SYLLABUS AND COURSE POLICY
Essentials of Human Anatomy and Physiology Hybrid (BI 108-951) - 4 credit hours
Fall 2019

Lecture/Discussion R 11:20 – 12:20 in W2-13
Lab R 1:00 – 3:00 in W3-62
Community College of Philadelphia
Dr. Kristin Hensley
Office:W3-20
Office Hours: M,W,F 8:00 – 9:10; W 11:20 – 11:50; R 10:00 – 11:20 & 12:20 – 1:00
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**Note: This syllabus is used in addition to the Biology departmental syllabus, which can be found in the first module of Canvas and will be discussed during our first discussion meeting.

Course Description

Welcome! The purpose of this course is to provide you with a one-semester comprehensive introduction to the structure and function of the human body. Basic anatomy and physiology of all organ systems will be covered in both a lecture and laboratory setting.

This course is a **hybrid course;** this means that it is a combination of self-directed online learning and mandatory weekly in-class discussion and laboratory sessions. Your success requires completion of online assignments at home and participation in BOTH discussion and laboratory sessions. You must also demonstrate competency on a variety of in-class assessments (in both our discussion and lab sessions).

All course materials will be delivered via our Learning Management System, Canvas. If you are new to Canvas, please set up your Canvas account (follow the directions on the ccp.edu homepage) prior to our first meeting. If you are new to on-line or hybrid courses visit http://guides.instructure.com/m/4212 to access the Canvas Student Guide Book for questions and technical help. You must have access to an online computer and printer in order to download and print the required course assignments.

It is essential to understand that a hybrid course requires that you do quite a bit of work outside of the classroom. This requires that you be organized and self-motivated. However this does not mean that you are expected to learn the material on your own. The resources and guidance that I post on Canvas are designed to give you the support that you need while working outside of the classroom. In addition I am readily available by email, I participate regularly in our online discussion sessions, I hold on campus office hours, and I will be meeting with you weekly for our discussion and laboratory sessions. I am happy to address any questions or concerns both online and in person.

Success in this course relies heavily on keeping up with the weekly assignments and activities. Please refer to the Course Schedule in module one for important due dates.

Required Materials

- Essentials of Human Anatomy and Physiology, Custom Edition for Community College of Philadelphia, by Marieb. Pearson-Benjamin/Cummings, San Francisco, CA.
- Essentials of Human Anatomy and Physiology Laboratory Manual, 7th edition, by Marieb. Pearson-Benjamin/Cummings, San Francisco, CA.
- **Computer and Printer Access**
- **Internet Access:** Regular and reliable access to the internet and a back-up option to access the online Canvas "classroom" at https://ccp.instructure.com/login.
- **Technical Requirements**: http://guides.instructure.com/s/2204/m/4214/l/82542-what-arethe-basic-computer-specifications-for-canvas.

Attendance

To meet the course learning outcomes, consistent attendance is essential. You are responsible for obtaining materials missed during your absence. You must take responsibility for *your* education – students who attend class regularly achieve better outcomes than those who do not attend regularly. Likewise, use lab time wisely to ensure that you learn the material so that you will be prepared for the lab exams.

Examinations, Homework, & Grades

There will be five "mini" in-class lecture exams and two lab exams. Lecture exams may include multiple choice, matching, true-false and short answer. Lab exams will be given as a "lab practical". There will be a cumulative final lecture exam during final exams week. You will not be permitted to take any exam papers home.

You can earn 30 points by presenting a poster about a disease of your choice. See the grading rubric for poster presentations. Please be respectful and pay attention to other students' posters. I may include questions about student poster presentations on upcoming exams.

You can earn 5 points for each completed chapter outline. Completion of these outlines will also be essential for our weekly discussion and for preparation for your exams.

During some discussion sessions we will work on a group case study. You can earn up to 10 points per case study (5 points for being present during the group discussion, and 5 points for contributing to the final answers; 1 submission per group). Please note your *attendance* at the discussion sessions is essential for your contribution to the group project.

Each week you can earn up to 5 points for completing the online prelab assignment.

Each week you can earn up to 5 points by participating in the online discussion board. See the grading rubric for discussion participation.

5 lecture exams @ 50 points each	= 250 points
2 lab exams @ 80 points each	= 160 points
Cumulative final exam @ 90 points	= 90 points
Disease Presentation	= 30 points
16 chapter outlines @ 5 points each	= 80 points
5 group case studies @ 10 points each	= 50 points
10 online Prelabs @ 5 points each	= 50 points
Online Discussion board	= 55 points
Total points possible	= 765 points

Grading system

The points accumulated from the lecture and laboratory will be combined. The total number of points will then be assigned letter grades as follows:

90-100% of all points	= A
80-89% of all points	= B
70-79% of all points	= C
60-69% of all points	= D
Below 60% of all points	= F

If you stop coming to class it is up to you to drop the course (withdrawal). I will not issue a faculty withdrawal. If you fail to participate in course activities through the end of the semester, I may award you an "FS". An "FS" grade impacts your academic record the same as an "F": zero quality points are issued. Be aware that an "FS" grade may also affect your financial aid.

Exam Make-ups

You are expected to take each exam at the scheduled time. If you must miss a lecture exam due to a serious and unavoidable circumstance, you may be permitted to take another exam. Make-up exams may be entirely essay. *You will not be permitted to make-up more than one exam.*

Lab exams typically *cannot be made up* because many testing materials are only available during a scheduled time period. If you anticipate missing a lab exam, please contact me *before* the exam.

You cannot make-up any other assignments in this class. Assignments must be submitted on time. No exceptions.

Lecture and Lab Behavior

I expect you to behave in ways that promote a positive teaching and learning atmosphere. Cell phones should be turned off!! Cheating and all other forms of academic dishonesty will not be tolerated. Please make sure that you read the Biology Department Policy on Academic Dishonesty, which is found in the departmental syllabus. To complete your labs in the allotted time, you will need to read over the laboratory exercises *before* coming to lab. Following lab activities, you are expected to clean up after yourself.

Getting Help

I want you to succeed! Please ask me for help. Come visit me during office hours to discuss course materials, review for a test, or to discuss your academic and career goals. Of course I'm also available to meet with you at other times. If you can't make my office hours talk to me after class or send me an email -- we can set up a time that fits your schedule. Also, take advantage of the Science learning lab (located at the lower level of the library) where you can schedule one-on one tutoring and/or group tutoring sessions.

Open lab is an invaluable opportunity for you to review laboratory material before exams or to catch up on anything you may miss during a laboratory period. The open lab schedule is posted in your lab room.

Email

I encourage you to use your Community College of Philadelphia email account to contact me because I may not receive messages from outside email addresses; they may be detected as spam and sent directly to my "junk mail" folder.

Center on Disability

Students who believe they may need an accommodation based on the impact of a disability should contact me privately to discuss their accommodation form and specific needs as soon as possible, but preferably within the first week of class. If you need to request reasonable accommodations, but do not have an accommodation form, please contact the Center on Disability, room BG-39, phone number 215-751-8050.

Hints For Academic Success:

- Be there. Attend all lectures and labs. You will not learn the material if you are not there to hear it.
- Learn to take good notes. Listen to what is presented and extract the major points. Resist the temptation to generate a verbatim text of the lecture. If your notes are incomplete or unclear, come see me for clarification.
- The readings in the book should assist you in learning the material. Carefully read the sections that I emphasized during lecture, chapter outlines, and PowerPoint presentations.
- Be an *active learner*. You cannot simply "absorb" the material. You have to actively work at it to make it your own!
- Study in groups and help each other. One of the best ways for you to learn is by teaching others. Create a study group and plan to meet once a week to review material regularly. If you discuss the material with a group, it will come more easily to you during the exam.
- Lab work comprises ~30% of your grade. I understand that some of you may be unfamiliar with preparing for a lab practical exam. Some tips:
  - Make sure that you understand what a lab practical exam is on DAY 1 of the lab; if you understand how you will be tested, you will know how to approach the lab sessions to best prepare for the exam.
  - Take your time during laboratory exercises – you won't be able to identify everything in the first hour.
  - Take the time to orient yourself and observe first without being concerned about identifying specifics.
  - Ask me for help after you have given 100% on your own – if you identify it, first, on your own you'll be much more likely to recognize it on an exam.
  - You are all in this together (and are not competing). TALK to your classmates & ask them for help! I have no problem with a noisy lab as long as it's productive.
  - Draw & take notes. It doesn't have to be pretty; it only has to mean something to you because you will use it to study for the exam.
  - Don't leave laboratory sessions until you are confident that you have learned the material.
  - **There will be no word banks on exams**; vocabulary is difficult but you must learn it.
  - Open lab! It will be very difficult to learn all of the laboratory material without attending open lab.
- Do NOT wait until the last minute to study for an exam. There is far too much material to learn in one night or even one weekend.
- Academic success requires effort. You should spend at least 15 hours per week outside of class working on BI 108 material and assignments.
- Grades are earned, not given. Examine your attitudes about your college responsibilities. Successful students are not "given" their grades; they *earn them*.
- Communication is key. Do not hesitate to come talk with me.