

COURSE SYLLABUS  
HUMAN ANATOMY AND PHYSIOLOGY I

BIOL 212: Section [CRN #] lectures are on [days] at [start & stop times]

Section [CRN #] labs are on [days] at [start & stop times]

INSTRUCTOR INFORMATION

**Faculty Name:** XXXXXXXX

**Office location:** XXXXXXXX

**Telephone:** XXXXXXXX

**Email:** XXXXXXXX

**Office Hours:** XXXXXXXX

**Biology Dept Office:** SN211

**Biology Dept Phone:** 240-567-1422

GENERAL COURSE INFORMATION

**Description:** Human Anatomy and Physiology I (BIOL212) is a detailed study of the body including human tissues, integumentary system, skeletal system, muscular system, nervous system, and sense organs.

**Prerequisite:** To be enrolled in this course, you are required to have previously completed BIOL150 with a grade of C or better and meet assessment level of ENGL101/101A and READ120. If you participated in the American English Language Program, you must have previously completed ENGL104.

**Learning Objectives:** Learning objectives for each chapter will be provided that will guide your studying and learning to explain how life is maintained through the integration of human structural design with function, and to meet the collective needs of most health science programs.

**General Education Requirement:** BIOL212 fulfills a General Education Program Natural Sciences Distribution with Laboratory Distribution requirement. Montgomery College's General Education Program is designed to ensure that students have the skills, knowledge and attitudes to carry them successfully through their work and personal lives. This course provides multiple opportunities to develop two or more of the following competencies: written and oral communication, scientific and quantitative reasoning, critical analysis and reasoning, and technological competency. For more information, please see [www.montgomerycollege.edu/gened](http://www.montgomerycollege.edu/gened) <<http://www.montgomerycollege.edu/gened>>.

**Outcomes:** Upon completion of this course a student will be able to:

- Describe the structures of the major human tissues and explain their associated processes.
- Describe the structures of the integumentary system and explain their associated processes.
- Describe the structures of the skeletal system and explain their associated processes.
- Describe the structures of the muscular system and explain their associated processes.
- Describe the structures of the nervous system and explain their associated processes.
- Explain homeostatic mechanisms in response to internal and external environmental changes.
- Use critical analysis and reasoning to apply and interpret information provided by this course.

INSTRUCTIONAL MATERIALS

**Required Materials:**

- **Textbook:** *Anatomy and Physiology*, 1E edition by Jenkins and Tortora with WileyPlus Learning Space Code (you are required to have electronic access for homework completed online).
- **Laboratory manual:** *Laboratory Manual for Anatomy and Physiology*, 6th edition by Allen and Harper
- For affordability, the textbook and laboratory manual are bundled through the campus bookstore. ISBN 9781119424673 is the electronic version of *Anatomy and Physiology*, 1st edition by Jenkins and Tortora with WileyPlus Learning Space Code bundled with the *Laboratory Manual for Anatomy and Physiology*, 6th edition loose leaf with binder by Allen and Harper.
- A second bundle, ISBN 9781119425403 is the electronic version of *Anatomy and Physiology*, 1st edition by Jenkins and Tortora with WileyPlus Learning Space Code, the hard copy of the text book and the *Laboratory Manual for Anatomy and Physiology*, 6th edition by Allen and Harper.
- DO NOT BUY A USED LAB MANUAL if pages have been removed or exercises completed. Pages may be submitted for a grade.
- Safety goggles with indirect ventilation or no ventilation (sold at campus bookstore)

*Availability of Instructional Materials:*

Course instructional software:

- (1) <http://appserv.montgomerycollege.edu/adam/adamcasstudent.aspx> for A.D.A.M. Interactive Anatomy (AJA) **FREE!**
- (2) [www.WileyPLUS.com](http://www.WileyPLUS.com) to register and access the Wiley LearningSpace - [use course ID provided by instructor or find it in the drop down menu under Montgomery College TP, and dropdown menu for Anat & Phys 212] - this allows you to access your e-text and all of the associated learning resources with Jenkins and Tortora *Anatomy And Physiology from Science to Life 1e*.
- (3) <http://bcs.wiley.com/he-bcs/Books?action=index&itemId=0470598913&bcsid=6942> for Jenkins & Tortora *Anatomy and Physiology: from Science to Life*, 3rd Edition textbook companion site (Not WileyPlus). Practice quizzes, crossword puzzles, Anatomy Drill and Practice activities. **FREE!** [if you still have the 3rd edition previously used and do not yet have the Wiley Learning Space for the 1e version]
- (4) <http://bcs.wiley.com/he-bcs/Books?action=index&itemId=0470598905&bcsid=6037> for Allen lab book companion site with Anatomy Drill and Practice activities and Interactions Activity worksheets **FREE!**

You can access these sites and other materials:

- A. In our lab
- B. The Science Learning Center located in Science North Room 101 (phone 240-567-1594)
  - a. There are models and tutors available in the Science Learning Center.
- C. The Student Technology Center located in Student Services Center Room 304 (phone 240-567-1657)
- D. The Medical Learning Center located in Health Sciences Center Room 221 (phone 240-567-5591).
- E. Assigned Human Anatomy atlases are available in **our lab** and in the **Science Learning Center**.

## 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.

**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*.

**Withdrawal from Class:** If you are considering withdrawing from class, meet with me first to discuss your academic progress and potential. Withdraw dates are listed on the course schedule and in your *MyMC* account. If you decide to withdraw from the course, you are required to complete a *Registration/Schedule Change*. If you stop participating in class, yet fail to complete all necessary paperwork to remove your name from the class roster; you will receive a grade of "F" for the semester. Excessive absence (3 or more) may also result in an F for the semester.

## COMMUNICATION

- The use of Blackboard is *essential* for this class. Course materials such as lecture notes, objectives, homework, etc... will be made available on Blackboard. I will communicate with you via Blackboard and Montgomery College e-mail.
- 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. 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.

*Laboratory Efficiency:* Your lab time is very precious. To complete lab activities in the allotted time, you will need to recognize the required anatomical structures on text or lab manual illustrations **before** coming to lab. Homework should be done at home!

*Laboratory Environment:* You are expected to clean up after yourself following lab activities. This means that you should, for example, return models to their correct counters, return prepared slides to their specific slide trays, and wash, dry, and return dissecting tools to their assigned bins.

*Safety Procedures:*

- Eating, chewing gum, drinking, and applying cosmetics are not permitted in the lab.
- Decontaminate your lab bench with a disinfectant at the end of every laboratory activity involving liquids or preserved materials.
- Disposable gloves are recommended for dissection of preserved materials. Hands should be washed immediately after gloves have been removed.
- Disposable materials such as gloves, swabs, and toothpicks that come into contact with body fluids should be placed in a biohazard container.
- Students who are pregnant, taking immunosuppressive drugs, or have any other medical condition that might necessitate special precautions in the laboratory should inform the instructor immediately.
- Make sure your hands are dry when you handle electrical connectors. If electrical equipment crackles, snaps, or begins to smoke, do not attempt to disconnect it. Inform your instructor immediately.
- Do not touch broken glassware with your hands. Use a broom and dustpan. Place broken glassware in the container marked for that purpose.
- Let your instructor know if you are color-blind, as some procedures require discrimination of colors.
- Children are not permitted in the laboratory. Adult guests are allowed only with the permission of the instructor.
- Push in stools and chairs at end of lab to avoid tripping hazard.

## ASSESSMENT

*Coverage:* Learning objectives identify the information that your exams will test. Most of our Anatomy and Physiology students plan careers in medical/allied health fields. In the actual practice of medicine unusual situations frequently arise that need to be quickly dealt with by applying past knowledge to solve problems not previously encountered. To help you prepare for these situations, our exams will include questions that require you to apply your knowledge, reasoning, and critical thinking to new situations involving the human body.

*Format:* Theory exams can include multiple choice, matching, true/false, short answer fill-in, and essay questions. Practical exams ask you to write the correct names of assigned anatomical structures. Medical/allied health personnel may risk the health and life of their patient if a medication, treatment, or diagnosis is altered due to spelling errors. In order to prepare students for medical/allied health careers, exam points may be deducted if practical exam structures are not spelled correctly.

*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 may be excused between the identification and theory portion of the exam, but 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 and ONE practical exam. You must contact me within 24 hours of the original exam date. The make-up exams must be taken within 48 hours from the original exam date. Theory exams will not be the same format and may be ENTIRELY ESSAY. Theory exams will be given in the Assessment Center and Practical Exams will

be taken during your regularly scheduled lab period. **This policy is for EXAMS only, no make ups for quizzes or homework.**

**Academic Honesty:** Medical/allied health professionals deal with the health and lives of patients; therefore, honesty and reliability are paramount. 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.

**Quizzes:** Quizzes may be given periodically throughout the semester. There are no make up quizzes.

**Homework:** Homework assists in the learning process. Homework is due as specified by your instructor.

**Grading:** Your course letter grade will be based on the accumulated points you earned from assigned course activities. At least 85% of these points come from exams. Your course letter grade will be computed as follows:

A 89.6% to 100%

B 79.6% to 89.5%

C 69.6% to 79.5%

D 59.6% to 69.5%

F 59.5% 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.

**Extra Credit:** Extra credit means extra work. If you are struggling with the required material then please come see me and/or get help from the tutors in the Science Learning Center. Do not ask for extra assignments.

#### 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 access to some of the assigned course software, some anatomical models, and tutoring services. Information on Learning Centers at all campuses of the College can be found at <http://cms.montgomerycollege.edu/learningcenters/>. Other support centers are located in the Student Technology Center located in Student Services Center Room 304 (phone 240-567-1657) and the Medical Learning Center located in Health Sciences Center Room 221 (phone 240-567-5591).

**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-CB 122, or Takoma Park/Silver Spring-STI20) 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](mailto:Joanna.starling@montgomerycollege.edu).

**Food support:** A free food pantry in Commons 110 (Academic Success Center) and free farmer's market are provided at the campus. Any student who has difficulty accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact the Dean of Students Affairs on your campus. Furthermore, please notify the professor if you are comfortable in doing so. This will enable the professor to try to assist you. We know this can affect performance in the course and Montgomery College is committed to your success. The Deans of Student Affairs are: Dr. Jamin Bartolomeo (GT), Dr. Tanya R. Mason (RV), and Dr. Clemmie Solomon. (TPSS).

<http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=55>

**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 above 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.

TAKOMA PARK/SILVER SPRING  
BIOL Tentative 212 SCHEDULE, Fall 2018

The instructor reserves the right to modify this schedule at his/her discretion

	Mon Wed	Tue Thu	Lecture Topics	Text Chapter*	Lab Exercise* >	Assignments	
	8/27	<b>8/28</b>	B10L2 1 2 Introduction; Terminology	1	1,2		
	8/29	8/30	Tissues	4	3,6		
	<i>m</i>	9/4	Tissues; <b>Monday-no class Labor Day</b>	4	6		
	9/5	9/6	Tissues; Integumentary System	4,5	6,7		
	9/10	9/11	Integumentary System	5	6,7		
<b>WR</b>	<b>9/12</b>	<b>9/13</b>	<b>Practical &amp; Theory Exams: Intro to A&amp;P, Tissues, &amp; Integ. Sys; New Unit: Skeletal System</b>	6	8,9		
	9/17	9/18	Skeletal System	6	9		
	9/19	9/20	Skeletal System; Axial Skeleton	6, 7	9,10		
	9/24	9/25	Axial Skeleton; Appendicular Skeleton	7, 8	10		
	9/26	9/27	Appendicular Skeleton	8	10		
	10/1	10/2	Articulations	9	11		
<b>WR</b>	<b>10/3</b>	<b>10/4</b>	<b>Practical &amp; Theory Exams: Skeletal Tissues &amp; Skeletal System</b>				
	10/8	10/9	Muscular System	10	12		
	10/10	10/11	Muscular System	10	14,15		
	10/15	10/16	Muscles	11	14,15		
	10/17	10/18	Muscles	11	14,15		
	10/22	10/23	Muscles; Introduce New Unit: Nervous System	11, 12	14,15		
<b>WR</b>	<b>10/24</b>	<b>10/25</b>	<b>Practical &amp; Theory Exams: Articulations, Muscle Tissue, &amp; Muscles</b>				
	10/29	10/30	Nervous System	12	16		
	10/31	11/1	Nervous System	12	17		
	11/5	11/6	CNS	13	20		
	11/7	11/8	CNS - <i>Goggles Required</i>	13	20		
	11/12	11/13	CNS; Introduce New Unit: PNS	13, 14	18,19,20		
<b>WR</b>	<b>11/14</b>	<b>11/15</b>	<b>Practical &amp; Theory Exams: Nervous Sys. &amp; CNS; Lecture PNS</b>	14	18,19,21		
	11/19	11/20	Special Senses	16	24		
	++g+		<i>Thanksgiving Holiday 11/21-11/25</i>				
	11/26	11/27	Special Senses - <i>Goggles Required</i>	16	24		
	11/28	11/29	Special Senses; General Senses	16, 15	24,23		
	12/3	12/4	Special Senses; General Senses	16, 15	24,23		
<b>WR</b>	<b>12/5</b>	<b>12/6</b>	<b>Practical Exam: PNS &amp; Special Senses; General Senses, Special Senses</b>	15, 16	23		
<b>Final Theory Exam on Peripheral Nervous System &amp; Special Senses; 2-hour exam period</b>							
M	12/10		M/W 12 pm lecture -Exam begins at 12:30 pm				
T		12/11	T/R 12 pm lecture -Exam begins at 12:30 pm				
W	12/12		M/W 9 am - Exam begins at 8 a.m. & 6 pm lecture - Exam begins at 6 p.m.				
R		12/13	T/R 9 am lecture - Exam begins at 8 a.m. & 6 pm lecture - Exam begins at 6 p.m.				

\*Chapters refer to Jenkins Tortora: A and P From Science to Life; Edition IE

\*\*Refers to Lab Exercises in Allen and Harper 6th Ed. lab manual

TAKOMA PARK/SILVER SPRING  
BIOL Tentative 212 SCHEDULE, Fall 2018

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