

BIOL A111 – HUMAN ANATOMY AND PHYSIOLOGY I COURSE SYLLABUS

Spring 2014

Instructor: Dr. Suzanne Buie, DPT, STC

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Course Description and Objectives:

This is the first semester of a two-semester sequence dealing with the structure and function of the human body and mechanisms for maintaining homeostasis within it. This course involves the study of cells, tissues, and the building blocks of the human animal. The major systems to be reviewed are the: integumentary, skeletal, muscular and nervous systems. The course content is reflective of information required of students planning to enter the paramedical or biological fields or who are planning to take advanced courses in the biological sciences.

This is an on-line course for both the lecture and lab. This means that all lectures, lecture material, assignments and weekly quizzes will be on-line. Weekly lectures are provided through Elluminate Live. All course materials are available through Blackboard. For the laboratory portion of this course, we will be using *Anatomy and Physiology Revealed* which is accompanied by software that allows you to perform layer-by-layer cadaver dissections and view animations of various systems. Both the Mid-Term and Final Exams will be taken at your local college Testing Center.

By the end of the semester, students will be able to complete the following:

- Understand basic anatomical terms including directional terminology, planes of movement and anatomical sections.
- Define homeostasis and be able to relate that term to the body systems described within this course. Describe and state an example of homeostatic mechanisms within the body including negative and positive feedback loops.
- Be able to explain basic chemicals and chemical reactions that occur in the human body.
- Describe and understand the hierarchy of the human animal beginning at the atom and concluding at the organ systems.
- Describe and identify parts of the cell and cellular organelles. Be able to explain the functions of the plasma membrane and major organelles.
- Be able to identify the histology and location of various tissues in the human body. List their function.
- Discuss the function and be able to identify the basic anatomy of the: integumentary, skeletal, muscular, and neurological systems.
- Identify all skeletal bones and muscles including relevant landmarks.
- Understand anatomy, function and lever systems as they relate to joints.

- Differentiate between the central and peripheral nervous system.
- Describe the location and function of the tracts of the spinal cord. Identify the twelve cranial nerves and list their function.
- Describe and identify the anatomical and functional anatomy of the brain.
- Be able to describe and/or list various pathologies of the above systems when presented a diagnosis, case study, or patient scenario.

Technological Needs:

- A reliable computer
- A web browser of version 3.0 or higher (Internet Explorer preferred; AOL is not recommended)
- An ISP (Internet Service Provider)
- A modem connection of 33.6K bps or more
- A printer
- An email account (Use you UAA account when possible)
- Basic proficiency in using email and Windows
- Basic proficiency in browsing your hard drive for documents
- Basic proficiency in working in a web-based environment (opening links, using browser buttons, scrolling, locating URLs, using search engines, etc.)
- Basic proficiency in opening, saving, modifying and printing files
- A headset and microphone

Technical Support:

- I do not address technical issues. If you have difficulty accessing Elluminate Live or questions regarding Blackboard, the University of Alaska Anchorage has a team of professionals that can help you. They are available for any technical questions or problems related to the course. Please e-mail callcenter@uaa.alaska.edu or call the UAA Call Center at (907) 786-4646 or 877-633-3888.
- You can also visit the UAA Technology Web Page: <http://technology.uaa.alaska.edu/>

Distance Education Support:

- As this is a distance-delivered course, you may find that you will require support from the UAA Distance Education Department. You will need to go to the web address below to fill out a Proctor Form prior to taking the Mid-Term and Final Exams.

Contact information:
 University of Alaska Anchorage
 Distance Education Services
 3190 Alumni Loop, Rm 120
 Anchorage, Alaska 99508

Phone: (907) 786-4646 (Option 3) or Toll Free 1-877-633-3888 (Option 3)

Fax: (907)786-6000

Email: distance@uaa.alaska.edu

Web: <http://www.uaa.alaska.edu/distanceeducation/>

Course Text:

You are going to be ordering your books through MBS. This is an online bookstore. Click on the following link or cut and paste it into your browser. If you choose to order from another source, you will be responsible for acquiring the text materials during the required time frame. This order is “bundled” which means that you receive a discount on the books. You will click on “order my books.” Choose the proper CRN number for both the lecture and lab and continue. The ISBN number for the full package is: 978-0-07791431-8. You will see the following screen:

<http://bookstore.mbsdirect.net/kodiak.htm>

Kodiak College

UNIVERSITY of ALASKA ANCHORAGE

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DISTANCE EDUCATION

BIOL-A111-78256 HUMAN ANATOMY & PHYSIOLOG

Anatomy and Physiology-Package • 6TH 11

ISBN 978-0-07-791431-8 • **REQUIRED** • [SHOW DETAILS](#)

The following are components of this set created by the publisher:

Anatomy and Physiology Revealed 3.0-CD (Software)
 Anatomy and Physiology - Text
 Anatomy and Physiology Revealed Workbook 3.0-Text
 Anatomy and Physiology-Access

List Price \$313.00

NEW

\$313.00

TITLE UNAVAILABLE
 RESERVE NOW

BIOL-A111L-78257 HUMAN ANAT & PHYS I LAB

- You are required to purchase the above course material. This includes a textbook, lab workbook and single CD to accompany the workbook. You will also have free access to an electronic copy of the textbook. You should have all materials prior to the beginning of the course. Contact the Kodiak College Bookstore if you have any questions, at:
- Angela MacKenzie
 Procurement/Bookstore
amackenzie@kodiak.alaska.edu
 Ph: (907) 486-1242
 Fax: (907) 486-1257

Laboratory Equipment Purchase:

- You are required** to purchase a home lab kit. A website has been set up to make ordering easy. You will choose lab kit 1, if you only plan to enroll in BIOLA111. You will purchase Lab Kit 3 if you plan to later enroll in BIOLA112 (this will save you on shipping costs).
- Ordering Information:**

- Go to: <https://www.holscience.com/>
- Student Ordering Information
- **Click: ORDER HERE**
- **Log In: C006231**
- **Password: labpaq (all lower case)**
- **Item Options:**
 - LabKit 1, Dissection: Description: *This kit contains a 7-tool dissection kit and sheep brain specimen. Choose this kit if you are ONLY taking BIOL A111.*
 - LabKit 2, Dissection: Description: *This kit contains a 7-tool dissection kit, sheep heart, and sheep kidney specimens. Choose this kit if you are ONLY taking BIOLA112.*
 - LabKit 3, Dissection: Description: *This kit contains a 7-tool dissection kit, sheep brain, sheep heart, and sheep kidney specimens. Choose this kit if you are planning to take both BIOL A111 and BIOL A112 (even if it is the following semester – it will save on shipping costs).*

University of Alaska - Kodiak College
LabPaqs

 <p><u>LabPaq, Dissection Kit 1</u> SKU: LP-0536-AP-01 Code: Price: \$29.00</p> <p>More Info Add to Cart</p>	 <p><u>LabPaq, Dissection Kit 2</u> SKU: LP-0537-AP-01 Code: Price: \$20.00</p> <p>More Info Add to Cart</p>	 <p><u>LabPaq, Dissection Kit 3</u> SKU: LP-0538-AP-01 Code: Price: \$41.00</p> <p>More Info Add to Cart</p>
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Letter Grades:

The following is the letter grade system for this class:

- 90% and above = A
- 80% and above = B
- 70% and above = C
- 60% and above = D
- Below 60% = F

Grading Structure:

Grades will be based on weekly quizzes, lab assignments, On-line exam 1, mid-term and final exams. Students must participate in class discussion and must actively take part in laboratory activities. Grading breakdown is as follows:

- Weekly Quizzes = 15%
- Lab Dissect., surface anatomy, forensic anthropology = 10%
- Laboratory quizzes = 15%
- On-line Exam 1 (Chapter A,1, 3 and 4) = 10%
- Mid-Term Written and Practical = 25% (12.5% each)
- Final Exam Written and Practical = 25% (12.5% each)

Office Hours:

Office hours are scheduled for a total of 4.0 hours per week. Office hours are on Tuesday and Thursday from 1:00 – 3:00pm. Additionally, you can contact me at smbuie@uaa.alaska.edu at any time to ask questions. This is a very comprehensive class, so please feel free to e-mail me as much as you need to. I should answer all e-mails within 24 hours. If you do not receive a reply within that time, please e-mail me again. Feel free to contact me by phone during the posted office hours. Go to the homepage and click on “Contact Dr. Buie” where you will find my contact information.

Assignment Information:

The “Weekly Assignments” button will have all the information listed for what is expected each week. Reading and all other assignments are posted in this area of Blackboard.

Lecture notes can be found on Blackboard. These are the highlights and most important aspects of the lecture material presented in this class. Emphasis should be placed on understanding and memorization of the lecture notes. The textbook should be used to support your understanding of these notes and to provide you with a more comprehensive background.

Weekly Quizzes:

Practice Quizzes: Each week a practice quiz can be found in the “Weekly Assignments” folder. It will consist of 5 multiple choice questions. The purpose of a practice quiz is to ensure that you understand the material presented. These will not be graded and are for your benefit only.

Weekly Quizzes: Each week a quiz will be given from the assigned chapters and lecture material. These will be ten multiple choice questions. Quizzes can be accessed through the “Test Central” icon on Blackboard the following Wednesday after each lecture and

will be available for seven days. Quizzes are closed book and you will have 15 minutes to complete the quiz. Once you begin the quiz, you must finish it within the time allotted. If you have a learning disability or difficulty performing the quiz within the allotted time, please contact the instructor, and alternative arrangements can be made.

Laboratory Requirements:

We will be using the *Anatomy and Physiology Revealed* series. This is an excellent learning tool and will serve as valuable reference material for future studies.

Each week the required reading for lab will be listed both under “Weekly Assignments.” It is expected that you complete the assigned material and answer all of the questions in the lab book. Completion of the lab assignments listed in Blackboard is 25% of your grade and you will be required to complete all Lab Assignments

The practical portions of both the Mid-Term and the Final Exam will be taken directly from your lab book.

On-Line Exam 1:

On-Line Exam 1 includes: Atlas A, Chapter 1, 3 and 4. This exam is located on Blackboard and is a timed, 50 minute exam. You do not have to take this exam at a testing center, but it is closed-book. There is no password for this exam.

Mid-Term and Final Examinations:

The Mid-Term and Final Exams consist of both a written and practical portion. All Mid-Term and Final Exams should be taken at your local college Testing Center. In order to access an exam you must: 1) fill out a proctor form on the UAA Distance Education web-site (listed above) and, 2) use a password which your local Testing Center will have access to.

The Written Exam is worth 85 points and will consist of: questions from the quizzes, the laboratory manual, lecture notes and your Anatomy and Physiology book.

The Practical Exam is worth 50 points and includes: identifying various anatomical and physiological structures. This material will come directly from your lab book.

The Mid-Term exams will cover Chapters 5 - 9. The Final Exam will cover material from Chapters 10 - 14.

Blackboard Information:

Blackboard is an Internet based course management system that provides student and faculty interaction within a web-based course. It is also utilized with traditional courses as well. Students use Blackboard to gain access to the course materials, assignments, and other important items related to their courses; thus, Blackboard is the tool used to obtain announcements, assignment criteria and due dates, maintain discussion forums, etc, as prescribed by the instructor or the distance delivered coursework requirements. To access Blackboard, Internet Explorer is recommended. Go to the home website of your

campus and click on the Blackboard link. Enter your username (usually begins with ds for Kodiak students; as for Anchorage students, etc.), and the password (usually your student ID number unless otherwise specified by UAA). You are now at your main Blackboard screen and will see all UAA courses for which you are registered. Select your course by clicking on it to link to class information. For technical assistance, contact UAA Call Center at callcenter@uaa.alaska.edu; <http://technology.uaa.alaska.edu/blackboard/studenthowto.cfm>; or 1-877-633-3888, option 3. Professors control course content inside of our Blackboard portals, but we cannot correct or control Blackboard malfunctions. If Blackboard experiences major outages (more than 48 hours), please check your email for any special instructions regarding the course.

Blackboard Course Map:

The following guide offers a key to the main menu buttons used in our course.

- [Start Here](#): Click on this button to obtain important information about the class and how to use Blackboard. Take the student survey.
- [Blackboard Collaborate](#): This is the system we will use during the live, weekly lectures. Make sure that you have your computer, internet connection, and microphone ready for the first session. You will need to download JAVA (this is free and can be found on google.).
- [Syllabus](#): The Syllabus is one of the most important documents of this course. Please read it in its entirety and make a copy for your use.
- [Course Calendar](#): This button takes you to the class calendar which lists all relevant dates for the class and required reading. Due to the amount of material to be covered in this course, the calendar is not subject to changes.
- [Weekly Assignments](#): **This is one of your most important icons.** Click on this button to access all weekly assignments for this class. This will include: all reading assignments, quiz dates, discussion questions and any additional required assignments.
- [Lecture Notes](#): Click on this button to access all weekly lecture notes. Print out a hard copy of these notes for further study.
- [Helpful Links](#): You can access optional support web-sites through this icon.
- [Discussion Board](#): You should use the discussion board to post *to post any questions* that you may have. Students need to take this opportunity to talk to one another and help each other answer their questions. If you cannot find an answer, we will discuss the question via e-mail or during the live lecture on Elluminate. The discussion board will also be used to set up optional study groups.
- [E-book and E-mail](#): Click on this link to access the “Connect” Learning Center from McGraw-Hill. This site allows you to view your textbook as an E-book and has helpful, optional study tools. You can also send and receive e-mail through this icon.

- [Test Central](#): This button will allow you to take the Weekly Quiz. Remember, you will have a 24 hour time period to access the quiz. It is closed-book and must be completed within 15 minutes.
- [Videos](#): This will allow you to access actual cadaveric dissection videos which are required viewing for this course.
- [Tools and Grades](#): Click on this feature to check your grades.
- [Contact Dr. Buie](#): This button takes you directly to my contact information including email and phone numbers. Please feel free to contact me at anytime and often via e-mail. You should have many questions, which we will address during the live chat, discussion board and by e-mailing or calling me. If you have technical issues, you will find access to the ITT center here.

UAA Email:

UAA uses e-mail to communicate with students on many important matters. The University automatically assigns each student an official UAA e-mail account at the time of admission to the University for certificate/degree seeking students and at the time of registration for all other students. Students are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to their official UAA e-mail accounts. To receive university communication at a different e-mail address, students may forward e-mail from their assigned UAA accounts to any valid third party e-mail address of their choice that accepts forwarded e-mail. *(Some e-mail service providers filter out forwarded e-mail. Students should check with their service providers to ensure that forwarded e-mails are accepted.)* If forwarded e-mail is accepted by your service provider, go to UAA's Identity Manager (<http://username.uaa.alaska.edu>), log in and set your forwarding e-mail address under the "Change Other Account Attributes" link. Contact the UAA IT Call Center by telephone at (907) 786-4646 or Toll Free (877) 633-3888 or by e-mail at callcenter@uaa.alaska.edu if you need assistance. Please contact Professor Buie by email at smbuie@uaa.alaska.edu

Course Rules, Policies and Procedure:

Attendance/Class Participation: Although this course is distance-delivered, attendance and active participation are still required of you. Weekly live lectures will be given on Elluminate. It is important to attend all lectures in order to have a better understanding of the lecture notes and textbook. If you are unable to attend the live lectures, then you should be listening to the recorded lectures in Elluminate.

You should be logging onto the Blackboard course at least three times each week to check assignments, announcements, review course content, turn in assignments and take the weekly quiz.. You should check your UAA email at least three times per week as this will be my primary means of conversing with you on an individual basis.

Instructor and Student Obligations:

We have a mutual obligation towards each other in class. You are entitled to expect me to: be prepared for class, lecture in a clear and organized manner, have a clear and fair

grading policy, write examinations that reflect lecture and textbook material, return graded examinations in a timely manner, and treat all students respectfully and equably.

In turn I expect you to: log into the course and attend the live or recorded lectures, complete all course work on time, read the text chapter and lab book before attending the lecture, and come to lecture prepared to learn.

Withdrawal, Incomplete, and Audit Policies:

A faculty member may initiate a drop or withdrawal for students who fail to meet the course participation and assignment requirements through week 12 of the semester.

An I (Incomplete) is a temporary grade. It is used to indicate that a student has made satisfactory progress in the majority (>50%) of the work in a course, but for unavoidable absences or other conditions beyond the control of the student, has not been able to complete the course.

Auditors are students who enroll for informational instruction only. No credit is received for audited courses. The faculty member and student agree upon terms for auditing the course. Submission of papers for correction and grading and participation in laboratory experiences are at the discretion of the instructor. Faculty may withdraw students if they fail to comply with the agreed-upon terms.

Statement of Academic Misconduct:

All students at University of Alaska, Kodiak College are expected to display honesty and integrity in completing course requirements. Academic misconduct refers to plagiarism or cheating on examinations or assignments, and it is inconsistent with the aims and goals of Kodiak College. Specifically, students may neither use the work of another individual without proper acknowledgment nor perform work for another individual. Other examples of inappropriate academic conduct include prior acquisition or possession of an examination or homework assignments or submission of false data. As a result of a sustained allegation of academic misconduct, a low or failing grade for part or all of the course work may be given to the student at the discretion of the instructor.

Academic Success and Support Services:

Kodiak College is committed to the goal of providing each qualified student an equal opportunity to pursue a college education regardless of disability. Efforts will be made toward meeting reasonable requests for services to students with disabilities eligible under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Students with disabilities are encouraged to contact the Student Services Center of their home campus to discuss possible accommodations. If you believe you require special accommodation to complete the requirements and expectations of this course because of a disability please make your needs known to me. Click on the below link for direct access to Disability Support Services at the University of Alaska, Anchorage: <http://www.uaa.alaska.edu/dss/>.

IMPORTANT Course Information:

- Although this is an on-line course, students are expected to either attend or listen to the weekly Elluminate Lectures.
- This is not a self-paced course. You are required to complete all course work, quizzes and assignments in the time specified by this instructor.
- Log into the Blackboard course and check your UAA e-mail at least three times per week.
- All Weekly Quizzes must be taken online by the date specified. This information is located under the Weekly Assignments button.
- Mid-Term and Final Exams will be given at your local college Testing Center. You must contact the Testing Center prior to taking the exam so that they are prepared for you.
- Please purchase all books and material from the Kodiak College bookstore before the first week of class.
- Print out the lecture notes prior to the lecture.
- Read the lecture notes and assigned chapters prior to the lecture.
- You cannot make up missed assignments or quizzes, unless previously arranged with the instructor.

Tips for Success in Class:

I begin a semester with the assumption that every student enrolled in this course wants to learn the subject and earn an A or B. Although students often attribute success or failure in courses, especially science courses, to “aptitude” the best predictor of success in a college course is effort. The more effort you put forth and the better organized and focused your effort is, the better you will do. Here are some tips for success in this class:

- Repetition, repetition, repetition...
- Read the text chapter and lab manual before the Elluminate lecture session.
- Look over your notes after the lecture and type or re-write them as soon as possible. Review the notes the next day. This can greatly increase your retention rate. As you copy your notes you should mark items that you don't understand. Use the text, lab workbook, on-line resources or e-mail myself to help answer those questions. If you still have questions, we will discuss those at the beginning of each class.
- Form a study group. On the first day of class, your instructor will be asking students who want to form a study group to go to the Discussion Board and list their contact information.
- My goal is to have each and every one of you enjoy the fascinating world of Anatomy and Physiology as much as I do. I would like to see you all succeed in this class and will make every effort to help you do so. Please do not hesitate to contact me with any questions or concerns that you may have using e-mail or via phone during office hours. I look forward to working with you this semester.

This product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.”

