

Semester Teaching Syllabus for BIO 1107 & 1108 - Human Biology

Division of Science, Mathematics and Engineering; Department of Biology

Instructor _____ Office Number _____ Phone Number _____

Office Hours: M _____ T _____ W _____ H _____ F _____

Credits: Lecture Hrs: 2.0 Lab Hrs: 2.0

Prerequisites: DEV 065, DEV 075, DEV 085, DEV 108 AND DEV 130 or equivalents

LECTURE			LAB	
Week	Topics and Text Chapters		Week	Topics
1	Introduction & Human Body	Ch. 1	1	Intro and Microscope
2	Cells & Tissues	Ch. 3	2	Histology (the Study of Tissues)
3	Skin & Body Membranes	Ch. 4	3	Skeletal System - Appendicular
3	Lecture Exam #1 (ch 1, 3, 4)			
4	Skeletal System	Ch. 5	4	Skeletal System - Axial
5	Muscular System	Ch. 6	5	¹ Muscles - Anatomy & Actions
5	Lecture Exam #2 (ch 5, 6)			
6	Nervous System	Ch. 7	6	Nervous System; ³ Brain dissection
7	Nervous System			
7	Lecture Exam #3 (ch 7)		7	² Lab Exam #1
8	Endocrine System	Ch.9	8	Endocrine System
9	Lecture Exam #4 (ch 9)			
9	Blood	Ch.10	9	³ Blood
10	Cardiovascular System	Ch.11	10	Heart / Heart dissection
11	Lymphatic System (pt.1)	Ch.12	11	Respiratory System
12	Respiratory System	Ch.13		
12	Lecture Exam #5 (ch 10, 11, 12, 13)		12	Digestive System
13	Digestive System	Ch.14	13	Urinary System
14	Urinary System	Ch.15		
14	Reproduction	Ch.16	14	³ Fetal Pig dissection
15	Lecture Exam #6 (ch 14, 15, 16)		15	² Lab Exam #2
16	Comprehensive Exam (mandatory)		16	No Labs

Campus Closed Lab Makeup Policy. If the college closes for weather or other reason, students must make up a missed lab in another lab section that week in the same room. The schedule is online and on the door to the lab. Check my.sinclair.edu for updates.

¹SCC will be closed on the holiday of this week. Students with a holiday lab will must make up this lab in any other lab section that week in the same room. The schedule is online and on the outside of the door into the lab.

²Lab tests must be taken during lab test week. No makeup lab tests will be given after lab test week.

³Protective eyewear (available in lab) must be worn during this lab.

IMPORTANT DATES and HELP:

8/27	Classes begin
8/31	Last day to drop/withdraw w/o record
9/3	Campus Closed (Labor Day)
10/5	Last date to drop with a "W"
11/12	Campus Closed (Veteran's Day)
12/7	Last Day of Instruction
12/10	Evaluation Week
12/14	Semester Ends – Week 16

Biology Dept. Office: Rm. 3041 Ph. 512-2747
 Tutorial Services: Rm. 7L07 Ph. 512-2792
 BIOSIS: Rm. 1043 Ph. 512-2169

Course/Module Description: BIO 1107 is a survey of the structures and functions of the human body. Two lecture hours, two lab hours (BIO 1108) per week.

Course Outcomes/Objectives/Competencies:

- Demonstrate comprehension of the major anatomical components in each organ system
- Demonstrate comprehension of the physiological function of cells and structures within each organ system
- Demonstrate comprehension of homeostatic principles
- Demonstrate comprehension of anatomical terminology and use it appropriately
- Identify and classify selected tissues using a microscope

Module Outcomes/Objectives/Competencies:

Introductory terminology- Comprehend the meaning of, and be able to correctly utilize, medical terminologies that are fundamental in the study and discussion of anatomy and physiology.

Cells-Demonstrate comprehension of organelles within cells and how they contribute to various cell functions both independently and as units. Also demonstrate comprehension of the classification, structure and general function of select tissues.

Integumentary system and Body Membranes - Demonstrate comprehension of the components within the various layers of skin and how they contribute to the homeostatic functions the skin provides for the entire body. Also demonstrate comprehension of the structure and function of membranes surrounding the organs of the ventral body cavity.

Skeletal system- Demonstrate comprehension of bone tissue structures, the interrelationships of those structures, and how they function both independently and as a unit. Further, demonstrate comprehension of bone shapes, general bone features, bone growth mechanisms, and the homeostatic role of bone as a hormonal target for the supply of Calcium and other associated minerals, and blood cells, to the body. Also demonstrate comprehension of selected bones and bone markings, and their general role in body support, protection and movement. Lastly demonstrate comprehension of 3 joint types, their structures, and select examples of each type.

Muscular system-Demonstrate comprehension of the appearance and location of the 3 types of muscle tissue, and the relationships of structures within skeletal muscle tissue, and how they function, including general cellular mechanisms for the acquisition of energy. Also demonstrate comprehension of the location and appearance of select skeletal muscles and the various types of actions they perform when they shorten across joints.

Nervous system-Demonstrate comprehension of the relationships of supporting cells, neurons and select structures within the central, peripheral and autonomic nervous systems and how they function both independently and as a unit.

Endocrine system-Demonstrate comprehension of the relationships of hormones and the endocrine organs that produce and secrete them, and generally how and where they function to maintain various aspects of homeostasis.

Blood- Demonstrate comprehension of the structure of 7 types of blood cells, and plasma, their function, and the basics of the ABO and Rh systems.

Cardiovascular system-Demonstrate comprehension of the structure of the heart and blood vessels, how they function, and some ways that function can be measured. Also demonstrate comprehension of the location of some major blood vessels, and how they branch from, or converge into, one another.

Lymphatic system- Demonstrate comprehension of the relationships of the major structures within this system and how they function both independently as a unit, and in relation to the cardiovascular system.

Respiratory system- Demonstrate comprehension of microscopic and macroscopic respiratory structures and how they function. Also demonstrate comprehension of how that function can be measured and displayed graphically as a spirogram, and the fundamentals of how the CNS controls that function.

Digestive system- Demonstrate comprehension of the relationships of tissue and organ structures along the digestive pathway, and how they contribute to the preparation of food for absorption.

Urinary system- Demonstrate comprehension of microscopic and macroscopic urinary structures, and how they connect. Also demonstrate comprehension of how they function both independently and as a unit to maintain hydration and eliminate dissolved wastes.

Reproductive system-Demonstrate comprehension of the various tissues and structures within the male and female, and how each contributes to the function of the system, and how control of that function is maintained by relationships with some of the hormones learned earlier. Lastly demonstrate comprehension of both the male and female gamete production, and the basics of the events of pregnancy and birth.

Evaluation and Assessment

POINT DISTRIBUTION IN COURSE (800 pts)

Lecture Exam #1 (100 pts.)	Lecture Exam #5	(100 pts.)
Lecture Exam #2 (100 pts.)	Lecture Exam #6	(100 pts.)
Lecture Exam #3 (100 pts.)	Lab Exam #1	(200 pts)
Lecture Exam #4 (100 pts.)	Lab Exam #2	(200 pts)

Mandatory Comprehensive exam (100 pts.) will replace you lowest lecture exam score

GRADES

A = 900 - 1000
B = 800 - 899
C = 700 - 799
D = 600 - 699
F = 0 - 599

Textbooks Required:

Essentials of Human Anatomy & Physiology, 10e, by Marieb
BIO 1108 Laboratory Guide, Sinclair Community College, 2012

Sinclair Policies, Procedures & Services for Students are listed on the next page and on the following link:

<http://www.sinclair.edu/support/disability/policies/?searchTerm=institutional%20policies>

SINCLAIR COMMUNITY COLLEGE

POLICIES, PROCEDURES AND SERVICES

FOR STUDENTS

The purpose of these policies, procedures, and services is to help you succeed as a student at Sinclair. Please carefully review and address any questions you might have to your instructor or the contacts provided below.

Educational Support Services

You may be eligible for free educational assistance if you are enrolled for credit. Contact Tutorial Services in the Library (lower level Building 7) or call 937-512-2792. Tutoring information also is available at <http://www.sinclair.edu/departments/tutorial>. Tutoring is usually not provided for 200 level courses that have a prerequisite or for Academic Foundations courses in which there are tutors. Tutoring and supplemental instruction are also available through the Tutoring and Learning Center in the Library adjacent to Tutorial Services. Additional information may be obtained by calling 937-512-4506 or by accessing their website at www.tlc.sinclair.edu. Additional assistance is available to eligible students through the Office of Disability Services, Room 10421, or call 937-512-5113. You are responsible for informing your instructor of any instructional accommodations and/or special learning needs at the beginning of the quarter.

English as a second language (ESL) course information is available in Room 10-421 (or call 937-512-5113). This is in addition to a variety of provided services, including admissions, registration and financial aid assistance for all Sinclair students who have English as a second language.

Important College Dates

You may find these dates on the web portal at my.sinclair.edu, using the “**Campus Calendar**” tab.

Dropping a Course

If you drop a course during the fall, winter and spring quarters within the first eight calendar days (including Saturday and Sunday), you will receive a 100 percent refund and no record of a grade for that course. Deadlines for summer courses and short-term, nonstandard courses have different drop deadlines. Consult the *electronic Campus Calendar* for these deadlines. If you drop a course after the first eight calendar days but before the last day to withdraw, you will receive a “W.” You may not drop a course after the last day to withdraw.

You may also drop courses by calling the Office of Registration and Student Records (937-512-3000 or 1-800-315-3000), online using “Web Advisor” at <http://my.sinclair.edu> (please print copy of end of transaction confirmation screen. If you call the Office of Registration and Student Records, make sure you ask that a copy of the drop form be mailed to you.

Withdrawing from College

If you decide to withdraw from all of your courses during the fall, winter and spring quarters within the first eight calendar days (including Saturday and Sunday), you will receive a 100 percent refund and no record of grades for the courses. Summer terms have different withdrawal deadlines. If you withdraw from your courses after the first eight calendar days but before the last day to withdraw, you will receive “W” grades. You may not withdraw after the last day to withdraw.

You may also withdraw from all of your courses by calling (937)512-3000 or online using “Web Advisor” at <http://my.sinclair.edu> (please print copy of end of transaction confirmation screen)

Late Registration and Change of Schedule

Late and audit registration will be the week before classes begin. During this period, you may register for, or add, any class that is open. A late fee of \$30 will be assessed if you register after the on-time registration ends. This late fee does not apply to audit courses. *After the beginning of the quarter, you will not be permitted to register for any course that has already met for the first time.*

You may register to audit a course during the week before classes begin. **YOU MAY NOT CHANGE FROM AUDIT TO CREDIT, NOR CREDIT TO AUDIT STATUS ANY TIME IN THE REGISTRATION PROCESS.** You will not receive credit for classes you audit, nor can you qualify for veterans benefits for classes you audit.

Attendance

You are expected to be present at all class sessions. If you must be absent, it is your responsibility to contact your instructor and ask if missed assignments can be completed. Excessive absences and work not completed may affect your final grade, financial aid, and VA benefits.

The attendance policy can be found in the student handbook at:

<http://www.sinclair.edu/stservices/sact/pub/handbook/attendancepolicy.swf>

Administrative Withdrawal

You may be **administratively withdrawn** from a class by your instructor for nonattendance. He or she must advise you in writing **at the first class meeting** what attendance record would constitute cause for administrative withdrawal. If you do not attend the first class, it is your responsibility to obtain a copy of all materials distributed at the first class meeting.

You may also be administratively withdrawn from classes as a result of a **student judicial affairs hearing** with the Manager, Student Judicial Affairs or the Student Judicial Affairs Hearing Panel. Administrative withdrawals may be made when it has been determined that your presence on campus is potentially detrimental to the college, faculty, staff, students or yourself.

Grades

Grades will be available the first Wednesday after the end of the quarter. Students should choose one of the following ways to access their grades:

1. E-mail — A grade report will be e-mailed to all students by way of their My.Sinclair e-mail address. Grades will be e-mailed as soon as all grades for the term are received. If an official grade report is needed, students should access their grades by way of their Web Advisor account.
2. Web Advisor — Students may get an official grade report through their Web Advisor account. Web Advisor is accessed through the My.Sinclair portal. Grades can be found by clicking on the “Grades by Term” link within Web Advisor. The “Grades by Term” screen will contain the student’s name and should be considered an official grade report.

Letter grades are issued at the end of each quarter:

A	Excellent	I	Incomplete (unusual circumstances by contract only)
B	Good	P	Pass
C	Average	N	Progress
D	Passing	S	Satisfactory
F	Failure	U	Unsatisfactory
X	Audit	Y	Proficiency Credit
W	Withdrawal	Z	Nonattendance

Student Behavior Guidelines

Treat your classes as you would a desirable job. The instructor is a team leader and your fellow students are coworkers. Everyone must work together to complete learning objectives. These behaviors are expected of you:

1. Attend all classes on time.
2. Respect the rights of others to contribute by listening attentively. Show consideration for students, instructors and other college employees.
3. Participate appropriately and actively on topics presented in class.
4. Complete your assignments on time.
5. Ask for feedback from your instructors and peers to insure progress toward learning objectives.
6. Resolve problems by immediately discussing issues with your instructors and/or peers.

Your student rights and responsibilities are detailed in the *Sinclair Community College Student Judicial Affairs Handbook* available in Student Leadership Development/Student Judicial Affairs, Room 8025 or online at <http://www.sinclair.edu/stservices/sact/StudentHandbook/index.cfm>.

Safety and Security

You may access the Campus Police website at <http://www.sinclair.edu/departments/campuspolice> for information on safety, crime reports/statistics, the department's annual report, and other services. For more information, contact the Campus Police Department in Building 7, Room 7112 or call 937-512-2534.

Academic Advising Center

You are encouraged to meet with an academic advisor early in your studies at Sinclair. Academic advisors are available to assist you in understanding your degree requirements and academic policies, selecting courses, and transferring to other institutions. In addition, prior to taking any action that will impact your schedule, (e.g., dropping or adding a course) it is **strongly** recommended that you see your academic advisor. All advisors are located in the Academic Advising Center, Room 11-346. The Advising Center phone number is 937-512-3700.

Other Counseling

Counseling Services Room 10424 937-512-2752	Career Services Room 10313 937-512-2772
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Testing Center (to be used ONLY if pre arranged with your instructor):

Exams are administered on a walk-in basis only at the Testing Center in Room 10445. You must present a Tartan ID Card, driver's license, or state issued photo ID at the time of testing. You may have to wait during peak periods (lunch time, after 4 p.m., midterms, and finals). You may call the Testing Center at 937-512-3076 to verify that your exam is on file and ready to be administered. Children are not permitted in the Center and may not be left unattended in the lobby. Please visit the website at <http://www.sinclair.edu/stservices/enrl/testing/index.cfm> for additional information.

BIO 1107/1108 - HUMAN BIOLOGY - CLASS POLICIES

Evaluation and Assessment

POINT DISTRIBUTION IN COURSE (800 pts)

Lecture Exam #1 (100 pts.)	Lecture Exam #5 (100 pts.)
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Lecture Exam #3 (100 pts.)	Lab Exam #1 (200 pts)
Lecture Exam #4 (100 pts.)	Lab Exam #2 (200 pts)
Comprehensive exam (100 pts. will replace you lowest <u>lecture</u> exam score)	

GRADES

A = 900 - 1000
B = 800 - 899
C = 700 - 799
D = 600 - 699
F = 0 - 599

To calculate your percentage at any time, divide your accumulated total points by the number of points possible at that time. Multiply the answer by 100 to convert it to a percentage grade.

V. Attendance

Regular attendance in lab and lecture is expected of all students. Students are responsible for staying informed of any announcements of changes in work assignments or test dates made in class during their absence. Once a handout is given in class, additional copies are usually not brought back to following class periods.

VI. TESTING

All lecture and lab exams must be completed in order to pass the course.

There are five required lecture exams and two lab tests.

Lecture test make-ups: Each student is required to take five lecture exams. If a lecture exam is missed, the student must take a final comprehensive test to replace the missing grade. If a student completes all five lecture exams, the comprehensive test is optional. This student may take the final comprehensive exam and substitute that grade for the lowest grade. If the final comprehensive grade is the lowest, that grade will be dropped. If two lecture exams are missed, the second make up test will be a rigorous essay exam over the missed material.

Lab test make-ups: The student is expected to take the lab exams during their scheduled lab section. If events require the student to take the exams at some other time, written permission from their original lab instructor is required. The instructor for the make-up lab will request some form of picture identification such as a Sinclair student ID or Drivers License for verification. Students must request and schedule make-up tests with their instructor prior to the time such tests are given.

VII. Educational Support Services Available

The Tutorial Services (located in the library) program provides free educational assistance for any Sinclair student who is enrolled for credit. The BIOSIS laboratory in room 1043 can also be helpful. It will open Monday morning of the second week of the quarter. Hours will be posted on the door, or call the BIOSIS lab for information (512-2169).

Students are responsible for informing the instructor of any instructional accommodations and/or special learning needs at the beginning of the quarter. Assistance is available to eligible students through Office of Disability Services (room 10421 or call 512-5113)