



Semester: Spring 2022
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Portland, Maine 04106

Title: Human Biology

Course Number: BIOL 105

Credit Hours: 4

Contact Hours: 75

Section: D1

Course Syllabus for Human Biology (BIOL 105)

Course Description

This introductory course is available to any student needing a lab-science class. The course will cover basic body anatomical structures and functions. A body system approach will be used beginning with organizational structure, continuing through each of the eleven organ systems. All major topics will be supported by appropriate lab activities. It should be noted that this class is NOT a substitute for Anatomy & Physiology I & II.

Prerequisites: none.

Required materials, tools, or supplies:

1. Biology of Humans: Concepts, Applications, and Issues, 6th edition, by Judith Goodenough and Betty McGuire, Pearson Education Inc., 2017 ISBN : 978-0-134-04544-3
2. Laboratory Manual for Human Biology, Concepts and Current Issues, 8th edition, by Bert Atsma, Pearson Education Inc., 2017 ISBN: 978-0-134-28381-4

Course objectives:

Upon completion of this course the student will be able to:

- Describe the basic structure and function of human cells, tissues, organs, and organ systems
- Identify and explain anatomical and physiological features of all 11 human organ systems
- Apply the scientific method as a problem-solving tool

Learning outcomes for science courses at SMCC:

SMCC students recognize the methodology and content of science and its relevance. SMCC students:

1. apply scientific methodology to the study of the natural world.
2. participate in hands-on and interactive lab activities.
3. demonstrate the ability to make scientifically-informed decisions.

Student Evaluation and Grading

The grading for this class will be based on three categories of assessment:

Exams (7 exams, each exam worth 10% semester score)	70% of grade
Lab homework quizzes	20% of grade
Participation in online discussion forums, an online "study group"	10% of grade

Grades will be available in Blackboard under the My Grades link at any point during the semester, and there will be a column where an estimate of your semester average is calculated.

Semester Average = [0.70 x (average of exam scores)] + [2 x (average of 10-point lab homework quizzes)] + (average of 10-point quizzes for participation in online discussion forums)

Letter grades are assigned following the policy in the SMCC handbook:

93 & higher	A	80-82	B-	67-69	D+
90-92	A-	77-79	C+	63-66	D
87-89	B+	73-76	C	below 63	F
83-86	B	70-72	C-		

Assessment Details

Exams (10% each for 70% total): There are seven equally weighted exams that will cover material in the textbook, the lectures, and the lab manual. Six of the exams will test material from a few chapters, but the Final Exam will cover material from all of the semester. These are high value assessments. You will want to be prepared for these exams. The exams are timed; you have a bit more than one minute per question.

Lab homework quizzes and write-ups (20%): Every week you will carry out one laboratory activity or more. You should fill out your lab manual. Most lab exercises will also have a homework quiz that covers questions in the lab manual and have some questions beyond what is in the lab manual. These homework quizzes do not have a time limit, but they will have a due date.

Participation in online discussion forums (10%): You will earn up to 10 points each week by writing a minimum of 6 messages in the online study group each week. You are responsible for a weekly self-assessment; the instructor will follow up by counting your contributions each week. The average of these self-assessments is a part of the semester average.

Participating in Online Discussions

For the assigned lab exercises and for the assigned chapters, write a few questions that occurred to you while studying the material. Try to answer another student's question. Answering a question is likely to require you to read your textbook and do more work. The discussions are meant to be a study group where you will interact with other students, and your instructor will participate infrequently.

If you have a question that you wish your instructor to answer, send an e-mail directly to your instructor.

Each week, write 6 separate messages in the discussion forums. You are encouraged to ask 3 questions and answer 3 questions from other students to generate useful discussions. You can post a question or answer in any forum, but you **must** post 6 messages each week and you must take a weekly self-assessment quiz. Your instructor track your participation in the discussions, so be honest in the self-assessment.

Use subject lines that help others to find your discussion thread at a later time. A subject line such as "question" is not useful. A subject line such as "the hippocampus resembles a seahorse?" is more helpful.

Other students in your Human Biology class may be following a career path that is much like your path. These people may be colleagues in future years, or they may even be interviewing you for a future job. Before you post a message, look it over and ask yourself if the message has a tone that is both professional and friendly. It is appropriate to admit that you don't know everything. It is never appropriate to insult other students and use offensive language. Avoid slang or other phrasing that is not professional.

A post that says "Me too" or one that was copied from another student will not count as participation.

Don't write that you have no questions because you understood everything; write a particularly insightful question to demonstrate your understanding and actively help your classmates to learn and think about the material.

Do not cut and paste your posts from other sources without changing the phrasing and the sentence structure substantially. If you copy a few sentences or a paragraph from an internet source such as Wikipedia or from a textbook, you must say that you copied it and where you found it. You also must write a few sentences to tell us what you learned from that quote and why you thought it worth copying.

How To Contact Your Instructor

The quickest way to contact your instructor and get a response is by sending an e-mail through campus e-mail. His campus e-mail is dpmoore@smccme.edu

If you would like to meet in person online using Zoom, you can arrange an appointment by contacting the instructor and agreeing to a time. Office hours will be Tuesday 11 - noon and Friday 10 - noon.

Teacher Evaluation

If you have a question or a suggestion about the course format in general or an exam question in particular, please feel free to contact the instructor directly. Your instructor wants to hear ideas for how this course could be improved.

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

Policies for all courses at Southern Maine Community College:

1. ADA (Americans with Disabilities Act):

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

2. SMCC Pay-for-Print Policy:

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

3. Add/Drop Policy:

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

4. Withdrawal:

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses, usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

5. Plagiarism:

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct.

6. The Learning Commons:

The library, tutoring and writing centers, and reference/research assistance (typically located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center) will be fully available online during the fall 2021 semester. Here you can find free academic support through individually scheduled and drop in, online tutoring. You can also find information literacy/research librarians, and professional academic strategy/planning mentoring online. The physical space of the Learning Commons will be available at this time, and they can also work with you to set up zoom classrooms for small group study. Services are offered by appointment or as drop-in assistance.

To access services: visit My Learning in My Maine Guide, or select the "tutoring needed" button if it appears inside your Brightspace course.

Whether on Site or online, students have consistently reported that the Learning Commons is a friendly, risk-free, and helpful place to seek academic support. It has also been shown that those who make use of the Learning Commons do better in a course than those who do not. We strongly encourage you to take advantage of this valuable and enjoyable resource.

7. COVID contingency plan:

While the syllabus represents current plans, there may be changes during the semester in response to the on-going Covid-19 pandemic. Depending on the progression of the virus, it is possible that the College may have to suspend face-to-face instruction for part of the semester. If we must stop face to face instruction anytime during the semester, your instructor will contact you via your SMCC email or the Brightspace course homepage to discuss next steps for the course.

Schedule of Weekly Assignments

<u>Week</u>	<u>Dates</u>	<u>Chapter</u>	<u>Lab Exercises</u>
1	Jan 18 - Jan 23	Chapter 1: Humans in the world of biology	Exercise 1: Scientific Method Exercise 6: Orientations to the Human Body
2	Jan 24 - Jan 30	Chapter 2: Chemistry comes to life Chapter 3: The cell	Exercise 2: The Microscope Exercise 3: Anatomy and Diversity of Cells
3	Jan 31 - Feb 6	Chapter 4: Body Organization and Homeostasis EXAM ONE	Exercise 5: Tissues Exercise 7: Integumentary System
4	Feb 7 - Feb 13	Chapter 5: The Skeletal System	Exercise 8: Skeletal System
5	Feb 14 - Feb 20	Chapter 6: The Muscular System EXAM TWO	Exercise 9: Muscular System
6	Feb 21 - Feb 27	Chapter 7: Neurons: Matter of the Mind Chapter 8: The Nervous System	Exercise 10: Nervous System Organization, Neurons, Nervous Tissue, and Spinal Reflexes Exercise 11: Spinal Cord and Brain, Autonomic Nervous System
7	Feb 28 - Mar 6	Chapter 9: Sensory Systems EXAM THREE	Exercise 12: The Senses
8	Mar 7 - Mar 13	Chapter 10: The Endocrine System	Exercise 13: Endocrine System
9	Mar 21 - Mar 27	Chapter 11: Blood	Exercise 14: Blood
10	Mar 28 - Apr 3	Chapter 12: The Cardiovascular and Lymphatic Systems EXAM FOUR	Exercise 15: Heart and Blood Vessels
11	Apr 4 - Apr 10	Chapter 13: Body Defense Mechanisms Chapter 13a: Infectious Diseases	
12	Apr 11 - Apr 17	Chapter 14: The Respiratory System EXAM FIVE	Exercise 16: Respiratory System
13	Apr 18 - Apr 24	Chapter 15: The Digestive System and Nutrition	Exercise 17: Digestive System
14	Apr 25 - May 1	Chapter 16: The Urinary System EXAM SIX	Exercise 18: Urinary System
15	May 2 - May 8	Chapter 17: Reproductive System	Exercise 19: Reproductive System
16	May 9 - May 13	EXAM SEVEN	