
INTRO TO HUMAN ANATOMY AND PHYSIOLOGY

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Textbooks: *Hole's Essentials of Human Anatomy and Physiology:* Shier, Butler and Lewis, 9th Ed., 2006.

Hole's Essentials of Human Anatomy and Physiology: Laboratory Manual: Terry R. Martin, 2006.

You must have the same instructor (me) for both lecture and laboratory.

Lecture section	11401	MTWR	4:35 – 6:45	LS106
Laboratory section	11402	MTW	7:00 – 9:50	LS106

Withdrawal Policy

Should it become necessary for you to withdraw from the course, it is your responsibility to fill out the required paperwork. Students who simply stop attending class will receive either an F or a Y (withdrawn failing) for the course.

Special Services

Any student with special learning needs (learning disability, physical disability, vision impairment, etc) will be accommodated. Please let me know of your special needs and I will work with you and the Special Services Office on this campus to help you with your achieving success in both lab and lecture.

Food/Drink

Neither food nor drink is allowed in the classroom. Water in closed containers is acceptable.

Grading Policy

Your grade in Bio 160 will be determined **entirely** by the number of points you earn. **There will be NO scale, curve or dropped exams.**

Points Possible

Grading Scale

Four Lecture Exams (150 points/exam)	= 600 points	90 – 100%	= A
Lecture Worksheets	= 100 points	80 – 89%	= B
Fourteen Lab Quizzes (20 points/quiz)	= 280 points	70 – 79%	= C
<u>Attendance Points</u>	= <u>20 points</u>	60 – 69%	= D
TOTAL POINTS POSSIBLE	= 1000 points	0 – 59%	= F

Lecture Exams: THERE WILL BE NO MAKE-UP EXAMS GIVEN WITHOUT PRIOR APPROVAL BY MYSELF. THIS APPROVAL IS ONLY GIVEN IN EXTREME, DOCUMENTABLE EMERGENCIES. ARRANGEMENTS MUST BE DONE BEFORE THE TEST IS GIVEN TO THE CLASS; OTHERWISE A GRADE OF 0 WILL BE GIVEN. Lecture exams will be a combination of True/False and Multiple choice questions. Students will need to bring a green scantron form to each period in which an exam will be given.

Lab quizzes: A 20 point quiz covering the previous day's lab material will be given at the beginning of each lab period. **THERE WILL BE NO MAKEUP OR LATE QUIZZES GIVEN.**

Grade Reporting. All grades throughout the semester will be available on Blackboard/WebCT (<http://webct.mc.maricopa.edu>). To get a username and password (if you don't already have one), see the MCC website (www.mc.maricopa.edu)

Academic dishonesty will not be tolerated. A first offense will result in a zero for the assignment. A second offense will result in an F for the course and a report to the Dean of Students. Please avoid even the appearance of academic dishonesty.
See the Student Handbook for campus- and District-wide policies.

Cell phones

Please turn off cell phones during class and lab. Telephones ringing in class are unacceptable. This is all part of good classroom etiquette that has to do with being polite, having mutual respect for each other and not disturbing fellow colleagues.

Classroom etiquette

From time to time students tend to become talkative with each other in the classroom. This is disruptive to both myself as the instructor as well to your fellow colleagues. Out of respect for one another, only one person will be talking at a time during lecture time. If there is confusion about the lecture, please ask me and not your neighbors.

Formation of study groups

Exchange phone numbers with at least 2 - 3 people in lecture and lab so you have someone to contact in case of missed classes or formation of a student study group. We find that many students gain much from study groups. The only word of caution is that you don't want the group to be too large. Also setting ground rules about chatting off the subject is sometimes necessary.

Identification on all school items

Write your **name and phone number** in all books, manuals, notebook, workbooks, notes, tape recorders, and anything else you bring to school. Frequently students leave something behind in class and no name appears so it goes into lost and found and never reaches the owner. In lab it is a good idea to mark your lab manuals because everyone has one just like yours.

Hints for Classroom success

- 1) Good attendance is crucial. If you must miss a class, arrange to have a classmate take notes. It is helpful for me if you leave a message on my machine that you will miss class.
- 2) Read the material in the text. Reread/rewrite your classroom notes ASAP after class. You will be better able to recognize and fill in holes in your notes. If you cannot find the information in your textbook to fill in your blanks, **write** down the question you have and make sure to ask in the next class session, lab session, or office hour. I am always glad to help students.

Lecture Schedule

Day	Lecture Topic	Reading
July 7	Course Introduction and Chemistry	Chapter 1,2
July 8	Cells	Chapter 3
July 9	Bone Tissue	Chapter 7
July 10	EXAMINATION I	
July 14	Muscle	Chapter 8
July 15	Nervous System	Chapter 9&10
July 16	Nervous System	Chapter 9&10
July 17	Endocrine System	Chapter 11
July 21	Endocrine System	Chapter 11
July 22	EXAMINATION II	
July 23	Blood	Chapter 12
July 24	Cardiovascular System	Chapter 13
July 28	Lymphatic System	Chapter 14
July 29	Respiratory System	Chapter 16
July 30	EXAMINATION II	
July 31	Digestive System	Chapter 15
August 4	Urinary System	Chapter 17
August 5	Water, Electrolyte, and Acid-Base Balance	Chapter 18
August 6	Reproductive System	Chapter 19
August 7	EXAMINATION IV	

Course content may vary from this outline to meet the needs of this particular group.

Lab Schedule

Day	Laboratory Topic	Lab Exercise
July 7	Body Organization and Terminology	2
July 8	Microscope, Cells	4, 7
July 9	Tissues, Integument	8, 11
July 14	Skeleton	12-17
July 15	Articulations, Muscle Cellular Structure	18, 19
July 16	Muscles	20-23
July 21	Nervous Tissue, Brain Dissection	24, 28
July 22	Ear, Eye, Visual Tests	29-31
July 23	Blood Typing, Heart Anatomy	35, 36
July 28	Pulse Rate, BP, Major Arteries and Veins	39, 40
July 29	Respiratory System	44, 45
July 30	Digestive System	42
August 4	Urinary System	46, 47
August 5	Reproductive System	48, 49
August 6	Lab Quiz 14	

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