



Summer 2009

BIOL 105

Anatomy and Physiology I (Section S01)

Lectures: TR 4:00 – 5:50 in 501

All labs in Room 247

**INSTRUCTOR:**

Shawn Macauley, Ph.D.  
Office: 243-C

Labs Meet T & R 6-9:45 plus W @ 4-7:45pm

Office Hours: TR 3:00 – 4:00 or by appointment  
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**I. COURSE DESCRIPTION**

- **BIOL 105 –Anatomy and Physiology I** is a laboratory course designed to meet the needs of students in nursing and other health-related fields. The course deals primarily with the normal structure and function of organs and organ systems of the body. Cell biology, histology and introductory anatomy and physiology of the integumentary, skeletal, muscular, nervous, digestive, lymphatic, cardiovascular, respiratory, urinary, endocrine and reproductive systems are studied.
- 4 credit hours; 6 contact hours
- Co-requisite: BIOL 105 Laboratory (You must be enrolled in both lecture and laboratory sections)
- Prerequisite: None
- Recommended Prerequisites: Chemistry, Biology 103, Medical Terminology
- This course requires the dissection of animals.

**II. REQUIRED MATERIALS**

- Saladin, Kenneth. *Anatomy and Physiology: The Unity of Form and Function*, 4<sup>th</sup> Ed.  
ISBN: 0073316083
- Biology 105 Course Objectives and Lecture Handouts Summer 2009
- ParScore Answer Sheets (6)
- See lab syllabus for lab requirements.
- Access to computer with PowerPoint, Word, and Internet for Blackboard.

**III. SUGGESTED MATERIALS**

Notebook, notecards, a quiet place to read, concentrate, & study plus and a dedicated study partner(s).

The following is a collection of resources available in the bookstore that you may find helpful:

Homan, Jacqueline. *Student Study Guide to Accompany "Anatomy and Physiology."*

Reeder, Greg. *Solve Saladin.*

Krieger, Paul. *A Visual Analogy Guide to Human Anatomy.*

Krieger, Paul. *A Visual Analogy Guide to Human Physiology.*

Kapit, W. Macey, R. Meisami, E. *The Anatomy Coloring Book.*

*Anatomy and Physiology Revealed CD Set.* McGraw-Hill.

#### IV. EVALUATION

The lecture portion of this course will count as 70% of your overall grade (with lab accounting for the remaining 30%). Lecture grades will be based on the following:

- 5 Lecture exams<sup>1</sup> @ 100 pts = 500 pts
- 1 Take-home exam<sup>2</sup> @ 50 pts = 50 pts
- 3 lecture quizzes<sup>3</sup> @ 25pt = 50 pts\*
- 2 Short Research Papers<sup>4</sup> @ 50 pts = 100 pts.

\*You may drop the lowest lecture quiz.

<sup>1</sup>Exams are scheduled for T 5/26, T 6/23, R 7/9 and R 7/23. You must take your exam during your regularly scheduled class. The Final Exam is TBA.

<sup>2</sup>The Take Home Exam will be made available on Blackboard on R 6/25 and will be due NO LATER THAN R 7/2.

<sup>3</sup>Quizzes will be administered through Blackboard and due R 6/4, R 6/11, and R 7/16

<sup>4</sup>A rubric will be provided for these written assignments. While they are due no later than R 6/25 and T 7/14, it is recommended that you complete them much earlier.

#### V. GRADING SCALE (OUT OF 1000 TOTAL POINTS AVAILABLE)

1000 - 920	A	799 – 780	C+	619 – 600	D-
919 - 900	A-	779 – 720	C	599 and ↓	E
899 - 880	B+	719 – 700	C-		
879 - 820	B	699 – 680	D+		
819 - 800	B-	679 – 620	D		

#### VI. COLLEGE AND COURSE POLICIES

**Exams:** Examinations will be given during the normal lecture period on the dates listed on the class schedule. Exams will include materials covered in lectures and labs as well as assigned readings in the textbook which may not be specifically discussed in class. Failure to take an exam at the scheduled time will result in a grade of zero for the exam. If you have a valid excuse and inform me ahead of time by email and provide written documentation within 1 week of the missed exam (proof of funeral, hospitalization, *etc.*), you may make up the exam by taking an alternative exam. If given at least 2 weeks notice, you may be able to take an exam early if you have a school sponsored activity (with documentation). You will not receive your exams back but you may stop by my office (during my office hours/by appointment) to look them over. Remember to bring two #2 pencils, your ParScore sheet, and your MCC student ID (which has your seven digit student number on it) to each exam.

**Labs:** Labs, and thus participation points earned, can not be made up for any reason. However, if you have a valid reason for missing your section (school – sponsored activity, *etc.*) you may request to attend another lab section in its place (within the same week) and still get credit for the lab. That may mean going to a lab BEFORE your scheduled lab section. You may only do this twice during the semester. Leaving lab early (unless made up) will result in that lab being counted as a missed lab plus the Pre-Lab and quiz grades will be changed to zeros. Missing 2 labs for any reason is an automatic WF from the course per departmental guidelines.

**Statement on Student Assessment and Accreditation:** Muskegon Community College is fully accredited by the Higher Learning Commission located in Chicago. The College is currently seeking reaccreditation by completing a two-year process called a self-study. Accreditation helps ensure students that they are receiving a quality education and can transfer to other colleges and universities with ease and confidence. MCC is committed to an essential part of the reaccreditation process: assessing student learning. You

may be asked to participate in assessing student academic achievement this semester by doing such things as:

- Evaluate your class and your instructor by completing a Student Opinion Survey, usually given toward the end of the semester.
- In some classes, you will find that one hour of class time may be devoted to completing a test of your general knowledge. Your performance on this test will not affect your grade in this course or your status in the College.
- You may also be asked to be part of a group of students who will be interviewed or surveyed about their views of the College's strengths and weaknesses.

If you have any comments you would like to make about the quality of education at MCC, please email the College's assessment coordinator at this address: [studentscount@muskegoncc.edu](mailto:studentscount@muskegoncc.edu)

**Statement on MCC Email:** All email communication originating from MCC to students will be via their email account. CHECK YOUR MCC EMAIL FREQUENTLY. It is possible to forward your MCC email account to an account you use more frequently.

**Statement on Student Behavior:** Muskegon Community College is a community of scholars whose members include administrators, faculty, staff, and students. Mutual respect and civility are expected in the classroom or other college academic settings, as well as, in any communication.

- MCC has the duty of providing students with privileges, opportunities, and protections that best promote learning;
- Students have the right to a non-threatening learning environment;
- Students have the responsibility to refrain from infringing on the right of others to learn or the right of teachers to teach; and
- Any student whose behavior disrupts learning may be subject to disciplinary action as outlined in the Muskegon Community College *Student Handbook/Planner*.

**Academic Integrity Policy:** Muskegon Community College expects that all faculty and students will adhere to high standards of personal and academic honesty. This means that all academic work will be done by the student to whom it is assigned without unauthorized aid of any kind. Faculty members, for their part, will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged.

Academic dishonesty consists of, but is not limited to:

- A. Cheating.** Cheating is defined as using or attempting to use, giving or attempting to give, and obtaining or attempting to obtain, materials or information, including computer material pertaining to a quiz, examination, or other work that a student is expected to do alone.
- B. Plagiarism.** Plagiarism is defined as the use of another's words or ideas without acknowledgement.
- C.** Penalties for violation of these standards of conduct may result in sanctions of up to and including suspension or expulsion from MCC.

Dishonesty of any kind will NOT be tolerated in this course. It is expected that all students adhere to college policy in this manner. Any violation will result in a zero (0) for that assessment and the student will be subject to the measures described in the student handbook.

**Statement on Dispute Resolution Process:** Should a student not agree with a faculty member's decision or actions as they may relate to this policy, the following steps shall be followed:

1. A student suspected of academic dishonesty shall be notified in writing within two school days of the time the violation is discovered. Copies of the written notification shall also be filed with the department chair and Vice President of Student Services.
2. The student should try to reach resolution of the matter through direct discussion with the involved faculty member within three (3) school days of the written notification.
3. If the matter is not resolved in Step 2, the student shall bring the matter to the attention of the department chairperson of the involved faculty member.
4. If the matter is not resolved at the department chairperson level, the student shall bring the matter to the attention of the Vice President for Academic Affairs who shall render a decision within five school days of the receipt of the dispute information.
5. If a satisfactory solution is not reached at the Step 4 level, the student may file a written request with the Vice President of Student Services for a hearing before the disciplinary board. This meeting shall be held not more than 20 days following the written request. A student may request a hearing before the disciplinary board. The disciplinary and judicial procedures are outlined in the Muskegon Community College *Student Handbook/Planner*.

**Miscellaneous Notes:** All student work will be returned to students in a timely manner. All exams will be kept by the instructor and destroyed one semester following the end of the term.

**Blackboard:** While most lecture handouts are included in your purchased packet, all lecture notes and handouts will be available for download on Blackboard. This is especially helpful if you want to print the slides larger or in color.

To access blackboard:

- Go to <http://mccbb.muskegoncc.edu>
- Click "User Login"
- Your username and password are the same as your network login.

#### **Notes About Lecture:**

- It is expected that you will attend all class sessions.
- Reading textbook prior to lecture is strongly encouraged.
- There is a great deal of material to cover and it will be presented relatively quickly.
- There will be a fair amount of material that you will need to learn on your own.
- All exams must be taken on time.
  - Only documented, extreme situations will warrant taking the exam at an alternate time.
  - Please call or email the day of the exam (or before) to **ARRANGE** a make-up exam.
  - **Only 1 exam may be made-up outside of the regularly scheduled exam time and must be done within 48 hours.**
  - The make-up exam may not be the same exam and may include all essays and/or short answer questions.
- Lecture exams will cover material presented in lecture and the lecture objectives. Questions may consist of multiple choice, fill-in, matching, true and false, case studies, diagrams, and short answer/essays questions.
- **POINTS WILL BE DEDUCTED FOR MISSPELLINGS ON ANY EXAM.**

- **ANY TALKING DURING EXAMS TO ANYONE BUT THE INSTRUCTOR WILL RESULT IN AN AUTOMATIC ZERO. PLEASE DIRECT ALL QUESTIONS, COMMENTS, AND/OR OBSERVATIONS TO THE INSTRUCTOR.**
- Beverages are allowed during exams provided there are no labels on the bottles. Stainless steel coffee mugs and to-go coffee cups are allowed pending inspection.

**Attendance Policy:** Attendance at all lectures and labs is expected. Please **BE ON TIME!!!!** Dependability, promptness, and self-discipline are marks of maturity. Since most employers do not tolerate habitual tardiness, students have the opportunity to practice these virtues in this class. It is rude to interrupt class by entering the classroom after class has already started. Therefore, except in those cases which are unavoidable, you are expected to be in the room ready to begin at the time class is scheduled. Please contact me if you will be absent from class for any reason (email is best). College level work proceeds at such a pace as to make regular attendance a necessity. As a general rule, there is usually a very strong positive correlation between attendance and course grades. You are responsible for any material missed during an absence. Random bonus quizzes may be given during the semester; you must be present to get these points! Absences from a lecture quiz will count as your lowest grade and will be dropped. More than 2 missed laboratories (for any reason) will result in a failing grade in the class per departmental policies.

**Students with Disabilities:** If you have a diagnosed disability (learning disability, visual or hearing impairments, emotional or psychological condition, *etc.*) that interferes with your learning, test taking, or completing assignments outlined in the syllabus, please contact Janice Alexander in Special Services in Room 101. She will help you secure the correct documentation, identify appropriate accommodations, and authorize and assist me in accommodating your exceptionality. Special Services will disclose the information you request only to whom you identify. Neither they nor I can authorize or provide accommodations unless you specifically request these services each semester. We strive for you have an equal opportunity to learn and fair assessment of your learning. Your abilities, skills, and effort should determine your success or failure, not your disability.

**To do well in this course:** College work is supposed to be challenging; if it wasn't, everybody would have a college degree and your diploma would be worthless. This means you may actually have to occasionally show some discipline and study. In addition, be sure to:

- Attend** all lectures and labs, and **BE ON TIME**; Exhibit professional behavior
- Take good notes and look at them often; Stay organized.
- Read** the assigned sections of the text book before class
- Study** your notes a little EVERYDAY, not just before the exam
- Ask questions** when there is something you don't understand
- Make sure your cell phone is turned off in class to avoid disrupting your learning and those around you.

Finally, you may not always earn the grade that you want or think you deserve. Everybody won't make an "A." If you have concerns about your grades, before scheduling an appointment, ask yourself these three questions: 1) Do I have all the class and lab notes?; 2) Have I studied the class notes more than once?, and 3) Have I done all of the required readings? If you can answer yes to all three of these questions, I will be happy to meet with you.

## VII. COURSE CALENDAR

<u>Lectures</u>	<u>Saladin</u>	<u>Lab Supplement</u>
T 5/12 Introduction to Human Body & Body Organiz	Chapt 1/Atlas A	Anatomical Directions, Microscopy Techniques
R 5/14 Body Organization / Chemical Basis of Life	Atlas A/Chapt 2	Lab 1 May 12 / 13 / 14
T 5/19 Chemical Basis of Life	Chapt 2	Mitosis, Cytology, and Transport in Living Systems
R 5/21 The Cell / Genetics & Cellular Functions	Chapts 3/4	Lab 2 May 19 / 20 / 21
T 5/26 <b>Exam 1 (Chapts 1,2, Atlas A plus vocab 1-20)</b>		Histology & The Integumentary System
R 5/28 Genetics & Cellular Functions / Histology	Chapts 4/5	Lab 3 May 26 / 27 / 28
<b>Quiz 1 (Chapters 3-4) made available online</b>		
T 6/2 Histology /The Integumentary System	Chapts 5/6	The Skeletal System
R 6/4 The Integumentary System / Bone Tissue	Chapts 6/7	Lab 4 June 2 / 3 / 4
<b>Quiz 1 (Chapts 3-4) due before class (vocab 21-30 in class)</b>		
<b>Quiz 2 (Chapters 5-6) made available online</b>		
T 6/9 Joints / Muscles	Chapts 9/10	Arthrology and the Muscular System
R 6/11 Muscles / Muscular Tissues	Chapts 10/11	Lab 5 June 9 / 10 / 11
<b>Quiz 2 (Chapts 5-6) due before class (vocab 31-40 in class)</b>		
T 6/16 Nervous Tissue / Spinal Cord	Chapts 12/13	<b>Lab Practical Exam (plus Lab 6 Quiz Due)</b>
R 6/18 Spinal Cord	Chapt 13	June 16 / 17 / 18
T 6/23 <b>Exam 2 (Chapts 7-11 plus vocab 41-50)</b>		Nervous System
R 6/25 The Brain	Chapt 14	Lab 6 June 23 / 24 / 25
<b>Short Paper 1 Due No Later than Today</b>		
<b>Take Home Exam made available on Black Board</b>		
R 6/30 Autonomic Nervous System	Chapt 15	Digestive System
R 7/2 The Sense Organs	Chapt 16	Lab 7 June 30 / Jul 1 / 2
<b>Take Home Exam Due before class</b>		
T 7/7 The Endocrine System / Blood	Chapts 17/18	The Heart, Blood ,and Cardiovascular System
R 7/9 <b>Exam 3 (Chapts 12-15 plus vocab 51-70)</b>		Lab 8 July 7 / 8 / 9
<b>Quiz 3 (Chapters 16-17) made available online</b>		
T 7/14 Blood / The Heart	Chapts 18/19	Respiratory and Urinary Systems
<b>Short Paper 2 Due No Later than Today</b>		
R 7/16 The Heart / Blood Vessels	Chapts 19/20	Lab 9 Jul 14 / 15 / 16
<b>Quiz 3 (Chapts 16-17) due before class (vocab 71-80 in class)</b>		

T 7/21	The Respiratory System	Chapt 22	Reproductive Systems
R 7/23	<b>Exam 4 (Chapts 18-20 plus vocab 81-90)</b>		Lab 10 July 21 / 22 / 23
T 7/28	The Urinary System	Chapt 23	<b>Lab Practicum Exam 2</b>
R 7/30	The Reproductive Systems	Chapts 27&28	Lab 11 July 28 / 29 / 30

**Final Exam (Chapts 22, 23, 27, 28) plus vocab 91-101**

*As always, the syllabus is subject to change. While the content on each exam may vary to meet class needs, the exam dates will not change ☺*