

HUMAN ANATOMY & PHYSIOLOGY I (Section 81) - BIOLOGY 253 – Fall 2013

Instructor: Michael Dexter **Office:** First door on the right, by the main entrance
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Office hours: Monday and Wednesday 12:00 – 4:00 p.m. Other times by appointment.

Biology 253 Website: <http://www.jccmi.edu/academics/science/biocourses/BIO253/BIO253.htm>

Meeting Times:

Lecture: Tuesday: 2:00 – 5:26 p.m.
Laboratory: Thursday: 2:00 – 4:27 p.m.

Lecture Text: *Principles of Anatomy and Physiology*, 13th edition, Tortora & Derrickson, 2012.

Lab Manuals: JCC BIO 253 Lab Manual

Photographic Atlas for the Anatomy & Physiology Laboratory, 7th edition, Kent M. Van De-Graaff, David A. Morton, and John L. Crawley, 2011.

Recommended Optional Materials: Course Pack, A&P Lecture Outlines, Loose-Leaf Notebook, and *Mosby's Medical Dictionary*, 6th edition.

This is the first course of a 2-semester course sequence in which students study the anatomy and physiology of the human body. The course includes introductions to basic chemistry, biology, and histology, and extends to the survey of the integumentary, skeletal, muscular and nervous systems. This course includes a laboratory component in which students are responsible for performing dissections and making original observations on dissected material. The laboratory experience culminates with the use of a plastinated human specimen for observation. It is a difficult course requiring hard work and discipline to be successful. A strong background in biology and/or chemistry is highly recommended.

Prerequisites: ENG 085* and MTH 110*.

Grades: The grade you earn in this course will be based upon total points accumulated on:

- | | |
|--|---|
| 1) Lecture Exams (100 points each) | 4) Preview Questions (5 @ 10 points each) |
| 2) Unannounced (pop) Quizzes (60 points) | 5) Laboratory Grade |
| 3) Lab Practicals (25 – 50 points each) | 6) Miscellaneous Assignments |

The grading scale is:	95 – 100% = 4.0	75 – 79% = 2.0
	90 – 94% = 3.5	70 – 74% = 1.5
	85 – 89% = 3.0	65 – 69% = 1.0
	80 – 84% = 2.5	60 – 64% = 0.5

You will be expected to keep a record of your grades so that you may calculate your grade at any time. Grades will also be posted to the website so you can verify your scores.

Absence Policy: You are responsible for all assignments, handouts and materials covered in lecture and in lab exercises. If you must miss a lab exercise or an exam, it is your responsibility to arrange make-up. The **privilege** of making-up exams will be extended only in the case of emergency, illness, or previously authorized business, and **will require proof**. Lab work can be made-up by attending other lab sections, or by doing the work on your own. Unannounced quizzes cannot be made up. Lab practicals may not be made up unless you can take the practical with another lab section. In the event of a missed lab practical, you may either take a zero for the score, or take an incomplete for the course, and make up the practical next semester.

General Philosophy: As an adult and a college student, you are expected to be able to work and learn independently, and to be responsible for all assignments and materials. This is a difficult course that covers a tremendous amount of material and will require hard work and discipline. You will need to keep up with weekly assignments, as the pace of the class is fast, and it will accelerate. There are no quick, easy ways; what you learn here will be directly proportional to the amount of effort you have expended. You are also expected to be considerate of your fellow students.

Associate Degree Outcomes (ADOs) for BIO 253:

The Board of Trustees has determined that all JCC graduates should develop or enhance certain essential skills while enrolled in the college. The Associate Degree Outcomes for Bio 253 are: ADO 4 (Scientific Reasoning) and ADO 9 (Working in Small Groups).

Miscellaneous:

1. You are expected to keep a complete and well-organized notebook of lecture notes, assignments, grades and other material covered in lecture or lab. This will not be collected or graded but will be for your benefit, since it will provide your main source of information. Always bring your complete notebook to any help session.
2. It is expected that problems that occur because you feel an error has been made, disagree with what has been done, or feel unfairly treated, will be brought to my immediate attention so that they may be resolved.
3. There will be no extra credit projects for this course, since it is felt that your time will be better allocated in studying the assigned materials.
4. Student tutors may be available on an at-need basis, at no cost to the student being tutored. The Center for Student Success in BW 123 (main campus) is also available to provide resources and help for your classes.
5. Students with documented disabilities who believe that they may need accommodations in this class are encouraged to contact the Center for Student Success in BW 123 (main campus) or phone 787-0800, extension 8270 as soon as possible, to ensure that such accommodations are implemented in a timely fashion.
6. All students are expected to comply with JCC Academic Honesty Policy. The policy can be viewed at <http://www.jccmi.edu/administration/deanoffaculty/academicHonestypolicy.htm> Any students caught or believed to be cheating will receive a 0% for the assignment, and all Academic Deans will be notified of the incident.
7. Your progress and behavior in this class may be shared with members of other JCC programs or other academic programs to which you are applying. Also, if I am contacted for by a prospective employer on your behalf, I will give an honest assessment of your abilities based on your performance in lecture and lab.
8. Cell phones and pagers may be a distraction from class activities. Please turn all phones off and put them away before class begins, or if you must have one for some reason, set it to "silent." Likewise, talking during class is disrespectful to your classmates who are trying to learn and, therefore, will not be tolerated.
9. If you should miss an exam or practical, I reserve the right to either grant you a zero or an Incomplete.

LABORATORY PROCEDURE: Lab is a very important learning component of this course, and I expect cooperation with other students and the instructor in keeping the lab orderly and clean. Please observe the following lab guidelines, and encourage your partners to do the same.

- 1.) Lab assignments will be announced at the beginning of each lab period. Specific instructions will also be given at this time. You will be expected to complete all the assignments that require dissection or lab apparatus during this time. If you run out of time, some of the questions, plus the practical exercises at the end of each unit can be answered later, using standard reference books.
- 2.) You will be expected to return all materials, apparatus, and reference books to their proper place at the end of the lab period. Any apparatus that has been used should be washed with tap water and blotted dry with paper towels. Please leave materials neatly arranged; all members of each working group will be held responsible for the condition and return of all lab materials.
- 3.) Consult with other members of the class and the instructor concerning any part of your work. Cooperation and consultation are encouraged – however, make certain that you completely understand everything, since you will be held individually accountable for all materials covered.
- 4.) Disruptive behavior and loud conversations will not be permitted.
- 5.) You are free to leave the lab when you have completed the assigned materials. Do not disturb others who are still working.
- 6.) 25 points of your final grade will be based on your attitude and effort in the lab. Any lab period missed or not worked on conscientiously, in excess of one, will result in the loss of 3 points per lab session.
- 7.) For work with human specimens you will be required to sign a **respect policy** prior to participation of any kind.
- 8.) An exam score curve may be used for each exam. The curve is a privilege. If you should miss an exam or a practical, I reserve the right to either grant you a zero or an Incomplete.

Biology 253 (Section 81) – Tentative Class Schedule, Fall 2013

<u>Week of:</u>	<u>Chapter Study and Exams:</u>	<u>This Week's Labs:</u>
August 27	Chapter 1 – Introduction to the Human Body	Introduction; Safety; Microscopy
September 3	Chapter 2 – The Chemical Level of Organization	Cells and Mitosis
September 10	Chapter 2 – (Continued)	Histology
September 17	Chapter 4 – The Tissue Level of Organization	Histology (continued)
September 24 September 26	Fall Convocation – No Classes Lecture Exam #1 (Ch. 1, 2, 4)	Lab Practical #1 (25 points)
October 1	Chapter 3 – The Cellular Level of Organization	The Skeletal System
October 8	Chapter 5 – The Integumentary System	The Skeletal System (continued)
October 15	Chapter 6 – Bone Tissue	Skeletal System and Articulations
October 22	Lecture Exam #2 (Ch. 3, 5, 6)	Skeletal System and Articulations
October 29 October 31	Chapters 7, 8, & 9 – Skeletal System and Joints	Lab Practical #2 (50 points)
November 5	Chapter 11 – The Muscular System	Muscles
November 12	Chapter 10 – Muscular Tissue	Muscles (continued)
November 19	Lecture Exam #3 (Ch. 7 – 11)	Muscles / The Nervous System
November 26 November 28	Chapter 12 – Nervous Tissue Chapter 13 – The Spinal Cord and Spinal Nerves Thanksgiving Break – No Classes	
December 3	Chapter 13 – (continued) Chapter 14 – The Brain and Cranial Nerves	The Nervous System & Review
December 10 December 12	Lecture Exam #4 (Ch. 12 – 14)	Lab Practical #3 (50 points)

- Exam/Practical dates subject to change (but not likely).
- Please complete your reading/study of the chapters by these exam dates.
- **Preview Questions** are due by the first date listed above for each chapter (except Chapter 1 questions, which are due on Wednesday of Week 1). Please submit them electronically before class.
- **Take-Home Quizzes** are due at the start of each Exam.

Anatomy and Physiology Laboratory Rules:

Students' increased education in anatomy results from an experience made possible by the selfless acts of thoughtful individuals who have voluntarily chosen to donate their bodies to scientific study. These donated cadavers are gifts that must be accorded the *dignity* and *respect* they deserve. This respect policy applies to not only the plastinated cadaver, but also skeletal material, human organs, and any other previously-living organism (e.g. cats).

The rules of the Anatomy and Physiology laboratory are based upon RESPECT, SECURITY, SAFETY and MAINTENANCE.

Students must adhere to the following guidelines when learning from these donated cadavers and other materials in the laboratories.

Respect:

- At no time should anyone show any disrespect to the cadavers. Inappropriate or improper behavior and/or comments within and outside the laboratory is/are unacceptable.
- At no time will any dissected cadaver tissue or skeletal materials be removed from the laboratory.
- At no time will food or drink be permitted in the human specimen lab.
- Cadavers will be appropriately draped at all times.
- The right of privacy and confidentiality due all medical patients is extended to our anatomical donors.
- Absolutely no pictures or videos are to be taken of the cadavers at any time by students. Faculty may take photographs of specimens for educational purposes. Anonymity of the specimen will be considered when taking photographs.
- Appropriate security measures will be taken, and access to the laboratory will be limited to those with an approved academic purpose.

Security:

- Keep the doors of the laboratory closed. When class is not scheduled, the doors to the lab will be locked.
- At no time will visitors be permitted into the laboratory without first obtaining approval from the full-time BIO 253/254 (anatomy and physiology) instructors. Anyone given access to the specimens must have an approved academic purpose.

Safety for Working with Wet Cadavers:

- In case of an EMERGENCY, dial 9-911. Then dial “0” for the operator to report serious injuries. The Security extension is 8620. Phones are located throughout the campus. The main office on the Jackson Campus is in room JM 125, extension 8152.
- FIRST AID SUPPLIES are available in the lab.
- Students who are pregnant, or believe they may be pregnant, are encouraged to discuss their attendance in these labs with their physician.
- Wearing a lab coat will help to protect clothing from splashes and smells.
- Gloves will be worn at all times when working with the cadavers.
- Wearing of glasses in the laboratory instead of soft contact lenses is advised. Please note the site of the eyewash in the laboratory.
- Bare feet are not allowed, and shoes with tops (not sandals) are recommended.
- All used scalpel blades should be disposed of in the provided “sharps” containers. Never dispose of “sharps” waste baskets or garbage cans. All skin cuts are to be thoroughly washed with clean water. Report all injuries to the laboratory instructor in attendance and complete a JCC Incident Report.
- Safety procedures are in place to limit exposure to chemicals and subsequent risk; however, each student is responsible for their own health. JCC is not responsible for any consequences of exposure to chemical preservative.

Maintenance:

- Remember that cadaver dissections will be used again, so tissues should be handled with care. Every effort should be made to keep dissected material, hands, feet and face moist when working with a wet cadaver. The linen shrouds or towels covering the cadavers should be moistened with preservative frequently. All regions not being studied should be draped. When finished or pausing in dissections or observations, completely cover the cadaver.
- Tables should be kept clean and free of excessive tissue.
- Keep the laboratory clean. Individuals are responsible for cleaning up after themselves.

Access to Laboratory Outside of Regularly Scheduled Class Hours:

The laboratory is NOT available outside of normally scheduled laboratory time. Occasionally, open laboratory time may be scheduled by the laboratory instructor.

Adapted from: <http://dbs.umt.edu/courses/biol312/labpolicy.htm>

Other Assignments

Introductory Assignment:

Given out during class.

Chapter (P)review Questions:

Visit the online schedule, and click on the individual chapter links.

Human Anatomy and Physiology Student Profile and Learning Contract (Keep for your own records)

Name (Last, First) _____ Date _____

Address (include ZIP) _____

Phone #(s) () _____ Email _____

Earned College Degrees(s) / Date(s) _____

Vocational Objective _____ Major _____

What other science courses do you plan to take at JCC? _____

What are your expectations of this class?

I have read the syllabus, and understand the items and schedule that are indicated in that document. I would like clarification or more information on the following:

As a student taking the Human Anatomy and Physiology course, I understand my responsibilities as follows:

- I am taking this course to improve my knowledge in this subject.
- I understand that this is a very difficult college level course and is not an “easy” course.
- This course builds upon chapters covered, and falling behind will make the course more challenging.
- Attendance and being to class on-time are critical to my success in this course
- I will help my fellow students understand the course material.
- I understand that if I cheat, it may affect my ability to obtain certain jobs in health care or with the government for the rest of my life.
- If I need help or have special problems, I will see the instructor, or request a tutor before I fall too far behind.
- I understand that, while all sections of Bio 253 strive for uniformity, there are particular nuances of policy and grading which are unique to my section, and perfect uniformity across all sections is impossible.
- If I have a complaint about the course, I will first discuss it with the instructor as per JCC policy.
- I will contribute to classroom and laboratory discussions.
- If at any time I feel that something is interfering with the learning environment, I will bring it to the instructor's attention privately so that the instructor can attempt to remedy the situation.
- I will keep a record of my grades and notify the instructor immediately if I feel that an error has been made, or I don't understand why I received a particular grade.
- I will familiarize myself with the “study hints” on the Science Department Web page @ jccmi.edu/Departments/Science/
- I will contribute to the learning environment for all.
- I will read and familiarize myself with the Human Specimen Policy/Laboratory Rules
- I understand that ANY violation of Human Specimen Policy/Laboratory Rules will reduce my grade to a 0.0 for the semester.
- I understand that I will receive a 0.0 unless this contract is returned to Professor Dexter by the Add/Drop deadline. I understand and agree to this learning contract.

Print Name _____ Signature _____ Date _____

Human Anatomy and Physiology Student Profile and Learning Contract (Turn In)

Name (Last, First) _____ Date _____

Address (include ZIP) _____

Phone #(s) () _____ Email _____

Earned College Degrees(s) / Date(s) _____

Vocational Objective _____ Major _____

What other science courses do you plan to take at JCC? _____

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Print Name _____ Signature _____ Date _____
(over, please)

Laboratory Participation Contract

I the undersigned, acknowledge, appreciate and agree that:

- 1) There are inherent risks involved with participation in laboratory activities, and I choose to voluntarily participate with full knowledge that said may potentially be hazardous to me. I agree to follow the safety procedures outlined above and all instructions of my instructors. I understand that I may be forbidden from participating in the laboratory session and future laboratory courses if I violate any safety rule or procedure.

- 2) I voluntarily assume full responsibility for any risk of personal injury, including death, which may be sustained by me as a result of my participation. There may also be other risks which are not fully known or readily apparent.

- 3) I hereby release, waive, and discharge College and its Board of Trustees, its officers, agents, employees and representatives from all claims, demands, liabilities, rights and causes of action of whatever kind or nature, that may result from or occur during my participation, whether caused by negligence of the College, its Board of Trustees, officers, agents, employees or representatives or otherwise. I also agree to indemnify and hold harmless the College for any loss, liability, damage or costs, including court costs and attorney's fees that may occur as a result of my negligent or intentional act or omission while participating in this course.

I HAVE CAREFULLY READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AND HAVE HAD SUFFICIENT TIME TO SEEK EXPLANATION OF THE PROVISIONS CONTAINED ABOVE. AFTER CAREFUL CONSIDERATION, I SIGN THIS DOCUMENT VOLUNTARILY AND WITHOUT ANY INDUCEMENT.

Print Name _____ Signature _____ Date _____