BIOL 121 – Human Anatomy and Physiology I Course Syllabus

COURSE NUMBER, TITLE: BIOL_OX 121, Human Anatomy and Physiology I with lab

PRE REQUISITES: None

CO-REQUISITES: MUST BE ENROLLED IN TUESDAY LAB

CREDIT ALLOCATION: 4 credit hours
- Lecture: 3 credits = 45 contact hours/semester
  Lecture is Tuesdays & Thursdays 10:00 am – 11:15 am
- Lab: 1 credit = 45 contact hours/semester
  Lab is Tuesday 2:30pm to 5:30pm

PLACEMENT: FALL 2019

CLASS LOCATION: Science Building ROOM 115

FACULTY: Dr. Cristy Tower-Gilchrist, PhD
Senior Clinical Instructor
Email: cristy.tower-gilchrist@emory.edu
Office Location: Whatcoat Building
Office hours: Tuesdays 1:00pm to 2:30pm or by appointment

COURSE DESCRIPTION:
This course, the first in a 2-course sequence, is an introduction to the structure and function of the human body. The course begins with cell structure, function, and biochemistry, characteristics of tissues, and control systems and homeostasis. In-depth study of skeletal, muscle, and nervous systems is emphasized. Upon completion of the course, the successful student will be able to demonstrate understanding of structure, function and integration of these physiological systems.

COURSE OBJECTIVES:
The student should be able to:
1. Identify the components of homeostatic mechanisms in physiological processes and distinguish between positive and negative feedback; describe why disruption of homeostatic mechanisms results in dysfunction or disease.

2. Describe the roles of inorganic and organic molecules underlying physiological processes, with emphasis on acids, bases, and buffers.

3. Describe the cellular composition, functions, and locations of major tissue types in the human body.

4. Describe the structure and functions of the skin and skin appendages, and their importance in protection and homeostasis.
5. Identify the cellular and histological composition found in the musculoskeletal system; and describe the gross and microscopic features, the locations, and functions of each in maintaining homeostasis.

6. Identify the cellular, anatomical, and physiological characteristics of nervous tissue; describe the control functions of the divisions of the nervous system as they regulate other organ systems in the human body and maintains homeostasis.

CURRICULAR THREADS:
This course will addresses the Nell Hodgson Woodruff School of Nursing (NHWSN) curricular concept threads of basic science foundations.

BSN ESSENTIALS MET:
- Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice

POLICIES RELATED TO THE NELL HODGSON WOODRUFF SCHOOL OF NURSING:
The current Student handbook can be accessed at the following link:
http://www.nursing.emory.edu/student-life/handbooks.html

It addresses multiple topics pertinent to preparing undergraduate nurse leaders such as:
1. University Student Services
2. Academic Policies and Procedures
3. Office of Accessibility Services and Americans with Disabilities
4. Academic Grievance and Appeal Procedures
5. NHWSN Grading Scale
6. Inclement weather
7. Communication with faculty

http://www.nursing.emory.edu/audience-guides/students-audience-guide.html

Emory University policies can be found here: http://policies.emory.edu/. Oxford College policies can be found here: http://oxford.emory.edu/catalog/documents/oxford-catalog-2018-2019.pdf

COMMUNICATION WITH FACULTY:
Emory University’s policy for student-faculty communication states that email is the primary medium for official communication. “Students are expected to maintain their accounts and check their email regularly so that new mail will be properly received and read. Certain communications may be time-critical. While students may redirect email from their official University email address to another address (e.g., @hotmail.com, @aol.com), the University is not responsible for the delivery of email by other service providers”. (Emory University Council of Deans and President's Cabinet, 2004)

AMERICANS WITH DISABILITIES ACT:
Oxford College of Emory University and Nell Hodgson Woodruff School of Nursing both comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek academic accommodations must first take appropriate documentation to the Office of Accessibility Services (OAS), located on the main campus, University Administration Building, Suite110 (www.ods.emory.edu) OR 105 W. Moore Street, Murdy Hall Room 134 on the Oxford College campus. It is the responsibility of OAS to assess the documentation of each student requesting academic accommodations based on disability.

The Office of Accessibility Services Access (OAS) works with students who have disabilities to provide reasonable accommodations. In order to receive consideration for reasonable accommodations, students must contact OAS and complete the registration process. Faculty may not provide disability accommodations
until an accommodation letter has been processed; accommodations are not retroactive. Students registered with OAS who receive a letter outlining specific academic accommodations are strongly encouraged to coordinate a meeting time with their professor to discuss a protocol to implement the accommodations as needed throughout the semester. This meeting should occur as early in the semester as possible. Contact OAS for more information at (770) 784-4690 or oas.oxford@emory.edu. Additional information is available at the OAS website at http://equityandinclusion.emory.edu/access/students/index.html.

If you have a documented disability and have anticipated barriers related to the format or requirements of this course, or presume having a disability (e.g. mental health, attention, learning, vision, hearing, physical or systemic), OR if you believe that you possess a disability for which reasonable accommodation must be made, you must consult with the instructor before the close of the second class meeting. Should a disability requiring accommodation arise after the second class meeting, you must present documentation to the OAS for assessment as quickly as is possible.

**RELIGIOUS HOLIDAYS ARRANGEMENTS:**
Instructors are encouraged, not required, to accommodate students' academic needs related to religious holidays. Please make every effort to negotiate your religious holiday needs within the first two weeks of the semester; waiting longer may compromise your instructor’s ability to extend satisfactory arrangements. If you need guidance negotiating your needs related to a religious holiday, the College Chaplain, Rev. Lyn Pace, ppace@emory.edu, Candler Hall 202, is willing and available to help. **Please be aware that Rev. Pace is not tasked with excusing students from classes or writing excuses for students to take to their professors.** Emory's official list of religious holidays may be found at http://www.religiouslife.emory.edu/faith_traditions/holidays.html.

**RESPECT STATEMENT:**
The Nell Hodgson Woodruff School of Nursing is a learning community enriched by diversity. We are committed to inclusiveness recognizing that open exchange is necessary as we learn from each other and respect different perspectives.

*We are committed to:*

**Promote Respect**
We will respect the dignity and rights of all students, faculty and staff regardless of position, rank or authority.

**Initiate Dialogue**
We will initiate dialogue and express diversity of thoughts in a courteous manner, without fear of reprisal or insult.

**Cultivate Reflection**
We will listen respectfully while others share ideas, allow speakers to complete their thoughts and be open to considering new approaches.

**Foster Equity**
We will foster a safe and equitable academic environment that acknowledges the contributions and experiences of all persons from unique identities and backgrounds.

**Maintain Accountability**
We will hold ourselves accountable for our ethical conduct and reject intolerance, harassment, or violence towards others.

**ACADEMIC INTEGRITY:**
Dishonesty in the classroom will not be tolerated. The Honor Code applies to all assignments, in and out, of the classroom. The (abridged) policy regarding student dishonesty at **Oxford College of Emory University** can be found in "Honor Code," under Oxford College Code of Conduct Regulations of the 2019 Catalog. An electronic version of the complete policy regarding academic integrity and conduct can be found at http://oxford.emory.edu/catalog/regulations/honor-code.html.
Violations of the Student Code of Conduct will receive a grade of 0 for the assignment and a report of the incident will be forwarded to the Honor Council.

When appropriate, students may collaborate on experiments or assignments; however students will generally be expected to turn in their own work. Instructions regarding the nature of each assignment will be provided.

**INCLUSIVITY STATEMENT:**
Oxford College of Emory University’s ideals of inclusivity require that we foster an environment where people of diverse backgrounds, identities, abilities, and ideologies are affirmed, respected, and seen as a source of strength; where we strive to learn together, and ultimately thrive communally. If we at all fail to support these ideals, then we encourage discussion towards improvement, and we hope that this statement affirms your right to seek those discussions via dialogue with faculty, staff, your peers, and the use of the “Speak Up!” system when needed.

**COURSE WITHDRAWAL POLICY:**
Please see Oxford College of Emory University Regulations link below for specific information about withdrawing from a class. Registration may be cancelled by the student until the last day of the drop/add period and no entry for that semester will be made on the student’s transcript. Please see cancellation and withdrawal policy for Oxford College: Link provided here [http://oxford.emory.edu/catalog/regulations/academic-regulations.html](http://oxford.emory.edu/catalog/regulations/academic-regulations.html)

* Determination of academic standing in a course will be based on the points accumulated at the time of withdrawal. For instance, if a course grade is based on 4 tests worth 25 points each but only 3 tests were available to the student at the point of withdrawal, academic standing will be determined based on the performance of the 3 available tests. The student must have an average score of 70% or above based on the 3 available tests to receive a grade of “W” for the course. An average score on the 3 available tests of less than 70% will result in the assignment of a grade of “WF” for the course.

**INLEMENT WEATHER:**
Please see link below for information about inclement weather procedures. [http://policies.emory.edu/4.42](http://policies.emory.edu/4.42) and Inclement Weather Line at 770-784-8400

Makeup Class Policy Due to Inclement Weather Cancellations: [http://college.emory.edu/oue/documents/make-up-inclement-weather-policy.pdf](http://college.emory.edu/oue/documents/make-up-inclement-weather-policy.pdf)

**STUDENT HEALTH CENTER:**
Please see the following link: [http://oxford.emory.edu/life/thriving-at-oxford/student-health-services.html](http://oxford.emory.edu/life/thriving-at-oxford/student-health-services.html) for information about the Student Health Center.

**COURSE OVERVIEW**
This course, the first in a two-course sequence, is an introduction to the structure and function of the human body. The course begins with cell structure, function, and biochemistry; characteristics of tissues; control systems and homeostasis. In-depth study of skeletal, muscle, and nervous systems is emphasized. Laboratory exercises emphasize the composition and structure at both histological and gross levels of these organ systems. Upon completion of the course, the successful student will be able to demonstrate understanding of structure, function and integration of these physiological systems.

**REQUIRED MATERIALS:**

Bookstore has is bundled as package with Prin of Anatomy+Physiology (text) with both lab manual and access WileyPlus**. **Bundled with WileyPLUS ISBN 9781119436508**
**EVALUATION AND GRADING:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Points</th>
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<tbody>
<tr>
<td><strong>EXAMS</strong>&lt;br&gt;There will be 4 hour-long, in-class exams during the semester, 125pts each. <em>There will be no make-up exams allowed.</em> Students missing a scheduled lecture exam will have to take the comprehensive final exam. Exams may include multiple choice, short answer, true-false, matching or essay questions.</td>
<td>40%</td>
<td>400</td>
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<tr>
<td><strong>QUIZZES</strong>&lt;br&gt;Weekly quizzes (either announced or “pop”) will be given throughout the course. The <em>10 best quiz grades will be included</em> in the final grade.</td>
<td>10%</td>
<td>100</td>
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<tr>
<td><strong>DISCUSSIONS</strong>&lt;br&gt;There will be 5 discussions- 20 pts each. The discussions provide an opportunity to apply what you are learning to the &quot;real world&quot; of health care. There will be 5 given during the course and students will be asked to briefly answer a discussion topic and respond to the post of two other students. Response to other students' post should be under their thread and actively contributes to the discussion by asking pertinent questions or providing new information. Discussion participation is expected to take no more than 30 minutes.</td>
<td>10%</td>
<td>100</td>
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<td><strong>COMPREHENSIVE FINAL EXAM (OPTIONAL)</strong>&lt;br&gt;The final exam will include material from the entire semester. Students missing one regularly scheduled exam during the semester, or students wishing to replace a low exam score, may take the comprehensive final exam. <em>(Students must take some combination of 4 of the 5 scheduled exams).</em></td>
<td>10%</td>
<td>100</td>
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<tr>
<td><strong>LAB</strong>&lt;br&gt;Periodic practical laboratory exams will be given.</td>
<td>30%</td>
<td>300</td>
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**OPPORTUNITIES FOR MAKE-UP LABORATORY EXAMS ARE EXTREMELY LIMITED AND MUST HAVE THE APPROVAL OF THE LAB COORDINATOR.**

**TOTAL POSSIBLE POINTS FOR LECTURE AND LAB**<br>100% 1000
GRADING SCALE:

Students enrolled in the PhD program will follow the Laney Graduate School grading scale. The responsibility for assigning grades rests exclusively with the faculty of a course.

<table>
<thead>
<tr>
<th>Quality Points</th>
<th>Letter Grade</th>
<th>Numerical Grade</th>
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<tbody>
<tr>
<td>4.0</td>
<td>A</td>
<td>93–100</td>
</tr>
<tr>
<td>3.7</td>
<td>A-</td>
<td>90–92</td>
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<tr>
<td>3.3</td>
<td>B+</td>
<td>87–89</td>
</tr>
<tr>
<td>3.0</td>
<td>B</td>
<td>83–86</td>
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<tr>
<td>2.7</td>
<td>B-</td>
<td>80–82</td>
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<tr>
<td>2.3</td>
<td>C+</td>
<td>77–79</td>
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<tr>
<td>2.0</td>
<td>C</td>
<td>73–76</td>
</tr>
<tr>
<td>1.7</td>
<td>C-</td>
<td>70–72</td>
</tr>
<tr>
<td>1.3</td>
<td>D+</td>
<td>67–69</td>
</tr>
<tr>
<td>1.0</td>
<td>D</td>
<td>63–66</td>
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<tr>
<td>0.0</td>
<td>F</td>
<td>Below 63</td>
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</table>

For example, if your final points in the course was 920 points, the final grade for the course would be a 92 A-.

Oxford College Grading system: Grades and Quality points can be found at this link: http://oxford.emory.edu/catalog/documents/oxford-catalog-2018-2019.pdf

ROUNDING POLICY:
Final grades will be rounded to the nearest whole number if the 10th space number is 5 or higher. Grades are reported to the registrar at the end of each semester.

2019-2020 Student Handbook

MIDTERM DEFICIENCIES:
Please read the terms of midterm deficiencies using the link below.

IMPORTANT REMINDER: The last day to withdraw without academic penalty is Friday, October 18, 2019.

ATTENDANCE AND ENROLLMENT:
You, as a student, are responsible for managing your enrollment in this class. Students should add/drop/withdraw using OPUS. You may drop this class during the regularly scheduled registration period without academic or financial penalty. Students who need to withdraw from the class after the registration period (generally, the first two weeks of the semester) but before the midpoint will receive a grade of W.
You, as a student, are responsible for all information and material presented in class. Attendance at lecture is strongly encouraged by the Biology department at Oxford College. Students are allowed 4 absences from lecture, for any reason, during the semester. ATTENDANCE WILL BE TAKEN FOR EVERY CLASS MEETING.

ATTENDANCE IN LAB IS MANDATORY:
Students who miss more than two labs without contacting the instructor and without making up the exercise will receive a failing grade for the course. See the Absence Policy later in this document for details related to class and laboratory attendance.

MAKE-UP WORK:
- There will be no make-up quizzes. The top 10 quizzes will be considered for the final lecture points.
- There are no make-up discussion boards.
- There are no make-up exams. If you miss an exam, for any reason, you may be allowed to take the optional comprehensive final exam at the end of the semester.
- Make-up laboratory classes will be at the discretion of the laboratory instructor and the laboratory coordinator.
- A single, comprehensive make-up laboratory exam will be given at the end of the semester which may replace one missed laboratory exam. Only students who have earned 55% of the possible lab points (ie., 165 points out of 300 points) are eligible to take the comprehensive make-up laboratory exam. Students missing more than one laboratory exam will receive a grade of 0 for the additional missed exams. Students who miss a lab exam and who are not eligible for the comprehensive make up lab exam will receive a grade of 0 for the missed exam.
- Only students having the express, written permission of the instructor may take the comprehensive make-up laboratory exam.

LATE ASSIGNMENT POLICY:
It is important you complete all assignments on time to prevent falling behind. Therefore, no late assignments will be accepted.
The following measures have been taken to help you work around busy schedules:
1. Assignments and quizzes Due dates are posted on canvas in calendar
2. A detailed course schedule is provided in this syllabus
3. Modules in canvas are to display DUE dates for all assignments
4. Discussion boards will open 4 days prior to the due date and close after the due date has been reached.

GRADE DISPUTES:
If you receive a grade that you believe is in error, you must contact Dr. Gilchrist (the course coordinator) in writing about the inaccurate grade that needs to be reviewed. YOU MUST provide the grade dispute in writing within one week of receiving the quiz or exam back. You must submit to me the question, the answer you originally submitted, the answer which received full credit, and brief explanation. I will only consider written requests.

COURSE SCHEDULE:
Be sure to check the schedule often for changes in the due dates of assignments throughout Fall semester. Please note that the course schedule is tentative and subject to change. More importantly, due date for assignments may be changed at the instructor’s discretion. You are responsible for keeping track of due dates and turning in your work by the specified due dates.
# Lecture Detailed Schedule – Fall 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture Topics and Readings</th>
<th>Laboratory Exercises</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td><strong>8/29/2019 (Thursday)</strong> Introduction to the course/Review of syllabus and policies CH1 – Introduction to the Human Body: Homeostasis Quiz: Syllabus Quiz Due 9/02/2019 11:59 pm (Canvas)</td>
<td>NO LAB THIS WEEK</td>
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<tr>
<td><strong>Week 2</strong></td>
<td><strong>9/03/2019 (Tuesday)</strong> CH 1 - continued CH2 – The Chemical Level of Organization: Biochemistry - properties of water; acids, bases and salts; pH and buffers, organic molecules (carbohydrates, proteins, lipids, nucleic acids) Weekly Lecture Quiz 1: at 10:00am CH3 – The Cellular Level of Organization: What is the structure and composition of the plasma membrane? Lab1: Exercise 1, 2</td>
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<td><strong>9/05/2019 (Thursday)</strong> Discussion: Health Patterns Due by 11:59 pm on canvas</td>
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<td><strong>9/08/2019 (Sunday)</strong></td>
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<tr>
<td><strong>Week 3</strong></td>
<td><strong>9/10/2019 (Tuesday)</strong> CH3 - The Cellular Level of Organization: How are substances transported across the plasma membrane? What is the structure and function of receptors? What is protein synthesis; cell division (mitosis and meiosis overview)? Weekly Lecture Quiz 2: at 10:00am CH4 – The Tissue Level of Organization: Review of tissue types Lab2: Exercises 3, 4, 6</td>
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<td><strong>9/12/2019 (Thursday)</strong></td>
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<tr>
<td><strong>Week 4</strong></td>
<td><strong>9/17/2019 (Tuesday)</strong> LECTURE EXAM 1 (Chapters 1, 2, 3, 4) Lab 3: Exercise 5, 6 Histology II</td>
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<td><strong>9/19/2019 (Thursday)</strong> CH5 – The Integumentary System: Structure; cells, organization and functions of the epidermis and dermis;</td>
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<td><strong>Week 5</strong></td>
<td><strong>9/24/2019 (Tuesday)</strong> CH5 Integumentary System continued: What glands and appendages are located in skin? When does growth and repair of the skin take place? Weekly Lecture Quiz 3: at 10:00am CH6 – The Skeletal System – Bone Tissue: Structure and organization of compact vs. spongy bone; What are the cells of bone tissue? Lab 4: Exercise 6, 7 (continued)</td>
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<td></td>
<td><strong>9/26/2019 (Thursday)</strong></td>
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<tr>
<td>Week 6</td>
<td>CH6 – The Skeletal System – Bone Tissue: What role does bone play in calcium homeostasis?</td>
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<td>10/1/2019</td>
<td>10/3/2019 (Thursday) CH9 – Joints: Structural and functional classification of joints; What type of movements are allowed at joints? What are the accessory structures? Discussion: Bone Broth Due by 11:59pm on canvas</td>
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<tr>
<td>10/6/2019 (Sunday)</td>
<td>Week 6 Lecture Quiz 4: at 10:00am</td>
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<tr>
<td>LAB EXAM 1 (Labs 1-4)</td>
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<tr>
<td><strong>Week 7</strong></td>
<td>CH10 – Muscular Tissue: Comparison of skeletal, smooth and cardiac muscle; organization of skeletal muscle and connective tissue coverings; microanatomy of skeletal muscle cells; organization of sarcomeres; Structural protein organization of muscle fibers; sliding filament theory</td>
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<tr>
<td>10/8/2019</td>
<td>LECTURE EXAM 2 (Chapters 5, 6, 9, 10)</td>
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<tr>
<td>10/10/2019 (Thursday)</td>
<td>Lab 5: Exercises 8,9</td>
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<td><strong>Week 8</strong></td>
<td>FALL BREAK – No Class TUESDAY</td>
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<tr>
<td>10/15/2019 (Tuesday)</td>
<td><strong>(Midterm Deficiency Report Due- 10/16/2019)</strong> Midterm withdrawal deadline without penalty Friday, 10/18/2019</td>
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<tr>
<td>10/17/2019 (Thursday)</td>
<td>CH10 – Muscular Tissue: What is the NMJ? What is an action potential and how is it initiated and propagated? What is excitation-contraction coupling and how is energy utilized in muscle fibers? How are muscle contractions controlled?</td>
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<tr>
<td>10/18/2019 (Friday)</td>
<td>Weekly Lecture Quiz 5 due at 11:59pm on canvas</td>
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<tr>
<td><strong>Week 9</strong></td>
<td>CH12 – Nervous Tissue: What are the cell types in the nervous system? How are action potentials generated and propagated?</td>
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<td>10/22/2019 (Tuesday)</td>
<td>Lab 6: Exercise 10</td>
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<tr>
<td>10/24/2019 (Thursday)</td>
<td>Weekly Lecture Quiz 6: at 10:00am</td>
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<tr>
<td>10/27/2019 (Sunday)</td>
<td>CH12 – Nervous Tissue: What happens at synaptic terminals? Signal transduction at synaptic terminals Discussion: Muscles do that Due by 11:59pm on canvas</td>
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<tr>
<td>Week 10</td>
<td>10/29/2019 (Tuesday)</td>
<td>CH13 – The Spinal Cord and Spinal Nerves: How is the spinal cord organized? How does information get transmitted in the spinal cord?</td>
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<td>10/31/2019 (Thursday)</td>
<td>Weekly Lecture Quiz 7: at 10:00am CH13- The Spinal Cord Continued CH14 – The Brain and Cranial Nerves: organization of the brain vs. spinal cord; overview of structures and functions</td>
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<tr>
<td>Week 11</td>
<td>11/05/2019 (Tuesday)</td>
<td>CH14 – The Brain and Cranial Nerves: organization of the brain vs. spinal cord; overview of structures and functions ( review for exam)</td>
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<td>11/07/2019 (Thursday)</td>
<td>Lecture Exam 3 (Chapters 12, 13, 14)</td>
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<tr>
<td>Week 12</td>
<td>11/12/2019 (Tuesday)</td>
<td>CH15 – The Autonomic Nervous System: Organization of the ANS; What are the structural and functional characteristics of sympathetic and parasympathetic divisions?</td>
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<tr>
<td></td>
<td>11/14/2019 (Thursday)</td>
<td>Weekly Lecture Quiz 8: at 10:00am CH15 – The Autonomic Nervous System: Organization of the ANS; What are the structural and functional characteristics of sympathetic and parasympathetic divisions?</td>
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<tr>
<td></td>
<td>11/17/2019 (Sunday)</td>
<td>Discussion: Higher Mental Functions and Patient Education Due by 11:59pm on canvas</td>
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<tr>
<td>Week 13</td>
<td>11/19/2019 (Tuesday)</td>
<td>CH17 – The Special Senses: How do we hear? Structures of the ear; sound conduction through the ear; microanatomy of basilar membrane; mechanism of action of receptors for hearing</td>
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<td>11/21/2019 (Thursday)</td>
<td>Case study assignment counts as Weekly Lecture Quiz 9 CH 17 continued: Olfaction, what smells so great? What are the structures/cells/receptors? Where are they located? How do they perform their function? Thresholds and adaptation? What’s the olfactory pathway?</td>
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<tr>
<td>Week 14</td>
<td>11/26/2019 (Tuesday)</td>
<td>Ch 17 continued: Vision, What are the structures of the eye? What is image formation? Retinal microanatomy; mechanism of action of photoreceptors</td>
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<tr>
<td></td>
<td>11/28/2019 (Thursday)</td>
<td>THANKSGIVING HOLIDAY ( Wednesday, Nov. 27 through Friday, Nov. 29th)</td>
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</tbody>
</table>
**Week 15**  
12/03/2019 (Tuesday)  
CH17 continued: Gustation; what tastes so yummy? What are tastes buds and papillae? Thresholds and adaptations? What is the gustatory pathway? How does it work?  
**LAB EXAM 3**

12/05/2019 (Thursday)  
LECTURE EXAM 4 – (Chapters 15, 17)

12/8/2019 (Sunday)  
Discussion: Optical Illusion due by 11:59pm canvas

**Week 16**  
12/10/2019 (Tuesday)  
Review for Final; Review Quiz (Lecture weekly Quiz 11)  
Post-course Survey

12/17/2019  
CUMULATIVE FINAL EXAM (Optional)  
7:00pm to 10:00pm SC Bld 115

*This schedule is tentative and subject to change. I reserve the right to make changes as deemed necessary, included but not limited to occasional guest and/or on-line lectures*

Student work submitted as part of this course may be reviewed by Oxford College, Emory College or School of Nursing faculty and staff for the purposes of improving instruction and enhancing Emory education.

**OTHER IMPORTANT COURSE POLICIES:**

**FINAL EXAMS and EXAM CHANGES:**
The college policy regarding final exam changes is stated below:

Students must obtain the permission of the Senior Associate Dean of academic affairs to take a final exam earlier or later than scheduled. Permission is normally granted for documented family emergencies, documented medical reasons, or for participation in educational programs. Permission will also be granted for students scheduled to take three exams on a single calendar day (not three exams within a general twenty-four-hour period). Students with three exams on one calendar day must document their situation with the associate dean for academic affairs no later than 5:00 p.m. on Reading Day. Students in this situation will be granted permission to work with one of their instructors to arrange to take one of their exams at an alternate date and time within the official exam week. Leaving early for rides or flights, vacations, relatives’ or friends’ weddings or graduations, jobs, or having two exams on one day, and other situations, are not considered valid reasons to request an earlier or later exam.

**WRITING CENTER (PIERCE HALL 117):**
The Writing Center usually opens in the third or fourth week of the semester. Consultants in the Oxford Writing Center are available to support Oxford College students as they work on any type of writing assignment and/or text, at any stage of the composing process. Consultants can assist with a range of projects, from traditional papers and presentations to websites and other multimedia projects. They take a similar approach as they work with students on concerns including idea development, structure, use of sources, grammar, and word choice. They usually do not proofread for students. Instead, they discuss strategies and resources students can use as they write, revise, and edit their own work. All students, monolingual and multilingual, are welcome.
to visit the Writing Center tutors. Learn more and make an appointment by visiting the WCOnline website of the Writing Center. Please review tutoring policies before your visit.

**E-MAIL POLICY:**

Emails are highly welcomed, as I love to receive emails from my students. However, to ensure that I can address your issue in a timely manner; the following requirements should be included in your email:

1. **The problem** (which should also be included in subject line) that requires a decision or action
2. **The background** - why are you making this request? What is the policy outlined in the syllabus?
3. **Options available to you** - first choice, second choice, and why each is an option.
4. **Your specific request** (which might also be included in the subject line; so that I can tell that it is not spam or a virus)
5. **The deadline if applicable by** which your request must be met

The subject line should include LAST NAME, COURSE and CRN, and the problem or request stated very succinctly. Keep in mind that emails that do not meet these requirements may not receive a response. *(Messages sent through Canvas will have this information included automatically.)*
Absence Policy – Biology Department, Oxford College

All students are expected to attend all lecture and laboratory sessions. However, emergencies may arise which will necessitate absences from class. Students are allowed 4 cuts in lecture and NO CUTS in lab. Students may only miss lab without penalty in cases of illness, family emergency or a school-sponsored event which is cleared with the professor in advance. Students are responsible for all material which is covered in laboratory and lecture. When possible, students will be allowed to "make-up" laboratory material missed due to an excused absence; however, because of the nature of the laboratory material, actual "make-up" of missed activities is usually impossible.

PENALTIES
Students who exceed the “4-cut” limit in lecture, for whatever reason, or have an unacceptable absence from laboratory will have their final grade reduced 5 points per absence. Students who miss 2 labs without acceptable reasons will fail the course (see below).

LECTURE ABSENCES
THERE ARE NO EXCUSED ABSENCES FOR LECTURE. Each student may be absent four (4) times without penalty. These four (4) cuts may be used for any reason: illness, studying, travel, family emergency, etc. However, ANY additional cuts will result in grade reduction. USE YOUR CUTS JUDICIOUSLY, e.g., for sick leave only.

ACCEPTABLE LABORATORY ABSENCES
Although no discretionary absences, i.e., “cuts,” are allowed regarding laboratory exercises, on rare occasions, illness, family emergencies or certain school sponsored events may make it necessary for a student to miss a laboratory session. The instructor MUST be notified prior to the day of the absence in all but the most extreme emergencies. In all cases, the final decision regarding whether or not an absence is acceptable will be made by the instructor.

AN UNACCEPTABLE ABSENCE FROM LABORATORY RESULTS IN A FIVE-POINT REDUCTION IN THE FINAL GRADE. TWO UNACCEPTABLE LABORATORY ABSENCES RESULT IN FAILURE OF THE COURSE.

MISSED TESTS
Ordinarily, tests cannot be made up; however, this is up to the instructor. If a student misses a test, and the absence is acceptable, the missed test will not count either for or against the student. If the absence is not excused, the grade will be a zero. Students are cautioned that any excuse for missing an exam will come under sever scrutiny by the instructor. THE INSTRUCTOR MUST BE NOTIFIED PRIOR TO THE TIME OF THE EXAM, AND THE INSTRUCTOR MAKES THE FINAL DECISION REGARDING WHETHER OR NOT AN ABSENCE IS ACCEPTABLE.

Laboratory tests which are missed for a reason that is excused MUST be made up. The instructor must be notified prior to the time of the test.

RELIGIOUS HOLIDAYS
Students must notify the instructor one week in advance if they intend to be absent for a religious holiday.

TARDINESS
Being late to class is rude and distracting. Continued tardiness by any student will result in the assignment of absences and ultimately a reduction in the student’s grade. Three tardiness equal an absence. The tardy student is responsible for notifying the instructor that s/he entered the classroom late and therefore was not absent. The instructor reserves the option of excluding a person from further classroom or laboratory participation if the student is continuously tardy.

Falsification of information regarding absences from class or laboratory will be considered a breach of academic integrity.
PLEASE NOTE that changes or additions to this syllabus, including specified readings, exam dates, grading, and course policies can be made at the discretion of the instructor at any time.

IMPORTANT REMINDER: The last day to withdraw without academic penalty is Friday, October 18, 2019.

Last Updated: 8/14/2019