

#### Community College of Philadelphia

**BIO 109 SYLLABUS**

# Fall Semester 2020 (Online)

#### 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 noyesbiology.com under the title SYLLABUS - REVISED (date of revisions).**

Course Information / Instructor Information / General Course Description / Class Procedures and Policies

/Assignments/Time Commitment/ Statement of Diversity

**Course Information**

**Course Prefix & Number**

BIO 109

**Course Title** Human Anatomy & Physiology I

**Credits** 4

#### Prerequisites/ Co-requisites

None

**Course Start Date** Tuesday September 8th 2020

**Course End Date** Friday**,** December 18th 2020

#### Course Drop and Withdrawal Dates

The **11th 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.**

**Required Text(s)** Human Anatomy and Physiology, 2nd edition Amerman, E.

**Lab Manual** Human Anatomy and Physiology, 2nd edition Whiting

**CANVAS & noyesbiology.com access**

**Required Technology**  Laptop that can access to a CANVAS account

* Internet access
* Microsoft Word software
* PDF viewer
* Java and Adobe Flash Plug-Ins
* Access to noyesbiology.com

**Instructor Information**

**Name** Joe Noyes M.S.

#### Phone Number

Contact me via email please, I check often!

**Email jnoyes@ccp.edu**

#### Instructor Availability

**Office Hours**

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.

#### Will be announced every Monday via weekly recorded updates

**Instructor Bio**

I graduated with a Bachelors of Science degree in Microbiology 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 worked previously full time at a small biotech startup in Minneapolis, MN and have taught a number of courses at a few community colleges in the Minneapolis/St. Paul, Iowa, and New Jersey.

**General Course Description**

**Course Description**

Biology 109 is a detailed study of the structure and function of the body, including tissues, skin, skeletal system, muscular system, nervous system, and endocrine system.

#### Instructional Delivery

The lecture portion of the course will include, of course, lectures. In addition to lectures students are asked to complete assignments, discussions, quizzes, and exams. Students are encouraged to ask questions and participate in virtual discussions. Laboratories will consist primarily of lab exercises and observations of anatomical structures with little formal lecture. Labs are meant to be a interactive online/in person experience. You will be receiving lab kits in the mail, Prof. Noyes will update you on this during the first week of the semester. You will also have the opportunity to carry out dissections in lab on main campus during the 6th/7th week of the semester.

**Class Procedures and Policies**

**Attendance, Make-up exams and Labs**

Participation is highly correlated to success in this class. Keeping up with the material will be of the upmost importance. It is very easy to fall behind in an online course, especially during an online semester. Please, watch all the lecture videos, as well as the weekly update videos. Work on your assignments over the course of the week and try not put off work until the last minute. 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 complete the labs to attain full credit for the lab assignments, labs can sometimes, but **rarely**, be made-up.

#### 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 late work will be penalized 10% per day that it is late. All work must be in by the end of the semester, no exceptions. It is best that if you are struggling in the course, email 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 online attendance issue, or dissatisfaction with a grade, please set up a meeting time with me and I will be happy to chat in a professional manner.

#### Academic Integrity

**Location of materials**

**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**: **1st offense**: Failing grade on the test or paper. **2nd offense**: Failure of the course.

All of the course documents and powerpoint slides used in this class will be on our classes website (noyesbiology.com). All assignments, quizzes, and exams can be found on our CANVAS page. We will also be using a online program called Visible Body that may have quizzes from time to time. More info will be discussed during the semester.

***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: The point totals are an approximation. They may change during the course of the semester.**

### Exams = 4 lecture exams, 2 Lab Practical’s, and a Cumulative Final\_\_\_\_\_\_\_\_\_**60%**

#### Grading

Assignments = **10%**

Quizzes= **10%**

Lab Assignments = **15%**

Pre-lab assignments =**5%**

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

79.5-89.4% B

69.5-79.4% C

59.5-69.4% D

Below 59.4% F

I will drop one lab quiz score (the lowest lab quiz grade).

I will drop one lecture quiz score (the lowest lecture quiz grade).

I will not drop any exam grade.

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!

9

**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 CCP 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.