

BIOL 2111 Human Anatomy & Physiology I Fall 2009 • Syllabus

Instructor information: **Adele Cunningham, Ph.D.;** Office: Room-220
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Office hours:

Monday	3:30 – 6:30
Tuesday	2:55 – 3:55
Wednesday	9:15 – 10:15 1:30 – 4:30
Thursday	9:15 – 11:15

Prerequisite: There is **no prerequisite** for this course.

Textbooks & Supplies: *Human Anatomy & Physiology*, Marieb and
Hoehn
and
*Human Anatomy & Physiology Lab
Manual*, Elaine Marieb

Course objectives: This course examines **fundamental concepts in Human Anatomy & Physiology**. The goal of this course is to give the students an understanding of the **major organ systems** of the human body.

Important Dates: August 18 -21 drop/add days
September 7 Labor Day
October 9 Midterm
November 25 – 28 Thanksgiving
December 4 Last day of classes

Course withdrawals: See the **college catalog** for school policy on course withdrawals and refunds. Financial Aid can answer your questions about the consequences of withdrawing or not withdrawing.

Letter grades will be determined from final course averages based on the following scale:

A = 90.0-100; **B** = 80.0-89.9; **C** = 70.0-79.0; **D** = 60.0-69.0;
F = <60

	Points
Test 1	100
Test 2	100
Test 3	100
Test 4	100
Test 5	100
Lecture test total	500 points
Lab assignments	35
6 Lab tests	210 (35 points each)
Total points	745

NOTE: The grading scale is **NOT** subject to discussion. There are **no** opportunities for extra credit. Weekly lab assignments and quizzes together are equal to one test. You can improve your grade significantly by attending lab and being present in class on quiz days. There are **no make-ups for missed labs**. You must provide documentation of an absence from lab or you will lose participation points.

Grade disputes:

I will be happy to consider possible errors in grading **if** you present a clear concise explanation of the problem. I will **not** consider any grade dispute more than two weeks after the return of an exam.

Incomplete Grades: An incomplete or “I” grade is available only for non-academic reasons and only before the time grades are turned in. Students must make up missed work the following semester or the grades automatically become an “F”. Students may not reregister for the class.

Withdrawal after midterm will result in an automatic “F” unless the withdrawal has been approved by the Vice President of Academic Affairs.

Missed Exams: My general policy is not to give make-up Exams. If you miss an exam due to circumstances beyond your control, you must provide **documentation** to me and arrange to take the exam within **five days**. For make-up tests you will be given a list of topics for essays and definitions to know. Make-up tests will be **entirely short answer and essay**.

Students with a college approved scheduled absence (athletics, military duty, etc.) MUST contact the professor well in advance of the scheduled absence. Exams may be taken early in those specific cases.

Attendance policy: It is the policy of the college and your professor to require your attendance at each class. Attendance is an essential part of learning the material and making a good grade.

Tips for Success:

- Set priorities** – At least twice a week make studying your top priority!
- Reward** – yourself for meeting small goals like studying
- Be organized** – keep your work where you can get to it quickly (not mixed in with all your other classes) and in an understandable, chronological order.
- Read!** Read your class notes and the text as soon after lecture as possible.
- Be diligent** – do the homework and study for tests and quizzes as soon as possible after they are assigned.
- Be smart** – use resources wisely; study groups, library, tutoring, World Wide Web.
- Be there!** The learning process starts in the classroom. You will also begin to learn what to expect on tests and what topics to emphasize when you study.

Bainbridge College Catalog

Students should read the **Bainbridge College Catalog** and **Student Handbook** to become familiar with College policies. Policies specified in the current catalog are applicable unless otherwise stated in this syllabus.

CLASS STANDARDS:

The student is expected to be on time and attend every class. If absent from a class, it is the responsibility of the student to obtain missed information from a classmate. Missed information includes not only lecture notes, but also any possible information regarding syllabus changes or announcements. The student is expected to arrive on time prepared to take notes, i.e., with pen, paper, and colored markers/pencils.

Academic integrity: Students should be aware that absolute academic integrity is expected of every student in all undertakings at Bainbridge College. Failure to comply can and will result in strong penalties imposed by the college. See the **Student Handbook** for Bainbridge College policy on **Academic Integrity**. In addition to any college imposed sanctions, any student found plagiarizing or cheating (including copying from another student's exam, communicating on exams, using unauthorized materials during an exam) will receive a grade of **Zero** for that exam. I anticipate that this will not be a problem.

Students with disabilities: In compliance with the Bainbridge College policy and equal access laws, I am available to discuss appropriate academic accommodations that may be required for students with disabilities. Requests for academic accommodations are to be made during the first three weeks of the semester, except for unusual circumstances, so

arrangements can be made. Students are encouraged to fill out a **special needs form** in the Office of Admissions and submit a copy to me to verify their eligibility for appropriate accommodations.

Computer Access:

Use of the computer is important for this course. This will include use of email and World Wide Web. Computers are available for student use in the computer lab.

Tutoring

Tutoring is available in the counseling center. **All** students are eligible for tutoring. Especially if you have been out of school for several years, it is strongly recommended that you take advantage of the tutoring service. Tutors are other students and can give you valuable help!

In choosing to take this course, you are agreeing to abide by the course rules, regulations, and standards. Should you have concerns or questions, you should discuss them with the instructor as soon as possible. However, you are bound by these rules, regulations, and standards from the first day of class throughout the duration of the course.

Syllabus BIOL 2111 Anatomy and Physiology I Fall 2009
The schedule below may change!

Week of August 17	Chapter 2 Chemistry Comes Alive
Week of August 24	Chapter 2 continued Chapter 3 Cells: The Living Units
Week of August 31	Chapter 4 Tissue: The Living Fabric Chapter 4 continued
Week of September 7	Test 1 Chapter 5 The Integumentary System
Week of September 14	Chapter 5 continued Chapter 1 The Human Body: An Orientation
Week of September 21	new test 2 Chapter 6 Bones and Skeletal Tissues Chapter 6 continued
Week of September 28	Chapter 7 The Skeleton
Week of October 5	Chapter 7 continued Chapter 8 Joints
Week of October 12	new test 3 Chapter 9 Muscles and Muscle Tissue Movement DVD
Week of October 19	Chapter 9 continued Chapter 11 Fundamentals of the Nervous System and Nervous Tissue
Week of October 26	Chapter 11 continued Chapter 12 The Central Nervous System
Week of November 2	new test 4 Chapter 12 continued Chapter 13 The Peripheral Nervous System and Reflex Activity Chapter 14 The Autonomic Nervous System
Week of November 9	Chapter 15 The Special Senses
Week of November 16	new test 5

Week of November 23 Review topics

Week of November 30 **Test 6**

Week of Dec 7

**Syllabus BIOL 2111 Anatomy and Physiology I Lab
Fall 2009**

Week of August 17	Exercise 3 The Microscope
Week of August 24	Exercise 4 The Cell
Week of August 31	Test 1
Week of September 7	Exercise 6A Classification of Tissues Exercise 7 The Integumentary System
Week of September 14	Exercises 1 and 2 Language of Anatomy And Organ systems Overview
Week of September 21	Test 2
Week of September 28	Exercise 10 The Axial Skeleton (Integumentary also)
Week of October 5	Exercise 11 The Appendicular Skeleton
Week of October 12	Test 3
Week of October 19	Exercise 15 Gross Anatomy of the Muscular System
Week of October 26	Test 4
Week of November 2	Exercise 19 Gross Anatomy of the Brain and Cranial Nerves Exercise 21 Spinal Cord, Spinal Nerves and the Autonomic Nervous System
Week of November 9	Test 5
Week of November 16	Exercise 24 Special Senses: Vision Exercise 25 Special Senses Hearing and Equilibrium Exercise 26 Special Senses Olfaction and Taste
Week of November 23	Thanksgiving – no lab
Week of November 30	Test 6