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## BIOH 113.01: Human Form and Function II

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## **Human Form and Function II (BIOH 113)**

*Spring Semester 2019*

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**Office hours:** Wednesday, 1:00 to 3:00pm and by appointment

**Course hours and location:** Tuesdays and Thursdays 3:30 to 4:50pm, ULH

Course Moodle Page (<https://moodle.umt.edu>)

### ***Description***

Welcome to introductory human form and function, part 2! This course provides the basic study of the structure and function of the human body. In this course, we will explore the fundamentals of structure and function of the endocrine, cardiovascular, respiratory, digestive, lymphatic, urinary and reproductive systems. Upon completion, students should be able to demonstrate a basic understanding of the structure and function of the human body and their interaction in the maintenance of life.

### ***Learning Outcomes***

At the end of the course, students will be able to:

1. Define and explain basic medical terminology related to anatomy and physiology.
2. Understand, identify, and describe anatomical structures and the physiological function of the body systems.
3. Relate structure to function.
4. Interpret physiological data
5. Define and describe the mechanisms involved in homeostatic regulation of the body.
6. Use critical thinking skills to predict the consequences of specific perturbations.

### ***COURSEWORK***

Lectures

I strongly recommend that you take notes during lectures, reviewing lecture materials, and when completing further insights exercises. [Research shows that people perform better on conceptual tests when drawing and writing notes rather than typing the notes.](#) If you have never taken college-level notes before or want some advice, check out this [video describing five note-taking techniques](#) aimed at college students. One of these techniques may work for you.

Text

We will be using “Anatomy and Physiology” Jenkins and Tortora 1<sup>st</sup> edition with the WileyPlus bundle. If you bought the text from the UM bookstore the book will include a registration code for the WileyPlus content. You can purchase WileyPlus as a stand-alone product and does include an e-version of the required text mentioned above. If you wish to purchase WileyPlus ONLY and are comfortable having a digital version of the required text you may do so by following the instructions found on the WileyPlus page for the course. I recommend using an anatomy and physiology coloring book. Some possible choices include the Pearson book by Marieb and Brito, the Pearson book by Kapit and Elson, or Kaplan book by McCann and Wise.

### □ *Practice quizzes and exams*

There are 22 practice quizzes in this course corresponding to the lectures. These practice quizzes will require application of information from lectures and the book in new contexts related to the material. You will complete the practice quizzes on the WileyPlus platform and/or Moodle platform. These quizzes test if you have grasped the major concepts of each lecture. These practice quizzes need to be completed before the corresponding lecture exam. The two lowest grades of the practice quizzes will be dropped.

There will be three exams in this course. The lecture exams follow the associated lectures, practice quizzes, and reading. Each exam will consist of multiple-choice, true/false, short answer, and matching questions. The answers will be recorded on electronically graded Scantron forms (red narrow), which are available at the bookstore. Each unit exam will consist of approximately 60 questions. The dates for each exam are on the course schedule.

You will receive a zero for a missed, unexcused exam. Makeup exams are possible if you have a serious personal emergency. Only students presenting verifiable medical or university excuses to Dr. Green before the regularly scheduled exam will be eligible for a make-up exam. Make-up exams will consist entirely of essay questions. Students with disabilities and applicable testing accommodations should contact Dr. Green to ensure appropriate accommodations are available.

### □ *Active Learning and Further Insight Exercises*

To perform well on the practice quizzes and exams, one must use problem-solving to tackle a biological concept. Many course units will include active learning and further insight exercises. Further insights give you the opportunity to work through a problem step-by-step or hear a more detailed explanation of a concept taught in the lecture. These exercises are designed to help you develop your scientific problem-solving skills. I strongly recommend reviewing these exercises. There are also active learning exercises designed to provide more hands-on learning for complex concepts. You need to complete two active learning assignments in this course. One active learning exercise must be participation in the cadaver lab prosection teaching rotation. The other active learning assignment will be a virtual physiology lab on a topic of your choice. You can find more information on the possible virtual labs at the bottom of our course Moodle page. This year, in preparation for the cadaver lab, each student will write a term paper on the HIPAA privacy rule. This paper must be turned in before spring break.

### □ *Forums and "Office Hours"*

Office hours are held in my office (HS210) on Wednesdays from 1:00 to 3:00pm or by appointment. Furthermore, I maintain an open door policy with all of my students. If my door is open, please feel free to come on by to chat. Additionally, there is a discussion forum at the top of the Moodle page, which students can use to post comments/questions about course material. I will read the posts and answer them if appropriate. I aim to provide answers within 24 hours.

### □ *Grading*

Grades in this course will be assigned in the +/- system. Your grade is based on the following:

3 Lecture Exams (at 100 pts each)	300
20 Practice quizzes (at 10 pts each)	200
1 Term paper on HIPAA	20
2 Active Learning Exercises (at 40 pts each)	80

Total 600

## ***COURSE POLICIES***

### ***Make-up examinations and Late submissions***

*Make-up exams* are possible if you have a serious personal emergency. You will receive a zero for a missed, unexcused exam. Only students presenting verifiable medical or university excuses to Dr. Green before the regularly scheduled exam will be eligible for a make-up exam.

There will be a penalty for late submission of work. **10%** will be subtracted each day for late assignments. An assignment is late if turned in after the hard deadline. I will take into account any **documented** extenuating circumstances. But try your utmost to **NOT TO FALL BEHIND!**

### Technical Requirements

Students are expected to be familiar with computers and the Internet. Students are responsible for their own software and computer equipment maintenance and setup as recommended by the University of Montana (<http://www.umt.edu/it/default.php>). Students must have software capable of downloading and reading PDF files. If you are having any technical issues please contact the IT department at <http://www.umt.edu/it/support/default.php>.

**IMPORTANT** - it is imperative that you understand how to operate Moodle. I have posted a Moodle tutorial to help anyone who is unfamiliar with the platform. This important orientation will require less than 1 hour of your time. You will earn a Moodle certificate as proof of your mastery.

### Adds, drops, and changes of grading

University policies on drops, adds, changes of grade option, or change to audit status will be strictly enforced. These policies are described in the 2018-19 UM course catalogue, <http://www.umt.edu/catalog/>. The last day to drop summer courses without the Dean's signature is 5:00PM on Friday March 15<sup>th</sup>. Thereafter, a DROP may be requested by petition, but the petition must be accompanied by documentation of extenuating circumstances.

### Cheating and Plagiarism

Although I encourage students to work collaboratively with others, ***the work you hand in must be your own***. A good rule of thumb is that you can work together up to the point of committing words to paper (or word processor). After that, the words you put down should be your own. I remind you of the official University policy on plagiarism: "Plagiarism is the representing of another's work as one's own. It is a particularly intolerable offense in the academic community and is strictly forbidden. Students who plagiarize may fail the course and may be remanded to Academic Court for possible suspension or expulsion ([See Student Conduct Code section of this catalog](#)). Students must always be very careful to acknowledge any kind of borrowing that is included in their work. This means not only borrowed wording but also ideas. Acknowledgment of whatever is not one's own original work is the proper and honest use of sources. Failure to acknowledge whatever is not one's own original work is plagiarism." (Quotation from the University of Montana Catalog). If you have any questions about the line between collaboration and plagiarism, see your professor before you hand in material. Submissions from two or more students that have significant overlap will be regarded as reflecting a violation of the expectation that students turn in independent work. All the students involved will be given no points for that material, and the violation will be dealt with according to the Student Conduct Code. Penalties for plagiarism and cheating can be as severe as suspension or expulsion from the university.

### Students with Disabilities

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). If you think you may have a disability

adversely affecting your academic performance, and you have not already registered with DSS, please consult <http://life.umt.edu/dss/> and contact DSS in Lommasson 154. I am happy to work with you and DSS to provide appropriate accommodations for your learning and testing. If you would like to request reasonable accommodations, you are advised to provide your DSS verification letter to Dr. Green the first week of class so appropriate arrangements can be made. If you decide after the semester begins to disclose your disability and request accommodations, you should provide documentation, if possible, at least 10 days prior to the upcoming assessment so I may prepare appropriately. It is the responsibility of students to make sure they understand the types of modifications available to them prior to assessments.

#### □ ***Classroom Behavior***

You are not required to attend lecture, but you are responsible for all information presented during lecture. In my experience, students who come to class regularly do better on exams and quizzes than those who do not! If you choose to come, conduct yourself as a responsible, courteous adult. Students who are being disruptive in lecture by talking, sending or receiving messages, reading the newspaper, eating, or playing computer games/videos will be asked to leave the classroom. Such behaviors affect the learning of other students in the classroom and will not be tolerated. Re-admittance to class is at the discretion of the instructor. The second such offense will result in dismissal from BIOH 113 with a grade of F.

#### □ ***Cadaver Laboratory Behavior***

If we have the opportunity to visit the cadaver lab, you must adhere the very strict rules when with the cadaver. Much of your education in anatomy will result from a selfless donation of thoughtful individuals who voluntarily chose to donate their body to the Montana Body Donation Program that supports WWAMI education programs. WWAMI (Washington, Wyoming, Alaska, Montana and Idaho) is a cooperative regional medical education program of the University of Washington School of Medicine that provides places for twenty Montana students per year in its entering medical student class. These twenty students take their first year of medical school at Montana State University and complete their studies at the University of Washington in Seattle and at community clinical training sites throughout the Northwest.

***Respect for cadavers:*** *These donated cadavers are gifts and must be treated with the dignity and respect they deserve. It is inappropriate to make disrespectful comments within and outside of the laboratory. You will observe professional conduct while in the lab and outside the lab. Naming of the cadavers, unnecessary horseplay, posing of the cadavers, etc WILL NOT BE TOLERATED. These cadavers are the result of gifts from fellow Montanans and their families who believed strongly in the benefit of health science education.* <http://www.montana.edu/wwwwami/bodydonate.html>

#### **Rules for Cadaver Use in the Anatomy and Physiology Labs:**

- 1) The cadavers used in this lab were obtained from the Montana Body Donation Program at Montana State University. Cadavers are donated to MSU according to state regulations. Persons donating their body receive no financial compensation; this is truly their ultimate gift. Hence it is imperative that proper respect be paid to the cadaver at all times.
- 2) Only students enrolled BIOH 365, BIOH 112 and teaching staff are allowed into the cadaver lab at any time. No minor children or other family members are to be brought to the open lab times. If you see someone in the lab who you believe is unauthorized, notify laboratory personnel and/or ask him/her to leave the lab.
- 3) Body parts, tissue, etc must not be removed from the lab.
- 4) No cameras, camera phones or electronics with photo or video capability are allowed in the lab. Photography is prohibited.

5) Please be careful, the cadaver dissections will be used and material reviewed in other lab sections by other students. Keep the dissections moist and well covered when not working on that portion of the cadaver. Keep doors to lab closed and locked to keep security intact; students should police the lab.

6) The Health Insurance Portability and Accountability Act of 1996 is in effect with regard to the cadavers. Any breach of privacy will be taken very seriously. Any violation of HIPAA in the cadaver lab will result in immediate removal from the course, a final course grade of F and the case will be referred to the Dean of Students for disciplinary action according to the student conduct code. Federal charges may also be brought against individuals who violate HIPAA. Students are responsible for knowing these regulations and abiding by them inside and outside the classroom. <https://www.hhs.gov/hipaa/index.html>

#### A Note on Email and Spam Filters

All email communication for the course will be sent to your **official university email**, and not to other email providers. If you don't normally check your university email you will miss important emails. You can have your university email forward messages to other email addresses (e.g., gmail, yahoo, etc). When I email the whole class the message will go to lots of email addresses, and some email providers will block this as spam. You will want to check the settings of your spam filters so that they allow such messages