

Introduction to Human Anatomy and Physiology

(Sections 1022 and 1023)

Hartnell College, Fall 2025

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<u>Class Hours:</u>	Lecture (for all sections):	Monday and Wednesday 9:40 am - 11:05 am	Room S-131
	Laboratory (section 1022)	Monday 2:40 pm – 5:50 pm	Room S-112
	Laboratory (section 1023)	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:

Textbook: Anatomy and Physiology 2e, 2nd edition, (2022). Authors: Betts et al., Publisher: OpenStax College. ISBN: 978-1-711494-06-7

Laboratory manual: **Anatomy and Physiology Laboratory Manual**

The digital versions of the textbook and the laboratory manual are available for free (as PDF files) from the Biology 11 Canvas Course shell. If you have any problems downloading these books from the Canvas course shell please email me so I can assist you.

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 the Canvas course shell for Biology 11 is used only as your source for the textbook and laboratory manual).

Important class dates:

Last day to withdraw from class with
a No-Grade-of-Record (NGR)----- Thursday, September 18

Last day to withdraw from class
with a "W"----- Friday, November 14

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 1022) Monday, September 15, 2:40 pm - 3:30 pm
(section 1023) Wednesday, September 17, 2:40 pm - 3:30 pm

Midterm 2---(section 1022) Monday, October 6, 2:40 pm - 3:30 pm
(section 1023) Wednesday, October 8, 2:40 pm - 3:30 pm

Midterm 3---(section 1022) Monday, October 27, 2:40 pm - 3:30 pm
(section 1023) Wednesday, October 29, 2:40 pm - 3:30 pm

Midterm 4---(section 1022) Monday, November 24, 2:40 pm - 3:30 pm
(section 1023) Wednesday, November 26, 2:40 pm - 3:30 pm

**Final exam---(all sections) Wednesday, December 10
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:

<u>Point total:</u>	<u>% of total</u>	<u>Grade</u>
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.

<u>Points (600)</u>	<u>Source</u>	<u>Computation</u>
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 1022 the WQ is given each Monday from 2:40 pm - 2:45 pm, and for section 1023 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 1022 the midterm is given on Monday of that week from 2:40 pm - 3:30 pm, for section 1023 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 period's 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 10 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 review problems:

All lecture outlines and all review problems are posted on the course website. They are posted as PDF files. You are encouraged to print the lecture outlines and use them for taking study notes during lecture, for doing the laboratory exercises, and for working the study problems.

Lecture and laboratory schedule: (subject to change)

<u>Week</u>	<u>Lecture topics</u>	<u>Laboratory Exercises</u>
Aug 25-29 (week 1)	Introduction (chapter 1) Basic chemistry (chapter 2) Water (chapter 2)	Metric system (Ex. 1)
Sept 1-5 (week 2) <i>No class on Monday</i>	Biological molecules (chapter 2)	Osmosis/Diffusion (Ex. 2)*
Sept 8-12 (week 3)	Cells (chapters 3 and 24) Anatomy terms (chapter 1)	Anatomy terminology (Ex. 3)
Sept 15-19 (week 4)	Tissues (chapter 4) Membranes (chapter 4) Integumentary System (chapter 5)	Midterm 1 Skin (Ex. 4)
Sept 22-26 (week 5)	The skeletal system (chapters 6 - 9) The muscular system (chapters 10 - 11)	Skeletal system A (Ex. 5)
Sept29-Oct3 (week 6)	The muscular system (chapters 10 - 11)	Skeletal system B (Ex. 6)
Oct 6–10 (week 7)	The nervous system (chapters 12-16)	Midterm 2 Muscular system (Ex. 7)
Oct 13-17 (week 8)	Special senses (chapter 14)	Nervous system (Ex. 8)
Oct 20-24 (week 9)	The cardiovascular system (chapters 19-20)	Heart anatomy and blood vessels (Ex: 9)

*Section 1023 only

<u>Week</u>	<u>Lecture topics</u>	<u>Laboratory Exercises</u>
Oct 27-31 (week 10)	The cardiovascular system (chapters 19-20) Blood (chapter 18)	Midterm 3 Cardiovascular physiology (Ex. 10)
Nov 2-7 (week 11)	The respiratory system (chapter 22)	Blood (Ex. 11)
Nov 10-14 (week 12)	Digestion and metabolism (chapters 23-24)	Respiratory system (Ex: 12)
Nov 17-21 (week 13)	Digestion and metabolism (chapters 23-24) Endocrine system (chapter 17)	Digestive system (Ex: 13)
Nov 24-26 (week 14)	The immune system (chapter 21) The urinary system (chapters 25 and 26)	Midterm 4 ECG and WBC count (Ex: 14)
Dec 1 - 5 (week 15)	The urinary system (chapters 25 and 26) Reproductive system (chapters 27 and 28)	Urinary system (Ex: 15)
Dec 8-12 (week 16)	Reproductive system (chapters 27 and 28) Final Exam (Wednesday, December 10, room S-131, 9:40 am – 11:05 am)	Review for final exam

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>

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 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.

Ready.gov Active Shooter Website

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](#)

REPORTING SUSPICIOUS BEHAVIOR:

If you see suspicious behavior on campus, please contact [Campus Safety](#)

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](#) for more information.

REPORTING FORMS:

Public Incident Report Form

Use the [Public Incident Report form](#) for:

Student Conduct Violations

Academic Integrity Issues

Student Complaints or Grievances

CARE Form

Use the [CARE form](#) for:

Concerns about Well-being

Mental Health Concerns

Unusual or Disruptive Behavior

USEFUL LINKS:

[Campus Maps and Directions](#)

[Emergency online resources](#)

[Campus Safety Policies](#)

[Hartnell's Emergency Alert System](#)

[Hartnell Emergency Action Plan 2017 - 2018](#)

[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 Kevin Ohaire, Director of DSPS, to discuss your specific accommodations and to have test proctoring forms signed 5 days in advance.