

**ANATOMY & PHYSIOLOGY COURSE SYLLABUS**  
**Mrs. Jo Durrance Rm 5-607 phone 955-0181 ext 64577**  
**Book: Essentials of Human Anatomy, 8<sup>th</sup> ed; Elaine N. Marieb**  
**PREREQUISITE: credit in Biology 1 or Honors Biology**

Anatomy & Physiology course is designed for the student who is interested in a career in a health related profession or for the student interested in understanding how their body functions. By participating in: **labs, including dissection; computer work; class work**, including lecture, group projects, worksheets, vocabulary expansion; and **analyzing current health issues** the student will gain a broad basic understanding of the human body. The knowledge gained will make any future Anatomy & Physiology courses easier. Also, the student will be better able to make appropriate life style choices based on their newly acquired knowledge of the human body.

The course will conform to Sunshine State Curriculum Guidelines, School board Standards and Sarasota High School Student Handbook rules. For further details and current student grades, check my website, [www.scienceismylife.com](http://www.scienceismylife.com).

Understanding how procedures are to be done is important in society and class. It will allow you to function safely and without confusion in anatomy class.

**REQUIRED MATERIALS FOR CLASS:**

1. Bring on a daily basis:  
pencil & pen (blue or black, no fluorescent gel inks, please),  
**LARGE** (~200 pg) 8 1/2 x 11 spiral notebook (hard or plastic cover,) with pockets ;  
colored pencils or markers,  
glue sticks or tape,  
highlighter,  
durable write-on tabs to mark each chapter in your notebook.
2. Materials may not be stapled onto the notebook, only glued or taped.

**ABOUT THE NOTEBOOK**

1. KEEPING A COMPLETE WELL ORGANIZED NOTEBOOK IS VERY IMPORTANT.
2. YOU WILL BE ALLOWED TO USE YOUR NOTEBOOK ON THE MIDTERM AND FINAL EXAM.
3. At the end of each grading period, you may turn your notebook in to be graded, and that grade can be used to replace a quiz or test grade.

**ITEMS NOT ALLOWED IN CLASSROOM:**

1. Drinks (including water) or food.
2. Cell phones: School policy will be enforced. Phones that ring during class will be confiscated. The first time, you may pick it up at the end of the day (2:15). Do not arrive early to claim your phone. The second time it will be taken to the office and you can get it back from them. Text messaging or checking messages will be treated in the same fashion as ringing. I strongly recommend you turn it off completely before entering class, and leave it put away. You will lose 2 employability points per incident.
3. Ipods, MP3 players, CD players or any other music players are not allowed. Put your earbuds away.

**DRESS CODE**

I do enforce the dress code. Please make yourself familiar with it.

**ROOM PROCEDURES**

1. Go directly to your assigned seat.
2. Look at the board for today's assignments.
3. Take out the materials you need and place the rest of your materials under the desk. Aisles must be kept clear for safety reasons.
4. Get to work on the assignment.
5. For safety reasons, when you leave your seat, push in your chair.
6. You will be allowed 3 restroom / locker passes per quarter. After the 3rd pass usage, you will be charged 1 employability point per usage. If, on the other hand, you do **not** use the pass during a quarter, I will add 5% to your worst test grade.

### **TURNING IN HOMEWORK:**

1. Have it ready to turn when called for. Make sure it is completed, labeled correctly and ready before class.
2. Check the board for instructions. Pass your assignment up the row, or place it in the basket as instructed.
3. For each zero, **not turned in work**, one point will be deducted from employability grade.

### **TARDY STUDENTS:-** The school tardy policy is enforced.

1. Tardy is defined as entering the class after the bell rings. Those entering with a pass will be considered excused.
2. Tardy students lose 2 employability points for every tardy.

### **ATTENDANCE, MAKE-UP WORK AND CHEATING:**

#### **Excused Absences and make-up work**

1. Students will be permitted to make up all missed assignments/tests for EXCUSED absences.
2. You will have one day to make up your work for each day of excused absence. For example, if you are absent on Monday and Tuesday, you would have Wednesday and Thursday to make up all work.

#### **Unexcused Absences**

1. "Unexcused Absence" is defined as having missed the entire class without a parent/guardian's permission, or submitting an Attendance Request form to Attendance Office beyond the three (3) school days after the absence.
2. Unexcused absences result in the loss of employability points for each class.
3. Student is permitted to complete work missed on their day of absence, however they will receive a **30% reduction** on all assignments, homework, class work, tests, labs etc., due on the date(s) of the unexcused absence(s).
4. Time allowed for make-up work is identical to that for an excused absence.

### **CHEATING**

Just as there is no such thing as just "stealing a little" there is no such thing as "cheating a little". Cheating is copying one answer or 100 answers or allowing a friend to copy one answer or all your answers.

Follow these two rules and you will not have problem with cheating in Anatomy & Physiology:

1. Do your own work in and out of class.
2. Do not give your work to another student for any reason - no matter what they might promise. If another student is too lazy to do their work why put your grade in jeopardy by giving it to them. Just say No.

#### **What is considered cheating:**

1. Copying any part of another student's work.
2. Showing other students your answers on homework, class work, lab conclusions, worksheets...
3. Having another student's work in your possession.
3. Copying from encyclopedias, the internet, or other sources of copyrighted work.
4. Falsifying a grade.

Generally speaking cheating is turning in work that is not entirely your own or giving another student your work.

#### **What is NOT considered cheating:**

1. Collecting DATA in a group lab. (The rest of the lab write-up is to be done individually.)
2. Helping or getting help from another student that does NOT involve giving answers or showing another student your paper. Helping is showing *how* to solve a problem - not having someone do it for you.

#### **Punishment for cheating:**

As stated cheating will not be tolerated and those that are caught will endure the following consequences:

##### **First Offense**

1. Zero on the assignment\*
2. Parents contacted
3. Referral to the Administration
4. Offense reported to other teachers and organizations.

##### **Second Offense**

Removal from Anatomy & Physiology with an "F".

\*Cheating on an exam will result in an "F" for the quarter as well as the punishments listed above.

***Remember EMPLOYABILITY is 20% of your grade.***

***Homework/classwork/labs only counts 10% of your grade !!!***

***Employability has a greater impact on your grade than homework/classwork/labs.***

***Employability is finalized at the end of each quarter.***