

COURSE OUTLINE
BIO 242 SECTIONS 001, 002, & 003
SPRING 2007

Instructor:	Dr. Michele Harmon	Lecture:	8:00 - 9:15 am, TTh in SBDG 327
Office:	SBDG 221	Credits:	4
Office hours:	By appointment	Lab:	
Phone:	(803) 641-3607		Sect 001: 1:00-3:40 pm, M in SBDG 108 (Ms. Turick)
			Sect 002: 11:00-1:40 pm, W in SBDG 108 (Dr. Harmon)
e-mail:	micheleh@usca.edu		Sect 003: 10:50-1:30 pm, Th in SBDG 108 (Ms. Turick)

Required lecture text: *Human Physiology*. 9th Edition by Stuart Ira Fox

Required laboratory text and software: *PhysioEx 6.0 for Human Physiology* by Stabler, Peterson, & Smith.

Course Objectives: This course will introduce the student to the study of human physiology. Upon completion of this course, students will be expected to understand the following:

1. The basic biochemical operations of cells, organs, and organ systems in the human body.
2. The structure and function of the cell membrane.
3. The function of the nervous system including synaptic transmission and sensory perception.
4. The skeletal muscle system and the physiology of muscle contraction in response to stimulation.
5. The function and importance of the endocrine system.
6. The respiratory and cardiovascular systems.
7. The urinary system, including the role that kidneys play in homeostasis by regulating ions, pH, plasma volume, and water balance.
8. The process of digestion and excretion in humans.
9. Human reproduction.

Methods of Presentation and Evaluation: Information will be presented through lectures and class discussion along with appropriate visual aids, usually presented in PowerPoint format. An outline of each lecture will be provided on Blackboard prior to class time and should be printed by the student to use as a note-taking guide during the lecture.

Traditional exams will be used to evaluate student progress in the class. These exams will include multiple choice, terms/definitions, and short answer. Students should bring a pencil and a long-form Scantron to each exam. Students will also be responsible for completing a number of on-line, timed quizzes offered throughout the semester via Blackboard. Each quiz will be available for two to three weeks around the time that the material is being discussed in class. Quizzes will be taken offline once the exam for that material has been completed. These are mastery quizzes, so the object is to receive a perfect score, and students are encouraged to take this quiz as many times as necessary. Because each quiz will cover material in the textbook, the student is responsible for the entire chapter and should have read the chapter before attempting each quiz. Note that quizzes may cover material not discussed in class.

The final course grade will be based on the following:

4 Lecture exams @ 100 pts. each	400
1 Final exam @ 200 pts.	200
17 On-line text quizzes	170
<u>Laboratory (see below for details)</u>	<u>250</u>
	1020 total pts. available

Grading Scale: A (90-100%), B (80-89), C (70-79), D (60-69), F (0-59)

Schedule for BIO 242 Spring 2007

Week	Date	Topic	Chapter
1	Jan. 16	Introduction	1
1	Jan. 18	Chemistry of the Body	2
2	Jan. 23	Cell Structure and Cell Membrane	3 & 6
2	Jan. 25	Cell Cycle and Genetic Control	3
3	Jan. 30	Enzymes, Energy, and Cellular Respiration	4 & 5
3	Feb. 1	Exam 1	1 - 6
4	Feb. 6	Neurons & Synapses	7
4	Feb. 8	Central and Autonomic Nervous Systems	8 & 9
5	Feb. 13	Sensory Physiology	10
5	Feb. 15	Muscles	12
6	Feb. 20	Exam 2	7 - 10, 12
6	Feb. 22	Endocrine System	11
7	Feb. 27	Endocrine System	11
7	Mar. 1	Heart and Circulation	13
8	Mar. 6	Heart and Circulation	13
8	Mar. 8	Cardiac Output, Blood Flow, Blood Pressure	14
	Mar. 9	Last Day to Drop without "WF"	
9	Mar. 13	Spring Break	no class
9	Mar. 15	Spring Break	no class
10	Mar. 20	Cardiac Output, Blood Flow, Blood Pressure	14
10	Mar. 22	Exam 3	11, 13, 14
11	Mar. 27	Immune System	15
11	Mar. 29	Respiratory System	16
12	Apr. 3	Respiratory System: Acid / Base Balance	16
12	Apr. 5	Urinary System	17
13	Apr. 10	Digestive System	18
13	Apr. 12	Digestive System	18
14	Apr. 17	Exam 4	15 - 18
14	Apr. 19	Metabolism	19
15	Apr. 24	Reproductive system	20
15	Apr. 26	Finish Lectures and Review for final exam	
16	May 8	Comprehensive Final Exam: May 8 at 8:00 am	

Changes: The instructor reserves the right to make changes in the lecture or laboratory schedule, number of exams given, and the contents of each exam as deemed necessary.

Attendance Policy: Students are expected to adhere to the University attendance policy as stated in the Student Handbook. In this regard, the instructor may impose a penalty for absences in excess of 25% of regularly scheduled class meetings (lectures and labs) by assigning an "F" in the course. Absences, *neither excused nor unexcused*, do not absolve the student from meeting class assignments. Attending lecture and taking notes is the sole responsibility of the student. Under **no circumstance** will the instructor provide copies of PowerPoint slides for students. Lecture and laboratory exam dates are clearly stated in the syllabus, and all students are expected to take exams at the regularly scheduled time. Make-up lecture exams will be considered only for a **documented, excusable** reason. If there is an illness or emergency, you are expected to contact the instructor immediately and be prepared to show documentation (doctor's excuse, etc.). Failure to contact the instructor within 24 hours will forfeit any chance of making up the exam.

Electronic Devices: Plan to be out of touch and to have your cell phone stored out of sight during lecture and lab time. This includes leaving the room to answer silent rings or using the phone for text messages.

Computer Use and Email: All laboratory exercises will require the use of a computer. You must be able to log on to the USCA computer system in order to accomplish these laboratory exercises. If you do not know how to sign on to the USCA computer system, you should contact the CSD HELP desk as soon as possible. In addition, lecture outlines and quizzes will be provided for students on Blackboard.

Blackboard can be accessed through VIP (<http://vip.sc.edu>). Refer to the Blackboard handout for information on accessing and using Blackboard. Login difficulties should be brought to the attention of USC Computer Services. Problems involving the quiz itself should be brought to the attention of the instructor via email and should be taken care of before the quiz goes off line, as quizzes cannot be made available for individuals.

All official email communications, including class announcements, are made to USCA email accounts. Students should check their USCA email account on a regular basis and use this account for communication with the instructor. In order to protect the privacy of the student, the instructor will not reply to emails sent from non-USCA accounts (e.g., Hotmail, Yahoo, etc.).

Disability Statement: If you have a physical, psychological, and/or learning disability which might affect your performance in this class, please contact the Office of Disability Services, 126A B&E, (803) 641-3609, as soon as possible. The Disability Services Office will determine appropriate accommodations based on medical documentation.

Honor Pledge: Students will be expected to endorse the USCA HONOR PLEDGE on every assignment: 'On my honor as a University of South Carolina Aiken student, I have neither given nor received any unauthorized aid on this assignment/examination. To the best of my knowledge, I am not in violation of academic honesty'

LABORATORY OUTLINE

Instructor:	Dr. Michele Harmon	Ms. Lorena Turick
Office:	SBDG 221	SBDG 111B
Phone:	(803) 641-3607	(803) 641-3349
E-mail:	micheleh@usca.edu	lorenat@usca.edu
Lab:	Sect 001: 1:00-3:40 pm, M in SBDG 108 (Ms. Turick) Sect 002: 11:00-1:40 pm, W in SBDG 108 (Dr. Harmon) Sect 003: 10:50-1:30 pm, Th in SBDG 108 (Ms. Turick)	

Required laboratory text and software: *PhysioEx 6.0 for Human Physiology* by Stabler, Peterson, & Smith.

Laboratory Schedule for BIO 242, Spring 2007

Date	Topic	Quiz	Homework Pages due at the Beginning of the Lab Session
Jan 17 - 18	First week of class - no lab		
Jan 24 - 25	Anatomy and Histology Review (pp. 121-131)	no	none
Jan 31 - Feb 1	Exercise 1 - Cell Membranes	no	124-132
Feb 7 - 8	Exercise 3 - Nerves	yes	133-135
Feb 14 - 15	Nervous System Lab – handouts in lab	yes	139-141
Feb 21 - 22	Exercise 2 - Muscles	yes	none
Feb 28 - March 1	Exercise 4 - Endocrine	yes	137-138
March 7 - 8	Exercise 6 - Cardiovascular	yes	143-146
March 14 - 15	Spring Break - no lab		
March 21 - 22	Exercise 5 - Cardiovascular	yes	151-152
March 28 - 29	Exercise 11 - Blood	yes	147-149
April 4 - 5	Exercise 7 - Respiratory	yes	167-170
April 11 - 12	Exercise 10 - Acid / Base Balance	yes	153-155
April 18 - 19	Exercise 8 - Digestion	yes	165-166
April 25 - 26	Lab Final		157-159

Laboratory meetings will include a brief instructional lecture, followed by laboratory exercises. Laboratory grades will be based on participation in group exercises, in-lab quizzes, completion of outside homework assignments, and a mid-term and final laboratory test.

In order for the student to successfully complete laboratory assignments, attendance is mandatory at every session, and students should plan to stay for the entire period. Absences will affect the points awarded for student participation. This also applies if you come in late, leave early, or do not participate fully. Most laboratory exercises involve computer simulations; therefore, you must be able to log on to the USCA computer system, and you **must** bring your lab manual and software to each session. The written exercises in the lab manuals will be checked for completion before you leave. Quizzes on the previous week's material will be given **only** during the first 10 minutes of the lab session. Quizzes cannot be made up in the event of absence or late arrival. The instructor will not accept late homework assignments.

Laboratory Grading:

Component	Points
Attendance and participation	20
Homework (11 worksheets @ 5 points each)	55
Lab quizzes (10 quizzes @ 10 points each)	100
Lab Final	75
Total	250

USING BLACKBOARD

Blackboard Username Lookup/Password Set:

All students at USC-Aiken have a password for access to the USC-Columbia computer system. Blackboard is maintained through USC-Columbia, and provides tools for online testing and assignments. If you do not know your USC Network Username/PW combination (or if you have forgotten your password), follow the instructions below.

****THIS IS NOT THE SAME AS THE USC-AIKEN NETWORK. IF YOU WANT TO USE THE SAME PASSWORD, YOU WILL HAVE TO SET IT YOURSELF.**

- Login to VIP (<http://vip.sc.edu>) just as if you were going to register for classes (Forget your PIN? Students should contact the Registrar's Office)
- Click on the **Technology** link
- Click on **Show Me Network Username**. Your USC Network Username will be displayed and you will be prompted to choose your password. You must type in the password twice to verify your choice.
- Click on the **SET PASSWORD** button to set your new password

If you receive errors from VIP (either when looking up your username or setting the password), please carefully record the error message and code and contact the Computer Services HelpDesk, 777-1800 or <https://cshelpdesk.csd.sc.edu> to place a support ticket for problem resolution. Please supply your username and USC ID (SSN) when placing the ticket.

Password Rules:

Legal passwords can be a minimum of 5 characters and a maximum of 14. They can contain any alphanumeric character (A-Z/0-9) and the \$ sign. Case doesn't matter. Your password will expire every six months.

Password Security:

If you enter your password incorrectly seven times when attempting to login, you will be locked out of Blackboard temporarily (this is a security feature for your protection). To get back in immediately, just go to VIP and return to the Technology link to re-set your password. **Change your password often to protect yourself.** You can also return to VIP/Technology link if you forget your password and need to re-set it.

Logging in to Blackboard:

To access your Blackboard account, point your web browser to the web address:
<https://blackboard.sc.edu>

and login at the screen prompts. After logging in successfully, you will see your classes listed. The system is easy to navigate, and the HELP icon at the top of the screen will take you to detailed documentation on using the system.

If you have trouble logging in, please be sure you have carefully read the system requirements below and have your browser set up properly, then refer to the login problem troubleshooting tips below.

Login Problem Troubleshooting:

If you have carefully followed the Network Username/Password lookup instructions outlined above, and received affirmative messages from VIP, but get the following message when logging into Blackboard: **Could not login. The username or password is incorrect.**

you should proceed as follows:

- Be sure you are carefully entering your VIP assigned username and your password. Be sure you are only clicking on the 'LOGIN' icon ONCE. If you still have login problems, your password may have expired (the expiration period is different for different departments on the network). Go to VIP and reset your password as outlined above.
- Wait 20-30 minutes (to allow your password change to register network-wide), and try to login again. If you still have login problems, go to the next step.

- Clear the cache in your browser, logout and retry logging in. If you still experience problems, try quitting your browser completely, launch the browser again, and log back into Blackboard. If you still experience problems, proceed to the next step.
- Call 777-1800 and report the problem. A customer support representative will be able to work with technicians at Computer Services to resolve the problem quickly. Please be prepared to give our services rep your USC USERNAME and USC ID (your SSN) when you call, the exact error message you are receiving, and where you are on the system (VIP Username Lookup, PW set, Blackboard login, etc.) when you experience problems.

Problems with a Blackboard Session?

You should also be sure to always use the navigation tools provided in the Blackboard session whenever possible, rather than navigating through your browser using Back/Forward/Refresh, etc.

Also, it is critical to avoid refreshing and resizing your screen when in Blackboard, especially in critical situations like taking a quiz/exam. If you are getting strange responses from Blackboard (buttons won't open, bad information displayed, etc.), always try to clear the cache in your browser; also try logging out of Bb and back in, and closing your browser, reopening, and logging back in. If you still experience problems, please contact Computer Services at 777-1800 for assistance.

Don't See Your Courses in Blackboard?

Does your enrollment in the course show up in VIP (under Academics)? If so, please note that it may take 48 hours for a course to rollover from VIP (the mainframe database) into Blackboard. If you registered late for a class, it will take time for your course to appear in Blackboard. If it has been over 48 hours since enrollment on VIP, then contact the Computer Services HelpDesk, 777-1800 and please provide your username, USC ID, and the class code and section that you are missing. If the course is not showing up in VIP, you should contact the Registrar's Office (777-5555). If you were able to access your classes on Blackboard, but they have disappeared, first check your enrollment status for this semester under the Academics section on VIP. You may have been dropped from the class by the Registrar's Office for some reason (e.g., a problem with payment). Check on your registration status and call 777-1800 to request to be reinstated in your Blackboard course. If you don't see a problem with your registration, call 777-1800 so we can troubleshoot the problem.

Don't Forget to Logout:

Always Logout of a Blackboard session when you are finished. If you are in a public lab, be especially careful to logout, and to quit the browser, too.

Need More Help?

Call 777-1800 or go to <https://cshelpdesk.csd.sc.edu> (and create a support ticket) to place a request for assistance. Please relay the exact error message and code and details on the procedure causing problems (problem with username lookup, password set, logging into Blackboard, etc.).