class. A calendar with the activities completed and assignments due for each day will also be kept in this folder. The calendar is updated daily. Upon your return to school, you will be given the same number of days to complete the work as you were absent. For example, if a student is absent two days, he or she has two days to make up the work. If an assignment was due the day you were absent, it is your responsibility to turn it in when you return. Otherwise, the late policy will be followed. Failure to complete the make-up work within the number of days you were absent will result in a zero for a given assignment. If the assignment missed was a lab activity, exam, or quiz – you must arrange with me a time when you can make-up the work.

Important information regarding work not made up during an absence – If you do not see me about coming in to make up the work you missed (i.e. if it is a class activity, lab, quiz, or exam), a zero will be put into the grade book until you complete the assignment. This includes exams. For example, if you are not in class the day of an exam and return to school the following day, you must schedule with me when you can make up the exam or a zero will be put into the grade book until you complete the exam. Another important note about make-up exams – They will cover the same material of the original test, but will follow a different format.



Tardiness

Students must be in the room when the bell rings. There is plenty to cover, so I ask that you come to class prepared and ready to work. So, that means...use the restroom before you come to class. I ask that you use the restroom for emergencies only.

School Rules

In addition to the rules and guidelines found in this syllabus, students should be aware of all rules in the parent-student handbook and should follow those in addition to my own in the classroom. This document is meant to highlight some of the important rules in this class.

Assignments

Lab reports, dissections, case studies, article reviews, disease diary entries, research projects, and additional assignments will come together to determine your grade in this course. You will be made aware of due dates for assignments in class and on schoology.com. It will be your responsibility to keep track of the due dates for all assignments.

Summer Assignment

The first assignment you are responsible for is a summer assignment. This assignment covers some material you've already seen before and some new material that you haven't. This assignment is intended to not only review and reinforce ideas you are already familiar with, but it is also intended to introduce you to some of the basic anatomy and physiology-related concepts which we'll be seeing throughout the year. Specific due dates are found within the guidelines for the assignment or will be announced on Schoology.com. Please pay attention to these dates. If portions of the assignment are not submitted on these dates, they will be graded in regards to the late policy discussed in the *Policies and Procedures* section above. Portions of the assignment not submitted during the summer months will be due the first day of school unless otherwise noted. Assignments from this project will serve as your first grades of the nine weeks. It is your responsibility to become familiar with this material as you will be tested on the material covered in *Chapter 2 – Basic Chemistry* and *Chapter 3 – Cells and Tissues: Cell Structure and Function* on the third day of school – Monday, August 28, 2017. The *Chapter 1 – The Human Body: An Orientation* will follow the second week of school.

Homework

Due dates for these assignments will be announced in class and posted on Schoology. Homework assignments may include chapter readings, finishing assignments, coloring guides, and so on.

Lab Reports

Throughout the year we'll be completing many lab activities which reinforce the material covered in class. For each lab you will be given an accompanying handout. Some handouts will include questions which must be completed (i.e. data collected, images sketched, pre- and post-lab questions answered, etc.) prior to turning-in the lab. Formal lab reports may also be completed throughout the year for various labs completed in class. These reports will be typed and a specific format followed (see '*Lab Report Format*' handout).

Dissections

In addition to various lab activities, dissections will take place throughout the year. They will help us to better visualize the anatomical make-up of organs within the human body. Dissections will accompany the body system in which the organ is found. Students will be required to demonstrate the correct locations of the various structures within these organs and respond to questions in reference to the dissection in order to reinforce learning. Students should also be sure to know the function and location of the various structures within the organs as they will be responsible for this information on the practical portion of exams.

Case Studies

Students will be required to complete case studies for some of the body systems. Case studies will present students with an anatomy- and/or physiology-related scenario where students must analyze facts and research processes associated with various body systems in order to solve or diagnose various medical mysteries or issues. Students will answer a set of accompanying questions for each case study. Questions will be followed by a written statement of the final diagnosis with information supporting these conclusions.

Article Reviews – ‘A&P in the News’

Students must choose an article on a human anatomy and physiology-related issue. Article reviews should be two paragraphs in length – one summarizing the article and the other providing your personal opinion of the article. When turning-in this assignment each month, you must include the actual article, your review, and included in your review – the source, title of the article, and publication date. Students must choose articles from various types of media (i.e. newspapers, online medical journals, magazines, etc.).

Medical Terminology

Throughout this course you will be learning the language of anatomy. At the beginning of the unit for each organ system you will be given a list of word roots, prefixes, and suffixes that you will need to familiarize yourself with. This will give you some practice with medical terminology – an important part of learning anatomical language.

Quizzes

Quizzes may or may not be announced. It is your responsibility to complete the assigned readings and review your notes each day. This will ensure that you are prepared when you come to class and a quiz is announced that day in class or posted on Schoology.

Exams

Exams will be announced well in advance. Do not wait until the night before the exam to start studying. You will not do well on exams in this class cramming all of the information presented in class in one evening. It is your responsibility to complete the assigned readings and review your notes each day. This will ensure you are prepared when it comes test time. Most exams will include a practical portion which covers structures, slides, or specimens you examined in lab in addition to the objective portion of the exam.

Class Resources

Extra Help

First and foremost – **If you need help...ASK!** If you don't understand the material come and see me. Please let me know when you would like to come in so I can plan for it in advance. Also, if we are reviewing various slides, models, or specimens in class and you would like additional review time outside of class, come in before school, during school, or after school. Again, I only ask you let me know when you might be able to come in, so I can plan to be there.

Review Sessions

After school review sessions take place the day before each exam. They begin around 2:45 p.m. and last until 3:30 p.m. However, as I always tell my students, if there are more questions, I'll be happy to stay and answer them. Although attendance is not required, it is highly encouraged. There are often times you are studying and come across a question you have. These review sessions are ideal times to address those questions.

Textbooks

Your textbook is an excellent reference for you to have with you. Students must bring books to class each day unless I tell you we do not need them. However, they will be very beneficial to you for reference throughout the course of the year. There is also a website that accompanies the textbook. It includes chapter quizzes and various review materials that will be beneficial to you. You can access the website at the following address – http://wps.aw.com/bc_marieb_ehap_10/178/45725/11705638.cw/index.html

Class Website

We will be using Schoology for access to our class website – www.schoology.com If you have used Schoology before, you know you need a student log-in to access this site. You may already know your username and password from using Schoology in other classes. Schoology has a calendar feature to keep you informed of upcoming projects, homework, and tests to help you better prepare for class. Course resources will be made available via Schoology and various assignments will be posted here throughout the year. You will be required to access the site over the course of the year.

Your Role in this Class

The time we spend together in class should be used wisely. Therefore, I ask you please come to class on time and are ready to work when you walk in the door. As far as classroom conduct goes, I believe that you should treat others as you wish to be treated. Unless you demonstrate otherwise, I expect everyone to be hardworking, responsible, respectful, and mature individuals in this class and you will be treated as such.

Reemphasizing the information in the course description – *“Students enrolled in this course should realize that this course requires an extensive amount of time, effort, reading, and memorization. Successful completion of this class requires dedication and commitment from the student as they must read accompanying material from the textbook and be willing to work both in-class and outside of class on assignments. Students will need to review notes and complete textbook readings on a daily-basis in order to remain current with the extensive amount of material presented in this course.”*

Finally – Please remember that your success in this class starts with having positive expectations for yourself to do well. These and the effort you put into this class will determine how well you do in this course. We’ll be covering an extensive amount of material in this class which will require you to regularly review what is covered outside of class on a regular basis. If you keep up with the assignments and review the material daily, you will do much better in this course than you would if you did not.

On that note...

Please keep this syllabus in the ‘Reference’ section of your binder so you may refer to it throughout the year. Please review these guidelines as they will explain not only what you will need for the class, but what to expect throughout the year. Please tear off and sign the last page in order to indicate your understanding and support of these guidelines. Please have your parents read and sign this form as well. This last page is due on the first Friday of school. Keep the rest for future reference. I am looking forward to a great year!

Miss Sanders
Freeport Senior High School
☎ 724-295-5143, x1552
✉ sanders@freeport.k12.pa.us

Class website: www.schoolology.com

Human Anatomy and Physiology Course Syllabus 2017-2018

Parent/Guardian – Student Acknowledgement Form

Please review the guidelines in this syllabus as they will explain not only what you will need for the class, but what to expect throughout the year. Please tear off and sign this page in order to indicate your understanding and support of these guidelines. This last page is due on the first Friday of school. Keep the rest for future reference. I am looking forward to a great year!

Please note: *If this is not signed and the student stays in the class it will be assumed that you agree with the expectations in this packet.*

I, _____, have read the expectations for this class and understand that by signing below I am agreeing to follow them and agreeing to deal with the consequences if I do not.

Student signature

Date

I, _____, parent/guardian of _____ have read the expectations for this class and understand that he or she signed this sheet and by doing so has agreed to follow these expectations. I also understand the consequences if they do not.

Parent/Guardian signature

Date

Please feel free to contact me with any comments or concerns throughout the year. Thanks!

Miss Sanders
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