



Human Anatomy and Physiology COURSE SYLLABUS 2024-2025

Mrs. Zeinab Zoghaib
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Room 1015

BCHS Phone Ext. 3792

(I typically read/respond to emails ONLY during the school day from 7 a.m. to 4 p.m.).

[A Comprehensive Guide to Email Etiquette for high schoolers](#). (Please read).

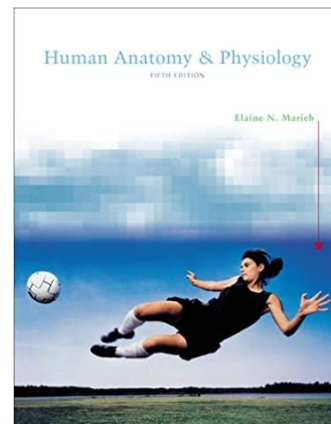
Open Help Sessions: Duty Period Prep Period: 4th Block

Before and After School By Appointment (appointments should be made at least one day in advance to allow for preparation and to avoid conflicts with previous commitments).

Course Description

Anatomy and Physiology is a lab-based course designed for students seeking a more detailed explanation of the structures and functions of the human body beyond those studied in the first year of biology. A study of disease is included. Completion of charts, anatomical drawings, laboratory investigations, and technology-based projects are required. Topics:

Covered are the skeleton, skin, muscles, nervous system, digestion, circulation, kidneys, respiratory system, reproductive system, and the special senses. This course does not meet the life science graduation requirement but does count as a lab science credit.



Textbook :

Human Anatomy and Physiology Fifth Edition (Longman)

Authors: Elaine N Marieb

Google Classroom Codes: Human Anatomy

1st Block: Class code **6k5g2qq**

2nd Block: Class code **cqyxwbb**

5th Block: Class code **msqoic6**

Class Rules

To provide a safe environment where all students can learn, students must adhere to the following rules:

- Be in your assigned seat and be prepared to work when the tardy bell rings.
- Respect the beliefs, opinions, and feelings of others in the classroom.
- *No* food is permitted in the classroom.
- Drinks with a sealable lid are only allowed in the classroom.
- Comply with the district dress code and other guidelines in the student handbook.
- Refrain from talking while the instructor or other students are speaking.
- Students are expected to participate actively in both lab and lectures.
- Always follow lab safety rules, including wearing appropriate clothing, goggles, and closed-toe shoes.
- Students will remain seated and academically engaged and wait to be dismissed by the instructor, *not* the bell.

During lab days, students will begin cleaning up five minutes before the end of class. Once your lab station is clean, return to your lecture seat and wait for dismissal.

If You Choose not to Follow the Rules:

1. First incident: Verbal and written warning.
2. Second incident: Teacher and student conference. Parent notification.
3. Third incident: Teacher and students conference. Parent notification.
4. Fourth incident: Referral to the office.

Personal Electronic Devices and Their Accessories

Personal Electronic Devices and their accessories are not to be VISIBLE, HEARD, USED, or RECHARGED.

Required Materials: You are expected to bring the following materials for each class meeting:

- Three-ring Binder (file tabs optional but highly suggested)
- Writing Utensils (pencils/pens, dry-erase markers)
- College Ruled Paper (either loose for a binder or in a spiral-bound notebook)
- Coloring pencils
- Computer with Internet access (if not available at home, students should use the school's Media Center)

Grades:

1. Grading Scale: The following grading scale will serve as a guide for determining letter grades throughout each semester and for final semester grades:

90% = A

80% = B

70% = C

60% = D

Below 60% failing.

Homework

- Homework will be assigned regularly to help students master concepts and prepare for tests. Answers will be discussed in class and posted on the class website.

- Homework assignments will be graded for either completion or accuracy. Be Prepared!

- Students should be prepared to work on problems from the homework on the board and explain their process and answer to the class.

- Full credit will be awarded only if all problems are completed. Copying a question or answer and not providing the work will result in no credit. An honest effort *must* be demonstrated, and all work must be shown.

- Not all homework assignments will be collected or graded, but they should be completed to ensure understanding of concepts there will be many assessment questions based on assigned homework.

Assessments: Quizzes: Tests: and Exams

- Summative assessments generally cover one unit of content, typically from more than one chapter in the textbook.

- The material for assessments is wider than what is in the textbook. As a result, students must take notes during class discussions/lectures to ensure assessment success.

Students should prepare for tests using the textbook, lecture notes, homework problems, quizzes, worksheets, and labs.

- Students are urged to get help and ask questions when needed. However, questions *will not* be addressed in class on test day. Questions should be asked before this time.

- Makeup tests are only given for excused absences and are taken by appointment

- Students who score lower than 70% on a summative assessment may schedule a retake. The higher score between the original quiz and the retake will be recorded. Before planning a retake, students must complete a remediation assignment.

Absences/Late Work

- *It is the student's responsibility* to check the absent work folder and ask the teacher for makeup work when returning from an absence. This is extremely important as we will cover new material nearly every class period.

- Any work due on the day of an absence must be submitted when the student returns to school. If a student is absent the day before an announced test or quiz, the student *will* still take the test or quiz on the scheduled day.

- All missed assessments must be made up within one week of the excused absence.
- A student has “X” days for “X” days of absence to make up all work except tests. Tests must be made up within five days of returning to school. *No makeup tests will be given during class time.*
- Late work will be worth a maximum of ½ credits. Projects/labs will be accepted late but will lose 10% per day (i.e., one day late equals a full 90% credit, and two days late equals a maximum of 80% credit...).
- To protect the integrity of student work, labs will only be accepted for full credit up to the day the graded reports are returned to the students.

Cheating/Plagiarism

- Taking ideas or answers from someone else and passing them off on your own is not tolerated, whether on homework, classwork, quizzes, tests, or projects.
- Cheating includes copying answers, passing answers, stealing assignments/tests/quizzes, passing or sharing calculators during class, and any type of talking on a quiz or test, **REGARDLESS OF WHETHER OR NOT YOU STILL HAVE YOUR QUIZ OR TEST.**
- Cheating and plagiarism are unacceptable. Each student is responsible for submitting work, assignments, and projects that represent his/her work. Students caught cheating or plagiarizing will receive a zero on the assignment, and a disciplinary report will be issued to record the incident on the student’s permanent record.

Course Curriculum Units

Unit 1: Organization of The Human Body

Unit 2: The Integumentary System

Unit 3: The Skeletal System

Unit 4: The Muscular System

Unit 5:

- **Fundamentals of the Nervous System**
- **The Central Nervous System**
- **The Peripheral Nervous System**

Unit 6: The Cardiovascular System

Unit 7: The Respiratory System

Unit 8: The Urinary System

Unit 9: The Reproductive System

Unit 10: The Digestive System

How to Succeed

During our time together, I aim to help you as a student move away from simply memorizing information. Instead, we will focus on learning to think, reason, and apply concepts to solve problems. You will know how to perform lab procedures and safely handle materials and design, write, and implement your lab procedures.

The memorization approach to science will not help you succeed in physical science. The units to be studied are comprehensive and build upon each other. With this in mind, the following are suggestions for achieving in class:

- Come to class prepared to learn **EVERYDAY**. This means bringing the appropriate materials, completing homework assignments, and coming into class focused and ready to learn.
- Be an active listener while taking notes. Do not just copy notes verbatim. Listen while you write; put ideas into your own words. Often, many of the most important concepts are addressed through discussion
- Follow the class rules.
- Don’t wait too long to get help. I am available if you need me.

- Utilize peer study groups.
- Makeup absences/missed work promptly.
- Keep all work, handouts, tests, labs, etc. I will often refer back to previous work; you can use these materials to prepare for the final exam.
- Read! Students are expected to READ all material before class discussions. Class time will be utilized to answer questions and explore problem-solving on the topics you have already read.
- If you need help understanding in class, review the section in your textbook again or explore the concept online, then come to me with specific questions so I can best help you.
- Take advantage of bonus opportunities when they arise—ALL OF THEM!!! (Even if you don't need the points...you never know when you will.)
- **ASK QUESTIONS**...someone else is probably thinking the same thing.

Remember, *you* are responsible for learning, but I am here to facilitate that growth. My top priority is to help you succeed within and outside the classroom. As your teacher, I pledge to respect you and your learning style. I will not give you menial “busy work” to waste your time, nor will I ask you to memorize trivial information. Daily, I will do my best to provide an engaging, challenging, and valuable experience.

Academic Integrity:

Students are expected to adhere to the strictest standards of academic honesty. Each student should review the Academic Code of Conduct in the Bessemer City Schools Handbook. This code prohibits bribery, cheating, lying, and plagiarism. No form of cheating or plagiarism will be tolerated. A student should never submit another student’s work or ideas. Quizzes, tests, and exams are always individual work.

Lab Safety

All students will be given a copy of their Lab Safety Contract to participate in lab activities. Students and parents should sign this copy and return it to the teacher. Students are expected to follow laboratory safety rules, and phones are prohibited.

[Lab Safety Contract English](#)

[Lab Safety Contract Spanish](#)

[Mrs. Zoghaib Academic Honesty Contract](#)

Student: I have read the policies and expectations in this syllabus and will do my best to follow them.

Signature _____ Date: _____

Parent/Guardian: I have read and discussed this syllabus with my child and will support them in following the policies and expectations.

Signature _____ Date: _____

