

HUMAN ANATOMY AND PHYSIOLOGY - BIOLOGY 155

Course Description: A lecture and laboratory course in the anatomy and physiology of the human body. Study begins with basic terminology and cell structure; then extends to a survey of the organ systems. Laboratory study is enhanced via microscopic study of tissues, preserved specimens and anatomic models, the use of interactive computer models, cat dissection, and the examination of plastinated cadaver(s). A strong biology background, Biology 132, Medical Terminology or Body Structure and Function is recommended. **Prerequisites: ENG 085 and MTH 110**

Instructor: Jeff Pollet, MD; Office hours posted. Others by appointment.

Phone (517) 796-8442 (Leave a message when I'm not available. E-mail = best way to reach me.)

Email: polletjeffrey1@jccmi.edu

Text: -Tortora & Derrickson -PRINCIPLES OF ANATOMY & PHYSIOLOGY, 12th ed.

Lab Manual: -BIO 155 Lab Manual [departmental]

-Van De Graaff & Crawley - PHOTOGRAPHIC ATLAS FOR THE ANATOMY AND PHYSIOLOGY LABORATORY, 6th ed.

Optional Materials: A & P Lecture Outlines / Coursepack, Notebook, & Mosby's Medical Dictionary or comparable

Grade: The grade you earn in this course will be based upon total points accumulated on:

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| 1) Scheduled exams (100 pts. each) | 4) Take Home Quizzes (5 pts. each) |
| 2) Unannounced quizzes (5 pts. each) | 5) Laboratory grade (25 pts.) |
| 3) Lab Practicals (10-50 pts. each) | 6) Possible Assignments for Course Assessment |

Grading scale: 4.0 (A) 95-100%; 3.5 (A-/B+) 90-94%; 3.0 (B) 85-89%; 2.5 (B-/C+) 80-84%; 2.0 (C) 75-79%; 1.5 (C-/D+) 70-74%; 1.0 (D) 65-69%; 0.5 (D-) 60-64%. You will be expected to keep a record of your grades. You may calculate your grade at any time.

For exam one, those scoring below a 2.0 will have the opportunity to retake that exam, with the **average** grade being recorded. This privilege will be for the **first exam only**, and only at the scheduled time.

Absence Policy: You are responsible for all assignments, handouts and materials covered in lecture and in lab exercises. If you must miss a lab exercise or an exam, it is your responsibility to arrange make-up. The privilege of making-up exams and lab practicals will be extended only in the case of emergency, illness, or previously authorized business. Please let me know in advance whenever possible. All make-ups will be different; the second (and subsequent) make-ups point value will be 80% of your actual score. Lab work can be made-up by attending other lab sections, or by doing the work on your own. Unannounced quizzes cannot be made up.

General Philosophy: You are an adult and a college student. As such you are expected to be able to work and learn independently, and to be responsible for all assignments and materials. This is a difficult course, and will cover a tremendous amount of material; that will require hard work and discipline. You will need to keep up, as the pace of the class is fast, and accelerates as we cover the last few chapters and get into consolidation and review. There are no quick, easy ways; what you learn here will be directly proportional to the amount of effort you have expended. You're also expected to be considerate of the rights of others and not to interfere with those who are trying to study, work and learn.

Miscellaneous:

1. You are expected to keep a complete and well-organized notebook of lecture notes, assignments, grades and other material covered in lecture or lab. This will not be collected or graded but will be for your benefit since it will provide your main source of information.

2. It is expected that problems that occur because you feel an error has been made, or disagree with what has been done, or feel that you have been treated unfairly, will be brought to my immediate attention so that they can be resolved.
3. There will be no extra credit projects for this course, since it is felt that your time will be better allocated in studying the assigned materials.
4. Supplemental materials may be used at your home or in the JCC Computer Labs. **The text's companion website** (available with all new textbooks by access code) contains study aids. ADAM Physiology Modules & Interactions CDs, (on various systems) may be available in the LRC (library at main campus).
5. Student tutors may be available on a need basis, at no cost to the student being tutored. Stop by the Center for Student Success in BW 123.
6. Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Center for Student Success as soon as possible to ensure that such accommodations are implemented in a timely fashion.
7. A student found cheating or plagiarizing information will either receive a score of zero on that particular exam or assignment, or a grade of 0.0 in the course. In addition, the Academic Deans will be informed of any such incident. The JCC Academic Honesty Policy can be found online at:
<http://www.jccmi.edu/administration/deanoffaculty/academicHonestypolicy.htm>

LABORATORY PROCEDURE: Lab is a very important learning component of this course. Cooperation with other students and the instructor in keeping the lab orderly and clean is expected. Please observe the following laboratory guidelines, and encourage your partners to do the same.

1. Lab assignments and specific instructions will be given at the beginning of each lab period. You will be expected to complete all the assignments that require dissection or lab apparatus during this time. If you run out of time, some of the questions, plus the practical exercises at the end of each unit can be answered later using standard reference books.
2. You will be expected to return all materials, apparatus, and reference books to their proper place at the end of the lab period. Apparatus that has been used should be washed with tap water and blotted dry with paper towels. Please leave materials neatly arranged; all members of each working group will be held responsible for the condition and return of all lab materials.
3. Consult with other members of the class and the instructor concerning any part of your work. Cooperation and consultation are encouraged: however, make certain that you completely understand everything since you will be held individually accountable for all materials covered.
4. Disruptive behavior and loud conversations will not be permitted.
5. You are free to leave the lab when you have completed the assigned materials. Do not disturb others who are still working.
6. 25 points of your final grade will be based on your attitude and effort in lab. Any lab period missed or not worked on conscientiously, in excess of one, will result in a loss of 3 points per lab session. It is your responsibility to make sure that your name is on the sign in sheet each week.
7. Use of the human cadaver mandates a requirement to sign the LEARNING CONTRACT prior to participation of any kind. This contract will require reading and acceptance of: the Human Specimen Respect Policy and the "Anatomy and Physiology Lab Rules". Lab Rules follow.

Associate Degree Outcomes (ADOs) for BIO 155

ADO 2 - SCIENTIFIC REASONING

Science and Society – Describes issues raised by scientific advancements in physiology for contemporary society. Assessed by: short essay assignment.

Basic Concepts and Fundamental Principles – Defines scientific terminology and explains basic principles, concepts, and theories of the natural sciences. Assessed by: pretest/post test.

ADO 9 – WORKING IN SMALL GROUPS

Participating – Tasks and member roles are defined informally, and most but not all members understand them. Most members contribute. Assessed by: instructor assessment.

Supporting Team Members – There is a general atmosphere of respect for team members, but some members may not be heard as much as others. Assessed by: instructor assessment.

Anatomy & Physiology Learning Contract

As a student taking the Human A&P course, I understand my responsibilities as follows:

- I am taking this course to improve my knowledge in this subject.
- I understand that this is a very difficult college level course and is not an “easy” course.
- This course builds upon chapters covered, and falling behind will make the course more challenging.
- Attendance and being to class on time are critical to my success in this course.
- I will help my fellow students understand the course material.
- I understand that if I cheat, it may affect my ability to obtain certain jobs in health care or with the government for the rest of my life.
- If I need help or have problems, I will see the instructor or request a tutor before I fall too far behind.
- If I have a complaint about the course, I will first discuss it with the instructor as per JCC policy.
- I will contribute to classroom and laboratory discussions.
- If at any time I feel that something is interfering with the learning environment, I will bring it to the instructor’s attention privately so that the instructor can attempt to remedy the situation.
- I will keep a record of my grades and notify the instructor immediately if I feel that an error has been made, or I don’t understand why I received a particular grade.
- I will familiarize myself with the “study hints” on the Science department Web page: http://www.jccmi.edu/academics/science/How_To_Study_Science/index.htm
- Above all else, I will contribute to the learning environment for all.
- I have read and understand the syllabus and schedule for this course.
- I have read the Human Specimen Respect Policy and will agree to abide by its terms. [http://www.jccmi.edu/HumanResources/Manual_web.pdf]
 - See Academic Policies 20.8 and the appendix for the A&P lab rules
- I acknowledge that I have received a copy of the BIO 155 lab rules and I agree to abide by these rules.

I understand and agree to this learning contract.

PRINTED NAME: _____

SIGNATURE: _____ DATE: _____

Warning: This sheet is due before the 100% refund date. Failure to complete and return by the due date will result in an instructor withdrawal of the student from the course.

INSTRUCTOR COPY – STUDENT SIGNS AND RETURNS