

Biology 211: Fall 2011

ANATOMY & PHYSIOLOGY I

SYLLABUS

See the [Binder Summaries](#) for detailed information regarding Topics and Testing Dates for your section.

Dr. Lawrence G. Altman
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COURSE TITLE:

Biology 211 – Anatomy and Physiology I

COURSE DESCRIPTION:

Lecture and laboratory. (6 hours/week)

This is the first semester of a two semester comprehensive course designed for those students who plan to continue in the science field or science-related areas. Emphasis is on molecular biology, cells, tissues and the integumentary, skeletal, muscular and nervous systems of the human body.

COURSE PREREQUISITE: Please be certain that you have satisfied ONE of the following:

Grade of C or better in BIO 105 or BIO 115, or the successful completion of the BIO 105 Waiver Exam (for students who have completed a high school Biology course with a lab) or by permission of the Instructor or the Division Director or by presenting proof to both the instructor and the Counseling Center of having earned a score of 3 or better on the Biology High School Advanced Placement test.

MATERIALS FOR LECTURE AND LAB. *Some other sections will use Visual Anatomy. We will hold off on using it. You will NOT be required to purchase a new Hole's 12th edition. Editions 08 – 11 are OK also! I use the 10th edition.*

Shier, D., Butler, J. and Lewis, R., *Hole's Human Anatomy and Physiology, (10th edition).*
WCB/McGraw Hill, Boston, MA, 2003. (ISBN = 0-07-243890-8)

Martin, Terry R., *Laboratory Manual for Hole's Human Anatomy and Physiology, (10th edition).*
WCB/McGraw Hill, Boston, MA, 2003. (ISBN = 0-07-243891-6)

Morton, D. and Perry, J., *Photo Atlas for Anatomy and Physiology.*
Wadsworth Publishing Company, New York, NY, 1998. (ISBN = 0-534-51716-1)

COURSE OBJECTIVES:

By the end of this course, a student should be able to:

01. Use and understand descriptive anatomical and directional terminology.
02. Understand the basic principles of biochemistry as they apply to cellular activities.
03. Identify major cellular structures and explain their respective functions.
04. Understand and discuss cellular activities such as cell division, cellular respiration and protein synthesis.
05. Describe the basic tissues of the body, their location and their functions.
06. Describe the structure and functions of the components of the integumentary system.
07. Identify and describe the major components of the skeletal system and explain their functions.
08. Identify and describe the major components of the muscular system and explain their role in body activities.
09. Understand muscle physiology on both a cellular and molecular level.
10. Describe the major components of the nervous system and explain their functional roles in communication.
11. Identify and describe the special sense organs and explain their functional roles in vision, hearing and equilibrium, smell and taste.

STUDENTS WITH SPECIAL NEEDS:

Students who may require accommodations on the basis of a learning disability are encouraged to contact the Coordinator of Learning Disabilities. Students who may require accommodations on the basis of all other disabilities should contact the Coordinator of Disability Services. After providing documentation and completing the disability disclosure process, students are then encouraged to meet with their instructor(s) to discuss the accommodations approved by the appropriate Coordinator and to complete the Accommodations Agreement form. Accommodations are not retroactive, students are therefore encouraged to meet with their instructor(s) at the beginning of each semester. Instructors, in conjunction with appropriate college personnel, will provide assistance and/or accommodations only to those students who have completed the disability disclosure and accommodations process.

PLAGIARISM AND ACADEMIC HONESTY:

" At NVCTC we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees' Proscribed Conduct Policy in Section 5.2.1 of the BOT Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed activities. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as you own, either intentionally or unintentionally."
Violations will result in either a student – initiated grade of W (if within the allowed time) or a non – negotiable grade of "F" for the course.

ATTENDANCE POLICY:

Students are expected to attend all lecture and laboratory sessions.
Students who miss three (3) or more Labs will be required to repeat the course.

CLASS CANCELLATION PROCEDURE:

If school is cancelled on the day a lecture test is scheduled, the test will be held during the next regularly scheduled lecture period. Likewise, if school is cancelled on the day a lab test is scheduled, the test will be held during the next regularly scheduled lab period.

WITHDRAWAL POLICY:

The last day for **student-initiated** withdrawal is **Tuesday, November 22, 2011**. A student wishing to withdraw from this course must submit the appropriate form to the Registrar's Office by this date. Failure to do so may result in the student receiving an F for the course. **The NC grade has been discontinued.**

CELLULAR PHONES:

In the Spring of 2000, the professional staff of NVCC ratified the following statement which is now college policy:

"Students are hereby notified that cellular phones and beepers are allowed in class only if they are turned off or turned to a silent mode. Under no circumstances are telephones to be answered in class. Students who ignore this policy may be asked to leave class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to the instructor prior to class, so that together they can arrive at an agreement concerning the device."

AVAILABILITY OF LAB MATERIAL:

Students are not permitted to study laboratory materials in an unsupervised lab. If a student would like additional time to study lab materials, a limited amount of these materials will be available for independent study in the **ACE (Room 500) on the 5th Floor of Ekstrom**. Check the posted schedule for that room.

Under no circumstances should laboratory materials be removed from this location.

GRADING PROCEDURES:

Final grades will be based on the total number of points accumulated throughout the semester.
The point distribution will be as follows:

LECTURE:	3 Lecture Exams @ 100 points	<u>Total</u> 300 points
LAB:	2 Lab Tests @ 50 points	100 points
	2 Lab Tests @ 100 points	200 points
FINAL EXAM:	50% Nervous System; 50% Cumulative	200 points

The *course grade* will be first calculated on *a percentage basis out of 700 points*.
Since there are **800 points shown above**, the instructor will drop *both* laboratory quizzes
OR any SINGLE 100 point Exam (lecture) or Test (lab). The Final Examination may not be dropped.

If you miss any 100 point Exam or Test, this will count as the exam grade that is being dropped. *OR*
If you miss either of the 50 point Lab Tests, then *both* will be dropped.

In light of this policy, there are no makeup exams.

Final course letter grades will be determined as follows:

<u>%</u>	<u>Grade</u>		<u>%</u>	<u>Grade</u>
92-100	A		72-74	C
90-91	A-		70-71	C-
85-89	B+		65-69	D+
82-84	B		60-64	D
80-81	B-		< 60	F
75-79	C+			

MAKEUP POLICY:

As stated above:

If you miss any 100 point Exam or Test, this will count as the exam grade that is being dropped. *OR*
If you miss either of the two 50 point Lab Tests, then *both* will be dropped.

In light of this policy, there are no makeup exams.

OFFICE LOCATION AND TELEPHONE:

Office: E-427

Telephone: 203-596-8715 Monday to Thursday *when classes are in session*.

E-Mail: *Weekdays:* **Laltman@nvcc.commnet.edu** (Monday to Thursday when classes are in session).
Other times: send via **www.LawrenceGaltman.com** (Weekends and when classes are not in session).
Note: Mail originating from my course website is always sent to my home computer only.

SCHEDULED OFFICE HOURS: (*also by appointment*)

4:40 – 5:30 PM:	Tuesdays	E427	Tues./Thurs. section; others, please notify ahead.
3:50 – 4:45 PM:	Wednesdays	E427	
7:20 – 8:10 PM:	Wednesdays	E427/E440	Mon./Wed. section; others, please notify ahead.
2:25 – 4:30 PM:	Thursdays	E427/E440	Tuesday/Thursday section; others, please notify ahead.
<i>Also Note:</i>			
3:15 – 4:30 PM:	Mondays	E400	Academic Center for Excellence

Dr. Altman's **Daily Schedule** is posted on his office door (E-427) and at **www.LawrenceGaltman.com**.
Occasionally, the Department, Division or committees may schedule meetings during Office Hours.
Every effort will be made to provide students with advance notice.