Duarte High School Course Expectations: Anatomy and Physiology

Course Title: Anatomy and Physiology- 2021-2022
Instructor: Mr. Michael Jordan, Room 302
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I. Introduction
Anatomy and Physiology is designed to be a life science laboratory class. By taking and doing well in Anatomy and Physiology your chances of college acceptance increases. This course is very rigorous and challenging, but also very interesting and exciting. The class is conducted at a high level and students are expected to work accordingly and spend the necessary time/effort in order to achieve mastery in the subject area.

This course is designed to integrate human anatomy and physiology and to provide students with a solid foundation in human anatomy involving the examination of microscopic and macroscopic structures of the body.

II. Goals and Objectives
The student will develop:
1. A comprehension of the various levels of organization found in living systems.
2. The ability to relate the principle of homeostasis and its importance in health and disease.
3. The ability to identify the features of the organ systems in normal and disease states.
4. The ability to design investigations and design problem solving strategies related to scientific investigation
5. An understanding and appreciation of how this science has relevance to everyday life by completing a project that examines an area of interest in human anatomy and physiology.

III. Expectations
A. STUDENT EXPECTATIONS
1. Students should make every effort to attend every class/ lesson as assigned. If you miss a class/ lesson, it is YOUR responsibility to obtain any notes or other work missed. Labs are difficult to make up.
2. Students should pay attention to the class/lesson. Work at a pace to complete the required work by the designated time. Late work is generally not accepted.
3. Classwork/ homework will be assigned after most lessons. Also, reading of the science text is important and will help you to better understand the material. Reading a science textbook is not like reading a novel, it requires a slower pace and attention to detail. Do not wait until the night before a test to try and learn everything. Cramming for an anatomy and physiology test will not be advantageous and will most certainly NOT prepare you for college.
4. Students are expected to learn the vocabulary. Each unit has numerous vocabulary words that each student will need to learn in order to understand what the instructor is discussing and what questions on quizzes and tests are asking.
5. Students should ask for help when needed. If you do not understand the topic being discussed, ask questions, ask for help, and ask for clarification.
B. TEACHER EXPECTATIONS
As an instructor, I too have certain obligations and responsibilities to my students. You should expect the following:

1. I will respect all students and their opinions while, at the same time, following and enforcing school policies and procedures.
2. I will be available for help by appointment as needed, should it be during or after the scheduled class meeting time. During distance learning you may email me or send a private message via Google Classroom.
3. I will come to class/ lesson prepared to facilitate learning and provide a positive environment to encourage success in anatomy and physiology.
4. I will ensure that each student has every opportunity to succeed and will provide a variety of instructional strategies to reach various learning styles.

IV. Educational Materials

2. Most work will be assigned via Google Classroom and will be categorized in the following way:
   a. Vocabulary
   b. Daily Question “Q”
   c. Lecture Notes- (whether taken in class or done at home)
   d. Homework/ Classwork/ Worksheets
   e. Laboratory Work
   f. Tests/ Quizzes
3. Pens/ Pencils/ Ruler/ Calculator/ Other as needed for projects, etc.

V. Grading

Grades will be determined based on the following:

Tests/ Quizzes 40%
Labs/ Projects 20%
Homework 20%
Classwork/ (notebook) 20%

Letter grades will be assigned as follows:

90 – 100% = A
80 – 89% = B
70 – 79% = C
60 – 69% = D
59 and below = F

A=Excellent, B=Above Average, C=Average, D=Below Average, F= Fail to meet the standard.

VI. Assessment

1. Chapter/ Unit tests are administered throughout the semester.
2. Quizzes are given as the need arises. Online quizzes will be given periodically.
3. Semester finals are given during the special school wide examination schedule.
4. Alternative assessment strategies will include open ended questions, lab practicals, projects, class presence and participation.

**A variety of assessments will be used in this course. Periodic quizzes (vocabulary or reading/content-based) will be given to ascertain student understanding; they may be announced or unannounced. A unit test will be given upon completion of each unit of study. Unit tests may cover one or several chapters in the book and will require considerable time. Questions on quizzes and tests will include...**
Project assignments will also be given for various units of study. Projects will require that students do the bulk of work out of class. Additionally, since labs are a major part of Anatomy and Physiology course, laboratory reports will be graded.

VII. Evaluation

1. Evaluation criteria include participating in and completing classroom activities, working cooperatively in group assignments, correctly answering questions on quizzes/tests, completion of assigned projects, communication laboratory data in a correct and complete manner, and demonstrating proper lab techniques and safety. Note: Grading rubrics will be provided ahead of time for all major projects, essays, and lab reports.

2. *A special note about PLAGIARISM:* Copying in any form from any source will result in a zero on the assignment that has been plagiarized. Students may not copy other students’ work, copy from printed texts or Internet sources. Refer to the *Cheating Policy.*

VIII. Homework

1. During the semester, reading and writing assignments will be regularly assigned.

2. All assignments should be neatly completed by the due date. Late work is not advised. If you have an absence you must complete the missed work within three days of your return. Work assigned before the excused absence is due upon returning to class. Work will be assigned via Google Classroom and you should always be able to access the work and turn it in when completed.

3. It is the student’s responsibility to find out what was missed during an absence and discussing it with the teacher.

4. Homework/ Classwork will be turned in via Google Classroom.

5. All assignments should include: Name, Period, Title of assignment and Date of assignment.

IX. Make-up Work

1. Certain assignments may be made up with prior approval from teacher on a verified excused absence. Be sure to check with the teacher on any missing assignment as it is in the best interest of the student to turn in all work for full credit.

2. Make-up tests will be administered upon returning to class and may be a different test than was given to the class. It is the student’s responsibility to make-up the test/quiz and to make arrangements with the teacher for the make-up time. Excessive absences on test days may require a doctor’s note before a test.

3. Students MAY be allowed to make up labs missed due to an excused absence whenever possible. However, due to the nature of some of the lab protocols, this may not always be feasible. Under these circumstances, students who miss labs should make every effort to make up these points by writing (type & double space) a report on a topic related to the missed laboratory activity. The number of pages needed will depend on the value of the lab activity missed. See teacher for more details.

X. Behavior and Personal Performance

In order to maintain a positive and enthusiastic learning environment, rules and daily practices must be understood and followed. Everyone has the right to learn. No one has the right to hinder others from learning. Anatomy and Physiology students should be exemplary in their attitudes and behavior. They are subject to the rules and consequences of Duarte High School on campus and field trips as outlined in the student handbook. Students are held accountable for their personal performance. This includes cooperation, participation, and professionalism both in and out of the classroom.

*Classroom Rules (Some rules do not apply during Distance Learning)*

In order for the student to be able to learn and for me to be able to teach in a positive learning environment, the following rules must be observed by all students. Let’s work together to make this year successful.
Rule #1  Be on Time
This can be done by all students being in class, in their assigned seats, listening for instructions when the bell rings. In most cases the Daily Question will be on the board for students to complete.

Rule #2  Be Prepared Each Day
This can be accomplished by bringing necessary supplies each day (textbooks, notebook, colored pencils, several writing utensils, any assignments, and other required materials each day (unless otherwise noted)

Rule #3  Be Respectful of Your Instructor, Classmates, School and Personal Property.
This can be accomplished by conducting yourself in an orderly manner. This means listening courteously, participating in class discussions, not putting down others, and, in general, having respect for each other and the instructor. The classroom is a learning place therefore, no food or drinks (except water), and do not groom in class. Personal electronics are NOT allowed to be used during class time. Cell phones should be in backpacks and are not allowed to be used unless there is an activity approved by the teacher.

Rule #4  Follow Teacher’s Instructions
No “ifs, ands, or buts” here

Rule #5  Keep the Room Clean and Safe
This can be done by keeping backpacks off the isles, not writing on the desks and lab table tops, as well as making sure all trash is put in the trash cans. Also observing appropriate safety procedures at lab stations are a must.

Rule #6  Follow all Duarte High School rules
This can be accomplished by showing maturity and respecting yourself and those around you.

Positive Recognition
When students choose to follow the rules, they will be rewarded accordingly:
  • Learning will take place.
  • Parents may be notified by notes and/or phone calls/emails.
  • Prizes may be awarded by the teacher.
  • Verbal praise in class and/or other various classroom privileges.

Persevere  Respect  Integrity  Discipline of Self  Excellence

Consequences
If a student chooses not to meet the classroom expectations, the following consequences will be applied:

Consequence #1: A verbal warning will be given
Consequence #2: Detention (to be served within 3 days of issue). Parents will be notified.
Consequence #3: Referral with Discipline notice to Counselor/ Assistant Principal

Severe Offenses: Immediate call to administrator and removal of student from class.
Note: The teacher reserves the right to change the sequence of consequences depending on the severity of the offense. Violation of laboratory safety rules merits immediate discipline referral.
**Tardy Policy**

The official school tardy policy will be strictly enforced at all times.

**XI. Procedures**

1. **Entering and Beginning Class**
   a. Enter the classroom in an orderly and civilized manner.
   b. Be in your assigned seat before the tardy bell rings.
   c. Come to class prepared with all required materials. If you do not have a writing utensil, it is your responsibility to ask someone else. Do not depend on the instructor to provide these items.
   d. All assignments are due before the beginning of the period – unless otherwise noted.
   e. Begin working on the Daily Question as soon as class begins; it will be posted on the board.
   f. Sharpen pencils before the end of the Daily Question.

2. **Answering/ Asking Questions**
   a. Unless it is an emergency, raise your hand to be acknowledged during all classroom discussions.
   b. Questions during lecture must be written on a post it with your name and period and placed in the designated parking lot.

3. **Changing Activities**
   a. When it is time to transition between classroom activities, the teacher will give instructions.
   b. Stop talking and give me your full attention. I will give you instructions for the next exercise.
   c. You will be expected to quickly transition to the next activity. Do not waste time.

4. **Cooperative Work**
   a. When working in a group during class or lab, students are expected to stay on task. Topics other than those related to anatomy and physiology should not be discussed.
   b. Roles for each student will be assigned within cooperative groups; students are expected to contribute to the group’s work and to fulfill their individual role.
   c. Group activities will usually be timed. When it is indicated that the time for the activity has expired, stop talking, and listen for further instructions.

5. **Disruptions**
   a. There is much to cover in Anatomy and Physiology, and instructional time is limited. Please do not disrupt the instructional time.
   b. If you have an emergency (feel nauseous, bloody nose, etc.) let me know and I will do what I can to help you.
   c. Going to restroom will only be allowed in the case of extreme emergency. You will have 4 restroom passes per semester, and your lab notebook is your restroom pass. (You must receive permission to go)

6. **At the end of the class…**
   a. There will be 1 minute before the bell rings to put away your work, clean up your area, and pack up. Chairs must be in order. Please do not begin this activity until instructed to do so.
   b. Students will always stay seated until they are dismissed by the instructor. The bell DOES NOT dismiss you, I do.
   c. You are not allowed to leave the room until your belongings and any trash around your desk or lab table are picked up.
   d. Be sure to write down any homework/ classwork assignments.
Anatomy and Physiology

Student Name: type:
Student Email: type:
Class Period:

Return this page (per directions) to Mr. Michael Jordan by 8-20-2021

To the Student and Parent(s)/Guardian(s):

STUDENT AGREEMENT

I, _____________________________, have read the syllabus for Anatomy and Physiology, and agree to abide by the rules and consequences set by Mr. Jordan and Duarte High School. I acknowledge my responsibilities in undertaking such a rigorous and challenging course. I am aware of the Anatomy and Physiology testing, grading and make-up/late policies. I agree to ask for help if necessary and attend the required number of after-school review sessions to prepare myself for the exams.

_______________________________                                  ______________________________
Student signature                                  Date

STUDENT SAFETY CONTRACT

I, ____________________________, a student in science at Duarte High School, do hereby agree to follow all safety rules and regulations as set forth by the instructor. I realize that compliance with these rules is necessary to assure the safe operation of the school laboratory and provide a safe environment not only for myself, but also for my fellow students and teachers as well. I will, therefore, cooperate fully with the teacher and students to assure all of us the safest laboratory possible. I will act responsibly to look for possible safety hazards and will immediately point out these hazards to the instructor. I understand that violation of safety rules may result in the loss of laboratory privileges and possible disciplinary measures.

________________________________                                ____________________________
Student Signature                                  Date

STUDENT AND PARENT COURSE CONSENT

We have read and understand the expectations for Anatomy and Physiology, and will support Mr. Jordan in his effort to provide an effective learning environment. We also understand that this course is a rigorous course that will require a significant amount of effort on the part of the student.

________________________________/ ____________________________
Student’s Signature                                  Parent’s Signature  Write parent’s name

________________________________
Home/ Mobile Number

________________________________
Parent Email

Phone Number at which parent/guardian can be reached during school hours.

Are there any requests that you have of the instructor? If so you may write/type them down or email them.