

BIO253: HUMAN ANATOMY & PHYSIOLOGY I SYLLABUS

Course Description: 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*.**

Instructor: Jeffrey Pollet Phone (517) 265-5515 ext. 2136 Email: polletjeffrey@jccmi.edu (*best way to reach me)	Office JCC@LISDTECH room 117a Office hours as below
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Monday 12:00 – 2:00pm	Tuesday 11:00am – 12:00noon 4:30pm – 5:30pm	Wednesday 10:00am – 1:00pm	Thursday 11:00am – 12:00noon 4:30pm – 5:30pm	Friday By Appt.
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Texts and Materials:

Required: PRINCIPLES OF ANATOMY AND PHYSIOLOGY, Tortora & Derrickson; 12th ed.
Anatomy and Physiology I Lab Manual (departmental)

Recommended: Lecture outlines as posted to the course website (JetNet)
PHOTOGRAPHIC ATLAS FOR THE ANATOMY AND PHYSIOLOGY LABORATORY, Van De Graaff & Crawley 6th ed.

Grade: The grade you earn in this course will be based upon total points accumulated on:			
1) Theory Exams (100 pts. each)		3) Lab/Recitation Participation Points (60 pts.)	
2) Lab Practicals (25-50 pts. each)		4) Pop Quizzes, Assignments* (5-10 pts each)	
Grading scale: [You will be expected to keep a record of your grades. Grades will be posted on our course-site.]			
4.0 (A) 95-100%	3.5 (A-/B+) 90-94%	3.0 (B) 85-89%	2.5 (B-/C+) 80-84%
2.0 (C) 75-79%	1.5 (C-/D+) 70-74%	1.0 (D) 65-69%	0.5 (D-) 60-64%

Absence Policy: You are responsible for all assignments, handouts and materials covered in theory and in lab exercises. Make-up opportunities for the exams and/or practicals are extended only in the case of emergencies / hospitalization / funerals and require written documentation verifying the cause of the absence. **Second and subsequent make up exams will be awarded only 80% of the achieved score.** Practicals may not be made up unless you can take the practical with another lab section. In the event of a missed 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: You are an adult and a college student. As such 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, and will cover a tremendous amount of material; that will require hard work and discipline. You will need to keep up, as the pace of the class is fast, and it will pick-up as we cover the last few chapters and get into consolidation and review. There are no quick, easy ways; what you learn here will be directly proportional to the amount of effort you have expended. You're also expected to be considerate of the rights of others and not to interfere with those who are trying to study, work and learn.

Please Note: Every effort will be made to adhere to the syllabus as written; however the professor maintains the right to change the syllabus as needed.

Miscellaneous: * No supplemental materials of any kind will be allowed during examinations. No electronic devices are allowed during examinations. You will need a #2 pencil for examinations.

- * It is expected that problems that occur because you feel an error has been made, or disagree with what has been done, or feel that you have been treated unfairly, will be brought to my immediate attention so that they can be resolved.
- * 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.
- * Supplemental materials may be used at your home or in the JCC Computer Labs. **The text's companion website** is available -- see instructions in your text. ADAM Physiology Modules & Interactions CDs, (on various systems) may be available in the Atkinson Library at main campus.
- * Tutors and additional free services for academic success can be accessed by calling (517) 796-8415 or by stopping by the Center for Student Success, Bert Walker Hall. Faculty and tutors in the CSS will help you with writing, study skills, test anxiety, math and reading. On the Lenawee campus, stop by the front desk for assistance in these matters.
- * Students with documented disabilities should contact the Center for Student Success by calling 796-8415, or going to Bert Walker Hall, as soon as possible to ensure that such accommodations are implemented in a timely fashion. Contacting CSS is the first step in acquiring the appropriate accommodations to facilitate your learning.
- * A student found cheating or plagiarizing information will either receive a score of zero on that particular exam or assignment, or a grade of 0.0 in the course. In addition, the Academic Deans will be informed of any such incident. The JCC Academic Honesty Policy can be found online at:
<<http://www.jccmi.edu/administration/deanoffaculty/academicHonestypolicy.htm>>

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 laboratory guidelines, and encourage your partners to do the same.

1. Specific instructions will be given at the beginning of each lab period. You will be expected to complete all the assignments that require dissection or lab apparatus during this time.
2. You will be expected to return all materials, apparatus, and reference books to their proper place at the end of the lab period. 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. 60 points of your final grade will be based on your attitude and effort in lab during the on-site days. Any lab missed or not worked on conscientiously will result in a loss of 3 points per lab day. It is your responsibility to make sure that your name is on the sign in sheet each time. Each week you are expected to thoughtfully respond to that week's assignment if given. Failure to do any of these things will result in a loss of points. Additionally you are expected to post in the help forums when you have questions, read questions posted by your classmates and offer assistance when you know how to help.
7. **Use of the human cadaver** mandates a requirement to sign the **LEARNING CONTRACT** prior to participation of any kind. This contract will require reading and acceptance of: the Human Specimen Respect Policy and the "Anatomy and Physiology Lab Rules". Lab Rules follow. [BIO 253 students will not be dissecting nor working extensively with the human specimen. Instructor demonstration of the specimen will be part of the course.]

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).