Anatomy and Physiology Honors  
2019-2020

**Instructor:** Ms. Barbara Encalada  
**Room Number:** 1208  
**Email:** bencalada@ppmhcharterschool.org  
**Office hours:** Wednesday & Thursday 2:45 – 3:45pm by appointment only.

**Course Description**
Anatomy and physiology is a one year course that involves the structure and function of the human body, as it pertains to how the body systems relate to one another in organization, adaptation, and homeostasis. This course will involve laboratory activities, projects, dissections, textbook material, models, diagrams, journal writings, and clinical studies. The material learned in this course can be applied to medical field careers, health and fitness careers, and biological research careers.

**Course Standards**

**Course Text**
Applied Anatomy and Physiology: A Case Study Approach

**Required Materials (Due by second week of school)**
- 3-ring Binder with pockets and 3 dividers (Notes, Worksheets, Lab)  
- College or Wide ruled paper  
- Number #2 or mechanical pencils  
- Erasers  
- Black and Blue pen  
- Highlighter  
- Markers or Colored pencils  
- A printed copy of this syllabus in the first page of the binder

**Course Fee**
A $10.00 course fee will be collected after Labor Day - September 6. This fee will be used to purchase supplemental instructional materials for labs. May be paid in the main office or on ppmhcharterschool.org
# Course Outline

## First Nine Weeks

<table>
<thead>
<tr>
<th>Topic</th>
<th>Assignment / Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Introduction <em>(What comprises the study of Anatomy and Physiology?)</em></td>
<td>Course Text, Quizzes, Exams, Lab Activities, Lab Reports, Gizmo</td>
</tr>
<tr>
<td>II. Organization of Life <em>(How is the human body organized?)</em></td>
<td></td>
</tr>
<tr>
<td>III. Biochemistry <em>(How various macromolecules affect the energy transfer in humans?)</em></td>
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<tr>
<td>IV. Cells <em>(Why are the structures of various cells important to cellular function?)</em></td>
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<tr>
<td>V. Histology <em>(What are the characteristics of the various types of tissues in the human body?)</em></td>
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</tbody>
</table>

## Second Nine Weeks

<table>
<thead>
<tr>
<th>Topic</th>
<th>Assignment / Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Integumentary System <em>(How does the integumentary system in human function?)</em></td>
<td>Course Text, Quizzes, Exams, Lab Activities, Lab Report, Gizmos</td>
</tr>
<tr>
<td>II. Skeletal System <em>(How does the human skeletal system function?)</em></td>
<td></td>
</tr>
<tr>
<td>III. Muscular System <em>(How do the structures of the human muscular system function?)</em></td>
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</tr>
<tr>
<td>IV. Nervous System <em>(How do the major structures of the human nervous system function?)</em></td>
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<tr>
<td>V. Special Senses <em>(How do the human senses function?)</em></td>
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</table>

## Third Nine Weeks

<table>
<thead>
<tr>
<th>Topic</th>
<th>Assignment / Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Endocrine System <em>(What are the major functions of the endocrine system?)</em></td>
<td>Course Text, Quizzes, Exams, Lab Activities, Lab Reports, Gizmos</td>
</tr>
<tr>
<td>II. Blood <em>(How does the structures of the blood affect human physiology?)</em></td>
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</tr>
<tr>
<td>III. Cardiovascular Circulation <em>(How does the human cardiovascular system function?)</em></td>
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<tr>
<td>IV. V. Lymphatic Circulation <em>(How does the lymphatic system function?)</em></td>
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</table>
Fourth Nine Weeks

<table>
<thead>
<tr>
<th>Topic</th>
<th>Assignment/Resource</th>
</tr>
</thead>
</table>
| I. Respiratory System *(How does the human respiratory system function?)* | Course Text  
Quizzes  
Exams  
Lab Activities  
Lab Reports  
Gizmos |
| II. Digestive System *(How does the human digestive system function?)* | |
| III. Urinary System *(How does the human urinary system function?)* | |
| IV. Reproductive System *(How does the human reproductive system function?)* | |

**Methods of Assessment**

Formative assessments are used to *monitor student learning* and provide ongoing feedback. Formative assessments are scored with a 20% or 30% weight. Assignments under this category might include quizzes, projects, classwork, and/or homework.

Summative assessments are used to *evaluate student learning* for an instructional unit. Summative assessments are weighed 50%. Assignments under this category might include exams, projects, and/or lab reports.

**Grading Scale**

<table>
<thead>
<tr>
<th>Percent</th>
<th>Letter Grade</th>
<th>Grade Point Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% – 100%</td>
<td>A</td>
<td>3.50 – 4.00</td>
</tr>
<tr>
<td>80% – 89%</td>
<td>B</td>
<td>2.50 – 3.49</td>
</tr>
<tr>
<td>70% – 79%</td>
<td>C</td>
<td>1.50 – 2.49</td>
</tr>
<tr>
<td>60% – 69%</td>
<td>D</td>
<td>1.00 – 1.49</td>
</tr>
<tr>
<td>0% – 59%</td>
<td>F</td>
<td>0.00 – 0.99</td>
</tr>
</tbody>
</table>

*As per the MDCPS Student Progression Plan, students must earn 10 points to pass an annual course, five of which must be earned in the second semester for students in grades 9-12.*

**Class Requirements**

All science students are required to create and maintain an account with Explore Learning, Gizmos, Turn It In, and a PPMH Home learning page.

**Explore learning: Gizmos**

Students will be assigned different Gizmos throughout the school year. They can be graded as homework, classwork, and/or formatively (quiz grade).

**Turn it in**

Lab reports will be submitted through turnitin.com as a way to check for plagiarism. It is important for students to learn how to write using their own words and how to site their sources.
PPMH account and email:
Students are expected to use a planner and check their homework notifications on a daily basis. I will also post most of the power points covered in class on the homework page for students to review. All students will be given a personal PPMH e-mail address to use for school-related communications. Students are required to use the official PPMH email to contact instructors with questions or concerns. Teachers will not respond to emails from other sources. Please use proper email etiquette.
Refer to link below for some tips.

*Parents you can sign up for PPMH homework and Remind 101 announcements too!

Classroom Expectations

Expect and accept high expectations.

It is crucial for students to follow all classroom rules and procedures. In a science lab there are many mistakes that can cause damage to people or property; we emphasize lab rules and safety procedures. It is very important that our students clearly understand and consistently follow directions.

Classroom Procedures
1. Be in your seat, ready to begin the class before the tardy bell rings.
2. Bring required materials to class every day.
3. Follow directions / instructions first time given.
4. Raise your hand to be recognized before speaking or leaving your seat.
5. Respect, respect, respect. Listen when others are talking; keep hands, feet, objects, and negative comments to yourself.
6. BYOD electronic devices are only permitted for some activities as instructed by the teacher. Otherwise, they should be off and put away. These devices included but are not limited to music players, cell phones, smart watches, etc.
7. It is VERY important that no food be consumed in class. We are in a scientific laboratory, and as such, will have exposure to harmful chemicals if consumed.
8. Turn in completed assignments on time. No late work will be accepted.
9. Communicate and participate.
10. Follow the Pinecrest Preparatory Middle-High School Code of Conduct (link: http://ehandbooks.dadeschools.net/policies/90/index.htm )

Consequences for not Meeting Classroom Expectations

- 1st Consequence – Verbal warning / Parent contact (phone call or e-mail)
- 2nd Consequence – Detention and / or classroom expulsion. Parent contact will be at least 24 hours prior to scheduled detention.
- 3rd Consequence – Referral to the Dean of Discipline. ( teacher contracts parents before or immediately following the end of the school day)

****Depending on the severity of the classroom disruption or behavior, the teacher may bypass consequences listed above.

Any electronic device that makes noise during class or is used inappropriately will be turned in to the front office for parent pick up.
Academic Dishonesty
Students are expected to be honest and ethical in their academic work. As per MDCPS Code of Student Conduct, Academic Dishonesty is a minimum Level II Violation and is defined as an intentional act of deception in one of the following areas:

- Cheating – the use or attempted use of unauthorized materials, information or study aids
- Fabrication – falsification or invention of any information
- Assisting – helping another commit an act of academic dishonesty
- Tampering – altering or interfering with evaluation instruments and documents
- Plagiarism – representing the words or ideas of another person as one’s own
- As a condition of taking this course, all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Please sign and return the Turnitin Parent Acknowledgement Form attached.

Homework Policy
Late work is not accepted. Students are to read their homework notifications on a daily basis. E-mailed pictures of worksheets or packets are not acceptable as proof of completing an assignment. Original work must be submitted by due dates.

****Screen shots are not acceptable as proof of completing an assignment. Scores will only be entered based on the reports provided by online programs used by PPMH

Attendance Policy
Make-up assignments will be given to all students; however, only students whose absence has been marked excused will receive an academic grade without penalty for the assignment once they turned in the assignment after their arrival to school. Make-up work for an unexcused absence will remain with a letter grade of “Z” until the absence is marked excused.

Students are expected to be on time to class. Tardiness will entail disciplinary consequences.

Make-up Work
As per school policy, make-up work, including homework, must be completed within 24 hours (per missed day) after returning to school. All assignments must be made-up within the allotted time or the student will be issued an incomplete (Z). It is the student’s responsibility to follow up with me to ensure he/she makes up any missing assignments.

Please print, sign, and return the student/parent Acknowledgement Form found on the last page of this document by August 30, 2019

Thank you,
Barbara Encalada
PPMH Science Team
STUDENT / PARENT ACKNOWLEDGEMENT FORM

SIGN AND RETURN to Ms. Encalada
By August 30, 2019

We the parent / guardian have fully read, understood, and agree to abide by the course expectations contained in this syllabus.

Parent / Guardian Name (Print) ___________________________ Date _____________

I have fully read, understood, and agree to abide by the course expectations contained in this syllabus.

Student Name (Print) ___________________________ Period _____________ Date _____________

Student Signature ___________________________

Please check all that apply
  o I have a computer and printer at home
  o I have a computer but not a printer at home
  o I have access to a computer and a printer but not at my house
  o I need help finding access to a computer and/or a printer
  o BYOD - I have an electronic device that I can use at school (laptop, tablet, other:____________)