COURSE INFORMATION SHEET

Course Title: BIO 133 Human Machine

Semester: Spring 2004

Instructor: Ryan Walter

Office: 8-232

Phone: 292-2763 (voice), 292-2000 mbx 6933 (voicemail)

E-mail: rwalter@monroecc.edu

Website: http://web.monroecc.edu/rwalter

Office hours: T R 9:30 pm – 11:00 am, W 12:00 pm – 1:00 pm (or by appointment)

Required texts

Lecture meeting times
Tuesdays and Thursdays, 11:00 – 12:20 pm (7-213)

Course description
Welcome to BIO 133 the Human Machine a 3 credit-hour course encompassing the structure and function of the human body. The cause and effects of certain diseases are also included. The course is designed for the career or non-science student. Three class hours in lecture/laboratory demonstration formats.

Attendance and Class Policies
Attendance will be taken at all classes and is considered mandatory. You must attend class at least 85% of the time to be considered in the class. That translates to a maximum of 3 absences; should you miss 4 you may fail this class no matter what your current grade. THERE ARE NO EXCEPTIONS TO THIS RULE! Students are required to arrive on time for class and stay until the class has ended. (If you should arrive late or must leave early – get my approval – and please use back doors of the lecture hall to minimize disruption of the class). Tardiness without my approval equals an absence.

Examinations
Four hourly unit exams (100 pts each) will be given during the semester. I will drop the lowest of the first four exam scores. See the course syllabus for the tentative dates. A final exam will be given during finals week and it is required.

Respect for self and others in words and deeds
Responsibility for one’s own success through personal accountability
Reality of the expectations and standards in a college environment
THERE WILL BE NO MAKE-UP EXAMS GIVEN!
NO EXCEPTIONS, NO EXCUSES!

**Review Sheets**
I will hand out exam review sheets prior to each exam. It is in you best interest to complete the review sheet not only to pass the exam, but since each review sheet is worth 25 pts; with four sheets that corresponds to 100 points, or the equivalent of one exam. Review sheets are due the day of the exam **before** I administer the exam, and will **not** be accepted after. **No exceptions.**

**Course Project**
A Course Project (100 pts) will be assigned during the semester. Instructions will be given in lecture. **The project is due at the beginning of class on Thursday April 29th. Projects will NOT be accepted after.** All written assignments will be graded on accuracy, clarity, and neatness. Please edit your work for errors before submitting it. Errors in spelling and grammar detract from the clarity of written work. **All sources and references must be properly cited. No exceptions.**

**Learning Centers**
Monroe Community College has a number of Learning Centers at Brighton (for example, Accounting, Math, Natural Sciences, Nursing, Psychology, Writing the Electronic Learning Center, etc.) and at Damon (for example, the Integrated Learning Center, the Electronic Learning Center, and the Legal Learning Resource Center).

Learning Centers are staffed with instructional personnel and may be equipped with computers to assist students. It is recommended that students use these Learning Centers to get additional assistance with concepts learned in the classroom.

A brochure with details on Learning Centers is available:

- Brighton - the Brighton Learning Center, Bldg. 11, Room 106
- Damon - the Damon Integrated Learning Center in 4-130, the Electronic Learning Center in room 4-071 and the Student Services Office on the fifth floor

**Grading**
At the end of the semester, your final percentage will be calculated as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th></th>
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<tbody>
<tr>
<td>Four unit exams</td>
<td>400</td>
</tr>
<tr>
<td>Quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Course Project</td>
<td>100</td>
</tr>
<tr>
<td>Exam Review Sheets</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>700</strong></td>
</tr>
</tbody>
</table>

Please keep all graded materials that are returned to you. My records of your grades will be considered correct unless the graded materials indicate otherwise. Please feel free to discuss any grading concerns with me throughout the semester.

Please notify me of any special needs you may have within the first week of class, so proper arrangements can be made.
Grade Distribution:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>90 - 91%</td>
<td>A-</td>
</tr>
<tr>
<td>87 - 89%</td>
<td>B+</td>
</tr>
<tr>
<td>83 - 86%</td>
<td>B</td>
</tr>
<tr>
<td>80 - 82%</td>
<td>B-</td>
</tr>
<tr>
<td>77 - 79%</td>
<td>C+</td>
</tr>
<tr>
<td>70 - 76%</td>
<td>C</td>
</tr>
<tr>
<td>68 - 69%</td>
<td>C-</td>
</tr>
<tr>
<td>66 - 67%</td>
<td>D+</td>
</tr>
<tr>
<td>63 - 65%</td>
<td>D</td>
</tr>
<tr>
<td>60 - 62%</td>
<td>D-</td>
</tr>
<tr>
<td>0 - 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

Emergency closings
If the College is closed due to inclement weather or some other emergency, all Rochester area radio and television stations will be notified no later than 5:30 am. In addition, the homepage on the MCC Website (www.monroec.edu) will display a message indicating the College is closed. Please do not call the College to avoid overloading the telephone lines.

Class cancellation information is available daily on the Web or through the telephone. Simple go to the MCC Website (www.monroec.edu) and under the “Quick Links” window on the homepage, click on “Class Cancellations”. Additionally, class cancellation is available by dialing 292-2066, press “1” for the Brighton Campus and “2” for the Damon Campus. If possible, please use the web as there could be delays in the voice recordings based on the number of cancellations.

Advisement and Student Help
I am always happy to discuss study techniques, test-taking methods, possible course selections, career possibilities, etc., with interested students. Please feel free to make an appointment with me to discuss these or other topics of concern to you.

Suggested Study Helps
1. Take notes in lecture (also some labs); **review notes before the next lecture.**
2. Bring your textbook to lecture so you can refer to diagrams and other information. ESOL students may want to bring a dictionary to class.
3. Read the assigned chapter (see lecture schedule) before class. **Hint:** Read outline at beginning of chapter and summary at end of chapter first.
4. Study or review a little each day - do not wait until just before the exam! **It is recommended that you spend two to three hours out of class for every hour in class.**
5. Make up a study schedule. We will discuss schedules during the first week of class.
6. **If you are having difficulty with work in the course, schedule an appointment with your instructor as soon as possible!** Don’t put it off. If necessary, get a tutor.

Student Contract
This course information sheet represents a contract between you and the instructor for this course. Your attendance at the second-class meeting indicates that you have read this contract and agree to the terms described.