

Anatomy & Physiology Syllabus Fall 2009

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WELCOME to ANATOMY! This course will integrate the knowledge gained from students' previous courses in Biology and Chemistry to help students better understand the way that their bodies work. Throughout the course, we will also discuss how the health professions use this information to evaluate diseases, disorders, and other health-related issues. The Jefferson High School Human Anatomy Curriculum follows the concepts outlined in Georgia's Performance Standards.

Please keep this syllabus in your notebook. It will be your guide to a successful semester.

Tutoring Days: 2:50–3:20 pm Mon, Wed, Thurs, or by appointment, for makeup work/tests, after-school detention, after-school tutoring (subject to change with advance notice)

Required Daily Materials:

- 3-Ring Binder with divider
- Notebook Paper
- Blue or black ink pen or pencil
- Calculator
- Textbook and lab manual: **Hole's Essentials of Human Anatomy & Physiology**
- *Recommended materials:* Highlighter, colored pencils, markers, note cards
- **Donations:** Old magazines of any kind

Human Anatomy and Physiology Course Overview

Unit 1: Organization and Introduction
Unit 2: Protection, Support, and Movement
Unit 3: Integration and Regulation
Unit 4: Transport
Unit 5: Absorption and Secretion
Unit 6: Growth, Reproduction, and Development

Keys for success:

1. Ask questions and be actively engaged in all class activities.
2. Come to class everyday.
3. Review your class notes daily.
4. Keep all of your work neatly organized in your binder.
5. See the teacher immediately if you are having problems in class.
6. Find a consistent place to study

Evaluation:

Notebooks	15%	End of course Test (EOCT)	15%
Daily work/quizzes	25%		
Projects/Labs	30%		
Test	<u>30%</u>		
Average total	100%		

The average total will count for 85% of your final course grade. The remaining 15% of your grade will be determined by an End of the Course Test/Exam.

Classroom Expectations

We are all responsible for creating a positive classroom environment where each of us will be successful and can learn. In order to achieve this common goal, we need to observe these classroom guidelines.

1. **RESPECT YOURSELF, CLASSMATES, TEACHERS, AND THE SCHOOL.** You show respect by not using demeaning or disrespectful language, by listening during instruction, by maintaining a clean and orderly classroom, by not damaging school property.
2. **BE PROMPT, PREPARED, AND PRESENT.** Start work as soon as you enter the room. Be sure to listen to and follow all directions, bring all necessary materials to class, and be sure to turn in all work on time. Only instructional materials should be on your desk. NO CELLPHONES, MP3 PLAYERS, MAGAZINES, GAMES, ETC. should be out at any time.
3. **ABSOLUTELY NO FOOD, DRINKS, OR GUM IN THIS CLASSROOM.** Only bottled water is allowed.
4. **FOLLOW ALL SCHOOL GUIDELINES AND POLICIES.** Infractions such as fighting, physical assault, cheating, or verbal abuse will result in immediate discipline referral. All policies in the student handbook will be enforced.

Consequences for not following classroom guidelines:

When you choose to break a guideline, here are the consequences that follow.

- | | |
|---------------------------|---|
| 1 st response: | Reminder. |
| 2 nd response: | Warning and guideline infraction slip. |
| 3 rd response: | Student completes action plan.
Parent/guardian to be contacted. |
| 4 th response: | After-school detention-30 minute.
Failure to show detention may result in discipline referral. |
| 5 th response: | Parent conference. Discipline referral |

Dispute: If you feel that you have been wrongly identified for breaking a guideline, please do not argue with the teacher in class. Please write out your defense and submit your explanation to the teacher. Be prepared to discuss the matter with the teacher before or after school.

Classroom Procedures

Classroom procedures allow the class to run smoothly and efficiently. Take time to review these procedures. If you forget, don't worry. Common procedures will be posted throughout the room as reminders, or refer to this handout. Besides you will be reminded of the correct procedures regularly, and I know your classmates will help you along. After a couple of weeks, many of these things will be part of your classroom routine.

Beginning of Class

1. **Entering the Classroom**—Enter quietly and be seated immediately. Please take out materials and begin on the assignment or bellwork activity. Do not wait for the bell to ring to begin.
2. **Pledge of Allegiance/Moment of Silence/Announcement**—Please respect this moment by sitting or standing quietly.
3. **When you are tardy**—Enter the room quietly. Sign the tardy log and leave your tardy slip in the envelope. Please get your materials out quietly.

Common Classroom Needs

NOTE: No passes will be given during the first and last 15 minutes of class, nor during lectures. Only one person will be allowed to leave the classroom at a time.

4. **Listening to and responding to questions**—Please do not yell out a response. Raise your hand and wait to be called upon. If you need help during seatwork, raise your hand and I will come over to you. RESPECT your teacher and your classmates.
5. **If you need to use the bathroom or get a drink of water**—You will be given bathroom passes. Please fill out our pass and leave on your desk. I will come by later and take your pass to indicate that you can leave the room. I will sign your agenda book at that time.
6. **Sharpening pencils**—Do this before class begins. If your pencil breaks during class, raise your pencil and I will bring you an extra one. Please return extra pencil before you leave class.
7. **Heading all papers**—Put your name, date, class across the top. When you turn in your assignments, fold your assignments lengthwise. Put your name, date, class period, and desk number on the top of the paper. Circle your desk number. This is for the privacy of your grades when papers are returned.
8. **Passing graded papers out**—I will pass back quizzes and tests. However, **if you are absent**, I will place all graded papers in the 'out box' for your class.

Home Work and Make Up Work

9. **Homework**: Homework must be turned in when asked. If you do not have your homework, complete the homework pink slip and turn in.
10. **Make up Assignments with Excused Absences**:
 - a. **Regular Assignments**: You will have 5 days to make up any class assignment assigned on the day you were absent. (*see teacher for extended absences*)
 - b. **Makeup quizzes and tests**: You will have 5 days to make up any quiz, test, or lab. Makeup assignments must be completed before or after school, not during class. Labs must be prescheduled and completed as soon as possible.

c. It will be *your* responsibility to get notes and make-up work. Handouts will be in a folder for your class. If you are absent, homework is due on the day you return. Since all tests and projects are prescheduled, you are expected to take the test or turn in projects as scheduled even if you were absent the day before.

d. Staple the "I was absent" sheet with your assignments and place in "Make-up Work" Box . This will ensure that you receive proper credit for your assignments.

11. **Finished, now what**— Remain seated and quiet, but do not start packing up your books. If you finish your work early, you can choose from the following activities.

→ Start on your homework

→ Review notes and vocabulary

→ Read a science magazine or book

→ Work on ongoing class projects (quietly)

Dismissal:

12. **End-of-period dismissal**—I dismiss this class, not the bell. Make sure your area is clean, return all materials to their appropriate place, and be seated at your desk. You will only be dismissed when the area is clean and all are seated.

Miscellaneous:

13. Additional procedures will be discussed as different activities arise. These might include:

Laboratory Days

Library days

Computer work

Projects

Substitutes

Group work

Emergency procedures

General Information

Organization: As you receive notes and handouts, it is important for your success to keep these in an organized fashion. You must keep all materials since I will refer back to them often. Also, they will serve as documentation if there is a discrepancy in your grades and mine.

Class Participation: Class participation not only includes listening and involving yourself in lectures and activities, but also coming prepared to class everyday. This means bringing your textbook, a pencil or pen, your notebooks, calculator, homework, and any other materials that we talk about in class. We will discuss class procedures if these guidelines are not followed.

Tests: **Tests will be tied to the objectives of each unit. Your notes and assignments will prepare you and will assess your learning of the objectives.**

Projects/Labs: Labs and projects provide hands-on opportunities to learn about science. Labs allow you to see in action the things you are learning in class. We will discuss procedures for both later.

NOTE: A signed safety contract is required before the first lab and 90% proficiency on the lab test. We will spend a great deal of time discussing safety. You will be pulled from the lab if you do not adhere to the proper safety and behavior guidelines during labs and projects. The consequence will be a zero for the assignment. There are always risks in any lab situation. However, with proper preparation and behavior, all lab activities may be performed safely.