



BIO 1007 Anatomy & Physiology I

Course Syllabus

Sue Caley Opsal, Fall 2018

Meeting Times and Locations

Lecture: Tuesday and Thursday 1:00 - 1:50 p.m. in D-225 with Mrs. Opsal

Seminar: Seminars are on Mondays at 9:00, 10:00, 11:00 a.m., and 1:00 p.m. You are signed up for one of these times. The sections are -01 through -07. Each section lasts 50 minutes. Mrs. Opsal's seminars are in room D-301 and Ms. Hartford's seminars are in D-323.

Lab: Labs meet on Tuesday, Wednesday, Thursday, and Friday for three hours in A-101.

Instructor Contact Information:

Lecture, Seminar, Lab: Sue Caley Opsal

Office: A-326 Phone: 815-224-0412

E-mail: Sue_CaleyOpsal@ivcc.edu

Seminar and Lab: Carmen Hartford

Office: A-315 Phone: 815-224-0321


E-mail: Carmen_Hartford@ivcc.edu

Lab Supervisor: LeeAnn Johnson

Office: A-310 Phone: 815-224-0308

E-mail: LeeAnn_Johnson@ivcc.edu

Prerequisites: None.

	Mrs. Opsal Office Hours
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	

Required Course Materials

Bundled: (1) Text: VanPutte, Regan, & Russo. 2016. *Seeley's Essentials of Anatomy and Physiology*. 9th Ed. McGraw-Hill, Dubuque, IA., **(2) Lab Manual:** Wise, E. 2017. 11th Ed. *Seeley's Anatomy & Physiology Lab Manual*, and **(3) Connect Access**, which includes **Anatomy & Physiology Revealed (APR -- used extensively)**. **NOTE:** An online access code is included with this bundle! Do not throw away! This bundle will also be used in second semester, BIO 1008.

Lab Checklist Packet: This packet lists specifically what lab material you are responsible for this semester. It is available in the IVCC bookstore.

Lecture PowerPoint Packet: Available in the IVCC bookstore.

Optional: Two-DVD Tutorial set for bones, muscles, and brain anatomy for lab (available only in IVCC Bookstore)

Communication: My door is always open to students. If you can't make it to my office, the best way to reach me is by e-mail or by phone. If you are absent, please send me an email detailing the date and which class (lecture, seminar, or lab) you are missing.

If you need assistance with technology, the staff in the Learning Commons, LRC-D, can help. You can also visit the MyIVCC page at the top of the college website: <http://www.ivcc.edu>

Expected Student Learning Outcomes:

- Understand the relationships that exist between form and function with reference to the study of human anatomy and physiology;
 - Relate the organ systems of the human body to their specific homeostatic functions;
 - Demonstrate laboratory skills in anatomical dissection (using the cat and human cadaver), microscopy, and scientific instrumentation;
 - Use the content of this course to prepare for more advanced work in anatomy and physiology
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COURSE DETAILS:

1. Attendance Policy: Attendance is taken during each class period. **I reserve the right to withdraw any student who has missed FOUR or more class sessions. This includes any combination of lecture, seminar, and lab.** If an absence is anticipated, please contact me by e-mail ahead of time. Excused absences in cases of recurring illness will *require* a note from your physician. Please do not be late for class. For weather-related closings, sign up for text alerts, tune in to WLPO 1220 AM, or visit the college web site (www.ivcc.edu). Emergency procedures are posted near the doorway of each classroom on main campus. In the case of a medical emergency, you can dial 911 from any campus phone.

2. Classroom Etiquette: IVCC has policies related to student rights, academic integrity, and student code of conduct. Please refer to the student handbook for details. In my classes, I expect students will be attentive, respectful, and not cause *unnecessary disruptions to their peers or instructors*. The most disruptive behaviors include *talking out of turn, using cell phones during class, and being late for class!* Please be respectful of those around you. I expect students to treat instructors and peers with courtesy and respect at all times.



Use of cell phones is a distraction during class. Keep cell phones turned OFF or put in silent mode when class is in session. **Cell phones are not allowed in your possession during exams.**

3. Lecture Exams and Make-up Policy: Lecture exams are not cumulative. Lecture exams are taken using BlackBoard in A-208/A-209 or other location as directed by Mrs. Opsal.

IMPORTANT INFORMATION ABOUT MISSED EXAMS:

Make-up Policy

1. Not all missed exams may be made up! Exams can be made up only with instructor approval. Approval is granted only when the **instructor deems** the absence excused! Excused absences are those that can be clearly documented in writing and verified by a third party, such as your physician.
2. If you miss an exam, you must contact your instructor by the **end of the day** the exam was given, or you will not be allowed a make-up.
3. All **lecture** make-up exams will be given with Mrs. Opsal's permission in the assessment center. The student is required to make the appointment.
4. The format of make-up **lecture** exams will be at Mrs. Opsal's discretion.
5. The date and time of the make-up lab exam is at the lab instructor's discretion.


*Note: The above policy applies to both lecture and lab exams.

4. Lab: The lab practicals (exams) are a significant part of your course grade. Your lab instructor is responsible for teaching labs and administering and grading lab exams. The grades are given to me, Mrs. Opsal, and become part of your overall grade. A human cadaver is used for demonstration purposes as part of related lab units. We will also use an online cadaver dissection program called Anatomy & Physiology Revealed (APR) that will be accessed through Blackboard. The code for online access is bundled with the required course texts. **DO NOT LOSE THE ACCESS CODE!** All lab materials must remain in the lab. Only reference materials and your cat (with your lab partners' permission) may be checked out. **It is in your best interest to come to lab additional hours outside of your regularly scheduled lab time whenever possible. Biology Lab hours will be announced the first week of classes.**



Important: There are four lab practicals (exams). They are taken in A-101 **during your scheduled seminar time, which is on Monday**. Students are not allowed in the lab during the day the lab exam is scheduled, so ***be sure to make plans for additional study time in advance.***

5. Grading: Methods of instruction include lectures, laboratories, audio-visuals (including digital audio and video files, print articles, and/or other online sources), demonstrations, group discussions, in-class exercises, and guest speakers. Students will be evaluated based on total points from **lecture and lab exams, quizzes, and assignments.**

<p>Grade distribution will be as follows:</p> <ul style="list-style-type: none"> ▪ 4 lecture exams (400 total points) ▪ 4 lab exams (400 total pts.) ▪ Quizzes (approx. 50-100 pts. total) ▪ LearnSmart assignments (up to 100 pts. total) 		<p>Course grading scale:</p> <p>A = 90 - 100 % B = 80 - 89 % C = 70 - 79 % D = 59 - 69 % F = less than 59 %</p>
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Note: Missed lecture quizzes may not be made up.

Grades are calculated on a total-points basis. To calculate your grade:

1. Add up the total points from lecture, seminar, and lab combined, which you earned.
2. Add up the total points possible from all of these assessments.
3. Take points earned and divide by points possible and multiply by 100.

In the final evaluation of your grade, **attendance, class participation (lecture, seminar, and lab), and effort** will be taken into consideration for those students very close to having earned the next higher grade.

6. Academic Dishonesty/Cheating: Any student caught cheating will automatically receive a ZERO for that exam or quiz and will be subject to further disciplinary action or withdrawal from the course at the discretion of the instructor. Refer to the IVCC student handbook for more details.

7. Auditing the Course: Audit students are required to participate in all exams and quizzes and must obtain a point total equal to 70% or higher at the end of the course. The same attendance policy applies to audit students.

8. Withdrawal from the Course: The final day to withdraw is **Friday, November 2, 2018**.

9. No food, drink, or tobacco products are allowed in the classroom. For their safety, children are also not allowed in the classroom or the life sciences lab.

10. Disability Services at IVCC: If you are a student with a documented cognitive, physical, or psychiatric disability you *may* qualify for academic accommodations. Please see Tina Hardy in the Disability Services office in C-211 or call 815-224-0284 for more information. You must contact me as soon as possible if you are requesting accommodations.

Last Updated May 9, 2019

Mrs. Opsal's BIO 1007 Anatomy & Physiology I
Fall Schedule 2018 (subject to change)

DATE	MONDAYS Seminar & Lab Practical Dates	TUESDAY/THURSDAY Lecture Topics & Lecture Exam Dates	Lab Topics
Week 1 Aug. 15-17		Classes Begin Wednesday Thur. Lec. Intro, Ch. 1 The Human Organism	Lab Safety Exercise 1 Intro to Lab Science, Chemistry, Organs, Systems, & Body Organization Exercise 2 Microscopy
Week 2 Aug. 20-24	Seminar: Ch. 1 & 2	Ch. 2 The Chemical Basis of Life; Ch. 3	Exercise 3 Cell Structure and Function Exercise 4 Tissues
Week 3 Aug. 27-31	Seminar Ch. 3	Ch. 3 Cell Structures and Their Functions	Tissues, concluded
Week 4 Sept. 3-7	Monday, Labor Day: College Closed!	Ch. 4 Tissues Ch. 5 Integumentary System	Exercise 5 Integumentary System Review for lab practical 1
Week 5 Sept. 10-14	**Monday: Lab Practical 1 taken during your seminar time in A-101**	**Thursday: Lecture Exam 1	Exercise 6 Intro to Skeletal System Exercise 9 Axial Skeleton: Skull
Week 6 Sept. 17-21	Seminar Ch. 6	Ch. 6 Skeletal System	Skull, concluded Exercise 8 Axial: Vertebrae, Ribs, Sternum, Hyoid Exercise 7 Appendicular Skeleton
Week 7 Sept. 24-28	Seminar Ch. 6	Ch. 6 concluded Ch. 7 Muscular System	Appendicular, concluded
Week 8 Oct. 1-5	Seminar Ch. 7	Ch. 7, concluded	Exercise 10 Articulations Review for lab practical 2 Friday: Fall Break (No classes)
Week 9 Oct. 8-12	**Monday: Lab Practical 2 **	**Thursday: Lecture Exam 2	Exercises: (16) Intro. to Nervous System; (17) Brain & Cranial Nerves, (18) Spinal cord & Somatic nerves, (19) Stimuli & Reflexes

DATE	MONDAYS Seminar & Lab Practical Dates	TUESDAY/THURSDAY Lecture Topics & Lecture Exam Dates	Lab Topics
Week 10 Oct. 15-19	Seminar Ch. 8	Ch. 8 Nervous system	Exercise 22 The Eye and Vision
Week 11 Oct. 22-26	Seminar Ch. 8	Ch. 8	Exercise 23: Ear, Hearing, and Balance
Week 12 Oct. 29-Nov. 2	Seminar Ch. 8	Ch. 8	Exercise 24: Endocrine System Review for lab practical 3 Friday Nov. 2: Last day for Student Withdrawals
Week 13 Nov. 5-9	**Monday: Lab Practical 3**	**Thursday: Lecture Exam 3**	Exercises 12-15 Muscular System
Week 14 Nov. 12-16	Veterans Day Observed College Closed	Ch. 9 Senses	Muscular System, continued
Week 15 Nov. 19-23	Seminar Ch. 10	Ch. 9, concluded Ch. 10 Endocrine System	Note: Only Tues. labs meet this week due to Thanksgiving Break **Wednesday-Friday: Thanksgiving Break, College Closed**
Week 16 Nov. 26-30	Seminar Ch. 10 (Last day of seminar)	Ch. 10	Complete Muscular System Review for Lab Final
Week 17 Dec. 3-7 Last Day of 16-wk Classes- Wed. Dec. 5	**Monday: Lab Practical 4*	Last lecture on Tuesday of this week Ch. 10, concluded Lecture Final Thur. Dec. 6	No labs this week
Dec. 10 - 14			Friday, Dec. 14 th : Final grades due in records office

Note: Schedule subject to change. You need to check Webadvisor for your FINAL grade, not Blackboard!