

Division of Natural Science

<http://natsci.info.yorku.ca/>

Course Outline

NATS1610, A, The Living Body
Fall/Winter, 2017-1018
Tuesdays and Thursdays, 1:00 PM to 2:30 PM, CLH-I

Course Instructor and Contact Information

Dr. B. Barbara Czaban
342 Chemistry Building
Email: nat1610a@yorku.ca

Course Email: nat1610a@yorku.ca
Course Website: <http://moodle.yorku.ca>.
Office Hours: Email to set an appointment

Email Policies and Etiquette

- All course-related emails should be sent to the course email address (nat1610a@yorku.ca).
- Emails should always be sent from your @my.yorku.ca account. Emails sent from other accounts (hotmail, gmail, yahoo, rogers, etc.) may be blocked and will not reach the course instructor.
- Always fully identify yourself by including your full name and student number.
- All emails must include the course number in the subject line (nats1610) and a short description (for example: nats1610 – Test 1 grade is missing).
- Messages should be written in a professional manner – for example, begin with Dear Dr. Czaban, or Dear Prof...
- Use proper grammar when writing your messages. Write in clear sentences. No slang, text lingo, or vulgar terms.
- Emails must not include attachments.
- The course instructor will normally answer all emails within 48 hours. However this may not always be possible and your understanding and patience is appreciated. If you don't get a reply within 48 hours, please re-send your message.

Course Description

This course, consisting of both lectures and labs, examines the human body from the molecular, cellular, and physiological perspectives. The biological requirements of life and how the human body is designed to fulfill these will be explored through studies of cell function, tissues, and the body's organ systems. Key topics that will be examined are: (1) the structural and functional organization of the human body, (2) the functions of cells and their roles in forming body tissues and organs, (3) the cellular basis of physiology, and (4) how the body's organ systems contribute to the maintenance of the body as a whole. A number of organ systems will be studied during the lecture portion of the course, while others will be studied in the laboratory portion of this course. The laboratories will introduce students to several important biological techniques, material, and information relating to the human body.

NOTE: No previous background in any science is required for the successful completion of this course.

Course Credit Exclusions:

SC/NATS 1650 6.00, SC/NATS 1660 6.00, SC/NATS 1675 6.00, SC/NATS 1690 6.00.

NCR Note: This course is not open to any student who has passed SC/BIOL 1010 6.00 or who has passed or is taking SC/BIOL 1000 3.00 or SC/BIOL 1001 3.00.

Course Learning Outcomes

Upon successful completion of this course students should be able to:

LECTURES

- Appreciate the amazing functions and behaviours of the human body: that it grows, repairs itself, sustains itself, adapts and responds to changing circumstances, battles invaders, exhibits internal and external mobility, and even reproduces itself; and connect this array of activities to the events happening inside their own bodies.
- Understand the underlying chemical nature of the human body; and describe the functions of the major biological molecules utilized by the living body.
- Describe the basic survival needs (requirements) of life; and discuss how the human body is designed so that it is able to obtain and use these in the process of sustaining itself as a living body.
- Discuss the roles of food in the human body; and explain how cellular respiration releases chemical energy that is used to maintain the living body.
- List the different types of tissues found in the human body; and describe their structures, physiological functions and anatomical locations.
- Identify the major components of the human body systems studied (integumentary, digestive, muscular, nervous, blood and lymphatic-immune); and explain their physiological functions at the cellular and organ levels
- Explain homeostasis in the living body; relate how cells and the body systems contribute to maintaining homeostasis; and predict the homeostatic responses to different physiological imbalances.
- Understand the mechanisms of several complex physiological processes at the cell and molecular levels, including muscle contraction, nerve impulse propagation, antibody-mediated and cell-mediated immunity.
- Define and compare innate and adaptive immunity; describe how vaccines work; and explain how the innate and adaptive systems interact to produce optimal immune responses.

LABORATORY

- Appreciate how science is performed and how scientists work and think.
- Perform simple laboratory investigations, collect and analyze experimental data, formulate conclusions based on collected results, and communicate results in written format.
- Work both individually and collaboratively to perform experiments.

Evaluation

Evaluation Components:

- **Four Term Tests = 75%**

All four tests will count toward the final course evaluation. Tests will consist mainly of multiple choice questions, but may include true/false, fill-in, matching, and short answer questions. Test content will be cumulative, with each new test covering approximately 75-90% of the new material covered since the previous test and the rest being from the content covered in previous tests.

Test Dates:

Test 1 – Saturday October 21, 2017. Start time: 12:00 noon. 90 minutes. 17%.

Test 2 – During December Exam Period (Dec. 6 - 21, 2017). 120 minutes. 20%.

Test 3 – Saturday March 3, 2018. Start time: 12:00 noon. 90 minutes. 17%.

Test 4 – During April Exam Period (April 9 – April 23, 2018). 120 minutes, 21%.

NOTE: The time and date of Test 2 and Test 4 will be set by the Registrar's Office. Students are required to be available to sit for examinations during the entire exam period. Do not make any travel arrangements prior to the end of this term's examination schedule.

- **Lab Quizzes (8 quizzes, lowest grade will be dropped) = 12.5%**

Quizzes will be held at the beginning of lab sessions. Quizzes will be based on the previous week's work and the theory of the current lab. Quizzes will consist of multiple choice questions and short-answer questions. There will be no lab quiz at the first lab.

- **In-Lab Assignments (10 assignments, lowest grade will be dropped) = 12.5%**

Assignments will be completed during each lab session and submitted at the end of the lab period. For assignments to be accepted and graded, students must (1.) be present for the duration of the lab session and (2.) complete all lab work. All submitted work must be independently done.

NOTE: The final grade for this course is based strictly on the work done and the actual grades obtained for that work. To be fair and consistent to the entire class, individual grades are not negotiable and "extra credit" assignments are not provided at any point during or after the course. Please contact the course instructor about a grade only if there is a clear error (calculation, clerical, etc.) within two weeks of the grade being made available to you.

Course Materials

Required Textbook: *Human Biology*, 11th Edition, by Starr and McMillan, Published by Brooks/Cole. Available in the York University Bookstore.

Required Lab Manual: *NATS 1610 Laboratory Manual*. Available in the York University Bookstore.

Lecture Slides, Readings, Supplementary Videos and Materials, and Schedules will be posted to the course Moodle website.

Laboratory

This course includes a laboratory component, which is an independent mini-course and separate from the lecture portion of the course. The essence of all science is experimentation and observation – and it is here, in the laboratory exercises, that you should get an appreciation of how science is performed and how scientists work and think. The lab exercises are designed to illustrate several basic principles that govern life and to provide a hands-on approach to the study of a number of body systems.

- **The laboratory component consists of ten 2 hour labs.** Approximately five labs will be held during the Fall semester and remaining labs will be held during the Winter semester.
- **Lab meetings (classes) will begin during the week of September 25, 2017.** Each lab topic will run over a two week cycle. The two week cycles are not consecutive throughout the year.
- **The dates of all lab meetings for the lab section to which you are enrolled** will be listed in the detailed lab schedule that is posted in the Course Information Area of the course Moodle website. A copy of the schedule also will be posted outside the laboratory (137 Lumbers Building).

Course Content and Format

Three lecture hours per week. Ten 2-hour labs, approximately every other week. Approximately five labs will be held during the Fall semester and remaining labs will be held during the Winter semester.

- Lecture topics and readings are posted in the Course Information area of the course Moodle site. Lecture slides will be posted in the Course Information area throughout the course.
- A detailed lab schedule, showing the dates of all lab meetings for each lab section is also posted in the Course Information area.

Math Content

Minimal simple arithmetical calculation at about the Grade 10 level.

Course Policies

Questions and Concerns

Questions and concerns should be directed to the course instructor during class time (at the beginning or end of class) or you can email your questions to the course instructor (nat1610a@yorku.ca).

Conduct During Lectures and Labs

A major concern in large classes is students talking to other students during lectures. “Chatting” during lectures is disruptive and damaging to fellow students and the instructor.

Students are asked to respect others and the course instructor by not speaking unless invited to by the instructor. The volume should be turned off on cell phones and other devices during lectures.

If you arrive late to class or must leave early, please do so quietly.

Course Policies Regarding Assessments (Tests, Quizzes, Exams)

- **Tests Dates, Start Times, and Locations**

It is the responsibility of each student to be aware of the dates, start times, and locations of all four term tests in this course. Missing a test due to not knowing this information will result in a zero on that test.

- **Conduct During Term Tests**

There will be no talking upon entering the exam room. The only items on your desk should be your student ID, pens, pencils, and erasers. All other items will be placed under your chair. All electronic devices will be turned off, put away, and kept under your chair. Earphones, ear pods, and other electronic communicating devices are not permitted. Hats/caps must be removed.

NOTE: If students complete their test early, they will be permitted to leave the test/exam location after the first 30 minutes of the test, or after attendance is taken if it takes longer than 30 minutes to complete.

- **Conduct During In-Class Lab Quizzes:**

Pre-lab quizzes will be held at the beginning of each lab. These quizzes will typically be 10-15 minutes in duration. All notes and books will be placed under your chair. All electronic devices will be turned off and put away and kept under your chair. There will be no talking during the quizzes. Students should not leave the room during these short quizzes.

Course Policies Regarding Arriving Late to an Assessment

- **Term Tests:**

If students complete their test early, they will be permitted to leave the test/exam location after the first 30 minutes of the test, or after attendance is taken if it takes longer than 30 minutes to complete. The following policies apply to students that arrive late to a test:

- Students who arrive late to the test but during the first 30 minutes of the test will be permitted to write the test in the remaining time (no extra time is given).
- If taking attendance extends beyond the first 30 minutes, students who arrive before attendance is completed will be permitted to write the test in the remaining time (no extra time is given).
- Students who arrive after the first 30 minutes of the test (or after attendance is completed) will not be permitted to write the test if one or more students had already left the test location after completing their test. However, students may request an accommodation by contacting the course instructor by email within 24 hours of the test.

- **In-Class Lab Quizzes:**

Students who arrive late but before the pre-lab quiz is completed may write the quiz in the remaining time (no extra time is given). There are no make-up lab quizzes.

Course Policies Regarding Missing a Term Test

The four term tests are an important evaluation component of this course. It is the responsibility of every student to be aware of their dates, start times, and locations. Information regarding these will be posted in the course Moodle website in advance of each test.

- **If you miss an test,** notify the course instructor by email within 24 hours of the test. Documentation that supports your reason for missing the test is due within one week of the test or a deadline date set by the course instructor. Failure to fulfill these requirements may result in an automatic denial of the request for an accommodation.

NOTE: Submitting falsified or altered documentation in support of a missed test is a violation of Academic Integrity which will lead to disciplinary actions under York University's Senate Policy on Academic Honesty. For more information and details, see section 2.1.8 of York University's Senate Policy on Academic Honesty relating to the falsification of medical documentation at the following link: <http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

- **After reviewing the documentation and reason for missing a test**, the course instructor will decide whether or not to grant your request for an accommodation. If a request for an accommodation is approved, one make up test opportunity will be provided.

NOTE: Accommodations are not automatic. Only one request for an accommodation will be granted. In the case of an exceptional circumstance, contact the course instructor.

- **In the case that a test was missed due to a medical reason**, submit the original, signed, dated, and stamped York Attending Physician's Statement. Photocopies or electronic copies will not be accepted. The Attending Physician's Statement must be dated within 48 hours of the test date.

NOTE: The York Attending Physician's Statement must be the most current version that is available from the Registrar's Office. The version date is indicated in the left side of the document's footnote. Older versions of the York Attending Physician's Statement will not be accepted. If you're not sure which is the most current version, contact the course instructor.

NOTE: Other doctor notes or histories of illness will not be accepted. In the case of an exceptional circumstance, contact the course instructor.

- **In the case that a test was missed due to a non-medical reason**, appropriate documentation that supports your absence from the test is required. Contact the course instructor if you're not sure which documentation to provide.

NOTE: Being on vacation (including family vacations), other course conflicts, or work conflicts are not valid reasons that qualify for accommodation.

Course Policies Regarding Missing an In-Class Lab Quiz

There are no make-up lab quizzes. One missed lab quiz will count as the lowest quiz grade and will be dropped when calculating your final lab grade.

Course Policies Regarding Grades and "Extra Credit" Assignments or Artificial Grade Increases

The final grade for this course is based strictly on the work done and the actual grades obtained for that work.

To be fair and consistent to the entire class, individual grades are not negotiable and "extra credit" assignments are not provided at any point during or after the course. Please contact the instructor about a grade only if there is a clear error (calculation, clerical, etc.) within two weeks of the grade being made available to you.

NOTE: The assessment structure that will be applied to all the students in this course is specified in this Course Outline. In this way, right from the start of the course, students know what to expect with respect to assessment and everyone knows (1) where they stand, and (2) what they need to accomplish to be successful from the outset. In short, students are responsible for their performance in the course.

Tests are not returned, but students may review their tests. Requests to view tests should be emailed to the course marker (email address to be announced).

Special Circumstances

Students who feel that there are extenuating circumstances which may interfere with the successful completion of their exams or other course requirements are encouraged to discuss the matter with the course instructor as soon as possible.

Students with physical, learning or psychiatric disabilities who require reasonable accommodations in teaching style or evaluation methods should discuss this with the course instructor early in the term so that appropriate arrangements can be made.

Course Policies Regarding Laboratories

The laboratory portion of NATS1610 is an independent mini-course and separate from the lecture section of the course. The lab exercises are designed to illustrate several basic principles that govern life and, as well, to examine a number of body systems. The labs do not coincide with lecture material and most topics covered in the laboratories will not be covered in lectures, and vice versa.

- **Lab Schedules**

The laboratories are an integral part of the course evaluation and attendance is compulsory. It is every student's responsibility to attend the lab meetings that are scheduled for the specific lab section in which they are registered. A detailed lab schedule listing the dates and times of all lab sessions is posted to the course Moodle website. A copy of the schedule also will be posted outside the lab room (137 Lumbers Building).

Students arriving 15 minutes after the lab begins will not be admitted.

Each lab will run over a two week cycle. The two week cycles are not consecutive. It is, therefore, important that you check the lab schedule for the meeting dates of your lab section.

NOTE: Date confusion is not an appropriate reason for missing a lab session.

- **In-Class Lab Quizzes**

Pre-lab quizzes will be held at the beginning of each lab. These quizzes will typically be 10-15 minutes in duration. Students who arrive late but before the pre-lab quiz is completed may write the quiz in the remaining time (no extra time is given). There are no make-up lab quizzes.

- **In-Lab Assignments**

Lab assignments are due at the end of each lab period. For assignments to be accepted and graded, students must be present for the duration of the lab session and complete all lab work.

NOTE: Although you will be working collaboratively on assignments, all work you submit must be independently done.

- **Switching Lab Sections**

You must attend the laboratory section in which you are enrolled in. Students showing up to a lab they are not registered in will not be admitted.

Switching into a different lab section is severely limited regardless of other timetable constraints you may have. In the event that you have a documented scheduling conflict and provided there is space, the Laboratory Coordinator may switch you to a different lab section.

Permanent lab switches will be permitted only after October 19, 2017. Do not send requests before this date. Email only legitimate requests to the Laboratory Coordinator (email to be announced). Only the Laboratory Coordinator will implement permanent lab switches.

NOTE: Due to fire and safety regulations, a maximum of 24 students are permitted in the lab room. Permanent lab switches are permitted only into sections with less than 24 students.

- **Lab Absences**

If you are unable to attend a lab session due to illness or a non-medical emergency, email the Laboratory Coordinator (not your lab TA instructor) within 24 hours of missing your regularly scheduled lab session. You will be asked to submit appropriate documentation to the Laboratory Coordinator. The required documentation is the same as that required for missed tests. If your documentation and reason for missing the labs are approved, you will receive written permission, from the Laboratory Coordinator, to attend a make-up lab session.

Scheduling a make-up lab is time sensitive and it is, therefore, imperative that you initiate your request for an accommodation as soon as possible. Once a particular lab cycle is completed it will not be possible to attend a make-up lab.

Make-up labs will only be scheduled by the Laboratory Coordinator. Lab TAs will not schedule accommodations for missed labs. Lab TAs will not allow students without written permission from the Lab Coordinator to attend a make-up lab during their lab session.

NOTE: Permission to attend a make-up lab will be granted only once per student in this course.

- A second missed lab, due to any reason, will count as the lowest lab grade that will be dropped (and quiz grade, if applicable). You do not need to contact the lab coordinator or to submit documentation in this case.
- A third missed lab (or more) will not be accommodated and a grade of zero will be assigned for the missed lab(s).
- In the case of an exceptional circumstance, contact the course instructor.

- **Lab Safety**

1. No food or drink is permitted in the laboratory at any time.
2. Instructions for handling and disposal of potentially hazardous materials will be provided.
3. A laboratory coat is not required. Protective gear will be provided when required.
4. Open-toed shoes are not permitted in the laboratory.
5. Avoid wearing contact lenses in the laboratory.
6. Every student is responsible for cleaning their work area at the end of each lab session.

Copyright and Intellectual Property

Access to and use of the course materials is restricted to students enrolled in the NATS1610 course at York University.

All materials and images for this course are provided with the permission of the rights holder, under the terms of a licence or other agreement, or under the application of fair dealing or other statutory exceptions of the Copyright Act of Canada. Copyright and all rights are maintained by the author(s) or by other copyright holder(s).

To protect copyrighted material and intellectual property which is not theirs, students are NOT permitted to:

- Copy, distribute, upload, or post course materials to any website, including commercial third-party websites. To do so is illegal and a violation of copyright law, and may lead to disciplinary actions, including being sued by the owners of copyrighted material and intellectual property.
- Photograph slides during lectures.
- Record or film lectures for non-personal use.

NOTE: Course materials consist of all course documents, including lecture notes, PowerPoint presentations, images and videos, test reviews, tests, quiz questions and answers, assignments - and all other course documents, such as course syllabi, lecture and lab schedules, course grades, etc.

NOTE: Unless otherwise stated, instructors own the intellectual property to the teaching material they create. Students wishing to reuse any course content must request permission from the instructor.

Important Sessional Dates

Includes sessional start and end dates, drop deadlines, and withdrawal dates. See the Office of the Registrar website at <http://www.registrar.yorku.ca/enrol/dates/>

Academic Honesty and Integrity

Academic honesty requires that persons do not falsely claim credit for the ideas, writing or other intellectual property of others, either by presenting such works as their own or through impersonation.

Similarly, academic honesty requires that persons do not cheat (attempt to gain an improper advantage in an academic evaluation), nor attempt or actually alter, suppress, falsify or fabricate any research data or results, official academic record, application or document.

Finally, academic honesty requires that persons do not aid or abet others to commit an offence of academic dishonesty, including intentional acts to disrupt academic activities.

Suspected breaches of academic honesty will be investigated and charges shall be laid if reasonable and probable grounds exist.

Academic Honesty and electronic devices during assessments (e.g. exams)

Internet capable and personal storage devices of all kinds must be turned off, including vibrate. These and any other unauthorized material must be placed under the student's chair and should not be accessed at any point during the exam. Failure to comply with directive may be considered a break of academic honesty. See <http://registrar.yorku.ca/exams/tipsheet>

Please familiarize yourself with the full Senate Policy on Academic Honesty, found at <http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

Please also familiarize yourself with the SPARK Academic Honesty tutorial found at <https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>

Academic Accommodation for Students with Disabilities

York University shall make reasonable and appropriate accommodations and adaptations in order to promote the ability of students with disabilities to fulfill the academic requirements of their programs. The nature and extent of accommodations shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses.

Please familiarize yourself with the full Senate Policy on Academic Accommodations for Students with Disabilities, found at <http://secretariat-policies.info.yorku.ca/policies/academic-accommodation-for-students-with-disabilities-policy/>

NOTE: Students should submit accommodation letters from Counseling and Disability Services (CDS) to the course instructor within the first two weeks of the course or as soon as issued.

- Counseling and Disability Services - <http://cds.info.yorku.ca/>
- York Accessibility Hub - <http://accessibilityhub.info.yorku.ca/>

NOTE: A student registered with CDS, and choosing to write with Alternate Exams, is responsible for making the appropriate writing arrangements within the timeframes outlined by Alternate Exams.

- Alternate Exams - <http://altexams.students.yorku.ca/>

Religious Observance Accommodation

York University is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents.

<https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/15/wo/kmHGekTpzKLX6XYKBXYc8M/0.3.4.62.0>

NOTE: Students who will have an academic conflict as a result of a religious observance, at any point in the term, should make the instructor aware of such at least three weeks prior to the conflict.

For conflicts occurring during an official examination period, please complete the Examination Accommodation Form available at http://www.registrar.yorku.ca/pdf/exam_accommodation.pdf and submit to your instructor at least three weeks prior to the final exam.

Student Conduct in Academic Situations

Students and instructors are expected to maintain a professional relationship characterized by courtesy and mutual respect and to refrain from actions disruptive to such a relationship. Moreover, it is the responsibility of the instructor to maintain an appropriate academic atmosphere in the classroom and the responsibility of the student to cooperate in that endeavour. Further, the instructor is the best person to decide, in the first instance, whether such an atmosphere is present in the class.

A statement of the policy and procedures regarding disruptive and/or harassing behaviour by students in academic situations is available on the website of the University Secretariat (<http://secretariat.info.yorku.ca/>).

Division of Natural Science Resources

NATS-AID

Free peer tutoring for students enrolled in Natural Science Courses.

See <http://natsci.info.yorku.ca/nats-aid/>

M-AID in NATS (Math Aid)

Free math help for students enrolled in Natural Science Courses (TA tutors)

See <http://natsci.info.yorku.ca/m-aid-in-nats/>

Other Resources

Learning Commons

The Learning Commons brings together key supports for your learning: writing, research, learning skills and career services. <http://www.library.yorku.ca/cms/learning-commons/>

goSAFE

goSAFE is a complimentary service provided to the York Community. At the Keele campus, goSAFE has two routes: North Route & South Route which will safely transport community members by vehicle from one specified hub to another on campus. goSAFE operates seven days a week, all year round, including University closures (with the exception at Glendon during the Christmas holiday closure).

Call the goSAFE office at 416-736-5454 or extension 55454 during hours of operation. Please give your name, location and destination. <http://www.yorku.ca/goSAFE/>

Mental Health and Wellness at York University

Outlines a variety of resources available to support mental health and wellness

<http://mhw.info.yorku.ca/resources/resources-at-york/students/>

Good2Talk

Post-Secondary Student 24 hour Helpline. <http://www.good2talk.ca/> 1-866-925-5454