

ABRIDGED

BIOL 202 PM (10321)

Human Anatomy & Physiology 2

Fall 2014

4 Credits

Instructor: Ms. Susan Moss, Associate Professor of Biology **Office: 2779**

Office Phone Number: 760-355-5760

Email: susan.moss@imperial.edu

Office Hours:

Tuesday & Thursday 11:45 – 12:45

Wednesday & Friday 1:30 – 2:30

Lecture: Tuesday & Thursday 1:30 – 2:25 room 2726

Lab: Tuesday & Thursday 2:55 – 5:45 room 2736

Textbooks & Other Resources

Required:

► **Textbooks (same as BIOL 200):**

Anatomy & Physiology: The Unity of Form and Function, Saladin, 6th edition

Human Anatomy & Physiology Laboratory Manual, Marieb & Mitchell, 11th edition

► **Safety glasses**

Recommended: blank index cards (lots!), colored pencils, highlighters, camera

Attendance Policy

- Each lecture & lab is considered a **separate** instructional period.
- Each missed instructional period earns you **1** strike.
- If you reach **8** strikes, you will be dropped from the course.
- **ONLY** absences attributed to the representation of the college at officially approved events (e.g. conferences, contests, field trips) will be counted as “excused” absences. All other absences count against you.

Classroom Rules and Etiquette

- Attendance and punctuality are required. I start on time and expect you to be seated by the time class starts and I begin taking roll. If tardiness becomes a problem, I will start locking out late arrivers.
- Disruptive, disrespectful, inappropriate, or offensive behavior of any kind will not be tolerated and may result in your being dropped from the course.
- As per IVC policy, this course is conducted solely in English. Only English may be spoken when lecture or lab is in session.
- Only voice recorders may be used to record lectures. Videotaping is never allowed.
- During class, if your cell phone starts ringing or you use it for personal reasons like texting, **10 points** will be deducted from your final point total.

- No open food or drink containers are allowed in the classroom or lab.
- Safety glasses must be worn and long hair tied back when dissections are done in lab.
- Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Email Protocol

I **strongly** encourage you to email me often with questions and/or concerns. I normally check and reply to emails 7 days a week. When emailing, please be sure to identify yourself and your class (202 PM) in the message itself. Also, put something in the subject line so I know it's a legitimate email.

Laboratory – Policies & Procedures

- You will be responsible for conducting yourself properly and safely during lab. This includes: handling materials and equipment carefully, following instructions, wearing safety glasses and keeping hair tied back when doing dissections, putting items back where you found them, and cleaning your area before leaving.
- Lab work will consist of material taken from the Laboratory Manual and any additional worksheets assigned. Only original pages from the lab manual will be accepted and pages must be in the correct order.
- For computer activities, no more than 2 people may work together.
- For all other activities, no more than 3 people may work together.
- All group members must participate in **all** activities.
- ONE worksheet is turned in per group.
- Everyone in a group will receive the same grade.
- Any group member who leaves before the assignment is completed and turned in will receive a **zero** grade.
- Each group member must write his/her **own** name on lab worksheets.

Oral Presentation – Global Health Issue

Choose a presentation topic that focuses on a human problem/disease/disorder that interests you. It can be a vector-borne disease, genetic disorder, injury-related problem, or lifestyle-related problem.

You will be required to independently research and present your topic to the class. Presentations should last **6-7 minutes** and a PowerPoint slide show is required.

Important: Your topic must be pre-approved before 7:00am on September 25th or you forfeit the assignment.

EXAMS

Most exams will include a **practical part** and a **written part**. Questions on both will be based on lecture notes, structure lists, and lab activities. Written tests will include multiple-

choice, fill-in, T/F, matching and short-answer questions. Tests may also include diagrams to label. Most practical questions will be recall-type questions.

NO Make-up Exams Will Be Given

If you notify me in advance that you have to miss an exam **and** you have a legitimate excuse with supporting documentation, I will prorate the first missed exam. Any other missed exams will receive a zero.

EXAM-TAKING RULES:

- ◆ Long hair must be tied back.
- ◆ No hats or hoods may be worn.
- ◆ Hands must remain on top of the table.
- ◆ Test pages must be folded under when you turn a page.
- ◆ For matching & labeling, **capital** letters must be used.
- ◆ Black pen must be used for labeling.

Spelling

You do not get credit for knowing a structure if you cannot spell it correctly. Thus, spelling of structures and terms counts on ALL exams and practicals. Correct spelling also means using the correct form of a structure name: singular or plural (see Table 1.2). For example, if a pointer is pointing to **one** lung bronchus, and you write the plural “bronchi,” that would be a spelling error. Correct spelling also means writing your letters clearly and correctly. The penalty for **each** spelling error is $\frac{1}{2}$ point.

Grade Calculation

Test scores that end up in the middle of two numbers will be rounded **down**. Final grades are calculated using a simple point system. If your test/practical average is $\geq 70.0\%$, your grade will be based on the total points you earn divided by the total points possible. The grading scale will be:

- A $\geq 90\%$
- B = 80-89 %
- C = 70-79 %
- D = 60-69 %
- F $\leq 59\%$

- ◆ Exams: ≤ 200 pts. each
- ◆ Lab assignments: 10-15 pts each
- ◆ Oral presentation: 25 pts
- ◆ Participation, class conduct, misc.: 30 pts.

“Participation” means asking questions, contributing thoughts and opinions. In other words, being an **active** member of the class! You must earn these points!

“Class Conduct” means following class policies & procedures.

IMPORTANT: ➤ If your exam average ends up below 60%, you will automatically receive an “F” for the course.
➤ If your exam average ends up being between 60-69%, you will automatically receive a “D” for the course.

If you can't pass the exams, you can't pass the class.

Extra Credit

The only opportunities for extra credit points will be in the form of **bonus questions** on exams.

Additional Help

Blackboard (<https://imperial.blackboard.com/>)

PowerPoint slide shows will be available for downloading through your Blackboard account. NOTE: The slide shows posted on BB will not be identical to what's shown in class.

Also posted:

- Exam scores and overall test average
- Structure lists
- Unlabeled practice diagrams

Library Services: You have access to tutors and workshops in the learning center, as well as study rooms and online access to a wealth of resources.



Tentative Schedule





= Safety glasses required

LECTURE @ 1:30

LAB @ 2:55

8/19	Introduction	Review key concepts
8/21	Ch 17 – Endocrine System	Diffusion; Surface to volume ratio 
8/26	Ch 17 – Endocrine System	Endocrine – PhysioEx Experiments
8/28	Ch 18 – Blood	Blood and blood typing
9/2	EXAM 1 Introductory material, Endocrine	Practical: 2:00 Written: 4:00 – 5:30
9/4	Ch 19 – Heart	Blood Vessels
9/9	Ch 20 – Blood vessels	Heart 
9/11	Ch 22 – Respiratory System	EXAM 2 BLOOD VESSEL ID TEST @ 3:30
9/16	EXAM 3 Cardiovascular System	Practical: 2:00 Written: 4:00 – 5:30

9/18	Ch 21 – Lymphatic System & Defenses	Respiratory
9/23	Ch 21 – Lymphatic System & Defenses	Interactive Phys CD – Immune System
9/25	Ch 25 – Digestive System; Topic Approval Deadline 7:00 am	Digestion – PhysioEx Enzyme Experiments
9/30	EXAM 4 Respiratory	Practical: 2:00 Written: 4:00 – 5:30
10/2	Ch 25 – Digestive System; Ch 26 – Cellular Respiration	Nutrition Internet Assignment
10/7	EXAM 5 Lymphatic System & Defenses	Practical: 2:00 Written: 4:00 – 5:30
10/9	Ch 23 – Urinary System	Interactive Phys CD – Digestive System
10/14	EXAM 6 Digestive System, Cellular Respiration & Nutrition	Practical: 2:00 Written: 4:00 – 5:30
10/16	Ch 23 – Urinary System	Interactive Phys CD – Urinary System
10/21	Ch 24 – Water, Electrolyte & Acid-Base Balance	Interactive Phys CD -- Water, Electrolyte & Acid-Base Balance
10/23	PRESENTATIONS	PRESENTATIONS
10/28	EXAM 7 Urinary System, Water, Electrolyte & Acid-Base Balance	Practical: 2:00 Written: 4:00 – 5:30
10/30	Ch 27 & 28 – Reproductive Systems	“Science of Sex Appeal” documentary
11/4	Ch 27 & 28 – Reproductive Systems Ch 29 – Pregnancy & Development	Reproductive & Development
11/6		
11/11	NO SCHOOL	-----
11/13	Ch 4 – Genetics & Heredity	Heredity

11/18	Fetal Pig Dissection QUIZ 1 (muscles)	... cont.	
11/20	Fetal Pig Dissection QUIZ 2	... cont.	

THANKSGIVING BREAK

12/2	<i>CADAVER OBSERVATION & QUIZ</i> cont.
12/4	EXAM 8 Genetics & Heredity	Written @ 3:00
12/9	EXAM 9 Reproductive Systems, Pregnancy & Development	Practical: 2:00 Written: 4:00 - 5:30