

# ABRIDGED

## BIOL 200

### *Human Anatomy & Physiology 1*

Fall 2017

4 Credits

**Instructor: Ms. Susan Moss**, Professor of Biology

#### 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*, Saladin, McGraw Hill, 8<sup>th</sup> ed

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

*Human Anatomy & Physiology Laboratory Manual*, Marieb, Pearson, 12<sup>th</sup> ed (older versions unacceptable!)

► **Safety glasses**

**Recommended:** blank index cards (lots!), voice recorder, colored pencils, highlighters, camera for lab

#### 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.

## 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, 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 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.
- When appropriate, hard copies of structure lists must be printed from *Canvas* and brought to lab.
- 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!**

## EXAMS

Most exams will include a **practical part** and a **written part**. Questions on both will be based on lectures, chapter diagrams, structure lists, and lab activities. (*See list of disclaimers.*) Some written tests will be only multiple-choice. Some written tests will include various types of questions such as: fill-in, matching and short-answer questions. All relevant diagrams in the text and lab manual are fair game on written tests and practicals. 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.
- ◆ 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. \*
- ◆ No “smart” device (phone, watch, bracelet, etc.) may be out during a test.
- ◆ Test pages must be folded under when you turn a page.
- ◆ For matching questions, **capital** letters must be used.\*

**\*Point penalty for noncompliance!**

## Spelling

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

Choose a presentation topic that focuses on a human problem/disease/disorder that interests you. You will be required to independently research and present your topic to the class.

## 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:  $\leq 200$  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.*

**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.

## 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.

<b>Tentative Schedule</b>	<b>(subject to change without notice)</b>
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	<b>LECTURE</b>	<b>LAB/STUDY PERIOD</b>
8/14	Introduction	Language of Anatomy & Word Roots
8/16	Scientific Method & Placebo Effect	Placebo video; Metric System Review
8/21	Ch. 1 – Introduction to A&P	<b>Exam 1</b> Anatomy Terms & Word Roots
8/23	Ch. 2 – Chemical Basis of Life	Cell Chemistry
8/28	<b>Exam 2</b> Intro, Metric, Sci Method & Placebo	
8/30	Ch. 3 – Cell Structure	Microscopy; Cell structure
9/4	<b>NO SCHOOL</b>	
9/6	Ch 3 – Cell Transport & Division	<b>Exam 3</b> Cell Chemistry
9/11	Ch . 4 – DNA to Protein Synthesis	Diffusion, Cell cycle
9/13	Ch. 5 – Histology I	Epithelial Tissues
9/18	<b>Exam 4</b> DNA, Protein Synthesis, Cell Structure & Division	
9/20	Ch. 5 – Histology II	Tissues – Connective, Muscle, Nervous
9/25	Ch. 8&9: Bone ID in 2736; and	Tissue review
9/27	<b>Exam 5</b> Tissues	

10/2	Ch. 6 – Integumentary System	Integument; Bone review
10/4	<b>Exam 6</b> Bone ID	

10/9	Ch. 7 & 10 – Skeletal System & Joints	Integument; Skeletal tissue; Joints
10/11	Ch. 11 – Muscular System	Muscles

10/16	Ch. 11 – Muscular System	IP CD - Muscles
10/18	<b>Exam 7</b> Integument, Skeletal System, Joints	

10/23	Ch 12-15 – Nervous System	documentary
10/25	Ch 12-15 – Nervous System	CNS

10/30	<b>Exam 8</b> Muscular System	
11/1	Ch 12-15 – Nervous System	IP CD: Nervous System

11/6	Ch 16 – Senses	Senses
11/8	Ch. 16 – Senses	Senses: Eye & Ear

11/13	<b>Exam 9</b> Nervous System	
11/15	PRESENTATIONS in 2736	Cont.

**THANKSGIVING WEEK BREAK**

11/27	<b>Exam 10</b> Senses	
11/29	PRESENTATIONS in 2736	Cont.

12/4	<b>Exam 11</b> Key Concepts of Course	
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