

Biomedical Sciences 146 - Human Form and Function
Santa Barbara City College

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Required Text: Seeley's Essentials of Anatomy and Physiology, 8th Edition, published by McGraw-Hill. ISBN 978-0-07-337826-8

Student Learning Outcomes (SLOs)

Upon completion of this course, students will be able to:

1. Demonstrate an understanding of the anatomy of the human body.
2. Demonstrate an understanding of the physiology of the human body.

Course Introduction

Welcome to BMS 146 Human Form and Function! During the first week of class, please post a biography in the forums tool and take a look around the course website. Print out a copy of this syllabus and the course schedule and keep them in a convenient location so you can refer to them often. We have many exams in this course and you want to make sure to mark the exam due dates on your calendar as soon as possible. The exam due dates are not negotiable so be sure you are available on those dates.

Once you feel comfortable with the format and guidelines of the course, take the orientation quiz and show me that you are ready to get started and succeed in BMS 146. The quiz is available on the course homepage and in the Quizzes tool. If you miss any questions, please go back and refer to the section of the website covering that material. The quiz shows me you have visited the essential components of the course website and you are aware of the important course policies. I also use the orientation quiz and biography to take roll in the course during the first week of class.

Online instruction is not for everyone (and that's ok!). Online instruction is not necessarily easier than traditional instruction. You need to be very self motivated. Anatomy and physiology are challenging, yet fascinating, topics and require many hours of studying each week. This is a 3.0 unit course and each unit is considered 3 hours of work. Therefore, during the regular 15 week Fall and Spring semesters I expect you to be spending at least 9 hours per week studying for this course. During the 6 week summer session, you should plan on spending at least 21 hours per week studying for the course. Some of you may feel the need to spend more time on the material. If you are busy with work, family, or other commitments then you may want to consider taking this class at another time.

I want this class to be flexible and don't require a lot of assignments, however, you need to plan on checking the announcements for course updates many times per week. It is also beneficial to ask me questions and make contacts with classmates to feel more involved in the course. Communication is essential in an online course, however, this interaction must always be respectful to everyone. I have made the posting from the Santa Barbara City College (SBCC) website regarding "Netiquette" available to you in the SBCC Distance Education website link in the course heading. Please read

through all the material at the SBCC Distance Education website at your earliest convenience. This includes Distance Ed Preparation, Technical Requirements, and Policies and Procedures as well as other important links for participating in Distance Education at SBCC.

Course Timelines

Refer to the course schedule for your weekly reading assignments and the exam dates. Each week you need to read the website notes I post as well as the relevant chapter(s) in the textbook. I encourage you to use the study tools provided and take the Moodle feedback quizzes to prepare for exams. The Moodle feedback quizzes are not graded but reflect questions that occur on the exam. If you do not keep up in the course, you run into trouble with trying to cram the assignments in before you take the exam. The course moves at a steady pace each week and the exams are frequent. You need to be organized and think ahead. It is never too early to start preparing for an upcoming exam.

Internet access is required for this course. You must have at least one backup mechanism for accessing the course materials in the event that your primary means of internet access is unavailable (your computer crashes, the library is closed, etc...). I expect you to have a way to access each exam during the scheduled time.

I periodically check your "attendance" by viewing your website usage and the time of your last login. You risk being dropped from the course if I see that you have not accessed the course for a week, unless you have given me a reason ahead of time. You also risk being dropped if you miss an exam and do not get in touch with me before the exam due date. The responsibility to drop, however, lies first and foremost with you.

Exam Information

There are 6 exams in this course. Each exam consists of 40 multiple choice questions. Each question is worth 2 points. Even though there are 80 points possible on each exam, I count a maximum of 75 points toward your grade. Exam 6 is assigned during the final exam time and there is not a comprehensive final at the end of the course.

During an exam week, you have a window of three days to take the exam. Once you start the exam, however, you have 60 minutes to complete it. **Do not wait until the last possible hour to take the exam.**

You have over one minute per question so feel free to take your time and read each question thoroughly before answering. If you spend one minute per question you still have 20 minutes to go back and review your answers. If you go over the allotted time of 60 minutes the Moodle program does not save any answers and you receive a score of zero on the exam. This is not an instructor penalty but the nature of the Moodle program.

You, and only you, are allowed to complete the exam. You are not permitted the use of your textbook, notes, or any other resource when taking an exam.

You must complete each exam in this course. The exam dates are non negotiable and I cannot

guarantee that I can make accommodations to take an exam at a time other than the one listed in the course schedule. Make-up exams are reviewed on a case by case basis. In some cases, due to unforeseen emergencies (such as hospitalizations, jury duty, etc.) there is no penalty for a late exam, however, you must be prepared to show documentation of the emergency. In other cases, at my discretion, the exam taken at another time may also include a point deduction. You have the course schedule and know when each exam will be available. Clear your schedule now and set aside some time to take the exams. If you do not take an exam and I do not hear from you before the exam is due, you receive a score of zero on that exam. An exam score of zero will automatically lower your overall course grade by one letter grade.

Chapter Feedback Quizzes in Moodle

Even though they are not counted as part of your grade, the Moodle chapter feedback quizzes are an essential study tool for this course. They are meant to help you get comfortable with the format and submission of the exams. Also, you can get a feel for the type of questions that will be on the exam. Some of the exam questions are similar to or taken directly from the questions on the chapter feedback quizzes.

Online Learning Center

The textbook provides many helpful study tools for each chapter, such as animations and labeling exercises, to assist in your learning of the material. There are also course-wide tools, such as the Essential Study Partner and GetBodySmart, covering general material on the human body. A link to the Online Learning Center can be found in the Resources tool of the course website and in the course heading. These study tools are not required, however, you may find them to be a useful addition to the textbook and course notes.

Course Grade

6 Exams @ 75 points each = 450 points

Orientation quiz = 10 points

Biography = 10 points

Course Evaluation/Feedback = 10 points

Total = 480 points

Final Grade Distribution*

A 480-432 points

B 431-384 points

C 383-312 points

D 311-240 points

F <240 points

*If you miss an exam and receive a score of zero, your overall course grade will automatically be lowered by one letter grade. If you take this class for Pass/No Pass, you must earn a score of 65% (312 points) or above to receive a Pass for the course.

Grade Distribution for Each Exam*

A 67-75

B 60-66

C 48-59

D 37-47

F <37

***Do not follow the percentage grade given in Moodle.** It will be lower than your actual percentage because it counts the exams out of an 80 point maximum and your grade is based on a 75 point maximum. Refer to the grade distributions above for your letter grade earned on each exam and your final grade in the course based on your overall points.

You can check your points earned in the course by clicking on the Grades tool in Moodle. This tool is located on the left side of the course website under the Administration heading.

Instructor Contact

The best way to contact me is via the Moodle mail tool. If you contact me during the week, expect a response within 24-48 hours. The best days to reach me are Monday through Thursday. On weekends and holidays, I will most likely get back to you on the next working day.

It is my job to teach you about the human body and help you succeed in this course. Please feel free to email me if you have any questions about the course material or course policies. I periodically initiate discussions in the Moodle Forums tool and I encourage you to participate.

Students with Special Needs

SBCC students with disabilities who are requesting accommodations for classes, college activities or tests should use the following SBCC procedure.

1. Contact Disabled Student Programs and Services (DSPS).
2. Submit documentation of your disability to the DSPS office.
3. Communicate with a DSPS counselor regarding options for services and accommodations.
4. Reach written accommodation agreement with the DSPS counselor and your instructor.

SBCC requests you complete this process at least ten working days before your accommodation is needed, in order to allow DSPS staff time to provide your accommodation.

Contact: DSPS office (805) 965-0581 x 2364, SS Building, room 160, dspshelp@sbcc.edu

Technical Difficulties

If you ever experience technical difficulties with the course, please address your concerns first to the Distance Education Student Support. There is an online form to fill out and it is located in the

Distance Ed Support link at the SBCC Distance Education website.

If you experience technical difficulties with the online textbook resources, please contact McGraw-Hill Customer Support using the link I have provided on the course homepage.