

**INSTRUCTOR INFORMATION****Charlene LaRoux, WOH 208**

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Office Hours: Mon & Wed 2-2:50, & Fri 12-12:50 OR by appointment. Come see me during office hours, or email me if you ever have any questions or just want to chat. My aim is to work with you to help you achieve your goals, but that requires consistent effort and dedication from both of us.

*Education is not the filling of a pail, but the lighting of a fire. ~ William Butler Yeats*

**Required Materials**

Textbook: The Human Body in Health and Disease 6<sup>th</sup> ed., Thibodeau & Patton

**Introduction**

The purpose of this class is to give you a better understanding of the structure of the human body. We will also be discussing what happens when the body systems don't function as they are supposed to – disease. Students will develop appropriate anatomical vocabulary, an understanding of pathology, nutrition and physiology.

**Course Outcomes for Bi 103**

Upon successful completion of this course the student will be able to 1) be able to relate an organisms structure to its function 2) be able to explain the role of transport in organisms 3) be able to explain the ways that organisms acquire and utilize nutrients and 4) list ways that organisms communicate or respond to the environment.

**Advice for Succeeding in this Course**

Attending all the classes is essential for achieving a good grade in the course. There will be a variety of activities occurring during these meetings including: lecture, discussions, discovery worksheets, active learning, and group work. I encourage you to use your course calendar to identify the topics that we will focus on during class and scan the appropriate material in your textbook before class. You are also encouraged to bring to class information from other sources that relate to topics we are covering in class.

**Course Assignments, Laboratories, Quizzes, Exams, and Grading**

Course assignments and exams give you a chance to review and to be challenged by the material you have learned. During the term there will be 5 exams. Timeliness should be an important component of all that you do and this course will be no exception. **Late work (labs or assignments) will be accepted one day late (next class period), with a 20% point reduction OR according to prior arrangement under extenuating circumstances.** If you know that you are going to miss a class then you can fax or e-mail your homework, you can turn it in the day before or you can give it to someone else to bring to class on the day when the assignment is due. **Missed assignments & labs cannot be made up.**

Exams will consist of a mixture of multiple choice, short answer, fill in the blank and/or essay format. 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 an exam at the scheduled time, and fail to make arrangements with the instructors prior to the exam, you will be given an essay make up exam and this will only be done once.

**Attendance Policy**

As a student you are responsible for your registration, attendance, study habits and keeping up with course work. If you miss class it is your responsibility to communicate with another student and then with me regarding any notes, materials, or assignments that you missed. I will not chase after each individual student to remind them to turn in assignments or study for exams. I will however provide students with ample and repeated warning regarding upcoming due dates and exam dates. Nonetheless, it is your responsibility to keep track of the schedule and to stay up to date with assignments and reading. To facilitate this goal a tentative schedule of topics, reading material and exam dates has been included on the last page of this syllabus.

**Creating and Maintaining a Healthy Learning Environment**

I value everyone as a learner in my classroom. I expect that you will as well. 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 & work together in an environment of respect, tolerance & 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.

### **e-Learning Site (Moodle)**

Moodle will be used extensively in this course as a means for communication and facilitation of success in this course. Throughout the term lecture materials, supplemental materials and assignments will be posted to the Moodle site. As such, it is the responsibility of the student to establish their access to the Moodle site and update their email address on the site to ensure they receive any correspondence from me or other students.

### **Study Suggestions**

There are many study strategies that can help you be successful in this class. These include the following: **keep up** with the information presented in class by **reviewing** a little each day, **reading your textbook** when there are areas that we have covered in class that are unclear to you, and be sure to **turn assigned work in on time**.

I strongly encourage students to form **study groups**. Almost all students who participate in study groups find the experience beneficial. Use your group to evaluate your learning prior to an exam. It is important for you to find out what you are clear on and what you don't understand before a quiz or exam: the study group allows you to do this in a non-threatening environment. If you are able to distribute your effort out over the entire term, rather than having to "cram" for exams you will learn better. You will find that every topic is connected to those that precede and follow. If you study and understand each topic as you go, you will have a firmer foundation for learning what comes next. More importantly, studying regularly helps you learn better.

### **Plagiarism/Cheating Policy**

**Plagiarism** will result in an F for the assignment. What is plagiarism? 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, and listing sources at the end of the paper or copying a paper off the Internet; etc. Although collaboration is important in learning, ultimately each student is responsible for demonstrating individual ability. **Cheating** on exams and copying homework/lab activity reports will result in a zero for that activity and may result in further disciplinary action.

### **Disability Statement**

You should meet with your instructor during the first week of class if

- you have a documented disability and need accommodations,
- your instructor needs to know medical information about you, or
- you need special arrangements in the event of an emergency.

If you think you may need accommodation services, please, contact Disability Services, 917-4789.

### **Cell Phone Policy**

Cell phones will not be allowed out during class please be sure the ringers are turned off at all times unless you have instructor permission. If instructor permission is granted, please step out of the classroom discretely to take your call. Text messaging and using your cell phone as a calculator will not be allowed. Calculators can be supplied by the instructor if needed.

### **Your Grade**

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

Exams .....	100	A = 90 - 100%
Activities/Homework.....	75	B = 89 - 80%
Final Exam.....	100	C = 79 - 70%
		D = 69 - 60%
		F = 59% or below

The above distribution of points is an approximate and as with the course schedule may be subject to minor adjustment. However, even in the event of minor adjustment, grades will be determined as a weight that will remain consistent with the above agreement. Meaning that examinations will be ~87% of your grade & other work will comprise ~13% of your ultimate grade to be consistent with department standard.

**Tentative Schedule (may be subject to minor change)**

	<b>Monday</b>	<b>Wednesday</b>	<b>Friday</b>
<b>Week 1</b>	9-28 Introductions & Homeostasis Activity <b>Ch 1</b>	9-30 Body Systems Structure & Function <b>Ch 3 (45-52), Ch 4 (73-82)</b>	10-2 <b>Homeostasis Cells &amp; Tissues Lab</b>
<b>Week 2</b>	10-5 Skeletal System <b>Ch 5 (in-class overview)</b> <b>Ch 8 (172-194)</b>	10-7 Skeletal System	10-9 <b>Skeletal System Lab</b>
<b>Week 3</b>	10-12 <b>Quiz 1</b> Muscle System <b>Ch 9 (212-223)</b>	10-14 Muscle System & Nervous	10-16 <b>Muscle System Lab</b>
<b>Week 4</b>	10-19 <b>Bone &amp; Muscle ID Quiz</b> Nervous <b>Ch 10 (242-268)</b>	10-21 Nervous, Senses & Endocrine <b>Ch 11 (283-300)</b>	10-23 <b>Nervous System &amp; Senses</b>
<b>Week 5</b>	10-26 Endocrine System <b>Ch 12 (310-321)</b>	10-28 Endocrine & Blood <b>Ch 13 (340-348)</b>	10-30 <b>Endocrine Lab</b> <b>AND Review</b>
<b>Week 6</b>	11-2 <b>Midterm</b>	11-4 Blood & Circulatory <b>Ch 14 (369-379)</b> <b>Ch 15 (393-394, 399-401)</b>	11-6 <b>Circulatory System Lab</b>
<b>Week 7</b>	11-9 Immune System <b>Ch 16 (417-431)</b>	11-11 <b>NO SCHOOL</b>	11-13 <b>Immune System Lab</b>
<b>Week 8</b>	11-16 Respiratory System <b>Ch 17 (446-462)</b>	11-18 Respiratory Continued	11-20 <b>Respiratory System Lab</b>
<b>Week 9</b>	11-23 <b>Quiz 2</b> Digestive System <b>Ch 18 (478-496)</b>	11-25 Digestive <b>Nutrition Activity</b>	11-27 <b>NO SCHOOL</b>
<b>Week 10</b>	11-30 Urinary System <b>Ch 20 (532-543)</b>	12-2 Urinary System	12-4 <b>Urinary System Lab</b> <b>Review</b>
<b>Finals</b>	12-7 <b>Final Exam</b> <b>8:00-9:50</b>	12-9	