

## BIO 110 SYLLABUS

### Fall Semester 2016

**Please print a copy of this syllabus for handy reference. Whenever there is a question about the class requirements, remember this syllabus is considered to be the ruling document.**

I reserve the right to make changes to this syllabus throughout the semester, but the changes will be posted on Canvas under the title SYLLABUS - REVISED (date of revisions).

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<b>Course Prefix &amp; Number</b>	BIO 110 section 031
<b>Course Title</b>	Human Anatomy & Physiology II
<b>Credits</b>	4
<b>Prerequisites/ Co-requisites</b>	None
<b>Course Start Date</b>	January 17 <sup>th</sup> 2016
<b>Course End Date</b>	May 4 <sup>th</sup> 2016
<b>Course Drop and Withdrawal Dates</b>	The 11 <sup>th</sup> week is the week to withdraw from the course. See the Registrar's Office for specifics about the drop date. If you choose to withdraw from the class, please complete all the necessary steps with the registrar's office to drop your enrollment. Do not simply stop showing up to class as I have no control over enrollment status. If you do not remove your name from the roster, you will receive a letter of "F" for the semester.
<b>Required Text(s)</b>	<p>Martini, H. 2014. <b>Fundamentals of Anatomy &amp; Physiology</b>, 10th edition.</p> <p><b>Lab Packet</b> This will come bundled with the textbook in the bookstore.</p> <p><b>CANVAS access</b></p> <p>In <b>Lab</b> you will need <b>Safety Goggles</b> and <b>Latex gloves</b> (these are available in the book store).</p>

<b>Required Technology</b>	<ul style="list-style-type: none"> <li>• Access to a CANVAS account</li> <li>• Internet access</li> <li>• Microsoft Word software</li> <li>• PDF viewer</li> <li>• Java and Adobe Flash Plug-Ins</li> <li>• <b>Google Drive access</b></li> </ul>
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## Instructor Information

<b>Name</b>	Joe Noyes M.S.
<b>Phone Number</b>	Contact me via email please, I check often!
<b>Email</b>	<b>jnoyes@ccp.edu</b>
<b>Instructor Availability</b>	You can expect a response to email questions within a few hours Mondays-Friday. I will check on weekends but I can't guarantee a response.
<b>Office Hours</b>	<b>Monday 2:00-3:00, Tuesday 9:30-10:30 &amp; 12:00-1:00, Thursday 9:30-10:30 and 12:00-1:00.</b>
<b>Instructor Bio</b>	I graduated with a Bachelors of Science degree from the University of Wisconsin-La Crosse and a Master's of Science in Cell and Molecular Biology from St. Cloud State University. I truly enjoy teaching and am excited to continue my time here at the Community College of Philadelphia. I have work previously full time at a small biotech company in Minneapolis and have taught a number of courses at a few community colleges in the Minneapolis/St. Paul, Iowa, and New Jersey.

## General Course Description

<b>Course Description</b>	Biology 110 is a detailed study of the structure and function of the body, including blood, the heart, circulatory system, lymphatic system, respiratory system, digestive system, metabolism, urinary system, acid-base balance, and reproductive system/development.
<b>Instructional Delivery</b>	The lecture portion of the course will include, of course, lectures. In addition to lectures students are asked to work together to solve problems and answer questions. Students are encouraged to ask questions and participate in discussion. If nothing else, discussion slows your professor down reducing the volume of information he/she can give you in a single lecture! Laboratories will consist primarily of lab exercises and observations of anatomical structures with little formal lecture. Labs are meant to be a hands-on experience.

**Lecture: 1:00-2:30 PM Tuesday Room W3-01  
& 1:00-2:30 PM Thursday Room W3-01  
Lab: 2:40 - 4:40 AM Tuesday Room W3-62**

## Class Procedures and Policies

### Attendance, Make-up exams and Labs

Attendance is highly correlated to success in this class. If you miss an exam, a make-up exam may or **may not** be available. Make-up exams may consist of questions different from the regularly scheduled exams. Students rarely do as well on make-up exams as they do on regular exams. You must attend labs to attain full credit for the lab assignments, labs can sometimes, but **rarely**, be made-up. Entering the classroom late is a disruption to other students and to me. I therefore ask that you please come on time. Exams and quizzes are distributed at the beginning of class. If you come late to a quiz or an exam, you will be asked to turn in your paper at the same time as everyone else. You will not get any more time if you arrive late for a quiz, exam or any other classroom activity.

### Late Assignment Policy

All assignments and due dates are posted well in advance so it is reasonable to expect quality work from students submitted well before the due date and time. If you do not procrastinate there should be no reason you cannot submit assignments properly. **Plan on** turning in all work before the due date, and be prepared to accept the consequences if you do not turn in work by the due date. Extensions may be requested for good reasons, though it is my final decision whether one is granted. All work must be in by the end of the semester, no exceptions. It is best that if you are struggling in the course, please come speak with me and we can establish a recovery plan. I will do my best to assist, though the course assignments are your responsibility. If there is any need to discuss an attendance issue, or dissatisfaction with a grade, please set up a meeting time with me during my office hours or some other agreed upon time and I will be happy to chat in a professional manner.

### Academic Integrity

**Academic Integrity:** The very nature of higher education requires that students adhere to accepted standards of academic integrity. The Code of Academic Conduct for the Community College of Philadelphia is found in the Student Handbook Violations include cheating, plagiarism, and fabrication, abuse of academic materials, complicity in academic dishonesty, falsification of records and official documents.

**Plagiarism/academic dishonesty:** is a serious violation of PCC Student Conduct Code. Instructors handle violations in various ways, but you should be aware that further administrative disciplinary actions may be taken, up to and including course failure and expulsion from college.

**Consequences: 1<sup>st</sup> offense:** Failing grade on the test or paper. **2<sup>nd</sup> offense:** Failure of the course.

### Google Drive

All of the course documents and powerpoint slides used in this class will be on our classes google drive account. To access google drive bookmark this page in your web browser.

***Please refer to student handbook and the college catalog for all in-depth college policies and procedures.***

## Assignments

**Your course grade will be based on the following items:**

### Grading

4 Lecture Exams = 10% each (40% total)

1 Cumulative Final Exam = 15%

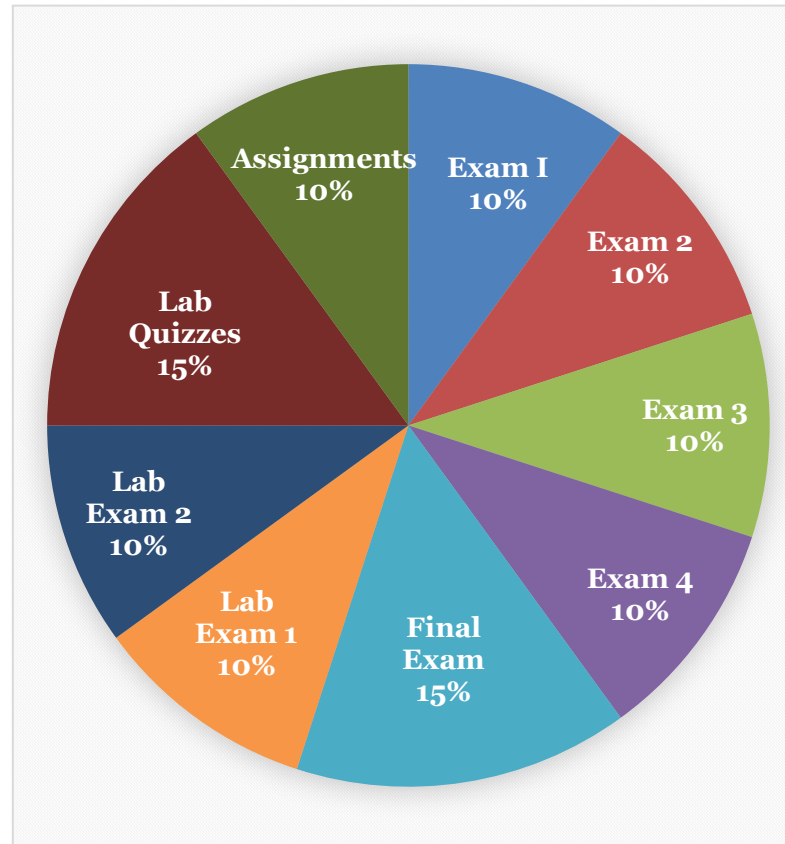
Lecture Critical Thinking/Quizzes 10%

2 Lab Exams = 10% each (20% total)

Weekly Lab Quizzes = 15%

Lecture exams will contain a variety of question types (multiple choice, matching, fill in the blank, diagramming, true/false and short essay type questions).

Lab exams will be practical in nature.



### Grading Scale:

All coursework grades and the final course grade will be determined using the following scale:

89.5-100% A	I will drop one lab quiz score (the lowest lab quiz grade).
85.5-89.4% B+	I will drop one lecture quiz score (the lowest lecture quiz grade).
79.5-85.4% B	I will not drop any exam grade.
75.5-79.4% C+	
69.5-75.4% C	
59.5-69.4% D	
Below 59.4% F	

Final grades are mathematical calculations, they are not subjective. There will be no adjustments or curving during final grade calculation. My grading policy does not include any type of points based on attendance or class participation (although both of those things tend to improve performance on graded assignments). The grades are determined by the points earned on assignments during the semester. At the end when final grades are calculated, a 79.49% is a "C+" and will not magically become a "B" when final grades are submitted to the registrar's office. In order to ensure that you end with the best grade possible, work hard all semester to do your best on every assignment; if you do this, you will walk away from the class at the end of the semester proud of your work and yourself because you know that you did your best.

### Time Commitment

Allow 10-12 hours per week to complete the required work in this course. That is quite a time commitment. You should make sure you can meet it before you can continue. Treat this course as a part-time job, and try to take weekends off!.

**Use me as a resource! I am here to help you through this course and I want you all to succeed. I view my job (teaching) as a privilege and helping students succeed is something I truly enjoy. I have my office hours posted above, please use them as often as you would like. You can always email me your questions and I should have a response for you within that day. If the material becomes too challenging for you please come see me as early as possible. I wish you all luck this semester!**

## Statement of Diversity

The entire class will benefit from the wealth of diversity brought by each individual, so students are asked to extend every courtesy and respect that they, in turn, would expect from the class.

**Educational Equity Statement:** It is the policy of PCC to provide equal educational and employment opportunities without discriminating on the basis of race, religion, color, creed, marital status, national origin, age, disability, sexual orientation, gender identity, or sex in its educational programs, activities, practices and policies.