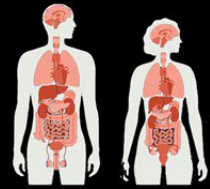




UNIVERSITY of HAWAII\*  
**WINDWARD**  
COMMUNITY COLLEGE

# Anatomy & Physiology I

## PHYL 141 SYLLABUS



**INSTRUCTOR:** Michelle Smith



### ONLINE OFFICE HOURS:

The meeting can be by phone upon request; however, the preference is for an online live meeting using Google Meet. I typically send out an announcement on Sunday for office hours. You need to be on time to be included in the meeting. I am happy to meet at other times as well; just send me an email. I will return all emails in regards to office hours within 24 hours. Also, weekends and holidays will have a slower response.

**Online office hours go to:** <https://meet.google.com/efn-pvsv-exj> and join meeting



### EMAIL:

In Lamakū, go to Classlist and select Instructor. If you directly email me using miliefesk@hawaii.edu, you need to provide me with your class section.

This class has 1 office hour.

**CREDITS:** 3

### WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

'O keia ka wā kūpono e ho'onui ai ka 'ike me ka ho'omaopopo i kō Hawai'i mau ho'oilina waiwai. Aia nō ho'i ma ke Kulanui Kaiāulu o ke Ko'olau nā papahana hou o nā 'ike 'akeakamai a me nā hana no'eau. Me ke kuleana ko'iko'i e ho'ohiki ke Kulanui e kāko'o a e ho'okumu i ala e hiki kē kōkua i ka ho'onui 'ike a nā kānaka maoli. Na mākou nō e ho'olako, kāko'o a paipai i nā Ko'olau a kō O'ahu a'e me nā hana no'eau ākea, ka ho'ona'auao 'oihana a me ka ho'onui 'ike ma ke kaiāulu — hō'a'ano a e ho'oulu i nā haumāna i ka po'okela.

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai'i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O'ahu's Ko'olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

### CATALOG DESCRIPTION

This is the first semester of a two-semester course in human anatomy and physiology which includes a study of human embryology, gross anatomy, microanatomy, physiology, pathology, and homeostatic relationships. This course is intended for students entering health care or medically related fields such as nursing, physical therapy and medical technology. (3 hours lecture)

Recommended Preparation: Registration in PHYL 141L.

## LEARNING RESOURCES

Required Instructional Materials:

Text: Anatomy and Physiology. Openstax. Publish Date: Apr 25, 2013

<https://openstax.org/details/books/anatomy-and-physiology-2e>

Print:

ISBN-10: 1938168135

ISBN-13: 978-1-938168-13-0

Digital: ISBN-10: 1-947172-04-2

ISBN-13: 978-1-947172-04-3

iBooks:

ISBN-10: 1-938168-30-5

ISBN-13: 978-1-938168-30-7

License:

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## Brightspace Pulse App

Mobile phone and iPad users: Go to your app store and download **Brightspace Pulse**. Select Hawaii (University of Hawaii) and enable notifications. This will allow you to manage your course and receive notifications when I post an announcement.



## STUDENT LEARNING OUTCOMES

1. Identify required anatomical structures of the covered systems.
2. Identify required physiological functions of the covered systems.
3. Describe metabolic processes of covered systems and relate them to everyday activities such as eating, sleeping, and exercise.
4. Explain the concepts of positive/negative feedback and homeostasis and relate them to physiological processes covered in the course.

## TEACHING PROCEDURES

Coordination of lecture and laboratory experiences are the primary modes of instruction. The lecture generally emphasizes major concepts and physiological processes. The laboratory generally emphasizes anatomy from the gross to the microscopic level and associated structure-function correlations.

Students are encouraged to take responsibility for increasing their own comprehension and recall both by careful reading of assigned materials and by: taking advantage of opportunities for asking questions for clarification, answering questions posed in the text and supplementary sources, faculty office hours, and seeking out peer tutoring if necessary utilizing resources available in the academic learning computer center and learning resources center.

The primary purpose of the lecture will be to facilitate your learning of information already available in the text or in other sources available to you. You are expected to read the assigned readings before the lecture on that material. However, do not become discouraged if some of the material seems at first beyond your ability to master alone. This difficulty is expected. That is why the lecture exists-- to help you understand and find ways to recall the information. But the lectures will be most useful to those who have already struggled with the material as presented in the text and have a sense of where they most need help.

## MODE OF INSTRUCTION

The previously described objectives will be achieved through the aid of the following learning activities:

- Pre-recorded lecture sessions viewable as PPTs, MP4's viewable on any media player, and on YouTube with captions.
- Internet-assisted activities and resources.
- Readings from textbook and instructor's study guides.
- Weekly engagement activities covering class content
- Quizzes and examinations assessing the students' understanding of course content.

### Lecture Approach will include:

*Verbal presentation:* The lecture format is provided using recorded PowerPoint slides. The slides are available for printing or saving to your hard drive. They can be downloaded from: **Lamakū** under Syllabus-Recorded Lectures. The lectures are provided as a recorded PPT, MP4, and as a YouTube video with subtitles. They are all the same. Prior to listening to lecture, it is recommended that you print out the corresponding PowerPoint lecture. You may choose to print 3 or 6 slides per page, leaving enough room to take notes. You will find it easier to follow along if you have the printouts available.

### Please Ask Questions:

Questions by students for clarification of the material under discussion are welcomed.

Questions of clinical practice are best saved for the appropriate clinical course.

Questions posed by the professor to the class will also be used to guide your thinking about the material and to check current understanding and recall.

### Instructional Objectives:

This course is designed to help students build a comprehensive picture of the most important aspects of structure and function from the chemical level through the integration of organ systems into a healthy living human body. This course strives to establish a firm foundation of knowledge and study skills for students going on to more specialized course work in human biology, including courses in health-related fields which focus on how disease processes represent deviations from the norm.

All of the major systems of the human body are studied. Vocabulary (as well as concept mastery) is stressed on the assumption that this will be of considerable value to these students. References are made frequently to medical applications of the course content to help students see why the level of detailed required of them is valuable to the understanding of disease processes and treatment approaches.

Students should refer to the objectives stated in the text and lab manual; these will be modified and clarified as each topic is taken up in lecture-- often by handouts as each topic is discussed.

## ASSESSMENT TASKS AND GRADING

### Grading:

Exams (4):	50%
Quizzes (16):	30%
<u>Weekly Engagement (6):</u>	<u>20%</u>
Final Grade:	100%

**Grading Scale:**

<u>Total Points</u>	<u>Grade</u>
100-90%	A
89-80%	B
79-70%	C
69-60%	D
59- 0%	F

**Exams** (50% points): Four exams will be given throughout the semester. This semester you will take the exams from home. You will be required to sign an honor pledge. Exams are 50 multiple choice questions, and closed book, but the student is allowed a 2-sided 3x5" handwritten note card. You will have 1 hr and 50 minutes to take the exam. The final exam is non-cumulative.

If the student misses an examination because of an illness or legitimate emergency, the student must contact the instructor as soon as possible to arrange a time to take a make-up exam. The instructor may request that the student present evidence of the illness or emergency that caused the student to miss the exam. If the student misses an exam for any other reason, the student may be prohibited from taking a make-up exam, thus failing to receive any points for the missed exam. While make-up exams will cover the same content area as a missed exam, the exam format and specific questions may be different.

No retests will be given for any reason.

**Quizzes** (30%):

Thirteen quizzes will be assigned for each chapter on Lamaku. You will have 30 minutes to take the quiz. They are worth 10 points each. You can have an open book or search for answers on the web, but you cannot ask for assistance from another person.

**Weekly Engagement** (20%):

In order to verify your participation in an online class you are required to briefly summarize what you have learned for the week. The first assignment is to verify attendance and must be completed by Friday of the first week.

**STUDENT RESPONSIBILITIES**

Students are expected to be prepared in advance prior to watching the lecture. Being prepared includes having already read text materials. Complete all quizzes and exams on time. Participate in class weekly engagements.

Any changes in the course schedule, such as examination dates, deadlines, etc., will be announced through email. It is the student's responsibility to be informed of these changes.

It is the student's responsibility to be informed about deadlines critical to making registration changes (e.g., last day of erase period and last day for making an official withdrawal).

**HOW TO SUCCEED IN THIS CLASS**

Understanding biological science involves understanding many difficult concepts and vocabulary, not just knowing facts. The student should know that the details to these concepts are important. In addition, the student will be introduced to hundreds of new words. In some cases, words that are familiar in a context other than biology will be introduced in the context of biology. The student will need to understand and use these terms in a biological science context.

While the student will have lecture outlines, the student will not succeed in this class without taking careful **lecture notes** and **reading** the corresponding material in the textbook before and after the lecture. The student should carefully **review** these lecture notes as often as possible. In addition, the students' study activities should include: **drawing** labeled diagrams or graphs that illustrate important biological phenomena (e.g., the internal structure of the cell, the stages of cell division, or the anatomy of the heart), reviewing all of the **internet** resource materials provided, and making **flashcards** for each new vocabulary word presented (refer to lecture outlines for a lists of required terms). On one side of the card, write the word. On the other side, write the appropriate biological science definition for the word. The student should use these card for self-testing as often as possible.

The textbook includes useful **study questions**. The student should try to answer all of these questions as though they were required assignments. It also has QR coded content that can be accessed by computer or cell phone.

The student should **ask** the instructor to explain the things that the student does not understand.

## **NATURAL SCIENCES DEPARTMENT ON WITHDRAWALS AND INCOMPLETE**

1. WITHDRAWALS (W GRADES) – It is up to the student to know the withdraw date.

Students who no longer attend class and who DO NOT OFFICIALLY WITHDRAW from the course will receive "F" grades.

2. INCOMPLETE (I GRADE) – Students must present the "Request for Incomplete" form prior to the last day of **instruction**. "I" grades will be given only to students who are achieving passing grades and are very close to completing **the** course. In addition, the student must have a very good reason for not being able to complete all the work on time.

### **Participation Verification**

Campuses are required by federal regulations to verify the participation of students in their classes. In accordance with [Executive Policy 7.209](#), all students in the University of Hawai'i system are required to establish "participation" to ensure that they are not dropped from their class(es). Effective fall 2021, students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation.

### **How to Seek Academic or Technical Support**

#### **Academic Support**

- Windward Community College Library
- Library eResources
- Ka Piko Writing Lab
- Ka Piko Speech Lab
- Ka Piko Math Lab
- Evening and Online Learning at Windward Community College
- STAR Balance

## **Technical Support**

- UH ITS Help Desk – email [help@hawaii.edu](mailto:help@hawaii.edu) or call 956-8883 (or 1-800-558-2669) for Lamakū and most technology support. Available 24 hours a day, 7 days a week, including holidays.
- Student Tech Support - email [winhelp@hawaii.edu](mailto:winhelp@hawaii.edu), call 808-235-7437, or stop by in person at Hale La'akea 228. Available Monday–Friday from 8:00 am–4:00 pm.
- Lamakū – Click on the Lamakū Help link in the menu bar at the top of the Lamakū homepage to fill out and submit a question and get your answer via email.
- Information Security for Students

## **College Policies & Support Services**

### **Disabilities Accommodations Statement**

The Windward Community College's Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to participate fully in this class, you are encouraged to contact the Disability Specialist Counselor, Roy Inouye, to discuss reasonable accommodations that will help you succeed in this class. The Disabilities Counselor can be reached at 808-235-7448, [wccdsso@hawaii.edu](mailto:wccdsso@hawaii.edu), or stop by the office (Hale Kako'o 106) for more information.

### **Basic Needs**

Basic needs include food and housing, childcare, mental health, financial resources, and transportation. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation, and overall student well-being. If you or someone you know is experiencing basic needs insecurity, please see the UH System Basic Needs website.

### **Mental Health Counseling**

Mental Health and Wellness at Windward Community College counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at the WCC Mental Health & Wellness website.

### **UH Alerts**

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or the closure of whole campuses. It will not be shared with others or used for routine UH communications or announcements. To sign up, visit UH Alerts website for more information.

### **Financial Aid**

If you are receiving financial aid and are contemplating not completing the course, BEFORE you withdraw, it is highly recommended that you contact the Financial Aid Office at 808-934-2712 or email them at [wccfao@hawaii.edu](mailto:wccfao@hawaii.edu) to discuss the impact this decision may have on your financial aid eligibility.

### **Student Conduct Code**

Windward Community College follows the University of Hawai'i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Office of the Vice Chancellor

for Student Affairs. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs or online.

### **Title IX - Sex Discrimination and Gender-Based Violence Resources**

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Leslie Cabingabang, UH System Confidential Advocate  
Phone/Text: (808) 348-0432 or (808) 341-4952  
Email: [advocate@hawaii.edu](mailto:advocate@hawaii.edu)  
Office: Hale Kāko'o 107 (Wednesdays)

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator  
Phone: (808) 235-7468  
Email: [mozoo@hawaii.edu](mailto:mozoo@hawaii.edu)  
Office: Hale Kāko'o 109

Desrae Kahale, Mental Health Counselor & Confidential Resource  
Phone: (808) 235-7393  
Email: [dkahale3@hawaii.edu](mailto:dkahale3@hawaii.edu)  
Office: Hale Kāko'o 101

Karen Cho, Deputy Title IX Coordinator  
Phone: (808) 235-7404  
Email: [kcho@hawaii.edu](mailto:kcho@hawaii.edu)  
Office: Hale 'Alaka'i 120

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources, and the University's Policy, Interim EP 1.204, go to [manoa.hawaii.edu/titleix/](http://manoa.hawaii.edu/titleix/)