

Physiology 1-Introduction to Human Physiology-Section# 1726--FALL 2013-Dr. Recht
Lecture 12:00-3:15 pm Monday; Laboratory 12:00-3:15 pm Wednesday; Room MSA 211
Office Hours: M+W 11:00-11:50 pm; Office Phone # 310-287-4316; Office #MSB 229

Physiology 1 is a fundamental course in Human Physiology for pre-nursing, pre-dental hygiene, pre-chiropractic, occupational therapy, psychology, physical education, life sciences or anyone wanting to extend their knowledge of human physiology.

STUDENT LEARNING OBJECTIVES: The student is expected to learn the principles and structures of Physiology, their applications to the human condition, including changes caused by maturation, exercise and disease and is also expected to be able to correctly draw and label all anatomical structures and explain the relevant physiological processes as presented in class and in their reading.

Attendance: According to Administration Regulation E13, attendance is mandatory. "Whenever absences, in hours, exceed the number of hours the class meets per week, the instructor will consider whether there are mitigating circumstances which justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude the student from the class."

Withdrawing from the class: A student withdrawing from the class **must file the appropriate paperwork with the admissions office.** Failing to follow the correct procedure for withdrawals will receive a grade of "F" for the semester. **Last day to drop w/out a fee owed is Friday September 6; w/out a "W" is Friday September 6; w/ a "W" is Friday November 15. Check schedule as online dates may differ.**

Required Materials:

1. Textbook: Human Anatomy and Physiology by Tortora and Derrickson, 13th ed.
(Black book with a multi-colored A & P on the front.)
2. Lab Manuals: (A) Dr. Recht's Physiology Lab Manual; (B) Laboratory Manual for Human Anatomy and Physiology with Cat Dissection by Donnelly & Wistreich. Fifth Ed.
3. Calculator (simple arithmetic will do), linear x linear graph paper and SCANTRON #882 answer sheets and a No. 2 soft lead pencils with eraser.
4. A properly rested and well-read brain.

Grading:

Lecture Exams: There will be three (3) lecture midterm exams and one (1) final exam. Each lecture midterm exam will be worth 100 points and the final will be worth 200 points: Total lecture points=500. The final may be about 25% cumulative. The exams will consist of some combination of multiple choice, fill-in, structure identification, Drawing and essay type of questions. All students are responsible for taking all exams.

Laboratory Exams: There will be two (2) laboratory exams. Each laboratory exam will be worth 100 points: Total laboratory points=200. The exams are of a written nature and will consist of some combination of identification of anatomical structures, calculations and functions of the materials used and studied in the lab.

Plan your studying to keep up! **Do not expect to cram (or pull an "all-nighter") just before the test-it doesn't work!! What you need is a GOOD nights' sleep!** If you don't know why, **ask and I'll tell you!**

Your Course Grade: Is based on your performance on the lecture and laboratory exams.

You will be graded using a percentage system of 90-100 % = A, 80-89 % = B, 60-79 % = C, 50-59 % = D, below 49 % = F. This percentage is arrived at after the class mean is adjusted to a value of 65%.

This means that, For Example, if the class mean equals 60%, then the equivalent of 5% worth of total points will be added to students' scores and the subsequent percent score will determine the students grade. If the class performance falls below a 60% mean, no more than 5% points will be added.

NOTE: YOU ARE EXPECTED TO USE COLLEGE LEVEL ENGLISH (GRAMMAR, SYNTAX, AND SPELLING) IN ALL OF YOUR WRITTEN AND ORAL COMMUNICATIONS IN THE CLASSROOM.

Exam Keys: Exam keys will be made available in my office, for students to evaluate the answers (or correct errors), only for 2 weeks following the return of the answer sheet. Access to these exam keys after this will be for review only; furthermore, students will not be allowed to copy any part of the exam. Students are **strongly encouraged** to review the answers, during office hours, with the instructor.

Cheating: Cheating will not be tolerated. To avoid any suspicion of cheating (and an "F" in the class and/or possible expulsion from school) adhere to the following procedures during exams:

1. KEEP YOUR EYES ON YOUR OWN PAPER AT ALL TIMES; DO NOT LOOK AROUND.
2. KEEP YOUR ANSWERS COVERED AT ALL TIMES.
3. DO NOT COMMUNICATE WITH ANY OTHER STUDENT DURING THE EXAM.
(IF YOU ASK ANOTHER STUDENT FOR AN ERASER OR PENCIL DURING THE EXAM, at my discretion either POINTS WILL BE TAKEN OFF YOUR EXAM or YOUR EXAM WILL BE CONFISCATED. IN OTHER WORDS, **DON'T TALK!**)
4. DO NOT USE ANY UNAUTHORIZED MATERIAL DURING THE EXAM (SUCH AS CHEAT SHEETS, WRITING ON ANY BODY PARTS OR TABLE, CELL PHONES, ETC..)

ANY STUDENT FOUND CHEATING WILL RECEIVE AN "F" FOR THE SEMESTER WHICH WILL BECOME PART OF YOUR PERMANENT RECORD AND MAY BE EXPELLED FROM SCHOOL!!!

NO STUDENT WILL BE PERMITTED TO LEAVE THE CLASSROOM WHILE TAKING AN EXAMINATION FOR ANY REASON, INCLUDING THE USE OF THE RESTROOM, AND RETURN !!!

IF YOU LEAVE-- YOUR DONE. (So plan your water/food intake and go BEFORE entering the examination room.)

Missed exams: All exams must be taken on the day and time decided by the instructor. No make up exams will be given for any reason. If a student misses one (1) exam **due to an excused absence**, the mean exam score from all the other exams given during the semester (including the finals) will be used as the score for the missed exam. An **unexcused absence** or if a student misses a second exam, he or she will receive a score of zero (0) for that exam. All students must take the final exams. **EXAMS ARE IMPORTANT; THEY ARE A LOT OF WORK FOR ME TO WRITE SO PLAN FOR PLENTY OF TIME TO PREPARE FOR THEM AND PLENTY OF TIME TO GET SCHOOL ON TIME!!**

Lecture Procedure:

1. Each meeting will be used for lecture except for those days when laboratory is scheduled. The lecture will be three (3) fifty (50) minute periods with two ten (10) minute breaks. This material will coincide with assigned textbook chapters and along with them will be the material tested on the lecture exams.
2. Laboratory will immediately follow a brief introductory lecture. Since there will be no break between the lecture portion and the laboratory, clean up will begin promptly at 3:05 pm and class will end at 3:15 pm.
3. No eating, drinking, or smoking is permitted in the lecture or laboratory. Finish your food and drink BEFORE coming to class. **If you must smoke, move far enough away from the classroom area so that smoke (a known carcinogen) does not enter the classroom. These are OSHA standards.**

4. Cell phones: **SEE ATTACHED CELL PHONE POLICY AT END.**

5. Read the assigned material so that you are slightly **AHEAD** of the lecture topics. (If students DO NOT read ahead, i.e., come unprepared, pop quizzes will be given.)

6. Bring your lecture/lab texts to class as it will help you understand the lecture.

Laboratory Procedures:

1. Try to work in groups of three (3). Use the lab manuals and the textbook to identify and memorize the material presented in class. YOU MUST READ AND STUDY THE MATERIAL BEFORE COMING TO CLASS!!!

(If students DO NOT read ahead, i.e., come unprepared, pop quizzes will be given.)

Since one of the major objectives of the laboratory is to have the student learn "How to learn" through the "hands on" of the material, students are encouraged to work together using various texts, lab manuals, etc., to figure out the answers. Students are encouraged to form study groups outside of class to assist one another in the learning of the material.

2. No student may remove school materials from the classroom at any time.

3. **Put your name on all your materials and don't lose them; if you lose them you'll have to buy new or copy a classmate's!**

4. End of class procedures: a. For a laboratory, stop all work at 3:05 pm: clean up (put all materials back). b. Clean your bench area by wiping it with paper towels as necessary. c. Throw away all waste material on counters, desks, floors, or sink.

e. Put chairs under bench/desk as told.

f. NO ONE WILL LEAVE UNTIL THE ROOM IS CLEAN, READY FOR THE NEXT CLASS, AND I SAY "OK"!!!

Any student not following CLEANUP rules will lose points from their total at the end of the semester!!!!
SERIOUS INFRACTIONS MAY RESULT IN REMOVAL FROM THE CLASS!!

Week	Lecture	Topic	Reading
Aug	26	Admin. Overview, Brief review of Chemical	Ch 1 p1-12, Ch 2, 3
Aug	28	and Cellular processes/ <u>Lab 1 Science Meth.</u>	p114-116
Sep	2	<u>HOLIDAY-LABOR DAY-A Time to Reflect and study!</u>	
Sep	4+9	Digestion	Ch 24
Sep	11+16	Respiration/RBC physiology/22 <u>Lab 2 Graphing</u>	Ch 23
Sep	18	Blood	Ch 19
Sep	23	<u>Examination 1 /Study!</u> (after exam) <u>Lab 3 Measurement/Conversions</u>	
Sep	25	Heart	Ch 20
Sep	30	Blood Vessels and Hemodynamics	Ch 21
Sep	30	<u>Lab 4 Diffusion/Osmosis</u>	
Oct	2+7	Metabolism and Nutrition	Ch 25
Oct	7	<u>Lab 5 Colorimetry</u>	
Oct	9	Muscle	Ch 10
Oct	14	<u>Examination 2 /Study!</u> (after exam) <u>Lab 6 Blood Pressure/Pulse Rate</u>	
Oct	16	Muscle/Nervous Tissue	Ch 10/12
Oct	21	<u>Lab Test 1 (Labs 1-5)</u> after exam-Spinal Cord/Reflexes	Ch13
Oct	23	Brain, <u>Lab 7 Respiration</u>	Ch 14
Oct	28	Brain, Auto. Nervous System	Ch 14, 15
Oct	30	Auto. Nervous System/ <u>Lab 8 Reflexes</u>	Ch 15
Nov	4	Endocrines	Ch 18
Nov	6	Endocrines/ <u>Lab 9 Cerebral/Cerebellar Function</u>	
Nov	11	<u>HOLIDAY-Veterans Day-A Time to Reflect and study!</u>	
Nov	13	<u>Examination 3 /Study!</u> (after exam) Urinary Function	Ch 26
Nov	18	Urinary Function	Ch 26/27
Nov	20	Reproduction/ <u>Lab 10 Cutaneous Senses</u>	Ch 28

Nov 25	Reproduction	Ch 28
Nov 27	Aspects of Sensory, Motor, Integrative Functions	Ch 16/17
Nov 28-30	Thanksgiving Holiday-A Time to Reflect and study!	
Dec 2	Special Senses	Ch 17
Dec 4	<u>Lab Test 2 (Labs 6-10) (Final lecture material after lab test)</u>	

No classes or Office Hours during finals week!!

**Remember: Get a good night's sleep and don't eat heavy before the exam!
Bring 2 SCANTRON™ and 2 pencils, and leave early to get here on time!!!**

**Final Lecture Exam Cumulative (may be up to 25 %) Wednesday Dec 11,
12:30-2:30 pm, MSA 211**

"No student may be excused from final examinations or be permitted to take the examination before the scheduled time."

"STUDY IDEAS-THE BEST WAY TO STUDY!"

1. ALWAYS READ THE ASSIGNED CHAPTERS BEFORE COMING TO LECTURE.

(That way you will understand what is being discussed!!)
I'll explain why. It has to do with how your brain works!

2. USE A RECORDER! ALWAYS ASK PERMISSION FIRST! People tend to write down what they don't know OR understand. They **DON'T WRITE DOWN WHAT THEY DO KNOW OR UNDERSTAND AND CONSEQUENTLY, 3 WEEKS LATER, THE MATERIAL IS GONE FROM THEIR MEMORY AND IT'S NOT IN THEIR NOTES!!!** (HOW CAN YOU POSSIBLY DO WELL ON A TEST WHEN YOU HAVE ONLY 50-70% OF THE MATERIAL???).

3. The really smart move, now, is to word-process your notes (triple-spaced) from the recorder onto a computer and study them!

(Why triple spacing??? So that when you have a question about something in your notes you can write in the answer in **red** ink right below it AND WORD PROCESS IN THE ANSWER **(UNDERLINED)** FOR A PERFECT SET OF NOTES!!)

4. Now use a group study technique (no less than 3-that's not enough meaningful comment: no more than 5 or it turns into a party!):

a. Compare notes and ideas about the material with your study group (make sure you have all the info) fill in the blanks and resolve differences and questions.

b. Study your amended notes.

c. Get together with your group again and **QUIZ** each other to see whether you're familiar with the material or really know it.

Can you explain the material correctly and fully to some one else?

Or did you leave some of the details out!

This last step will show you the difference between what you **THINK YOU KNOW** and **WHAT YOU REALLY KNOW!** This helps you emphasize working on the material that you don't know!

5. CAN'T FIGURE SOMETHING OUT?? COME TO MY OFFICE HOURS!!

REMEMBER:

If you can't draw and explain it quickly and correctly YOU DON'T KNOW IT AND YOU WON'T DO WELL ON THE TEST!! IT'S UP TO YOU.

6. Classmate names and phone numbers in my study group:

Cell phone policy for Dr. Recht's Classes.

A cell phone is a wonderful device in that it allows us to stay in touch with family, friends and business associates from almost anywhere and at anytime. In an emergency a cell phone can be a life-saver.

However, there is a distraction that occurs when a cell phone goes off in a movie theater, at a funeral, or in a classroom. When it goes off in the classroom, for example, it disrupts the lecture as everyone turns to see whose phone went off. Then we all watch as the owner of the offending phone wrestles it out of its hiding place, fumbles to turn it off and apologizes. Another example is when a student leaves class to answer their cell phone. When either of these happens the class is distracted and students miss lecture information. This distraction can lessen student success in the course.

So, because there are so many students having their cell phones “go off” during class I have decided to put the following policy into effect.

All of Dr. Recht's classes have a “zero tolerance” policy with respect to cell phones.

This means that if your cell phone goes off during class or if you go outside to answer your cell phone during class such that you respond to it you will be told to leave class, and go see Vice-President Betsy Regalado of Student Services (Building A13). Before you may return to class, you must bring a note to me (signed and dated by Vice-President Regalado and yourself) that states that you will not repeat the offense. This will be verified.

If it happens a second time, you will be asked to leave class for that DAY and the NEXT meeting as well! I will file a report with copies given to the Science Department Chair Dr. Bahta and Vice-President Regalado requesting your suspension (removal) from the class for being a disrupting influence.

So if you have to use your phone **DO IT DURING THE BREAK!!!!**

DO NOT LEAVE CLASS TO USE YOUR PHONE!!

There may be certain circumstances that require you to have your cell phone on. For example, if you're a peace officer, fireman, or working for homeland security.

If so contact me during break of the first meeting and show me your Identification and Badge. Put your phone on mute and sit by the door to lessen class disruption.

This policy has been Approved by the Science Division Chair Dr. Bahta, Vice-President of Student Affairs Regalado, Dean of Academic Affairs Judith-Ann Friedman, and the LACCD's General (Legal) Counsel, Camille Goulet.