Perimeter College, Georgia State University
Biology 2251, Anatomy & Physiology I Lecture
Term: Summer 2025
Full semester (7-week) Face-to-Face (on campus; in-class) class

Rev: 04/15/25

BIOL-2251: Anatomy & Physiology 1 Lecture
This is a Core IMPACTS course that is part of the STEM area.
Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help master course content, and support students' broad academic and career goals.
This course should direct students toward a broad Orienting Question:

- How do I ask scientific questions or use data, mathematics, or technology to understand the universe?

Completion of this course should enable students to meet the following Learning Outcomes:

- Students will use the scientific method and laboratory procedures or mathematical and computational methods to analyze data, solve problems, and explain natural phenomena.

Course content, activities and exercises in this course should help students develop the following Career-Ready Competencies:

- Inquiry and Analysis
- Problem-Solving
- Teamwork
- Information Literacy (for Mathematics)

Instructor: Dr. Mark Hollier
Phone: 678-891-3779 (This is an office landline and does not accept text messages)
Email: Emails are to be sent through iCollege. Dr Hollier's GSU email is for emergencies only (see section on Emailing Dr. Hollier in the syllabus).
Course Abbreviation: BIOL 2251 **CRN:** 53155 **Course Hours:** 3
Class times: TR 11:00-13:45 (11:00am-1:45pm) **Class location:** CD-1170
Office location: CC-1126 (Suite C-1120, Rm. 1126 – Office is at the back on the right). My office is in the CC-1120 office suite. Locate the elevator on the first floor of C-building, find the phone on the wall, and dial my office extension (this is displayed on the wall above the phone).

Tutoring and Advising times:

- To see tutoring and advising times, scan or click on the QR code for "Tutoring & Advising" and select the "Tutoring and Advising times" link. Then click on the correct semester.
    - Feel free to come and see me when you need help at the location(s) listed.
    - The date ranges for tutoring and advising hours are listed for each semester, along with days and times.
    - There are no set tutoring hours during final exam week.
    - Students must email Dr Hollier in iCollege to make arrangements for tutoring outside the hours listed. The time must be mutually agreeable to the student and Dr Hollier and will be performed through Webex for all appointments outside of the hours listed in the table above. Students who turn up outside the hours listed above without an appointment will be turned away / ejected from Webex.
- Other tutoring options are also listed on my website and the table below has some QR codes to take you directly to them.

Contact information	Tutoring & Advising	Webex

Learning & Tutoring Center (LTC)	TEAS tutoring	Challenging A&P Topics tutoring

Book information	Technology	Life & Earth Sciences Department Contact information

Pre-requisite

BIOL 1103K (or BIOL 1103 and BIOL 1103L) or BIOL 2107K (or BIOL 2107 and BIOL 2107L) or CHEM 1151K (or CHEM 1151 and CHEM 1151L) or CHEM 1211K (or CHEM 1211 and CHEM 1211L) or PHYS 1111K (or PHYS 1111 and PHYS 1111L) with a C or better

I strongly recommend taking the Science courses in the following order (take other core curriculum required classes around these each semester), as it will prepare you with the required knowledge for the courses through the entire sequence: The first science sequence course (lecture and lab, or a combined course); the next semester take second science sequence course (lecture and lab, or a combined course) and BIOL-2251 (lecture and lab, or a combined course); the next semester take BIOL-2252 (lecture and lab, or a combined course); the next semester take BIOL-2260 (lecture and lab, or a combined course).
Some Allied Health Professions specifically require the Survey of Chemistry courses (CHEM-1151 and CHEM-1152) as your science sequence. Check with the programs that you wish to apply to for their program specific requirements.

Taking courses in a different order will mean you are lacking the knowledge and skills instructors assume you already have when you go through the entire sequence of courses. This could severely disadvantage you in those courses. Attempting to take these courses in a different order and withdrawing when you realize you are not prepared for the course will probably impact your application to the health profession programs and will definitely count towards your withdrawal limits.

Co-requisite

BIOL 2251L.

Required text

http://www.mhollier.com/Classes/Classes.html provides an image of the textbook and acceptable older editions. Click on “Book information and other materials” on this page.
Mastering from Pearson will not be used this semester in any of Dr Hollier's classes. If you purchase Mastering access you should be able to access the eText and study area (check with Pearson if this can be done without a courseID before purchasing Mastering if you wish to have the eText).

- Current edition: Human Anatomy & Physiology (11th Edition); Marieb, E.N., & Hoehn, K.; 2018; Benjamin Cummings; ISBN: 9780134580999
- **Older editions of the book are fine to use**, as long as they are within three editions of the book(s) listed. If you decide to get Modified Mastering access, then it must be for the current edition of the book listed above.
    - 10th edition: Human Anatomy & Physiology; Marieb, E.N., & Hoehn, K.; 2015; Benjamin Cummings; ISBN: 9780321927040
    - 9th edition: Human Anatomy & Physiology; Marieb, E.N., & Hoehn, K.; 2012; Benjamin Cummings; ISBN: 9780321743268
    - 8th edition: Human Anatomy & Physiology; Marieb, E.N., & Hoehn, K.; 2009; Benjamin Cummings; ISBN: 9780805395693

Required material

Students will be required to bring Scantrons (available in bookstore), #2 pencils, and paper to every test / examination that is given in person. If tests / exams are online, they will not be needed.

Reading assignments

Students should pre-read the course objectives of each chapter and the summary at the end of each chapter prior to class, along with reading the chapter after completion in the lectures for clarification and study.

Course description

This is the first of a two-course sequence in anatomy and physiology designed to meet the requirements for nursing, dental hygiene, physical education, and other health science majors. Topics covered include animal cell structure and function, cell chemistry, cell division, metabolism, tissues, integumentary system, skeletal system, muscle system, and nervous system.

Course objectives

As a consequence of completing this course, the student will be able to:

1. Describe and identify the levels of organization of the human body.
2. Describe and apply the basic principles of chemistry as they relate to anatomy and physiology.
3. Identify, describe, and explain cell structures and their functions.
4. Identify, describe, and explain tissue structures and functions.
5. Identify, describe and explain the structures and functions of the integumentary system
6. Identify, describe, and explain the structures and functions of bones and joints.
7. Identify, describe, and explain the structures and functions of muscles.
8. Identify, describe, and explain the structures and functions of the nervous system and sensory organs.

Course content

1. An introduction to the human body
2. The chemical level of organization
    I. Review of basic inorganic chemistry
    II. Introduction to basic organic chemistry
3. The cellular level of organization
    I. Cellular structure
    II. Cellular function
4. The Tissue Level of Organization
    I. Epithelial tissue
    II. Connective tissue
    III. Muscular tissue
    IV. Nervous tissue
5. The Integumentary System
    I. Skin
    II. Hair, nails, and glands
6. The Skeletal System
    I. Bone Tissues
    II. Axial skeleton
    III. Appendicular skeleton
    IV. Articulations
7. The Muscular System
    I. Muscle Tissues
    II. Skeletal Muscles
8. The Nervous System
    I. Nervous tissue

II. The Brain and the Cranial Nerves
III. The Spinal Cord and Spinal Nerves
IV. Neural Integration
V. Autonomic Nervous System

9. Special Senses

Course assignments and due dates

The class schedule is on the last page of syllabus. This schedule is also posted in iCollege as a single page. It includes ALL assignments, their due dates, and what is covered in them. **Print the class schedule and cross off assignments as you complete them.** The schedule is available on a single page and on multiple pages if it is difficult for you to read the single page version.

The calendar in iCollege will NOT be used. The calendar in iCollege does not function correctly, sometimes it will displays the items listed in it and sometimes it won't. It also does not show Mastering assignments. If you wish to use an electronic calendar, then enter the dates of assignments yourself into whichever electronic calendar you use (such as your phones calendar). Do not trust the iCollege calendar!

All due dates for important dates and assignments (iCollege, Mastering, and Turnitin) are listed on the one-page class schedule. If you request extensions, note the new due date on your printed schedule and cross it off when you complete it.

Specific course requirements

Below are descriptions of the assignment categories for this course. Detailed information, such as question types, number of questions, time limits, number of attempts, etc. can be found by clicking on the appropriate link(s) in the "Detailed information specific to Dr. Hollier's classes" part of this syllabus.

Tests

Tests assess your competency in the course content at multiple Blooms taxonomy levels (knowledge, comprehension, application, analysis, synthesis, and/or evaluation) and using different styles of questions (MultiSelect, multiple choice, paragraph responses [short written responses]) that you will encounter in Allied Health career programs and entrance/board assessments. Tests are separated into 3 parts: (i) Multiselect part (where one or more answers could be correct), (ii) Paragraph part (required you to critically think and write an answer in your own words), and (iii) Extra credit part (multiple choice questions). All three parts are combined together (as shown in the "How to calculate your lecture grade" posted in iCollege in the "Course information files" folder on the content tab). The combined score is the overall chapter test grade.

Online tests and assignments are open book, unless specifically stated as closed book in the syllabus and/or class schedule. In-class assignments are closed book (no resources of any kind), unless specifically stated as open book in the syllabus and/or class schedule.

The Lockdown Browser with a webcam is required for all tests in iCollege. Refer to the section "Respondus Lockdown Browser with Respondus Monitor" for more information.

Final exam

The final exam consists of multiple parts. The online final and MC Class final must be taken. The different parts of the final exam are:

- Online final – MultiSelect = Comprehensive MultiSelect final (given just before end of classes).
- MC Class Final = Comprehensive Multiple Choice final (given in final exam week).
- A bonus quiz (consists of multiselect and/or multiple choice questions).

It is the student's responsibility to ensure they have a reliable internet connection prior to taking any online assignment. This is especially important at the end of the semester when taking final exams.

Lecture quizzes

Lecture quizzes assess your competency in the course content using multiple choice questions. They are randomly selected from the stated chapter(s) content and should be completed prior to taking the chapter test. Content topics that you do poorly on should be studied more prior to taking the test that contains that material.

Lecture homework

Lecture homework's assess your competency in the course content using multiple choice and/or true/false questions. They are randomly selected from the stated chapter(s) content and should be completed prior to taking the chapter test. Content topics that you do poorly on should be studied more prior to taking the test that contains that material.

Case study

Each student will be randomly assigned a case study, where the student has to critically think about the clinical case presented to them and answer questions on that case. All answers are written responses. Case studies cover multiple chapters within the course and require you to link different chapters together. This is a critical thinking assignment that you apply, synthesize, and evaluate the case assigned to you.

Discussions

Discussions held in the classroom are intended to engage you in the material covered in the course as an individual student and this requires that you actively participate, provide dialogue, and demonstrate that you have learned from the course material by applying your understanding to the topic. Discussions will be conducted in the classroom / laboratory each class as part of your course grade. Only students present in the room are eligible to participate. Dr Hollier will display a QR code on the projector for students to scan on their mobile device. The QR code will direct the student to an online form where they are to follow the instructions in the discussion on the form.

Start of the semester quizzes

Students must complete the following quizzes (these have unlimited attempts; you must score 100% on each quiz for all other content in iCollege to be released to you).

- Syllabus quiz
- Roll verification quiz (online classes only)
    - Roll verification for on campus (face-to-face) classes can only be performed in the classroom with a signature on a piece of paper (see Roll verification policy in this syllabus)
- Cheating and plagiarism quiz
- Success in this course quiz
- Lockdown Browser quiz

You can have the syllabus and schedule open when taking these quizzes. All of these "start of the semester quizzes" are due by the end of roll verification (due date will be listed in the class schedule). You will not be able to complete any course work until you have completed all of the start of the semester quizzes. The sooner you pass them, the sooner you can start learning.

Attendance

Students' academic success is the major priority of the College. Because regular participation enhances the learning process, students are expected to adhere to the attendance policy set forth by

the College and individual faculty members. Differences in content and teaching styles exist among courses, which can impact students' learning. Therefore, students are strongly encouraged to attend all classes to better prepare them for assignments, tests, and other course-related activities. Students are accountable for assignments, announcements, and material covered during an absence. You are expected to attend all classes and take all exams. Students' responsibility for materials covered is unaffected by absence. Arrival to any class 10 minutes after the scheduled class time is counted as absence; similarly an early departure 10 minutes before the class is over is also counted as an absence. Attendance after the roll verification period will be determined by attendance sheets in the classroom.

Extra credit

Two different categories of extra credit are given to students. Both should be completed.

- **Test extra credit:** See information under tests above.
- **Important topics:** Important topics covers material that connects, and is an integral part of, many chapters and topics in this course. Learning this material in separate chapters does not necessarily allow you to fully understand each topic and how impacts the host organism overall. These important topics are designed to try and bridge that gap. These topics are a foundation for a better understanding of the course and for your future career in the Health field. I strongly recommend that you study these topics throughout the course, between the end of this course and when you get in to your career program, and during your career program. The list of topics is identified in the linked detailed information.

Grading policy

Notes on how to read the grade table below for lecture classes:

- Grading options:
    - Option A has the least amount of work, but the course grade is based more from the harder assignments.
    - Option B has the medium amount of work, with the harder chapter tests being lowered in value towards your course grade but requiring you to complete additional online assignments in iCollege that are typically easier than chapter tests. You still have to complete the chapter tests!
    - Option C has the most amount of work, with chapter tests being considerably lowered in value towards your course grade but requiring you to complete additional online assignments in iCollege that are typically easier than chapter tests and additional assignments in Mastering. You still have to complete the chapter tests!
    - You will automatically be given the highest of the three grading options at the end of the semester.

Course Grade Weighting

Assignment	Option A	Option B	Option C
Tests	54.000%	30.000%	15.000%
Final	20.000%	20.000%	20.000%
Homework	0.000%	0.000%	19.000%
Quizzes	0.000%	24.000%	20.000%
Case study	5.000%	5.000%	5.000%
Discussions	10.000%	10.000%	10.000%
Start of the semester quizzes	1.000%	1.000%	1.000%
Attendance	10.000%	10.000%	10.000%
Total	100.000%	100.000%	100.000%
Extra credit important topics	5%	5%	5%

Course grade ranges	
A	Greater than or equal to 90.000%
B	Greater than or equal to 80.000%, but less than 90.000%
C	Greater than or equal to 70.000%, but less than 80.000%
D	Greater than or equal to 60.000%, but less than 70.000%
F	Less than 60.000%

Students will automatically be given the highest grading option at the end of the semester in lecture classes where more than one grading option is available. Lab classes have a single grading option.

I do not believe in curving grades as it is unfair to all students in the class and goes against my academic ethics, so please do not ask me at the end of the semester. The grade you earn is the grade you get.

It is the student responsibility to keep track of their grades and how each category affects their overall course grade. In the “Class/Course information and files” folder on iCollege there is a pdf file titled “How to calculate your lecture grade” for lecture classes” or “How to calculate your lab grade” for lab classes”. You can check that you correctly calculated your grade by emailing a picture of your completed “How to calculate your lecture/lab grade” file to Dr Hollier as an attachment in iCollege. Dr Hollier will verify your calculations but will not do them for you. Final course grades calculated by Dr Hollier will be the only valid course grades. If required, Dr Hollier will provide the course breakdown calculations to you to show how your course grade was generated.

Dr. Hollier will post current course averages each week in iCollege (this could occur at any point during the week, based on when Dr Hollier has time to post grades). This will represent the highest current average if more than one grading option is available. Grades posted each week represent your course average based on all assignments which had a due date on or before the previous Sunday at 11:59pm. Assignments will be dropped in the weekly course average only after you have one more assignment grade in that category than the number listed as being dropped. If you want to know how that average was calculated, complete the grade tracking file “How to calculate your lecture grade” for lecture classes” or “How to calculate your lab grade” for lab classes”. You will receive a notification / email in iCollege if your current average is less than 70% on the day or the following day after the grade is posted.

The course grade is based on the weightings listed in the course grade table above, and the policies in this syllabus for how many items are dropped in the different assignment types / categories (see table below). The iCollege gradebook is used to post grades to students, not to calculate grades. Subtotals in iCollege are automatically generated and are meaningless in regard to your overall course grade calculation. The subtotals iCollege automatically generates do not take into account grade weightings for different types of assignments, do not list values for all assignments, and/or may include assignments that have no course grade. You MUST calculate your course grade and average using the grade weighting in the course grade table and policies in this syllabus, not just simply adding up total points as listed in iCollege.

At the end of the semester, your course grade will be posted in iCollege as "[Short course name] Overall Course Grade". [Short course name] will be the short name of your course, for example A&P1 Lecture or Micro Lab. This overall course grade applies the scores you earned on your assignments throughout the semester to the grade weighting listed in the "Course Grade Weighting" table above. It includes all grades, which includes extra credit. You can convert this numerical grade into a letter grade using the "Course grade ranges" table above. **Subtotals in iCollege are automatically generated and are meaningless in regard to your overall course grade calculation**.

Subtotals in iCollege are automatically generated and are meaningless in regard to your overall course grade calculation. The subtotals iCollege automatically generates do not take into account grade weightings for different types of assignments, do not list values for all assignments, do not assign a zero for assignments you did not complete, and/or may include assignments that have no course grade. **Subtotals in iCollege are automatically generated and are meaningless in regard to your overall course grade calculation.**

To view your course grade in PAWS you may need to complete the course survey(s) that are available in PAWS when they become. If the surveys are being given, then they must be completed for all courses that you took this semester before all grades will be displayed. The grades in PAWS will be viewable in PAWS according to GSU "Grades available to Students via PAWS" date as listed on the GSU website / calendar. I have no control over this date, which is why I post your numerical grade in iCollege.

GSU now uses a "Thank A Teacher Program" (https://cetl.gsu.edu/programs-grants-awards/thank-a-teacher-program/) in addition to the student evaluations located in PAWS:
Each semester, CETLOE collects thank you notes from students across the university to share with faculty. Students are invited to participate in the Thank A Teacher Program through announcements on their iCollege pages at the end of every semester, and they have responded to the invitation!
Notes collected through Thank a Teacher are shared with faculty at the end of each grading period and the response from faculty has been truly humbling. Many of them tell us that one note from a student made their whole semester worth it!
Students interested in writing Thank You Notes to their teachers will be able to do so in the last three weeks of any semester. Just log into iCollege during the last three weeks, and you'll see a link to a form for your note. Please be aware that thank you notes DO NOT replace student evaluation of instruction, so be sure to take the time to complete that as well.
Faculty receiving notes should consider the note an official university communication and add the note to their teaching portfolios or annual review.
Questions about the Thank a Teacher program can be directed to Jennifer Hall (CETLOE Associate Director) at jenniferhall@gsu.edu

Number of assignments dropped

Assignment category	Number of items dropped
Tests (Test score plus extra credit for that chapter test)	2
Homework	1
Quizzes	1
Discussions	Scores for 2 weeks values as posted in iCollege
Attendance (number of weeks excused before absence authorization from the Dean of Students is required)	Scores for 2 weeks values as posted in iCollege
Case study	0
Start of the semester quizzes	0
Important topics extra credit tests	0

Notes for dropped assignments

- The above table contains the accurate information for how many items of each assignment type are dropped in the course. This information supersedes any reference in other parts of this syllabus that may contradict this. Dr Hollier has done his best to ensure that this table is the only place where this information is listed.
- Assignments will be dropped in the weekly course average only after you have one more assignment grade in that category than the number listed as being dropped.

Attendance policy

Attendance Policy – On campus (face-to-face; in-class) classes

Students' academic success is the major priority of the College. Because regular participation enhances the learning process, students are expected to adhere to the attendance policy set forth by the College and individual faculty members. Differences in content and teaching styles exist among courses, which can impact students' learning. Therefore, students are strongly encouraged to attend all classes to better prepare them for assignments, tests, and other course-related activities. Students are accountable for assignments, announcements, and material covered during an absence. You are expected to attend all classes and take all exams. Students' responsibility for materials covered is unaffected by absence. Arrival to any class 10 minutes after the scheduled class time is counted as absence; similarly an early departure 10 minutes before the class is over is also counted as an absence.

Students who register for an on-campus class are agreeing that they will attend class on campus at its specified meeting days and times. Students who want to complete all work online and not come to the classroom must register for an online section of the course. They should not register for an on-campus class and treat it like an online class.

Roll verification and attendance for on campus (face-to-face) classes requires a physical signature on a piece of paper in the classroom. One of the main reasons is related to student VISAs for international students and their requirement that they can only take one online class a semester and must be enrolled as a full-time student. All of their other classes must be on campus (face-to-face) classes with actual attendance (https://isss.gsu.edu/incoming-students/step-1-admissions/sevis-student-exchange-visitor-information-system/). Due to this policy, the only way to comply is to perform roll verification and attendance for on campus classes in the classroom.

Faculty have been directed by the Department Chair of Life & Earth Sciences for Perimeter College to meet the above requirements through attendance and/or assignment grades that can only be earned in the classroom for on campus classes. How this is accomplished has been left up to each individual faculty member to identify in the course syllabus.

Dr Hollier will comply with the above policy through an attendance grade and participation in discussions in the classroom. All other assignments will be given in an online setting. Online assignments offer many benefits to students, including, but not limited to: the ability to be given multiple attempts with the highest score being the one that counts; reduced stress environments as the student picks their location, environment, and can play music in the background if desired; reduced distractions than in a classroom; ability to meet ADA requirements for students with disabilities; ability to extend assignments according to the extension policy listed in this syllabus; reduced anxiety for students; more frequent assignments that cover less course material on the assignment.

Attendance after the roll verification period will be determined by attendance sheets in the classroom. Each weeks attendance is worth 1 point. For classes that meet twice a week, that means 0.5 points per class. For classes that meet once per week, that means 1 point per class. Attendance points will be updated in iCollege after the last class that week and will be listed as a weekly attendance total.

Any official request or policy from GSU, the State government, and/or the Federal government for reporting of attendance will be based on when you last signed an attendance sheet in the classroom. If you are ill and do not come to class, you will need to submit an absence authorization request to the Dean of Students (https://deanofstudents.gsu.edu ; https://deanofstudents.gsu.edu/student-assistance/#professor) when you are feeling better and/or able to access a computer / mobile device. The Dean of Students online process may require documentation. The number of on campus absences you're excused for before you must request an absence authorization is listed in the number of assignments dropped part of this syllabus.

If you are ill, don't come to class.

Do not come and infect your classmates or Dr Hollier and make it hard for them to get their work done just because you are ill. **Missed classes due to illness, up to the number allowed under the number of on campus absences you're excused for before you must request an absence authorization, will NOT require an authorization absence from the Dean of Students.** These will be dropped at the end of the semester according to the number of assignments dropped section in the syllabus. You will be expected to keep up with the work missed through the materials in iCollege when you are feeling better / capable of doing that. Assignments can be extended according to the extension policy in this syllabus.

All students are expected to log into iCollege frequently (at a minimum of twice per week) and must always check announcements / emails / course materials when they log into the class.

If a student registers late, then any classes that were held prior to when they registered will be considered missed classes. These will count as unexcused missed classes in relation to the attendance policy. Registering late was the student's choice. Material for the course was covered in the missed class(es) where the student was not present. The student missed that information and thus missed class. Class registration is the student's responsibility and registering after classes have started is not recommended as they will have missed class material.

Make-up policy

The make-up of assignments is considered extensions and has the following requirements.

- Extensions can be requested by sending an email in iCollege to Dr Hollier. Emails sent to Dr Hollier's GSU email will be ignored with no reply given. Repeated emails to Dr Hollier's GSU email will result in no extension(s) being granted when you finally do use the iCollege email system.
- In the email on iCollege, you must type up the list of assignments to be extended and the due date when you want the assignment(s) extending to. If the date you request is not reasonable, then Dr Hollier will set your due date.
    - Attaching a screenshot is not acceptable as it takes me more time to work out what you want extended. Stating everything between a date range is not acceptable. I don't carry the schedule around with me or have it memorized. This is why the dates are in the schedule. You want the extension and I am doing this as a benefit to you. If you don't get an extension then it does not affect my grade. Don't make my work harder than it needs to be. You are one person, I give extensions for all classes which have many students. The simple act of me having to work out what you want extending compounds when multiple students do this and wastes my limited time. I will ignore requests that do anything other than type up the assignment titles and due dates when making requests for extensions.
    - If you do not include a due date in your email then it will be set to the Sunday after the date of your email for 11:59pm.
- Extensions are for assignments not completed and/or submitted. They are not do-overs where you get to take an assignment again to see if you can get a better grade. If you have started an assignment and something goes technically wrong, then do not submit the test. Email Dr Hollier and state the assignment has not been submitted and explain what happened. If you have completed an assignment and/or submitted an assignment, then it cannot be extended.
- You can only request extensions for work listed in the bullet point below. Items that have no course grade will not be extended. These must be completed in the designated time frame if you wish to use them studying from.
- **Assignments that can be extended:**
    - Lecture:
        - Tests
        - Important Topics Extra Credit Tests
        - Homework
        - Quizzes
    - Lab:
        - Exams: Written and Extra Credit components
        - Homework assignments (if given in the course)
        - Quizzes (if given in the course)
        - Histology assignments (if given in the course)
- **Assignments that cannot be extended:**
    - Lecture:
        - Case Study (if given in the course)
        - Any component of the Final exam grade (Online Multiple Choice / MultiSelect Final, Bonus Quiz, ASP, Proctored / In-Class Final)
        - Online attendance
        - In-class attendance
        - Online discussions
        - In-class discussions
    - Lab:
        - Any part of the disease project
        - Exams: Practical component

    - In-Class Quizzes (if given in the course)
    - Pre-lab homework assignments (if given in the course)
    - Lab Reports based on in-class experiments (if given in the course)
    - Unknown Report (Micro lab) (if given in the course)
    - Extra Credit Assignment(s) in lab
    - Online attendance
    - In-class attendance
    - Online discussions
    - In-class discussions
  - **Extenuating circumstances:** Extenuating circumstances supersede the list of what is and is not extendable.
- When requesting an extension, you must **list ALL assignments by TITLE**, and the due date you want it extending to.
- You can always complete tutorial assignments on Mastering before I have extended it, and when the extension is applied it will be regraded for you. This means you don't have to wait for me to respond.
- For the syllabus quiz, roll verification quiz, cheating & plagiarism quiz, and lockdown browser test quiz, if you did not take these during the first week of classes, then you will have to email Dr Hollier in iCollege and request an extension. The latest these can be extended to is the end of the second week of classes. Failure to complete these within that time will result in you being entered as never attended under the roll verification policy.
- There are 2 deadlines for requesting extended work (excluding the syllabus quiz, roll verification quiz, cheating & plagiarism quiz, and lockdown browser test quiz):
  - **Before midpoint extension request date:** This will be set approximately 1 week before midpoint. **Assignments up to this date can be extended with a due date of no later than the Tuesday at 11:59pm before the midpoint / last day to withdraw date.** If you do not request an extension for an assignment in this time frame then you will not be able to extend it later in the course. If you do not complete it by the day before midpoint, it will not be extended again, even if this is your first extension request for this assignment.
    - Students must have sufficient information to make an informed decision about their course progress at midpoint. The due date of the Sunday before midpoint is the last possible extension date so that student receive those grades, Dr Hollier can grade any written answers / assignments, and Dr Hollier can post the weekly course average for the student that includes the grades from the extended assignments before midpoint.
  - **After midpoint extension request date:** This will be set approximately 2 weeks before the last day of classes or the lab final exam. **Assignments from the "before midpoint extension request date" until the "after midpoint extension request date" can be extended with a due date of no later than the Saturday at 11:59pm before the last day of classes / lab final exam**. If you do not request an extension for an assignment in this time frame then you will not be able to extend it later in the course. If you do not complete it by the date of no later than 1 week before the last day of classes / lab final exam, it will not be extended again, even if this is your first extension request for this assignment. Assignments due after the second extension date cannot be extended**.** You will need to plan your time accordingly and get the work done by the due date.
  - **Extenuating circumstances:** Extenuating circumstances supersede the above extension request dates.
  - Not being aware of the dates for these deadlines is not an acceptable excuse. They are posted in the class schedule.

- **Extenuating circumstances:** For extenuating circumstances you must submit your documentation through the dean of students site to be approved (https://deanofstudents.gsu.edu) for an extension. Approval of the extenuating circumstances is made by the Dean of Students, not Dr Hollier.
- The deadline for extended work will be sent in a reply email. It is your responsibility to check your email for the due date and to ensure that you complete the work before that date.
- **No assignment, other than the part(s) of the final exam, will be extended into final exam week.** All assignments with a due date after the Saturday before the last day of classes (excluding the final exam) mut be finished by the end of classes as listed in the official college calendar. Criteria for the before midpoint extension request date and after midpoint extension request date apply.
- Each assignment will only be extended a maximum of twice. Not completing assignment(s) within the time(s) that the assignment(s) has been extended for will result in no additional extensions for those assignments. Exceptions to this rule: (i) Work requested to be extended under the before midpoint extension request date category must be completed by the day before midpoint. If you do not complete it by the day before midpoint, it will not be extended again, even if this is your first extension request for this assignment. (ii) Work requested to be extended under the after midpoint extension request date category must be completed by the date of no later than 1 week before the last day of classes / lab final exam. If you do not complete it by the date of no later than 1 week before the last day of classes / lab final exam, it will not be extended again, even if this is your first extension request for this assignment.
- Extension requests must be requested within 2 classes of your return to class, but no later than the official end of classes date. Extension requests will not be accepted after the official end of classes, except for the final exam.
- After completing online tests that have been extended, you must email Dr Hollier to let him know that it needs grading. When doing this, you must specify what test Dr Hollier needs to grade for you. Until you send this email and Dr Hollier has graded it, the test will show with a grade of zero. **If you forget to inform Dr Hollier that it needs grading within a week of submitting the test then you may be stuck with a grade of zero**.
- Work submitted late without requesting an extension according to the policy for requesting extensions results in a grade of zero.
- **Discussions are not extendable.** They require an interaction with either Dr Hollier and/or other students, and so all must be on the same schedule for that to work. Not being on the same schedule prevents discussions from achieving their academic goal. Thus, discussions cannot be extended as the academic goal cannot be achieved without the interaction.

Academic Honesty

Please review GSU's policy on academic dishonesty at the following websites:
http://codeofconduct.gsu.edu/
https://deanofstudents.gsu.edu/faculty/#academic-honesty

Please see a detailed version of cheating and plagiarism linked in the table of links in this syllabus.

Dr Hollier's policies on cheating and/or plagiarism (in addition to the college wide policies): Students who give their work to another student to review and/or allow their work to be copied are just as guilty of cheating and/or plagiarism and will receive the same penalty as the student who copied the work (no exceptions). Cheating and plagiarism also includes (but is not limited to): **quoting or copying material you are not allowed to quote (see assessed work section of syllabus), submitting false references (see referencing section of the syllabus)**, attempting to copy answers during tests/exams from other students/individuals, using ANY resources

during closed book assignments, copying answers/work between students/individuals, copying answers/work from the internet, copying answers/work from any source that gives the same question, having another student/individual take quizzes/do the work for you, and/or working in groups (of students or other individuals) to complete gradable work in any format (unless specifically directed by Dr Hollier as constituting gradable group work). Students must also show valid ID and take a picture of their face with the webcam for tests using the Respondus Lockdown Browser and Respondus Monitor. Students are not allowed to cover up the webcam to prevent the test being recorded. Students must perform the environment check to show what is around them during the test. Any test where the identity of the student is not clear, an environment check is adequately performed, or the student is not visible in the recording will be graded as a zero score is considered a violation of the test conditions and a form of academic dishonesty.

Withdrawal policy

After the enrollment verification period, students who elect to withdraw from either course (lecture or lab) will NOT automatically be dropped from the co-requisite course. Students who elect to withdraw from either course are advised and strongly encouraged to initiate withdrawals from both co-requisite courses at the same time. Students should regularly check their PAWS/GoSOLAR accounts to ensure official enrollment in a course. Students are advised to withdraw from co-requisite courses if they withdraw from either course throughout the course of the semester.

https://catalog.gsu.edu/
https://catalogs.gsu.edu/content.php?catoid=13&navoid=1563

Students are responsible for formally adding, dropping, or withdrawing from classes using the online registration system, PAWS at paws.gsu.edu. Students may not attend a class unless they have registered for that class, nor should students simply stop attending a class unless they have formally dropped or withdrawn from that class. Students should be aware of the financial obligations and academic impact of adding, dropping, or withdrawing from classes by consulting with an academic advisor and referring to information concerning the tuition refund schedule found on the Student Financial Services' webpage, sfs.gsu.edu.

Student Code of Conduct

Students should be familiar with the Student Code of Conduct (http://codeofconduct.gsu.edu/).

American Disability Act Statement

Students who wish to request accommodation for a disability may do so by registering with the Access and Accommodation Center. Students may only be accommodated upon issuance by the Access and Accommodation Center of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which accommodations are sought.

Course deviations from schedule

The course syllabus provides a general plan for the course; deviations may be necessary.

Constructive assessment of this course

Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take the time to fill out the online course evaluation.

Detailed information specific to Dr. Hollier's classes

Students are responsible for reading the information linked to below. Completing syllabus quiz requirements is an acknowledgment that you have read and understood this detailed information.

Please read Starting the course first.

Detailed information, such as question types, number of questions, time limits, number of attempts, etc. can be found by clicking on the appropriate link(s). The links are in alphabetical order and will open in a new tab.

Academic honesty
Academic regulations
Academic support
Advising information for Allied Health careers
American disability act statement
Artificial intelligence
Attendance policy - on-campus (face-to-face) classes
Basic needs statement
Campus safety
Case study - Lecture
Cheating and plagiarism
Children in class / at college
Class withdrawal
Constructive assessment statement
Copyright of course materials
Counselling services
Course assignments and due dates
Course deviations
Course materials in iCollege
Discussions for on-campus (face-to-face) classes
Disruptive behavior
Dr. Hollier's teaching philosophy
Dress attire
Early alerts - Course performance reports
Electronic devices
Emailing Dr Hollier
Expectations of students
Extra credit important topics - A&P Lecture
Final exam - A&P1 Lecture
Final exams in final exam week
Grading policy - A&P1 Lecture
GSU email policy
GSU policy prohibiting students from posting instructor-generated materials on external sites
Homework - Lecture
House bill 280
How to study for classes
iCollege
Inclement weather / School closings
Incomplete
Instructional time

Disclaimer

Dr Hollier reserves the right to make any changes to any part of this syllabus at any time (students CANNOT change the syllabus). Any changes to be made will be discussed with students, and then the approved changes (by instructor and students) will be written down and ALL students will have to sign for the changes to take effect. If a student fails to sign for the changes, then the changes will NOT apply to that student (and they will not be allowed to sign later) if they change their mind.

Anatomy & Physiology I Lecture
Term: Summer 2025

Rev: 04/15/25

Instructor: Dr. Mark Hollier
Phone: 678-891-3779
Email: Email in iCollege (mhollier@gsu.edu = emergencies only)
Course Abbreviation: BIOL-2251-006
CRN: 53155
Course Hours: 3
Class times: TR 1100-1345 (11:00am-1:45pm)
Class location: CD-1170

Tutoring and Advising times

•To see tutoring and advising times, scan the QR code for "Tutoring & Advising" and select the "Tutoring and Advising times" link. Then click on the correct semester.
oFeel free to come and see me when you need help at the location(s) listed.
oThe date ranges for tutoring and advising hours are listed for each semester, along with days and times.
oThere are no set tutoring hours during final exam week.
oStudents must email Dr Hollier in iCollege to make arrangements for tutoring outside the hours listed. The time must be mutually agreeable to the student and Dr Hollier and will be performed through Webex for all appointments outside of the hours listed in the table above. Students who turn up outside the hours listed above without an appointment will be turned away / ejected from Webex.
•Other tutoring options are also listed on my website and the table below has some QR codes to take you directly to them.

Office location: CC-1126

All assignments are open book unless they specifically state closed book

Date (start of week, Monday)	Week	Class	Instructional time (minutes)	Chapters / Topics / iCollege content folders Aqua = Covered at home for face-to-face classes. Orange = Covered at home for face-to-face classes. Not tested on,but required for understanding of future material in the course.	Misc dates	Tests / Exams All grading options (Monday - Wednesday)	Extra credit assignments All grading options (Important Topics = Thursday Sunday)	Quizzes Grading options B & C only (Thursday - Sunday)	Homework Grading option C only (Thursday - Sunday)	Discussions for on campus (face-to-face) classes All grading options
6/9/25	1	1	165	**Ch01 - The human body - An Orientation.** **Chemistry for Biology:** Chemistry - Inorganic Chemistry - Organic.	**Start of classes = 06/09/25** **Roll Verification Period = 06/09/25-06/15/25** **Roll Verification MUST be signed in class (no emails or online quiz is allowed by Department / College policy for on campus classes)** **iCollege:** **Syllabus quiz = 06/09/25-06/15/25** **Plagiarism module = 06/09/25-06/15/25** **Success in this course = 06/09/25-06/15/25** **Lockdown Browser Test = 06/09/25-06/15/25**			A&P1 Lecture Quiz 01 (Ch01: The human body - An Orientation & Ch02: Chemistry for Biology) = 06/12/25-06/15/25	A&P1 Lecture Homework 01 (Ch01: The human body - An Orientation & Ch02: Chemistry for Biology) = 06/12/25-06/15/25	Submit your discussion from the classroom using the QR code displayed in class. If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).
		2	165	**Cells - The Living Units:** Cell Biology - Plasma Membrane and Transportation. Cell Biology - Eukaryotic Cells. Cell Biology - DNA Replication. Cell Biology - Cell Division. Cell Biology - Transcription. Cell Biology - Translation.						Submit your discussion from the classroom using the QR code displayed in class. If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).
6/16/25	2	3	165	**Cells - The Living Units:** Cell Biology - Plasma Membrane and Transportation. Cell Biology - Eukaryotic Cells. Cell Biology - DNA Replication. Cell Biology - Cell Division. Cell Biology - Transcription. Cell Biology - Translation.		A&P1 Lecture Test 1: Ch01 - The human body - An Orientation + Chemistry for Biology (MS, Para, EC) = 06/16/25-06/18/25				Submit your discussion from the classroom using the QR code displayed in class. If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).
				Juneteenth (06/19/25) = No Classes						
6/23/25	3	4	165	**Ch04 - Tissue - The Living Fabric.** **Ch05 - The Integumentary System.**	**Before midpoint extension request date = 06/26/25**		A&P Lecture Important Topics Test 1 (EC) = 06/26/25-06/29/25	A&P1 Lecture Quiz 02 (Ch03: Cells - The Living Units + Ch04 - Tissue - The Living Fabric + Ch05 - The Integumentary System) = 06/26/25-06/29/25	A&P1 Lecture Homework 02 (Ch03: Cells - The Living Units + Ch04 - Tissue - The Living Fabric + Ch05 - The Integumentary System) = 06/26/25-06/29/25	Submit your discussion from the classroom using the QR code displayed in class. If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).
		5	165	**Ch05 - The Integumentary System.** **Ch06 - Bones and Skeletal Tissues.** **Ch07 - The Skeleton.** **Ch08 - Joints.**						Submit your discussion from the classroom using the QR code displayed in class. If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).
6/30/25	4	6	165	**Ch08 - Joints.** **Ch09 - Muscles and Muscle Tissue**		A&P1 Lecture Test 2: Cells - The Living Units + Ch04 - Tissue - The Living Fabric + Ch05 - The Integumentary System (MS, Para, EC) = 06/30/25-07/02/25	A&P Lecture Important Topics Test 2 (EC) = 07/03/25-07/06/25	AP1 Lecture Quiz 03 (Ch06 - Bones and Skeletal Tissues + Ch07 - The Skeleton + Ch08 - Joints) = 07/03/25-07/06/25	AP1 Lecture Homework 03 (Ch06 - Bones and Skeletal Tissues + Ch07 - The Skeleton + Ch08 - Joints) = 07/03/25-07/06/25	Submit your discussion from the classroom using the QR code displayed in class. If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).
		7	165	**Ch09 - Muscles and Muscle Tissue.** **Ch10 - The Muscular System.**						Submit your discussion from the classroom using the QR code displayed in class. If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).
7/7/25	5	8	165	**Ch11 - Nervous System and Nervous Tissue.**	**Last day to withdraw = 07/07/25**	A&P1 Lecture Test 3: Ch06 - Bones and Skeletal Tissues + Ch07 - The Skeleton + Ch08 - Joints (MS, Para, EC) = 07/07/25-07/09/25	A&P Lecture Important Topics Test 3 (EC) = 07/10/25-07/13/25	AP1 Lecture Quiz 04 (Ch09: Muscles and Muscle Tissue & Ch10: The Muscular System) = 07/10/25-07/13/25	AP1 Lecture Homework 04 (Ch09: Muscles and Muscle Tissue & Ch10: The Muscular System) = 07/10/25-07/13/25	Submit your discussion from the classroom using the QR code displayed in class. If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).
		9	165	**Ch12 - Central Nervous System.**						Submit your discussion from the classroom using the QR code displayed in class. If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).
7/14/25	6	10	165	**Ch12 - Central Nervous System.** **Ch13- Peripheral Nervous System.**		A&P1 Lecture Test 4: Ch09 - Muscles and Muscle Tissue + Ch10 - The Muscular System (MS, Para, EC) = 07/14/25-07/16/25	A&P Lecture Important Topics Test 4 (EC) = 07/17/25-07/20/25	AP1 Lecture Quiz 05 (Ch11 - Nervous System and Nervous Tissue + Ch12 - Central Nervous System) = 07/17/25-07/20/25	AP1 Lecture Homework 05 (Ch11 - Nervous System and Nervous Tissue + Ch12 - Central Nervous System) = 07/17/25-07/20/25	Submit your discussion from the classroom using the QR code displayed in class. If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).
		11	165	**Ch13- Peripheral Nervous System.** **Ch14 - Autonomic Nervous System.**						Submit your discussion from the classroom using the QR code displayed in class. If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).
7/21/25	7	12	165	**Ch14 - Autonomic Nervous System.** **Ch15 - Special Senses.**	**After midpoint extension request date = 07/21/25**	A&P1 Lecture Test 5: Ch11 - Nervous System and Nervous Tissue + Ch12 - Central Nervous System (MS, Para, EC) = 07/21/25-07/23/25 A&P1 Case Study = 07/21/25-07/24/25	A&P Lecture Important Topics Test 5 (EC) = 07/24/25-07/27/25	AP1 Lecture Quiz 06 (Ch13- Peripheral Nervous System + Ch14 - Autonomic Nervous System + Ch15 - Special Senses) = 07/24/25-07/27/25	AP1 Lecture Homework 06 (Ch13- Peripheral Nervous System + Ch14 - Autonomic Nervous System + Ch15 - Special Senses) = 07/24/25-07/27/25	Submit your discussion from the classroom using the QR code displayed in class. If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).
		13	165	**Ch15 - Special Senses.**						Submit your discussion from the classroom using the QR code displayed in class. If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).
7/28/25	8				**End of classes = 07/29/25** **Final exam week = 07/30/25-08/04/25**	A&P1 Lecture Test 6: Ch13- Peripheral Nervous System + Ch14 - Autonomic Nervous System + Ch15 - Special Senses (MS, Para, EC) = 07/28/25-07/30/25 A&P1 Lecture Online final – MultiSelect (Open book) = 07/29/25-07/30/25 A&P1 Lecture MC Class Final (In Class; Closed book [no resources other than your brain]) = 07/31/25	A&P1 final exam bonus quiz (Closed book [no resources other than your brain]) = 07/29/25-07/30/25			
			165	**In-class final**						Submit your discussion from the classroom using the QR code displayed in class. If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).

Instructional time (minutes) **2310**

Work due dates are 11:59pm of the day indicated, unless otherwise indicated (late submissions will NOT be graded)
Online assignments are open from 12:01am on the first date of the range listed until 11:59pm of the last date listed.
Instructional time (https://www.mhollier.com/Course%20Information/CI-Instructional%20time.html): 1 credit hour = 750 minutes; 3 credit hours = 2250 minutes