Bio 142 - Human Anatomy & Physiology II - Spring 2013

Lecture Schedule & General Information

Instructor: Dr. Michelle Gaston

Contact Information: mgaston@nvcc.edu ~ (703) 845-6282
www.nvcc.edu/home/mgaston

Office Hours (Bisdorf): Mon 11:00am-12:30pm (352)
Wed 11:00am-3:30pm (352) & 3:30-5:30pm (491)
Thurs 3:15-5:15pm (352)

Connect Website: http://connect.mcgraw-hill.com/class/mgaston_sp2013_142thurs

Course Description: This course integrates anatomy & physiology of cells, tissues, organs, and systems of the human body. Lecture: 3 hours per week; Laboratory: 3 hours per week.

Complete course content summary: http://www.nvcc.edu/academic/coursecont/prefixesb.htm#bio

Course Books:
1) Anatomy & Physiology: The Unity of Form & Function (6th Edition) by Saladin (Connect access optional)
   [ISBN 9780073378251]
   [ISBN 9780470598900]

Attendance: Regular attendance is expected. Please be ON TIME to prevent disturbing other students. You are responsible for the material covered whether you attend class or not. If you know you will be absent ahead of time, please let me know.

Class Cancellation: If class is cancelled on the day of an exam or due date of an assignment, the event is rescheduled for the next class. If class is cancelled the day of the final exam, students must contact me for the make-up date/time. If the college is scheduled to re-open at a time when at least 45 minutes of class remains, class will be held & you will be expected to attend. Check the following website for information on campus closings/class cancellations: www.nvcc.edu/emergency

Laboratory: Labs will begin the week of Jan 28, 2013. The lab schedule & other documents may be found at the following address: http://www.nvcc.edu/alexandria/science/s_biolab.htm

Grading: Your lecture grade is based on 4 exams (100 points each), 8 quizzes (10 points each), Connect assignments (100 points total), & homework assignments (points to be determined). The lowest quiz score will be dropped; also, the lowest of the first 3 exam scores or the Connect assignments will be dropped (you can NOT drop the final exam). The lecture grade makes up 70% of your total grade, & the lab grade makes up the remaining 30%. Students must pass both lecture & lab in order to receive a passing grade for the course.
**How to calculate your grade...**

Lecture % = \( \frac{\text{total points received}}{\text{total points possible}} \times 100 \)  
Lab % = \( \frac{\text{total points received}}{\text{total points possible}} \times 100 \)

Overall Course % = \( (0.7 \times \text{Lecture %}) + (0.3 \times \text{Lab %}) \)

Letter grades assigned to Overall Course % . . .  
- A = 90-100%  
- B = 80-89%  
- C = 70-79%  
- D = 60-69%  
- F = 59% & below

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**Make-up Exams:** NO make-up exams will be given. The only exception to this rule is in the event of a family crisis such as the death of an immediate family member or other critical emergency such as a car accident. Inform me as soon as possible if such a circumstance arises; documentation will be required. Students missing a scheduled exam without notifying me will receive a grade of zero.

**Drop/Audit/Withdrawal:** The last day to drop this course & receive a tuition refund OR switch to audit is Feb 1, 2013. A student may withdraw from the course without grade penalty by Mar 25, 2013. After the withdrawal deadline, students must submit a written petition (with supporting documentation) to me for a withdrawal to be considered. Performing poorly is NOT a valid reason for withdrawing after the deadline. If the petition is not made or not approved, the student will receive a grade based on the work he/she completed out of the total points possible.

**Cheating:** Academic dishonesty, such as plagiarism & cheating, will NOT be tolerated. Cheating includes (but is not limited to) giving or receiving assistance when you are expected to do the work on your own. Any students suspected of cheating will be subject to a re-examination on the material; any students caught cheating will be given an automatic zero for the assignment (which can not be dropped) & potentially a failing grade for the course. The incident may also become part of a student's academic record.

**Classroom Disruptions:** Please respect your classmates & instructor by not being disruptive during class. Any disruption of class activity can result in dismissal from class & a reduction of your course grade. Please silence all pagers, cell phones, etc. in class. If these items ring during class, you will lose 5 points for each offense. If you fail to silence them after they ring, you will lose 10 points for each offense.

**Writing Assistance, Tutoring Services, Disability Services:** Writing & tutoring services are housed in the Academic Center for Excellence (ACE) in room 229 Bisdorf (703-845-6363 or 6054); disability services is located in room 193 Bisdorf. If you feel you require any of these services, please feel free to contact these offices. Specifically regarding Disability Services—if you have special needs, problems, and/or require special accommodations, please address these with me at the beginning of the semester. Reasonable accommodations will only be made for students who have a verifiable need. If you are seeking accommodations based on a disability, you must provide a disability data sheet that can be obtained from the counselor for disability services.


* The course schedule will be followed as closely as possible; however, check Blackboard for updates. *

For information on how to use Blackboard, see [http://tac.nvcc.edu/blackboard/student/](http://tac.nvcc.edu/blackboard/student/)

(The instructor reserves the right to alter the syllabus as necessary during the semester.)
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<th>TOPICS</th>
<th>TEXT CHAPTERS</th>
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<tr>
<td>1/17</td>
<td>Nervous Tissue</td>
<td>Ch 12</td>
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<td>Spinal Cord, Spinal Nerves &amp; Somatic Reflexes</td>
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<td>Quiz #1 (10 points)</td>
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<td><strong>EXAM 1—Ch 12, 13, 14, 15 (Connect assignments due)</strong></td>
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<td>Sense Organs</td>
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<td>2/21</td>
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<td>Endocrine System</td>
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<td>Digestive System</td>
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<td>3/21</td>
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<td>Nutrition &amp; Metabolism</td>
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<td>Water, Electrolyte, &amp; Acid-Base Balance</td>
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<td>Quiz #8 (10 points)</td>
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<td><strong>Tues, May 7th 11:00am</strong></td>
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<td><strong>EXAM 4 (Final Exam)—Ch 4, 27, 28, 29 (Connect assignments due)</strong></td>
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