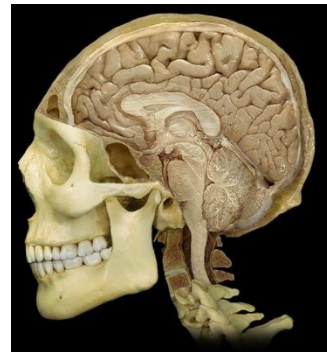


BIO 1007 -- Anatomy & Physiology I – 4 credit hours
Sue Caley Opsal, M.S., Ph.D.
Syllabus Fall 2023



Meeting Times and Locations

Lecture: Mondays & Wednesdays in D-225 8:00-8:50 a.m.

Seminar: Online assignments (seminar reduces the required lecture f2f time by one hour)

Lab: Meets in A-101. This course has 2 lab sections – You are signed up for ONE of the following labs: Monday -- 9:00-11:50 a.m. or Wednesday – 9:00-11:50 a.m.

Prerequisites: None; however, college level general biology, medical terminology, human body structure & function (BIO 1200) can be helpful for those with limited science backgrounds

Learning Management System: Brightspace for accessing course syllabus, schedule, assignments, taking exams and quizzes

Instructor

Dr. Sue Caley Opsal

Office: A-326 Phone: 815.224.0412

E-mail: Sue_CaleyOpsal@ivcc.edu

Life Sciences Lab Phone: 815.224.0308

Dr. Opsal's Videos:

www.youtube.com/professoropsal

Office Hours

Mon. - 7:00 - 7:50 a.m.

Mon. 12:00 – 2:00 p.m.

TU/TH - 11:00-12:00

Office on Zoom or in person

*If you don't find me in my office, check the Life Sciences Lab (A-101)!

Required Course Materials:



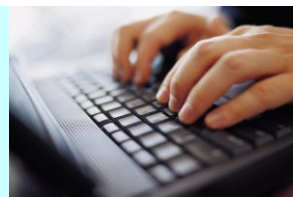
1. Inclusive Access. Includes Connect resources and e-Textbook access through Brightspace. The text is "*Seeley's Essentials of Anatomy & Physiology, 11th edition*" by VanPutte, Regan, & Russo. 2021. McGraw-Hill, Dubuque, IA. **Download the "ReadAnywhere" app from McGraw-Hill** to access the e-book or have the e-book read to you!

2. Lab Manual - IVCC Bookstore: Wise, E. 2023. 13th Ed. *Seeley's Anatomy & Physiology Lab Manual* - Note: You **must** purchase this lab manual. It is available for a reasonable price in the IVCC bookstore. It will also be used next semester in BIO 1008.

3. Laptop with access to the internet. I encourage you to bring your laptop to class every day. There are times when I will want you to do a survey at the start of class.

Technology: If you need assistance with technology, you can call the **Student Help Desk at 815-224-0318**. Visit <https://www.ivcc.edu/studenthelpdesk/> for more information. Additional student resources at IVCC can be found at <https://www.ivcc.edu/learningresources/>

Also, visit our course **Brightspace and login right away**. Exams and quizzes for this course are taken through Brightspace. This is the first semester IVCC will be using this learning management system.



Some Tips for A&P Learners:

- Taking notes during class, and if you miss class get notes from a classmate
 - Complete homework on time to avoid point deductions for late and missed work
 - Develop a schedule to complete online work and stick with it
 - Set aside short chunks of time to reflect on your notes from class
 - Keep your computer monitor at a height that requires you to look up at it while studying to increase focus and reduce fatigue
 - Take breaks from studying about every 30-45 minutes – go for a walk or do something to get your blood pumping for at least 10-20 minutes – literature suggests exercise improves learning
 - Repetition helps solidify information – assignments are set to allow multiple attempts – take advantage of this whenever possible
 - Immerse yourself in the course content and talk to others about what you are learning – use multiple senses (touch, vision, hearing, etc...) to reinforce learning
 - Tie your learning objectives to things you already know – make connections to everyday life
 - My personal favorite -- Make sketches of structures or processes to reinforce learning
 - Be curious – ask questions!
 - Relate your studies to your own experiences or that of others
 - Stay organized -- if you are not naturally organized ask for tips
 - Set reminders/alerts on your phone of upcoming due dates, test dates, and quizzes
 - Become familiar with the Academic Support Center in the library – peer tutors are often available for this class and new lab models are available to use or check out for studying
 - Get to know someone new and ask if they will be your study buddy
 - If you are struggling – get help from me as soon as possible
-

I'm not going to school just for the academics - I wanted to share ideas, to be around people who are passionate about learning. [Emma Watson]

COURSE DETAILS

1. Attendance Policy: Attendance for lab and lecture is required. I reserve the right to withdraw any student who has excessive absences (more than 3 for lecture and lab combined), or any student who falls behind in completing the required course work.

2. Classroom Etiquette: I expect students to be attentive, respectful, and to participate during class. I also expect students to complete *their own work* with integrity. The IVCC student handbook contains policies related to student rights, academic integrity, and student code of conduct. Contact **Mark Grzybowski**, Vice President of Student Services at 815.224.0393 with questions or concerns.



Please put your phone in silent mode when class is in session, so it does not hinder learning. **Cell phones are not allowed on or near you while taking exams.**

3. Exams and Make-up Policy: Makeup exams **require instructor approval**. Makeups are allowed *provided students communicate a valid reason for their absence by the end of the day of the exam they missed*. Unexcused absences forfeit your right to make up the exam and you will receive a zero. If you miss an exam due to illness you may be asked for documentation from a physician. Quizzes may not be made up.

4. Lecture: My lectures are more interactive than traditional lectures. Students should use the PowerPoint packet for lecture to take notes during class. Students should also expect from time to time to work in small groups and offer answers to questions during lecture.

5. Seminar: This class is blended with one hour of reduced seat time (seminar). Seminar requirements include completing Connect online assignments, but are set up for you to revisit them (recharge) as you get closer to test time. Most assignments can also be completed an unlimited number of times making it possible for you to earn all the points by doing them over.

6. Lab: Labs are hands-on experiences and attendance is required. Bring your lab checklist packet for note-taking and the lab manual. Because I use Anatomy & Physiology Revealed (APR), a Connect program you will access through Brightspace -- nearly every class period, you may want to bring a laptop to class as well. Please get familiar with this program. If you miss a lab due to illness, see Mrs. Johnson the lab supervisor, to help make up any missed work.

7. Withdrawal: The final day to withdraw from this course is **Friday, November 3, 2023**. If you plan to withdraw, please consult with me or a counselor before doing so because it can affect your eligibility for financial aid. You can withdraw from courses in Webadvisor any time before the withdrawal date.

8. Academic Dishonesty/Cheating: Students caught cheating will receive a ZERO for that assessment and subject to further disciplinary action or withdrawal from the course at the discretion of the instructor. Plagiarism is a form of cheating. Refer to the IVCC student handbook for more details.

9. Grades: Methods of instruction include lectures, laboratories, online assignments, print and online resources, demonstrations, and discussions. Students will be evaluated based on total points earned on **exams, quizzes, and assignments.**

<p>Grade Distribution:</p> <p>4 Lecture exams (400 pts.)</p> <p>5 Lab practicals (250 pts.)</p> <p>Quizzes (up to 50 pts.)</p> <p>Connect assignments (100 pts.)</p> <p>Other assignments (up to 50 pts.)</p> <p>*point totals subject to change*</p>	<p>Course Grading Scale:</p> <p>A = 90 - 100 %</p> <p>B = 80 - 89 %</p> <p>C = 70 - 79 %</p> <p>D = 59 - 69 %</p> <p>F = less than 59 %</p>
--	--

 **Note: Quizzes may not be made up for any reason.**

Grades are calculated on a total-points basis. In the final evaluation of your grade, **attendance, class participation, and effort** are considered for students close to the next higher grade.

10. Auditing the Course: Audit students are required to participate in all course assessments, must earn a final grade of 70% or higher, and adhere to the course attendance policy.

11. Food, drinks, and tobacco products are not allowed in the classroom, especially in lab. You must wear close-toe shoes in lab. Children are not allowed in the classroom or the life sciences lab. These policies will be strictly enforced.

12. Disability Services at IVCC: This course is designed to support diversity of learners. My hope is to create an inclusive and accessible environment for all students. If you know you have, or suspect you have, ADHD, a learning disability, Autism Spectrum Disorder, mobility impairment, chronic medical condition, sensory deficit like low vision/blindness or hearing loss/deafness, or psychiatric disability (anxiety, depression, bipolar disorder, post-traumatic stress, and others) that limits your ability to fully access and/or participate in this course, please contact the Center for Accessibility and Neurodiversity in C-211. Tina Hardy tina_hardy@ivcc.edu (224-0284) can help determine what type of services and supports are offered.

Last Updated August 28, 2023