

**BIO 1007 -- Anatomy & Physiology I – Syllabus**  
**Dr. Sue Caley Opsal, M.S., Ph.D**  
**Fall 2021**

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**Meeting Times and Locations**

**Lecture:** Tuesday and Thursday 1:00 - 1:50 p.m. in *Mary Margaret Weeg Cultural Center*

**Seminar Meets Every Monday for 50 minutes:**

- 9:00 a.m. Section -- 01 in D-109.....Section 02 in D-323
- 10:00 a.m. Section 04 in D-109
- 11:00 a.m. Section 05 in D-109.....Section 06 in D-323
- 1:00 p.m. Section 08 in D-323
- Section 150 at 8:00 a.m. online using Zoom

**Lab in A-101:** This course has 6 lab sections – You are signed up for ONE of these labs:

- Tuesday, Wednesday, Thursday – 9:00-11:50 a.m.
- Tuesday after lecture – 2:00-4:50 p.m.
- Friday – 11:00 a.m.-1:50 p.m.

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**IMPORTANT:** If you feel ill or start to develop symptoms of COVID-19, if you test positive for COVID-19, or you have had significant exposure to another person with COVID-19 please **stay home and continue your learning from a distance** until you are cleared by your physician or the health department to return to campus. If you fall behind in fulfilling the course objectives during self-isolation, please communicate with me and we can work together on a plan to catch you up. The pandemic requires a team effort for the health of our community. Shield Illinois is offering free COVID-19 saliva-based testing on campus starting Aug. 23. Results are available in 24 hours. Testing is Mondays from 10:00 a.m. to 1:00 p.m. and Thursdays from 2:00-5:00 p.m.

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**Instructor - Contact Information:**

**Dr. Sue Caley Opsal**

Office: A-326 Phone: 815.224.0412

Lab Phone: 815-224-0308

E-mail: [Sue\\_CaleyOpsal@ivcc.edu](mailto:Sue_CaleyOpsal@ivcc.edu)

[www.youtube.com/professoropsal](http://www.youtube.com/professoropsal)


**Office Hours**

MTWR: 12:00 – 12:50 p.m. main campus (on Zoom by request)

Tuesdays 8:00-8:50 a.m. main campus

**Prerequisites:** None

***Required Course Materials:***

1. **Inclusive Access.** Comes with the e-Text and many other online resources accessed through our course BlackBoard. The text is “*Seeley’s Essentials of Anatomy & Physiology, 11<sup>th</sup> edition*” by VanPutte, Regan, & Russo. 2021. McGraw-Hill, Dubuque, IA. The IVCC bookstore sells an *optional* loose-leaf text that can be put in a 3-ring binder.
2. **Lab Manual (IVCC Bookstore):** Wise, E. 2020. 12<sup>th</sup> Ed. *Seeley’s Anatomy & Physiology Lab Manual* - Note: You **must** purchase this lab manual and not a different one. It is available for a very low price in the IVCC bookstore. It will be used heavily in this class and second semester A&P (BIO 1008).
3. **Lecture PowerPoint Packet (IVCC Bookstore, also available to download in BlackBoard)**
4. **Lab Checklist Packet (IVCC Bookstore, also available to download in BlackBoard)**
5.  Additionally, you will need a personal computer with access to the internet. Your computer must be capable of downloading **Respondus Lockdown Browser** for taking exams/quizzes. Respondus Lockdown Browser must be downloaded from the IVCC Student Help Desk website. Use the link below to access that page:

<https://www.ivcc.edu/studenthelpdesk/>

**Technology:** If you need assistance with technology, you can call the Student Help Desk at 815-224-0318. Visit <https://www.ivcc.edu/studenthelpdesk/> to get more information. Additional student resources at IVCC can be found at <https://www.ivcc.edu/learningresources/>

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**Some Tips for A&P Learners:**


- Taking notes during class, and if you miss class get notes from someone
  - Complete homework on time to avoid point deductions, and try not to fall behind
  - Develop a schedule of when you will do your online work and stick with it – also set aside some time to look over and reflect on your notes from class
  - Immerse yourself in the material and talk to others about what you are learning, learn to make sketches to reinforce learning
  - Stay organized -- if you are not naturally organized ask for tips
  - Set reminders/alerts on your phone of upcoming due dates, test dates, and quizzes
  - Get to know someone new who might be a study buddy
  - If you are struggling – get help
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## COURSE DETAILS

**1. Attendance Policy:** An attendance sheet will be available during lecture that you need to sign. Lab and seminar attendance will also be taken. *I understand that some of you may require quarantine during our time together and I promise I will work something out to keep you on track with your studies if this happens.* However, I do reserve the right to withdraw any student who falls too far behind in completing the required work. Please get to class on time. For weather-related closings, sign up for text alerts, tune in to WLPO 1220 AM, or visit the college web site [www.ivcc.edu](http://www.ivcc.edu).

**2. Classroom Etiquette: Classroom Etiquette:** The IVCC student handbook contains policies related to student rights, academic integrity, and student code of conduct. I expect students to be attentive, respectful, and to participate during class. I also expect students to complete *their own work* with integrity. Due to the pandemic, students are expected to *properly* wear a mask (the nose and mouth must be covered) while on campus. This is an official college policy as we head into the fall 2021 semester.

Concerns about the IVCC Code of Conduct can be addressed with **Mark Grzybowski**, Vice President of Student Services, 815-224-0393.

	<p>Use of cell phones is a distraction during class. Please put your phone in silent mode when class is in session, so it does not hinder your learning. <b>Cell phones are not allowed while taking exams.</b></p>
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**3. Exams and Make-up Policy:** Makeup exams **require instructor approval**. Makeups are allowed *provided students communicate the reason for their absence by the end of the day of the exam*. Missed exams due to illness or if you suspect you have COVID-19 require documentation from a physician. Quizzes makeups are not allowed under any circumstances.

**4. Large Lecture:** My lectures tend to be more interactive than a traditional large lecture. Students should use the PowerPoint packet for lecture to take notes during class. We are meeting in the Mary Margaret Weeg Cultural Center and will be able to spread out to be safer; however, students should expect to work together in groups and offer answers to questions during lecture. We will keep the same groups throughout the semester and a designated spokesperson will offer answers to questions when called up.


**5. Seminar & Lab:** Seminar meets on Mondays. Students should bring their lab checklist packet and lab manual for use during seminar. Feel free to bring a laptop to class as well (but it is not required). The focus of seminar will be to discuss lab material for the week and to take quizzes from time to time.

Labs meet in A-101 on the east side. The entrance is about 10 paces past the IVCC Bookstore. The door to the stairwell will take you down one floor and immediately to the lab entrance. Bring your lab checklist and lab manual to all lab meetings.

**6. Academic Dishonesty/Cheating:** Students caught cheating will receive a ZERO for that assessment and subject to further disciplinary action or withdrawal from the course at the discretion of the instructor. Please note that plagiarism is a form of cheating. Any student that cheats is hurting their academic progress and their academic reputation. Refer to the IVCC student handbook for more details. Don't forget Respondus Lockdown Browser is required.

**7. Auditing the Course:** Audit students are required to participate in all exams and quizzes and must obtain a point total equal to 70% or higher at the end of the course. The same attendance policy applies to audit students.

**8. Grading:** Methods of instruction include lectures, seminars, and laboratories, digital audio and video resources, print articles, and other online sources, demonstrations, and group discussions. Students will be evaluated based on **exams, quizzes, and assignments**.

<p><b>Grade distribution will be as follows:</b></p> <ul style="list-style-type: none"> <li>▪ 4 Lecture exams (240 pts.)</li> <li>▪ 6 Lab quizzes (135 pts.)</li> <li>▪ 5 Seminar quizzes (50 pts.)</li> <li>▪ Connect assignments (122 pts.)</li> <li>▪ Other? (up to 50 points)</li> </ul>		<p><b>Course grading scale:</b></p> <p>A = 90 - 100 %          B = 80 - 89 %          C = 70 - 79 %          D = 59 - 69 %          F = less than 59 %</p>
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**Note: Quiz makeups are not allowed.**

Grades are calculated on a total-points basis. Important: The Blackboard gradebook tracks your grade but it is not accurate if you fail to complete an assignment and no grade registers after the due date. This will overly inflate your average so be mindful of that.

In the final evaluation of your grade, **attendance, class participation, and effort** will be taken into consideration for those students very close to having earned the next higher grade.

**9. Withdrawal from the Course:** The final day to withdraw from this course is **Wednesday, November 5, 2021**.

**10. No food, drink, or tobacco products are allowed in the classroom, especially in lab. You must wear close-toe shoes in lab.** Children are not allowed in the classroom or the life sciences lab. These policies will be strictly enforced.

**11. Disability Services at IVCC:** If you are a student with a documented cognitive, physical, or psychiatric disability you *may* qualify for academic accommodations. Please see Tina Hardy in the Disability Services office in C-211 or call 815-224-0284 for more information. You must contact me as soon as possible if you are requesting accommodations.

*Last Updated September 2, 2021*