BIO 250: Anatomy & Physiology
SYLLABUS

General course information:
Instructor:  Dr. Kristen Walton
207 Agenstein Hall
Phone: 816-271-5613
Email: kwalton1@missouriwestern.edu
Office Hours:  MW 12:00-1:30pm, TR 11:00am-12:00pm (or any time my office door is open)

Required books and materials for lecture section 07:
• Essentials of Anatomy & Physiology, 6th Edition, by Seeley, Stephens, and Tate
  (ISBN# 978-0-07-327043-2)
• CPS clicker by EInstruction (ISBN: 978-1-881483-71-7; older models not
  acceptable) and access code (can be purchased at the bookstore or online)

Required lab book (confirm with your lab instructor!):

Primary course website:  http://webct.missouriwestern.edu
Basic course information:  http://academic.missouriwestern.edu/kwalton1/BIO_250.htm

Course objectives:
This course will survey human anatomy and physiological processes. After successfully completing this course, students will
be able to:
• Identify human anatomical structures and describe their functions.
• Discuss the contributions of molecules, organelles, cells, tissues, and organs to organ systems and to maintaining
  homeostasis.
• Predict the effects of alterations in individual components of physiological systems.

Classroom environment:
• Cell phones, pagers, iPods, and other personal electronic devices must be turned off or set to silent mode and put
  away during class. Laptops are allowed provided the student is using the laptop solely for note-taking. You are
  expected to participate in discussions and group work, to be attentive while someone else is speaking, and to show
  respect for the opinions and questions of others.
• Failure to comply with these policies or to follow lab safety procedures will result in dismissal from class.

Attendance:
• Attendance in lecture will be recorded using your CPS responder. Therefore, you must bring it to every lecture.
  If you do not have your clicker, or you are late to class, you are responsible for signing in with the instructor or
  you will be considered absent. In-class quizzes may be taken using your clicker; if you do not have your clicker, you
  will receive a zero on the quiz.
• In order to improve student learning as well as to achieve compliance with federal financial aid policies, Western has
  a mandatory attendance policy for all 100 and 200 level courses. Attendance is expected in both lecture and lab.
  Missing 1 lecture = 1 absence; missing 1 lab = 1 absence.
• You will be given an excused absence when acting as an official representative of the university, provided you give
  prior written verification from the faculty/staff supervisor of the event. Documented medical or family
  emergencies will also be considered excused absences. Excused absences must be requested no later than the first
  class following your absence. All other absences will be deemed unexcused. Check with your lab instruction for
  policies on excused absences in lab.
• This section of BIO 250 meets a total of three times per week (twice per week for lecture and once per week for
  lab). The maximum number of unexcused absences allowed before the midterm report, October 18, is 5. Thus, if
  you have 6 total (lecture and lab combined) unexcused absences before October 18, you will be reported to the
  Registrar's Office, who will automatically withdraw you from this class. The Financial Aid Office will reduce
  financial aid as appropriate.
You are responsible for information covered in each class, as well as any announcements made during classes, and assignments passed out or collected, whether or not you are present. Student versions of class lecture materials will be made available on WebCT. However, additional information will be given and discussed in class, so be prepared to get notes from other students or from the reading if you miss a class, or to contact me with questions.

- There are no make-ups for in-class assignments and quizzes. If you must miss a class in which an assignment is due, make arrangements to turn it in ahead of time. Late assignments will not be accepted.
- You will be given ample time to complete online assignments, so internet or WebCT problems will not be considered acceptable excuses. Plan ahead and complete online assignments early.
- The exam dates are scheduled, and missing one will require extreme circumstances. Make-up exams will only be offered if an MWSU-approved reason exists (extreme illness, emergency, official MWSU business) and you take the initiative to contact me prior to the exam. Any make-up exams may be in a format typically less preferred by students (such as essay).

Disabilities:
Any student requiring accommodation to perform successfully in the course should see me within the first week of class and arrangements will be made as necessary.

Grading policies:
Mastery of course content and objectives will be assessed by exams, assignments and quizzes, and lab quizzes and exams. There will be three regular lecture exams and a final lecture exam that covers the fourth block of material plus a comprehensive portion. Your CPS clicker may be used to take in-class quizzes and exams. Graded activities and quizzes may be given in class or as homework. Your lowest individual 10 pt quiz/activity/homework grade will be dropped when your final course grade is calculated at the end of the semester.

To calculate your course grade, your lecture average will be weighted as 75% of your final course grade, and your lab average will be weighted as 25% of your final course grade. You must pass both the lecture portion and the lab portion of the course to receive a passing grade for the course as a whole. A failing average in either lecture or lab will result in a grade of F for the course, even if your overall average is passing.

<table>
<thead>
<tr>
<th>Lecture (75% of course grade)</th>
<th>Regular lecture exams</th>
<th>3 x 100 points = 300 pts</th>
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</thead>
<tbody>
<tr>
<td>Final exam</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Chemistry/cell structure review quiz*</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Quizzes, homework, in-class activities</td>
<td>50-150</td>
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<tr>
<td></td>
<td>475-575 pts</td>
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</tbody>
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Lab (25% of course grade) Consult your lab instructor for details on how your lab grade will be assessed.

rachow@missouriwestern.edu (Dr. Rachow) or sseege@missouriwestern.edu (Dr. Seeger).

Letter grades for the course will be assigned according to the following scale:

| 90-100% = A | 80-89% = B | 70-79% = C | 60-69% = D | below 60% = F |

*BIO 101 is a prerequisite for this course. You are expected to have an understanding of basic chemistry and cell structure and function when you enter BIO 250. There will be a review of this material available on WebCT as well as materials in your textbook (Chapters 2 & 3). You will be given a review quiz on this material early in the course. It will be worth 25 points towards your lecture grade.
Academic Honesty Policy and Due Process:
Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent activity. Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from the University. When a student's grade has been affected, violations of academic honesty will be reported to the Provost or designated representative on the Academic Honesty Violation Report forms. Please see the 2006-07 Student Handbook and Calendar on page 21 for specific activities identified as violations of this policy and the student due process procedure. This handbook is also available online at [http://www.missouriwestern.edu/handbook/index.pdf](http://www.missouriwestern.edu/handbook/index.pdf).

As per the above MWSU policy statement, in BIO 250, a violation of academic honesty will result in a zero grade on the assignment or exam. A second instance of academic honesty violation may result in failing the course. Violations of academic honesty include, but are not limited to, the following activities:

1. Copying another person's work and claiming it as your own;
2. Using the work of a group of students when the assignment requires individual work;
3. Looking at or attempting to look at an exam or quiz before it is administered;
4. Asking another student who has already taken an exam about the exam content;
5. Using materials during an exam that are not permitted;
6. Allowing another student to complete an assignment, a quiz, or an exam for you;
7. Intentionally impeding the academic work of others;
8. Using any electronic device to transmit portions or questions or answers on an exam or quiz to other students;
9. Using any electronic device to store information for an exam;
10. Providing false attendance data for another student;
11. Knowingly furnishing false information to the University or its representatives;
12. Falsifying results in laboratory exercises;
13. Assisting other students in any of the acts listed above.
**LECTURE SCHEDULE:** This schedule of topics is tentative and subject to change, except for exam dates, which will not be changed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Textbook chapter (Essentials of Anatomy &amp; Physiology, 6th Ed)</th>
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<tbody>
<tr>
<td>8/28 8/30</td>
<td>Introduction; Cell structures and their functions</td>
<td>1, 3</td>
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<tr>
<td>9/4 9/6</td>
<td><strong>Chemistry/cell structure quiz; Integumentary system, skeletal system</strong></td>
<td>5, 6</td>
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<tr>
<td>9/11 9/13</td>
<td>Muscular system</td>
<td>7</td>
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<tr>
<td>9/18 9/20</td>
<td>Muscular system cont; Nervous system EXAM 1 (Ch 1, 3, 5, 6, 7)</td>
<td>7, 8</td>
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<tr>
<td>9/25 9/27</td>
<td>Nervous system cont</td>
<td>8</td>
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<tr>
<td>10/2 10/4</td>
<td>Nervous system cont; Senses</td>
<td>8, 9</td>
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<tr>
<td>10/9 10/11</td>
<td>Endocrine system; Blood EXAM 2 (Ch 8, 9, 10)</td>
<td>10, 11</td>
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<tr>
<td>10/16 10/18</td>
<td>Blood cont; Cardiovascular system</td>
<td>11, 12</td>
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<tr>
<td>10/23 10/25</td>
<td>Cardiovascular system cont.</td>
<td>12, 13</td>
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<tr>
<td>10/30 11/1</td>
<td>Cardiovascular system cont.</td>
<td>13</td>
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<tr>
<td>11/6 11/8</td>
<td>Lymphatic system and immunity EXAM 3 (Ch 11, 12, 13, 14)</td>
<td>14</td>
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<td>11/13 11/15</td>
<td>Respiratory system</td>
<td>15</td>
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<td>11/20 11/22</td>
<td><strong>THANKSGIVING HOLIDAY - NO CLASS</strong></td>
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<tr>
<td>11/27 11/29</td>
<td><strong>THANKSGIVING HOLIDAY - NO CLASS</strong></td>
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<tr>
<td>12/4 12/6</td>
<td>Digestion</td>
<td>16</td>
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<td>Urinary system; Reproduction</td>
<td>18, 19</td>
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The final exam will be given 6:30-9:20pm, Tuesday, December 11th in 205 Agenstein Hall.