Prefix & Number: BIOL 250X  
Initial Term: Spring 2010

Select One:
New _______  Delete _______  Course Modification _______

Type of modification:
_____ Title  _______ Description  _______ Credit hours
_____ Prerequisites  _______ Grade Type
_____ Number:  Old _______  New _______

Title: Human Anatomy and Physiology I

College/School: COGAM  
Dept: BIOL SCI

Abbreviated Title: A and P I  
(32 spaces total)

CREDIT OFFERED

Levels: (select all that apply)
_____ None (Blank)
xx Undergraduate (U)
_____ Graduate (G)
_____ Professional (P)

Maximum: ______
Minimum: ______

Connector: (select one)
xx Fixed (F)
_____ Variable (V)
_____ Alternate (A)
_____ To be Arranged (T)

Maximum Repeat: ______
(Total number of credit hours; not total number of times)

Session Duplicate:
yes ______  no ______

CONTROLS

Grading Rule:
xx Undergraduate (U)
_____ Graduate (G)

Grading Type: (select one)
xx Normal grading (Blank)
_____ Pass/Fail only (SU)
_____ Thesis/Dissertation (TD)

Term Offered: (select one)
xx Not Specified (Blank)
_____ Fall Only (F)
_____ Spring Only (S)
xx Summer Only (M)
xx Fall, Spring (FS)
_____ Intersession (I)
**Prerequisites**  BIOL 1000, or BIOL 1020 or BIOL 1027

**Corequisites**

**Description for Bulletin**

Credit will not be given for both ___________ and ___________

<table>
<thead>
<tr>
<th>Activities</th>
<th>Contact Group</th>
<th>Hours Indiv</th>
<th>Credit</th>
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<tr>
<td>1st:</td>
<td>LEC</td>
<td>3</td>
<td>3</td>
<td>350</td>
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<tr>
<td>2nd:</td>
<td>LAB</td>
<td>2</td>
<td>1</td>
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**Justification (Indicate reason for change)**  We are requesting a reduction of weekly laboratory hours from three to two. A review of the laboratory content has revealed that the material can be effectively covered in the two hours with the addition of one more weak of laboratory meetings. This will allow us to accommodate the increasing demand placed on this course, which requires specialized equipment and a dedicated laboratory space. With the reduction in hours we will be able to add five additional laboratory sections each week, accommodating an additional 120 students/semester.

**Additional resources or resource shifting required. If none, please explain.**
Due to the reduction of contact hours with students in the laboratory, the addition of the 5 new laboratory sections will require hiring only one additional GTA.

Attach a copy of new syllabus to add course or to modify course except for changes in prerequisites that involve letter grade or GPA. Also, attach a copy of current syllabus for all changes except changes in prerequisites that involve letter grade or GPA. No attachment required to delete course.

**Contact Person**  Sharon Roberts
**Email**  robars@auburn.edu  **Phone #**  4-1634

Revised 2/8/05
WELCOME TO  
BIOL 2500  
(sections 9-20)  
a/k/a  
HUMAN ANATOMY & PHYSIOLOGY I

LECTURE: T R 8-9:15 in Chem 151  
LABORATORY: W: 12-1:50 or 2-3:50 or 4-5:50 or 6-7:50; OR  
Th: 12:30-2:15, 2:30-4:15, or 4:30-6:15, or 6:30-8:15; OR  
F: 12-1:50 or 2-3:50 or 4-5:50 or 6-7:50; 50 in 421 SCL

PROFESSOR: Dr. Mendonça (Men-don-sa)  
OFFICE: 319 Funchess Hall (or my labs, 314 or 315 Funchess or  
In GPO Office, 331 Funchess  
E-MAIL: mendonca@auburn.edu (this is the best way to contact me)  
LAB PHONE: 844-9338 (a very risky way to contact me!)  
OFFICE HOURS: T, W, Th 12-1300 and by arrangement

TEXTS:  
REQUIRED - Marieb, Human Anatomy and Physiology 8th edition  
Marieb, Human Anatomy and Physiology Laboratory Manual 8th edition

LEARNING OBJECTIVES:  
Students taking this course will acquire a firm grasp on general anatomical and physiological terminology and principles. They will especially gain a knowledge of levels of anatomical organization and physiological processes, properties of cells and tissues, and an understanding of 4 organ systems: integumentary, skeletal, muscular, and nervous.

GRADING:  
800 total points  
Lecture Exam I = 100  
Lecture Exam II = 100  
Lecture Exam III = 100  
Comprehensive Final Exam = 175  
Lab Exam I = 100  
Lab Exam II = 100  
Lab Exam III = 100  
Lab Quizzes = 25 (5 @ 5 pts each)

The standard grading scale will be used: 90-100% = A, 80-90% = B, 70-80% = C, 60-70% = D, < 60% = F

VERY IMPORTANT POLICY INFORMATION BELOW !!!!

MAKE-UP EXAMS: THERE ARE NONE!!!

Upon providing the instructor with appropriate documentation for your approved, excused absence (see definition below), your grade will be adjusted to reflect the missed test (i.e. instead of the grade being calculated out of 800 total points, it will be calculated out of 700 total points). Appropriate documentation of a valid excuse must be received by Dr. Mendonça within 1 week of a missed exam; otherwise you get a grade of 0.
If you know ahead of time that you cannot avoid missing a test, we can arrange a lecture exam before the scheduled exam date. This rescheduling will also be done for laboratory exams or quizzes but only for the week of that quiz or exam.

EXCUSED ABSENCES: Students are granted excused absences from class for the following reasons: Illness of the student or serious illness of a member of the student’s immediate family, the death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for University classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from this class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required.

ATTENDANCE:
Up to you. However, I do not think you will get a decent grade if you do not attend. And you're certainly wasting your tuition money.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to this class. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

Disability Accommodations: Students who need special accommodations in class, as provided for by the Americans With Disabilities Act, should arrange a confidential meeting with the instructor during office hours the first week of classes - or as soon as possible if accommodations are needed immediately. You must bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have these forms but need accommodations, make an appointment with The Program for Students with Disabilities, 1244 Haley Center, 844.2096 (V/TT).

LAB:
Much of the lab uses computer generation/simulation of data. However, there is also an actual wet lab/dissection component. For dissection work, you must obtain disposable surgical gloves, dissection scissors and, especially, a blunt probe. A scalpel and forceps with straight points are also helpful. You can buy these items individually at the campus bookstore. The bookstore also sells dissection kits. Since you are doing dissections in groups of 4, you may decide you want to split a kit or two once you have established your partners. Lab constitutes a large portion of your grade. I cannot emphasize enough the value of doing the dissection work -- both actual and virtual-- and, especially, reading over the relevant pages of the laboratory manual BEFORE coming to class.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>LECTURE</th>
<th>LAB</th>
<th>MARIEB</th>
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<tr>
<td>1</td>
<td>16-20 Aug</td>
<td>Introduction, Terminology,</td>
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<td>Ultrastructure, Ultrastructure</td>
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<td>23-27 Aug</td>
<td>Transport Processes Tissues</td>
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<td>Skin</td>
<td>7, 8</td>
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<td>3</td>
<td>30 Aug-3 Sep</td>
<td>Tissues</td>
<td>Axial</td>
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<td>Bones</td>
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<td>Topic</td>
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<td>6-10 Sept</td>
<td>Integumentary</td>
<td>Ch 5, 6, 7</td>
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<td>13-17 Sept</td>
<td>Skeletal System, Joints</td>
<td>Ch 7, 8</td>
<td>LAB QUIZ 2</td>
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<td>Appendicular</td>
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<td>20-24 Sept</td>
<td>Muscle Anatomy</td>
<td>Ch 10</td>
<td>LAB EXAM I</td>
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<td>Muscle Anatomy</td>
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<td>18-22 Oct</td>
<td>Nervous System</td>
<td>Ch 11</td>
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<td>Nervous System</td>
<td>Ch 12</td>
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<td>LAB QUIZ 4</td>
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<td>8-12 Nov</td>
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<td>Ch 14</td>
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<td>Computer simulation</td>
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<td>14</td>
<td>15-19 Nov</td>
<td>Nervous System</td>
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<td>15</td>
<td>22-26 Nov</td>
<td>TURKEY WEEK</td>
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<td>16</td>
<td>29 Nov-3 Dec</td>
<td>Nervous System, Review and Synthesis</td>
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**LECTURE EXAM I - 16 Sept**

**LECTURE EXAM II - 14 Oct**

**LECTURE EXAM III - 11 Nov**

**FINAL LECTURE EXAM** xxx, Dec. X, x-x AM
BIOL Rationale for Make-Up Policy:

I have attached my revised syllabus for BIOL 2500. The following is my rationale for my make up policy.

The size of the class (200 students) greatly limits the ability of having make-up tests for lecture exams and especially lab exams and quizzes.

First, I will explain the lab exam problems. Lab practicals are set up for the week of the exam only. Since the lab exams are different for every section, students can go to another lab period if they miss an exam, but it would be extremely difficult to set up entire lab practicals and administer them to people who have missed that week’s opportunity to take the exam. Scheduling a set day for a lab practical is also extremely difficult given the inability to get students to agree on a set day to take the exam. GTAs would be forced to set up and tear down lab exams to accommodate the 20 or so students who routinely miss a particular exam. Giving them the opportunity to go to another exam that week whittles down that number to perhaps 10 or so who can not make it to the exam the week of the practical. These people then have the opportunity to present an approved, documented excuse (I have extended the deadline for presenting the excuse from 72 hrs to 1 weeks as is listed in university policy). People who have legitimate excuses then have the exam pro-rated. That is, instead of having their grade calculated on the basis of 800 points, their grade is now calculated on the basis of 700 points (if they have missed a 100 pt exam).

The same problems arise with lecture exams. There is usually a large average number of students (about 20) that miss a lecture exam. It is extremely difficult to coordinate days and times to administer make ups for this large number of people. Additionally, the people who potentially would be making up the exams would have a greater amount of study time than those that had taken the exam. Also since I grade quickly, the exams have been handed back (I allow people to keep their exams) and these people have an additional advantage of having access to the exam over the students who took the exams when it was originally scheduled). Therefore the most manageable and fairest way to handle it, is to, again, pro-rate the missed exam. Therefore, instead of being graded on a total of 800 points, the students is graded on 700 points. Since there are a total of 6 different exams, 5 quizzes and the final exam, missing one exam does not really skew a grade much one way or the other. The final lecture exam is cumulative; therefore, the student is still tested on the missed material.

This has been the class policy for years and has never drawn any complaints by the students. They think it is fair and I never have seen abuse of the system. The only makeups I have ever given were in cases where a student missed the final, was given an incomplete, and then came in to take the final exam.

Thank you for the opportunity of explaining the rationale and necessity for my policy

Mary T. Mendonça, PhD
Alumni Professor and Graduate Program Officer
Department of Biological Sciences
Auburn University
GPO office: 334-844-4856
Office: 334-844-9246
Lab: 334-844-9338
Email: mendonca@auburn.edu
http://www.auburn.edu/cosam/mendoncalab
http://www.auburn.edu/biology