



Winter 2013

BIOL 105L&L W01-W14
Anatomy and Physiology I
Lectures: MW 4:30 – 5:55 in 351
TR 8:30 – 9:55 in Stevenson 1304
TR 10:10 – 11:35 in Stevenson 1304
All labs in Room 247

INSTRUCTOR:

Shawn Macauley, Ph.D.

Office: 243-C

Office Hours: T & Th 2:30-4:30, M & W 12:30-1:00 and online M & W 7:30 -10:00 PM

Office Phone: 777-0272 (x272 on MCC campus)

E-mail: shawn.macauley@muskegoncc.edu

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, 6th Ed, 2012.
ISBN 978-0-07-337825-1
- Connect Plus Access Card (packaged with Saladin 6 textbook and valid for 24 months)
Go to http://connect.mcgraw-hill.com/class/s_macauley_biol_105_winter_2013 to register your access code. Register for Connect before registering for Tegrity or APR 3.0.
- *Anatomy and Physiology Revealed 3.0* (packaged with Saladin 6 textbook). Click on APR 3.0 under the bookmarks and enter the Course Content Code: Etktq
- Tegrity Campus SEM 2.0 Access Card (packaged with Saladin 6 textbook). Click on “your recorded lectures” and enter your access code. Save your second access code in case your BIOL 106 instructor uses Tegrity.
- Biology 105 Course Objectives and Lecture Supplement Winter 2013
- Scantron Answer Sheets (6)
- See lab syllabus for lab requirements.
- Access to computer with PowerPoint, Word, and Internet for Blackboard, Connect, Tegrity, and course related websites.

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 and Physiology.*

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

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 exams¹ @ 100 pts = 500 pts
- Take-home exam² @ 40 pts = 40 pts
- 3 lecture quizzes³ @ 25pt = 50 pts*
- Short Research Paper⁴ @ 50 pts.
- Connect Assignments⁵ @ 30 pts.
- 6 Anatomy and Physiology Revealed Assignments⁶ @ 5 pts = 30 pts.

*You may drop the lowest lecture quiz.

¹Exams are scheduled for Mon/Tues 1/23 or 1/24, Wed/Thur 2/20 or 2/21 (This is the same week as the Lab Practical Exam), Wed/Thur 3/20 or 3/21, and Wed/Thur 4/10 or 4/11. You must take your exam during your regularly scheduled class. The Final Exam is TBA.

²The Take Home Exam will be made available on Connect on Wed. Mar 20 and will be due NO LATER THAN 3/27 for MW lecture section or 3/28 for the TR lecture sections.

³Quizzes, part of which will be administered through Connect will be due the weeks of 1/28, 2/4, and 4/1.

⁴A rubric will be provided for this written assignment. It is due no later than Wed 3/6 for MW lecture or Thur 3/7 for TR lectures.

⁵Mastering at least 75% of the Connect assignments will be worth 30 points. There is a strong correlation between completing Connect assignments and success in the course. Completing fewer assignments will result in your being less prepared for exams and in fewer points awarded.

⁶These six quizzes will be administered through Connect and Anatomy & Physiology Revealed 3.0.

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		

Note: No extra credit is available and final points will not be rounded up.

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 24 hours 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 within two weeks after it is returned to you. Remember to bring two #2 pencils, your Scantron sheet, and your MCC student ID (which has your seven digit student number on it) to each exam. All exams will be destroyed 2 weeks following their return.

Labs: Labs, and thus participation points earned, cannot 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 W from the course per departmental guidelines.** You must attend the lab section for which you are registered unless you have gained written permission from your instructor.

Statement on Student Assessment and Accreditation: Muskegon Community College is fully accredited by the Higher Learning Commission located in Chicago. 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

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.
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*.

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 the 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.
- There is no extra credit available.
- Points will be deducted for misspellings on any exam. Words with one extra, missing or misplaced letter will be awarded $\frac{1}{2}$ credit. Words with more than one error will receive no credit.
- Any talking during exams to anyone other than 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.
- Except for issues of academic misconduct or missing two labs, all drops must be student initiated.
- Cell phones should be turned OFF during lecture and stored in your backpack or purse. Texting and talking during lecture is absolutely unacceptable.
- All student work will be returned to students in a timely manner. Exams and quizzes will be available for review for 2 weeks following each assessment after which they will be shredded.

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. Two missed laboratories, including review weeks, (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 to 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.

STUDENT CONTACT INFORMATION – OBTAIN THE FOLLOWING INFORMATION FROM STUDENTS IN YOUR CLASS. YOU WILL BE ASKED TO INTRODUCE YOURSELF TO THREE OTHER STUDENTS ALSO.

Student Name	Telephone	Email

VII. COURSE CALENDAR

<u>Lectures</u>		<u>Saladin 6</u>	<u>Laboratory</u>
M/T	1-7/8	Introduction to Course and the Human Body	Chapt 1 Lab 1 Jan 7 / 9 / 11
W/R	1-9/10	Chemical Basis of Life	Chapt 2 Anatomical Directions and Microscopy Techniques
M	1-14	MLK, Jr. Day No classes or labs (lecture make-up on BB)	No Lab Jan 14.
T	1-15	The Cell	Chapt 3 Lab 2 Jan 16 / 18 / 21
W/R	1-16/17	The Cell / Genetics & Cellular Functions	Chapts 3-4 Mitosis, Cytology, and Transport in Living Systems
M/T	1-21/22	Genetics & Cellular Functions	Chapt 4 Lab 3 Jan 23 / 25 / 28
W/R	1-24/25	Exam 1 (Chapters 1,2, Atlas A plus vocab 1-16) <u>Quiz 1 (Chapters 3-4) made available online</u>	Histology & The Integumentary System
M/T	1-28/29	Histology	Chapt 5 Lab 4 Jan 30 / Feb 1 / 4
W/R	1-30/31	The Integumentary System Quiz 1 (Chapters 3-4 online due before you come to class plus vocab 17-24 in class) <u>Quiz 2 (Chapters 5-6) made available online</u>	Chapt 6 The Skeletal System

<u>Lectures</u>		<u>Saladin 6</u>	<u>Laboratory</u>
M/T 2-4/5	Bone Tissue	Chapt 7	Lab 5 Feb 6 / 8 / 11
W/R 2-6/7	Joints	Chapt 9	Arthrology and the Muscular System
	Quiz 2 (Chapters 5-6 online due before you come to class plus vocab 25-32 in class)		
M/T 2-11/12	The Muscular System	Chapt 10	Lab Feb 13 / 15 / 18
W/R 2-13/14	Muscular Tissues	Chapt 11	Review Lab for Practical Exam 1
M/T 2-18/19	Nervous Tissue	Chapt 12	Lab Feb 20 / 22 (<i>Monday labs take lab practical exam on either Wednesday or Friday</i>)
W/R 2-20/21	Exam 2 (Chapters 7-11 plus vocab 33-48)		Lab Practical Exam
M/T 2-25/26	SPRING BREAK – NO CLASSES		NO LABS
W/R 2-27/28	SPRING BREAK – NO CLASSES		
M/T 3-4/5	Spinal Cord	Chapt 13	Lab 6 Mar 4 / 6 / 8 <i>*From Lab 6 to the end of the course, you must have your Fetal Pig Dissection Guide, gloves, appropriate eye wear and closed-toe shoes to enter the lab.</i>
W/R 3-6/7	The Brain <u>Short Paper Due</u>	Chapt 14	The Nervous System
M/T 3-11/12	The Brain II	Chapt 14	Lab 7 Mar 11 / 13 / 15
W/R 3-13/14	Autonomic Nervous System	Chapt 15	Blood and the Heart
M/T 3-18/19	The Sense Organs	Chapt 16	Lab 8 Mar 18 / 20 / 22
W/R 3-20/21	Exam 3 (Chapters 12-15 plus vocab 49-68) <u>Take Home Exam made available on BlackBoard</u>		Digestive System
M/T 3-25/26	The Endocrine System	Chapt 17	Lab 9 Mar 25 / 27 / 29
W/R 3-27/28	Blood <u>Take Home Exam Due before class</u> <u>Quiz 3 (Chapters 16-17) made available online</u>	Chapt 18	Cardiovascular System
M/T 4-1/2	The Heart	Chapt 19	Lab 10 Apr 1 / 3 / 5
W/R 4-3/4	Blood Vessels	Chapt 20	Respiratory and Urinary Systems
	Quiz 3 (Chapters 16-17 online due before you come to class plus vocab 69-84 in class)		
M/T 4-8/9	The Respiratory System	Chapt 22	Lab 11 Apr 8 / 10 / 12
W/R 4-10/11	Exam 4 (Chapters 18-20 plus vocab 85-92)		Reproductive Systems
M/T 4-15/16	The Urinary System	Chapt 23	Lab Apr 15 / 17 / 19
W/R 4-17/18	Male Reproductive System	Chapt 27	Lab Practicum Exam 2
M/T 4-22/23	Female Reproductive System	Chapt 28	<i>As always, the syllabus is subject to change.</i>
W/R 4-24/25	Catch Up Day if needed		

Final Exam (Chapters 22, 23, 27, 28 plus vocab 93-101) TBA

