

BIO 110, Principles of the Human Body, MxCC, Fall 2016, CRN 3010

Class times: Fully Online. Weekly submission of work and participation are required. Deadlines are Thursday for your post and Sunday for assignments or exams.

Course Text: Human Biology: Concepts and Current Issues 8th Edition, Michael D. Johnson w/Mastering access

Instructor: Kate Miller, PhD. Email: kmiller@mxcc.edu; the primary communication for the course will be via blackboard (Messages, but also Discussion etc.). If this is insufficient, we can arrange to meet at Middlesex. Students are encouraged to contact the instructor with questions and problems, and are expected to take responsibility for addressing issues such as missed classes or assignments.

Course Description: 3 credits. This is an introductory course dealing with the structure and function of the human organism and the issues facing the human in today's world. It is intended for students with limited science background. *Prerequisite: Grade of "C" or better in MAT*075 or placement into MAT*095 or higher.* While there is no English prerequisite please be aware that you are expected to read one or more chapters from the text book weekly, and that the course requires grammatically correct writing submitted weekly. If you anticipate that this may be a challenge for you, please contact that Academic Success Center to discuss writing tutoring in person or online.

General Objectives of the Course

Upon successful completion of this course the student will be able to:

1. Briefly describe the unifying themes that characterize the biological sciences.
2. Explain the basic chemistry concepts important to biology.
3. Explain the basic structure and function of cells as the basic units of all living things and as the building blocks of multicellular organisms.
4. Define homeostasis and explain why this concept is central to physiology.
5. Distinguish between discovery science and hypothesis-based science. Explain why both types of exploration contribute to our understanding of nature.
6. Explain the relation between form and function in biology, as expressed in molecular, cellular, and whole-organism physiology.
7. Recognize the anatomical structures and explain the physiological functions of the body systems.
8. Develop scientific terminology to describe the parts and processes of the human body.

This Course Satisfies the TAP ("Transfer Articulation Pathway" used to transfer courses to Connecticut's four 4-year universities) Framework requirements for the Competency Area in Scientific Knowledge & Understanding (D; Designated).

1. Communicate using appropriate scientific terminology.
2. Use representations and models to communicate scientific knowledge and solve scientific problems.
3. Plan and implement data collection strategies appropriate to a particular scientific question.
4. Articulate the reasons that scientific explanations and theories are refined or replaced.
5. Evaluate the quality of scientific information on the basis of its source and the methods used to generate it.

Specific course objectives can be found in the Course Outline, posted separately.

General Requirements

You will be taking this course with your classmates. **Each week** we will cover different topics, and you will be expected to read the assigned chapter/s in the textbook, review other posted material, and participate by making a post every Thursday, and submit an assignment or take an exam by every Sunday.

Just as in an on-ground course, if you don't keep up you can expect to fall behind. An on-ground 3 credit course would have approximately 3 hours in the classroom per week, with the expectation that you will do work outside the classroom for 2-3 hours for every hour in the classroom (so 6-9 hours) – that's a total of 9-12 hours. The same math applies to online courses, so please expect to spend 9-12 hours per week in this course!

Participation in this course depends on you having access to a computer in good working order and the internet. This can be in your home, at the library or on campus. You are expected to have all of this worked out prior to the start of class, and should make sure you can access Blackboard. Please also have a "Plan B" if something should go wrong (your network is down, your computer breaks). You should always save copies of your work even after submission; it's best to back-up your work on a flash drive or other external memory. Remember that most public libraries have public computers, and that there are computer labs on campus. Understanding that there may be unexpected problems, the instructor will allow one extension (no later than 24 hours past deadline) per student for an assignment with no penalty upon request, and with an explanation of the problem.

Netiquette (online etiquette)

You are expected to contribute to creating a productive and respectful learning environment. Disruptive, threatening, or profane language or behavior that impairs other students' ability to learn and participate, or the instructor's ability to teach, will not be tolerated. After an initial warning, repeated disruptive behavior will be cause for contact with the college administration, and appropriate follow-up including blocked access to the Blackboard site.

As students you can learn from each other, and help make the course a positive experience. Please be aware of your writing and responses to your classmates, and consider how you can contribute to the collective success.

Here are "netiquette" (online etiquette, or manners) guidelines to follow:

- Do not dominate any discussion.
- Do not use offensive language.
- Never make fun of someone's ability to read or write.
- Use simple English.
- Use correct spelling and grammar.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your minority opinion.
- Be aware of the University's Academic Honesty Policy.
- Think before you push the "Send" button.
- Do not hesitate to ask for feedback.
- When in doubt, always check with your instructor for clarification.

You can learn more about online etiquette at <http://teaching.colostate.edu/tips/tip.cfm?tipid=128>
http://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm

WEEKLY Material to read and review

Each week you will have 1-2 chapters of the textbook assigned to you (see course schedule) along with additional material posted by the instructor each week. This will include PowerPoint lectures, links to videos, written material, interactive web sites, etc. The material by posted by Monday mornings, and will remain posted the entire semester.

You are expected to read/review all of the material posted; material will be labeled as "additional" or "supplemental" if it is not essential to exams or assignments.

Exams

Two exams (mid-term and a final) will be administered during the semester. Each will cover half the semester. The exam will be posted by Thursday and must be completed by Sunday. They may include multiple parts, including essays and timed portions (e.g. multiple choice) on Blackboard. Since students will have a number of days to complete the exam, there should be no need for extensions. If there are extenuating circumstances the student should contact the instructor right away. There is no guarantee the instructor will grant the request.

Thursday Posts

Each Thursday students will be directed to make a post of their own, and to comment on other students' posts. Directions, including grading requirements, will be contained in the content area "Thursday Posts" and will vary from week to week. Posts are expected to be grammatically correct and should generally be a short paragraph that is "information rich". That is, you are not using words to restate the question or make general comments ("homeostasis is really interesting"). Your comments on other students' posts can be shorter, but should also be meaningful (stay away from "good post, well written!"). Since students have 3+ days to make a post there will be no time extensions granted unless there are documented extenuating circumstances and the instructor is notified right away.

Sunday Assignments

Every week there will be one homework assignment that will involve analysis of the content for that week. The homework assignment will be posted on Blackboard in a content area titled "Sunday Assignments" and as with posts is due by midnight on that day. I will NOT accept late work. If serious circumstances prevent you from completing work within this time frame, you must notify the instructor prior to the due date. You will receive zeros for missed homework's unless prior approval was given. If prior approval is given for valid documented reasons you may make up the assignment within a certain time-frame.

Research Paper

The research paper is due during finals week, on a human disease or illness of your choice; the topic need not have been discussed in class, and must be approved by the instructor (see the schedule for date). The paper will be 5 pages long, with a minimum of four references, two of which should be peer-reviewed journal articles; two of the sources should be published in the last 5 years, and you should confirm information from older sources with more current material. The paper should include a description of causes, symptoms, treatment, prevention and larger societal impact. Complete guidelines will be available on Blackboard. There will be a Discussion thread regarding the research paper; alternatively you may Message the instructor with questions.

By Midnight means 12:00 p.m. and is a firm deadline.

Blackboard will not accept submissions after midnight for Thursday posts or Sunday assignments / exams. You can submit your post / assignment as soon as the material is ready, usually Monday and you are encouraged to do so earlier in the day to ensure it is submitted on time. You will receive a zero for missed posts or assignments and exams.

Complete your work in Word, then submit on Blackboard

It is best to complete all work in Word prior to uploading or cutting/pasting to Blackboard. That way you can use Spelling and Grammar check tools, work offline and save your work should there be some problem with Blackboard or you lose internet access.

Accommodations

Students with physical or learning disability who may require accommodation are encouraged to contact the Disability Support Services office (Hilary Phelps, Disabilities Support Specialist at 860-343-5879 or hphelps@mxcc.edu; her office is in Founders Hall, Room 121). After disclosing the nature of the disability,

students are urged to discuss their needs with individual instructors. This should be done at the beginning of each semester. Instructors, in conjunction with appropriate college officials, will provide assistance and/or accommodations only to those students who have completed this process.

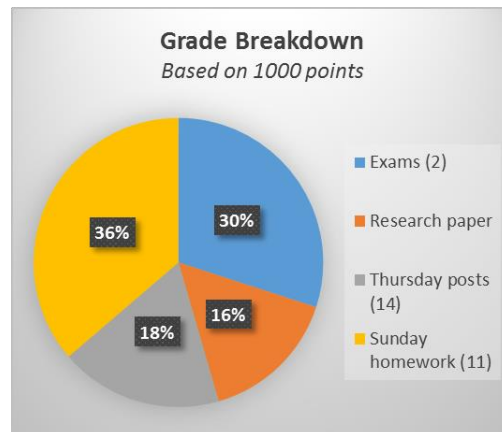
Grading

All assignments must be received when due to receive full credit. Plan accordingly – you will have ample lead time on all submissions, so if you anticipate a conflict submit your work in advance. With approval from the instructor and a legitimate, documented excuse partial credit may be given. Please note, however, that this is not always possible and is at the discretion of the professor.

Your total grade is based on 1000 points. Grades will be posted and accessible to students on a weekly basis. Here is the breakdown:

- Exams (2) x 150 points each = 300 pts
- Research paper = 155 pts
- Wednesday posts = 14 x 13 pts each
- Sunday assignments = 11 x 33 pts each

Weekly assignments are worth a total of 54% of your grade, so participating regularly will be key to earning a good grade in this course.



I intend to provide grades for posts, assignments and exams one week after submission. Students will be able to track their grades through Blackboard or other grade system provided.

If a student is enrolled for a course but do not officially withdraw, fail to participate in course activities through the end of the term, and have insufficient gradable work during the course or if a student is enrolled in a course, never attended (logged in in regards to online course), and never officially withdraw, that student will be given a final grade of "UF" – "unearned F." This "UF" grade will automatically be convert to an "F" on the student's transcript and will count in the student's GPA. Students are required to check the Academic Calendar and the College Catalog for specific dates and procedures regarding the withdrawal process.

Plagiarism policy

- Plagiarism is defined as the use of another's' idea(s), or phrase(s) and representing that/those idea(s) as your own either intentionally or unintentionally.
- Plagiarism includes (NOT limited to) cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, copying from another student, cutting/pasting from another source without referencing, falsifying an excuse for absence and other proscribed activities.
- Whether this is done intentionally or unintentionally, plagiarism will result in loss of credit for the work in question and a report will be filed to the Dean.
- Repeated cases of plagiarism will result in an "F" for the course and a report will be filed to the Dean.
- Always write using your own words when submitting a written assignment.
- When you get information from any source, make sure you provide a citation to protect yourself if there is a question about copying.
- The college's policy on Plagiarism can be found by clicking on the following link;
www.mxcc.edu/catalog/syllabus-policies/

Course schedule The course schedule is contained in this syllabus. Details regarding posts and assignments will be posted on Blackboard. While unlikely, it is possible that the schedule may change. In that case students will be sent an announcement.

Tell me!

Use messaging to communicate directly with me. Because I am not online all the time, it may take up to two days for me to respond. If I think your question might be helpful to the whole class, I may post it anonymously on the Discussion board and answer to the whole class. Feel free to contact me about class etiquette – for example, if you notice one student consistently criticizing another, specific, student. While I will read all posts and will enforce our “netiquette” rules, it is certainly possible I can miss something. Likewise, if posted material contains apparent inaccuracies or contradictions, or for any other information you would like to provide.

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.

**NON-DISCRIMINATION STATEMENT**

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

Primary Title IX Coordinator Dr. Adrienne Maslin; Dean of Students/Title IX and Section 504/ADA Coordinator; amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123; Secondary Title IX Coordinator Ms. Mary Lou Phillips; Director of Human Resources, Middlesex Community College; mphillips@mxcc.edu; 860-343-5751; Founders Hall Room 115; Secondary Title IX Coordinator Ms. Queen Fordham; Coordinator of the Meriden Center Welcome Desk; qfordham@mxcc.edu; 203-608-3011

Academic Ethics and Classroom Behavior Read and see link below

I expect that everything you give me is in your own words. unless you state otherwise. I look for plagiarism and cheating. Incidents of cheating or plagiarism will be dealt with according to school policy and guidance from the Academic Division Director or Dean. Students should expect anything from a zero on the work, to an F in the course. For more information go to: www.mxcc.edu/catalog/syllabus-policies/. Please ask questions if you are not sure how to present information or need clarification.

BIO 110 – Principles of the Human Body – FA16 - Course Schedule

Note: this schedule is subject to change.

Other important dates: <http://mxcc.edu/catalog/about/calendar>, 9/11 is last day you may add/drop; 11/11 is the last day you may withdraw.

Course Content: Course content will include both the assigned textbook and materials posted on Blackboard for that week, including PowerPoint presentations and links to external sources. In some cases, only a portion of the chapter will be assigned reading. Students should make sure to review the material for each week carefully. Specific requirements for posts as well as the assignment will be posted with content each week.

Participation and assignments: Please remember that you are participating in an online class, and just like an on-ground class this will require regular attendance and participation. Every Thursday by midnight you will be required to make some post (discussion, blog, response etc.). Every Sunday by midnight you will be required to submit an assignment. You will typically have a week to do each, and you will receive feedback or a grade one week later.

WK	Days	Unit/Chapter - Review ALL materials posted for week	THURSDAY'S POST	SUNDAY'S ASSIGNMENT
1	Th 9/1 S 9/4	Exploring Life and Science, CH 1	Post 1 - Biography	Homework 1
2	Th 9/7 S 9/11	Chemistry of Living Things, CH 2	Post 2	Homework 2
3	Th 9/14 S 9/18	Structure and Function of Cells, CH 3	Post 3	Homework 3
4	Th 9/21 S 9/25	From Cells to Organ Systems, CH 4	Post 4	Homework 4
5	Th 9/28 S 10/2	The Skeletal System, CH 5	Post 5	Homework 5
6	Th 10/5 S 10/9	The Muscular System CH 6	Post 6	Homework 6
7	Th 10/12 S 10/16	Blood, Heart and Blood vessels CH 7 & 8	Post 7	EXAM I: All material weeks 1-7
8	Th 10/19 S 10/23	The Respiratory System: Exchange of Gases, CH 10	Post 8	Homework 7
9	Th 10/26 S 10/30	The Immune System and Mechanisms of Defense, CH 9	Post 9	Homework 8
10	Th 11/2 S 11/6	The Nervous System: Integration/Control, Sensory Mechanisms, CH 11 & 12 (portions)	Post 10	Homework 9; Research Paper Topic DUE
11	Th 11/9 S 11/13	The Endocrine System, CH 13	Post 11	Homework 10
12	Th 11/16 S 11/20	Digestive System/Nutrition CH 14, Urinary System (portions CH 15)	Post 12	Homework 11
11/23-27 NO CLASSES, THANKSGIVING BREAK – 11/21-22 Work on Research Paper				
13	Th 11/30 S 12/4	Reproductive Systems CH 16; key stages of aging and development	Post 13	EXAM II: All material weeks 8-13
14	Th 12/7 S 12/11	Topics in Human Biology – choose Genetics (CRSPR) or Environment (Climate Change)	Post 14	RESEARCH PAPER DUE