BIOLOGY 141 – Anatomy & Physiology I  
NVCC - Alexandria Campus  
Section 008A  
Spring 2011

Instructor: Dr. Omar Saab  
Contact information:  
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Cell phone: See Blackboard  
Office location: AA 352 (row 3, cube 3)  
Office hours: Wednesday 9 a.m. to 12 p.m.  
Monday 2 p.m. to 4:30 p.m.  
Friday 12 to 4:30 p.m.  
Mailbox: AA 352

Course objectives:  
This is the first part of a two-semester anatomy & physiology course. This part will cover basic & life chemistry, cytology, histology, as well as the skeletal, muscular, cardiovascular, and respiratory systems.

Meeting room & time: Lecture: Room AA 471  
Mondays  
12:30 to 3:10 p.m.

Textbooks: “ANATOMY & PHYSIOLOGY: The Unity of Form and Function”  
by Saladin (5th Ed.)*  
“Laboratory Manual for Anatomy and Physiology”  
by Allen & Harper (3rd Ed.)

Grading: Lecture (70%):  
Quizzes (best 5 x 2% each) ⇒ 10%  
Exams (4 x 15% each) ⇒ 60%

Lab (30%): See lab syllabus

Your final letter grade will be determined according to the following scale:  
A = 90-100%  
B = 80-89.9%  
C = 70-79.9%  
D = 60-69.9%  
F = Below 60%
Incompletes: A grade of “I” (incomplete) can only be given under extremely unusual circumstances, ONLY with the dean’s approval, and ONLY within the college’s guidelines & regulations.

Quizzes:

There will be a total of 6 quizzes throughout the semester (the lowest grade will be dropped). Quiz material will be announced ahead of time and posted on Blackboard (Bb).

Make-ups:

Exam make-ups will be given ONLY under extremely special circumstances, and usually with the dean’s approval. Quizzes are given the first 10 or minutes of class. If you miss a quiz or show up after it has been collected, you will get a zero for that quiz. The final exam and quizzes cannot be made up.

Attendance:

A lack of attendance without notice in the first 3 weeks will most likely result in your being dropped from the class. Thereafter, though not mandatory, regular attendance is very important for many reasons. First, it is the only way to get a grade on exams and quizzes. Also, some lecture material may be from other sources than our textbook and lab manual. Finally, attendance seems to be highly correlated with performance.

Outside help & disabilities:

Writing assistance, tutorial services and disability services are provided by the Academic Center for Excellence (ACE), which can be found on the Alexandria campus in AA 229 and reached by phone at 703-845-6054 or 6363.

If you have special needs, problems and/or require special accommodations, please see me at the beginning of the semester. If you are seeking accommodations based on a disability, you must provide a disability sheet, which can be obtained from the Disability Counselor (Dr. Sharon Murphy for the Alexandria campus, telephone number 703-845-6070).
Academic integrity:

All the work you will get graded on, including but not limited to exams, quizzes, and assignments, should be your own and no one else’s, unless otherwise specified by your instructor.

Special rules during exams and quizzes: All electronic devices, including, but not limited to, cell phones and calculators must be put away, and hats may not be worn.

Not adhering to the above policies may result in your getting an “F” and/or being reported to the college administration for further action.

Other important information:

You must check Blackboard (Bb) often for announcements and possible changes in exam dates, quiz dates, and lecture schedule, and other important information. You must also check your NVCC e-mail often, or forward it to an e-mail address that you check often.

Please silence all electronic devices (cell phones, pagers, etc.) during class. If you must answer a call, please step outside for a few minutes. If you must eat or drink during a lecture, please do not make distracting noises and please keep your space and the classroom clean.

You are highly encouraged to ask questions at anytime, to make use of my office hours (including making appointments), and to send me an e-mail whenever you need any kind of help or clarification.

My preferred method of contact is by e-mail, and I usually answer within 48 hours. However, if at any time you need a quick answer to some question, you are welcome to call on my office or cell phone.

IMPORTANT:

THIS SYLLABUS & THE LECTURE SCHEDULE ARE SUBJECT TO CHANGE!!
(PLEASE CHECK BLACKBOARD OFTEN FOR UPDATES)