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### BIOH 113.50: Human form and Function II

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# Human Form and Function II (BIOH 113)

## *Spring Semester 2022*

**Professor:** Annie Green, PhD

**Office:** Health Science Bldg 210

**Email Address:** [annie.green@mso.umt.edu](mailto:annie.green@mso.umt.edu)

**Office hours:** Wednesday 1:00 to 2:00 pm or by appointment

**Course hours and location:**

Online via Moodle (<https://moodle.umt.edu>). Occasional virtual meetings via [Zoom](#) from 3:30 pm to 4:50 pm on either Tuesday or Thursday. See the course schedule for more details.

### ***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 the homeostatic regulation of the body.
6. Use critical thinking skills to predict the consequences of specific perturbations.

### ***COURSEWORK***

#### ***• Lectures***

All lectures will be prerecorded and available on our course Moodle page. I strongly recommend that you take notes during lectures and reading. [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.

#### ***• Recommended Materials***

We will be using the free online *Anatomy and Physiology* textbook available through [OpenStax](#). I have provided the corresponding OpenStax chapters on the course schedule. Optionally, you

can purchase access to the online learning management platform [LRNR](#) for this course to personalize the learning process and better manage your learning experience. This platform provides online access to the OpenStax book with the ability to highlight, bookmark, take notes, make flashcards, complete practice quizzes, access an interactive 3D body, and do other activities. This is not a required resource but is available if you desire. Contact me for registration information. Additionally, 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 the Kaplan book by McCann and Wise.

- ***Problem sets and exams***

There are 24 problem sets in this course corresponding to the lectures. These problem sets will require the application of information from lectures and the book in new contexts related to the material. You will complete the problem sets on the [Moodle](#) platform. These problem sets test if you have grasped the major concepts of each lecture. The problem sets must be completed before the corresponding lecture exam. You will have 3 attempts on each problem set.

There will be four exams in this course. The lowest grade of these four lecture exams will be dropped. The lecture exams follow the associated lectures, problem sets, and readings. Each exam will consist of multiple-choice, true/false, short answers, and matching questions. Each exam will consist of 50-60 questions. You will have 75 minutes to complete each exam. The due dates for each exam are on the course schedule.

***Once begun, exams must be completed as students cannot exit and re-enter the exam.*** It is the responsibility of the student to utilize a **reliable** internet connection. If you experience technical difficulties, please contact me as soon as possible. Please try to troubleshoot your computer problems way before the deadline to be sure that Moodle is accessible and labs run accordingly. Do not wait until the last minute to find out your computer is not working properly. For IT and Moodle questions, please call 243-4999.

You will receive a zero for a missed, unexcused exam. Makeup exams are possible if you have a serious personal emergency. Only students presenting reasonable documentation to Dr. Green before the regularly scheduled exam will be eligible for a make-up exam. Make-up exams are usually administered two weeks after the regularly scheduled exam. Students with disabilities and applicable testing accommodations should contact Dr. Green to ensure appropriate accommodations are available.

- ***Participation***

*Human Form and Function* is a cumulative course, so your success in grasping the material presented one week will depend on your understanding of material presented in previous weeks. It is essential for you to keep up with the readings and assignments. Furthermore, participation in the course is vital to your success in the course. Attendance in lecture will be recorded by you in Moodle and will contribute to your final grade in the course. Participation expectations include asking and answering questions in class, on the forum and interacting with peers inside and outside of the lecture hall about course material. Polling will be facilitated through Poll Everywhere, and can be accessed through any mobile device. Learning is not a passive activity in BIOH 113 (and in all your coursework!) you need to take an active role. If you fall behind,

please advise me as EARLY as possible. I will be better able to help you if you talk with me as problems arise; I will be less sympathetic right before an exam is due or near the end of the semester. If needed I am available to meet via online chat or in my office on the university campus. Please email me to schedule an appointment. I am here to facilitate your learning, but I ask that you:

- ✓ Actively participate in the course
- ✓ Work cooperatively to answer questions from colleagues
- ✓ Take responsibility for being prepared before completing coursework.
- ✓ Reflect objectively on your own progress and understanding

- ***Further Insight Exercises***

To perform well on the practice quizzes and exams, one must use problem-solving to tackle difficult anatomical and physiological concepts. Many course units will include active learning and further insight exercises. Further insights allow you 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.

- ***Forums and “Office Hours”***

Office hours are held in my office (HS210) on Wednesday from 1:00 to 2:00 pm 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 or 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:

<b>Lecture Exams</b> (4 exams; 100 pts each) [Lowest grade dropped]	300
<b>Problems Sets</b> (24 sets; 15 pts each) [Lowest 4 dropped]	300
<b>Active Learning Assignments</b>	110
HIPAA term paper (70 pts)	
Virtual Physiology Lab (40 pts)	
<b>Participation</b>	290
Discussion forum topics (9 topics; 10 pts each)	
Meeting Participation (8 meetings; 20 pts each)	
Exam review sheets (4 sheets; 10 pts each)	
<b>Total</b>	<b>1000</b>

## ***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 reasonable documentation 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. **5%** 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 **NOT TO FALL BEHIND!**

- ***Technical Requirements***

Students are expected to be familiar with computers and the Internet. Students are responsible for their software and computer equipment maintenance and set up 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. Students are also required to have a device from which they can record their attendance at lectures. If you are having any technical issues, please contact the IT department at <http://www.umt.edu/it/support/default.php> or the technical assistance at iClicker.

**IMPORTANT** – you must understand how to operate Moodle. I have posted a Moodle tutorial to help anyone 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. You will upload that certificate as your very first problem set. For those who already have a certificate, you may upload your certificate to Moodle without retaking the tutorial.

- ***Adds, drops, and changes of grading***

University policies on drops, adds, changes of grade option or changes to audit status will be strictly enforced. These policies are described in the 2021-22 UM course catalog, <http://www.umt.edu/catalog/>. The last day to drop summer courses without the Dean's signature is 5:00 PM on Tuesday, March 24th. 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 original work is the proper and honest use of sources. Failure to acknowledge whatever is not one's 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 the 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 the Office for Disability Equity (ODE). If you anticipate or experience barriers based on disability, please contact the ODE at: (406) 243-2243, ode@umontana.edu, or visit [www.umt.edu/disability](http://www.umt.edu/disability) for more information. Retroactive accommodation requests will not be honored, so please, do not delay. As your instructor, I will work with you and the ODE to implement an effective accommodation, and you are welcome to contact me privately if you wish. If you would like to request reasonable accommodations, you are advised to provide your ODE 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/Meeting Behavior***

You are responsible for all information presented during the lecture. In my experience, students who work consistently do better on exams and quizzes than those who do not! Regular attendance to our biweekly Zoom meetings is a portion of your final grade. If you choose to come, conduct yourself as a responsible, courteous adult. Students who are being disruptive by talking, sending or receiving messages, reading the newspaper, eating, or playing computer games/videos will be asked to leave the meeting. Such behaviors affect the learning of other students and will not be tolerated. Re-admittance to meetings 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, we must adhere to the very strict rules when with the cadaver. Your education in the lab is a result of a selfless donation of thoughtful individuals who voluntarily chose to donate their bodies 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 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. The 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/wwwami/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 bodies receive no financial compensation; this is truly their ultimate gift. Hence proper respect must be paid to the cadaver at all times.
- 2) Only students enrolled in BIOH 365, BIOH 112, and teaching staff is 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 the 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 about 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.