Allen University

I. Anatomy and Physiology II, BIO 302

II. Dr. Steffani Driggins
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Office Location: Gibbs Hall, Room 303
Office Hours: Mon. 2pm-4pm
            Tues. 2:00pm-4:00pm
            Wed. 2:00pm-4:00pm
            Thurs. 2:30pm-4:30pm
            Fri. None
Telephone Number: 803-376-5734

III. Course Name and Description

BIO 302 BIOLOGY I Credit 4 hrs.
Prerequisite: BIO 301
This course is the second semester of a two semester course sequence. It applies concepts
from BIO 301 and covers the following topics and systems of the human organism:
endocrine system, immune system, cardiovascular system, respiratory system, digestive
system, urinary system, and the reproductive system. The laboratory is a hands-on
experience designed to complement the lectures.

IV. Course Objectives

The purpose of this course is to continue the discussion of the human body and common
diseases associated with the human systems in this course. The discussion will include
lectures, labs, worksheets and case studies.

V. Course Policies

Attendance and Participation

• The university expects class attendance.
• The specific number of absences for this class must not exceed ten percent (10%) of the
total number of contact hours/meeting days established for the course, as established by
the university and the South Carolina Department of Education.
• Attendance is the responsibility of the student. Absence from class for more than 10% (3-4 classes) of the scheduled class sessions, whether excused or unexcused, is considered excessive.
• For absences that are considered excessive, your instructor will contact the Vice
President of Student Affairs, who will research the reasons for said absences and will
move forward with scheduling a meeting with you and the appropriate unit head.
• In some instances, excessive absences will be addressed as combined effort between the
Vice President of Student Affairs and the Vice President of Academic Affairs.
• Please note that bodily presence in the classroom is not synonymous with attendance. If
you are unprepared for class, disruptive, inattentive, or asleep, you may be counted
absent and potentially asked to leave the classroom.
• Students who leave class early, without an excused reason, will be marked absent.
- **Lateness:** Three instances of being tardy are equivalent to one absence.

- **Class Participation:** You are expected to attend each class session and actively participate in class assignments and activities. You are responsible for all class information whether you are in attendance or not. Disruptive behavior or disrespectful behavior is not permitted and will result in disciplinary action or dismissal from the course. Inappropriate behavior (fighting, threats, profanity, throwing/displacing objects, talking on cell phone/texting, other disrespectful behaviors) will not be tolerated and are in direct violation of the university’s Code of Conduct Rules (see 2017-2018 Student Handbook on the university’s website). Disrespect in any form will not be tolerated.

- **Learning Disability:** If you suspect you have or have been diagnosed with any type of learning disability, please inform your instructor and submit the necessary paperwork to ensure that your academic needs are being met.

- **Academic Integrity:** All members of the academic community recognize the necessity of being honest with themselves and with others. Cheating in class, plagiarizing, lying, and employing other methods of deceit diminish the integrity of the educational experience. Academic Policy states, “Use of cellular phones in class, the library and computer labs or university events is prohibited. Use of phone or other communication devices during tests or exams will be treated as academic dishonesty.” Faculty will hold students responsible for academic integrity and will demand academic honesty on all work for the course. The instructor retains the right to set the minimum "academic" penalty for academic dishonesty in a course which includes failure of the course. See Student Conduct Code for definitions of Academic Dishonesty, including cheating and plagiarizing. **Plagiarism:** “Plagiarism is the act of representing as one’s own the ideas or words of someone else and is the worst form of cheating. Allen University does not condone cheating in any form. Therefore, any student who borrows ideas, oral or written, from books or other sources, representing them in tests, term papers, themes, or other written assignments as his/her own, will be penalized. (Adapted from the Allen University Student Handbook.)

- **Appropriate Dress:** Head coverings including hoods are prohibited for men in any building. Hair wraps and bandanas are prohibited for all students outside of the student’s living quarters. Shoulders and underwear should be covered. (Adapted from the Allen University Student Handbook)

- **Electronic Usage Policy:** Laptops are not allowed to be used in class, except by instructor permission. Cell phones are not permitted to be used in class, except by instructor permission. Please place phones on vibrate or off, out of plain sight either in a book bag, pocket or purse. You may be dismissed from class for noncompliance with this policy. Listening or Recording devices are not permitted to be used in this class without prior Accommodation Service Documentation/Verification and the Instructors permission.

- **Grading Policies and Procedures:** Strive to complete each assignment to the best of your ability because there is no guarantee for extra credit. Your participation in this course is based entirely upon the goals and expectations you set for yourself. A copy of all your assignments should be kept for the duration of the semester and any concerns about your grade should be addressed as they develop. Office hours are kept specifically for this purpose. All grade challenges (including quiz errors) should be submitted in writing within 48 hours of the assignment being returned. Students seeking to challenge the grade must clearly explain the issue in question and provide evidence (i.e. specific examples from
the assignment in question and evidence) that warrants the change. The steps for this process appear below:

**Grade Challenges**

1. Read through the assignment and make note of any comments.
2. Next read the assignment directions and/or instructional sheet (if applicable) and compare your assignment against the criteria marks you received in the rubric.
3. If there are segments or aspects of a question where you think you deserve higher marks, then provide evidence that supports your assertion for the points in question---if from a course materials/text, provide page numbers.
4. Explain how and why this evidence warrants a change in the grade. Again, you must give specific examples that support your assertion before you explain why you feel you deserve a higher mark.
5. Type your concerns in a formal email and submit it to me within 48 hours of having the assignment in question returned. I will review what you have written and schedule a meeting to discuss my final decision or return my response via email.
6. Students must address any discrepancies in their grades (errors in grading, mistakes by the instructor, etc.) within a reasonable time. A reasonable time means any mistakes in assignments completed before the midterm should be addressed before the midterm exam is taken.

**Websites to help students avoid plagiarism:**

http://plagiarism.org/
http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml
http://www.library.arizona.edu/help/tutorials/plagiarism/index.html

- **Bonus Points**: From time to time bonus point opportunities may arise; however, there is never a guarantee for bonus points. The opportunities will be given in class. There are no make-up bonus opportunities. The cap for bonus points is 25 points per student. You may be able to improve a low grade through bonus point opportunities.

- **Exam Make up Policy**—Early Exams are only available to students who have prior University commitments required and arranged by the University. Students must notify the Professor of athletic and or academic commitments to make arrangements prior to the day of the exam. Documentation must be provided explaining the extenuating and unavoidable circumstances and/or commitments. The date and time of the early exam must be no more than a week before the exam is scheduled. Not showing up for the exam without notifying the professor prior to the day of the exam will result in a non-negotiable 50/F on the exam. The only other exceptions to the no makeup exam policy will only be granted for emergencies in which there is a medical note with a date and signature, police report with a date and signature, or other official document with a date and signature.

- **Exam Tardiness**: Students must be on time for their examination. Any student more than 10 minutes late for an exam will have 5 points deducted from their overall exam score. This policy is to eliminate cheating and provide an interruption free testing
environment. ALL CELL PHONES MUST BE TURNED OFF DURING EXAMINATIONS. No IPods or other Electronic Listening Devices are ALLOWED during examinations.

Social and Other Electronic Media (forthcoming as a separate document)

Collaborative Work
All students will work in groups to complete each lab experiment. However, all students will submit their completed lab at the end of the lab time, separately and will be graded individually. Also, all students will work in groups to complete class activities that will occur throughout the semester.

VI. Course Units

Outline of Content
Part 1: Endocrine System
Part 2: Lymphatic System
Part 3: Digestive System
Part 4: Respiratory System
Part 5: Cardiovascular System
Part 6: Male and Female Reproductive Systems
Part 7: Urinary System

Student Learning Outcomes

- Understand the endocrine system and the hormones that are secreted by the endocrine system glands.
- Learn about the diseases of the endocrine system.
- Understand the lymphatic system.
- Understand the organs, functions and common diseases of the digestive system.
- Understand the organs, functions and common diseases of the respiratory system.
- Understand the organs, functions and common diseases of the cardiovascular system.
- Understand the organs, functions and common diseases of the male reproductive system.
- Understand the organs, functions and common diseases of the female reproductive system.
- Understand the organs, functions and common diseases of the urinary system.

Assigned Reading from Textbook
Please see the BIO 302 Chapters and Class Discussion Topics Schedule for the assigned reading from the textbook.

Assigned Web-based Material
No web-based material is assigned for the course.

Suggested Vocabulary, Formula, Video, etc. Before the Unit Begins
Before each unit begins, a list of terminology for the assigned chapters will be submitted
as an assignment on the course webpage. Students are to use the course textbook to define the assigned terminology and submit the terms as an assignment.

There are no suggested formulas, videos, etc. before the unit begins.

**Dates or Weeks Graded Work Will Take Place**

Please see the first table below for the graded chapter exams, midterm exam and final exam.

**Quizzes:** Quizzes will be given beginning with week 2 and will be given throughout the course. The quizzes will be based on the topics discussed each week and will be used to prepare you for the lecture exams.

**Labs:** Please see the BIO 302 Weekly Lab Schedule for the graded labs for the course.

<table>
<thead>
<tr>
<th>Week</th>
<th>BIO 302 Chapters and Class Discussion Topics Schedule</th>
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</thead>
</table>
| Week 1 | Course Syllabus, Introduction to BIO 302 Course  
*Chapter 16 Terminology is assigned  
Chapter 16: Endocrine System (page 595) |
| Week 2 | No Class – MLK Day (January 15th)  
Chapter 16 (pages 601-604): Endocrine System  
Chapter 16 (pages 605-610): Endocrine System |
| Week 3 | Chapter 16 (pages 611-614): Endocrine System  
Chapter 16 (pages 615-619): Endocrine System  
Chapter 16 (pages 620-623): Endocrine System  
*Chapter 20 Terminology is assigned |
| Week 4 | Chapter 20 (pages 764-767): Lymphatic System  
Chapter 20 (pages 777-778): Lymphatic System  
**Exam #1**  
*Chapter 23 Terminology is assigned |
| Week 5 | Chapter 23 (pages 851-856): Digestive System  
Chapter 23 (pages 857-862): Digestive System  
Chapter 23 (pages 863-868): Digestive System |
| Week 6 | Chapter 23 (pages 869-873): Digestive System  
Chapter 23 (pages 874-879): Digestive System  
Chapter 23 (pages 890-896): Digestive System  
*Chapter 22 Terminology is assigned |
<table>
<thead>
<tr>
<th>Week</th>
<th>Exam #2</th>
<th>Week 8</th>
<th>Week 9</th>
<th>Week 10</th>
<th>Week 11</th>
<th>Week 12</th>
<th>Week 13</th>
<th>Week 14</th>
<th>Week 15</th>
<th>Week 16</th>
<th>Week 17</th>
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<tr>
<td></td>
<td></td>
<td>Chapter 22 (pages 817-819): Respiratory System</td>
<td>*Chapter 18 Terminology is assigned</td>
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<td>*Chapter 27 Terminology is assigned</td>
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<td></td>
<td>Chapter 27 (pages 1034-1039): Male Reproductive System</td>
<td>Chapter 24 (pages 974-978): Urinary System</td>
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<td>Chapter 27 (pages 1040-1045): Female Reproductive System</td>
<td>Chapter 24 (pages 979-983): Urinary System</td>
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<td>*Chapter 18 Terminology is assigned</td>
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<td></td>
<td>*Chapter 27 Terminology is assigned</td>
<td>Chapter 27 (pages 1046-1050): Female Reproductive System</td>
<td>Chapter 24 (pages 984-988): Urinary System</td>
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<td>*Chapter 24 Terminology is assigned</td>
<td>BIO 302 Post Exam</td>
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<td>Final Exam/Exam #6</td>
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*Chapter 24 Terminology is assigned
The labs that will be conducted each week are listed below. You will be required to complete each lab in a composition book that will be due each week at the end of the lab time. Any lab that is submitted on paper, spiral notebook, etc. instead of a composition book will not be accepted or graded.

<table>
<thead>
<tr>
<th>Week</th>
<th>Lab Schedule</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Lab Safety and Lab Composition Book</td>
</tr>
<tr>
<td>Week 2</td>
<td>Endocrine System Glands, Organs and Hormones Lab</td>
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<td>Week 3</td>
<td>Endocrine System Rat Lab</td>
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<td>Week 4</td>
<td>Immune System, Viruses and the Classification and Identification of Bacteria Lab</td>
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<tr>
<td>Week 5</td>
<td>Digestive System and Enzymes Lab</td>
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<td>Week 6</td>
<td>Digestive System Virtual Lab</td>
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<td>Week 7</td>
<td>Respiration System Virtual Lab</td>
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<td>Week 8</td>
<td>NO LAB THIS WEEK</td>
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<tr>
<td>Week 9</td>
<td>Blood Pressure Lab</td>
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<td>Week 10</td>
<td>SPRING BREAK: NO LAB THIS WEEK</td>
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<tr>
<td>Week 11</td>
<td>Virtual Cardiovascular System Lab</td>
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<td>Week 12</td>
<td>Male Reproductive System Lab</td>
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<td>Week 13</td>
<td>Female Reproductive System Lab</td>
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<td>Week 14</td>
<td>Urinary System Lab</td>
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<td>Week 15</td>
<td>Human Systems Lab</td>
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<td>Week 16</td>
<td>Virtual Fetal Pig Dissection Lab</td>
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<tr>
<td>Week 17</td>
<td>NO LAB THIS WEEK, FINAL EXAMINATION WEEK</td>
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### VII. Course Evaluation

Your grade for this course will be based on the assessments listed below.
<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Lab Composition Book</td>
<td>20%</td>
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<tr>
<td>Case Studies and Worksheets</td>
<td>10%</td>
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<tr>
<td>Lecture Exams</td>
<td>60%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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**Midterm Exam:** Midterm exams will be given February 26 - March 2, 2018. Your midterm exam will be given on 3/02/2018 during regular class time. The midterm exam will be cumulative and will include the topics discussed up until midterm exam week.

**Final Exam:** Final exams will be given April 30 – May 5, 2018. Your final exam will be given on 05/02/2018 from 1:00pm to 3:00pm. The final exam will be cumulative and will include the topics discussed after the midterm exam up until the last week of classes.

**VIII. Course Textbook**

**IX. Course Reading, Listening, and/or Viewing List**
No specific course reading, listening and/or viewing list is required for the course.

Supplemental learning resources are available on the webpage for the course in the form of Powerpoint Slides. They are uploaded onto the webpage into a folder labeled BIO 302 PowerPoint Slides and labeled with the name of the chapter (i.e. Chapter 12, Chapter 13, etc.).