



IMPERIAL VALLEY COLLEGE

BIOL 200 PM (20039)

Human Anatomy & Physiology 1

Spring 2019 4 Credits



Instructor: Ms. Susan Moss, Professor of Biology
Office: 2776 **Office Phone Number:** 760-355-5760
Email: susan.moss@imperial.edu
Office Hours: **MW 1:00-2:30** **TR 5:30-6:00**

Lecture:	Tuesday & Thursday	1:00 – 2:05	room 2736
Lab:	Tuesday & Thursday	2:15 – 5:25	room 2736

Course Description

Part one of a two-semester study of the structure and function of the human organism and our eleven organ systems.

Prerequisites

MATH 091 or MATH 090 and CHEM 100 and BIOL 100 or BIOL 122 or BIOL 180 or BIOL 182 or MATH 091 or MATH 090 with a grade of "C" or better and current California LVN/RN license.

Textbooks & Other Resources

Required (for both 200 & 202):

- ▶ **Textbook:** *Anatomy & Physiology: The Unity of Form and Function*, Ken Saladin, McGraw Hill, 7th or 8th ed.
- ▶ **Lab Manual** (*may NOT rent or use e-version*)
Human Anatomy & Physiology Laboratory Manual, Elaine Marieb, Pearson, must be 13th ed. (older versions unacceptable!)
- ▶ **Safety glasses** (for dissections)

Recommended: 3-ring binder to stay organized, blank index cards (lots!), voice recorder, colored pencils, highlighters, camera for lab

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and/or attitudes as demonstrated by being able to:

1. Display critical thought related to key concepts in human anatomy and physiology using written and/or oral forms of expression and examination. (ILO1, ILO2, ILO5)
2. Identify basic anatomy and physiological processes related to the human body. (ILO1 ILO2)

Classroom Rules and Etiquette

- Attendance and punctuality are required. I start on time and expect you to be seated by the time class and lab start. If tardiness becomes a problem, I may start assigning extra homework to 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 should be spoken in lecture and lab.
- Only voice recorders may be used to record lectures. Taking photographs or videotaping is never allowed during lectures. “Smart phones” used as voice recorders must be placed next to me. Forward-facing cameras on laptops must be covered.
- During class, if your cell phone starts ringing, **10 points** will be deducted from your final point total.
- No open food or spillable drink containers or glass bottles are allowed in the classroom or lab... on the table OR floor. Such items will be thrown in the trash.
- For lecture periods, time is set aside at the end for questions. Do not start packing and preparing to leave until officially dismissed.

Course Objectives <http://imperial.curricunet.com/Report/Outline/2579>

Upon satisfactory completion of the course, students will be able to:

1. List the classification and characteristics of the human organism and describe the body's organization, regions, and cavities.
2. Describe the structure and function of cells and cell division.
3. Describe the structure and function of DNA and how proteins are made.
4. List and describe the types, functions, and locations of the different tissues in the body.
5. Describe the structures and functions of the integumentary system.
6. Describe the structures and functions of the skeletal system and identify the main bones and joints.
7. Explain the basics of muscle contraction and identify selected muscles.
8. Explain transmission and regulation of nerve impulses, and describe the structures and functions of the brain, spinal cord, and sensory organs.

Course Requirements and Instructional Methods

This course incorporates both lecture and lab material related to the understanding of the human body. There will be written exams, practical exams, quizzes, worksheets, and a presentation.



Laboratory – Policies & Procedures

- You will be responsible for conducting yourself properly and safely during lab.
- 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 stapled in the correct order.*
- Hard copies of structure lists must be printed from *Canvas* and brought to lab.
- Unless otherwise stated, no more than 3 people may work together.*
- All group members must participate in **all** activities. Evidence required! *
- 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.*
- Discussion among groups is permitted, but copying another group's answers is not.*

***Point penalty for noncompliance!**

NOTE: Lab periods are **also** study periods. If you finish a lab assignment early, you are expected to take advantage of the **full** lab period for reviewing, group study and asking questions.

EXAMS

All exams will take place in 2736. Most exams will include a **practical part** and a **written part (usually multiple choice)**. Questions on both will be based on lectures, chapter diagrams, structure lists, and lab activities. (*Read list of disclaimers to see what's "fair game."*) 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 securely tied back.
- ◆ No hats or hoods may be worn.
- ◆ Hands must remain on top of the table.
- ◆ All "smart" devices (phone, watch, bracelet, ring, etc.) must be off and put away.
- ◆ You may not leave the room while taking a test without a documented medical excuse.
- ◆ The only acceptable abbreviations are ATP and DNA.*
- ◆ Answers will automatically be marked wrong if they are included with scratched-out answers. So, if you write in pencil, you must erase unwanted answers. If you write in pen, you must have correction tape with you to cover unwanted answers. *

***Point penalty for noncompliance!**

Spelling

You do not get full 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 writing your letters clearly and properly. (*Some common mistakes are posted on Canvas.*)

The penalty for **each** spelling error is $\frac{1}{2}$ point. An answer will simply be marked wrong if the spelling of it is deemed too far off or is illegible.

Oral Presentation

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

Choose a presentation topic that focuses on either –

- A human problem/disease/disorder that interests you.
- Anatomical replacement options or technological advances (examples: prosthetics, bioelectronics, bioprinting, artificial organs, stem cells, CRISPR, etc.)

Important: Your topic must be pre-approved before 7:00pm on Sunday, April 14th or you forfeit the assignment. No exceptions.

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: 100-200 pts. each (including practicals)
- ◆ Lab assignments: 10-15 pts each
- ◆ Presentation: 25 pts.
- ◆ Class participation: 30 pts.

“Participation” means asking questions in class and/or contributing thoughts, opinions, stories. In other words, you need to be an **active, engaged** member of the class ... not just show up! The quality of this experience depends on that! You must earn these points, so everyone starts at zero. You will remain at zero if you make no contribution to the class.

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 don't pass the class.

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 (200 PM) in the message itself. Also, put something in the subject line so I know it's a legitimate email. **Email me directly... not thru Canvas.** Thank you.

Extra Credit

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

Gifts

Please note that I am unable to accept any gifts.

Additional Help

canvas

PowerPoint slide shows will be available for downloading through your Canvas account. Bring a hard-copy with you to lecture for note-taking. NOTE: The slide shows posted will be abridged versions of what's shown in class. Thus, attendance and note-taking are mandatory for success.

Also posted:

- Exam scores and overall test average
- Structure lists. **Hard copies of the lists must be brought with you to the appropriate lab.**
- Helpful handouts and links
- Unlabeled practice diagrams

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

Me! : Don't forget that I see us as a **team**, and my goal is for you to enjoy the class and be successful in it! No question is too small or too big, and you should ask as many questions as you need to. Comments and suggestions about the class are also always welcome.

IVC Withdrawal Policy

- ❖ The deadline for dropping a course without it appearing on your transcript is February 24th.
- ❖ The deadline for dropping the course with a "W" is May 11th.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the Disabled Student Programs and Services (DSPS). The DSPS office is located in Building 2100, telephone 760-355-6313.

Student Counseling and Health Services

Students have career counseling, mental-health counseling and health services available provided by the pre-paid Student Health Fee. The IVC Student Health Center is located in 2109, telephone 760-355-6310. For information see <<http://www.imperial.edu/students/student-health-center/>>.

Academic Honesty

- **Plagiarism:** Deliberately presenting work, words, ideas, etc., derived in whole or in part from a source external to the student as though they are the student's own efforts.
- **Cheating:** Disseminating or receiving answers or other information by any means other than those expressly permitted by the instructor as part of any academic exercise. This includes copying answers (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment.

Please notify me if you see evidence of cheating.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog.

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>.



Tentative Schedule	(subject to change without notice)
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	LECTURE	LAB/STUDY PERIOD
2/12	Introduction	Language of Anatomy & Word Roots
2/14	Scientific Method & Placebo Effect	Placebo video; Metric System
2/19	Ch. 1 – Introduction to A&P	Exam 1 Anatomy Terms & Word Roots Written only: 3:30 – 5:00
2/21	Ch. 2 – Chemical Basis of Life	Cell Chemistry
2/26	Exam 2 Intro, Metric, Sci Method & Placebo	Written only: 1:30 – 3:30
2/28	Ch. 3 – Cell Structure	Microscopy; Cell structure
3/5	Ch. 3 – Cell Transport & Division	Diffusion, Cell cycle
3/7	Exam 3 Cell Chemistry	Written only: 1:30 – 3:30
3/12	Ch. 4 – DNA; Protein Synthesis	DNA & Protein Synthesis
3/14	Ch. 5 – Histology 1	Epithelial Tissues
3/19	Ch. 5 – Histology 2	Tissues – Connective, Muscle, Nervous
3/21	Exam 4 DNA, Protein Synthesis, Cell Structure & Division	Practical: 1:30 Written: 3:00 – 4:30
3/26	Ch. 8&9: Bone ID in 2736 and	Tissue review
3/28	Exam 5 Tissues	Practical: 1:30 Written: 3:00 – 4:30

4/2	Ch. 6 – Integumentary System	Integument; Bone review
4/4	Exam 6 Bone ID	Open Lab: 1:15 – 2:30 (<i>optional</i>) Practical: 3:30

4/9	Ch. 7 & 10 – Skeletal System & Joints	Integument; Skeletal tissue; Joints DVD review
4/11	Ch. 11 – Muscular System	Muscles (Bring unlabeled diagrams & list)

4/16	Ch. 11 – Muscular System	IP CD - Muscles
4/18	Exam 7 Integument, Skeletal System, Joints	1:30 – 3:00 (multiple choice & diagram labeling)



SPRING BREAK



4/30	Ch 12-15 – Nervous System	“Brain Sex” doc
5/2	Ch 12-15 – Nervous System	CNS Brain dissection



5/7	Ch 12-15 – Nervous System	IP CD: Nervous System
5/9	Exam 8 Muscular System	1:30 – 3:30 (multiple-choice & diagram labeling)

5/14	Ch 16 – Senses	Senses
5/16	Ch. 16 – Senses	Senses Eye dissection



5/21	Exam 9 Nervous System	Practical: 1:30 Written: 3:00 – 4:30
5/23	PRESENTATIONS in 2736	... Continued

5/28	Exam 10 Senses	Practical: 1:30 Written: 3:00 – 4:30
5/30	Optional open lab for Exam 11 help 1:15 – 3:00	-----

6/04	Exam 11 - FINAL Key Concepts of Course	Written Only 1:30 – 3:00
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