GENERAL ANATOMY AND PHYSIOLOGY SYLLABUS

Catalog #10-806-177 & Class #82889
August 19, 2008 – Dec 15, 2008

Northeast Wisconsin Technical College
Green Bay • Marinette • Sturgeon Bay
Class Syllabus

INSTRUCTOR INFORMATION

Instructor: Dr. Holly Phaneuf Erskine (please call me Holly, or Dr. Erskine if you prefer)
Office: wherever convenient
Telephone: XXXXX (my cell)
Email: **please** use **holly@codezebra.com** *exclusively* if you can remember! I will forget that the school has given me an additional account but try to check it if I can remember to do that.
Office Hours: will make appointments as needed

CLASS INFORMATION:

Course Description: This course examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. (This course also provides the foundation for, and is prerequisite to, Advanced Anatomy and Physiology.)

Credits: 4
Class Schedule: Tuesdays, 8:30-1:20
Location: All classes except for TWO will be held at the Sturgeon Bay campus. Two classes will be held on the Green Bay campus to use the cadaver lab.

Pre-requisites: 10-806-134 General Chemistry OR 10-806-155 Chemistry-Basic, OR High School Chemistry with a C or better OR College Chemistry transfer credit with a grade of C or better.

Students may take General A&P and Advanced A&P concurrently, but it is **not** recommended.

Textbook: Marieb, E.N., and K. Hoehn. 2007. *Human Anatomy and Physiology*. 7th Edition. Pearson Benjamin Cummings, San Francisco, CA.

Marieb, E.N., and S.J. Mitchell. 2008. *Human Anatomy and Physiology Laboratory Manual (Main Version)*. 8th Edition. Pearson Benjamin Cummings, San Francisco, CA.

- Supplemental resources are available through the Library, however none are specifically required for this course.

COURSE COMPETENCIES: You have the opportunity to learn the following skills in this course: **COURSE COMPETENCIES**: You have the opportunity to learn the following skills in this course:

1. Apply descriptive, anatomical, physiological, and directional terminology to the human body and its organization.
2. Classify the major chemical components of living things according to their structure and function.
3. Characterize the basic structure and functions of the cell and its parts.
4. Illustrate how cells use and store energy.
5. Correlate the structure of tissues with their functions.
6. Analyze the role of DNA in controlling cell functions.
7. Analyze how components of the integumentary system function in the body.
8. Analyze how components of the skeletal system function in the body.
9. Analyze how components of the muscular system function in the body.
10. Analyze how components of the nervous system function in the body.
11. Analyze how components of the somatic and special senses function in the body.
12. Analyze how components of the endocrine system function in the body.
13. Analyze how components of the blood function in the body.
14. Analyze how components of the cardiovascular system function in the body.
15. Analyze how components of the lymphatic system function in the body.
16. Analyze how components of the digestive system function in the body.
17. Analyze how components of the respiratory system function in the body.
18. Analyze how the macroscopic components of the urinary system function in the body.
19. Analyze how components of the reproductive systems function in the body.
20. Use appropriate scientific equipment, methods, and safety precautions.

CORE ABILITIES: In addition to specific job-related training, NWTC has identified core abilities that are transferable and go beyond the context of a specific course. This class addresses the following core abilities:

-Learn Effectively
-Communicate Effectively
-Access and Use Appropriate Information Resources
-Set and Achieve Goals

RESPONSIBILITIES AND POLICIES:
You are responsible for the duties set forth in this class and to communicate any questions, comments or concerns you have to me. Acceptable means of communication include e-mail or voicemail.

Plagiarism, cheating and collusion are prohibited at NWTC. Students who fail to observe these standards are subject to disciplinary action and will receive a zero for any work that was not their own.

Attendance: Attendance is expected. Absence from lecture or lab will result in the loss of points. Unless there are adverse driving conditions, it is expected that you will arrive on time. ***A nonrefundable plane ticket or other planned event is not a valid excuse for class absence.***

Use laboratory time efficiently. That is, the student should study for the entire lab, and if extra time remains, review should be done.

Cell phones, pagers, ipods, laptops: Cell phones, pagers, ipods, and such devices should be turned off before entering class.

Class Withdrawal/Drop Process: While you should inform your instructor of your intent to drop a course, drop requests are not accepted through an instructor. You may drop a class in several ways: via the my.NWTC web portal at www.nwtc.edu ; by telephone (920) 498-5444 or (800) 422-NWTC; or in person at any campus in Enrollment Services. Should you wish to drop or withdraw from a course after the class start date, you are subject to the WTCS refund policy. For more refund information contact the Bursar Office at (920) 498-5525; check the NWTC Student Handbook or see www.nwtc.edu/services/bursar/refunds.html for the full refund policy.

Student e-Mail: NWTC offers a student e-mail account for all students. You are responsible for monitoring your student e-mail account. Student e-mail can be accessed at: https://web.mymail.nwtc.edu Student technical assistance is available 24 hours a day, 7 days a week. Call toll free: (866)235-5037

Disability Act Statement: NWTC complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact the Special Needs Office in room SC240 or call 920-498-5444 (920-498-6901 for TTY) for more information regarding the support services available to you.

Student Rights: For additional information regarding your rights as a student, including college policies on harassment, student rights and other services available at NWTC, please consult the NWTC Student Handbook, available through Student Services or on the NWTC webpage at http://www.nwtc.edu

Class Cancellation: Class cancellations will be posted as early as possible at: http://www.nwtc.edu/Cancel.nsf

Inclement Weather: The general premise is that NWTC will not close due to adverse weather conditions. We do not associate ourselves with the K-12 education group. To determine if the Green Bay Campus is closed due to inclement weather, please call 920-498-6380. If the College were to close, the message indicating the closing would be recorded by 6:00 a.m. (day classes). If evening classes are cancelled, that decision will be made by 3:00 p.m. Local media stations will also be alerted to the closing. Sanctions will not be imposed for students who exercise reasonable judgment and do not attend class. Faculty who are unable to conduct their scheduled classes will leave a message stating specifics on their voice mail by 6:15 a.m. (day classes) and by 3:00 p.m. (evening classes) on said day.

Safety

Safety is the first priority when working in the laboratory. Accidents and injuries must be reported to the instructor immediately. Please familiarize yourself with the nearest fire exit route and tornado procedure. Only students enrolled in General A & P are permitted in the laboratory; other individuals must obtain permission from the instructor. Specimens, models or slides cannot be removed from the laboratory without the instructor's permission. Under no circumstances are food or beverage allowed during laboratory.

Instructor Responsibilities: As your instructor, I commit to communicating openly and frequently with you about this class. I will maintain a professional, safe learning environment adhering to the policies of the college. You can expect a reply to communication, be it via e-mail, through online discussions, voicemail or in person, within 24-48 business hours.

Syllabus Changes: As your instructor, I retain the right to make changes based on the timeline of the class, feedback from learners and/or logistical issues and will inform you as soon as a change is made.

Grading Policy: Your final letter grade is based on the percentage of points you score out of the total possible points for lecture and lab exams, and quizzes. To successfully complete General A&P the student must earn a grade of C or better. Students receiving a D or F must retake the course. Testing out of General A&P or Advanced A&P is not allowed after a student has received a D or F.

Any assignments are due at the beginning of class on the due date. All late work will have a grade reduction of 10% for each day after the due date

Assignments and Assessments	**Point Per Activity**	**# of Activities**	**Total Points Possible**
Quizzes	10	8	80
Lecture exams	100	6	600
Lab exams Comprehensive exam	50 100	4 1	200 100
		Total Points Possible	980

Course Calendar (subject to announced changes)**:**

Week 1, Aug. 19th **Chapter(s)**
Syllabus Overview
Lecture: Structural Organization of the Body/Homeostasis, chemicals of life 1, 2
Lab: Body Cavities/Quadrants and Regions (Models & Cadavers)

Week 2, Aug. 26th
Lecture: **Quiz 1 on Aug 19 class lecture (10 pts.)**; Cytology/Cell cycle 3
Lab: Microscope Usage and Microscopic Anatomy of Epithelium

Week 3, Sept 2nd
Lecture: **Quiz 2 on aug 26 lecture(10 pts.)**; Histology/Integumentary System 4, 5
Lab: Microscopic Anatomy of Connective Tissue

Week 4, Sept 9
Lecture: **LECTURE EXAM 1 (100 pts. over Weeks 1-3)**; Skeletal System 6, 7
Lab: Cranial and Facial Bones, Vertebral Column, Bony Thorax

Week 5, Sept 16th
Lecture: Skeletal System 6, 7
Lab: **LAB EXAM 1 (50 pts. over Weeks 1-3)**; Pectoral Girdle, Upper Limbs, Bones of the Pelvic Girdle & Lower Limbs, Microscopic Anatomy of Osseous Tissue

Week 6, Sept 23rd
Lecture: **LECTURE EXAM 2 (100 pts. over Weeks 4-5)**; Joints 8, 9, 10
Lab: Models and Cadavers: Muscle Identification

Week 7, Sept 30th
Lecture: **Quiz 3 (10 pts.)**; Muscles 8, 9, 10
Lab: Muscle Identification; Microscopic Anatomy of Skeletal, Smooth, and Cardiac Muscle

Week 8, Oct. 7th
Lecture: **Quiz 4 (10 pts.)**; Muscles 8, 9, 10
Lab: Muscle Identification; Microscopic Anatomy of Skeletal, Smooth, and Cardiac Muscle

Week 9, Oct. 14th
Lecture: Muscles/Nervous System 8-10, 11-15
Lab: **LAB EXAM 2 (50 pts. over Weeks 4-8)**; Special Senses

Week 10, Oct. 21st
Lecture: **LECTURE EXAM 3 (100 pts. over Weeks 6-9)**; Nervous System 11-15
Lab: Sheep Brain Dissection/ Microscopic Anatomy of Nervous Tissue
---Handout: Special Senses Take Home Exam 4 (100 pts.)---

Week 11, Oct 28th
Lecture: **Quiz 5 (10 pts.)**; Nervous System 11-15
Lab: Blood Typing, Hemoglobin, Hematocrit, Clotting Time

Week 12, Nov. 4th
Lecture: **Quiz 6 (10 pts.)**; Nervous System/Cardiovascular System 11-15, 17
Lab: Sheep Heart Dissection/Major Blood Vessels

Week 13, Nov. 11th
Lecture: Cardiovascular System/Lymphatics 18-20
Lab: **LAB EXAM 3 (50 pts. over Weeks 9-12)**
---Special Senses Take Home Exam Due---

Week 14, Nov. 18th
Lecture: **LECTURE EXAM 5 (100 pts. over Weeks 9-13)**; Respiratory System 22
Lab: Lung Anatomy, Volumes & Capacities/Digestive System

Week 15, Nov. 25th
Lecture: **Quiz 7 (10 pts.)**; Urinary and Digestive Systems 23, 25

Lab: Urinary System/Reproductive Systems

Week 16, Dec 2
Lecture: **Quiz 8 (10 pts.)**; Endocrine System/Reproductive System 16, 27
Lab: Reproductive Anatomy Video/Study Time

Week 17, Dec 9th
Lecture: **LECTURE EXAM 6 (100 pts. over Weeks 14-16 and 100 pts. Cumulative Final)**
Lab: **LAB EXAM 4 (50 pts. over Weeks 14-16)**

Grading Scale:

% Points Attained	Grade
90-100	A
80-89	B
70-79	C
0-69	D

Make up exams:
If a laboratory exam is missed as a result of an excused, **verified emergency circumstance**, an alternative exam will be given and a 10% penalty will be included. If a second laboratory exam is missed, a zero will be recorded.

One missed lecture exam due to a **verified emergency circumstance** can be made up as a different exam during finals week if the absence was excused and a 10% penalty will be included. A missed quiz cannot be made up and will result in zero credit.

Make up exams at the instructor's discretion may take place in the assessment center, instructor's office or in the lab.