

**NORTH SHORE COMMUNITY COLLEGE
DANVERS, MASSACHUSETTS**

COURSE OUTLINE
Winter / Spring 2017

COURSE: *BIO 103 (16874), Anatomy and Physiology I*

INSTRUCTOR: *Professor Noel Ways*

TEXT: *Anatomy and Physiology 7th Edition, by Saladin, McGraw Hill
Publishing © 2017*

LAB MANUAL: *Laboratory Manual for Anatomy & Physiology, 6th edition, by
Michael G. Wood, Pearson/Benjamin Cummings Pub. Co., © 2017*

ADDITIONAL SUPPLIES: *recorder, safety goggles, colored pencils, 1 1/2" binder.*

| | | | | |
|---------------------------|-----------------|--------------|----------|---------------------|
| LOCATION AND TIME: | Lecture: | <i>H 209</i> | <i>F</i> | <i>11:30 – 2:20</i> |
| | Lab: | <i>H 221</i> | <i>F</i> | <i>2:30 – 4:20</i> |

COLLEGE COURSE DESCRIPTION:

Anatomy and Physiology I

Pre: Communications Proficiency

This is the first semester of a one-year course that studies the human body. It is primarily designed for those students pursuing majors in the health professions. Topics include basic chemistry, cells, tissues, and the skeletal, muscular, and nervous systems including the organs of special sense. Laboratory work is designed to supplement the lecture material. Fulfills, open, liberal arts, and with BIO 104, the laboratory science sequence electives. (4 hours of lecture and 2 hours of laboratory per week)

SUPPLEMENTAL INSTRUCTION:

Supplemental Instruction (SI) is a FREE voluntary academic development program that increases student performance and retention. The program is offered to all students in this class, as well as for other historically difficult subjects on campus. SI provides regularly scheduled out-of-class peer-facilitated sessions. Senior students (SI Leaders), who have successfully taken the course before, facilitate structured group study sessions to support

students to master course content and learn effective study skills. It is a great way to study while also facilitating relationships between classmates.

INSTRUCTIONAL OBJECTIVES:

The course, Human Anatomy and Physiology I, is designed to begin the process of building an essential foundation of the human body for students who will pursue a career in the medical and paramedical curricula or other related fields. The following is a broad listing of major course objectives. Note that this list is partial, and designed only to provide an overview of course objectives.

- 1. Students will describe and use anatomical terminology applicable to writing of medical reports and reading of professional literature associated with their discipline.*
- 2. Students will be able to identify all major body systems with their essential functions, particularly as they relate to homeostatic maintenance.*
- 3. Students will be asked to describe the homeostatic paradigm, and provide and example of both positive and negative feedback systems.*
- 4. Each student will be exposed to essential chemical principles necessary for further discussion of physiological concepts in both A&P I and A&P II.*
- 5. Each student will recognize about twelve different tissues found in the body and relate how they function in several locations where they can be found.*
- 6. The student will identify major components of the Integumentary System and their functions. The students will also explain the relationship of the integument to associated homeostatic control mechanisms. The student will explain in writing the process of deep wound healing, while taking into account the logical progression of events through time.*
- 7. The student will be able to describe the structural makeup of osseous tissue and explain why the system exists. Key homeostatic mechanisms involved in the maintenance of normal blood calcium levels will be explained and illustrated. Lastly, the process of bone growth will be explained in writing, and how growth hormone affects the overall process.*
- 8. The student will then be required to identify both name and function of most bones of the body as well as numerous processes, fosses, etc. of the same.*
- 9. The student will then focus on articulations and be able to identify the various types of joints, identify essential range of movements, and lastly understand the basic anatomy of the synovial joint.*
- 10. The next unit will revolve around muscle tissue and the muscular system.*

Here, the students will be able to recognize essential anatomy of muscle tissue and their associated physiology.

- 11. Following this the student will take a close look at how energy, in the form of ATP is produced in cellular respiration. The entire essential metabolic pathway will be examined and the student will be expected to identify all critical actions and processes for these metabolic pathways.*
- 12. The student will be able to identify select muscle groups as well as their origins and insertions and the specific action of each muscle.*
- 13. The final unit of study will be an examination of the nervous system. Here the student will recognize nervous tissue types and be able to identify their respective functions. The students will also demonstrate in writing his/her understanding and explanation of nerve impulse propagation.*
- 14. Following nervous tissue, the students will look at the function of the spinal cord with particular emphasis on spinal reflexes. The student will be able to illustrate select reflexes and appropriately label them.*
- 15. The student will then be required to identify the basic parts of the human brain and their respective functions. But beyond this, the student will be able to explain how the different parts work in a coordinated manor.*
- 16. Lastly, the student will have a basic understanding of the autonomic nervous system and how each branch effects the viscera, with particular emphasis on the “fight and flight response” vs. maintenance of homeostasis.*

TEACHING PROCEDURES:

The lecture sequence will be presented in a systematic fashion with accompanying overheads to facilitate organization and understanding of the lecture material. Significant emphasis will be placed upon physiological processes, where appropriate, with an aim toward an appreciation for the integration of various physiological processes.

The laboratory is designed to give the students a “hands on” appreciation for the anatomical considerations being discussed in lecture and to familiarize the student with some of the more basic physiological considerations as they relate to gross anatomy. The laboratory period will also be used for lecture purposes.

GRADING POLICY

The course content is divided up maximally so as to reduce total load content on any particular exam. Each exam is worth 100 points. The “lowest” grade may be

dropped with the exception of the last exam set and potentially other exams that are “non-droppable”. The student will be informed ahead of time if an exam cannot be dropped. The final grade is based upon an absolute scale and is determined by the college and can be accessed on-line. A number/letter equivalence chart is provided at the end of this syllabus.

ATTENDANCE POLICY:

Attendance of every lecture and every lab is strongly encouraged, as material will be presented that may not be otherwise covered in the text. A student will not be penalized for failure to attend a class; however, it should be noted that lecture exams and laboratory practicals will have strong representation from class instruction. A name call will be taken for registrar tracking purposes.

NOTES “the fine print”

1 Administrative

- a. **The Syllabus** *Please keep a copy of this syllabus as a record of course content for future application purposes.*

2 Recording of lectures

- a. **Recording of Lectures** *Recording of the lectures is always permitted. The use of lap-top computers or word processors is encouraged if it helps the student integrate the material. Feel free to use a digital camera to photograph laboratory dissections, models, or any other supportive tool. You may videotape the lecture if you like. In short, you may do anything you deem necessary to master the subject matter as long as it is legal, ethical, and non-disruptive.*

3 Attendance

- a. **Attendance** *of every lecture and every lab is strongly encouraged, as material will be presented that may not be otherwise covered in the text. Also, as special assignments or lecture sequence modifications or exam date changes may occur; it is imperative that you are proactive in ascertaining if changes have been made and what material has been covered.*
- b. **Tardiness** *Please be on time. Tardiness is disruptive to both the students and the instructor. If you are late, please make sure that you are marked down on the attendance sheet before you leave. Further, announcements, schedule changes, exam date changes etc, may be given at the very beginning of class.*

- c. **Leaving Early** - Never leave class early as lecture topics could be discussed that are not anticipated or special announcements or schedule modifications may be made at the very end of class.

4 **Course Materials/Services**

- a. **Alternative Textbook** If the student chooses to use an alternative textbook, or an edition other than the one required for this course, it is the student's responsibility to obtain information that is either not covered or otherwise not approached in similar manner as in the required text.
- b. **Textbook Usage** The role of the textbook is to be a supportive tool to the lectures. The student is not expected to memorize the entire textbook, but to use it to reinforce concepts and material presented during lecture.
- c. **Web Site** The web site associated for this course can be found at the following address: www.noelways.com . Once the site is accessed, select your course and there you will find your lecture outlines, handouts, and other support material. There is also an email button for correspondence with your instructor.
- d. **Lecture Outlines and Supplemental Materials** are to be found on the internet. All course materials should be downloaded and organized in a three ring binder during the first week of classes.
- e. **Tutoring** The college provides free tutoring services during Fall and Spring semesters. Contact the academic support center for the days and times. Tutoring is a free service of the college and designed to assist students who desire to excel in their mastery of the material as well as those struggling.

5 **Exams**

- a. **The Exam Schedule** below is a tentative but probable schedule of topics and dates. The schedule will be modified according to the progress of the lectures. The exam dates are target dates and will represent only material actually covered in class and video assignments. Specifics regarding content will be given as the exam date approaches.
- b. **Exam Filing** All exams are returned to the instructor and filed after being handed back for review.
- c. **Make-up Lecture Exams** are to be avoided! But if a make-up is needed, documentation is required to certify that the need is legitimate. If documentation is not presented, a make-up is still permitted, but a penalty is applied at the discretion of the instructor. If there is to be a make-up, this task should be accomplished within a week that the student returns to school in good health. Dates and times are limited, so the students may need to make special arraignments to do the make-up. Contact me so that

a time and date can be coordinated. After a week, the instructor reserves the right to refuse a make-up.

- d. **Make-up Lab Exams** Lab exams (practicals) are very difficult to make up. If you miss a lab practical, this may be the exam grade you drop.

6 **Grading**

- a. **Dropping One Exam** The lowest grade of the semester is dropped, with exception of the last exam set and any other exams that the instructor designates as “non-droppable”.
- b. **Final Grade** Your final course grade is typically determined the day of the final exam. Once the grades are submitted, confirm your grade with the college, and contact me if there are any issues. After four weeks of the grades being submitted, exams are recycled, and grades are final.
- c. **Exam Grades** are not given over the internet.

7 **School Closings and Emergencies**

- a. **Unscheduled School Cancellations** If there is a college cancellation, please check the announcements button on the web for instruction. Class time missed due to unscheduled school cancellations must be made up. Follow instructions on the web for details. If there is a scheduled exam, this will be covered the next time we meet.
- b. **Adverse Weather** Phone number: ext. 3002

8 **Final Points**

- a. **Contact Information** See email address for contact link. When emailing, always identify yourself and the class that you are in. Always have the subject line appropriately filled in. I will not open mail that is not properly identified.
- b. **Recommendations** Should you seek a letter of recommendation to future programs, please provide the instructor with appropriate information and deadlines that you are facing and a stamped and addressed envelope. Finally, to assure that your application is complete, please contact the school after a reasonable period of time to assure their having received the letter. Contact me if there are any problems.
- c. **Identification** of all texts, recorders, and lab manuals is important. Please put your name and phone number on all personal belongings. If you leave something behind, you may be contacted as to where to pick it up.
- d. **Cellular Phones and Text Messaging** - Unless you anticipate an emergency call, please turn your phones off. Text messaging is prohibited during class.

9 **Laboratory**

- a. **Food and Drinks** are never permitted in the lab due to contamination potentials. Eating is prohibited in the lab.
- b. **Safety Eyewear** must be used during dissection exercises. Acceptable

- eyeware must have a rating of “Z87.1”.
- c. **Clothing in Lab** Students are advised to never wear valuable clothing to lab as laboratory procedures may result in permanent damage to clothing.
 - d. **Children** Due to safety concerns, children are never permitted in the lab.

Winter/Spring Schedule

This schedule is tentative and will be adjusted according to the progress of the lectures.

| <i>Day of</i> | <i>LECTURE</i> | |
|---------------------------------------------------------|---------------------------------------------------|--------------------|
| <i>January 20</i> | <i>Organization of the Human Body</i> | <i>--</i> |
| <i>January 27</i> | <i>Chemistry of Life</i> | <i>Exam 1</i> |
| <i>February 3</i> | <i>Cytology</i> | <i>Exam 2</i> |
| <i>February 11</i> | <i>Histology</i> | <i>Exam 3</i> |
| <i>February 18</i> | <i>Histology, cont., The Integumentary System</i> | <i>--</i> |
| <i>February 15 (M) College Closed - President's Day</i> | | |
| <i>February 24</i> | <i>Skeletal Tissue, Axial Skeletal Sys</i> | <i>Exam 4</i> |
| <i>March 3</i> | <i>Axial and Appendicular Skeletal Sys</i> | <i>Lab Prac #1</i> |
| <i>March 10</i> | <i>Axial and Appendicular Skeletal Sys</i> | <i>Exam 5</i> |
| <i>March 17</i> | <i>Spring Break – No Classes</i> | <i>--</i> |
| <i>March 12 - 19</i> | | |
| <i>March 24</i> | <i>Cellular Respiration</i> | <i>Exam 6</i> |
| <i>March 31</i> | <i>Myology</i> | <i>Lab Prac #2</i> |
| <i>April 7</i> | <i>Articulations</i> | <i>Exam 7</i> |
| <i>April 14</i> | <i>Muscular System</i> | <i>Exam 8</i> |
| <i>April 21</i> | <i>Nervous Tissue</i> | <i>Lab Prac #3</i> |
| <i>April 28</i> | <i>Spinal Cord, Brain, Auto NS</i> | <i>Exam 10</i> |
| <i>May 5</i> | <i>Brain, Auto NS, cont.; Special Senses</i> | <i>Exam 10</i> |
| <i>TBA (May 9 - 11)</i> | <i>Final Exam</i> | |

Anatomy and Physiology I Exam Contents

(Modification of content, dates, or number of exams will be announced in class, should any be made. Exams may not be given in the order designated on the schedule.)

| <i>Exam #</i> | <i>Grade</i> | <i>Exam Title</i> |
|----------------------|---------------------|--------------------------|
| Exam #1: | _____ | _____ |
| Exam #2: | _____ | _____ |
| Exam #3: | _____ | _____ |
| Exam #4: | _____ | _____ |
| Exam #5: | _____ | _____ |
| Lab Prac #1: | _____ | _____ |
| Exam #6: | _____ | _____ |
| Lab Prac #2: | _____ | _____ |
| Exam #7: | _____ | _____ |
| Exam #8: | _____ | _____ |
| Exam #9: | _____ | _____ |
| Lab Prac #3: | _____ | _____ |
| Exam #10: | _____ | _____ |
| Exam #11: | _____ | _____ |

Calculation of your grade is simple. Drop your lowest grade, then do a simple average. This is your course grade to date. Note your grade in the numeric/letter equivalence chart below.

Grading Policy:

| | | | | | |
|----|-----|--------|----|-----|-------|
| A | 4.0 | 93-100 | C | 2.0 | 73-76 |
| A- | 3.7 | 90-92 | C- | 1.7 | 70-72 |
| B+ | 3.3 | 87-89 | D+ | 1.3 | 67-69 |
| B | 3.0 | 83-86 | D | 1.0 | 60-66 |
| B- | 2.7 | 80-82 | F | 0.0 | 0-59 |
| C+ | 2.3 | 77-79 | | | |

Course Average: _____

Letter Grade: _____

Exam Taking Rules

Here is a set of Rules regarding taking exams:

Things you may NOT do:

- Look at another students exam
- Go to the bathroom
- Have any electronic devices in hand/lap or in operation
- Nothing may be on desk - water bottles, papers, hats ETC.
- After an exam is complete, if you leave the room, do not reenter until the rest of the class is finished
- If a key of the exam is posted, this may not be photographed
- Cheat (Dah !!)

Things you may do:

- Put down the correct answers
- Hold it, until the exam is over.
- Look at your own exam
- Look at me (I'll smile)

What if you:

- Look at another students exam: Exam is dropped / 0
- Go to the bathroom during exam: Exam is dropped / 0
- Have electronic devices in hand/lap (even if they are off):
Exam is dropped / 0
- Have on desk water bottles, papers, hats ETC:
Exam is dropped / 0
- Cheat: Exam is dropped / 0

Exams are “open brain” not “open book”: STUDY HARD !!!

Students who study hard and know the material well, often enjoy the exams
- a reward and confirmation of hard work, and a job well done.