

# IMPERIAL VALLEY COLLEGE

**BIOL 202 (20041)**

## *Human Anatomy & Physiology 2*

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: Monday & Wednesday**

**8:30 – 9:35**

**room 2726**

**Lab: Monday & Wednesday**

**9:45 – 12:45**

**room 2736**

### Course Description

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

### Prerequisites

Completion of BIOL 200 with a grade of C or better, or MATH 90 or 91 with a grade of C or better and current California LVN license.

### Textbooks & Other Resources

**Required** (*same as 200*):

► **Textbook**

*Anatomy & Physiology: The Unity of Form and Function*, Saladin, 7<sup>th</sup> or 8<sup>th</sup> edition

► **Lab Manual** (*may NOT rent or use e-version*)

*Human Anatomy & Physiology Laboratory Manual*. Marieb, 13<sup>th</sup> edition (*any version*)

**Recommended:** 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)

<b>Classroom Rules and Etiquette</b>	<b>(Rules may be added if problems arise.)</b>
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- Attendance and punctuality are required. I start on time and expect you to be seated by the time class starts. 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.
- I leave some time for questions at the end of lecture periods. Do NOT start packing up until I dismiss class.
- No open food is allowed in the building. Also, no glass or spillable drink containers are allowed ... on the table OR floor. Such items will be thrown in the trash.

<b>Course Objectives</b> <a href="http://imperial.curricunet.com/Report/Outline/988">http://imperial.curricunet.com/Report/Outline/988</a>
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The student will describe the structure and function of the endocrine system, cardiovascular system, lymphatic system, respiratory system, urinary system, digestive system, and reproductive systems.

<b>Course Requirements and Instructional Methods</b>
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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 research projects.

<b>Laboratory – Policies &amp; Procedures</b>	<b>*Point penalty for noncompliance!</b>
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- 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, not making any marks on the tables, 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 stapled in the correct order.\*
- For lab activities, 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.\*

<p><b>NOTE:</b> Lab periods are <b>also</b> study periods. If you finish a lab assignment early, you are expected to take advantage of the <b>full</b> lab period for reviewing and asking questions.</p>
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## Email Protocol

I use email a lot and expect you to check your mail very frequently! 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) in the message itself. **Email me directly, not through Canvas**. Also, put something in the subject line so I know it's a legitimate email. Thank you.

## EXAMS

Exam questions will be based on lectures, chapter diagrams, structure lists, and lab activities. (See disclaimers about what's considered "fair game.") Some exams will include a multiple-choice written section and a lab practical. Most practical questions will be recall-type questions.

### **NO make-up exams are given.**

If you notify me in advance that you have to miss a scheduled exam **and** you have a legitimate excuse with supporting documentation, I will prorate the first test you miss. After that, missed exams will be zeros.

### **EXAM-TAKING RULES:**

- ◆ Long hair must be securely tied back so I can clearly see your face.
- ◆ Test pages must be folded under when you turn a page.
- ◆ No hats or hoods may be worn.
- ◆ Hands must remain on top of the table at ALL times.
- ◆ Effort must be taken to keep your test answers completely private.
- ◆ 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. \*
- ◆ All phones or "smart" devices (phone, watch, bracelet, etc.) must be OFF and stowed.

**\*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. Correct spelling also means writing your letters clearly and properly. (*Some common mistakes to avoid are posted on Canvas.*) The penalty for each spelling error is ½ point. An answer will simply be marked wrong if the spelling of it is deemed too far off or is illegible.

### *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.

### 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 exam 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: 80-200 pts. each
- ◆ Lab assignments: 10-15 pts each
- ◆ Participation: 30 pts

***“Participation”*** means asking questions ***in class*** and/or contributing thoughts, opinions, stories. In other words, you need to be an ***active*** member of the class ... not just be present! The quality of this experience depends on that! You must earn these points, so everyone starts at zero.

**IMPORTANT:** ➤ If your exam average ends up below 60%, you will automatically receive an “F” for the course.

➤ If your exam average ends up 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.*

### 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.***

## Additional Help



PowerPoint slide shows will be available for downloading through your Canvas account. NOTE: The slide shows posted will be abridged versions of what's shown in class. Thus, attendance and note-taking are mandatory for success. Material relevant to a test will be removed on the day of the test. Also posted:

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

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

Me!: Don't forget, 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 23<sup>rd</sup>.
- ❖ The deadline for dropping the course with a "W" is May 11<sup>th</sup>.

## Disabled Student Programs and Services (DSPS)

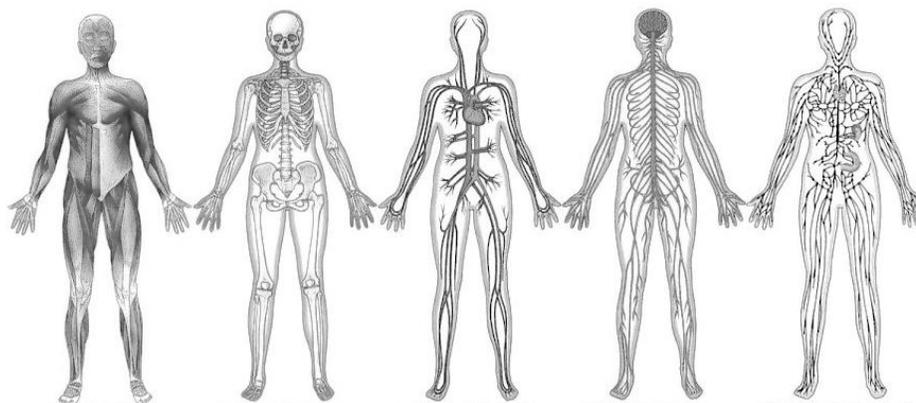
Any student with a documented disability who may need educational accommodations should notify the Disabled Student Programs and Services (DSPS). The DSPS office is located in Building 2100, telephone 760-355-6313.

## 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: [www.imperial.edu/students/student-health-center](http://www.imperial.edu/students/student-health-center).

## 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.



<b>Tentative Schedule</b>	<b>(subject to change without notice)</b>
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	<b>LECTURE</b>	<b>LAB &amp; STUDY PERIOD</b>
2/11	Introduction	Introduction
2/13	Intro to A&P 2	Diffusion <i>(calculator needed)</i>
2/18	<b>NO SCHOOL</b>	
2/20	Ch 17 – Endocrine System	Surface area:volume <i>(calculator &amp; colored pencils needed)</i>
2/25	Ch 17 – Endocrine System	Endocrine – PhysioEx Experiments <i>(calculator needed)</i>
2/27	<b>EXAM 1</b> Intro Lecture & Lab Material	<b>Written Only: 9:00 – 11:00</b>
3/4	Ch 18 – Cardiovascular: Blood	Blood & Blood Typing
3/6	Ch 19 – Cardiovascular: Heart	Blood Vessel ID
3/11	<b>EXAM 2</b> Endocrine	<b>Written &amp; Diagram-labeling</b> <b>9:00 – 11:00</b>
3/13	Ch 20 – Cardiovascular: Blood vessels	“The Human Pump” doc Heart dissection & QUIZ
		
3/18	Ch 22 – Respiratory System	Respiratory
3/20	<b>EXAM 3</b> Blood Vessel ID	<b>Diagram-labeling only</b> <b>9:00 – 11:00</b>
3/25	Ch 21 – Lymphatic & Defenses	Respiratory – PhysioEx Experiments
3/27	Ch 21 – Lymphatic & Defenses	Interactive Phys – Immune System
4/1	<b>EXAM 4</b> Cardiovascular	<b>Written: 9:00 – 10:30</b> <b>Practical: 12:00</b>
4/3	Ch 25 – Digestive System	Digestion – PhysioEx Enzyme Experiments

4/8	<b>EXAM 5 Respiratory</b>	<b>Written: 9:00 – 10:30 Practical: 12:00</b>
4/10	Ch 25 – Digestive System	Internet Research: Nutrition

4/15	Ch 26 – Cellular Respiration	Interactive Phys – Digestive System
4/17	<b>EXAM 6 Lymphatic System &amp; Defenses</b>	<b>Written and Diagram-labeling 9:00 – 11:30</b>



**SPRING BREAK**



4/29	Ch 23 – Urinary System	Urinary System cont.
5/1	<b>EXAM 7 Digestive System, Cellular Respiration &amp; Nutrition</b>	<b>Written: 9:00 – 10:30 Practical: 12:00</b>

5/6	Ch 24 – Water, Electrolyte & Acid-Base Balance	Interactive Phys - Urinary
5/8	Ch 27 & 28 – Reproductive Systems	Internet Research: Birth control & STDs

5/13	Ch 27 & 28 – Reproductive Systems	Reproductive Systems
5/15	<b>EXAM 8 Urinary System; Water, Electrolyte &amp; Acid-Base Balance</b>	<b>Written: 9:00 – 10:30 Practical: 12:00</b>

5/20	Ch 29 – Pregnancy & Development	“Miracle of Life” doc
5/22	Ch 4 – Genetics & Heredity	Heredity

5/27	<b>NO SCHOOL</b>	
5/29	<b>EXAM 9 Reproductive Systems, Pregnancy &amp; Development</b>	<b>Written: 9:00 – 10:30 Practical: 12:00</b>

6/3	<b>EXAM 10 Genetics &amp; Heredity</b>	<b>Written Only (no multiple-choice) 9:00 – 10:30</b>
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