

Welcome to BIO 137

(Spring 2015; Section 0101)

ANATOMY & PHYSIOLOGY I

(This syllabus is subject to change at instructor's discretion.)



YOUR PROFESSOR IS:

DR. MARY CATHERINE FLATH



CLASS MEETS: Thursdays from 9:30am-12:15 pm in Room 420 for lecture. Lab meets in Room 227 on Tuesdays: Sect 01L1 meets from 9:00–10:50 am, Sect 01L2 meets from 11:00 am – 12:50 pm, and Sect 01L3 meets from 1:00 -2:50 pm.

MY OFFICE # IS: 420E.

MY OFFICE PHONE # IS: 606/326-2099;

Please leave a message if you cannot speak with me personally! I will return your call as soon as possible.

Communication is a high priority with me!

MY EMAIL ADDRESS IS: marycat.flath@kctcs.edu.

Please use only standard written English when communicating with me by email.



MY OFFICE HOURS ARE:

Mondays: 8:00-8:50 am; 1:30-2:30 pm

Tuesdays: 8:00-8:50 am;

Wednesdays: 8:00-9:20 am; 1:30-3:30 pm

Thursdays: 8:00-9:20 am;

Fridays: 9:00-10:30 am; and others by appointment.



MY WEB PAGE ADDRESS IS: <http://webs.ashlandctc.org/mflath>

IN THIS COURSE WE WILL STUDY the interrelationship of structure and function within and between human organ systems. BIO 137 is the first in a sequence of two courses that will first introduce you to the human body, then the study of basic biological principles, including basic chemistry, biochemistry, cytology, metabolism, and histology. Then the course will continue as the study of how the human organ systems work together to maintain homeostasis. We will study four human organ systems including the integumentary, skeletal, nervous, and muscular systems.

COURSE COMPETENCIES/ LEARNER OUTCOMES:

Upon completion of this course, the student will be able to:

1. Explain basic principles of inorganic and organic chemistry as they apply to physiological processes.
2. Describe basic cell structure and physiology.
3. Describe the structure and function of major tissue types.
4. Recognize the complementarity of structure and function.
5. Describe basic metabolic processes of organ systems.
6. Explain the interrelationships between organ systems and physiological processes.
7. Explain the major homeostatic mechanisms utilized in each body system in response to internal and external environmental changes.
8. Explain physiological and anatomical mechanisms of common dysfunctions.



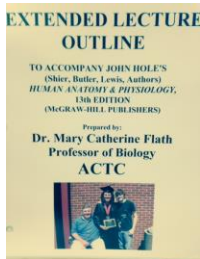
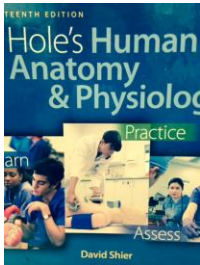
CREDITS TO BE EARNED: 4.0 credits; Lecture=3 contact hours & Laboratory= 2 contact hours each week.

YOU ARE CORDIALLY INVITED TO VISIT WITH ME IN MY OFFICE (420E) ANYTIME DURING THE SEMESTER (during my assigned office hours). YOU WILL RECEIVE TWO (2) EXTRA CREDIT POINTS FOR YOUR FIRST VISIT!



MATERIALS REQUIRED FOR THIS COURSE INCLUDE (available in the ACTC Bookstore):

1. **Textbook:** John Hole's, *Human Anatomy & Physiology* 13th Edition, David Shier, Jackie Butler, & Ricki Lewis authors, McGraw-Hill Publishers. New books cost \$285.00, **used books cost \$213.75, or digital 186.55.**
2. **The Extended Lecture Outline:** This chapter by chapter outline that I composed for McGraw-Hill, is available in hard copy at the bookstore at a cost of \$72.10. I strongly recommend you purchase the outline from the bookstore; however the outline is also available on my Webpage, <http://webs.ashlandctc.org/mflath> and at the text website <http://www.mhhe.com/shier13>
3. **Student Guide:** *A Visual Analogy Guide to Human Anatomy & Physiology* 2, 3rd edition, Paul A. Krieger author, Morton Publishers. Cost is \$39.20 new and \$29.40 used.
4. **Three (1 ½ “) three-ring binders and color tabbed dividers.** Use one binder for your BIO 137 chapter lecture outlines (Chapters 1-12) and PowerPoint handouts, the second for your BIO 137 lab PowerPoint handouts and other lab handouts, and the third binder to save your BIO 139 lecture outlines (Ch 13-24) for use next semester.



YOUR GRADE IN THIS COURSE WILL BE DETERMINED AS FOLLOWS:



TOTAL POINTS = 500:

A = 450 - 500 points
B = 400 - 449 points
C = 350 - 399 points
D = 300 - 349 points
E = 0 - 299 points



POINTS = 300:	Weekly Lecture Quizzes	= 300 points
LAB POINTS = 120:	Weekly Lab Quizzes	= 110 points
	Microscope Assessment	= 10 points
COMBINED LEC & LAB:	Final Exam (comprehensive)	= 80 points

THE NATURE OF THE QUIZZES AND FINAL EXAM ARE AS FOLLOWS:

1. Thursday lecture quizzes will be given in the first 20 minutes of each class meeting. The lecture quizzes are worth 25 points each, and will be composed of a combination of fill-in-the-blank responses, matching, drawings or diagrams, and several short answer questions. Responses will be neatly written in the quiz booklet. The material for the lecture quizzes will have been covered in the previous week's lecture session and will be selected from objectives posted on my webpage for each chapter. Correct spelling is required for lecture quiz responses. **Under no circumstance, may a student makeup missed lecture quizzes** due to tardiness or absence; however only the top 12 lecture quiz scores will be totaled for your lecture quiz total.
2. The lecture final exam worth 80 points will be composed of two parts: The first part (worth 60 points) will involve full understanding of Homeostasis and the second part (worth 20 points) will involve completion of Structural Levels of Organization Table. A study guide will be distributed prior to the final exam. Our assigned final exam period is **Tuesday, May 5th 10:15 am- 12:15pm in Room 420.**
3. Tuesday lab quizzes worth ten points each will be given during the first ten minutes of each lab session. Lab quizzes will be delivered in either PowerPoint format or practical format, and will cover the previous week's lab material. Responses will be neatly written on the answer sheet, and correct spelling is required. **Under no circumstance, may a student makeup missed lab quizzes** due to tardiness or absence; however only the top twelve lab quiz scores will be totaled for your lab quiz total. Please note however that the microscope assessment score CANNOT be dropped.
4. **Microscope Assessment worth 10 points will be administered on April 28th in lab. This assessment cannot be made-up due to absence, and this score cannot be dropped.**

EXTRA CREDIT OPPORTUNITIES

Students may earn two points for visiting me in my office (see page 2), two points for completing the online course evaluation in April (details to follow), and up to five points for perfect attendance (see below). In addition, **community service activities**, such as volunteering at the 2nd Annual SEF on February 6th, American Diabetes Walk, March of Dimes, Red Cross Bloodmobile (dates TBA), can earn you two (or more) points per event. I will keep you informed of these EC events as they are scheduled. These students and I walked the Making Strides to End Breast Cancer Walk on Oct 25 2014☺




CLASSROOM TO WORKPLACE ETHICS POLICY (Attendance Policy)

In support of the College's core goal of student success, your attendance is required in BIO 137. A clear relationship exists between class attendance and successful completion of a course. Thus, my **attendance policy is that the final grade for students who miss more than the equivalent of two weeks of classes will be reduced to an "E"**. Also note that two (2) tardies equal one absence.

Please note that it does not matter whether absences are excused or unexcused; **any absence in excess of two (2) lecture or two (2) lab will reduce your final letter grade to an "E"!!!** In short, get to class whenever you physically can, because you never know when an emergency or illness may arise, that forces you to miss.

Finally, I reward students for excellent attendance. **Perfect attendance (in both lecture and lab)** will earn you 5 extra credit points, one miss will earn you 4 extra credit points, and two misses will earn you 3 extra credit points.

OTHER CLASSROOM/LABORATORY CONSIDERATIONS:

1.  **IN SIGHT!!!!!!** Please turn your cell phone off and secure it in your pocket or backpack before entering class or lab. Ringing phones are extremely disruptive to ALL, and spending your time texting a friend is unacceptable in my classroom! To emphasize the importance of this matter, a ***TEN point penalty will be assessed to your overall point total, if your cell phone rings during class or lab or I see you text messaging on your phone at any time during class or lab.*** Please see me before class or lab if extraordinary circumstances warrant cell phone access.
2. **ACTC IS TOBACCO-FREE. You are prohibited from using any nicotine containing product while on campus, however use in your car is permitted at this time.** Consequently, tobacco products of any kind are prohibited...period!
3. Please use the restroom before class or lab. Again this “contagious” phenomenon is very disruptive to ALL. Of course I understand that emergencies may arise that force you to leave the classroom or lab, but please try your best to take care of these matters prior to class.
4. **NO FOOD OR DRINK IN THE LABORATORY AT ANY TIME!!!!!!!!!!!!!!**

MY MAKE-UP WORK POLICY:

“NO MAKE-UPS ARE ALLOWED UNDER ANY CIRCUMSTANCE”!!!!!!!

1. Students may not makeup missed lecture quizzes due to tardiness or absence, however only the top twelve scores will be totaled for lecture quiz total.
2. Students may not makeup missed lab quizzes due to tardiness or absence, however only the top twelve scores will be totaled for lab quiz total. Please note that the microscope assessment score cannot be dropped.
3. Students may not make up the Microscope Assessment on April 28th. If you miss lab on that date, you will receive a “zero” and this microscope assessment score cannot be dropped.
4. Students may not make up the Final Exam on May 5th. If you miss class on that day, you will receive a “zero” on that exam.



MY LATE WORK POLICY IS AS FOLLOWS:

Although no out-of-class assignments are required in this course, completion of distributed worksheets, objectives, study guides, et cetera will be very beneficial to you, your quiz scores, your final exam score, and your final grade.

MY WRITTEN WORK POLICY IS AS FOLLOWS:

I expect in-class written work to be neat and legible. If I cannot decipher your handwriting, you will NOT receive credit for your response(s).

GENERAL EDUCATION COMPETENCIES: Students should prepare for 21st century challenges by gaining:

- I. *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 effectively* by writing short answer responses on quizzes.
- II. *Intellectual and practical skills including inquiry and analysis, critical and creative thinking, written and oral communication, quantitative literacy, informative literacy, teamwork and problem solving* by learning how to use the compound light microscope, interpreting, analyzing, summarizing, and integrating a variety of course materials, including the textbook, lab manual, lecture outline, digital audios, et cetera, to be successful on lecture and laboratory quizzes, and the final exam, and to work cooperatively in laboratory.
- III. *Personal and social responsibility, including civic knowledge and engagement, intercultural knowledge and competence, ethical reasoning and action, and foundations and skills for lifelong learning* by devising creative ways in which to learn the vast material presented and required for success on quizzes, the microscope assessment and the final exam, and working cooperatively in lab.
- IV. *Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills, examine relationships in diverse and complex environments* by demonstrating considerations of keeping our bodies in homeostasis as best we can, by avoiding known disease causing agents in our physical environment, and working cooperatively in lab.

COURSE SPECIFIC GENERAL EDUCATION COMPETENCIES:

The Biology segment within the Math and Science Division of Ashland Community and Technical College promotes student success through general education courses that provide a foundation for allied health programs. The course specific general education competencies chosen to be assessed this semester include the following:

1. Students will understand the concept of the **homeostasis**. Students will successfully:
 - A. answer short-answer questions concerning homeostasis (Lecture Quiz 1)
 - B. illustrate a negative feedback loop re: blood calcium homeostasis (Lecture Quiz 8)
 - C. answer ten fill-in-the-blank questions concerning homeostasis on final exam.
2. Students will understand the concept of the hierarchy of structural **levels of organization**. Students will successfully:
 - A. answer and short-answer questions concerning levels of organization (Lecture Quiz 1).
 - B. fill in a blank table in which the student will name the nine levels of organization, define each of those terms, and name two specific muscular system structures that belong at each structural level on final exam.
3. Students will understand the anatomy and physiology of the **compound light microscope**, and be able to demonstrate its proper use. Students will successfully:
 - A. answer quiz questions re: the microscope in the lab period following its introduction and its proper use. (Lab Quiz 2)
 - B. answer 10 questions re: the microscope in a one-on-one assessment administered after several weeks of microscope use in the course.

IF YOU NEED TO WITHDRAW FROM THIS COURSE:

You may do so on your own prior to **Midterm (Monday, March 2)**, however you will need my permission and signature to withdraw after this date. Unless extraordinary circumstances have occurred and have been communicated to me, I will not allow you to withdraw with a "W" after midterm.

CONCERNING INCOMPLETES:

I will only consider giving an "I" or incomplete if you have completed at least 60% of the course material and extraordinary circumstances have occurred that have been communicated to me during the semester. If an "I" is given, the student and I will sign a written contract which outlines exactly what requirements the student must fulfill in order to complete the course for a letter grade. The student must **complete an "I" within two weeks of the beginning of the next semester**, or it will be changed to an "E" on his/her transcript.

OTHER IMPORTANT INFORMATION:

Return to Title IV

If you are receiving Title IV funds (grants or loans) and you do not successfully complete this course or you withdraw from this course, you could owe a portion of your financial aid back to the college and/or the Department of Education. ***Please check with the Office of Financial Aid before dropping this or any class.***

Student Loans

Student loan borrowers...please remember borrowing a student loan is a legal obligation that you must repay once you drop below half-time (6 credit hours) or stop attending school. You can keep track of the total amount of loans you have borrowed at www.nsls.ed.gov. This link will also provide contact information for your loan servicer (the company who will collect your loan payments). You are responsible for repaying your student loans, even if you never receive a bill. When it is time to begin repayment, please contact your loan servicer to discuss your loan repayment options. Please do not miss making your student loan payments. Missing payments can have serious consequences.

Security: Information regarding campus security as well as the college's annual security report and incident log are available at: <http://ashland.kctcs.edu/security>

Satisfactory Academic Progress

Federal regulations mandate that a student must maintain Satisfactory Academic Progress (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester.

To receive and to continue receiving financial aid, students must meet the following Financial Aid Satisfactory Academic Progress Standards:

- Students must successfully complete at least 67% of attempted courses.
- Students must maintain at least a cumulative 2.0 GPA; and
- Students must have attempted fewer than 150% of the credits required for their declared program of study. For example, the AA degree requires 60 credit hours and a student cannot attempt more than 90 credit hours to complete this degree.

If at the end of any term, your financial aid is **SUSPENDED** due to not meeting these standards, you have the right to submit an appeal.



Starfish Syllabus Statement

- Starfish is a software package that allows college faculty and advisors to maintain contact with students concerning their academic progress during the semester. If academic progress is not satisfactory, “flags” can be issued with suggested improvements. “Referrals” to academic support services can be made and positive comments, called “kudos”, may also be issued. These Starfish notices will be sent to students’ college email addresses only. Students will also have the opportunity to schedule appointments with their academic advisors through the Starfish calendar feature. Students may access Starfish through a link in Blackboard.
- Students should contact their instructor, their advisor, or an advisor in the Advising Center if they have questions about this program. Starfish has been introduced during orientation sessions and there will be Starfish Outreach sessions scheduled this fall.
- Students may expect to receive Starfish communications from the following email addresses.
 - Kudos – will be sent from the instructor’s email
 - Flags and referrals – will be sent from studentsuccess@kctcs.edu
 - Daily notification summaries – will be sent from notices@starfishsolutions.com

8/4/2014

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STUDENTS WITH DISABILITIES ACT

Ashland Community and Technical College is committed to ensuring that all students with disabilities have an equal opportunity in the pursuit of their educational objectives. If you have a disability and need accommodations, contact Heather Shelton, the Disabled Student Services Coordinator at 606.326.2051 or in Room 220. You should also inform your instructor(s) of your special needs as soon as possible.

STUDENT ACADEMIC OFFENSES AND ACADEMIC SANCTIONS: Please refer to Article 2.3.1 of the Student Code, which is published on the ACTC WebPage, under “Current Students” and “Student Information”.

BIO 137 GRADE DETERMINATION SHEET FOR: _____

<i>LAB QUIZ SCORES (10 points)</i>	<i>LECTURE QUIZ SCORES (25 points)</i>
January 13	January 15
1. January 20 =	1. January 22 =
2. January 27 =	2. January 29 =
3. February 3 =	3. February 5 =
4. February 10 =	4. February 12 =
5. February 17 =	5. February 19 =
6. February 24 =	6. February 26 =
7. March 3 =	7. March 5 =
March 10 – Spring Break	March 12 – Spring Break
8. March 17 =	8. March 19 =
9. March 24 =	9. March 26 =
10. March 31 =	10. April 2 =
11. April 7 =	11. April 9 =
12. April 14 =	12. April 16 =
13. April 21 =	13. April 23 =
14. April 28 Microscope Assessment =	14. April 30 =
<p style="text-align: center;">Lab Quiz Score: Total top twelve lab quizzes = _____ points/120</p>	<p style="text-align: center;">Lecture Quiz Score: Total top twelve lecture quizzes = _____ points/300</p>

EXTRA CREDIT POINTS or deductions: _____ points = _____ points/420

= _____ % going into final exam = _____

FINAL EXAM (May 5th, 10:15 am in Room 420) = _____ points/80

TOTAL: _____ points/500 = _____ %

FINAL GRADE: _____

PLEASE KEEP THIS STATEMENT FOR YOUR FILES:

THIS IS TO CERTIFY THAT I HAVE READ THE BIO 137 SYLLABUS CAREFULLY.

I understand that if I miss more than two lecture meetings **or** more than two lab meetings, *my final grade will be reduced to an "E".*

I understand that *two tardies equals one absence.*

I understand that there are *NO MAKE-UP QUIZZES* allowed in BIO 137. If I miss a lecture quiz or lab quiz under any circumstance, *I will receive a zero on that quiz.*

I understand that in order to withdraw from BIO 137 on my own, *I must do so by MONDAY, MARCH 2, 2015. After that date, it becomes Dr. Flath's decision as to whether I may withdraw or not.*

I understand that a *10 point one-on-one microscope assessment will be administered on April 28th during the lab period. If I do not attend lab on that date, I will receive a zero on that assessment, which I cannot drop.*

I understand that correct spelling is required on lecture and lab quizzes. *Partial credit deductions will be taken if I do not spell a word correctly on a quiz.*

I understand that if my cell phone rings or Dr. Flath sees me text messaging during lecture or lab, a *TEN point penalty* will be assessed to my final point total.

I understand that when communicating with Dr. Flath by email, *standard written English is required!*

PLEASE TURN THIS SIGNED STATEMENT IN ON THURSDAY, JANUARY 15, 2015.

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PRINTED NAME _____

SIGNATURE _____ DATE: _____

