

Bio 135 Basic Anatomy and Physiology with Lab
Fall 2017
Elizabethtown Community and Technical College
Course Syllabus

Class Time: Tue/Thur 9:00 – 10:15

Lab Time: Thur 10:30 – 12:30

Instructor: Michael T. Owsley, D.C. **Work Phone:** (270) 982-9440

EMAIL: mowsley0002@kctcs.edu

Office Address: 596 Westport Rd; Ste B102

Office Hours: None on campus. Call work phone for personal office hours.

Description of Course: This course will focus on the fundamental structure of the human body and the physiological mechanisms involved in normal functioning. We will examine aspects of human biology from the molecular level to the integrated whole. These topics will be addressed through lecture and student participation in laboratory activities. Lecture is 3 credits (45 contact hours) and laboratory is 1 credit (30 contact hours).

Pre-requisite: Reading and English assessment exam scores above the KCTCS developmental level and a mathematics placement score above the score range for MAT 065 or successful completion of the prescribed developmental course(s) or consent of the instructor.

General Education: Natural Science

Competencies: Upon completion of this course, the student can:

1. Describe basic human anatomical structure,
2. Describe basic metabolic processes for organ systems,
3. Explain the interrelationships between anatomical structure and physiological processes,
4. Explain the major homeostatic mechanisms of the human body, and
5. Demonstrate basic laboratory skills, including
 - basic use of the microscope
 - collection and interpretation of physiological data
 - identification of anatomical structures from laboratory specimens

Specific General Education competencies include:

Students should prepare for twenty-first century challenges by gaining:

Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts

Intellectual and practical skills, including

- * Inquiry and analysis
- * Critical and creative thinking
- * Written and oral communication
- * Quantitative literacy
- * Information literacy
- * Teamwork and problem solving

Personal and social responsibility, including

- * Civic knowledge and engagement (local and global)
- * Intercultural knowledge and competence
- * Ethical reasoning and action
- * Foundations and skills for lifelong learning

Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills

TEXT: Human Biology 14th edition by Sylvia S. Mader (Connect Access)
Human Biology Laboratory Manual, 14th edition by Sylvia S.

The book is available as an eBook through your Connect account. A Connect access code is required in order to access your Connect account containing your book and required course content. The Connect card is available via the campus bookstore. If you would like a hard copy of the book as well, the Connect card includes instructions for how to order a hard copy for an affordable price.

Attendance Policy: Regular attendance at all scheduled class sessions is required. If a student finds it necessary to miss class, it is the student's responsibility to contact the instructor for any make-up assignments. Some lecture material may not be in your assigned reading. The majority of material asked on quizzes and exams will be covered during the lecture and in lab; therefore, it is to your advantage to attend class sessions. Some material presented during the lecture will not be included in your text and some material asked on quizzes and exams may be in the text but not covered in lecture. It is very important for you to attend class and to read your text.

Inclement Weather Policy: In the event ECTC closes for all or part of a day due to bad weather, one of the following messages will be broadcast on local radio and television stations and will be on the ECTC switchboard answering system (270) 769-2371 or the ECTC web site at http://elizabethtown.kctcs.edu/News_and_Events/School_Closings.aspx

- ECTC – CLOSED – The college is closed for the day
- ECTC – OPENING AT... The time will be specified
The college will open at the time specified. Classes starting at that time and later will be held and will meet for the full amount of time. If the opening time comes in

the middle of a class/lab, the instructor will tell students in advance whether they are expected to come in for the remainder of the class/lab.

- Extended campus classes may or may not be affected by adverse weather at the main campus in Elizabethtown. Listen to your local radio stations for information about off-campus classes.

Make-up Days Due to College Closure: Occasionally, the college is closed due to weather conditions or other unforeseeable circumstances and classes are cancelled. When this happens, make-up days may be necessary. If we find make-up days are necessary, this instructor will follow the policies established by the college and will notify you of the arrangements as soon as possible.

Tests and Make-Up Policy: Exams and a **comprehensive** final will be given during the course. Unannounced quizzes or group work may be assigned periodically; therefore students need to be prepared for each class session. If you arrive late for a quiz or group assignment, you may not be allowed to take the quiz at that time and policy for make-up work will apply. Please make every effort to arrive to class sessions on time.

Make-up for exams or in-class group assignments will only be given due to legitimate, documented excuses. You should expect any make-up work to be more difficult than work given during regular class time since students will have more time to prepare for the tests, quizzes or assignments. Quizzes are in class assignments and cannot be made up when missed.

Please bring a Number 2 pencil with you to complete exams and quizzes. Also, please know your Student ID Number for test identification purposes. At no time will a student be allowed to exit the testing session prior to completing his/her exam. If an emergency arises (such as needing to blow your nose), please speak to the instructor and they will make arrangements to accommodate you if possible.

Academic Honesty: For any issues regarding cheating, please refer to Article II of the Student Code of Conduct. Students should see the Community College Code of Student Conduct for policies on plagiarism and cheating. Elizabethtown Community and Technical College faculty and students are bound by principles of truth and honesty fundamental for an educational community. Information about academic rights and offenses and the student's right to appeal is located in ARTICLE II ACADEMIC POLICIES AND PROCEDURES (2.1 – 2.9) in the KCTCS Code of Student Conduct (Revised June 2009).

Required Satisfactory Academic Standards: A student is required to complete sixty-seven percent (67%) of all cumulative credits attempted, as expressed by the number of hours successfully completed divided by the number of hours attempted. Successful completion would be grades of A, B, C, D, or Pass; unsuccessful grades would be E, F, W, Z or Incomplete.

1. Students will be expected to maintain the minimum academic standards. ECTC uses a 4-point scale for Grade Point Average (GPA) and requires students to have a 2.0 grade point average after each measured term.
2. Students are expected to complete their degree/diploma/certificate program within a Maximum Time Frame (MTF) of 150% of the required number of credit hours to graduate. e.g., programs requiring 72 credits will have a 108 credit maximum.

Grading: Four 100 point lecture exams and a 200 point comprehensive final will constitute the majority of the grade. In addition, students will complete and turn in five one page summation papers worth a total of 200 points. Lab proficiency will be evaluated by the completion of a lab quiz and/or lab report for each lab session worth 5 points and two lab practicals worth a combined 100 points for a total of 150 points. Five 10 point lecture quizzes will be given at random during the semester for a total of 50 points.

A =	900-1000
B =	800- 899
C =	700- 799
D =	600- 699
E =	below 600

Summation Assignments: Students will turn in five summations of articles pertaining to class related subject matter. These articles can be found in any popular culture medium. Articles should be properly cited and then summarized by the student. After summarizing the article, a one paragraph explanation of the relevance of this article will complete the assignment. These assignments are to be one full page. The due dates are listed later in this syllabus. The assignments will be due by 6:00 PM on the date it is due, if it is not turned in during class time it may be submitted to the instructor at the office listed above. All assignments not received by the designated time will not be accepted and the student will be given a 0 grade for that assignment. **Emailed submissions will not be accepted.** (An example follows on the last page of this syllabus.)

Withdrawal Policy: From the beginning of class through official midterm date (check the college calendar), the student may withdraw from the course and a “W” will be assigned. A student may withdraw after midterm and prior to final exam week and receive a grade of “W”, **if the instructor determines the student has made a legitimate effort to complete in class assignments (instructor’s discretion).** If the student does not withdraw prior to final exam week, the student will receive the grade as determined by the grading policy outlined in this syllabus.

Last date to add a class:	August 15, 2017
Last date to drop a class without a grade:	August 18, 2017
Last date to drop a course and receive a W:	October 9, 2017
Last date to drop a course with instructor’s signature:	December 1, 2017

Americans With Disabilities Act Policy: If you need accommodation because of a documented disability (psychological, medical, learning disability, and/or physical disability), you must register with ECTC Disability Services each academic term you are enrolled. To register, contact Mr. Noel Helm, ECTC Disabilities Coordinator, in Room 111RPC, or call (270) 706-8455. In the event of an emergency while you are on campus or attending class at an off-campus location, notify ECTC Disability Services immediately if you require assistance.

Accessing/Checking your KCTCS email: As a student of the KCTCS System, E-mail is an integral part of the distance learning process as well as your everyday process as a student of Elizabethtown Community and Technical College. You get grade information, class registration, and other related information on your email account. In addition, all of your KCTCS information will come through student email. Click on the following link to check your email: <https://outlook.com/kctcs.edu>

Your password must be changed via KCTCS User Account Center. You will need to know your student id number to use the User Account Center. Attempting to change your password through your mailbox will fail. Also if your phone has been set to sync with the previous KCTCS email system (prior to July 12, 2012), you will now need to set up your mobile device to work with 365. Help can be found at <http://www.kctcs.edu/email/FAQS> For questions regarding the email changes, contact ECTC's IT help desk at 270-706-8817 between the hours of 8 a.m. and 4:30 p.m. Monday – Friday.

PROCEDURES RELATING TO DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT

1. If a student thinks that he/she has been discriminated against, the student shall inform the chief student affairs officer or his/her designee with thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or his/her designee shall conduct a preliminary investigation of the discrimination grievance.

2. The student, chief student affairs officer or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the KCTCS Student Code of Conduct.
4. If a student feels he/she has been subject to sexual misconduct, those complaints should be made to the College Title IX Coordinator or other college administrator. Such complaints shall be handled in accordance with the Sexual Misconduct Procedure.
5. The Chief Student Affairs Officer at Elizabethtown Community and Technical College is Dr. Dale Buckles. His phone number is (270) 706-8431 and office location is 100 RPC. If your home college is a college other than Elizabethtown Community and Technical College, please contact the chief student affairs officer at your home college.

General Guidelines:

1. Students need to read the course syllabus and the assignments in the course to enhance their chances for successful completion of the course. If the student does not understand the course syllabus, the student needs to make arrangements to talk with the instructor.
2. Students are expected to have access to the course textbook and lab manual and take the responsibility for securing any handouts distributed to students during class sessions.
3. Students will have a better chance for success if they attend and pay attention during class sessions. This means the student needs to refrain from talking while the instructor is talking or when the instructor has recognized another student to participate.
4. If a student is having difficulty understanding course material, the student is requested to contact the instructor before or after class for additional guidance.
5. Students need to turn off cell phones during the class session since the use of cell phones can be disruptive to the learning process. If you have an emergency that **requires** you have access to communication, please set your cell phone to silent ring mode and let the instructor know prior to class of the emergency situation.
6. Please remember to be considerate of one another and the instructor. The goal for this class is the learning of human biology. I will do everything possible to help you learn and I want and expect you to do everything possible to increase your and your fellow classmates' opportunity for learning.
7. Several safety measures need to be considered in the laboratory to include, but not limited to:
 - a. Use common sense and remember a science laboratory is designed for work and may be hazardous if a person is careless.
 - b. Pay close attention to all instructions and if you are unclear about the laboratory instructions or an assignment in the lab, check with the instructor

- c. Avoid eating, drinking, or smoking in the laboratory
- d. Wash your hands after working in the laboratory
- e. Be familiar with the hazards associated with a laboratory and if in doubt, ask the instructor
- f. Keep all lab stations clean and orderly
- g. Students are responsible for cleaning and maintaining equipment used

****Tentative Course Schedule**

Bio 135—Basic Anatomy and Physiology with Laboratory

Sessions	Chapter/Topic	Date
Week One	Intro/Chapter 1	T 8/15/17
	Chapter 2	Th 8/17/17
Week Two	Chapter 2	T 8/22/17
	Chapter 3	Th 8/24/17
Week Three	Chapter 18 (Assignment 1 Due)	T 8/29/17
	Chapter 18/20	Th 8/31/17
Week Four	Chapter 20	T 9/5/17
	Chapter 21	Th 9/7/17
Week Five	Test 1	T 9/12/17
	Chapter 4	Th 9/14/17
Week Six	Chapter 11 (Assignment 2 Due)	T 9/19/17
	Chapter 11/12	Th 9/21/17
Week Seven	Chapter 12	T 9/26/17
	Chapter 5 (On Unit 3)	Th 9/28/17
Week Eight	Test 2	T 10/3/17
	Fall Break – No Class	Th 10/5/17
Week Nine	Chapter 5/6 (Assignment 3 Due)	T 10/10/17
	Chapter 6/7	Th 10/12/17
Week Ten	Chapter 7/8	T 10/17/17
	Chapter 8/9	Th 10/19/17
Week Eleven	Chapter 9/10	T 10/24/17
	Chapter 10	Th 10/26/17
Week Twelve	Test 3 (Assignment 4 Due)	T 10/31/17
	Chapter 13	Th 11/2/17
Week Thirteen	Chapter 13/14	T 11/7/17
	Chapter 14	Th 11/9/17

Week Fourteen	Chapter 15	T	11/14/17
	Chapter 16	Th	11/16/17
Week Fifteen	Chapter 17	T	11/21/17
	Thanksgiving Holiday – No Class	Th	11/23/17
Week Sixteen	Test 4 (Assignment 5 Due)	T	11/28/17
	Chapter 19	Th	11/30/17
Finals Week	Final Exam	T	12/5/17

****Please note: The schedule above is subject to revision. It may become necessary to revise the number or order of chapters covered or exam schedules.**

****Tentative Lab Schedule**

Bio 135—Basic Anatomy and Physiology with Laboratory

<u>Date</u>	<u>Topic</u>	<u>Ch.</u>
August 17	Cells & Microscopes	Exercise 5 (5.1- use cell models) Exercise 3 (3.3 and 3.4)
August 24	Organic Chemistry	Handout
August 31	Transport	Exercise 5 (5.2 and 5.3)
September 7	Genetics	Exercise 16 (16.1 and 16.2) Exercise 17 (17.1, 17.2 and 17.3)
September 14	Mitosis	Exercise 15 (15.1, 15.2 and 15.3)
September 21	Tissue/Skin	Exercise 6 (6.1, 6.2, 6.3, 6.4) Handout on skin
September 28	Skeletal System	Exercise 12 (12.1 & 12.2)
October 5	**Fall Break – No Class**	
October 12	Muscular System	Exercise 12 (12.3 & 12.4)
October 19	Cardiovascular and Blood	Exercise 8 (8.1 and 8.3) Handout on blood type
October 26	Practical #1	

Student need to bring their own gloves for the rest of the labs

November 2	Pig dissection	Exercise 7
November 9	Brain and Senses	Exercise 13 (13.1, 13.2, 13.3 &13.4) Video “Case of the Frozen Addict”
November 16	Digestive & Urinary Phys.	Exercise 9 (9.3 and handout) Exercise 11 (11.3 and 11.4 - urinalysis)
November 30	Male/Female Development	Exercise 14
December 7	Practical # 2	

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Sample Summation Assignment

Sally Jo Student
 Dr. Owsley
 Date goes here
 Summation Assignment #1

The Title Goes Here

This is the main body of the article. You will select an article from somewhere in the mainstream media: a magazine, the newspaper, etc. You can even get the article online... but if you do, please be sure that it is a reputable site and that it is a news article and not just an entry on WebMD.com. Additionally, you must make certain that you have the complete citation required for this paper. You will spend this first paragraph talking about the article itself. Briefly summarize what you have read in a succinct manner. Many students are tempted to copy and paste from the internet into this area. Don't do it. I frown on plagiarism, and the college thinks its even a bigger deal than I do. Any good article that you read will have sufficient information that you can summarize into a solid paragraph. You can select any article that pertains to human anatomy or health, but be certain that you can draw the connection between what you have chosen to write your summation about and the class that we are currently taking.

This is the second paragraph. In this paragraph you are no longer summarizing the article that you read, you are now discussing the relevance of this article to class/your life. The purpose of this assignment is to allow you to begin to utilize the information you are learning in class to gain a better understanding of biology/health care discussions that are consistently being held in the mainstream press. Articles that you choose could be directly

relevant to something we are discussing in the immediate moment in class, or it could be relevant to yourself or your family. At this point I'm just typing more things to flesh out the body of this page so it looks like a full page. I would not recommend that you do the same because believe it or not, I do actually read all of the article submissions that are sent to me. Please proofread your papers as well, there is nothing quite so frustrating as reading a paper that has numerous spelling errors that are easy to fix. Additionally, do not rely solely on Microsoft Word to correct your errors; there are plenty of homophones out there that the auto spell checker will not catch. I am not an English professor, but I do have a healthy respect for proper grammar. Please write accordingly.

Your Citation Goes Here. Author. Title. Source. Page Number. Etc. You can use MLA or any other accepted professional standard. Please cite websites fully.