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Required text:
Principles of Anatomy and Physiology, 10th edition, by Tortora and Grabowski.

Suggested materials:

Other materials are available at the HNSLAC (Koki`o 202):
1) An Illustrated Review series, by Bastian
2) A variety of CD-ROMs for use on available computers including: Interactions series, Interactive Physiology series, The Chemistry of Life and others.

Course Objectives: This course is intended to be a comprehensive introduction to the structure and function of the human body, that supports students entering health or medically-related fields, and is a requirement for the Physical Therapy Assistant and Associate Degree in Nursing programs. This course also applies to Liberal Arts requirements.

Course Competencies:
• It is expected that the nursing, physical therapy assistant, or other allied health sciences students who pass this course will have acquired the knowledge of basic anatomy and physiology necessary to pass the pertinent sections of their respective licensing exams. For students in other areas, it is expected that the information acquired in the course will allow them to pursue more advanced studies in anatomy and/or physiology. This is a "transfer" class that contains the same depth of information as presented at the university level.
• Specific knowledge will be assimilated in the areas of the nervous system (tissue, brain, spinal cord, peripheral, autonomic and integration), sensory systems, endocrine system, respiratory system, urinary system, fluid and electrolyte balance, reproductive system, pregnancy and development, and inheritance.
• The intent is to learn all the information in the text on the mentioned areas, since this text is a standard for universities and colleges across the United States. The most important and complex information and concepts will be the focus of the lectures. Students will also be responsible for all assigned information in the text with the exception of noted exclusions.

Instruction: The method of instruction is lecture presentation, classroom discussion and activities, individual reading of the text and completion of the Learning Guide, and if desired, study group activities. The lectures will follow the text closely, to make learning as efficient as possible. Interactive CD-ROM materials may be used to supplement classroom work. The Interactive Physiology or Chemistry of Life CD-ROMs may be purchased packaged with the textbook or may be used at the Health and Natural Science Learning Assistance Center in Koki`o 202.

Students are encouraged to ask questions and/or interject related personal experiences at any time during the lecture. Examples of clinical and general application of lecture material will be incorporated to help bridge the span between theory and practice.

Some information covered on exams will be presented only in class. This usually concerns pathophysiology, and recent findings from research. Students are responsible for obtaining information presented in lecture. Audio taping of lectures is permissible for personal use only. The instructor's web page has basic class notes available in Microsoft Word and Adobe Acrobat formats for students to download and use.
Classes will begin on time as closely as possible. Come to class on time; if you are late, enter quietly and sit by
the door. In consideration of the instructor and other students in class, set your cellular phone to vibrate only or
leave them at home.

**Study Strategies and Advising:** Zoology 142 is a **very demanding** course, requiring highly developed study
skills and a minimum of **9 hours study per week for a passing grade**. To remember, understand, and recall
the information provided requires organization and time. Plan ahead to assure there is enough time, and **keep
up with the schedule**. There is too much material to cram. An objective of the class is to help develop
independent learning skills. This is necessary since only a portion of the material required will be discussed in
lecture. The student is required to learn all the assigned information in the text (with some exclusions).

A minimum of four exposures to each piece of information is usually necessary. The first exposure is most
important and time consuming. Read the material in the text slowly and thoroughly the first time **before** the
lecture. Pay attention to the diagrams associated with the material in the text. It is difficult to learn new material
for the first time during the lecture, since there is only time to cover the major points, and difficult concepts. The
lectures proceed rapidly. Be familiar with the information so that the important points will be reinforced.

The Learning Guide assignments (second exposure) may to be worked on while reading through the text. It may
be helpful to read a section in the text, and then complete the associated Learning Guide material. This will
provide a reasonable understanding of the present material and make the next section easier to learn. Other
techniques for using the Learning Guide may be more appropriate for individual learning styles. The Learning
Guide is intended to help with understanding the material and become familiar with the some types of questions
used on exams. About 25% of exam questions will be modified questions from the learning guide.

The third exposure is provided by the lecture and projected diagrams. The fourth exposure occurs while
reviewing the Learning Guide, text, and lecture notes when studying for the exam.

Each person learns most effectively in different ways. The Learning Guide is good for word learning. The
Daniels’ Creative Imaging guide is good for visual learning methods. Recording the lecture is good for verbal
learning. Making your own outlined notes from the text as you read is often effective. All these modes are may
be used, but one may be more important for a particular student.

Another alternative to improve student learning is to form a **study group** with fellow classmates. Suggested size
is 2-4 individuals. The general idea of a study group is to provide each other support as you learn human
anatomy and physiology and prepare for exams.

If exam scores are below the tentative “C” grade level or less than you would like, make an appointment to talk
with the instructor. There are ways to improve performance and these will be discussed. The amount of time
and effort spent in preparation and study strategies will also be examined. This help is available to all students.

**Grading:** Student grades will be based on the four (4) best scores out of five (5) exams distributed through the
semester, a final exam, quizzes, attendance, and extra credit for use of the Learning Guide (one point per
chapter). Each semester exam will have around 55 questions covering two chapters. Since one exam score, the
lowest, is dropped from the semester total, makeup exams will only be arranged in the case of a documented
illness or emergency. The final will contain questions on chapters not covered by previous exams as well as
comprehensive questions over all other chapters. The final exam is mandatory. All questions will be multiple-
choice. There will be diagrams for many of the exams that are taken from the Illustrated Reviews books by
Bastian, which are available for study in the Health and Natural Science Learning Assistance Center (Koki’o
202). All exams will be retained by the instructor.

Extended time for exams in a distraction-free environment is an appropriate accommodation for students with
certain disabilities. If you have a disability and have not voluntarily disclosed the nature of your disability and the
support that you need, you are invited to contact the Special Student Services Office, 734-9552, Ilima 103, for
assistance.

Exam and cumulative scores will be posted after each exam during the semester. If there are any discrepancies
in the posted scores on an exam, you must notify the instructor before the next exam. Tentative grades
associated with these scores are only to give a rough estimate as to relative class standing, and should not be used to determine the final grade for the class. No dictionaries (except foreign language dictionaries) or Walkmans are allowed during exams. Talking, copying or looking at the textbook or notes are not allowed while students are taking an exam. Cheating may result in an “F” grade for the exam or for the course. These conditions are subject to change.

Intermittently, surprise 5 point quizzes may be given at the beginning of class to assess the student level of understanding of current text and lecture material. In addition, the quizzes will serve to reward prompt attendance of lectures.

At the end of the semester the total of all points will be added together. Grades (A through F) will be based on a curve, with the following ceilings:

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- <60% = F

You will be assured of an “A” grade if you earn at least 90% of the total number of points. The cutoff percentages for each grade will never be set higher, though they may be set lower if the class scores warrant.

**Department Erase, Withdrawal, and Incomplete Policy:**

Erase: You must complete the request for this type of withdrawal by the end of the day, **9/14/03**. The instructor's signature is not required on the Change of Registration form in order to erase the course. The class will not appear on the student’s permanent academic record.

Withdrawal ("W" grade): You must have the appropriate paperwork turned in by **11/3/03** (the last date to withdraw). Withdrawals require the signature of the instructor or the department chair. A "W" grade will appear on the student's permanent academic record. The "W" grade is not computed in the student's grade point average. Withdrawals will be permitted after 11/3/03 only in cases of unusual or extenuating circumstances beyond the student's control. These withdrawals require the consent of the Dean of Student Services. Grade related excuses are unacceptable. Examples of unusual or extenuating circumstances are: 1) a certified medical reason, or 2) a death in the immediate family.

Incomplete ("I" grade): Students must present the "Request for Incomplete" form prior to the last day of instruction. Incompletes require the signature of the instructor. "I" grades will be given only to students who are achieving satisfactory passing grades ("C" or better) 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. As above, examples of unusual or extenuating circumstances are: 1) a certified medical reason, or 2) a death in the immediate family.

**Campus Attendance Policy:**

Students are expected to attend all classes for which they are registered. If a student is unable to attend class, he or she should contact the instructor in advance to give notification of the absence and make necessary arrangements.

For those students who receive financial aid and fail to attend the first week of classes without making arrangements with the instructor, the instructor will submit the student's name to the Financial Aid Office. The student will be denied financial aid for the class he/she is not attending.

It is solely the student's responsibility to withdraw from the class or attend the class and pay the tuition. Students who have ceased to attend class and do not officially withdraw from class will receive the grade of "F".

**Health and Natural Science Learning Assistance Center (HNSLAC, Koki'o 202):** This facility has many types of anatomical materials to help reinforce materials from the text and lecture, including: models, computer/laser disc systems, CD-ROMs, videos, illustrations, books, and tutors (if available).

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