

## COURSE SYLLABUS

**BIO 163**

**Instructor: E. Lunsford**

**Description:** This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy & physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**Methods:** Students will participate in interactive lecture and discussion activities. Laboratory activities and other methods of instruction will also be used.

**Assumed Competencies:** None

**Topics and textbook chapter reference:** *Note: These chapters represent reading assignments.*

Unit I	Introduction, Cells, Tissues & Skin	Chapters 1, 3, 5, 6
Unit II	Nervous System & Special Senses	Chapters 10, 11, 12, 13
Unit III	Cardiovascular & Urinary Systems	Chapters 15, 16, 17, 20
Unit IV	Respiratory & Digestive Systems, Metabolism	Chapters 2, 4, 22
Unit V	Endocrine & Reproductive Systems	Chapters 14, 23, 24
Unit VI	Lymphatic & Immune Systems	Chapter 18

**Evaluation:** Grades will be assigned according to the following scale & your course average: 93-100 = A; 86-92 = B; 78-85 = C; 70-77 = D; below 70 = F. Grades will be calculated as follows. A grade of Incomplete (I) will be assigned only in extreme cases.

Item	Weight
Classwork, homework, quizzes	1 grade for each
Tests, projects, lab practicals	2 grades for each
Comprehensive Final exam	3 grades

### Special Policies

- Tests:** Makeup tests will be given by appointment during the last few weeks of the semester. When the course has officially ended, all missing test grades will be recorded as “zero.” I do not offer “retesting” because one is unhappy with a grade nor do I generally drop low test grades. Makeup lab practicals are very rarely given and are not guaranteed to be provided. The best advice I can offer you is **DO NOT MISS A LAB PRACTICAL**. If you miss a lab practical, you will automatically be assigned a grade of “zero.” Lab practicals involve HOURS of preparation on my part and are tremendously difficult to replicate. They simply are not like “regular” tests. When a lab practical is scheduled, I ask that you please make every reasonable effort to have that as your top priority. I may ***consider*** giving a makeup lab practical under very unusual and extreme circumstances.
- Homework and Classwork:** Assignments are due at the BEGINNING OF CLASS on the due date. Five points will be deducted from any late paper per school day late (a paper handed in after the beginning of class on the due date is considered to be one day late). To avoid the late penalty, turn in the

assignment early, send it by someone or fax/mail/e-mail it to me at the school. Do not hold the assignment until you return to school. This will cause a further late point deduction. If you are having trouble understanding an assignment you may ask (in advance of the due date) for extra time to complete the assignment. Before handing in an assignment, please take the time to double check it for accuracy and completeness. I DO NOT accept “resubmissions” because one is unhappy with a grade. Also, I do not generally drop low homework grades. Unless prior arrangements are made and approved missing grades will be changed to zero according to the following policies.

\*\* If you were present when the activity was completed in class you will have ONE WEEK after the due date to hand in the assignment, with a late penalty of five points per school day (school day...not class day). After this date, missing grades are changed to “zero.”

\*\* If you were absent when the activity was completed in class you should see the instructor IMMEDIATELY UPON YOUR RETURN TO SCHOOL to schedule a time to complete any lab work or other things you cannot do at home. You will have two weeks after the due date to hand in the complete assignment. After this date, missing grades are changed to “zero.” Do not hand in lab reports for which you have not completed the procedure.

\*\* When the class has officially ended, all missing grades will be changed to “zero.”

3. **Attendance:** Attendance is not counted as part of your course grade. However, regular attendance is usually critical to class success. It is SCC policy that students are expected to attend and be on time for class and lab. If you need to arrive late or leave early, please enter or leave the room as quietly as possible. I would much prefer that you arrive late or leave early rather than be absent for an entire class. If you miss a class, in whole or in part, it is your responsibility to be prepared for the next class meetings. Do not assume that you simply need to copy one person’s notes when you are absent. Please do not ask me to photocopy notes for you when you miss a class meeting. I will, however, be happy to meet with you about a class you missed. Any student who has been absent for two consecutive weeks will be administratively withdrawn from class until about Week 13. See the SCC calendar for the specific date.
4. **Scheduling Problems:** I am more than willing to work with you when you have a personal emergency or a scheduling problem. Please notify me as far in advance as possible and I will decide what I can do about working around your conflict. I reserve the right to refuse any request.
5. **Extra Credit Work:** On some occasions, I may have advanced plans to offer extra credit point activities to students who are in class on any given day. These are not subject to make up policies. Please do not ask me for individual extra credit assignments. This really is unfair to the rest of the class.
6. **Cell phones & Other Electronic Devices:** Devices of this sort should be turned off and put away during class. Note that “put away” does not mean placed in your lap or under your notebook. The phrase “put away” means stored in a book bag, purse, closed pocket, etc. On occasion, I may allow use of laptops and/or Smartphones for web searches related to class or lab activities. You should take care of your calls and texting before class, after class and during breaks. If you are expecting an urgent call or text you may ask for permission for the day to keep your phone on your desk with the ringer off. Quietly leave the room to take the call, read the text and/or respond. I think that talking on the phone and/or reading/sending text messages during class is distracting and therefore rude. **DO NOT DO THIS!** No electronic devices of any kind (lap top computers, cell phones, etc.) may be used during a test while tests are being discussed in class.
7. **Cheating:** School policy dictates that students conduct themselves in accordance with generally accepted standards of scholarship and morality. Academic honesty is vital. In cases of cheating, a grade of “zero” will be recorded for the assignment in question. I will submit a report, with documentation, to Student Services as well. I consider the following things to be cheating.
  - 1) Use of notes, text or any other source of stored information during any quiz, lab practical or test.
  - 2) Copying anything from another student's paper. This includes homework, tests and quizzes inside or outside of class. This also includes students who have taken the class previously.

- 3) Giving or receiving any written or verbal communication about a test, quiz or homework assignment to or from any student.
- 4) Copying any information from any published source (print or internet) without giving proper citations. If you do not know or understand how to cite and document published references, please ask for help.
- 5) Including false data in a lab report, journal or project. Do not hand in a lab report for a lab you have not actually done. I will work with you to make up the lab, and then you can hand in the report.
- 6) Taking copies of tests from the classroom without approval, photographing or hand-copying tests in whole or in part.

**Laboratory Topics:** Students will complete the following lab work. I usually encourage students to work on labs by following directions in the lab manual. I will be available to answer questions that you have. I generally prefer that you hand in pages directly from your lab book. You may hand in photocopies of these pages though. Do not ask me to make copies for you.

Week 1	Lab 1 Language of Anatomy Lab 3 The Microscope Lab 4 Cell Structure
Week 2	Lab 6 Tissues Lab 7 Skin; omit plotting & fingerprinting activity on p. 76-77
Week 3	Lab 8 Introduction to skeleton; Activities 1 & 2 Lab 9 Axial Skeleton Lab 10 Appendicular skeleton Lab 11 Joints; Activities 1 – 4 <i>Note: Your textbook chapters 7 &amp; 8 will also be useful in these activities.</i>
Week 4	Continue skeletal labs Supplemental activity: Pig foot anatomy
Week 5	Lab 14 Spinal Cord Lab 15 Reflexes Lab 16 Brain
Week 6	Review for Lab practical I
Week 7	<b>LAB PRACTICAL I</b>
Week 8	Lab 17-18 Special Senses
Week 9	Lab 21 Heart Lab 22 Cardiovascular physiology Lab 23 Circulation
Week 10	Lab 13 Muscle Anatomy <i>Note: your textbook chapter 9 will also be useful in these activities</i>
Week 11	Muscles continued Lab 28 Urinary system; Activities 1 - 3 Lab 24 Respiratory anatomy Lab 25 Respiratory physiology
Week 12	No lab activity; work on projects. [Note: this date may change or the activity may be assigned

outside of class time due to unforeseen scheduling circumstances such as missing class for bad weather or other reasons.]

Week 13      Lab 26 Digestion  
                  Lab 19 Endocrine

Week 14      Lab 29 Reproductive system  
                  Review for Lab Practical II

Week 15      **LAB PRACTICAL II**

### Assignments

Test 1 (topics 1, 2, 3)	_____	Comprehensive Final Exam	_____
Test 2 (topic 4)	_____	Project	_____
Test 3 (topics 5, 6)	_____	Lab Practical I	_____
Test 4 (topics 7, 8)	_____	Lab Practical II	_____
Test 5 (topics 9, 10)	_____	Other	_____

Note: On occasion, unannounced quizzes may be given on lecture objectives or on laboratory activities.

**Success in Class:** I very much want each of my students to enjoy this class and to learn as much as possible. I spend a lot of time in an effort to keep up my end of a partnership in learning with my students. Your end of the partnership will also involve a lot of time. Most research on effective study techniques indicates that a student should spend at least 2 hours working outside of class for every hour that they spend in class. This means that the successful student should have a **minimum** of 12 hours of outside study time per week. Success is measured by understanding, learning and by grades. Twelve hours seems like a large amount of time. Here are some things that I would use my outside study time for:

- 1. Read the assigned textbook chapters.** Stay ahead of lecture in your reading. Even if the reading seems to be making no sense, do it anyway. You will be surprised by how much you do remember later. To help in reading new material, use your objectives as a reading guide. Also, ask questions as you read. For example if a heading is entitled "The Stomach" ask where it is, what it does, etc. Try to find the answers as you read. After lecture, skim the chapters again. Use a highlighter; look up terms in the glossary. Be ready to ask any questions in class.
- 2. Review lecture notes daily.** No matter how busy you are, try to set aside 10-15 minutes **every day** to review your notes. This is a very effective technique. Check for missing information and be ready to ask questions in class. Keep in mind that in-class lecture is only one small part of learning class material. I will assume that you have prepared for lecture beforehand. It is a very bad idea to neglect review and studying until even a few days before a test. Waiting to begin to study until the test is scheduled is a **VERY BAD** practice!
- 3. Read over (skim) laboratory exercises before lab.** Reading over the lab exercises before class will save time, help reduce frustration, and will help you to make the most out of our limited lab time. You should have a general idea about what each week's laboratory topics will involve **BEFORE** you enter the classroom. The pre-lab exercises are recommended as an organizer but usually not required.
- 4. Completing lab reports and other assignments.** Although you might sometimes need to consult other references, your textbook and/or lab manual are usually the best place to start. During lab, your goal should be to complete the lab procedures. Use remaining lab time to work on lab reports, or complete them for homework. In other words, avoid use of lab time for written work. Use that time to follow the lab

procedure and review for the lab practicals.

5. **Make other study aids.** Make up your own flash cards, study questions, reading notes, etc. People tend to remember and understand information if they see it in a variety of ways.

6. **Use other study references.** Books can be found in the school library. Many web-based resources exist as well.

7. **Participate in study groups.** Study groups can be very effective in that students can share study ideas and hear other students' points of view. If your schedule allows for participation in a study group, this may be very useful to you.

8. **Ask questions.** Be prepared with any questions that you have each day. Ask questions in class or come to see me for individual help as necessary.

9. **Review your class objectives.** They are an effective guide for organizing your study. Tests are based directly on class objectives.

10. **Tutoring:** Ask for a tutor from the Learning Assistance Center in Oaks Hall. The service is free and can be highly useful.

11. **Library Anatomy & Physiology Reserve Collection:** A number of models, slides and other study aids are kept on reserve in the library. Students with an SCC Library card may use these materials in the library.

12. **A&P Learning Links:** A number of highly useful internet sites may be accessed as follows:  
SCC Homepage >> Students >> Academic services >> Learning Assistance Center >> Look under "Learning Links" >> click on "Anatomy & Physiology"

**How to contact me:** You are welcome to contact me any time you like. However, please note that you are not required to do so each time you are absent or late. I do encourage you to contact me regarding any extended absences.

You may leave a message in my mailbox on the second floor of the Balsam center.

You may leave a message on my voice mail (339 4351 locally or 800 447 4091; ext 4351)

You may contact me by electronic mail: [elunsford@southwesterncc.edu](mailto:elunsford@southwesterncc.edu)

You may send postal mail to me at the following address: Eddie Lunsford Southwestern Community College 447 College Drive Sylva NC 28779

You may send a facsimile to me. If you do so, please note the following: (1) Be certain that you include a cover sheet stating that the fax should be sent to me so that the person supervising the fax machine will know to do so (2) include your name and page numbers on ALL pages of the fax (ex: Jim Smith, p. 4 of 6) (3) Be sure that you use dark, clear ink so that the fax machine will pick it up on the copy. The school's fax number is as follows: 828 339 4613

Finally, please DO NOT slide assignments or notes under my office door.

**Advice From Former Students:** I asked a group of my former students to give you some “tips for success” or advice for doing well in class. Here is an unedited list of what they had to say to you:

To be successful in this particular course, it is helpful to be excited and actually interested in what you are learning. Someone who is not interested in the human body and has no desire to learn will probably not be successful. It is always important to do the assigned reading. There are times when you will have to do a lab that has not been lectured on. If you have not done any outside reading on the subject, then you will have no idea what is going on. During lab, it is extremely helpful to study models. It is one thing to learn by looking at diagrams on a page, but you will really learn them by studying models. Do not procrastinate! It is never good to put off studying for a lab practical. -- C. B.

A new student taking this course, first and foremost, needs to be sure they are ready and willing to challenge themselves. This course is not an easy credit. This course is difficult but it accomplishes what it was set to accomplish. A very essential part of the course is homework. The tests are difficult, but if a student completes all the lab and homework assignments, their grades will not suffer. It is very important during labs to complete the procedures and observe the material presented multiple times. The specimens on the microscope slides and models will be on lab practicals; therefore it is very helpful to be familiar with them. Everything covered on the tests will be on the objectives. A good way to thoroughly cover the objectives is to write down the answers. If you miss some questions on the objectives, ask Mr. Lunsford or simply go through your textbook and find them. The last study steps are simple: be prepared and do not procrastinate! Start on the project early and work on it as the course progresses. When the class covers the digestive system, do your project conditions for the digestive system then. This way it all flows together and you learn and remember more. Be sure to follow the guidelines given for the project, and, once again, start early. -- C. H. --

*To be successful in this class, you will have to be in class. If you cannot be in class let the teacher know. I believe this shows respect for your class, classmates and teacher.* - M. T.

From my own experience, I must say that this course is highly demanding and can be very difficult. In order to be successful, one must take time to study for this course daily, taking a minimum of 12 hours out of the week to know and understand the materials. Though attendance is not counted as part of your grade, it can sometimes be easy to get slack at a point in the semester. From my own experience I would highly recommend that you go to class on every scheduled day if possible. This helps a lot when studying for tests. When lab begins, I would suggest that you pay extreme attention to what you are doing so that when it comes time for lab practicals, you will have more of an idea of what you need to know and how to label things that are real instead of just on a diagram from your book. There is a HUGE difference in diagrams and real organs and models that will be used for the practicals. Though the teacher is more than willing to work with you and your schedule on turning assignments in, I would recommend that you turn all assignments in on time. At the beginning of the semester you will receive a handout for the course project that is due at the end of the semester. Though it appears to be quite simple, it is an extremely time consuming project. I would highly recommend that you begin the project as soon as possible and not put it off until the last minute.

-- E. N. --

**Good study skills are vital in BIO 163. Even though this particular BIO class barely scratches the surface, in comparison to all the information to be known in terms of our anatomy, it is quickly apparent to a new student that there is much information to be taken in and remembered. It is almost impossible to remember all the material, or much of it at all for that matter, without taking the time to look over the material outside of class in a well organized manner. -- D. F. --**

Study for tests and lab practicals because they are not easy. -- J. D. --

A student taking the course would be successful if they did the following: show up for class, take lecture notes and study the material daily. The information that the professor teaches doesn't always follow the book word for word; taking good notes would improve the student's test grade. I also found it helpful to type up the written notes to review the material and possibly understand it better. Our teacher told us it would be extremely helpful to study over the notes daily. It sounds very time consuming but I can assure the student that if he/she would attempt this, the course would be a breeze. The students should set aside an hour or so just to reread what was learned in class, as well as read the next section or chapter to be prepared for the following class. -- J. P. --

The best way to be successful is #1 don't miss a class. If you have to make sure you keep up with the reading and labs. I found that missing even one class will set you back almost two days doing it on your own. Second, take good notes; the notes really help you when you are studying for a test because sometimes the book can't explain it as well as the teacher can. Third: study, study, study. The only way to pass a test is to study. Don't cram the night before a test because it just makes it so much harder to remember everything. Study over the course of your class, read the chapters and study your labs. The labs are the way to learn the anatomy of the body or what certain cells look like. The lab manual isn't just for labs; it comes in very handy when you can't find something in the book and sometimes gives a lot more detail. Number four is stay calm. Anatomy may be tough but you have to take it with ease. You can pass as long as you try. Don't give up; that's the worst thing. Take my advice. I have five children and I had to do these things just to pass the class. -- S. R. --

I found the recommendation of two hours of study time for every hour of classroom time to be about right. This is not always easy to do, but committing to a regimen of study will guarantee a good grade and more importantly it will mean you have learned the material. -- P. P. --

In BIO 163, it is important to keep up with reading in the book. If you are the type of person that spends only an hour on assignments then you may not wish to take this course. You will need to devote several hours to studying. Make sure that you always keep up with the labs. Tests are based on the objectives given to you at the beginning, so always keep them near and dear. They will save you some heartache. BIO 163 is a strenuous course but if you take the time to do the work and study then you will do just fine. --S. M. --

One of the things a new student should do is listen to the instructor and ask a lot of questions. The new students should do all their homework and study from the very first day of class. It will take hard work and commitment to do well in this course. -- C. B. --

*Every day after class I would study or review the notes taken in class. The main key to passing this class is to be here every day, take good notes, study them well and read the book. -- B. R. --*

**SAMPLE, NOT AN OFFICIAL SYLLABUS**