

BIOL 130 Human Biology Syllabus
Montgomery College, Takoma Park/Silver Spring
Campus

Instructor:
Email:
Course:
Location:
Time:
Office Hours:
Office Location:
Phone:

COURSE DESCRIPTION

This course is designed for non-biology majors. Introduces the student to the structure and function of human body systems. Topics include basic chemistry, cell structure and function, tissues, organ systems (e.g. digestive, circulatory, reproductive systems), and associated common disease and illnesses. To satisfy the natural sciences lab distribution requirement BIOL 130 and BIOL 131 must be taken concurrently. (NSND) Assessment levels: ENGL 101/IOIA, MATH 093/096, READ 120. Three hours each week. Formerly BI 130A.

Required Book: **Structure & Function of the Body**

Author: Patton

Edition: 15th

ISBN:9780323341127

Copyright Year: 2016

ATTENDANCE

Attendance: Full attendance in class is essential for mastering course material. In general, you will earn better exam scores with consistent attendance. It is imperative that you arrive on time and stay through the entire class. If you do miss a class, it is your responsibility to obtain lecture notes and handouts from classmates. If you are late to lecture please be courteous to the rest of the class by quietly and discretely settling into a seat in the back of the room.

Late Openings and Early Closings: On occasion, Montgomery College will announce a late school opening or early closing because of weather conditions or other emergencies.

- If the College opens or closes at a time when more than 50% of a class period will be missed, that class will be cancelled for the day. For example, if the College were closing at 5:00 p.m., a class that begins at 4:45 p.m. would not meet.
- If less than 50% of a class will be missed, that class will meet for the remaining portion of its regularly scheduled time. For example, if the College opens at 11:00 a.m., a class that begins at 10:55 a.m. will meet, starting at 11:00 a.m.
- For the most up-to-date information regarding campus openings, closings, or emergencies, you are encouraged to sign up for email and text alerts via Montgomery College ALERT at

<https://alert.montgomerycountymd.gov/register.php>. When you register as a *New User*, choose the group *Montgomery College Alert*.

Wit/Idrawal from Class: If you are considering withdrawing from class, meet with me first to discuss your academic progress and potential. To view withdrawal and refund deadlines for our class, log into your *MyMC* account, choose *Student Quick Links*, select *My Class Schedule*, select the current term, select *View Drop Deadline Dates* found at the bottom of the page. If you decide to withdraw from the course, you must do so **officially** by the last day to withdraw; i.e., you are required to complete a *Registration/Schedule Change* form found at <http://www.montgomerycollege.edu/admissions/StudentForms/StudentForms.htm>. Submit the form to the Admissions and Records Office by the due date listed on your invoice/class schedule that you receive at the time of registration. If you stop participating in class, yet fail to complete all necessary paperwork to remove your name from the class roster; you will automatically receive a grade of "F" for the semester.

COMMUNICATION

- Use your MC email account for e-mail. **Include a subject in the subject line. Include your name** within the message. **Do NOT contact me through a non-MC email account.** If I do not respond to your email within 48 hours, it is likely you sent it from an inappropriate email address, you did not include a subject, or you did not include a name in your email. You can also use the course e-mail in Blackboard, but I am likely to see your message sooner if it is addressed to my Montgomery College e-mail.
- Be sure to regularly check your Montgomery College e-mail, not only for messages from me, but also from the college.

CLASSROOM POLICIES

Behavior: Each and every student is expected to behave in ways that promote a learning and teaching atmosphere. Students have the right to learn; however, they do not have the right to interfere with the freedom of the faculty to teach or the rights of other students to learn. Students will be treated respectfully in return for respectful behavior. All in-class discussions should be carried out in a way that keeps the classroom environment respectful of the rights of others. For example, students should not interrupt someone else who is talking regardless of whether that person is the instructor or another student. Students are also expected to conduct themselves in ways that create a safe learning and teaching environment that is free from such things as violence, intimidation, and harassment, including sexual harassment. Your rights and responsibilities as a student at Montgomery College are described in the *Student Code of Conduct*.

Electronic Devices: Personal electronic devices should be silenced during class. Laptops may be used **ONLY FOR NOTE TAKING or ANNOTATION, NOT FOR PERSONAL OR SOCIAL USE.** The use of cell phones/electronic devices are not allowed during lecture and lab. Department policy prohibits videotaping instructor lectures and discussions. Audio recording is permitted.

***CELL PHONES:** Cell phones as well as "smart devices" such as smart watches are to be turned off and placed in the center of the lab bench during exams and quizzes. A cell phone or other smart device that is visible, on your person, in your hand, in a pocket, etc. during an exam or quiz is considered a violation of the academic honesty code. You will earn 0 credit for the exam. ALL academic dishonesty will be reported to the Dean of Students.

****Writing on any surface other than your exam papers will result in a zero.**

PENALTIES:

Penalties that can result in a deduction of points include, but are not limited to: leaving class for an extended period of time (more than 20 minutes), leaving a mess on your work bench, using a cell phone/electronic device,

eating or drinking in the lab: **a deduction of 5 points for each violation.**

ASSESSMENT

Coverage: Learning objectives identify the information that your exams will test.

Format: Theory exams can include multiple choice, matching, true/false, short answer fill-in, and essay questions.

Scheduling and Timing: Exam dates and chapters covered are given on the class Schedule. Each exam is to be turned in by the announced completion time or you will receive zero points, an "F" grade, on that exam.

Using the bathroom: You should use the bathroom prior to beginning your exam. You cannot leave during an exam.

Make-ups: You are expected to take each exam at the scheduled times. In the case of a documented emergency, you may make-up ONE theory exam. You must contact me within 24 hours of the original exam date. The make-up theory exam will be ENTIRELY ESSAY. Make-up exams may be given during finals week to help you keep on schedule with the course curriculum and to allow your instructor adequate time to develop a make-up exam.

Academic Honesty: All graded assignments, quizzes, and exams are to be the results of your own efforts. Academic dishonesty or misconduct is described in the *Student Code of Conduct*. Violations of the *Code* will not be treated lightly. Any cheating, copying, or other form of academic dishonesty will result in a failing grade (0 credit) for the assignment and could result in a failing grade in the course. All parties involved in the cheating will receive a 0 for the assignment. All academic dishonesty will be reported to the Dean of Students.

Homework: Homework must be done at home! Homework is due at **the beginning of lecture** on announced due dates. No late homework is accepted.

Quizzes: Quizzes will be given periodically at the beginning of class throughout the semester. There are no make-up quizzes. If you miss a quiz for any reason, a zero will be recorded.

Grading: Your course letter grade will be based on the accumulated points you earned from assigned course activities. There will be - 700 points for the course. About 85% of these points come from exams. Your course letter grade will be computed as follows:

A 90% to 100%

B 80% to 89.9%

C 70% to 79.9%

D 60% to 59.9%

F 59.89% or less of all possible points

When graded exams are returned to you for review, **you will LOSE 50% of all points** earned on that exam if you allow your exam to leave the classroom rather than returning it to your instructor.

STUDENT SERVICES:

Computer Access: Information on all campus locations where students can use computers can be found at <http://cms.montgomerycollege.edu/learningcenters/computersTPSS/>

General Support Services: A summary of campus services offered to students to support your success can be found at <http://cms.montgomerycollege.edu/learningcenters/servicesTPSS/>.

Instructional Support Services: The Science Learning Center, located in Science North Room 101 (240-567-1594), has reinforcement materials to support this course including all assigned course software, videos, and some anatomical models. All assigned course software is also available at the Student Technology Center located in Student Services Center Room 304 (240-567-1657) and the Medical Learning Center located in Health Sciences Center Room 221 (240-567-5591). Information on Learning Centers at all campuses of the College can be found at <http://cms.montgomerycollege.edu/learningcenters/>.

Student Disability: A student needing special accommodations due to a disability should let the instructor know as soon as possible. A letter from Disability Support Services (Germantown-SAi75, Rockville-CB122, or Takoma Park/Silver Spring-ST120) authorizing your accommodations is required. Any students who may

need assistance in the event of an emergency evacuation should identify themselves to the Disability Support Services Office.

Veteran's Services: If you are a veteran or on active or reserve status and you are interested in information regarding opportunities, programs, and/or services, please visit the Combat2College Website at <http://www.montgomerycollege.edu/combat2college> and/or contact Joanna Starling at 240-567-7103 or Joanna.starling@montgomerycollege.edu.

Link to Important Student Information: <http://cms.montgomerycollege.edu/mcsyllabus/>

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College alert System, and finally, how closings and delays can impact your classes. If you have any questions please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.

BIOL 130

****The instructor reserves the right to modify this schedule at her discretion. Please check Schedule on Blackboard regularly.**

Week/Date	Lecture Topics	Textbook Chapter
Week 1 8/31/2018	Introduction to the Human Body Chemistry and the Human Body	1 2
Week2 9/7/2018	The Structure and Function of Cells Tissues and Body Membranes <i>Quiz 1, 2*</i>	3 4
Week3 9/14/2018	Organ Systems: An Overview The Integumentary System <i>Quiz 3, 4*</i>	5 6
Week4 9/21/2018	Exam 1: Chapters 1, 2, 3, 4, and 5 The Skeletal System	7
Weeks 9/28/2018	The Skeletal System (cont'd) The Muscular System <i>Quiz 5(Ch 6)*</i>	7 8
Week6 10/5/2018	The Nervous System <i>Quiz 6(C/1 7), 7(Ch 8)*</i>	9
Week7 10/12/2018	Exam 2: Chapters 6, 7, 8, and 9 The Senses The Endocrine System <i>Quiz 8(Ch 9)*</i>	10 11
Week8 10/19/2018	The Blood The Cardiovascular System <i>Quiz 9(Ch 10), Quiz 10 (Ch 11)*</i>	12 13
Week9 10/26/2018	The Cardiovascular System (cont'd) The Lymphatic System and Immunity <i>Quiz 11(Ch 12), Quiz 12(Ch 13)*</i>	13 14
Week 10 11/2/2018	Exam 3 Chapters 10, 11, 12, 13, and 14 The Respiratory System <i>Quiz 13(Ch 14)*</i>	15
Week 11 11/9/2018	Digestive System <i>Quiz 14(CI, 15)</i>	16
Week 12 11/16/2018	Digestive System <i>Quiz 15(Ch 16)</i>	16
Week 13 11/23/2018	Thanksgiving Holiday (no class)	

Week 14 11/30/2018	Urinary System Reproductive System <i>Quiz 16(C/1 17)</i>	18 21
Week 15 12/7/2018	Reproductive System (cont'd) Review <i>Quiz 17(Ch 19), Quiz 18(C/1 20)*</i>	21
Week16 12/14/2018 (8-IOAM)	Final Exam Chapters 15, 16, 18, and 21	

* One of these quizzes will be online