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**Calumet College**

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**of Saint Joseph**

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**You Belong!**  
ccsj.edu**COURSE SYLLABUS, Spring 2018****Course: BIOL 305AL Human Anatomy & Physiology Lab****Instructor Information:**

<b>Instructor Name</b>	Professor Tracy Stone
<b>Office Number:</b>	Room 520
<b>Phone Number:</b>	219-473-4357
<b>Email:</b>	<a href="mailto:tstone@ccsj.edu">tstone@ccsj.edu</a>
<b>Hours Available:</b>	Monday 9:00-11:45a, Mon/Wed 1:45p to 4:30p, Friday by appointment
<b>Instructor Background:</b>	<p>Tracy Stone started her career in fitness in 1997 as a group exercise instructor and personal trainer. Her love of health and wellness led her to earn a B.S. in Exercise Science &amp; Health Promotion from Miami University of Ohio and an M.S. in Kinesiology from the University of Illinois at Chicago (UIC). Mrs. Stone is a Certified Personal Trainer (CPT) and Fitness Nutrition Specialist (FNS) through the National Academy of Sports Medicine (NASM) and a Certified Strength and Conditioning Specialist (CSCS) through the National Strength and Conditioning Association (NSCA). In 2003, she was given her first opportunity to teach in the classroom setting as a Graduate Assistant at UIC. From there she went on to serve as the Lead Instructor for the National Personal Training Institute (NPTI) in Chicago for 12 years. Her future education goals include completing the ACSM Certified Exercise Physiologist program in July 2018 and earning a Doctoral Degree by 2022.</p>

**Course Information**

<b>Course Time:</b>	Lecture: Mon & Wed 12:00pm – 1:30pm	Lab: Wednesday 10:15am – 11:45am
<b>Classroom:</b>	Computer Lab 263	
<b>Prerequisites:</b>	Placement into MATH 103 or higher, C or better in BIOL 115, BIOL 115L, BIOL 300, and BIOL 300L and concurrent enrollment in BIOL 305L.	
<b>Required Books and Materials:</b>	Mader's Understanding Human Anatomy & Physiology, 9 <sup>th</sup> Edition, 2017, McGraw Hill Publishing ISBN: 9781259296437	
<b>Learning Outcomes/Competencies:</b>	<p>By the end of this course the student will have demonstrated the ability to:</p> <ul style="list-style-type: none"><li>• Identify and describe the levels of organization of the human body</li><li>• Identify and describe the human muscular System</li><li>• Identify, and describe the human Nervous System</li><li>• Identify, and describe the human Sensory System</li><li>• Identify, and describe the human Endocrine System</li><li>• Identify, and describe the human Cardiovascular System</li><li>• Identify, and describe the human Respiratory System</li><li>• Identify, and describe the human Digestive System</li></ul>	

**Course Description:**

A 1-credit course. BIOL 305L is the second lab course in the sequence where the students review the basic concepts of biology/biochemistry (cell theory, cell structure, cell metabolism, and cell reproduction) before proceeding to a detailed study of the normal histology, gross anatomy, and physiology of each body system within the human organism by hands on experiential learning labs. Emphasis is placed on homeostatic mechanisms as they relate to health and disease along with the central nervous system. The structure and function of mammalian cells and tissues and the human skeletal, muscular and nervous systems are discussed. The integration of the functions of the various systems is also emphasized.

**Learning Strategies:**

Active learning, Blackboard, group discussions, team projects, collaborative learning, laboratory exercises, demonstrations.

**Experiential Learning Opportunities:**

Laboratory experience is essential for a fundamental understanding of the scientific method. This course has a required laboratory portion that provides students with experiential learning through experimental design, hypothesis development, data interpretation, and communication of results through laboratory reports.

**Assessments:**

<b>Lab Reports</b>	12 total; Lowest 2 scores dropped.	50 pts ea.
<b>Attendance:</b>	(See "Attending Class" below for details)	
<b>Grading Scale:</b>		
100 – 92: A	81 – 80: B-	69 – 68: D+
91 – 90: A-	79 – 78 : C+	67 – 62: D
89 – 88: B+	77 – 72: C	61 – 60: D-
87 – 82: B	71 – 70 : C-	59 and below: F

**Course Schedule**

<b>Class Date</b>	<b>Class Discussion/Activities</b>
<b>January 17</b>	Syllabus
<b>24</b>	
<b>31</b>	Muscle Physiology Labs
<b>February 7</b>	
<b>14</b>	
<b>21</b>	Sensory, Nervous System & Reflex Labs
<b>28</b>	
<b>SPRING BREAK WEEK, No Class March 5-9, 2017</b>	
<b>March 14</b>	
<b>21</b>	
<b>28</b>	Cardiovascular & Respiratory Labs
<b>April 4</b>	
<b>11</b>	
<b>18</b>	Lymphatic, Digestive & Urinary Labs
<b>25</b>	
<b>April 30 or May 2</b>	<b>NO LAB: BIOL 305A Lecture Exam 4</b>

**I reserve the right to change this schedule to meet the needs of the class.**

## Responsibilities

<p><b>Attending Class</b></p>	<p><b>General Absences</b>            You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. In all things, communication is KEY. All planned and unplanned absences must be communicated to your instructor <b>via email (Subject: Last name, First name, Class Name, Absent, Date)</b> with a brief explanation.</p> <p><b>Attendance and Your Grade</b>            Missing class will have a negative effect on your final grade. You are allowed no more than 3 absences with no change in your grade, so long as each absence is properly communicated <i>ahead of time</i>. (See above for communication requirements.) Each additional absence will drop your final grade by 0.3 grade points per absence unless you take the necessary steps to make it up.            See example and make-up details below:</p> <ul style="list-style-type: none"> <li>• Midterm grade in class: <b>A-</b> GPA: <b>3.7</b></li> <li>• Midterm attendance record: 3 absences               <ul style="list-style-type: none"> <li>○ No change to midterm grade</li> </ul> </li> <li>• Final grade in class: <b>A</b> GPA: <b>4.0</b></li> <li>• Final attendance record: 5 total absences for the semester               <ul style="list-style-type: none"> <li>○ Adjusted Final grade in class: <b>B+</b> GPA: <b>3.3</b></li> </ul> </li> </ul> <p><b>NOTE:</b> Absences can be made up <i>within the same calendar month</i> during Prof. Stone's <b>Friday office hours ONLY</b>. (Excluding holidays and finals week.) You must submit your make-up day request via email and receive an approval email in return. You will be required to stay the equivalent duration of 1 class for each absence you wish to make up. This time can be used to work on classwork, tutoring, make-up exams or general studying.</p> <p><b>Absence due to college events</b>            We do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence <b>in advance</b> according to the communication guidelines above, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.</p> <p><b>Missing Exams</b>            All exams are required to complete this course. You <b>must take all exams</b> for a low score to be dropped (if applicable). If you are absent on exam day, you must <b>email</b> the instructor by the end of the week to schedule your make-up exam. 10 pts will be deducted from exams not made up in the same week of the original exam date.</p>
<p><b>Turning In Your Work</b></p>	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due.</p> <p><u>Lab Reports:</u> Must be handed in to the instructor or scanned and uploaded on Blackboard by 11:59p on the due date. 5 pts deducted from the final grade of all assignments turned in late. <b>All lab reports must be submitted for a low score to be dropped.</b></p>

<p><b>CCSJ Student Honor Code</b></p>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> <li>• Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>
<p><b>Using Electronic Devices</b></p>	<p>Electronic devices can only be used in class for instructor-lead, course-related purposes. If you are seen on your phone for extended periods during class, you will be marked absent.</p> <p>Electronic devices are not permitted during quizzes and exams. All devices should be powered off and stored in your bag. Anyone seen on their device during a quiz or exam will earn an automatic “0” grade.</p>
<p><b>Participating in Class</b></p>	<p>You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.</p> <p><b><u>Laboratory Rules:</u></b> If you fail to adhere to the safety rules delineated below you will not be allowed to remain in lab. Behavior that is deemed by the instructor to be unsafe to yourself or to others will result in your dismissal from that week’s experiment. You will not be allowed to finish the lab at a later time.</p> <ul style="list-style-type: none"> <li>• The use of cell phones in the laboratory is strictly forbidden. Your cell phone must be turned off for the duration of the laboratory period.</li> <li>• If you are pregnant, you must obtain a letter from your obstetrician that states that it is safe for you to conduct experiments during the quarter and you must submit this letter to your lab instructor.</li> <li>• Safety glasses/goggles must be worn at all times in the lab. Contact lenses are not recommended; wear prescription glasses instead.</li> <li>• Open-toes shoes, shorts, skirts, short-sleeved shirts, tank-tops, and excessively loose or flowing clothes are forbidden in the lab. You must adhere to the lab attire rules or you will be asked to leave the lab.</li> <li>• Smoking, eating, drinking, gum chewing, and applying cosmetics in the lab are prohibited.</li> <li>• Long hair must be tied back.</li> <li>• Gloves must be worn when handling chemicals. You must remove your gloves before exiting the laboratory. Always wash your hands after each lab.</li> <li>• Never use your mouth to pipette a liquid; use a pipette bulb.</li> <li>• Never leave experiments unattended.</li> </ul>

	<ul style="list-style-type: none"> <li>• Never return excess chemicals to the stock bottle.</li> <li>• Dispose of waste in the appropriately-labeled containers ONLY.</li> <li>• Always return equipment in its original condition and to its original location.</li> <li>• Clean up after yourself. Clean your part of the laboratory bench at the end of your stay in the lab. Points will be taken off the lab report grade if the balance room or the laboratory is left untidy. General Laboratory Guidelines:</li> <li>• Know the locations of the safety shower, eye wash stations, and first aid kit in the lab.</li> <li>• Report all personal injuries to the instructor who will assess the wound and summon professional help if necessary.</li> <li>• Assume the chemicals are dangerous unless you are told otherwise.</li> <li>• Work only with clean equipment and glassware (dry) on a clean bench top.</li> <li>• Carefully handle and measure appropriate quantities of the reagents needed in the experiment</li> <li>• Use the right chemicals – pay attention to the names of the chemicals you plan to use. You could cause a serious accident if you mix the wrong chemicals</li> <li>• Save all solutions and solids until you have successfully completed the experiment.</li> <li>• Manage your time wisely so that you do not rush or take short cuts</li> <li>• Record all data in ink in your laboratory notebook while you work! Do not write data, even temporarily, on scraps or other pieces of paper. Make sure your data is complete. Make sure to record the date or the unknown number, if any.</li> <li>• If you do not know or are unsure about any aspect of your experiment, ask the instructor.</li> </ul> <p>Your preparedness and behavior in lab will be evaluated as part of your lab report grade. If you follow the rules and guidelines stated above, earning these points should be straightforward.</p>
<p><b>Doing Your Own Work</b></p>	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>
<p><b>Tracking Your Progress</b></p>	<p>Your midterm grade will be available on MyCCSJ between Weeks 6 and 8. Be sure to see how you're doing and follow up with your instructor. To discuss questions or concerns regarding your grade, please see the note in the grading scale above for instructions.</p>

<b>Sharing Your Class Experience</b>	<p>At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <i>essential</i> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Your instructor will be using CCSJ’s new Diagnostic Feedback Instrument, which will ask you to describe the progress you feel you have made on the following learning objectives for this course:</p> <ul style="list-style-type: none"> <li>• Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)</li> <li>• Learning to <i>apply</i> course material (to improve thinking, problem solving, and decisions)</li> <li>• Learning appropriate methods for collecting, analyzing, and interpreting numerical information</li> <li>• Gaining a broader understanding and appreciation of intellectual activity</li> <li>• Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course</li> </ul> <p>Take the time to complete your course evaluations – we value your feedback!</p>
<b>Withdrawing from Class</b>	<p>After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.</p>

<b>Resources</b>	
<b>Student Success Center:</b>	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.</p>
<b>Disability Services:</b>	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.</p>
<b>CCSJ Alerts:</b>	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p><b>Internet:</b> <a href="http://www.ccsj.edu">http://www.ccsj.edu</a>  <b>Radio:</b> WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78  <b>TV Channels:</b> 2, 5, 7, 9, 32</p>

## EMERGENCY PROCEDURES

### MEDICAL EMERGENCY

#### EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

### FIRE

#### EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
  - Location of the fire within the building.
  - A description of the fire and how it started (if known)

### BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

### IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

### HAZARDOUS MATERIAL SPILL/RELEASE

#### EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.

4. Evacuate if necessary.

## TORNADO

### EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

## SHELTER IN PLACE

### EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

## BOMB THREATS

### EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
  - Don't touch it!
  - Evacuate the area.

## TERRORISM AND ACTIVE SHOOTER SITUATIONS

### EMERGENCY ACTION

1. Call 911 and report intruder.

## RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.