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South Portland, Maine 04106

BIO-132 COURSE SYLLABUS

Title: Anatomy and Physiology I and Lab Catalog Number: BIOL-132

Credit Hours: 4

Total Contact Hours: 75

Instructor: Kevin Farrell

email:Kfarrell@smccme.edu

Required textbook/resources: 16th edition of Hole's Anatomy and Physiology, 16th edition of the companion Lab Manual, and Connect access through McGraw-Hill.

Course Description

This course is designed for first-year students preparing for a career in the medical field. Fundamental concepts will be introduced, and the course will focus on the tissues, integument, skeleton, joints, muscle, and nervous system of the human body. It is strongly recommended that students taking this course have recently finished a biology course.

Prerequisites: ENGL 050; 075; MATH 050

Course Objectives

Upon successful completion of this course students should:

1. Properly describe major body cavities, relative positions, body sections, and body regions;
2. Describe the anatomy and physiology of human tissues; and
3. Describe, in detail, the anatomy and physiology of the following organ systems: integument, skeletal, muscular and nervous.(Part I)

Topical Outline of Instruction

1. Fundamentals of Human Anatomy and Physiology
2. Tissues
3. Integumentary System
4. Skeletal System
5. Joints
6. Muscular System
7. Nervous Tissue and Nerves

Student Responsibilities for this Course:

Assignments: should be completed as soon as possible. Loss of grade will not happen due to late work but on time is greatly appreciated. All assignments must be done by the last Thursday of the semester.

- Communication: As this is a web-enhanced course, students are required to use Brightspace to check for assignments and for messages to and from the instructor and classmates. Personal visits are always encouraged.
- Behavior: I would like to have all students with the video unmuted during class. Classes are not full length but long enough to discuss the topic and understand the assignments that go with the topic.
- Attendance: Attendance is taken automatically by zoom as well as time online to help track students' progress. Attendance usually does not affect final grades; however, the instructor has the option of failing students on the basis of excessive absences (e.g., loss of attentiveness) from zoom sessions.

End-of-Course Evaluation

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.

For Classes with any Face- to -Face Component

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.

ADA Statement

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.

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. While the physical space of the Learning Commons will not be available at this time, we 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 or need help?" 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.

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.

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.

Withdrawal Policy

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.

Plagiarism Statement

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

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Required materials (covers shown below):

16th edition

Textbook, lab manual, and Connect access code are all required. These items are sold separately. These items will also be required for BIOL 138 (Anatomy and Physiology II)

Textbook: Hole's Human Anatomy And Physiology, by Shier, Butler, and Lewis, McGraw Hill, available on Connect as ebook.

Lab manual: Laboratory Manual to Accompany Hole's Human Anatomy and Physiology, Martin. McGraw Hill.

Connect access code (includes APR access)

More Connect access information will be provided.

Grading

Assessment	Point Total
Exams	100pts
Quizzes	5pts
Lab Reports	5pts
Class Participation (Activities)	5pts
Lab Practicals	100pts

Course is Tuesday and Thursday from 8 AM to 9:15 AM with a lab from 10:30 AM to 12:20 PM. Zoom invites are sent out at the end of class for the next session and class video follows. The first class invite will arrive the week of 1/10/2022.

Sp Semester 2022

Topics	Chapter	Dates
Introduction to human body	1	1/18
Chemical Basis for Life	2	1/25
Cells	3	2/01
Plasma Membrane	3	2/08
DNA and Protein Synthesis	4	2/15
Cell Reproduction	3	2/17
Cellular Respiration	4	2/22
Exam 1		3/01
Human Tissues	5	3/08
Integumentary System	6	3/10
Skeletal System	7	3/22

Exam 2		4/05
Muscular System	9	4/12
Nervous System	10	4/26
Exam #3 (Final)		5/10

Anatomy and Physiology I with Lab

BIO-132

Laboratory Schedule

1/20

Introduction

**Exercise 2–Body Organization and
Terminology**

1/27

**Exercise 5- Cell Structure and
Function**

2/03

Exercise 7- Cell Cycle

2/10

**Exercise 8–Epithelial Tissue
(first lab onsite)**

2/17

**Exercise 9–Connective Tissue
Exercise 10–Muscle and Nervous Tissue**

2/24

Lab Practical #1

3/03

Exercise 11–Integumentary System

3/10

Exercise 12—Bone Structure
Exercise 13—Organization of
skeleton

3/24

Exercises 14-18

3/31 Exercise 19—Skeletal Muscle Structure

4/07 Exercises 20-24

4/19 Exercise 25—Nervous Tissue

4/21 Lab Practical #2

4/28 Lab Practical #2 retake