

**Ivy Tech Community College of Indiana
General Education Program**

Course Title: Anatomy and Physiology I (ANP 101-52I)

**Time:
Fall, 2005
Monday 5-9 p.m.
Connersville Instructional Center Room 217**

Credit Hours: 3

**Instructor: Betty Klein, RN, MS
Instructor's Campus Phone Number: (800)659-4562
Instructor's E-mail: bjklein@ivytech.edu
Mailing Address: Ivy Tech Community College of Indiana,
2325 Chester Blvd., Richmond, IN 47374**

Office Hours: By Appointment (Contact Instructor)

**Required Texts:
Shier, David. Hole's Human Anatomy and Physiology
(2004). 10th edition. McGraw-Hill Pub.
Shier, David. Hole's Human Anatomy and Physiology Lab
Manual (2004). 10th edition. McGraw-Hill Pub.**

COLLEGEWIDE COURSE OUTLINE OF RECORD

ANP 101, ANATOMY AND PHYSIOLOGY I

COURSE TITLE: Anatomy and Physiology I

COURSE NUMBER: ANP 101

PREREQUISITES: Demonstrated competency through appropriate assessment or earning a grade of "C" or better in ENG 025, Introduction to College Writing II; and ENG 032, Reading Strategies for College II; and MAT 044, Mathematics.

DIVISION: General Education

PROGRAM: General Education

CREDIT HOURS: 3

CONTACT HOURS: Lecture: 2 Lab: 2

DATE OF REVISION: Spring, 2004

EFFECTIVE DATE OF THIS REVISION: Fall, 2004

CATALOG DESCRIPTION: Develops a comprehensive understanding of the close inter-relationship between anatomy and physiology as seen in the human organism. Introduces students to the cell, which is the basic structural and functional unit of all organisms, and covers tissues, integument, skeleton, muscular and nervous systems as an integrated unit.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student, through lecture and laboratory activities, will be expected to:

1. List the basic requirements of the human body to sustain life.
2. Identify and describe the structural hierarchy and levels of organization of the human body.
3. Identify and describe the structure and function of the human organ systems.
4. Communicate in anatomical, directional, and medical terminology.
5. Explain the relationship of anatomy and physiology to basic health and pathology.
6. Explain the relationships between the chemical components of the body and its structure and metabolism.
7. Identify and describe the structure and functions of the cellular organelles.
8. Differentiate among the processes for movement through membranes.
9. Identify and describe the structure, function, and distribution of the four different tissue types.
10. Identify and describe the structure and function of the skin and accessory structures.
11. Identify and describe the histology, development, gross anatomy, and physiology of bone.
12. Classify structurally and functionally the major joints of the human body.
13. Identify and describe the histology, gross anatomy, and physiology of muscle.
14. Identify and describe the structure and function of the nervous system.
15. Demonstrate proper use and understanding of: laboratory safety procedures and laboratory equipment such as microscopes and dissecting instruments.
16. Demonstrate introductory dissection skills.

COURSE CONTENT: Topical areas of study to be covered in lecture and laboratory include:

Lecture Content:

Introduction to Human Anatomy and Physiology

Chemical Basis of Life

Cell Biology

Tissues

Integumentary System

Skeletal System

Joint Structure and Function

Muscular System

Nervous System – including the special senses

Laboratory Content:

Suggested Topics/Activities:

Anatomical orientation and terminology; planes, cavities, regions

Cell division

Microscope use

Basic structure of a cell

Osmosis and diffusion

Chemical basis of life

Histology: identification, structure, function, and location of tissue types including integument

Integumentary System

Anatomical identification of the skeletal system using articulating and disarticulating models

Joint structure/function, joint movements

Identification of location and actions of major skeletal muscles

Nervous system anatomy including brain and eye dissection

Sensory testing

APPROVED TEXT:

Shier, Butler, and Lewis (2004). Hole's Human Anatomy and Physiology, 10th ed.

Wm. C. Brown. McGraw-Hill Publishers.

Shier, Butler, and Lewis (2004). Hole's Human Anatomy and Physiology Lab Manual,

10th ed. Wm. C. Brown. McGraw-Hill Publishers.

ACADEMIC HONESTY STATEMENT:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as

cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

ADA STATEMENT:

Ivy Tech State College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services.

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

METHODS OF INSTRUCTIONAL DELIVERY:

Instructional delivery is learner centered, instructor directed, mutually beneficial and context specific. Methods of instructional delivery include, but are not limited to, lecture, general class discussion, group discussion and reporting, audiovisual, demonstration and return demonstration, and guided learning outside of the classroom via computer technology, etc.

ATTENDANCE:

Scheduled class attendance is incumbent to attainment of the objectives of the course. Student attendance throughout the term will be recorded and tracked in accordance with College operations. It is the responsibility of the student to notify the course instructor in case of absence to a scheduled class. (See also Important Message for Pell Grant and Student Loan Recipients as well as Make Up Policy listed later in this syllabus).

METHOD(S) OF EVALUATION:

Grading standards and methodologies will be provided to the students in writing via a syllabus at the beginning of the course. Evaluations of student's progress are continuous, utilizing quizzes, examinations, written assignments and lab exercises.

REQUIRED CONSUMABLE MATERIALS TO BE SUPPLIED BY THE STUDENT: None

GRADING SCALE:

90-100 %	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

COURSE SCHEDULE AND CONTENT SUBJECT TO CHANGE AT THE INSTRUCTOR'S DISCRETION.

LAST DAY TO DROP COURSE WITHOUT GRADE: November 11, 2005

STUDENT ASSESSMENT, GRADING, AND MAKE-UP POLICY:

- Quizzes will be scheduled weekly. The quizzes will cover material discussed in the previous week's classes and also discussed in lab exercises/assignments. It is strongly recommended that quizzes be taken at their scheduled times. **If a student must be absent during class time, notification must be given of the absence prior to class, either by leaving a message for the instructor at the College office, or by notifying the instructor by e-mail or phone, in order to make up the quiz for full credit**. If arrangements are not made by the student to make up the quiz as described above, the student will be assessed a 50% penalty when the quiz is taken.**
- ****If more than two occasions of taking a quiz late occurs, a 10% penalty will be assessed for late completion, plus 10% penalty for each week the quiz is not taken.**
- Lab exercises will be done for the most part during lab time. They may be handed in at the end of the lab time or at the beginning of the next class period. **Labs handed in later than 2 weeks from the date they are due to be turned in will be marked down 10% for each week they are late.** Students who are absent during a class in which a hands-on experience is required for lab may be given an alternative lab or make-up time for completion (see instructor).
- A midterm exam will cover material from the first of the semester to date. **If a student must be absent during class time in which the midterm is to be given, notification must be given of the absence prior to class, either by leaving a message for the instructor, or by notifying the instructor by e-mail, in order to make up the midterm for full credit. It is the student's responsibility to arrange to take the missed midterm prior to the start of the first class period of the following week; if notification is not received prior to class of the absence, or if arrangements are not made by the student to make up the midterm as described above, a deduction of 10% will be deducted from the student's score for each week late in which the test is taken.**
- A final exam will cover material covered from the midterm point on. **If a student must be absent during class time in which the final exam is to be given, the instructor must be contacted prior to the class by the student to arrange a suitable and timely appointment for the test to be taken for timely grading and posting of grades within policy of the College.**
- Grading weights related to the final course grade are as follows:
 - Quizzes: 45%
 - Lab Exercises: 25%
 - Midterm Exam: 15%
 - Final Exam: 15%

Example of grade calculations:

$$\frac{\text{Your total quiz points}}{\text{Total possible quiz points}} \times 100 \times 0.45 = a$$

$$\frac{\text{Your total lab exercise points}}{\text{Total possible lab exercise points}} \times 100 \times 0.25 = b$$

$$\text{Midterm exam} \times 0.15 = c$$

$$\text{Final exam} \times 0.15 = d$$

$$\text{Final Course Grade} = a + b + c + d$$

ACADEMIC HONESTY:

The College has an academic honesty statement in place. Please refer to this statement in the body of this syllabus.

This course instructor values intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of the educational achievement.

Cheating on quizzes, tests, labs or other academic works is a violation of College rules.

Any engagement in behavior that, in the judgment of the instructor of the class, may be construed as cheating will be dealt with in a confidential manner which may include counseling, reduction of grade, and/or instructor initiated revoke of course enrollment.

TIPS FOR SUCCESSFUL CLASSROOM DECORUM IN ANATOMY & PHYSIOLOGY 101:

In respect for others in attendance to class, please consider the following points:

- ✓ Cell phone calls are to be avoided during class and lab time. If you need these devices, please place them on silent or vibrate mode and quietly excuse yourself from the classroom to receive a call or page.
- ✓ Your fellow students appreciate a quiet learning environment and are offended by students who continually disrupt the classroom environment. Chatting during class discussions, lectures, audiovisual presentations, or oral reports should be avoided.
- ✓ While eating and drinking are allowed during class lecture time, it shall not be disruptive to the class environment. No food or drinks shall be present during lab time.
- ✓ Lab safety procedures will be discussed prior to each scheduled lab.

CLASS CALENDAR OF TOPICS, ASSIGNMENTS, QUIZZES, TESTS, ETC.

See Addendum A attached to this syllabus.

**ACADEMIC POLICIES AND PROCEDURES
IVY TECH STATE COLLEGE**

SUBJECT AREA: FACULTY RESPONSIBILITIES

Policy Procedure: Academic Integrity

EFFECTIVE DATE: January, 2004

NUMBER: 3.12

PURPOSE:

Ivy Tech State College recognizes academic integrity as a fundamental principle of collegial life. The credibility of the College's educational programs rests upon the foundation of student learning and integrity. Students who misrepresent their academic work violate the rights of their fellow students and undermine the faculty's authority and their ability to assess learning. The College therefore views any act of academic dishonesty as a serious offense requiring disciplinary measures, including failure for the exam or specific course work, course failure, suspension, and expulsion from the College. In addition, an act of academic dishonesty may have unforeseen effects and lead to formal processes outside the College.

POLICY:

Faculty are responsible for maintaining the academic integrity of the institution. Academic integrity is expected of all students and faculty.

DEFINITIONS:

Definitions: Violations of academic integrity include, but are not limited to, the following acts:

- **Cheating:** Unauthorized use of notes or study aids, or acquiring information from another student's papers, on an examination; or obtaining a copy of an examination or questions from an exam prior to taking the exam; or altering graded work with the intent to deceive by resubmitting it for re-evaluation; or altering or destroying grade records; or allowing another person to do one's work and then submitting as one's own; or allowing another to take an examination in one's name; or submitting identical or similar papers for credit in more than one course without obtaining prior permission from the instructor of all the courses involved.
- **Aiding Cheating or Other Acts of Academic Dishonesty:** Providing material or information to another student with the knowledge that this material or information will be used to deceive faculty in an effort to acquire higher grades

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- **Plagiarism:** Presenting within one's own work the ideas, representations, or words of another person without customary and proper acknowledgment of that person's authorship is considered plagiarism. Students who are unsure of what constitutes plagiarism should consult with their instructors. Claims of ignorance will not necessarily excuse the offense.
- **Data Misrepresentation:** Fabricating the data; or are deliberately presenting in an assignment data that were not gathered in accordance with assigned guidelines or is deliberately fabricated; or providing an inaccurate account of the method by which the data were gathered or generated.
- **Falsification of Academic Records or Documents:** Falsification of academic records or documents includes but is not limited to altering any documents affecting academic records; or forging signatures; or falsifying information of an official academic document such as a grade report, ID card, library card, or any other official College letter or communication.
- **Unauthorized Access to Computerized Academic or Administrative Records or Systems:** Unauthorized access to computerized academic or administrative records or systems means viewing or altering the College's computer records without authorization; or copying or modifying the College's computer programs or systems without authorization; or releasing or dispensing information gained through unauthorized access; or interfering with the use or availability of computer systems or information. Also, when college-sponsored activities are held at locations owned or managed by other institutions or organizations, the unauthorized use, viewing, copying, or altering of those institutions' computer records, systems, or program would similarly constitute a violation of academic integrity.

PROCEDURES:

Faculty Procedure—For Addressing Academic Integrity

The procedures for handling students who are suspected of violations of academic integrity are as follows:

1. Faculty will treat all students in a consistent manner and will not permit cheating including plagiarism.

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2. Faculty will be discreet (within what the situation allows) in handling any suspected violation of academic integrity.
 3. On the first offense, the faculty member will hold a counseling session with student to discuss the allegation and penalties. There will be a non-involved third party to witness the meeting. Due process is required and paperwork must be submitted or the offense does not stand.
 4. On the second offense, faculty who suspect or have evidence of cheating or plagiarism or other forms of academic dishonesty will contact the program chair and/or division chair before determining the appropriate sanction.
 5. The division chair and/or program chair will review the evidence and prepare a recommendation with the faculty member as to the appropriate response. The recommendation and documents will then be forwarded to the Dean of Academic Affairs for review.
 6. Depending upon the circumstances the dean will approve the recommendation, revise the recommendation, or in more complicated cases confer with College legal council before responding to the faculty in an appropriate time frame.
 7. The Dean of Academic Affairs will contact the student and discuss the academic dishonesty charge.
 8. Students are provided an opportunity to appeal any disciplinary decision and are required to sign a waiver if they choose to waive the right to appeal. The basic process in discipline cases is as follows:
 - a. An appropriate college official will notify the student that he or she is accused of violating a regulation.
 - b. The student will be notified in writing that he or she may elect one of three courses of action:
 - i. The student may admit the alleged violation and agree with the recommended disciplinary action. A signed waiver which waives the right to appeal is required.
 - ii. The student may admit the alleged violation and request a hearing before the Student Status Committee.
 - iii. The student may deny the alleged violation, in which case the administrative officer will refer him/her to the Student Status Committee.
- The Student Status Committee hears all appeals relating to disciplinary actions.

Disciplinary Action

A student who violates the rules and regulations of the college may be subject to but not limited to any of the following disciplinary actions:

1. Verbal reprimand
2. Restitution for damages

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Third Offense:

Suspension for no less than a semester
no more than calendar year.
The course in which the third offense
is committed is irrelevant.

Any Subsequent Offense:

Expulsion (expulsion is defined as for a
five-year period).

Current offenses are defined as any occurring within the last five years.

Procedure for Reporting Academic Dishonesty

Instructors who determine that a student has been cheating must inform their immediate supervisor within one working day of the incident. Within one week they should submit a completed "Academic Dishonesty Report" to their supervisor. The student signature and any comments the student chooses to make should be on the form. The form should be submitted through the program chair and division chair to be sure they are aware of the incident and the recommended penalty. If the student has not signed the form the division chair should send a copy to the student at the current address of record in the student records system indicating that the student has ten working days to respond to the allegation. After that time, or as soon as the student's signature is obtained, the form will be sent to the Dean of Student Affairs Office for verification of previous violations of the academic dishonesty policy. The Dean's Office will forward the form to the Dean of Academic Affairs, who will approve or disapprove the recommended penalty; if the current cumulative number of violations is three or more, the dean will impose the appropriate penalty as provided by these guidelines.

Course Syllabus Addendum

Facility Closing Announcement

If any Ivy Tech Community College Region 9 facilities will be closed due to inclement weather or other emergency conditions, the closing will be announced on the radio and television stations listed below. Remember, even if College facilities remain open, you are expected to use your judgment as to whether the existing weather conditions permit safe travel. Notify your instructor if you do not attend class due to weather or other emergency conditions.

Below is the list of radio and television stations that will be contacted for facility closing announcements. Radio Stations: WKBV (AM 1490); WQLK (FM 96.1); WCNB (AM 1580); WFMG (FM 101.3); WMDH (AM 1550); WHON (AM 930); WIFE (FM 100.3); WKWH (FM 94.3), WCTW (AM 1550), WMDH (FM 102.5), Z93 (WGTV FM 92.9), K99.1 (FM); Television Stations: Channel 7 WHIO (Dayton); Channel 2 WDTN (Dayton); Channel 22 WKEF (Dayton). Closings are also announced on the website, www.ivytech.edu/richmond/.

Certification/Licensure Training Disclaimer

Ivy Tech Community College of Indiana cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of Ivy Tech is providing a certification exam studies class is to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

Important Message for Pell Grant & Student Loan Recipients

If you withdraw from, or stop attending, all of your classes before 60% of the term has passed, you will owe money to the federal government and/or the College. In the event that this becomes necessary, see a student services advisor before you withdraw from classes or stop attending.

Instructor Initiated Revoke of Course Enrollment

Instructors may administratively withdraw a student from class enrollment for attendance and disciplinary issues with the approval of academic affairs. For attendance issues, the enrollment withdrawal may be initiated within the 60 to 75% time-period of the course. The registrar's office will notify the student if this action occurs.

Learning Resource Center

The Learning Resource Center (Rm. 132, Main Campus Building) is open to students when the Main Campus Building is open. Tutors are available: Monday – Thursday, 9:00 am – 7:00 pm; Friday 9:00 am – 5:00 pm; Saturday 9:00 am – 12:00 p.m.

Writing Across the Curriculum

Unless the instructor informs you otherwise, this class participates in the Writing Across the Curriculum program. All papers are required to meet professional standards in English composition. Specifically, all papers will:

- Be word processed in MLA or APA format, as designated by the instructor;
- Demonstrate professional writing through correct grammar and spelling;
- Demonstrate the development of a thesis using basic principles of composition.

Math and English Across the Curriculum

Ivy Tech Community College Region 9 participates in a statewide College initiative to assess math and English skills across the curriculum. For the first component of this project, students in MAT111 and ENG111 are assessed at the end of the academic term for math and English proficiency. From this assessment, a sample is identified as benchmark data. The second component of this assessment is comprised of students enrolled in selected program defined capstone courses. Sample data from this group will be compared to the benchmark for assessing retention of math and English competencies.

Library Services

Ivy Tech Community College Region 9 students have access and student use privileges for the Indiana University East (IUE) Library located in Hayes Hall on the Richmond IUE campus. In addition to the campus library services, the Ivy Tech Virtual Library is available to students on and off campus, offering full-text journals and books and other resources essential for course assignments. Go to <http://www.ivytech.edu/library/> and choose the Virtual Library Link for Richmond.

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ADA Statement

Ivy Tech Community College Region 9 seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact Desiree Polk Bland, Director of Student Support and Development, Office of Disability Support Services, Ivy Tech Community College of Indiana Region 9, 2325 Chester Boulevard, Richmond, IN, 765-966-2656 ext. 334, for Disability Support Services. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classrooms.

Copyright

Material in this course is subject to protection of Copyright law.

Right of Revision

The course content is subject to change on syllabus/outline.

(Revised July 14, 2005)