

BIO 113 Human Anatomy & Physiology Lecture II

Course Syllabus Spring 2022

Section 001: Monday*/Wednesday* 11:00 am - 12:15 pm

Section 002: Monday**/Wednesday* 2:00 pm - 3:15 pm

Course Location: Portland Campus: *Talbot Lecture Hall, **303 Payson Smith

Course Mode: In-person; but occasionally on Zoom ID: 891 9666 1427, Passw: BIO113

Materials & Books

Recommended

- *Visual anatomy & physiology* 2nd or 3rd edition by Martini, Ober, Nath, Bartholomew; Any similar textbook is fine - email with questions
- [OpenStax Biology](#) (free online textbook)
- Additional required material will be provided on Brightspace, electronic reserve, or in class

Technology Requirements

- Ability to access online classroom (Zoom)
- Ability to create/upload word docs, powerpoint, and video
- See the "Technology" section for help getting to Brightspace.

Course Description

BIO 113 Anatomy and Physiology II is the second semester of a two-semester series in human anatomy and physiology. This course is a continuation of BIO 111. Topics include the structure and function of the endocrine, cardiovascular, respiratory, digestive, and urinary systems. Cr 3. Prerequisite: grade of C- or higher in BIO 111.

Learning Outcomes

- Build a foundation of terms, concepts, and connections in Anatomy and Physiology that will provide a base of understanding for future health science courses. For example, understanding normal anatomy and physiology is useful for understanding pathophysiology.
- Explore the form and function of the cell in sufficient detail, to understand the mechanisms of the body system functions and malfunctions at the cellular level.

- Acquire specific knowledge of endocrine, cardiovascular, respiratory, digestive, and urinary systems.
- Practice explaining, diagramming, and teaching concepts in anatomy and physiology.
- **Course objectives**, key ideas and content from each unit are found within each course unit folders in Brightspace as “study questions”

Structure & Format

We will meet twice each week in the classroom to explore new topics, review topics, ask/answer questions related to course material, and give/receive feedback on drawing assignments. Video-notes and video-resources will be posted on Brightspace each week, along with additional reading and writing assignments. Students will also work independently each week to take their own notes (on video-notes and required video-resources) and work on drawing assignments.

Video-notes: weekly series of short videos of me, narrating, drawing, or demonstrating

Video-resources: external links to supporting or complementary topics

Review the posted materials before our class meetings; arrive at the meeting prepared to ask questions, discuss, or assist peers in understanding the material.

Class meetings and/or video-notes will introduce key concepts and fundamental principles. It is my expectation that students will use this framework to further explore these ideas and related ideas in the assigned textbook chapters.

Assessment and Grading (exams, quizzes, drawing assignments)

Exams

Exams will comprise 80% of the lecture grade. There will be 4 exams, approximately 1 hour in length. The exams will cover the material presented since the last examination. In other words, the examinations are not cumulative. This includes the final examination. No make ups will be given without a very good reason. If you miss an exam or anticipate missing an exam, contact me as soon as possible for consideration of a make-up exam. 100 points each; 4 exams = 400 points

Quizzes

Quizzes will comprise 10% of the grade. Quizzes will cover mostly the material presented in classes. There will be 10 quizzes; 5 points per quiz for a total of 50 points. Quizzes will be completed online, in Brightspace. Quizzes provide an opportunity to practice, review, and repeat! You may complete the quizzes as many times as needed to get 100%, and practice for the exam.

Drawing assignments

Drawing Assignments will comprise 10% of the grade. See Brightspace for specific instructions for the drawing assignments. There will be 4 drawing “sets” – each set is associated with an exam. Each set includes three or four drawings (or short answers, or tables). The set must be handed in on or before the exam. Each set is worth 12-14 points. 4 sets = 50 points. This is equivalent to ½ an exam score. Consider that these drawing sets are equivalent to a mini take-home exam. Late work will be reviewed at my discretion and may be awarded ½ credit. **Suggestion: hand in your best work!** Hand in fantastic, carefully-labeled diagrams with references. Hand in only full-credit

work – check your drawings with me or a study group before handing it in! Upload your completed work to Brightspace.

How to succeed in this course

Study questions

Study questions will be posted on Brightspace. I encourage students to write complete answers to the questions each week. Write careful, precise answers. Use correct spelling and grammar. Organize your ideas. Then compare your work to posted answer keys. Study questions are not graded. This is an opportunity to assess your own understanding of each topic. This is a study tool only – you will not hand in this work.

Suggestions:

- Come to class. Take notes. The class meetings will clarify the assigned video notes and reading from the textbook
- Pay attention in class! If you come to class, use the time wisely, take excellent notes, connect with peers, and ask questions.
- If we are on Zoom, keep your camera on! Then I can see if you are confused; and you can see if you look like you are paying attention :)
- Take notes on the posted Video-notes and Video-resources before you come to class
- Create a study group or set up tutoring groups (free @ USM Learning Commons)
- Review the assigned chapters in the Visual Anatomy textbook (or any textbook). Draw and redraw the figures from the textbook as well as the diagrams from class.
- Keep up with the video notes, video resources, and assignments.
- Ask questions in class or after class. It is likely that you are not the only one with a question and you will be doing others a favor by asking a question in class.
- Email or meet with me if you are struggling to understand the material.
- Create a vocabulary log – list terms from lectures, and homework questions; learn definitions.
- Work with study partners and compare homework answers.
- Re-write your lecture notes two or three or four times.
- Draw all the diagrams presented in class. Re-draw them 10 times!
- Make up your own multiple-choice exam questions.
- Answer the review questions at the end of each chapter in the textbook
- Spend at least 4-8 hours drawing and redrawing diagrams, and re-writing notes each week. An average student who studies for an average of two hours per hour of class time each week, is likely to earn a “C” grade in the class. So, seriously consider how much time you will devote to understanding the class material. Do not simply “read the textbook” but follow the suggestions for quizzes, reading, writing, and performing. Email me with any questions!

Course Evaluations

At the end of each semester, every student has the opportunity to provide constructive feedback on their courses. It is important to me that you take the time to let me know your thoughts about the course. I will use student feedback to make improvements to the course materials, assignments, and outcomes.

Course Policies

Grading Scale

100-93%	=	A	79-77%	=	C+
92-90%	=	A-	76-73%	=	C
89-87%	=	B+	72-70%	=	C-
86-83%	=	B	69-60%	=	D
82-80%	=	B-	59% or lower	=	F

Attendance and Late Work

Attendance and participation is important. You are responsible for all work and material presented during a class meeting, even if you are unable to attend. Work submitted after an assignment due date, unless otherwise cleared by the instructor, will be penalized. Please contact me for consideration of an extension if you are sick or unable to attend or having difficulty keeping up with the work.

Final Examination

BIO 113 has four unit exams. The fourth unit exam will be given during finals week.

Respondus Lockdown Browser

Exams and quizzes may require Respondus Lockdown Browser – [see instructions here](#).

Withdrawal from the Course

Friday March 26th is the last day to drop and receive “W”; see [USM’s academic calendar](#).

For more information, review [USM’s Add/Drop and Withdrawal Policies](#).

Inclement Weather and Class Cancellation

USM may officially close the university due to inclement weather. If this affects our online class meeting, I will post a note in Brightspace or send an email with any modified class plans. Also note that if you feel that travel to USM is not safe or not possible -- even if the university is open -- due to weather conditions, please contact me to let me know. Please be safe! If I need to reschedule or cancel a class for any reason, I will email students, and post an announcement on Brightspace.

Academic Integrity / Plagiarism

Everyone associated with the University of Southern Maine is expected to adhere to the principles of academic integrity central to the academic function of the university. Any breach of academic integrity represents a serious offense. Each student has a responsibility to know the standards of conduct and expectations of academic

integrity that apply to academic tasks. Violations of student academic integrity include any actions that attempt to promote or enhance the academic standing of any student by dishonest means. Cheating on an examination, stealing the words or ideas of another (i.e., plagiarism), making statements known to be false or misleading, falsifying the results of one's research, improperly using library materials or computer files, or altering or forging academic records are examples of violations of this policy which are contrary to the academic purposes for which the University exists. Acts that violate academic integrity disrupt the educational process and are not acceptable.

Evidence of a violation of the academic integrity policy will normally result in disciplinary action. A copy of the complete policy may be obtained from the Dean of Students Office website at usm.maine.edu/community-standards-mediation/academic-integrity or by calling and requesting a copy at (207) 780-5242.

Course Schedule

Note: This schedule is tentative and subject to change!

Week	Date	Day	Topic	Martini
1	Jan 19	W	Endocrine I	16
2	Jan 24	M	Endocrine II	16
	Jan 26	W	Blood I	17, 20
3	Jan 31	M	Blood II	17, 20
	Feb 2	W	Immune system I	20
4	Feb 7	M	Immune system II	20
	Feb 9	W	Exam 1, Drawing assignment #1 due	
5	Feb 14	M	Heart I	19
	Feb 16	W	Heart II	19
6	Feb 21	M	Presidents' Day Holiday	
	Feb 23	W	Blood vessels I	18
7	Feb 28	M	Blood vessels II	18
	Mar 2	W	Respiratory I	21
8	Mar 7	M	Respiratory II	21
	Mar 9	W	Exam 2, Drawing assignment #2 due	
9	Mar 14, 16	M,W	USM Spring break - No class meeting	
10	Mar 22	M	Digestive I	22
	Mar 24	W	Digestive II	22
11	Mar 29	M	Metabolism I	23
	Mar 31	W	Metabolism II	23
12	Apr 5	M	Metabolism III	23
	Apr 7	W	Metabolism IV	23

13	Apr 11	M	Exam 3, Drawing assignment #3 due	
	Apr 13	W	Urinary I	24
14	Apr 18	M	Urinary II	24
	Apr 20	W	Fluid balance; Acid-base balance	25
15	Apr 25	M	Reproduction	26
	Apr 27	W	Reproduction	26
16	May 4	W	Exam 4, Drawing assignment #4 due (Final exam week)	

View [USM's academic calendar](#) for general calendar information.

Technology

Technology Support Center (Help Desk)

If you need technical support at any time during the course (especially concerning Blackboard), please contact the Technology Support Center:

Phone: 207-780-4029 or 1-800-696-4357

Email: help@maine.edu

- You need a maine.edu account to access most of our online resources. If you can't remember your account information, visit accounts.maine.edu or contact IT at 1-800-696-4357 and ask them to help you access your maine.edu account.
- The USM Portal (my.usm.maine.edu) can be used to reach your student email, Brightspace, MaineStreet and most other university online tools through a single website.
- If this is the first time you've used Brightspace, you will find instructions and information about Brightspace once you log into Brightspace at USM Portal (my.usm.maine.edu)

Computer Access

Participants will need a reliable computer with the latest version of a web browser. In addition, you will need a broadband Internet connection (DSL or faster). Below is a suggested list of recommended software you may need to access electronic resources for this course.

Latest Versions of Web Browsers

- [Mozilla Firefox](#) (Windows / MacOS) - Recommend
- [Google Chrome](#) (Windows/MacOS) - Recommended
- [Safari](#) (MacOS - Update through the App Store)

Note that Brightspace and many other web-based applications used in USM courses do not work well in Microsoft's browsers, Edge and Internet Explorer.

Etiquette and Technology

When we meet in person, please be respectful and use your phone or computer only to engage in the class material. In other words, you may look up information on your phone, or take notes on your computer or tablet, but please do not text or play games or create any kind of distraction for peers or for me during class.

Our text-based communication is vital in this course since it is the primary - and possibly only - way we will connect with each other. Please be careful and considerate in all your communications with each other and your instructor. The online medium is poor at conveying tone. Consider what you are saying and remember that your intent might not be inferred by your readers (fellow students and instructors). Take a moment to re-read everything you write: assume that it will be taken in the worst possible light. And extend courtesy to others: assume the most charitable possible.

Student Data Retention

Your maine.edu account is issued to you for as long as you are a student of this or any other University of Maine System campus. There are various limits on how long IT can retain data you have stored through this account depending on which services you have used. USM encourages you to visit accounts.maine.edu for full details on maine.edu account policies.

University Policies & Support Resources

ADA & Electronic Accessibility Notification & Accommodations

The university is committed to providing students with documented disabilities equal access to all university programs and services. If you think you have a disability and would like to request accommodations, you must register with the Disability Services Center. Timely notification is essential. The Disability Services Center can be reached by calling 207-780-4706 or by email at dsc-usm@maine.edu. If you have already received a faculty accommodation letter from the Disability Services Center, please provide me with that information as soon as possible. Please make a private appointment so that we can review your accommodations.

Learning Commons

Tutoring at USM is for all students, not just those who are struggling. Tutoring provides active feedback and practice, and is available for writing, math, and many more subjects. Walk-in tutoring is available at the Glickman Library in Portland, the Gorham Library, and the LAC Writing Center.

- For best service, we recommend making an appointment at: usm.maine.edu/learningcommons/schedule-tutoring-appointment
- Questions about tutoring should be directed to Naamah Jarnot at 207-780-4554.
- Interested in becoming a more effective, efficient learner? Check out usm.maine.edu/agile!

Counseling

Counseling is available for USM students. The best way to schedule an appointment is to email usm.health@maine.edu. More information is available on the [University Health and Counseling Services website](#).

Non-Discrimination Policy

The University of Southern Maine is an EEO/AA employer, and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Sarah E. Harebo, Director of Equal Opportunity, 101 North Stevens Hall, University of Maine, Orono, ME 04469-5754, 207.581.1226, TTY 711 (Maine Relay System).

Statement of Religious Observance for Students

Absence for Religious Holy Days: The University of Southern Maine respects the religious beliefs of all members of the community, affirms their rights to observe significant religious holy days, and will make reasonable accommodations, upon request, for such observances. If a student's religious observance is in conflict with the academic experience, they should inform their instructor(s) of the class or other school functions that will be

affected. It is the student's responsibility to make the necessary arrangements mutually agreed upon with the instructor(s).

Title IX Statement

The University of Southern Maine is committed to making our campuses safer places for students. Because of this commitment, and our federal obligations, faculty and other employees are considered mandated reporters when it comes to experiences of interpersonal violence (sexual assault, sexual harassment, dating or domestic violence, and stalking). Disclosures of interpersonal violence must be passed along to the University's Deputy Title IX Coordinator who can help provide support and academic remedies for students who have been impacted. More information can be found online at the web address below or by contacting Sarah E. Holmes at sarah.e.holmes1@maine.edu or 207-780-5767.

usm.maine.edu/campus-safety-project

If students want to speak with someone confidentially, the following resources are available on and off campus: University Counseling Services (207-780-4050); 24 Hour Sexual Assault Hotline (1-800-871-7741); 24 Hour Domestic Violence Hotline (1-866-834-4357).