 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs		UUPC Approval <u>4/24/23</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department n/a College Honors		
Current Course Prefix and Number BSC 2086		Current Course Title Honors Anatomy and Physiology 2	
<i>Syllabus must be attached for ANY changes to current course details. See Template. Please consult and list departments that may be affected by the changes; attach documentation.</i>			
Change title to: n/a Change prefix From: _____ To: _____ Change course number From: _____ To: _____ Change credits* From: _____ To: _____ Change grading From: _____ To: _____ Change WAC/Gordon Rule status** Add <input type="checkbox"/> Remove <input type="checkbox"/> Change General Education Requirements*** Add <input type="checkbox"/> Remove <input type="checkbox"/> <small>*See Definition of a Credit Hour. **WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines. ***GE criteria must be indicated in syllabus and approval attached to this form. See Intellectual Foundations Guidelines.</small>		Change description to: n/a Change prerequisites/minimum grades to: Remove BSC 1010, BSC 1010L, BSC 1011, BSC 1011L Add BSC 2085; BSC 2085L with minimum passing grade of C- Change corequisites to: Change registration controls to: Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).	
Effective Term/Year for Changes: Spring 2024		Terminate course? Effective Term/Year for Termination:	
Faculty Contact/Email/Phone William O'Brien / wobrien@fau.edu / 6-8033			
Approved by Department Chair <u>William O'Brien</u> College Curriculum Chair <u>Rachel Corr</u> College Dean <u>Julie E...</u> UUPC Chair <u>Thlyn Williams</u> Undergraduate Studies Dean <u>Dan Meeroff</u> UFS President _____ Provost _____		Date 4/14/2023 <div style="border: 1px solid red; padding: 2px;">4/14/23</div> <u>4/15/23</u> <u>4/24/23</u> <u>4/24/23</u> _____ _____	

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

Wilkes Honors College
BSC 2086 Honors Anatomy and Physiology 2
Lecture 3 Credits
Course Syllabus

Instructor: tba

E-mail: tba

Office Hours and Location: tba

Office Phone: tba

TA Contact Info: Please see the announcements in our canvas home page

This syllabus applies to all sections taught by this instructor and is subject to change at any time by the instructor. Important information, and any potential changes to the syllabus, may be announced online via canvas, or verbally in class. It is your responsibility to read, take note of, understand, and “remember” ALL of the announcements and changes to policies that are made.

In accordance with university guidelines, this class is in-person. There is no remote or hybrid option currently available.

For any online interactions, video, voice, and text chat may be automatically recorded. By enrolling in this class, you are consenting to being recorded.

Prerequisite: BSC 2085/L with a final grade of C- or better.

Prerequisite or Corequisite: BSC 2086L with a C- or better (if prerequisite)

Course Location:

002 – 12184: WF 12:30 – 1:50 PM SO 250

003 – 11311: TR 4 – 5:20 PM NU 113

Course Description/Student learning outcomes: This three-credit course is designed for students majoring in biological, nursing, and exercise sciences and those who are considering future careers in the clinical sciences. This course will cover basic to advanced concepts of the anatomical and physiological organization of the human body. This includes, but is not limited to, anatomical terms, basic chemistry, cellular organization, integumentary, skeletal, muscular, neurological, and sensory systems. Students are expected to leave this course with a working knowledge of the material and concepts presented. This means not just memorizing the material, but also being able to understand and apply it.

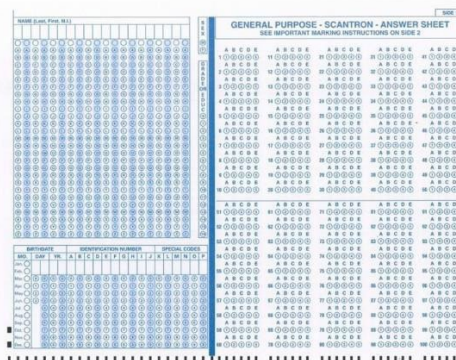
NOTE ON HONORS DISTINCTION: This Honors course differs from a non-Honors course in the work and intellectual demands it places on students. It is part of an overall interdisciplinary curriculum that includes team-taught courses, research, and an Honors Thesis. In addition to the textbook readings, students will read articles published by professional scholars in peer-reviewed journals, and are expected to think critically about the debates within the field.

Course Materials:

- **Returning students who took A and P at FAU during the Fall 2022, Spring 2022, and Summer 2022 semesters should not need to purchase any additional book-**

related materials. Your online homework access from fall/spring/summer should carry over. Fall 2021 may still be valid, as well.

- **Text:** *Human Anatomy & Physiology, 11th Edition*, Elaine N. Marieb and Katja Hoehn.
 - o **Only one of the following required (loose-leaf OR E-text):**
 - Text (loose-leaf) with Mastering bundle ISBN 978 -1323845141
 - E-text with Mastering bundle (cheapest option) ISBN 978 – 1323906903
 - *You must purchase the correct version of Mastering to have access to the online homework. Online textbook retailers (Amazon, CampusBooks, etc.) may have the correct book ISBN, but may not have the correct version of Mastering bundled with it. This will be explained in greater detail in a video that will be posted to the canvas announcements.*
 - If you already have an older mastering code from FAU A and P spring/summer/fall 2020, you may need to purchase it again due to expiration of your access. Please speak with me if you have any questions.
- **Online Homework/quizzes:**
 - o **Mastering A and P:** A special type of Canvas-linked Mastering access is required. You must purchase the correct one for it to work. This will be discussed in further detail during the first week's lectures. In addition, a video will be posted to the announcements section of our canvas page that contains instructions for how purchase and access the mastering homework.
 - *The correct version Mastering A & P* online access is purchased in a bundle with the e-text or a physical loose-leaf text. Only one access code (bundled with specific form of e-text or loose-leaf) is required and may be obtained through the Pearson website via a link in our canvas page, the FAU bookstore, or Booksmart.
 - Use the following website regularly during the semester to check your browser settings and OS version to help minimize compatibility issues with mastering:
<https://mlm.pearson.com/northamerica/students/support/system-requirements/index.html>
- **I-clicker:** The I-clicker system will be used for in-person EC quizzes. I-clicker 1,2, and plus are acceptable. However, hold off on buying/renting one until an announcement about I-clicker registration is made in canvas. The I-clicker app may be used, as well.
- **Blue. General Purpose scantron:** You will require one new and undamaged scantron for each exam. These can be purchased at the FAU bookstore and Booksmart.



- **Currently, exams and EC I-clickers will only be offered in-person. If extenuating circumstances (hurricane, another lockdown, etc.) necessitate, I may switch to providing exams via Respondus Lockdown Browser. If this occurs, the following will apply.**
 - o **Access to a Windows (PC) or Mac OS computer with Respondus lock down browser, a functioning microphone, and webcam.**
 - Previously, Chromebooks (Google OS) experienced incompatibility with the online testing software (Respondus Lock-down Browser). They are currently beta-testing compatibility, but I do not currently know if this problem has been fully corrected. Therefore, a Chromebook may function when watching lectures, or participating in zoom, but may not work when taking exams. It is unknown if other OS based computers (those other than Windows/Mac) are fully compatible, as well. To minimize any technical issues when taking an exam or quiz, please use a Windows PC or Mac.
 - An actual desktop, or laptop, is necessary for exams and some quizzes. I do not believe the testing software is compatible, or fully stable, with tablets and phones.
 - [Respondus System Requirements](#)
 - o **A stable (steady) and fast internet connection**
 - **It is important to make sure your internet connection is stable (no intermittent loss of connection) when taking exams and quizzes. If your connection is lost during these assessments, you will be locked out and unable to regain access.** It is recommended that you use an ethernet (internet cable-based) connection. Although most WiFi is reliable, its connection can be, or become, unstable for several reasons.
 - A quick internet connection is recommended. Typically, download speeds above 30 Mbps should function well enough. However, if your speed is around the aforementioned, it is important to stop internet usage (streaming, surfing, social media, etc.) by family/friends in the residence when taking an exam, or quiz, using the lock-down browser. This way, all of your bandwidth can be used by you and limit potential connection interruptions/malfunctions.
 - [Respondus Internet connection info](#)
 - <https://www.speedtest.net/>

Course Policies and Procedures:

1. **Lecture:** In accordance with current (1/8/2023) university policy/guidelines, the Spring 2023 lecture will be held **in-person**. At this time, I do not intend to livestream the lecture. If this changes, I may record the livestreams for personal review and record keeping purposes. I do not post them for later viewing. **In-person attendance for exams and in-class extra-credit quizzes is required. There is no online option for these assignments.**

Office hours may be recorded. Any recordings made during office hours will not be posted – they are for my records and personal review. **Once again, by taking this**

class you consent to being recorded.

Students enrolled in this course **who attend in-person** may record audio of the class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, assignments (tests or examinations, homework, and quizzes), field trips, and private conversations between students in the class or between a student and the lecturer, **is prohibited**. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

Electronic course materials (syllabus, PPTs, videos, etc.) can be located under the "files" section of our Canvas page. Course materials/content is not to be used as a substitute for class attendance and may not be published or shared without the written consent of the faculty member. The online homework and quizzes will be accessed through the "My Lab and Mastering" section of canvas.

2. **a. Course Evaluation:** The course grade will be determined from one's performance on five in-class examinations (each worth 100 points, 500 total), multiple quizzes via Mastering A&P (totaling 150 points), and online homework via Mastering A&P (150 **weighted** point total). Grades will be based on a percentage of the total points earned (including EC) divided by the total "graded" points offered (800).

b. Course Assessments:

Quizzes: "Graded quizzes" will be assigned *using Mastering A and P*. Each quiz will consist of questions in various formats (MC, drag and drop, etc.). It is important to note that each quiz will have a time limit for completion (usually 5 to 12 minutes) and must be completed in that sitting (no logging out and logging back in). A student only has one attempt to complete a quiz and there are no additional attempts or partial credit for incorrect or unanswered questions. I cannot be held responsible, or expected to make accommodations, for technical issues that prevent, or interrupt, one's access to a quiz.

Designation of the quiz parameters will be made in the canvas announcements, or Mastering assignment guidelines. **Announcements for the availability of upcoming quizzes may be made in lecture or in our canvas announcements – usually a class or two before the quiz is posted. It is your responsibility to know when a quiz is available to complete and what time it is due. This can be accomplished by regularly attending lecture, and consistently checking our class's canvas announcements as well as the mastering calendar (found in the mastering home page).**

Mastering quiz scores do not appear in the canvas grade book until the end of the semester. However, you can regularly view your scores for mastering quizzes in the "scores" tab of the mastering home page.

Online homework: Online homework (HW) will be assigned using the Mastering A and P system. This can be accessed through the My Lab and Mastering section of our Canvas page. Mastering HWs will consist of questions in various formats (MC, matching, drag and drop, etc.).

A student may access a HW assignment at any time, and as many times as they wish, to complete it for points within the availability window if it is before the due date/time. After a Mastering HW is past due, it is available to complete for practice (no points/credit) before an exam.

Students are given 4 attempts to answer each HW question. If answered correctly on the 1st attempt, 100% of the point value for that question is awarded. If answered wrong on the first attempt, but correct the second, 66% of the point value is awarded. Wrong the second, but correct the 3rd, 33%. You get the idea by this point.

It is your responsibility to know when a HW is available to complete and what time it is due. This can be accomplished by regularly attending lecture and consistently checking our class's canvas announcements as well as the mastering calendar (found in the mastering home page).

Since multiple HWs may be due in a week, and even on the same day, it is recommended that you do not wait until the last day/minute to complete them. For example, you can log in, complete a few questions, and log out. The same can be done the next day, and so on. This allows you a high degree of autonomy in choosing how, and when, to complete a HW assignment.

Mastering Quizzes and HW: Available HW and quiz assignments will appear in the assignments, and calendar, section of the Mastering homepage. They DO NOT appear in the CANVAS calendar, quizzes, or assignments sections. Quizzes will not be visible before, or after, their availability window. HWs will not be visible before their availability window, but will remain visible after their due date/time up to the date of the exam a HW is based on. After that, a HW will no longer be visible on the calendar. **All availabilities and due dates/times are set to US Eastern Standard Time.**

I reserve the right to re-open assignments and extend due dates on an individual basis. However, **I do not accept late work** and typically do not re-open assignments unless there is a malfunction that affects a significant portion of the class. Since Mastering is an online service provided by the textbook publisher, I cannot be held liable for missed or closed assignments due to various technological malfunctions. Use the following website regularly during the semester to check your browser settings and OS versions to help minimize compatibility issues with mastering:
<https://mlm.pearson.com/northamerica/students/support/system-requirements/index.html>

To help compensate for potential issues, I usually provide some EC mastering questions in a typical HW assignment and a few EC Mastering assignments toward the end of the semester that will allow one to make up some missed points. The *extra credit* questions and assignments will not count against your total Mastering score if they are not completed.

It is up to the student to periodically check their quiz and HW scores in mastering. If you are completing quizzes/HW and not receiving scores via the aforementioned, there may be a problem. If this happens, DO NOT WAIT UNTIL THE END OF THE SEMESTER TO NOTIFY ME. It is up to you to contact the TA and myself as soon as possible so that we may determine the issue. You **have two days** from the date of the missing score to bring the discrepancy to our attention. You must let the TA and me know by email *using your **FAU email account***. Please write a new email – do not respond to a canvas/mass class email. Use Missing Mastering Quiz or HW X (date) as the header. Include your name, class meeting time/section, and z-number in the email. You may also meet with me during online office hours after the email has been sent. If you wait longer than 2 days to contact us, the missing score(s) may be forfeit.

Exams: Exams are closed book (no notes) and will be administered IN-PERSON during your scheduled class time. **A student may only attend/take an assessment in the lecture for which they are registered.** Most exams will consist of roughly 35 to 55 multiple-choice questions.

It is VERY important to be on time for an exam. It is recommended to arrive early (plan for traffic, trains, car malfunctions, floods, fires, pedestrians, dead electric scooter battery, flat skateboard wheel, the squirrel uprising, shiny things, etc.) as it takes time to get students into the room in an orderly fashion and begin the exam. Students who are late will not receive extra time regardless of the excuse and might not be admitted. The exam will promptly end at the normal class end time for 12:30 PM class and likely earlier than the normal class time for the 4 PM class. I do this to try and keep the time allotted for taking the exam as close as possible between sections to maintain fairness.

Those who are not present for an exam will receive a grade of zero for that test regardless of the excuse. If a student misses an exam, they must notify the instructor and TA by email (use “Missed Exam #” and provide the test date in the header) within 1 day of the missed test and provide a valid excuse along with the proper documentation as defined by the FAU Academic Policies and Regulations (<http://www.fau.edu/academic/registrar/catalog/academics.php>). A student with a valid excuse and proper documentation can only make up a **single** missed exam. The make-up test is a cumulative exam following the final examination (in the same period as the final exam).

Make-up may be allowed for missed exams and quizzes if the student was absent due to participation in university-approved activities including athletic or scholastics team obligation, musical and theatrical performances, debate activities, military obligations, verifiable religious observance, or court-imposed legal obligation. *If you will be absent for one of the bolded reasons, you must let me know of the absence via FAU email **at least a week in advance**. It is up to you to contact me and my TA immediately when you return to schedule a makeup quiz if one was given. If you allow more than 2 class days to pass post-absence before contacting us about scheduling a makeup quiz, you will not be given a makeup and will receive a zero for the quiz.*

Extra-credit: Course EC can be earned through Mastering homework by answering specific EC questions correctly in “graded” homework assignments and via EC HW

assignments. A small amount of additional EC may be earned via in-class pop quizzes using the i-clicker system. If you are not physically present with a functioning i-clicker/app for an in-class EC quiz, you cannot earn credit. You are not allowed to take the quiz for an absent classmate, as well. There is no make-up for these quizzes. Since they are EC, however, your grade will not be negatively affected if you are not present due to various reasons (illness, family emergency, etc.) **No individual extra-credit assignments will be given or accepted.**

c. Posting of assessment scores: Exam and in-class EC quiz scores will be posted to the canvas gradebook. Points earned through Mastering-based homework and quizzes, however, will not be posted to canvas until the end of the semester – the HW is a weighted score and cannot be accurately calculated and included in your grade until the end of the semester. Because of this, the canvas-listed overall grade shown throughout the semester **will be inaccurate**. You can find your scores for mastering assignments in the “scores” tab of our mastering page.

Other issues further compound the inaccuracy of the canvas-listed overall grade (*canvas posted points earned divided by points offered*). For example: If you can see an assessment listed in the Canvas gradebook, it means that the scores for the class have been posted. Quiz and exam scores in canvas that have a dash, or are listed as pending/upcoming, indicate you have a score of zero. Canvas will not include these in your total grade calculation. This means that the current total grade percentage in Canvas is now more off because it is not counting missed scores against you. *It is up to the student to correctly determine their proper current average by doing the math according to the syllabus values. I will provide a grade calculation spreadsheet to assist in the understanding, and estimation, of your grade toward middle and end of the semester.*

Your homework scores are weighted and is based on a percentage of total points earned divided by the total points offered (not including the EC assignments as they are EC and should not count against you). The percentage obtained is then multiplied by 150 (total mastering HW/quiz points for the class). This **number may exceed 150 based on EC earned**. For example: Let’s say there were 250 total points offered for mastering homework. If you were to earn 235 of the 250 points, you would divide 235 by 250 which would give you 0.94. This number is then multiplied by 150 to provide your weighted mastering homework score (141). If you earned over 250 with the EC assignments, the weighted mastering and quiz scores may exceed 150.

d. Total Grade Percentages:

Quizzes:		= 150 pts	= 18.75%
Mastering		= 150 pts	= 18.75%
Tests:	5 x 100	= 500 pts	= 62.5%
Total:		= 800 pts	= 100%

Grading Scale: The following scale will be used for computing the final grade.

A = 92 -100%	C = 70 - 76%
A- = 90 - 91%	D+ = 67-69
B+ = 88 - 89%	D = 63 - 66%
B = 82 - 87%	D- = 60 -62
B- = 80 - 81%	F = less than 60%
C+ = 77 - 79%	

3. FAU Attendance Policy: *Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.*

It is important to note that properly documented illness and family emergencies warrant a make-up for an exam, but may not qualify for quiz make-up or re-opening of Mastering assignments. The aforementioned is at my discretion and will be handled on a case-by-case basis.

Exam accommodations may be made for extenuating circumstances. The instructor reserves the right to determine who is eligible on a case-by-case basis.

4. **Incomplete Grade:** A grade of Incomplete ("I") is reserved for students who are passing a course but have not completed all the required work because of exceptional circumstances. A grade of "I" will only be given under certain conditions and in accordance with the academic policies and regulations put forward in FAU's University Catalog. The student must show exceptional circumstances why requirements cannot be met. A request for an incomplete grade has to be made in writing with supporting documentation, where appropriate. As per university policy, an incomplete grade will only be given to a student who fulfills all of the following criteria:
- misses multiple exams or the final examination due to a legitimately documented emergency as defined by the FAU Academic Policies and Regulations (http://www.fau.edu/academic/registrar/09-10_catalog/academics.html)
 - has a grade of C or better
 - submits evidence of the emergency and signs an incomplete agreement.

5. **In-person and Virtual Classroom Etiquette Policy:** University policy on the use of electronic devices states: "In order to enhance and maintain a productive atmosphere for education, personal communication devices, such as cellular telephones and pagers, are to be disabled in class sessions." While in the virtual class, you are expected to conduct yourself as if you were in an actual lecture hall. Expected behavior includes the following, but is not limited to:

- Pay attention and remain silent.
 - Do not talk during lecture if you are in person – it is distracting to myself and others
 - If virtual, please mute your microphone when not asking a question.
 - Procedure for asking questions will be discussed in class
- Everyone in the livestream can see you if your camera is on, including me.
 - Dress appropriately and remove any questionable content from your background before joining the virtual class.
 - Please do not perform distracting activities/movements in front of your webcam
- Do not post rude, offensive, and/or inappropriate content in the chat.

- Keep chat discussions on class-related topics
- Be courteous to your fellow students in class and on the livestream
- Do not use your electronic devices for purposes other than class related activities.
 - Do not watch movies, browse social media, etc.
 - Turn off TVs in the background
- You may be removed from the in-person and virtual class session for noncompliance in any of the aforementioned. If you are asked to stop being disruptive multiple times during a class, or asked to leave the class, all potential points for that day will be forfeit and you may receive a deduction to your final grade. **If you are removed, or asked to leave the class, more than once during the semester you may be barred from attending class and will receive an F regardless of performance up to that point.**

6. Student Honor Policy: *Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties can be associated with academic dishonesty. For more information, see <https://www.fau.edu/regulations/documents/chapter4/reg4-001-6-7-22.pdf>.*

Cheating is a serious offense. If you are caught cheating, the severity of your offence, and how you conduct yourself, will be considered when determining the consequences. It is up to me (the instructor) to determine the penalty on an individual basis. Potential penalties include, but are not limited to, a reduction in assessment points, receiving a zero for the assessment, a reduction in your final grade, or receiving an F in the course regardless of performance up to that point. In addition, you may be referred to the Dean of Student Services and charged with an academic crime. Test procedures and rules will be stated in lecture, on canvas, or at the beginning of each exam.

Click on the link below to play a video discussing academic integrity and cheating. Things that may qualify as cheating are not limited to the content in the video.

[Academic Integrity](#)

7. Disabilities Statement: *In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.*

If you are unsure about the proper SAS procedure for classroom attendance and exams, please speak with your SAS advisor. I cannot be held responsible for accommodation discrepancies due to the student's non-compliance, or lack of knowledge, of proper SAS policies and procedure.

- **If SAS paperwork has been signed and filed by the instructor, it is the student's responsibility to make sure their accommodations are being met.**

If they are not, you must inform the instructor immediately. If you do not, missed points due to lack of accommodations may be forfeit.

8. Important Dates: The following dates are based upon the current university academic calendar. Changes to these critical dates have occurred in the past and you are responsible for checking the academic calendar on the university website for accuracy and any changes during the academic term.

<http://www.fau.edu/registrar/registration/calendar.php>

Final Exam (Exam 5) and University Final exam Schedule: The *Final Exam is the fifth test*. The Final exam date and time is determined by the registrar and it *may be different than our regular meeting schedule*. The included link is for the university's final exam schedule. To determine the date and time of our final examination, look up the days and time we normally meet in the left column under the Regular Single Section Final Exams page. The cell in the column directly to the right will list the date and time of your final exam. **Changes to these critical dates have occurred in the past. You are responsible for checking, and adhering to, the most current update of the final exam schedule posted by the university.**
<http://www.fau.edu/registrar/courses/final-exams.php>

Counseling and Psychological Services (CAPS) Center: *Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to*
<http://www.fau.edu/counseling/>

Don't waste your time and money! Use the below tips to get and stay on track for a timely graduation.

- 1) Learn how to navigate the “**MY FAU**” web portal. Familiarize yourself with features available through “**FAU Self-Service**” located within the “**Home**” tab as well as the features available in the “**Students**”, “**Money Matters!**” and “**Success Network**” tabs.
- 2) Use the **flight plans** available on the FAU website to build your own academic plan. The flight plans are suggested four-year course schedules leading to completion of the **Biology B.A.** or the **Biology B.S.** (blueprints for graduation within four years!). For Biology majors who wish to apply to a medical or professional program upon graduation, a suggested **Pre-Health** version of the Biology B.S. flight plan is also available.
- 3) Use the “**Departmental Schedule**” (not the “Searchable Schedule”) to see **all** courses available (by department) within a given semester when working to schedule your classes.
- 4) Use the **Degree Audit Reporting System (DARS)** to keep track of which requirements you still need to fulfill in order to graduate. When running your degree audit, you may audit your progress against the catalog year in which you first entered FAU (provided that you have maintained continuous enrollment) OR the current catalog year. You may also select alternate degree options to see if you are closer to completing one degree than another (e.g. compare the Biology B.S. with the Biology B.A.).

*****Please note the below excess credit hour policy. It is your responsibility to work with your academic advisor to minimize additional costs to you associated with the completion of excess credits.**

Credit Hour Policy: Excess Hours Surcharge

[Florida Statute 1009.286](#) defines “excess hours” as credit hours that exceed the completion requirements for a baccalaureate degree program at state universities. For students enrolling in a state university or a Florida State College System institution for the first time in or after the fall 2009 semester, a tuition rate surcharge will be applied for excess hours. The surcharge is assessed only on the tuition portion of the semester hour cost, not on the fees. The amount of the surcharge and the allowable “excess hours” are determined by the initial term of entry as indicated in the catalog. For the complete Policy see

<http://www.fau.edu/academic/registrar/FAUcatalog/academics.php#excess>.

Rules for emailing the Professor and TA:

- 1) Please create a new email from your FAU email account or Canvas (I prefer you use your FAU email account)
 - i. do not reply to a mass class email or canvas announcement
 1. Once I respond, you may reply to that email.
- 2) Include your name, class meeting time/section, and z-number in the email.
- 3) Begin the email with a greeting
 - i. Ex: Hi Lovelace, Dear Lovelace, Dear Sir, etc.
 - ii. Hey and Yo are not acceptable greetings
- 4) Please use complete sentences and avoid run-on sentences
 - i. Punctuation is important!
- 5) Use complete words
 - i. I do not know all the text abbreviations
 - ii. Chances are, you don't either
 1. What you think something means may not be accurate
- 6) Do not waste too much time in getting to the point
 - i. Please do not write a novel to ask a simple question
- 7) If you do not receive a response within 2 business days, please come to my, or the TAs, virtual office hours.
 - a. During a regular semester, we typically receive a lot of emails. Because the class is now online, and there are over 350 students, It may take longer than normal to sort through the emails and respond to questions.
 - b. I prefer answering questions in-person - albeit virtually -, anyway.

Anatomy and Physiology II

Spring 2022 Schedule

FAU Boca Raton Campus

This schedule applies to all sections taught by this instructor and is subject to change at any time by the instructor, depending on the needs of the class.

Changes may be announced online via Canvas, or verbally in class.

Instructor: Matthew Lovelace

***Exams 1 – 4** will be held on the last class meeting of the week listed. **The day of an exam is subject to change at any time by the instructor. The final exam date and time is determined by the university. Please see the “Final Exam (Exam 5) and University Final exam Schedule” section of the syllabus for instructions on how to locate information about the final exam date and time.**

<u>Schedule</u>	<u>Topics</u>	<u>Assigned Reading</u>
Week 1: Jan 9 - 13	Intro to Syllabus, CVS: Blood, Jan 13 - last day to Drop/Add	Chapters 1, 2, 3
Week 2: Jan 16– 20	MLK Jr. Holiday (Jan 16th) , CVS: Blood, CVS: Heart	Chapters 17, 18
Week 3: Jan 23 – 27	CVS: Heart, CVS: Blood Vessels and Hemodynamics	Chapters 18, 19
Week 4: Jan 30 – Feb 3	CVS: Heart , CVS: Blood Vessels and Hemodynamics, Exam 1*	Chapters 18, 19
Week 5: Feb 6 – 10	Respiratory system: Anatomy and Physiology	Chapters 21, 22
Week 6: Feb 12 – 16	Respiratory System: Physiology Continued	Chapter 22
Week 7: Feb 19 – 23	Digestive System: Anatomy and Physiology, Exam2*	Chapter 23

Week 8: Feb 27 – Mar 3	Digestive system: Physiology Continued	Chapter 23
Week 9: Mar 6 – 10	SPRING BREAK!!!!	Chapter 23
Week 10: Mar 13 – 17	Digestive System: Physiology Continued Urinary System: Anatomy and Physiology, Exam 3*	Chapter 25
Week 11: Mar 20 – 24	Urinary System Continued, Fluid, Electrolyte, and Acid-Base Homeostasis, March 24th – Last day to Drop with a “W”	Chapter 25,26
Week 12: Mar 27 – 31	Fluid, Electrolyte, and Acid-Base Homeostasis Cont.	Chapter 26, 16
Week 13: Apr 3 – 7	Intro to Endocrine, Exam 4*	Chapter 16
Week 14: Apr 10 – 14	Endocrine continued	Chapter 16, 27
Week 15: Apr 17 – 21	Endocrine continued, Reproductive System	Chapter 16, 27
Weeks 16/17: Apr 24 – May 3	Reading Days (No Class) – Apr 25th - 26th, Exam 5 (final exam) and Make Up Exam (in the same period) – see <u>“Final Exam (Exam 5) and University Final exam Schedule”</u> in syllabus for date of our final exam	

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