

INSTRUCTOR: Sherry Farley, Ph.D., R.D.
PHONE: *E-mail is the best way to contact me*
E-MAIL: farleys@linnbenton.edu

LECTURE: Mon, Fri 9-10:50 AM (WOH 216)
LAB: Wed 9-10:50 AM (WOH 216)
OFFICE HOURS: WOH 220; Mon, Wed 10:50-11:20 AM

COURSE DESCRIPTION

Human Anatomy and Physiology: BI 231 is part of a three-term sequence: BI 231, 232, and 233, intended for those desiring to enter the health profession. This course has a prerequisite of BI 112 **AND** MTH 065. BI 231 is an introduction to the structure and function of the human body. In this term we will study some basic chemistry, cells and tissues, as well as the muscular and skeletal systems. The body is very complex and everything is interrelated. We will break down processes into separate topics but it is important to keep the interrelationships in mind: communication between cells and organs, control systems, and homeostasis.

Course activities include lecture, laboratory work, discussions, homework, in-class activities, and exams. After successful completion of BI 231 with a "C" or better, you should be able to:

1. Demonstrate knowledge of the cell, tissues, skin, the skeletal system and muscles and should be able to relate their structures to their functions.
2. Use appropriate terminology to effectively communicate information related to anatomy and physiology.
3. Recognize the interrelationships between and within physiological systems.
4. Recognize the principles of homeostasis in a physiological system.
5. Evaluate case based scenarios effectively using knowledge of anatomy and physiology.

REQUIRED MATERIALS

Marieb and Hoehn, Anatomy & Physiology, 11th edition
 *online access as part of registration fee
 Anatomy & Physiology Custom Lab Manual for LBCC
 Lebsack's, BI 231 Study Guide: Human Anatomy & Physiology
 5 Scantron forms

GRADING

Your grade will be determined by your performance in several categories. The percent contribution of each category toward the final grade is shown below:

POINT DISTRIBUTION

2 Lecture Quizzes @ 44 points each	=	88 pts
2 Midterms @ 88 points each	=	176 pts
4 Lab Quizzes @ 15 points each	=	60 pts
1 Final Exam @ 100 points	=	100 pts
Class and Homework assignments	=	~25 pts
Lab activities	=	~30 pts
Total		~475 pts

LETTER GRADE/PERCENTAGE

Course grade will be based on the following scale:		
90 - 100%	=	A
80 - 89 %	=	B
70 - 79%	=	C
60 - 69 %	=	D
< 60%	=	F

CLASS ATTENDANCE/MAKE-UPS

Course assignments, quizzes, and exams give you a chance to review and to be challenged by the material you have learned. They help you evaluate how you are doing in the course. During the term there will be two lecture quizzes, two midterm exams, four lab quizzes, a variety of lecture, homework, and lab assignments, and a comprehensive final exam. **All homework assignments are due at the beginning of class and will not be accepted after the first ten minutes of class; late work will not be accepted.** If you know that you are going to miss a class or will be late, you may e-mail me your homework, you may turn it in early, or you may give it to someone else to bring to class on the day that the assignment is due.

LECTURE QUIZZES AND EXAMS

Lecture quizzes and midterms will consist entirely of multiple choice questions. Some questions will test your memory of structures and functions while others will require an application of your knowledge to unique situations and problems. If for any reason you are unable to take a quiz or midterm at the scheduled time, it may be possible to schedule a make-up exam, **provided that you have contacted me prior to the exam or quiz. Students who do not contact me prior to an exam or quiz will not be permitted to take a make-up. This opportunity will only be available once per term.** Communication is the key to making certain you have a good opportunity for completing all quizzes and exams. Make sure to arrive on time for exams/quizzes as they are at the beginning of class with lecture to follow. Arriving late means you will have less time to complete the exam.

LEARNING OBJECTIVES

The "Learning Objectives," located at the beginning of each section in the Study Guide, point out major facts and concepts that you should use to direct your studies. It is important to realize that this course is much more than learning a series of related facts and concepts. You will need to *apply* your knowledge. This may require you to develop new learning skills and strategies and part of the class goal is to facilitate the development of these skills.

LABORATORY

Laboratory attendance is an important aspect of this course and is *essential* for a good grade. Material presented in lab will both complement lecture material and represent a portion of each future exam. **You must attend and complete at least 7 of the 9 labs to pass the class. (Please note that if you leave early from the lab without being excused by the instructor, it will count as a missed lab.)** On occasion, assignments will be due at the end of the lab period. If you are absent from lab, it will be your responsibility to learn the material presented during that lab period, but you will be unable to make up the lab activity or quiz (this is department policy) and will not receive the 3 participation points for lab. Lab quizzes start at 9AM on Wednesdays and you must show up on time because these are timed quizzes. Since they cannot be made up, it is best to leave for class earlier than usual these days to avoid missing part of all of a quiz.

MOODLE

Moodle will contain the course material and a pdf of class lectures, which will allow you to download and print material. The lectures are posted the night before the lecture, if not earlier, in case you'd like to print them to follow along and take notes in class. At the end of each lecture is a study guide to help you study the material.

Grades in Moodle: It is your responsibility to keep track of your own points. However, exam and lab quiz points will be posted in Moodle throughout the term. As for weekly lab points and class assignment points, they will be added to Moodle grades at the end of the term.

PEARSON MYLAB MASTERING A&P (online A&P text material)

For accessing the online textbook material: Pearson Mastering A&P is an online learning platform, including A&P e-text, that is accessible through Moodle to students who have registered for this course. To access the course material from Moodle, click into the RedShelf link and go to "view course materials" and copy the code. Then go back into Moodle and click on the MyLab & Mastering Tools link. This link will take you to a page to paste the code, which gives you access to the material. The online material comes as part of your registration fee, which is included in your tuition. In other words, you have already paid for it. (However, if you do not want the online material and would prefer to be reimbursed, then you have the option to "opt out" within given period by following the same steps above and choosing the "opt out" option after pasting the code into the Mastering link.)

STUDY SUGGESTIONS

There are many study strategies that can help you be successful in this class. These include the following:

- **Use the study guides posted at the end of each lecture to identify important concepts.** Copy and paste them into a word document then go through the lecture and write or type out the answers to each question in the study guide. Review your personalized study guide often. Do not wait to do this at the last minute, start creating your study guide the first week.
- **Review class notes, study guide, each day** so you can gauge your understanding and ask questions on material you do not understand.
- **Rewrite the material**, the lecture, using your own words. Re-write it and highlight important parts. Say it over and over until you can remember it. Make flow diagrams. Use a variety of colored pens to color code areas to remember. All of these techniques will use different parts of your brain, all working together to help you retain the material. Simply reading the material a few times is not usually enough to learn it for most students. Therefore, use multiple parts of your brain, not just one part.
- **Read your textbook** prior to lectures and then re-read areas that we have covered in class that are unclear to you. Your book goes into more detail than can be covered in class but sometimes that is helpful to understand it.
- **Come to class and complete assignments on time.**
- **Make cue cards.** Quiz yourself. Quiz classmates.

It is very important that you keep up with the material and not get behind. Most students find it helpful to participate in a **study group** that meets for an hour or two once or twice per week to review material. Use the study group to check your knowledge, quiz each other, ask about points you don't understand and to help each other learn difficult material. It is important for you to identify areas that are unclear and material you don't understand *before* a quiz or exam.

Keeping up with your reading and participating in a study group pays off in the long run because you will not have to "cram" for exams. More importantly, studying regularly helps you learn better. You will find that every topic is connected to those that precede and follow it. If you study and understand each topic as you go, you will have a firmer foundation for learning what comes next.

STUDENT BEHAVIOR

Although collaboration is important in learning, ultimately each student is responsible for demonstrating individual ability. **Cheating on exams and copying homework/activities will result in a zero for that activity and may result in further disciplinary action.** Exam results will be reviewed in class, but students will not be allowed to keep the exam questions. Any student may come to my office to review their exams in more detail, but no documentation of specific exam questions is allowed. Copying exam questions, taking pictures of exams or other forms of documentation are strictly prohibited *at all times* & any student engaging in such activities may face further disciplinary consequences. **Plagiarism** is also cheating and includes turning in someone else's work as if it were your own, using sources (another person's ideas, words, or facts) without giving credit to them, not listing sources at the end of a paper or copying a paper off the Internet, etc. Further details about LBCC's policy on cheating may be found in the Administrative Rule: 7030-02, Academic Integrity. The basis for determining behavior and expectations in this class is outlined in the LBCC Student Handbook.

Here are a few other student behavior policies:

- **Cell phones:** As a courtesy to your fellow students and instructor, **please turn off all mobile device notifications** during class. **You may not talk on, text message, or otherwise use your cell phone in class.** It must be put away while class is in session. Anyone who answers or uses a phone in class will be considered to be creating a disturbance and treated accordingly, you may be asked to leave. Anyone who needs to have a phone on for emergency purposes must clear it with me prior to class.

- **Computers:** Personal computers will only be permitted for notetaking purposes. Devices being used for any activity unrelated to the course topic for that day will not be tolerated. Students engaging in e-mail, internet surfing/shopping, Facebook, etc. will be immediately required to put the device away.
- **Late policy:** Being timely is important as entering the classroom late is disruptive to the instructor and to your fellow students. If you are late, please quietly find a seat in to minimize disruption. Students demonstrating disruptive behavior will be asked to leave. Likewise, leaving class early is a disruptive behavior so plan to stay for the entirety of the class session. If you must excuse yourself early, please attempt to wait for one of our breaks.

LEARNING ENVIRONMENT

I value the learning experience of every student in my classroom. I ask that we do not tolerate any disrespectful behavior towards anyone else in the classroom. If you have a problem or witness anything in class, please let me know. Maintaining a respectful and peaceful classroom atmosphere is an important component to facilitating your success as students.

The LBCC community is enriched by diversity. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill. I actively support this right regardless of race, creed, color, personal opinion, gender, sexual orientation, or any of the countless other ways in which we are diverse. Linn-Benton Community College is an equal opportunity educator and employer.

COLLEGE POLICIES

LBCC EMAIL AND COURSE COMMUNICATIONS

You are responsible for all communications sent via Moodle and to your LBCC email account. You are required to use your LBCC provided email account for all email communications at the College. You may access your LBCC student email account through Student Email and your Moodle account through Moodle.

ACCESSIBILITY STATEMENT

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in the class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the CFAR Website for steps on how to apply for services or call (541) 917-4789.

STATEMENT OF INCLUSION

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

TITLE IX REPORTING POLICY

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can [report](#) a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

PUBLIC SAFETY/CAMPUS SECURITY/EMERGENCY RESOURCES

In an emergency, call 911. Also, call LBCC Campus Security/Public Safety at [541-926-6855](tel:541-926-6855) and [541-917-4440](tel:541-917-4440).

From any LBCC phone, you may alternatively dial extension 411 or 4440. LBCC has a [public safety app](#) available for free. We encourage people to download it to their cell phones. Public Safety also is the home for LBCC's Lost & Found. They provide escorts for safety when needed. Visit them to learn more.

CHANGES TO THE SYLLABUS

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class or through LBCC e-mail.

BI 231 Human Anatomy and Physiology MAY BE SUBJECT TO MINOR ADJUSTMENT
Lecture Schedule, Winter 2020

	Monday	Wednesday (LAB)	Friday
1	1/6 Course Introduction Homeostasis (Ch 1)	1/8 Basic Skills	1/10 Biological Molecules (Ch 2)
2	1/13 Biological Molecules	1/15 Enzymes & Reactions	1/17 Lecture Quiz #1 Cells
3	1/20 NO CLASS MLK Day	1/22 Cells	1/24 Cell Cycle & Cancer
4	1/27 Membrane Structure & Activity	1/29 Diffusion & Osmosis	1/31 Membrane Structure & Activity
5	2/3 Midterm #1	2/5 Tissues (Ch 4)	2/7 Tissues
6	2/10 Integument System (Ch 5)	2/12 Tissue Quiz- 1 Skeletal System part 1 (Ch 6 & 7)	2/14 Lecture Quiz #2 Skeletal System
7	2/17 NO CLASS President's Day	2/19 Bone Quiz-2 Skeletal System part 2	2/21 Skeletal System Articulations (Ch 8)
8	2/24 Skeletal System Articulations (Ch 8)	2/26 Bone Quiz-3 Muscular System (Ch 9 & 10)	2/28 Muscular System (Ch 9 & 10)
9	3/2 Midterm #2	3/4 Muscular System	3/6 Muscular System
10	3/9 Muscular System	3/11 Muscle Quiz-4 Articulations	3/13 Muscular System
11	3/16	3/18 Final Exam – 10-11:50	3/20