Human Anatomy and Physiology I
(1st quarter of a 2 quarter series)

Instructor: Naomi Jones
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Classes: Biol&241 C (Room S220)
- M, W: 8:30-10:20
- T, Th, F: 9:30-10:20

Office Hours: M: 10:30 and 2:45
- W: 10:30 (In Science Study Center S114)
- Th: 10:30
- F: 10:30

Who is Naomi? I got my Bachelor of Science from Montana State University and my Master of Science from Western Washington University. My focus was on human biology with an emphasis in exercise science. I exercised lizards (on tiny treadmills and banked tracks) to evaluate muscle changes with exercise for my thesis. I have taught at BC for over 16 years and still LOVE teaching and learning about the human body. I’m always hoping some of my nerdiness and enthusiasm for the subject will rub off on you!

Materials:
- Text: “Human Anatomy & Physiology”, Marieb, 10th edition, recommended
- Biology & 241 Lecture Notes (Mauldin), required
- Lab Manual for A&P (Mauldin), required
- Colored Pencils are handy, but not required

There is no eating or drinking in any of the lab rooms due to safety. If you need a drink you may step out of the room.

Major Topics Covered:
- Tissues and Simple Organs (Glands and Membranes)
- Skeletal System*
- Nervous Tissue*
- Central Nervous System (brain* and spinal cord)
- Peripheral Nervous System
  - Motor (somatic and autonomic)*
  - Sensory (general and special [sight, hearing, etc.])*
- Muscle System*

Course Outcomes:
1. Demonstrate an ability to identify the components of the skeletal, muscular and nervous systems and describe their location in anatomical terms.
2. Recognize and describe the relationship between the anatomical structure of an organ and how it correlates to its function.
3. Observe and describe differences in tissue types to predict their role in the normal structure and functioning of an organ.
4. Explain the principle of homeostasis and the use of feedback loops to control physiological systems, and how an inability to maintain homeostasis can lead to disease.
5. Develop a vocabulary of appropriate terminology to effectively communicate information related to anatomy and physiology.

Cell phones: I expect us to act as adults and be courteous and respectful of the learning environment. In other words, please refrain from texting, Facebooking, Tweeting, Snapchattting, Instagramming and being downright distracting with your phone during class time or I will ask you to step out.

Exams:
Unit Exams: There are 5 one hour lecture exams, a laboratory exam and a final exam with a lab portion for the quarter. The Skeletal system will have two exams, one focusing on physiology and using a scantron card, the other a laboratory practical (identifying bones, joints, movements etc.). These exams will usually include a multiple-choice section of approximately 60 points, a fill in the blank, true and false or a short answer section of about 10 points. You will be alerted as to the exact format prior to each exam.

Scantron cards along with a #2 pencil will be needed for each exam.

For each exam, you will be responsible for the material covered in:
1. lecture and your lecture notes (highest priority)
2. your laboratory exercises
3. worksheets and quizzes

None of the exams can be dropped.

Due to the difficulty of setup, there are NO MAKE-UPS for the lab exam.

Missing a Lecture Exam:
1. If you know ahead of time that you will be absent, contact me as soon as possible and make arrangements to take the exam early.
2. If you miss the exam due to a documented emergency (doctor’s note, death certificate, etc.) you can make up the exam on the 1st day you return without a penalty. I will expect you to show me some documentation.
3. If for any other reason you miss the exam, you will be able to make up the exam on the next class day. However, 10% of the exam points will automatically be deducted from the exam for each day late. For example, if the exam is worth 70 points and you take the exam one day late you will automatically have 7 points deducted from the exam.

Comprehensive Final: Since you will have a comprehensive portion on the final over the quarter’s work, you will be allowed to keep all exams until the end of the quarter. On the day of your comprehensive final exam, you can turn in all exams plus their scantron cards for extra credit points.
Quizzes:
There are an unbelievable number of quizzes given during this course. These quizzes are designed to keep you, the student, on top of the massive amount of content covered during each class session. Studying the material daily for a quiz (or assignment), reviewing the same material for each unit exam, and then reviewing once again for the comprehensive final is part of the strategy that leads to long-term memory of the material.

Quizzes are usually given the instant class starts. You are given a minute for each quiz point, i.e., 5 minutes for a 5-point quiz. If you are late, you can expect to be given less time to take your quiz or you will be asked to take it after class. In those cases where understanding the quiz material is critical to our moving to a new topic, we will grade the quiz in class.

If You Miss a Quiz Or Assignment Due To An Absence:
1. During the quarter, if you miss a class you can make-up 2 graded activities (quizzes, assignments etc.) for full credit. This make-up must be taken (in the case of a quiz) or submitted (an assignment) on the day you return or you will receive a zero.
2. If you miss any additional quizzes or assignments (beyond the 2)
   - Quizzes or assignments worth 5 points or less cannot be made-up.
   - Quizzes or assignments worth more than 5 points can be made-up on the day you return but 5 points will be deducted from your score.

Religious Holidays:
Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

Disability Resource Center:
The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.
If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc., please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact asn@bellevuecollege.edu or 425.564.2764. ASN is located in the Library Media Center in D125. www.bellevuecollege.edu/autismspectrumnavigators/
The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc

Affirmation of Inclusion:
Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. http://bellevuecollege.edu/about/goals/inclusion.asp

It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. Students can expect me, the instructor, to be concerned for the educational experience of each student in the class, respectful of individual differences, encouraging of creativity, knowledgeable of and enthusiastic of course materials. Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process.

College Anti-Discrimination Statement (Title IX):
Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

For further information and contacts, please consult College Anti-Discrimination Statements.

Public Safety and Emergencies:
Public Safety is located in D171 and can be reached at 425-564-2400 (easy to remember because it’s the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at http://www.bellevuecollege.edu/alerts/?ref=footer

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these two rules:
1) Take directions from those in charge of the response - We all need to be working together.
2) Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
Please do not hesitate to call Public Safety if you feel safety questions or concerns at any time.

**Grading:**
If you feel you can no longer attend the class, be sure to officially drop so your grade does not become an automatic “F”. The last day to drop this or any class is the last day of the 7th week of the quarter. (Withdrawing between the 10th day of the quarter and the end of the 7th week will result in a “W” on your transcript).

Hardship Withdrawals may be given if, due to an extenuating circumstance that occurs after the last date to withdraw, a student must drop my class. The student, at the time of the HW request, must have their grades in good standing, e.g. must have earned a "C" or better in the class and the extenuating circumstance should be unexpected and well documented, e.g. a medical emergency, called to active military duty.

Your final grade will be determined from the total of all points accumulated during the quarter from exams, quizzes, lab assignments etc. The accumulated point total varies slightly each quarter but usually totals about 800 points. These points are divided into the following categories:

- Lab activities, lab exams and assignments=20%
- Quizzes=20%
- Lecture Exams=60%

At the end of the quarter grades are assigned via the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93%-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90%-92.9%</td>
</tr>
<tr>
<td>B+</td>
<td>87%-89.9%</td>
</tr>
<tr>
<td>B</td>
<td>83%-86.9%</td>
</tr>
<tr>
<td>B-</td>
<td>80%-82.9%</td>
</tr>
<tr>
<td>C+</td>
<td>77%-79.9%</td>
</tr>
<tr>
<td>C</td>
<td>73%-76.9%</td>
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<tr>
<td>C-</td>
<td>70%-72.9%</td>
</tr>
<tr>
<td>D</td>
<td>60%-66.9%</td>
</tr>
<tr>
<td>D+</td>
<td>67%-69.9%</td>
</tr>
</tbody>
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**Cheating:**
There is great pressure to do well in this class in order to get accepted into your program. Even though I understand your plight, cheating is never condoned in this class. Not only do you disrespect yourself, but you also disrespect me and the other students. If you don’t know the information well enough to pass the class, you are not ready to get into your program. Following is the Science Division Policy on cheating:

**Science Division Policy on Cheating:** You, the student, are expected to conduct yourself with integrity. If you cheat*, or aid someone else in cheating, you violate a trust. If you cheat, the following actions will be taken:

1. You will receive a grade of "0" on the work (exam, assignment, lab, quiz, etc.), where the cheating occurred. This grade cannot be dropped. 
   A report of the incident will be sent to the Dean of Students. He may file the report in your permanent record or take further disciplinary action such as suspension or expulsion from the college.

2. If you feel you have been unfairly accused of cheating, you may appeal. (For a description of due process, see WAC 132H-120.)
*Cheating includes, but is not limited to, copying answers on tests or assignments, glancing at nearby test papers, swapping papers, stealing, plagiarizing, and illicitly giving or receiving help on exams or assignments.

**Attendance:**
Other than studying, the single most important thing you can do to assure your success in this class is to attend. Absences not only result in the loss of information and quiz and assignment points, but also negatively affect my evaluation of your final grade. I consider your attendance when determining whether borderline grades will be moved up to the next higher level.

**Quarter and Weekly Schedules:**

The quarterly schedule provided with this syllabus is tentative. You will receive an updated and detailed weekly schedule designed to let you anticipate quizzes, assignments, etc. and plan your study time accordingly. There is no excuse for coming to class unprepared.

**Winter Quarter Schedule 2018**

**Week 1: Jan 2-5**
**Topics:** Epithelial and Connective Tissue

**Week 2: Jan 8-12**
**Topics:** Finish Connective, Simple organs and Skeletal Tissue (cartilage and bone)

**Week 3: Jan 15-19**
**Monday: No Class. Martin Luther King Jr. Day**
**Topics:** Nervous Tissue, Ion channels, Potentials
**Thursday: Exam on Tissues (epithelial and connective), Simple Organs, Skeletal Tissue and Language of Anatomy**

**Week 4: Jan 22-26**
**Topics:** Finish Potentials and Synapses

**Week 5: Jan 29-Feb 2**
**Thursday: Exam on Nervous tissue, ion channels, potentials, synapses and tissue slides**
**Topics:** Cerebral Hemispheres and Brain Stem

**Week 6: Feb 5-9**
**Topics:** Brain Systems and Meninges
**Thursday: No classes. College Issues Day.**

**Week 7: Feb 12-16**
**Topics:** Spinal cord and begin PNS Motor (Somatic)
**Friday: Brain Exam**

**Week 8: Feb 19-23**
**Monday: No Classes.**
**Topics:** Finish PNS Motor (Autonomic), Begin P.N.S Sensory
**Wednesday: Lab Exam on Bones, joints and movements**

**Week 9: Feb 26-March 2**
**Friday: Exam on Spinal Cord and PNS Motor**
**Topics:** Vision
Week 10: March 5-9
Tuesday: No Class. Professional Development Day
Topics: Hearing, Taste and Smell

Week 11: March 12-16
Tuesday: Exam on PNS Sensory Division (General and Special Senses)
Topics: Muscle Tissue, Contractions and Factors affecting Contraction

Week 12: March 19-23
Tuesday: Final Exam: 9:30-11:20
Muscle tissue lecture, muscle identification and comprehensive portion (150 points)

Helpful Information:

**Academic Success Center:** They provide support for all BC students. They have trained tutors to assist students in math, writing and sciences. Drop-in, group tutoring and one-on-one sessions are available to all currently enrolled students. **D204 Tel: 425-564-2200**
[http://www.bellevuecollege.edu/asc/](http://www.bellevuecollege.edu/asc/)

**Science Study Center:** The Science Study Center (S114) is a great place to study and get help for science and math classes. It is manned by science faculty, and science and math tutors. There are many models and anatomy and physiology materials there to help with your success in this class. There is a schedule for who is manning the Science Study Center at the following link:
[http://scidiv.bellevuecollege.edu/SSC/](http://scidiv.bellevuecollege.edu/SSC/)

**BC Email:** Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: [Create Email](http://scidiv.bellevuecollege.edu/SSC/)