**Biology 11**

**Introduction to Human Anatomy and Physiology**

(Sections 1020 and 1021)

**Hartnell College, Fall 2023**

Instructor: Alexander Edens Email: aedens@hartnell.edu

Office: S-233 Telephone: (831) 770-7055

Class Hours: Lecture (for all sections): Monday and Wednesday

 9:40 am - 11:05 am Room S-131

 Laboratory (section 1020) Monday

2:40 pm – 5:50 pm Room S-112

 Laboratory (section 1021) Wednesday

2:40 pm – 5:50 pm Room S-112

Office Hours: Monday and Wednesday 8:30 am - 9:30 am Room S-233

 Tuesday and Thursday 2:40 pm - 3:40 pm Room S-233

Required Materials:

1) Hole’s Essentials of Human Anatomy and Physiology, 15th edition, (2024). Authors: Welsh and Prentice-Craver. Publisher: McGraw-Hill

2) Laboratory Manual for Hole’s Essentials of Human Anatomy and Physiology, 15th edition, (2024). Authors: Snider and Martin. Publisher: McGraw-Hill

Both of these books are available from the campus bookstore. Older editions and different editions of these books from other booksellers are acceptable.

Course website:

The syllabus, grades, review questions, lecture and laboratory handouts, podcasts of lectures, and other course materials are found at this website:

 http://www.lightsinheaven.com/Hartnell/Bio11/Bio11home.html

 (Note that we will not use the Canvas course shell for Biology 11)

Important class dates:

Last day to withdraw from class with

 a No-Grade-of-Record (NGR)-------------- Thursday, September 7

Last day to withdraw from class

 with a "W"------------------------------------- Friday, November 17

Exams: There are four midterm exams and one final exam. The exams will cover lecture and laboratory topics. The midterms are given on the days and times listed below during the laboratory period in S-112. The final exam is given on the day and time listed below during the lecture period in S-131. Exam dates are subject to change depending on course circumstances.

 Midterm 1---(section 1020) Monday, September 18, 2:40 pm - 3:30 pm

 (section 1021) Wednesday, September 20, 2:40 pm - 3:30 pm

 Midterm 2---(section 1020) Monday, October 9, 2:40 pm - 3:30 pm

 (section 1021) Wednesday, October 11, 2:40 pm - 3:30 pm

 Midterm 3---(section 1020) Monday, October 30, 2:40 pm - 3:30 pm

 (section 1021) Wednesday, November 1, 2:40 pm - 3:30 pm

 Midterm 4---(section 1020) Monday, November 27, 2:40 pm - 3:30 pm

 (section 1021) Wednesday, November 29, 2:40 pm - 3:30 pm

**Final exam---(all sections) Wednesday, December 13**

 **9:40 am – 10:50 am, room S-131**

Each student’s grade in the class will be determined by the total points they accumulate throughout the semester. A total of 600 points are possible:

 Point total: % of total Grade

 600 - 540 100 - 90 A

 539 - 480 89 - 80 B

 479 - 390 79 - 65 C

 389 - 300 64 - 50 D

 299 - 0 49 - 0 F

Points:

600 possible points can be earned throughout the semester. Points are earned through midterms, laboratory quizzes, and the final exam. Points can be lost for unsafe, disruptive, or inappropriate behavior. There is no extra credit in this course.

 Points (600) Source Computation

 300 Midterms 100 pts \* 3 highest (out of 4 midterms)

 90 Lab weekly quizzes 10 pts \* 9 highest (out of 10 quizzes)

 28 Lab exit quizzes 2 pts \* 14 highest (out of 15 quizzes)

 182 Final exam

Earning points:

Laboratory weekly quizzes: Ten 10-point laboratory weekly quizzes (WQ) will be given throughout the semester. In each section of the course, each WQ will be given during the first 5 minutes of the laboratory period (unless there is a midterm during that laboratory period). In other words, for section 1020 the WQ is given each Monday from 2:40 pm - 2:45 pm, and for section 1021 the WQ is given each Wednesday from 2:40 pm - 2:45 pm. Each WQ will ask questions about the previous week's laboratory exercise. Missed WQs cannot be made up and will be counted as a zero. However, each student’s single lowest WQ will not be counted so a total 90 points (9 \* 10 points) can be earned from WQs.

Midterms: There are four 100-point midterm exams. Each midterm will include questions from the lecture and laboratory portions of the course. The schedule of midterms can be found on page 2 of this syllabus. For each section of the course, each midterm will be given during the first 50 minutes of the laboratory period. In other words, if a midterm is scheduled for a given week, then for section 1020 the midterm is given on Monday of that week from 2:40 pm - 3:30 pm, for section 1021 the midterm is given on Wednesday of that week from 2:40 pm - 3:30 pm. Missed midterms cannot be made up and will be counted as a zero. However, each student’s single lowest midterm score will not be counted so a total of 300 points (3 \* 100 points) can be earned from midterms.

Laboratory exit quizzes: Fifteen 2-point laboratory exit quizzes (EQ) will be given throughout the semester. They will be given at the end of each laboratory period and they will cover the concepts of that laboratory assignment. Students must attend and complete the laboratory to take the EQ. Missed exit quizzes cannot be made up and will be counted as a zero. However, each student’s single lowest laboratory exit quiz will not be counted so at total 28 points (14 \* 2 points) can be earned from EQs.

 Final exam: There is one 182-point comprehensive final exam given from 9:40 am - 11:05 am on Wednesday, December 13 in room S-131. The final exam cannot be dropped or made up.

Student conduct:

Unsafe, disruptive, or inappropriate behavior may result in **being dismissed from the classroom (which may result in loss of points), a letter of reprimand being placed in the student’s permanent file at Hartnell College, and being dropped from the course.** These behaviors include anything that might interfere with you or any other students learning the material. Examples are talking during instruction, using any non-course materials/objects during class, not following directions, or not cleaning up properly. In addition, chronic unsafe or disruptive behavior will result in the student being dropped from the course.

Student personal electronic devices (such as phones, laptops, and tablets) are allowed only on the condition that the instructor deems they are being used for Biology 11 course-related instructional purposes. No personal electronic devices are to be used during midterms, quizzes, or the final exam.

Any form of academic dishonesty (cheating) will result in receiving zero points for the assignment, loss of three times the maximum point value of the assignment, being dismissed from all sections of the course for up to two days (which will result in loss of additional points due to missed quizzes and other assignments during the dismissed days), and a letter of reprimand being placed in the student’s permanent records at Hartnell College. Cheating includes (but is not limited to) having any books, notes, or any electronic device (whether in use or not) not completely zipped shut in a backpack/purse during an exam or quiz, having any written information on desktops or other places that might be visible during an exam period or quiz, supplying or receiving information about questions or answers on exams or quizzes without notifying me immediately, and any other form of obtaining or providing information during an exam or quiz other than the information provided by the instructor on the student’s own exam or quiz itself.

If you receive any information about questions or answers on exams or quizzes, you are guilty of academic dishonesty unless must notify me immediately regarding your name, what information you received, and who provided you with this information. You may notify me about the information you received in any way you wish but be aware that there is a reporting link on the course website:

http://www.lightsinheaven.com/Hartnell/Bio11/Bio11AcademicHonesty.php

You may also use this link to anonymously report any academic dishonesty that you observe but that do not involve you or to anonymously report any other course-related concerns that you have.

Attendance and returned materials policies:

There are no extra-credit points and no make-up labs, quizzes, or midterms available in this class. All missed assignments will be counted as zeros.

Students have one week to review the grading and corrections on all returned materials. After one week no change in score will be considered. A student absent for a total of 4 consecutive or 6 cumulative instructional hours and/or two consecutive weeks of instruction may be dropped from the class. Exceptions may be made for students who document that the cause was a medical emergency.

Lecture outlines and study problems:

All lecture outlines and all review problems are posted on the course website. They are posted as Microsoft Word files. You are encouraged to print the outlines and use them for taking study notes and working the study problems.

Laboratory procedure changes:

The procedures for the laboratory exercises are found in the lab manual. However, changes to each lab procedure have been made. These changes are posted on the course web site as Microsoft Word files. Print out the changes for each laboratory exercise before the start of the laboratory period and bring them to lab.

Lecture and laboratory schedule: (subject to change)

Week Lecture topics \_\_ Laboratory Exercises

Aug28-Sept1 Introduction (chapter 1) Metric system (handout)

(week 1) Basic chemistry (chapter 2)

 Water (chapter 2)

Sept 5 - 8 Biological molecules (chapter 2) Osmosis/Diffusion\*

(week 2) (handout)

*NC Monday*

Sept 11-15 Cells (chapters 3 and 4) Body organization (Ex 2)

(week 3)Anatomy terms (chapter 1)

Sept 18-22 Tissues (chapter 5) **Midterm 1**

(week 4) Membranes (chapter 5, section 5.4) Skin (Ex 11)

 Integumentary System (chapter 6)

Sept 25-29 The skeletal system (chapter 7) Skeletal system A

(week 5) The muscular system (chapter 8) (Ex.12, 14)

Oct 2 - 6 The muscular system (chapter 8) Skeletal system B

(week 6) (Ex. 15, 16, and 17)

Oct 9–13 The nervous system (chapter 9) **Midterm 2**

(week 7) Muscular system

 (Ex. 20, 21, 22, and 23)

Oct 16-20 Special senses (chapter 10)Nervous system

(week 8) (Ex. 25, 28, and 29)

Oct 23-27 The cardiovascular system (chapter 13) Heart anatomy and blood

(week 9) vessels (Ex: 35 and 37)

*NC = No class*

\*Section 1020 only

Week Lecture topics \_\_ Laboratory Exercises

Oct30-Nov3 The cardiovascular system (chapter 13) **Midterm 3**

(week 10) Blood (chapter 12) Cardiovascular physiology

 (Ex. 36 and 38)

Nov 6 - 9 The respiratory system (chapter 16) Blood cells (Ex. 34)

(week 11) Endocrine system (chapter 11)

Nov 13-17 Endocrine system (chapter 11) Respiratory system

(week 12) Digestion and metabolism (chapter 15) (Ex: 42 and 43)

Nov 20 -22 Digestion and metabolism (chapter 15)Digestive system

(week 13)(Ex: 40)

Nov27-Dec1 Body defenses (chapter 14) **Midterm 4**

(week 14)The urinary system (chapters 17 and 18)ECG (Ex: 36) and

 WBC count (Ex: 34)

Dec 4 - 8 The urinary system (chapter 17 and 18) Urinary system

(week 15) Reproductive system (chapters 19 and 20) (Ex: 44 and 45)

Dec 11-15 Reproductive system (chapters 19 and 20) Review for final exam

(week 16) **Final Exam**

 **(Wednesday, December 13, room S-131, 9:40 am – 11:05 am)**

Student learning outcomes:

(a) Given an organ system, students will identify the major organs and describe their functions.

(b) Given a body region, students will state the correct anatomical term for that body region.

(c) Given a patient, students will demonstrate knowledge of how to take clinical measurements of a body function, and to interpret the meaning of those measurements.

**In case of Emergency**

In the event of a life-threatening emergency call 911.

To report a non-life threatening incident, safety hazard, or a suspicious activity please contact campus security at (831) 755-6888. From a campus line, dial 6888.

To obtain campus status information, call the campus safety and facilities emergency status bulletin telephone number: 831-796-6222. From a campus line, simply dial 6222

Please visit Hartnell's emergency reporting link here:
[http://www.hartnell.edu/reporting-emergencies](http://www.hartnell.edu/reporting-emergencies%22%20%5Ct%20%22_blank)

Non-emergency police business. . . . . . . . . . . . . . . . . . . . . . . . .831-758-7321

**NON-LIFE THREATENING INCIDENTS, INJURIES OR ILLNESS**

During school hours call Campus Safety 831-755-6888

After school hours call 831-755-6888

**UTILITY FAILURE**

During school hours call the Facilities Office at x6950 or 831-755-6950

After school hours call 831-755-6888

**ANY INCIDENT WITH POTENTIAL FOR ADVERSE PUBLICITY TO THE COLLEGE**

Call President's Office, x6900 or 831-755-6900

After school hours call 831-755-6888

**DURING A CAMPUS EMERGENCY:**

During a campus emergency, you will generally be told to do one of two options, SHELTER IN PLACE or EVACUATE. When either of these are given, vehicle traffic coming onto campus will likely be turned away. Students are required to obey the directions of staff in a timely fashion.

**EMERGENCY TEXT NOTIFICATIONS**

In the event of an emergency, Hartnell College can contact you by email, text, and voice. [Hartnell College has partnered with the Everbridge Mass Notification](http://www.hartnell.edu/alert%22%20%5Ct%20%22_blank) system to provide emergency notifications. The system is used to send emergency notifications to Hartnell faculty, staff, and students in the event of a campus emergency such as a campus closure or hazardous situation. The system will send notifications through email, voice calls, and text messaging.

Students: If you receive an emergency notification, please tell your instructor immediately.

Students: If you have knowledge of an emergency on campus, share it immediately. If you see something suspicious or potentially hazardous, let someone know.

If you have been notified that the campus has been closed because of an emergency, please do not proceed to the campus until you have confirmed that it is clear to enter the campus.

**Evacuation:**

Please note the exit(s) in the room. For evacuation, immediately heed official directions by proceeding calmly and quickly to an exterior assembly area as indicated by trained staff. Please stay back at least 200 feet from any building until the “all clear” command is issued. In the event of an alarm or safety threat, uniformed Hartnell personnel equipped with two-way radios--including security, and maintenance staff--have up-to-date information; they also have the authority to order either shelter-in-place or immediate building evacuation.

**Shelter In Place:**

A shelter in place order is when personnel are told not to leave their immediate area. Shelter in place means that personnel should stay where they are. This could be for safety from an environmental threat, like a chemical leak off campus, to a threat of violence on campus. A LOCKDOWN is a shelter in place. In the event of an alarm or safety threat, uniformed Hartnell personnel equipped with two-way radios--including security, and maintenance staff--have up-to-date information; they also have the authority to order either shelter-in-place or immediate building evacuation.

**Lockdown**

A lockdown is a Shelter in Place. In the event of a safety threat, instructors and staff will lock classroom doors and direct occupants to stay clear of windows. Occupants are requested to remain quiet. During this time, DO NOT access any exits unless directed by first responders or staff.

In the event of an alarm or safety threat, uniformed Hartnell personnel equipped with two-way radios--including security, and maintenance staff--have up-to-date information; they also have the authority to order either shelter-in-place or immediate building evacuation.

**Run, Hide, Fight:**

In the event of an Active Shooter Event, there are three things you need to know in order to survive:

[Run, Hide, Fight](https://www.dhs.gov/sites/default/files/publications/active_shooter_pocket_card_508.pdf%22%20%5Ct%20%22_blank).

[Ready.gov Active Shooter Website](https://www.ready.gov/active-shooter%22%20%5Ct%20%22_blank)

**RUN**

Have an escape route and plan in mind

Leave your belongings behind

Keep your hands visible

**HIDE**

Hide in an area out of the shooter’s view

Block entry to your hiding place and lock the doors

Silence your cell phone and/or pager

**FIGHT**

As a last resort and only when your life is in imminent danger

Attempt to incapacitate the shooter

Act with physical aggression and throw items at the active shooter

**AFTER**

Keep hands visible and empty

Know that law enforcement’s first task is to end the incident, and they may have to pass injured along the way.

Follow law enforcement instructions and evacuate in the direction they come from.

Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.

Officers will shout commands and may push individuals to the ground for their safety.

Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

Helping the Wounded

Take care of yourself first, and then you may be able to help the wounded before first responders arrive:

If the injured are in immediate danger, help get them to safety.

While you wait for first responder to arrive, provide first aid- apply direct pressure to wounded and use tourniquets if you have been trained to do so;

Turn wounded people onto their sides if they are unconscious and keep them warm.

**EMERGENCY PREPAREDNESS:**

The first 72 hours of a disaster are often the most difficult, but this period can be less stressful if everyone has extra supplies on hand.  The college has a limited amount of emergency supplies, so students and staff should have on campus their own portable emergency kit including snacks, water, and prescription medication; this is especially important for those who may need to shelter on campus.

[Ready.gov lists essential 72 Hour Kit Components here](https://www.ready.gov/build-a-kit%22%20%5Ct%20%22_blank)

**REPORTING SUSPICIOUS BEHAVIOR:**

If you see suspicious behavior on campus, please contact [Campus Safety](http://www.hartnell.edu/reporting-crimes-and-requesting-police-assistance%22%20%5Ct%20%22_blank)

**ANONYMOUS REPORTING OF INCIDENTS OR CONCERNS:**

Hartnell’s Behavioral Intervention Team (BIT) accepts and processes anonymous reports from anyone about incidents or concerns on our campus. Please visit the [Behavioral Intervention Team website](http://www.hartnell.edu/behavioral-intervention-team%22%20%5Ct%20%22_blank) for more information.

**REPORTING FORMS:**

Public Incident Report Form

Use the [Public Incident Report form](https://hartnell-advocate.symplicity.com/public_report/index.php/pid702450?rep_type=1001https://hartnell-advocate.symplicity.com/public_report/index.php/pid702450?rep_type=1001" \t "_blank) for:

Student Conduct Violations

Academic Integrity Issues

Student Complaints or Grievances

CARE Form

Use the [CARE form](https://hartnell-advocate.symplicity.com/care_report/index.php/pid639829%22%20%5Ct%20%22_blank) for:

Concerns about Well-being

Mental Health Concerns

Unusual or Disruptive Behavior

USEFUL LINKS:

[Campus Maps and Directions](http://www.hartnell.edu/locations-and-maps%22%20%5Ct%20%22_blank)

[Emergency online resources](http://www.hartnell.edu/emergency-online-resources%22%20%5Ct%20%22_blank)

[Campus Safety Policies](http://www.hartnell.edu/campus-safety-policies%22%20%5Ct%20%22_blank)

[Hartnell's Emergency Alert System](http://www.hartnell.edu/alert%22%20%5Ct%20%22_blank)

[Hartnell Emergency Action Plan 2017 - 2018](https://www.hartnell.edu/sites/default/files/library_documents/safety/emergency_action_plan.pdf)

DSPS:

The Department of Supportive Programs and Services (DSPS) coordinates academic accommodations for students with documented disabilities at Hartnell College. If you have, or suspect you may have, a disability that impacts your education, please contact the DSPS Office to determine your eligibility for accommodations. DSPS is located in the Student Services Building B, Room 107 (831) 755-6760. I encourage you to meet with Amy Lehman, Director of DSPS, to discuss your specific accommodations and to have test proctoring forms signed 5 days in advance.