**Northern Virginia Community College, Alexandria Campus summer 2018**

**Bio 141 Human Anatomy & Physiology I**

Instructor: Charles Pumpuni (Dr. P)

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Office hours: After lecture or lab

Office Bisdorf: AA 352

Lecture: MTWR 11:15 AM – 1:25 PM; Bisdorf AA457

Lab: TR 9:00 – 11:00 AM, Bisdorf: AA 493; MW: 9 – 11:00 AM; AA 415

**Important dates:**

Census date, last day to withdraw with tuition refund and change registration to audit, June 4

June 19 – Last day to withdraw without grade penalty

**Course description:**

Human Anatomy & Physiology I (BIO141) covers the cells, tissues, organs and a few organ systems of the human body. Specific topics studied include basic biochemistry, cytology, histology, integumentary, skeletal, muscular, nervous system and special senses. The laboratory component includes activities on chemistry, animal and organ dissections as well as work involving skeletons and muscles. Models and charts are used to study organs and organ systems. Cell and tissue slides are examined with a microscope and body chemical reactions are also studied.

**Attendance:** Students are expected to attend all classes and please be on time. Cell phones and mobile devices must be switched off (or put on vibration) while in class. Should you miss classes for any reason, notes may be copied from class mates. Note lecture notes and other information are posted on Blackboard. Laboratory attendance and recitation is mandatory. You cannot make up for a missed lab.

**Missing a scheduled Exam:** No makeup exams will be given except in an emergency and IF the instructor is informed BEFORE the scheduled exam. Students who miss a scheduled exam will receive a grade of zero. Students can arrange to take an exam earlier if one has a pre-planned travel or some other engagement.

**Withdrawal:** A student may withdraw from the course with tuition refund by **June 4** and without grade penalty by **June 19**

**Course Text:** Required:

Human Anatomy & Physiology 10th edition: Elaine Marieb and Katja Hoehn.

**Lab. Manual**:

Human Anatomy and Physiology Lab Manual by Catharine Whiting (1st edition – pig version)

**Grades:** The lecture grade is based on 4 **unit exams** of equal value and 5 quizzes (each worth 20 points for a total of 100 points). The first exam covers all material covered from the beginning of first class until the day of first exam. The other exams cover the material discussed between exams. The format for the exams will be multiple choice, matching, diagrams, T/F and short answer questions. The lecture exams make up 70% of your total grade and the lab makes up the remaining 30%. Labs will be assessed with lab exams.

**Extra credit:** There will be an opportunity to submit assignments (POGIL activities) for 20 additional points. Class attendance will count for 10 extra credit points.

**Your total grade from both Lectures & Labs: Lecture = 70% and Lab = 30%, Total = 100%**

Letter grades from percentage values will be as follows:

**A = 90-100%, B = 80-89.9%, C = 70-79.9%, D = 60-69.9%, F = Below 60%**

**Grade points breakdown:**

4 lecture exams (each 100 points) **400**

5 Quizzes (each 20 points) **100**

**Total points** **500** (for just the lecture portion of the course)

**FIRE/EMERGENCY EVACUATION PROCEDURES & COLLEGE CLOSING POLICY**

In case of emergency, please follow the emergency procedures as discussed on the first day of class and as posted in the classroom. Question on whether the college is closed during a storm? Listen to a local radio or television station for this information. You may also call 703-323-3300 to hear the college’s recorded message about school closure. Please note that the college may decide to close for day classes and yet open for evening classes, or be open for day classes and close for evening. Please listen or look closely to the weather announcement for the decision that pertains to evening class.

If the college closes for whatever reason, but reopens while there is still 45 minutes of class time left, we are expected (college policy) to hold class. The college website for emergency alerts is: [www.nvcc.edu/emergency](http://www.nvcc.edu/emergency). College delays and closures are also sent out via NOVA Alert.

**STUDENT SAFETY**

NOVA is a place for learning and growing. Students should feel safe and comfortable anywhere on this campus. To meet this objective, a student should: a) let the instructor, supervisor, Dean of Students or Provost know if any unsafe, unwelcome or uncomfortable situation arises that interferes with the learning process; and b) inform the instructor, within the first two weeks of classes, if the student has special needs or a disability that may affect the student’s performance in this course.

**THE ACADEMIC CENTER FOR EXCELLENCE - WRITING ASSISTANCE, TUTORING SERVICES AND DISABILITY SERVICES**

The Academic Center for Excellence (ACE) can be found on the Alexandria campus in AA 229 and reached by phone at 703-845-6054 or 6363. ACE houses the Writing Assistance Center, Tutorial Services and Disability Services. If you need any of these services, please contact the office. Regarding Disability Services, if you require special accommodations, please contact Disability Services.

**Important contact persons**: Ms. Courtney Boland (cboland@nvcc.edu), who may be reached at telephone number 703-933-8081 is responsible for tutoring activities

**ACADEMIC INTEGRITY**

When College officials award credit, degrees and certificates, they must assume the absolute integrity of the work done by you; therefore, it is important that you maintain the highest standard of honor in your scholastic work.

Academic dishonesty cannot be condoned. When such misconduct is established as having occurred, it subjects you to possible disciplinary action ranging from admonition to dismissal, along with any grade penalty the instructor might, in appropriate cases, impose. Procedural safeguards of due process and appeal are available to you in disciplinary matters.

Academic dishonesty, in general, involves one of the following acts:

1. Cheating on an examination or quiz, including giving, receiving or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz.

2. Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.

3. Substituting for another person during an examination or allowing such substitution for one's self.

4. Plagiarism. This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work. This includes any submission of written work other than one's own work.

5. Collusion with another person in the preparation or editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor.

6. Knowingly furnishing false information to the College, forgery and alteration or use of College documents or instruments of identification with the intent to defraud.

**A student caught cheating on an exam automatically fails the exam; a second offense will result in automatic failure of the course**

**Special needs:** If a student has special accommodations, please provide me with a letter/note stating the accommodations. If you need assistance with writing, please contact the writing center and reading lab in Room AA234 or phone at 703-933-1422.

**Blackboard:** Syllabus, Lecture notes, review questions, lab information sheet and other relevant materials will be made available on BB. Material already posted on the biology laboratory website – Lab syllabus, Metric system, Bone/Bone markings list, Muscle list, Blood vessels to know. Refer to the website: http://www.nvcc.edu/alexandria/science/s\_biolab.htm

**Finally:** Students should make their best effort to complete the course successfully. Form working and help groups; a good way to exchange notes, pick up on different learning techniques and possibly meet unique friends. Contact me if you need any help.

*Instructor reserves the right to alter this document at his/her discretion during the semester.*

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**LECTURE SCHEDULE**

**BIO 141 Human Anatomy and Physiology I (4 Credits); summer 2018**

If weather conditions cause the cancellation of an exam, that exam will be given in the next class period.

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| **Week** | **Date** | **Topics to be covered** | **Reading assignment** |
| 1 | 5/29 | Course Introduction  Introduction to Anatomy & physiology  The Chemical Basis of life | Chapter 1  Chapter 2 |
|  | 5/30 | The chemical basis of life (contd.)  Carbohydrates, proteins, lipids & nucleic acids | Chapter 2 |
|  | 5/31 | Chemistry of life contd.  Quiz #1 | Chapter 2  Chapter 3 |
| 2 | 6/4 | Cell and cellular function | Chapter 3 |
|  | 6/5 | Cell and cellular function  Cell cycle and growth  **Exam 1 (100 points)** | Chapter 3 |
|  | 6/6 | Cell Cycle and growth  Quiz #2 | Chapter 3 |
|  | 6/7 | DNA replication, transcription & Protein Synthesis | Chapter 3 |
| 3 | 6/11 | DNA replication, transcription & Protein Synthesis  **Exam 2 (100 points)** |  |
|  | 6/12 | Tissues / Integumentary system | Chapter 4  Chapter 5 |
|  | 6/13 | Skeleton – Bone tissue  Quiz #3 | Chapter 6 |
|  | 6/14 | Skeleton / Joints | Chapter 6 / 8 |
| 4 | 6/18 | Muscular system  **Exam 3 (100 points)** | Chapter 9 |
|  | 6/19 | Muscular system | Chapter 9 |
|  | 6/20 | Nervous system  Quiz #4 | Chapter 11 / 12 |
|  | 6/21 | Nervous system | Chapter 11 / 12 |
| 5 | 6/25 | Nervous system – PNS / ANS | Chapter 13 /14 |
|  | 6/26 | Nervous system – special senses | Chapter 15 |
|  | 6/27 | Review  Quiz #5 |  |
|  | 6/28 | **Exam 4 (100 points)** |  |