

Human Anatomy and Physiology, BI 231 **Instructor: Diana Wheat**
Linn-Benton Community College Email: WHEATD@linnbenton.edu
Fall 2020 – Hybrid Course (Labs only on Campus)

Lectures: Delivered on Moodle – Asynchronous (on your own to view).
Each week one will be posted Monday morning by 9 am, the other by Wednesday morning 9 am. Approximately 45-50 min long for each.

Labs – Required* on Albany Campus: White Oak Hall 216
CRN: 23098 Lab Friday: **9am-10:50 am**
CRN: 27599 Lab Fri. **11:30am-1:20 pm**

* You must attend the lab for which you registered. Absolutely ***NO*** exceptions will be made due to strict COVID distancing requirements i.e. students cannot attend an alternate time or lab.

Optional Recitation: Zoom session – time TBD by Doodle poll of both sections week 1.
This will occur on Thursdays, after you have viewed both lectures.
These will be posted into Moodle by Thursday night if you are unable to attend.
This is an opportunity for discussion, practice questions, review etc. – but this will not include new lecture material.

Prerequisites:

MATH 075 Variables & Linear Equations
BI 112, Cell Biology for Health Care Professionals

Office Hours: Tentative: Tuesday 1-2 pm (see course area for Zoom link)

Recitation: Thursday 7 pm (see course area for Zoom link)

According to the dean of STEM, instructors are NOT to hold office hours on campus, nor after lab. Appointments can be made to talk with the instructor outside of posted office hours via email.

Introduction to the Course:

Human Anatomy and Physiology, BI 231, is an introduction to the structure and function of the human body. In this term we will study basic chemistry, the cell, tissues, skin, the skeletal and muscular systems. Because the body can best be understood as a unified structure, we will emphasize the *interrelationships* between body structures, communication between cells & organs, control systems, and mechanisms of homeostasis.

Course activities include lecture, laboratory work, discussions/forums, homework, in-class activities such as case studies and writing prompts. ***Exams and quizzes will be online, lab practicums will occur on campus.***

Required Materials:

Direct Digital Access to Modified Mastering A&P (*included with registration*)
Anatomy & Physiology Custom Lab Manual for LBCC
Lebsack's, [BI 231 Study Guide: Human Anatomy & Physiology](#)

Course Outcomes:

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.

GRADE:*

Lecture Quizzes (2 @ 20 pts each)).....	40	A=89.5-100 %
Midterm Exam	50	B=79.5 – 89 %
Lab Practicums (3)	60	C=69.5 – 79 %
Lab Activities & Prelabs	35- 40	D=59.5 – 69 %
Homework .@ 4 pts/week.....	40	F=59.4% or below
Weekly Forum (10 @ 2 pts each).....	20	
<u>Comprehensive Final Exam.....</u>	<u>100</u>	
	Total:*. ~	350

*Approximate distribution, subject to slight change/revision.

Course Policies

I. LEARNING OBJECTIVES & STUDY GUIDE:

The "learning objectives", located at the beginning of each section in the Study Guide, point out major facts and concepts which you should use to direct your studies. Quiz and midterm questions will be based on, **but not limited to**, the objectives, material presented in the study guide and other information presented in class or obtained from worksheets given in class. 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. This term we will concentrate on critical thinking and problem-solving skills. Part of our goal for this class is to facilitate the development of these important skills for college but additionally for the professional work environment.

II. ATTENDANCE POLICY:

Lecture: Online

The lecture is a very important part of the course – it will be recorded and posted each week. Expect that on Monday morning by 9 am lecture 1 will be posted. Lecture 2 will be posted on Moodle by Wednesday at 9 am. Viewing these posted lectures with your course packet is necessary BEFORE attending labs on Fridays or posting to the forum. Advance preparation and attendance is essential for achieving a good grade. 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 viewing the lectures and then detailed reading – taking notes as you read AFTER viewing the lectures.

Lab: On Campus

Lab attendance [ON CAMPUS] is **required**. This is also an essential aspect of the course, and is important for a complete understanding of the material. In addition to the inclusion of laboratory subject material, which will ALSO be assessed on the quizzes and lecture exams, there will also be graded lab activities and lab tests – called practicums. No grade on lab activities will be permitted for lab sessions not attended. There will be approximately 1 hour of lab material you must complete *before* you attend the 2 hour in-person continuation of the lab. Material presented in lab will both complement lecture material and represent a portion of each future exam. On lab days it will be essential to come to the lab prepared and bring your lab manual, study guide and any assigned prelabs/worksheets – completed as appropriate. Most of the time you will turn in lab assignments/activities *before* you leave the lab. If extensions are given this will be communicated in lab with the appropriate mechanism for turning in these items. Early departures by students from lab will not be granted turn in extensions, plan to be in the entire lab period.

Department Policy - You must attend and complete at least 70% of the labs to pass the class. No exceptions to this rule. Note we will have 9 labs this term, so that means a person MUST attend 6 of the 9 labs to pass the class. No labs are held the Friday following Thanksgiving.

→ FACE COVERINGS ARE REQUIRED BY ALL STUDENTS AT ALL TIMES WHILE ON CAMPUS AND IN THE CLASSROOM. Individuals who do not comply with this college requirement, will be asked to leave the classroom and referred to the Dean of STEM.

Recitation:

Normally this class meets for three hours of lecture per week, often one of those hours is associated with and part of the lab day. This term, due to the quarantine restrictions, you will have 2, 50-minute lectures, posted in Moodle, one 2-hr lab on Friday and the recitation, which is optional, to attend on Thursdays, via Zoom – See link in Moodle. Recitation is NOT required, this session will be recorded and posted onto Moodle after the session, if you do not wish to have your face on the recording that is fine, use a muted screen. Think of this as guided reviews/discussion – it is an opportunity to get feedback and ask questions before you attend lab about challenging concepts. I will NOT answer your prelab or assigned homework questions for you, but I can provide insights and help clarify if something is confusing. It is also a way to interact with others in the class, polling and practice questions will frequently be employed in these sessions. If you have a question, likely others do as well. Recitation is **NOT required**, but this is the time for online interaction and will be a combination of students from both A&P sections that I teach. There will be no reviews in our limited lab time or outside of class other than this opportunity – use this to your advantage.

→ Announcements, updates or revisions for the week will occur in first 5 minutes of the recording, if you don't want to watch the entire session if you watch it at a later time.

Prelabs:

Will be posted on Moodle on Monday morning, these are **due online, via “Moodle Assignment” turn in by Friday at 8 am (for both lab sections)**. You may need to scan/photograph images this requires you to make time to do so, ideally the evening before. I will give feedback in lab and grade your submission over the weekend, no late pre-labs will be accepted. This is to ensure that you are coming to lab adequately prepared.

Forums:

Two topics will be posted each week, one on Monday and one on Wednesday. You choose one topic to respond to each week, you should plan to post a response to the question AND make a comment on another person's post each week to gain 2 pts per week. Posting early in the week is to be encouraged. Deadline to post forum responses is **Friday at 8 am** (prior to labs).

III. MOODLE & MASTERING A&P

Moodle will be used extensively and is essential for success in this course. Lecture materials and recordings, supplemental materials, lab plans and assignment details 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 your e-mail address on the site*** to ensure you receive any correspondence from me or other students. Mastering A&P is an online learning platform that is accessible to students who have purchased the required materials for this course. Online assignments will be available throughout the term to help you manage the material presented in this course. This is an excellent resource for self-assessment as well. You are encouraged to check your e-mail and Moodle *daily*, Monday-Friday.

IV. Assessment Format:

Quizzes and midterms will consist *almost* entirely of multiple-choice questions using Mastering Biology. 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, and fail to make prior arrangements with the instructors prior to the exam, it is up to the instructor's discretion to create a substitute opportunity. Communication is the key to making certain you have an adequate opportunity for completing all quizzes and exams.

Practicums: Are given in-lab, these are station rotation, timed tests. These cannot be made up without CFAR accommodation or prior approval by the instructor. Be on time, as they will occur at the beginning of the lab period in which they are given.

Final exam: will be similar to the midterm, however, there will also be a written, short answer essay component of the exam.

Homework and pre-labs: A combination of diagrams, matching, concept mapping and short answer components. Prelabs are turned in before lab days on Moodle, homework will be announced on Mondays in Moodle and will consist of a variety of methods to gain practice with the material to prepare you for future quizzes and exams.

V. TIMING OF ASSIGNMENTS:

Exams and Quizzes: Will be granted a window of opportunity of 12 hours, noon to 11:59 pm on the day they are assigned. Within this time period you must take the exam as though on campus, with the same level of academic integrity, i.e. closed book, closed study guide/notes and no use of phones or other electronic resources. Formal assessments are the way for you to gauge your comprehension of the material. These assessments will be timed and your score displayed after the quiz or exam is closed. No late takes will be granted - they must be taken on the day administered. Reminders will be given on Moodle and an email sent out the day before exams and quizzes.

Forums & Prelabs: Due on Moodle by 8 am Friday (before the labs commence). The first lab for my sections is **Friday at 9 am**, hence the early turn in period, it is strongly advised that you turn these in by Thursday night.

Homework: **Due by Friday 5 pm**. Homework and pre-labs will be graded over the weekend and feedback completed by Monday.

VI. ACCOMODATIONS AND EMERGENCY PLANNING

Accommodations: 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 this class, please talk to me as soon as possible to discuss your needs. If you believe you may need accommodations, but are not yet registered with CFAR, please go to <http://linnbenton.edu/cfar> for steps on how to apply for services or call 541-917-4789.

Academic Misconduct: This will not be tolerated and includes any form of cheating. The student is encouraged to read the student handbook or college catalog for further details. If a student is found to have cheated on an exam, after due process the resulting grade may be a zero on the exam or quiz. All group work should still be written in the student's own handwriting and language. You must turn in your own interpretation and work even if doing team work projects. LBCC's policy on cheating may be found in the Administrative Rule: 7030-02, Academic Integrity. Behavioral expectations at the college are further outlined in the LBCC Student Handbook.

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, or not 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.

Withdrawing from Classes (Dropping a Class After the Refund Deadline):

To drop a class or withdraw from school, you must turn in a "Schedule Change" form at the Registration Counter or at a community center or use the SIS system. If you withdraw from a course after the refund deadline, you will receive a "W" grade in the class, you will forfeit all claims to refunds, and you will be financially responsible for any tuition and fees. Failure to drop a class may impact your grade point average and financial aid eligibility. Note: For classes meeting eight or more weeks, the deadline to withdraw from the class is 5 p.m. on Friday of the seventh week of the term.

Incomplete Policy: An incomplete (IN) will only be issued when a student is unable to complete the last exam by the end of the term, and each incomplete grade will be accompanied by a signed contract of understanding specifying the conditions and timing necessary to complete the course. A student must be scoring a passing grade and have all assessments other than the final exam completed to be eligible for an Incomplete. Expect that documentation is required e.g. doctor's letter for surgery, jury duty etc.

Cell Phones: As a courtesy to your fellow students and instructor, please turn off all cell phones and pagers during the instructional lab period. Cell phones are not to be used in class. It must be put away while class is in session. ***If you leave class to answer/place a call/text message, you will be expected to leave for the rest of the day. Break times are the only exception.*** Anyone who needs to have a phone connected (e.g., spouse close to labor, a child sick at home) must communicate with the instructor at the beginning of the class period regarding the need for an exception.

Inclement Weather Policy: *If the campus is open class will be given*, including any scheduled exams or practicums. Only if the campus is closed will a lab practicum be postponed, and this will occur on the next scheduled class date following the closure. No special exceptions will be made for those who could not make it to class - be prepared for alternate methods. Please listen to local media coverage for notice of closures such as T.V. & radio stations or visit the Linn-Benton homepage website for updates.

Connectivity Issues: If the instructor's wifi or Internet connection goes down, **grant 10 minutes before** checking out of the class. This has happened but it is a rare occurrence – electricity could be out as well.

Comprehensive nondiscrimination policy: LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

VII. Study Suggestions:

There are many study strategies that can help you be successful in this class. The following recommended lists are known strategies that work for many students.

> **Attend** all lectures (view online during quarantine) and be present for all labs - many productive methods for mastering the material and concepts have been developed by LBCC faculty through the years to help you; this should be your first priority for an effective strategy. Often “approach” for study is offered by your instructor during class periods, including frequent review questions and opportunities for clarifications.

> It is vitally important that you **keep up** with the material and not get behind - come to class prepared. A little prep each day goes a long way in your learning versus massive study sessions just prior to exams. There will be a LOT of material covered each week and procrastination is probably the number one reason for students not having success in this course in the past.

> **Read/skim** textbook & lab manual **assignments** prior to lecture/lab and then **re-read** areas that were unclear to you that we covered in class. Develop a disciplined approach of reading every day in a quiet location and **interacting** with the text frequently. Take notes and keep them organized in a notebook!

> Be sure to get **assigned work turned in on time**. No late work will be accepted without documentation to support your missed attendance on a due date.

> **Study regularly and frequently in short intervals**. The human brain has a difficult time holding onto and processing information for periods longer than 20 minutes. It is far better to study intensely for short periods and then give yourself a break compared to studying and cramming for hours on end; which is not only grueling but ineffective for most people.

> **Use color** to assist you in your study. Many people find it useful to hi-light or color code their notes e.g. definitions are always in blue, processes in green etc. Humans are highly responsive to picking up info that is colorful and visually appealing.

> Create a **consistent** time every day to **review** (even just 10 minutes can be very effective). This is far more effective than waiting to study everything all at once before an exam or quiz. Many successful students have reported in the past that reviewing material immediately after a lecture (or as soon as possible) is the most crystalline time to “capture” the learning objectives – even if only 5-10 minutes of focused time can be allotted.

> **Be affirmative** – this is a challenging course for many students, and many have survived - you will too. It can be quite easy to feel overwhelmed in an Anatomy & Physiology course but if you can develop a positive outlook and a “Can Do” attitude this will serve you well. Surround yourself with other positive people, this is one of the secrets to success in any field or profession.

> **Utilize your resources** if you are feeling overwhelmed, frustrated or in need of assistance BEFORE your achievement goals become critical. Be aware that there are tutors available in the learning center, counselors to assist with personal issues, the Diversity Achievement Center for helping you navigate your way through college life and most importantly your instructor who can meet with you in a private Zoom conference. I am here to help guide your learning process.

BI 231 - Human Anatomy & Physiology
Tentative Lecture & Laboratory Schedule, Fall 2020

Week	Lecture and Assessment Schedule	Laboratory
1 9/28/20 - 10/2/20	Lecture Topics: <ul style="list-style-type: none"> • Basic Principles • Concepts of Chemistry 	Lab Topic: <ul style="list-style-type: none"> • Basic Skills
2 10/5/20 - 10/9/20	Lecture Topic: <ul style="list-style-type: none"> • Biomolecules 	Lab Topic: <ul style="list-style-type: none"> • Enzymes
3 10/12/20 - 10/16/20	Lecture Topics: <ul style="list-style-type: none"> • Introduction to Cells • Cell Membranes & Organelles • The Cell Cycle 	Lab Topic: <ul style="list-style-type: none"> • Cells
4 10/19/20 - 10/23/20	Lecture Quiz #1 (25 minutes) - Complete Monday, 10/19/20 on Mastering. Open noon-11:59 pm. Lecture Topics: <ul style="list-style-type: none"> • Membrane Transport & Osmosis • Introduction to Tissues 	Lab Topics: <ul style="list-style-type: none"> • Osmosis • Membrane Permeability
5 10/26/20 - 10/30/20	Lecture Topic: <ul style="list-style-type: none"> • Tissues 	Lab Topic: <ul style="list-style-type: none"> • Tissues
6 11/2/20 - 11/6/20	Lecture Topics: <ul style="list-style-type: none"> • Skin • Skeletal System 	Lab Quiz #1 - Tissues (15 pts) Lab Topic: <ul style="list-style-type: none"> • Skeletal System
7 11/9/20 - 11/13/20 Veteran's Day Observed - LBCC Closed on 11/11/20	Midterm (55 minutes) - Complete Monday, 11/9/20 on Mastering. Open noon-11:59 pm. Lecture Topic: <ul style="list-style-type: none"> • Skeletal System 	Lab Topic: <ul style="list-style-type: none"> • Skeletal System
8 11/16/20 - 11/20/20	Lecture Topic: <ul style="list-style-type: none"> • Muscular System 	Lab Quiz #2 - Skeletal System Anatomy (30 pts) Lab Topic: <ul style="list-style-type: none"> • Muscular System
9 11/23/20 - 11/27/20 Thanksgiving Holiday, LBCC Closed 11/26 - 11/27	Lecture Quiz #2 (25 minutes) - Complete Monday, 11/23/20 on Mastering. Open noon-11:59 pm. Lecture Topic: <ul style="list-style-type: none"> • Muscular System 	No Lab
10 11/30/20 - 12/4/20	Lecture Topic: <ul style="list-style-type: none"> • Muscular System 	Lab Quiz #3 - Muscular System Anatomy (15 pts) Lab Topics: <ul style="list-style-type: none"> • Muscular System

Week 11: Final Exam is Monday, December 7th, allow for 1 hour and 50 minutes to complete the exam.

Open on Mastering from 12:00 noon to 11:59 pm.