

## BIOL 124 COURSE INFORMATION AND POLICIES – FALL 2014

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**Office Hours:** Monday/Wednesday 4:00-5:00 pm  
Tuesday/Thursday 10:30-11:30 am  
[and by appointment]

**Course:** BIOL 124-001

**Location:** Innovation 103

**Mastering A&P Course ID:** MAPTONDI17254

**Lecture Materials:** PowerPoints and Outlines of lecture material will be available to you on Blackboard to assist you in note taking.

Access Blackboard from myMason portal, and click on Courses tab. Locate the course from the Course List. Lecture and laboratory material will be found in Course Content.

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### **COURSE OBJECTIVES:**

BIOL 124 is the first semester of a two-semester introductory course in Human Anatomy and Physiology. During the first semester we will cover basic principles of biology and chemistry required to understand physiology. We will discuss the chemical, cellular and tissue levels of organization in the human body and begin our survey of organ systems with a study of the structure and function of the integumentary, skeletal, muscular and nervous systems. Laboratory exercises are designed to reinforce lecture material by providing opportunities for both observation and manipulation of anatomical structures and experiments in physiological principles.

### **BOOKS AND MATERIALS REQUIRED:**

1. **Textbook:** Human Anatomy & Physiology (9th edition) Elaine N. Marieb and Katja Hoehn, Pearson Benjamin Cummings Publishing Co., 2013.
2. **Mastering A&P** for Human Anatomy & Physiology, 9/E textbook
3. **Laboratory Manual:**  
**Required:** Human Anatomy & Physiology Laboratory Manual, Fetal Pig Version (11<sup>th</sup> edition), Elaine N. Marieb, Susan J. Mitchell and Lori A. Smith, Pearson Benjamin Cummings Publishing Co., 2014.  
**Optional:** An Illustrated Atlas of the Skeletal Muscles (3<sup>rd</sup> edition) Bradley S. and Joan M. Bowden, Morton Publishing Co., 2010  
**Bring relevant lab manual materials to every lab.**
4. **iClicker** (Student Response System) **Required for all in-class lecture quizzes.**
5. **Scantron Forms** (4) – One SCANTRON Form No. SC882-E will be used for each exam.
6. **GMU photo ID** required at each exam to verify registration in course.

### **DISSECTION:**

BIOL124 requires dissection of a sheep brain. An important way to learn anatomy is by participating in the dissection of preserved specimens. Students who do not wish to dissect may participate by reading the instructions and observing the dissection. There are no alternative assignments for dissections in this course. The dissection specimens will be provided for you. You do not need to purchase any dissection equipment.

## DEPARTMENTAL POLICY ON USE OF ORGANISMS IN CLASSES:

1. Direct observations of actual organisms are considered an essential part of learning biology at all levels.
2. Direct observations of organisms may involve the use of living or preserved specimens, dissections of organisms or parts of organisms, and microscopic examination of organisms or parts of organisms. All use of live animals will conform to NIGH Guidelines for the Use of Laboratory Animals.
3. Such activities (#2) may be a required part of a course and thus serve as a basis for grading in the course.

## EVALUATION:

You will earn one final grade for this course. This final grade will be determined by the lecture instructor based on the percent of possible 1100 points that you earn from both lecture and lab. Points will be earned as follows:

### LECTURE

4 Exams

@150 points each

600 Points

10 Quizzes

@15 points each

150 Points

### LABORATORY

350 Points

**1100 POINTS TOTAL**

### BONUS

@10 points each on  
Exams #1, #2, #3

(+30 Points)

Final grades will be based on the following percentages:

97-100% . . . . A+

87-89% . . . . B+

77-79% . . . .C+

60-69% . . . . D

93-96% . . . . A

83-86% . . . . B

70-76% . . . .C

Below 60% . . F

90-92% . . . . A-

80-82% . . . . B-

## LABORATORY ATTENDANCE:

Lab attendance is mandatory. The only way that points can be earned in lab is by attending, on time. A total of three (3) absences will result in a laboratory score of zero points to be used in final grade calculation. Please refer to Laboratory Information & Policies handout for additional information regarding proper dress code (NO shorts, open-toed shoes, excess uncovered skin), evaluation and attendance.

## EXAMS:

**What will be on exams?** Anything that is discussed in lecture or lab could be on an exam. All aspects of the course are interrelated, so you may be asked to draw on what you have learned in any part of the course. Keep up with this course on a regular basis. For most of you, this course will include a lot of new terminology and new concepts. Don't get behind! If you wait until the night before the exam to "really study," you will find the task overwhelming.

**Exam Format:** Exams may include multiple-choice, true/false, matching, fill in the blank, and essay type questions. Special testing accommodations must be verified through ODS (Office of Disability Services).

**Make-up exams?** If you must miss an exam, you should contact your instructor immediately. If your absence is due to a DOCUMENTED emergency (e.g. illness with a written statement from your

doctor), then your instructor will allow you to make up the exam on a scheduled day at the end of the semester. Please refer to the Lecture and Laboratory Schedule for the specific date and time. This make-up exam is an ESSAY FORMAT ONLY exam and will be comparable to the level of detail and difficulty as the regularly scheduled exam. You are only able to make up ONE missed exam (Exam #1 OR Exam #2 OR Exam #3). You cannot take a make-up essay exam to use as a substitute for a previously taken exam – only for a documented missed exam.

If you are a member of a University-sponsored group (i.e. athletic team, debate team, musical, dance or drama group, etc), it is important that your coach/director be aware of your academic responsibilities in this course. Please discuss the course and lab information and policies with your coach/director. Of particular importance are the EXAM SCHEDULE and EXAM POLICY.

**Final Exam:** Please note that the Final Exam may not be scheduled at the same time as your regularly scheduled class time. Two hours and forty-five minutes are allotted for the Final Exam. You must arrive promptly for your exam. If you arrive after a student has finished their exam and left the testing room, you will **NOT** be allowed to take the Final Exam.

### **QUIZZES: IN-CLASS iCLICKER QUIZZES & ONLINE QUIZZES**

Quizzes will include a combination of five (5) scheduled in-class iClicker quizzes, and five (5) assigned Mastering A&P on-line quizzes. Each quiz is worth 15 points. Dates of in-class iClicker quizzes and due dates for completing the Mastering A&P online quizzes are indicated on the Lecture and Laboratory Schedule handout. In-class iClicker quizzes will include 5 multiple-choice questions and will be on material covered in the previous lecture only. Online quizzes are mixed-format questions that will cover the assigned topic only.

#### ***iClicker Registration:***

The iClicker is available at the bookstore. If you have an iClicker from another class you may use it in this class, however, you still need to register it by following the directions below:

[www.iclicker.com/registration](http://www.iclicker.com/registration)

Complete all the fields: First name, Last name, Student ID, iClicker ID, Verification field

**Student ID** = Use your GMU email prefix (Example: xray for [xray@masonlive.gmu.edu](mailto:xray@masonlive.gmu.edu))

**DO NOT USE YOUR G# FOR YOUR STUDENT ID**

**iClicker ID** = Serial number found on the back of your iClicker.

(Note: iClicker remote numbers do not contain the letter “O”, only zeros.)

The numbers on the back of the iClicker tend to wear off with time. Please put a piece of clear tape over the number to preserve it and write your iClicker serial number down and keep it separately in case your number wears off. Be especially aware of this if you purchase a used iClicker, or plan on selling your iclicker in the future. Also, be sure to put a fresh set of batteries in your iClicker.

**NOTE: The smartphone iclicker app will NOT be utilized in this course for these quizzes.**

**\* FAILURE TO REGISTER YOUR ICLICKER WILL RESULT IN ZERO (0) POINTS ACCUMULATED FOR THESE QUIZZES.**

#### ***Online Quizzes:***

Access to online quizzes is through the [www.masteringaandp.com](http://www.masteringaandp.com) website and requires previous registration. To register for access to the website, complete the instructions provided on the attached sheet entitled “Mastering A&P.”

Completing Online Quizzes: After logging in, select the appropriate Assignment and complete questions. Be sure to **SUBMIT** your answers to receive credit.

***Make-up Quizzes?***

There are NO make-up quizzes for the iClicker and Online quizzes.

**You must use your iClicker remote when submitting answers; NO handwritten responses will be accepted.**

There are due dates for each Online quiz. Answers submitted after this due date will **NOT** be accepted, i.e. there are **NO EXTENSIONS** for online quiz submissions. Although you may take an online quiz multiple times, only your **FIRST** submission will be used for grade calculation.

**HONOR CODE:**

The Honor Code is an integral part of university life, and will be vigorously adhered to in this course. On the application for admission, students sign a statement agreeing to conform to and uphold the Honor Code. Students are responsible, therefore, for understanding the code's provisions. If you do not recall the provisions of this Code, see the excerpts below and/or review them in the GMU University Catalog – Student Rights and Responsibilities/Honor System and Code.

**Honor Code:** *To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code: Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.*

**Student Responsibilities:** *Students should request an explanation of any aspect of the professor's policies regarding the Honor Code that they do not fully understand. They also have an obligation not only to follow the code themselves, but also to encourage respect among their fellow students for the provisions of the code. This includes an obligation to report violations by other students to the Honor Committee.*

Because some laboratory activities in this course will be done in groups, there may be some questions about what you can claim as your own work rather than as "group work." Whenever you collect data as a group, all group members should have identical data. If a report with all group members' names on it is submitted for evaluation, then shared or group-generated information is appropriate. However, ANYTHING you hand in with your name alone on it should be YOUR work ...even if the information has been discussed as a group. NEVER COPY ANYTHING from someone else that you claim as your own. It is much better not to hand in an assignment, than to copy someone else's...this is a violation of the Honor Code...not only by the person who copied, but also by the person who allowed the copying. In addition, the use of another person's iClicker, or having someone use your iClicker, is considered a violation of the Honor Code and will be dealt with as such. If you ever have questions about what is and is not appropriate, be sure to ask for clarification.

**NOTE: There is a no cell-phone or other electronic devices policy for exams and quizzes. Failure to adhere to this policy is considered an Honor Code violation.**