Human Anatomy and Physiology, BI 231 CRN: 23098
Linn-Benton Community College
Fall 2021 – Hybrid Course (Labs only on Campus)

Instructor: **Diana Wheat**
Email: WHEATD@linnbenton.edu

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. Will need to use Course Packet to follow along with the lecture.

Lab – Required* on Albany Campus: White Oak Hall 216
Lab on Friday: **10am-11:50 am**

Optional Recitation: Zoom session – time TBD by Doodle poll by 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: Tuesday 4-5 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, please allow at least 24 hours of notification for a special appointment.

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: **Mastering Course Code:** wheat63385
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 (variable) & Prelabs (always 2 pts)..... 40 - 50	D=59.5 – 69 %
Homework @ 3 pts/week..... 30	F=59.4% or below
Weekly Forum (10 @ 2 pts each)…….……...20	
Comprehensive Final Exam..... 100	
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 packet 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 (the weekend prior) before viewing the lectures. Follow each lecture with detailed reading – taking notes as you read AFTER viewing the lectures – to know what to focus on.

Lab: **On Campus**

Attendance: This is a hybrid course. Students are expected to attend on campus labs. In the Fall 2021 term, lectures will be provided online rather than in person. This course is a lab science course, so ***it is expected that you will attend & submit at least 70% of the labs to gain a passing grade***. If a student misses more than **TWO** labs this can result in automatically failing the course, regardless of the overall percentage for the remainder of the course.

Students that must be absent from lab due to quarantine status or illness will be provided an opportunity to make up a lab, but must be in communication with your instructor as soon as the student or a live-in family member e.g. care of child(ren) in quarantine limits attendance of your lab class. You may be asked to provide documentation or further information, but I understand that in some cases this may not be possible***. For the safety of our classroom environment, please do not attend class if you are sick, inform the instructor that you are unable to attend class within a timely manner (no later than the morning of lab).*** Your instructor will work with you; no labs will be provided retroactively, you must inform the instructor via email on the day of the lab, or in advance ***if possible***, of your inability to attend lab. Documentation* may be requested to be eligible for an alternate lab – up to two labs maximum for extenuating circumstances; this is only with expressed communication & agreement of instructor.

*Doctor's note, employer notification, school letter related to child's quarantine status etc.

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 (see policy above about alternate labs for quarantine restriction exceptions). There will be approximately 20-30 minutes of pre-lab material you must complete *before* you attend the 2 hour in-person 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 extensions for points, 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 phased rebound, 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. 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 view the session at a later time.

Prelabs**:**
Assignment will be posted on Moodle on Monday morning, these are ***due when you come to lab as soon as you walk in***. You may wish to take a photo or scan of your submitted work. The grade out of 2 pts will be posted in Moodle but you will receive the pages back the following week. A key to the prelab will be posted Saturday morning for you to check your own work for corrective feedback. I will score and post your prelab grade over the weekend, no late pre-labs will be accepted. This is to ensure that you are coming to lab adequately prepared.

Lab Reports: Whenever possible you will turn in graded pages at the end of lab. Lab grades are generally pages from the Study Guide and or the lab manual. In some circumstances it will be necessary to do some follow up work on your lab pages and then an extension will be granted for you to upload an image or answers in a word doc or pdf into Moodle. Deadline in such cases will be 5 pm Friday.

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 for forum responses is ***Friday at 10 am*** (prior to lab).

Homework: Generally, this is a combination of Mastering A&P assignments for practice and assigned worksheets from the Study Guide. Homework is due by **Friday 5 pm.**

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 accessed the DDA materials for this course (paid via your tuition) – do not "opt out" as you cannot do all of your assignments or take formal assessments without Mastering A&P. 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 on lab days (at the beginning of class), 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. No prelabs or lab material will be accepted without attendance to the lab.

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.

Homework & Lab Follow up: **Due by Friday 5 pm**. Homework and pre-labs will be graded over the weekend and feedback completed by Monday. These assignments are for practice and for reinforcement of material covered in lecture, readings and lab.

Feedback on assignments: Over the weekend I will grade and post the results in Moodle gradebook in the following order: prelab score, homework, lab reports. Forum scores (generally last item collected) will be updated periodically out of 20 points, but this will skew the overall grade shown in Moodle, because the full 20 is available only after 10 weeks, so you are advised to track your scores, rather than rely on Moodle calculations, which will be off. I will give you grade updates in lab following the formal quizzes and midterm to help you track your accuracy.

Note: Students will be provided the answer keys to the prelab, homework from Study Guide and whenever possible also lab items on Saturday mornings, for you to learn from your mistakes. It is the student's responsibility to make corrections on your original pages and to re-learn from what you missed. This is an important part of the learning process.

I strongly suggest you to always do your own work. Students that tend to use Google search or internet searches rather than from primary source of book, lecture and class resources, often do not perform well on exams, which are the heaviest weighted component of the class.

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 an 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 occurance – 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 quite 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.

> Attend recitation with questions prepared in advance. If you have completed the readings and started the prelab and homework before attending you will get much more out of the dedicated one-hour recitation than if you just show up hoping to glean information.

> ***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 2021**

Week	Lecture and Assessment Schedule	Laboratory
1 9/27/20 - 10/2/20	Lecture Topics: • Basic Principles • Concepts of Chemistry	Lab Topic: • Basic Skills
2 10/4/20 – 10/9/20	Lecture Topic: • Biomolecules	Lab Topic: • Enzymes
3 10/11/20 – 10/16/20	Lecture Topics: • Introduction to Cells • Cell Membranes & Organelles • The Cell Cycle	Lab Topic: • Cells
4 10/18/20 – 10/23/20	***Lecture Quiz #1 (25 minutes) – Complete Monday, 10/18/20 on Mastering. Open noon-11:59 pm.*** Lecture Topics: • Membrane Transport & Osmosis • Introduction to Tissues	Lab Topics: • Osmosis • Membrane Permeability
5 10/25/20 – 10/30/20	Lecture Topic: • Tissues	Lab Topic: • Tissues
6 11/1/20 – 11/6/20	Lecture Topics: • Skin • Skeletal System	***Lab Quiz #1 – Tissues (15 pts)*** Lab Topic: • Skeletal System
7 11/8/20 – 11/13/20 **Veteran's Day Observed – LBCC Closed on 11/11/20**	***Midterm (55 minutes) - Complete Monday, 11/8/20 on Mastering. Open noon-11:59 pm.*** Lecture Topic: • Skeletal System	Lab Topic: • Skeletal System
8 11/15/20 – 11/20/20	Lecture Topic: • Muscular System	***Lab Quiz #2 – Skeletal System Anatomy (30 pts)*** Lab Topic: • Muscular System
9 11/22/20 – 11/27/20 **Thanksgiving Holiday, LBCC Closed 11/25 – 11/26**	***Lecture Quiz #2 (25 minutes) – Complete Monday, 11/22/20 on Mastering. Open noon-11:59 pm.*** Lecture Topic: • Muscular System	**No Lab Due to Holiday**
10 11/29/20 – 12/4/20	Lecture Topic: • Muscular System	***Lab Quiz #3 – Muscular System Anatomy (15 pts)*** Lab Topics:

		• Lever systems & muscle action

Week 11: Final Exam is Monday, December 6th, (1 hour and 50 minute test)
Open on Mastering from 12:00 noon to 11:59 pm.

Mastering Course Code (for textbook): wheat63385
College Wide Policy on Masks & Distancing:

MASKS REQUIRED AT ALL TIMES IN CLASSROOM

- Wear a mask or face covering indoors at all times. Your mask or face covering must be properly worn (fully covering nose and mouth and tight-fitting). Mesh masks, face shields, or face covering that incorporates a valve designed to facilitate easy exhalation are not acceptable**.** If you have a medical condition or a disability that prevents you from wearing a mask or cloth face covering, you must obtain an accommodation from CFAR (Center for Accessibility Resources) to be exempt from this requirement.

- State guidelines to not limit class size. Physical distancing accomodations can be made upon request and cleaning supplies are also available for personal use.