

## COURSE SYLLABUS

### BIO 168

Instructor: E. Lunsford

**Description:** This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and 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 and other methods of instruction will also be used.

**Assumed Competencies:** None

**Topics and textbook chapter reference:** *Note that these chapters include reading assignments. Use the unit objectives to guide your reading.*

- |   |                        |
|---|------------------------|
| 1. Introduction, Cell Biology (1, 3, 4) | 4. Muscular (10, 11)   |
| 2. Body Tissues (4), Integument (5)     | 5. Nervous (12 - 16)   |
| 3. Skeleton, Joints (6 - 9)             | 6. Special Senses (17) |

**Evaluation:** Grades are often posted on Moodle for students' convenience. Those postings ARE NOT to be considered final or official. All Grades are subject to the policies described in this syllabus. Grades are assigned based on the following scale & your average: 93-100 = A; 86 – 92 = B; 78 – 85 = C; 70 – 77 = D; below 70 = F. Grades for the class will be computed as follows.

Item	Weight	
Classwork, homework, quizzes	1	<i>A grade of Incomplete (I) will</i>
Tests, projects, lab practicals	2	<i>be given only in extreme cases &amp; with</i>
Comprehensive Final exam	3	<i>prior approval by the instructor</i>

### Special Policies

- Tests:** Make up 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. Make up 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 make up lab practical under very unusual and extreme circumstances.
- Homework and Classwork:** Assignments are due at the BEGINNING OF CLASS on the due date. A paper handed in after the beginning of class on the due date is considered one day late. 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, take 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. Five points will be deducted from any late paper per calendar day late including weekends, holidays and breaks. 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. 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 assigned and/or completed in class you will have ONE WEEK after the due date to hand in the assignment. After this date, missing grades are changed to “zero.”

\*\* If you were absent when the activity was completed in class do not hand in lab reports for which you have not completed the procedure. 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 then have one week to hand in the assignment according to the late policies detailed above. After this date, missing grades are changed to “zero.”

\*\* 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. Regular attendance is usually critical to class success. Students are expected to adhere to the SCC Attendance Policy, which can be located here ([https://www.southwesterncc.edu/sites/default/files/UpwardBoundSlides/6.02.01-Attendance.Requirements.and\\_Student.Classifications%20FINAL.pdf](https://www.southwesterncc.edu/sites/default/files/UpwardBoundSlides/6.02.01-Attendance.Requirements.and_Student.Classifications%20FINAL.pdf)). If you need to arrive late or leave early, enter or leave as quietly as possible. I would 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 someone’s notes when you are absent. Please do not ask me to photocopy notes for you when you miss a class meeting. I will 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. **Electronic Mail & Moodle:** There is an expectation that you will check your SCC e-mail account at least once per week but preferably two to three times per week. You should reply to e-mails as needed. Under some circumstances (and with notice) features on Moodle, such as Announcements or Discussion Board, may be activated and utilized for class activities. If that is the case you are expected to regularly check, read and reply as appropriate. If your SCC account is not in working order, get it fixed IMMEDIATELY.
7. **Cell phones & Other Electronic Devices:** Devices of this sort should be *turned off and put away* during class. That means stored in a book bag, purse, closed pocket, etc. On occasion, I may give advanced notice that devices are not allowed in the room at all during a particular class meeting. In other cases, 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 or during breaks. Give interested parties (like employers, baby sitters, etc.) the school’s number so they may reach you during regular business hours. 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 turned on during a test or while tests are being discussed in class.
8. **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.

**9. Accommodations for Students with Disabilities:** Southwestern Community College is committed to providing equal access to educational opportunities for students with disabilities (physical or mental impairments that substantially limit one or more major life activity). Students requesting accommodations must identify themselves as having a disability and provide any necessary diagnostic documentation to the Disability Services Office. Contact Tonya Bassé, Student Disability Services Coordinator (Balsam Center, Room 115, 828.339.4326, t\_basse@southwesterncc.edu).

**Laboratory Topics:** Students will complete the following lab work. Work on labs by following directions in the lab manual or other guides. 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.	Unit I: Unit III: Unit IV:	Introduction; omit p. 19 -20, 22 Microscope Ex. 1: Cells
Week 2.	Unit IV: Unit V:	Cells; Ex. 4 Histology; Ex. 1
Week3.	Unit V:	Histology; Ex. 2-4
Week 4.	Unit VI:	Skin; Ex. 1 & 2 Begin study of skeleton as time permits.
Week 5.	Unit VIII:	Skeleton; Ex. 1 & 2
Week 6.	Unit VIII: Unit IX:	Ex. 3 & 4 Joints Supplemental activity: Pig foot anatomy
Week 7.		Skeleton continued
<b>Week 8.</b>		<b>LAB PRACTICAL I</b>
Week 9.		Begin study of muscles as time permits.
Week 10.	Unit X:	Muscles; Ex. 1
Week 11.	Unit XII: Unit XIV:	Nervous Tissue; Ex. 1; omit procedure 2 PNS & ANS; Ex. 3
Week 12	Unit XIII: Unit XIV:	CNS PNS & ANS; procedure 2

Week 13            Unit XV:            Senses: Ex. 1 & 2

Week 14            Special Senses Continued  
Review for Lab Practical #2

**Week 15            LAB PRACTICAL II**

### Assignments

Test 1 (topic 1) _____	Test 2 (topic 2, 3) _____
Test 3 (topic 4) _____	Test 4 (topic 5) _____
Test 5 (topic 6) _____	Final Comprehensive exam _____
Project (submitted in 5 parts) _____	Lab Practical I _____
Lab Practical II _____	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 & reading 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. Please be reminded that the topic objectives are separate and apart from the skeletal outlines which are used to guide lecture and discussion.

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.

**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 ask to 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.

When taking notes, write down the page numbers that Eddie gives you with the topic; this will save you time trying to find it in the book and is a good visual to help you remember the subject.

Follow objectives 100% to prepare for tests. Do not lag behind. Attend every class if possible. Ask questions. Give yourself proper study time.

*Go to class; study your notes from time to time, complete your labs and you will see how easily you can pick up on the material. Don't get down on yourself, it's never as bad as it seems.*

Write detailed notes. Review sections of notes. Take advantage of lab time on bones. Draw concept maps throughout the section—do not wait until the last day.

Take detailed notes. Listen for key points during lecture. Rewrite notes. Use note cards for definitions. Read detailed operations of subject matter in book. Study tables in book and rewrite key points. Stay organized. Study like a bastard.

Study for the tests in advance. Join a study group. Read the chapters!

I have taken three classes with Eddie and have made an "A" in all of them. My tips to you are: Don't panic!! Eddie practically gives you everything you need to know for the tests. Know the objectives and you will do well on the tests. Eddie is there to help you. If you need help, just ask! He's more than willing to help anybody who needs it. He's easy to talk to and very understanding. Another thing that is VERY important, come to class! Missing classes are not going to hurt anybody but you. I also find it helpful to make a neater copy of my notes. This gives you a chance to review your notes and have a more organized study guide. Use the skeletal outlines as a guideline for your notes. (Eddie gives it to you for a reason). If you need more help than in class to fully understand the subject, free tutors are available on campus. Good Luck.

*Read, read, read. Take notes. Concepts maps do work! I highly recommend them. Go over the material every day. Ask questions, attend class.*

I asked my past semesters' students to give some "survival tips" or "advice" for new students. Here is what they had to say to you...

Keep notes in order. Take in-depth notes. Study on top of the concept maps. Study every night. Be in class and don't be late. Pay close attention to lectures & videos.

Study a lot! Come to every class. Do not miss test days. Do not miss lab days.

Do your concept maps...they help! Do lots of review & take good notes. Don't stress out, the tests are straight from the objectives. Ask lots of questions if you don't understand.

**Do your best. Do all your work. Pay attention. Attend class. Know time will be spent wisely!! Have enough paper to take notes! (you will take notes!)**

Take the time to ask questions. Flashcards help. Learn what you know, then worry about what you don't know more. Don't give up if you miss a class. You can catch up. Concept maps really help you. Study the models in lab!

Notes, Notes, Notes! Be sure to take good notes and study them thoroughly. Getting a study group going is a great way to get labs done and get a better understanding from class lectures. Two brains are better than one. Try not to miss class. Each class contains a lot of material. Try to study the objectives and know them well. These are also good ideas for concept maps.

Start studying from **day 1**. Form a study group. Use the lab models. Attend class. Study for lab practical from beginning.

Enjoy the class. Read the labs. Bring extra lead for your pencils because you will go through a lot.

**Take a medical terminology course to help you with the terms in this course. Study everyday or review; it will help for the test. Always ask questions. Concepts may or may not help but need to be done as soon as you can.**

**Any other ideas you'd like to share?**

Study the objectives. In the lab book, do all the activities and diagrams; they help. Review material; read over it almost every day to stick it in your head. Take good notes. Don't wait until the last minute to do homework or concept maps. They take longer than you think.

Always do your concept maps because they will pay off in the end. Set aside enough time to study and finish all your work because it will take forever. Always attend class.

You can survive Eddie Lunsford's class if you read over your notes every night. Expect a lot of notes. Sometimes that's all you do. Also, start studying for Lab Practical 1 NOW

*Refer to notes periodically throughout the semester—not just before the test. Night prior to test: pick-up 12 pack and thoroughly review. Try to find logic in the names and terms.*

Study from the Unit objectives provided. Ask questions if you don't understand something. When breaking down what type of questions are on the test, ask yourself where questions might come from on the objective list.