Lecture and Lab Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture Topic</th>
<th>Text Chapters (reading)</th>
<th>Lab Exercise for that week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 18</td>
<td>Introduction</td>
<td>syllabus</td>
<td>No Lab</td>
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<tr>
<td>Jan 23</td>
<td>Intro/Scientific Method</td>
<td>Ch 1</td>
<td>Scientific Method</td>
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<tr>
<td>Jan 25</td>
<td>Chemistry Water pH (chem. HW assigned)</td>
<td>Ch 2</td>
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<tr>
<td>Jan 30</td>
<td>Chemistry Water pH</td>
<td>Ch 2</td>
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<tr>
<td>Feb 1</td>
<td>Biological Molecules</td>
<td>Ch 2</td>
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<tr>
<td>Feb 6</td>
<td>Biological Molecules</td>
<td>Ch 2</td>
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<tr>
<td>Feb 8</td>
<td>Cells Structure &amp; Function</td>
<td>Ch 3</td>
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<tr>
<td>Feb 13</td>
<td>LECTURE EXAM 1 (Intro - Bio Mol)</td>
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<tr>
<td>Feb 15</td>
<td>Cells Structure &amp; Function</td>
<td>Ch 3</td>
<td>Bio Molecules</td>
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<tr>
<td>Feb 20</td>
<td>DNA &amp; Protein Production</td>
<td>Ch 21</td>
<td>Cells</td>
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<tr>
<td>Feb 22</td>
<td>DNA &amp; Protein Production</td>
<td>Ch 21</td>
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<tr>
<td>Feb 27</td>
<td>Cellular Respiration</td>
<td>Ch 3</td>
<td>Tissues</td>
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<tr>
<td>Mar 1</td>
<td>Cellular Respiration</td>
<td>Ch 3</td>
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<tr>
<td>Mar 6</td>
<td>Body Organization &amp; Homeostasis</td>
<td>Ch 4</td>
<td>Tissues/Review</td>
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<tr>
<td>Mar 8</td>
<td>Integumentary System</td>
<td>Ch 4</td>
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<tr>
<td>Mar 13</td>
<td>Nervous System I</td>
<td>Ch 7</td>
<td>Skeletal Sys (chap 5)</td>
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<td>Mar 15</td>
<td>LECTURE EXAM 2 (Cells – Skin)</td>
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<td>And Bones</td>
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<tr>
<td>Mar 20</td>
<td>Nervous System I &amp; II</td>
<td>Ch 7 &amp; 8</td>
<td>LAB EXAM 1</td>
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<tr>
<td>Mar 22</td>
<td>Nervous System II</td>
<td>Ch 8</td>
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<tr>
<td>Mar 27-29</td>
<td>Spring Break</td>
<td>Spring Break</td>
<td>Spring Break</td>
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<tr>
<td>Apr 3</td>
<td>Muscular System</td>
<td>Ch 6</td>
<td>Cell Division</td>
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<td>Apr 5</td>
<td>Endocrine System</td>
<td>Ch 10</td>
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<tr>
<td>Apr 10</td>
<td>Endocrine System</td>
<td>Ch 10</td>
<td>TBA</td>
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<td>Apr 12</td>
<td>Blood</td>
<td>Ch 11</td>
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<td>Apr 17</td>
<td>Cardiovascular System</td>
<td>Ch 12</td>
<td>Pig</td>
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<td>Apr 19</td>
<td>LECTURE EXAM 3 (Skeletal-Endo)</td>
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<td>Apr 24</td>
<td>Cardiovascular System &amp; Immune System</td>
<td>Ch 12 &amp; 13</td>
<td>Genetics Lecture (chapter. 20)</td>
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<td>Apr 26</td>
<td>Immune System</td>
<td>Ch 13</td>
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<tr>
<td>May 1</td>
<td>Respiratory System</td>
<td>Ch 14</td>
<td>Blood/Cardio</td>
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<tr>
<td>May 3</td>
<td>Digestive System</td>
<td>Ch 15</td>
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<tr>
<td>May 8</td>
<td>Digestive System</td>
<td>Ch 15</td>
<td>LAB EXAM 2</td>
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<tr>
<td>May 10</td>
<td>Urinary System</td>
<td>Ch 16</td>
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<tr>
<td>May 15</td>
<td>Reproduction</td>
<td>Ch 17</td>
<td>TBA</td>
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<tr>
<td>May 17</td>
<td>LECTURE EXAM 4 (Blood-Urinary+Genetics)</td>
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<tr>
<td>May 24</td>
<td>FINAL EXAM (All of Lecture + Reproduction)</td>
<td>9:45-11:45</td>
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</table>

Note: Skeletal & Genetics lectures (Ch 5 & 20) will be given during the laboratory session, however the material will be tested on the lecture exam. Bone Identification and Genetics Homework type problems will be on the laboratory exam. Cell division (Ch 19) will be covered in the laboratory and will be on the laboratory exam. Occasionally other lecture material will be presented in the lab, but tested on the lecture exams. Any changes will be announced.
Office Hours and Contact Information:
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Office NVC 2045
Phone 707 256-7298
Email: bmoore@napavalley.edu
Website: http://www.napavalley.edu/people/bmoore

Course Description:
A survey of human biology focusing on anatomy, physiology, cell development, tissues, organs, and organ systems. The course also covers molecular biology, genetics, human evolution, and diversity. Laboratories include microscopic observations, experiments, and animal dissections. This course is specifically designed for health occupations students as a prerequisite to Human Anatomy and Human Physiology, but is also designed for non-majors.

Student Learning Outcomes
1. Demonstrate a fundamental understanding of the anatomy and physiology of the major organ systems in humans.
2. Apply the principles of inquiry-based scientific method to the writing of a formal laboratory report.

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

a. Apply scientific methodology to the study of human biology.
b. Apply basic principles of chemistry to human biology.
c. Describe the structure and function of cells and the processes of cell division (mitosis and meiosis).
d. Identify the major microscopic and macroscopic structural features of the human body.
e. Provide examples of the relationship between anatomical structures and body functions.
f. Identify the organ systems of the body and their major components and functions.
g. Describe the fundamental mechanism of heredity and perform basic genetics calculations.
h. Describe some commonly encountered pathological and genetic conditions.
i. Discuss the function of the immune system in health and disease.
j. Describe how factors such as nutrition, drugs, pollutants and stress can affect human health.

Course Points:
Midterm Exams = 125 points each (4x) (500 points total)
Comprehensive final = 200 points
Lab Exams = 62.5 points each (2x) (125 points total)
Pop Quizzes = 5-10 points each
Homework = 5-10 points each
Lab participation = 5 points/lab

Grading: In general, grading will follow the traditional 90/80/70/60/50% breakdown.

Exams:
Note: Students will not be allowed to use cell phones or any electronic device during exams. All backpacks, books, notebooks, notes etc. must be placed at the front of the classroom as directed by the instructor before the test will be distributed. Anyone found with these items in their possession during an exam will receive a zero on the exam. The instructor may ask you to sit in alternative designated seats during an exam.
Lecture Exams:
There are four midterm exams and one comprehensive final exam. The midterm exams are not comprehensive. The lectures and reading will be covered on the exams. Lecture attendance is critical for success in this course as most of the material that you are required to master is given in lecture. If you need to take the exam early, let me know as early as possible. In order to take an early midterm you must receive written approval from both the division chairperson and me. Early midterms will only be allowed in rare cases. No early finals will be given, so you must not schedule any early trips for the break until after the final exam. If you have a documented medical excuse, you may take the exam late, but you must contact me before the scheduled exam. No late exams will be given without a documented medical reason. Make-up exams will be given during the last week of class. If you miss the exam and do not contact me before the scheduled exam period you will receive zero points for the exam – there are no exceptions to this rule. There will be no make-up exams for the final; you will receive zero points if you miss the final. I will keep possession of all exams.

Pop Quizzes:
There will be unannounced quizzes, given at the beginning of lecture and labs. There are no make-ups for missed quizzes.

Laboratory:
The laboratory portion of this course will meet once per week. You are expected to attend your assigned section of laboratory. Laboratories cannot be made up if they are missed. If you cannot attend your laboratory section, you may attend another section, only if space is available, and you check with me first. There are 2 practical exams in the laboratory. You will be required to keep a lab notebook, which will be graded for completeness, accuracy and neatness. The notebook will be graded at the end of each lab session, therefore to obtain points you must be present for the entire lab session. It is important that you come to lab on time since instructions for the lab are given at the beginning of the lab period.

There are NO make ups for missed lab practicals.

Other Information

Students in need of an academic adjustment in the college learning environment:

Any student who feels s/he may need an academic adjustment based on the impact of a learning disability should contact Learning Services in the Library room 1766, phone (707)256-7442. A Learning Disability Specialist will review your needs and determine appropriate accommodations.

Any student who feels s/he may need an academic adjustment based on the impact of a physical or other type of disability may schedule an appointment with a DSPS Counselor, Tyler Downie, located in Counseling Student Services 1300 building, phone (707) 256-7220 or 256-7448 for appointment.

All information and documentation is confidential. Please feel encouraged to make an appointment with me privately to discuss your specific learning needs in my class and to ensure I have received your academic adjustment letter.

Note: For science courses with a lab, you must meet with a DSPS Counselor or Coordinator to determine your academic adjustment and specific needs.

Testing accommodations:
Lecture exams
Students who have obtained an academic adjustment letter that specifies a distraction-reduced exam setting may take their lecture exams at the college Testing Center during the scheduled exam time (plus extended time as indicated). Please inform the instructor prior to the exam if you plan to take an exam at the Testing Center.
## Lab exams

I use Universal Design for my lab exams. This allows for all students to have extended time when being tested. This should meet most students’ needs but it does not always address the needs of all students. If this does not meet the needs of your specific disability, please see a DSPS Counselor, Learning Disability Specialist or Coordinator to determine additional, appropriate academic adjustment for lab exams.

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### Appropriate Behavior:

### Hygiene and Safety Policies:

No food or drink allowed in any of the classrooms in the Life Sciences building. Any food or drink must be stored in a closed container off of the lab benches and consumed outside of the classroom. For dissection exercises, it is recommended that you wear a lab coat or other protective garment to keep tissue preservatives and fluids off of your clothing. Wear gloves (provided in the lab) for all dissection exercises and wash your hands thoroughly after completing dissections. Wash your hands before and after handling microscopes, bones and anatomical models. A complete list of safety guidelines and policies will be distributed during the first lab meeting.

### Cellular Phone/Electronic Messaging Policy:

As a rule, the use of cell phones and other electronic communication devices such as iPods, iPhones and text messaging devices is not appropriate and is not allowed during class. Cell phones, pagers, iPods, and other similar devices should be turned off during class. Use of a cell phone or text messaging device during class can be considered a classroom disruption and may result in the student being dismissed from the class for the day. If it is absolutely necessary to have a cell phone or messaging device turned on during class (such as for a medical, family, or child-care emergency), set the device to vibrate and step outside of the classroom to answer the call with a minimum of disturbance to the class. Use of a cell phone or other communication device during an exam is considered cheating and will be grounds for giving a zero on the exam.

### Ethics

© Professional Conduct and Communication are expected.

Formal and professional conduct is expected of you at all times in lecture, lab and on campus. Your practice of study, communication, politics, inter-personal and group interaction skills, that is generally accepted and expected of a medical-professional, begins and / or continuously improves in this class. Pro-actively shared, cooperative assistance is highly valued in the professional setting because it is a critical factor in providing high quality health care, patient, peer and medical practice safety, and quality scientific process. Because unprofessional, disruptive, and / or rude behavior demonstrated by you is harmful to these objectives, and to the professional setting to which you aspire, its demonstration in this educational setting toward anyone, including me, is unacceptable and will result in your immediate discharge from the classroom / lab. Your grade will be negatively affected based upon the severity of the offense.

In accordance with Napa Valley College Board Policy D1130, the Student Code of Conduct, and applicable state and federal laws, discrimination or harassment based on gender, gender identity, race, nationality, ethnicity, religion, sexual orientation, or disability is prohibited in any form.

Students are encouraged to participate fully in class discussions and to engage other students and the instructor in honest productive discussions. All interactions online shall be professional and respectful.
Cheating/plagiarism will absolutely not be tolerated in any form.

Cheating
- Copying, in part or in whole, from another’s test or other evaluation instrument or obtaining answers from another person during the test;
- Allowing another student to copy one’s work on a quiz, exam or other evaluation instrument;
- Submitting work previously presented in another course, if contrary to the rules of either course;
- Using or consulting sources or materials not authorized by the instructor during an examination (e.g. notes or any electronic devices).
- Altering or interfering with grading or grading instructions;
- Sitting for an examination by a surrogate, or as a surrogate;
- Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above;
- Talking or consulting during the test with another person;
- Giving other students information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class.

Plagiarism
- The act of incorporating the ideas, words, sentences, paragraphs or parts thereof, or the specific substance of another’s work, without giving appropriate credit, and representing the product as one’s own work.
- Representing another’s artistic/scholarly or similar works as one’s own.
- Plagiarism may either be deliberate or unintentional, but it must be avoided at all costs.

Consequences of academic dishonesty:

The NVC Academic Honesty Policy states that:

Upon the first infraction of academic dishonesty, the instructor may do one or more of the following:
- Give a lower or failing grade on the assignment or exam;
- Give a lower grade in the course;
- Refer the student to the Vice President of Student Services for student disciplinary action*.

In the event of a second infraction, upon consultation with the division chair, the instructor may do one or more of the following:
- Fail the student from the course;
- Refer the student to the Vice President of Student Services for student disciplinary action*.

* Disciplinary action issued by the Vice President of Student Services is not limited to the above listed actions.

Note: If it is unclear as to what constitutes academic dishonesty, you should consult your instructor.

Available Help:

Supplemental Instruction (SI): TBA
Tutoring: Danielle Alexander, Biology Instructional Assistant: By Appointment
Mastering Biology: Online Materials paid as part of book fee
Counseling 100: College Success (3 units)
Office Hours: see above times
Study Strategies For This Class

- Study early and study often.
  o keep up with the course material
  o repetition is essential

- Know your learning style.
  o visual? auditory? tactile?
  o develop study methods based on your learning style

- Manage your time.
  o plan enough study time: 1½ - 2 hours (or more) outside of class for every hour in class
  o shorter, more frequent study sessions are best (20-50 minutes, not more than 90 minutes at a time)
  o set appropriate priorities

- Arrange a suitable study area.
  o good lighting
  o easy access to study supplies
  o reduce noise and other distractions

- Develop a reading strategy.
  o scan the assigned chapter, look at headings, terms and figures before lecture
  o reread the chapter in detail after lecture, using lecture notes as a guide

- Take good notes.
  o write out as much as possible
  o organize your notes (outlines, headings, etc)
  o draw diagrams and label them
  o leave some space in margins to add information later
  o go over your notes with the textbook chapter (within 1 day) and fill in gaps

- Study actively.
  o write out lists of terms
  o draw and label diagrams
  o test yourself
  o follow up after exams - identify areas that need improvement and work on them

- Develop effective test taking strategies.
  o read the test questions carefully
  o budget your time appropriately

- Use all resources available to you.
  o use all the class time available (don’t leave early)
  o open lab periods
  o instructor office hours
  o tutors
  o classmates
  o computer and on-line resources
