

Syllabus and course policies for: Biology 131, Spring 2011

Instructor: Dr. Stokes, 217 TCNW, 745-6009, Michael.Stokes@wku.edu <http://bioweb.wku.edu/stokes>

Office hours: The hour immediately after class or by appointment. However, you are welcome to drop by my office anytime, if the door is open. I may be in my lab rather than my office. This is in 3120 EBS (745-2396)

Lecture text: Tortora, G. and B. Derrickson. Principles of anatomy and physiology, 13th edition. Wiley Press. You can buy the Wiley Plus online access later if you want, should you purchase a used book. We'll discuss it the first day of class.

If you aren't going to take Biol 231, then just about any recent comprehensive A&P text is acceptable, but you'll have to do the chapter conversions yourself.

Lab text: Marieb, E. Human Anatomy and Physiology Lab Manual, Main Version, 9th ed.

You can visit WKU's Blackboard system for this syllabus and other documents. <http://ecourses.wku.edu/>

Tentative syllabus

Topic	Chapters
Introduction, some terminology	1Q
Basic chemistry	2Q
Cells	3Q
Tissues	4Q
Integument	5Q
Skeletal system and bone structure	6Q
Joints and movements	9Q
Nervous system overall structure, histology and physiology	12Q
Brain	14Q
Autonomic nervous system	15Q
Sensory systems	16Q
Endocrine system	18Q
Muscle anatomy and function	10,11Q
Blood	19Q
Cardiac anatomy and physiology	20Q
Lymphatic and the immune systems	22Q
Respiration	23Q
Kidneys (urinary system) and water balance	26, 27Q
Reproductive system	28Q
Digestion, diet and nutrition	24, 25Q
<i>Date ranges for quizzes/exams: Quizzes will follow each topic(Q). The quiz will be made available the day we finish that topic in class and will remain available for 72 hours following activation. At the end of the semester, you will have a comprehensive final, also online. You may take the final anytime during the first 3 days of finals week, beginning Monday at 0800.</i>	

Grading:

60% of your grade is based upon lecture, 40% on lab. The way your overall grade is calculated is as follows:

(Lecture average X 0.6) + (lab average X 0.4).

The grading
scale is:

90% + A

80% + B

70% + C

60% + D

less than

60% F

How the quizzes/exams work: For the lecture part of this course, you will have a short (5 to 10 questions) online quiz covering each topic listed in the schedule above, plus a comprehensive final (100 questions). The quizzes are worth 10 points each, and the final is worth 100 points. This makes a total of 300 points for the semester in lecture. All quizzes/tests are taken online. You **must** use a campus computer with a cabled (not wireless) connection to the internet. If you do otherwise, and have problems, I don't want to hear them. The quizzes/tests can be found at the Blackboard site for this course (ecourses.wku.edu). You can take each quiz up to three times—students generally really like this! The questions are randomly drawn from larger pools, so you won't get the same quiz twice. **Only the most recent** quiz attempt will be counted, so if you do worse the second time, you should have studied more! How do I prevent cheating? First, I hope you are honest. You are on your honor to take the quiz yourself with no outside help and no books/notes. However, I realize not everyone is honest, so that's where timing comes into play. You have no more than 10 minutes to complete a quiz, and no more than 80 minutes to complete the final. The exams present the questions one at a time, and you have just enough time to read the question, think a bit and select the correct answer before you move on. You do NOT have enough time to look up answers! Let me repeat, the quizzes and final exam are **TIMED**. If you don't know the material, you won't do well. If you know the material well, you will have sufficient time. **Please note that if you run out of time on a quiz, BlackBoard will not show you a score in the online gradebook, rather you will see an exclamation point. Your score is recorded, however. I will manually update them, but I only do this once every two weeks.** If you attempt to refresh your browser during a quiz/test, that will be logged and you will receive a zero score on that quiz. Because you have a 3-day window in which to take any quiz or test, **MAKEUPS ARE NOT AN OPTION**. The final works the same way as quizzes. You can complete it anytime during the 72 hours beginning at 0800 on the first day of finals. You can take it up to **THREE** times.

Why do I do tests this way? Hopefully so you can do better. This approach has been **VERY** popular with students the last few semesters. You get to retake a test if you did poorly the first time. Remember, it won't be the same test, as you get a set of questions pulled randomly from a large question bank.

A practice quiz will be provided at the beginning of the semester just so you can learn the Blackboard testing system. You must complete this, as it also tells me you read and understood this syllabus.

Cheating: Earns an automatic F for the course. I do not tolerate cheating in any form.

Attendance: Your grade is not based on attendance, but you will do poorly if you do not attend regularly, you will miss important announcements, and missing class may not be used as an excuse for missing any of these announcements. Among the important announcements are when each quiz will become available!

Withdrawals and audits:

If you are doing poorly in the class and wish to withdraw with a 'W', you must do this by 16 March 2011. If you wish to audit the course, arrange for this by 27 Jan. **After this, NO AUDITS will be allowed.** I do not allow switches to audit status after the first week of class. See your student handbook for an explanation of audits.

Miscellany:

TURN OFF OR SILENCE ALL CELL PHONES, PAGERS, ETC. BEFORE CLASS BEGINS! USE OF THESE DEVICES, INCLUDING TEXTING, DURING CLASS IS RUDE AND I WILL CALL YOU OUT IN CLASS.

"Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, DUC A201. The OFSDS telephone number is

(270) 745-5004 V/TDD. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services."

The Learning Center (TLC) is located in the Academic Advising and Retention Center, DUC-A330. Should you require academic assistance with this course, or any other General Education Course, there are several places that can provide you with help. TLC tutors in most major undergraduate subjects and course levels throughout the week--we can also direct you to one of many tutoring and assistance Centers across campus. To make an appointment, or to request a tutor for a specific class, call 745-6254 or stop by DUC A330. Log on to TLC's website at www.wku.edu/tlc to find out more. TLC hours: M-Thur. 8am-9pm, Fri. 8am-4pm, Sat.-Closed, and Sundays 4pm-9pm.