Acknowledgement of Country

We respectfully acknowledge the Indigenous Elders, custodians, their descendants and kin of this land past and present. The Centre for Aboriginal Studies aspires to contribute to positive social change for Indigenous Australians through higher education and research.
Syllabus

Anatomical organisation of the body and the relationships between body systems and cells. Human requirements for metabolism and life. The structure and function of the body from cells to the whole organism. Basic control and interactions of the circulatory, respiratory, digestive and excretory systems for homeostasis. Primary defence against microorganisms. Mechanisms for growth, repair and reproduction.

Introduction

Welcome to Human Structure and Function (HSF). In this unit you will explore structural and functional aspects of human biology, learn about how the human body is maintained, and explore the link between macroscopic and microscopic structures that achieve homeostasis. You will be well-supported by online unit materials (iLectures) that will prepare you for the activities you will complete in the online workshops each week. Assessment tasks with feedback will help you to achieve the unit learning outcomes. We hope this unit will inspire students to think about how the body works in an integrated and functional way, and provide a solid framework on which to build in other units in your particular course.

Unit Learning Outcomes

All graduates of Curtin University achieve a set of nine graduate attributes during their course of study. These tell an employer that, through your studies, you have acquired discipline knowledge and a range of other skills and attributes which employers say would be useful in a professional setting. Each unit in your course addresses the graduate attributes through a clearly identified set of learning outcomes. They form a vital part in the process referred to as assurance of learning. The learning outcomes tell you what you are expected to know, understand or be able to do in order to be successful in this unit. Each assessment for this unit is carefully designed to test your achievement of one or more of the unit learning outcomes. On successfully completing all of the assessments you will have achieved all of these learning outcomes.

Your course has been designed so that on graduating we can say you will have achieved all of Curtin’s Graduate Attributes through the assurance of learning process in each unit.

<table>
<thead>
<tr>
<th>On successful completion of this unit students can:</th>
<th>Graduate Attributes addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Describe the relationship between structure and function of living cells and their inputs and outputs</td>
<td>☑️ ☑️ ☑️</td>
</tr>
<tr>
<td>2 Explain how the circulatory, respiratory, digestive and excretory systems contribute to the needs of cells in the human body</td>
<td>☑️ ☑️ ☑️</td>
</tr>
<tr>
<td>3 Describe how body systems are controlled to maintain life</td>
<td>☑️ ☑️ ☑️</td>
</tr>
<tr>
<td>4 Explain how cells multiply, differentiate and die, and how these processes apply to contemporary issues of life and death</td>
<td>☑️ ☑️ ☑️</td>
</tr>
<tr>
<td>5 Solve problems by working in interprofessional student teams to gather, record and interpret data about the human body</td>
<td>☑️ ☑️ ☑️</td>
</tr>
</tbody>
</table>

Curtin’s Graduate Attributes

- **Apply discipline knowledge**
- **Thinking skills**
  - Use analytical skills to solve problems
- **Information skills**
  - Confidence to investigate new ideas
- **Communication skills**
- **Technology skills**
- **Learning how to learn**
  - Apply principles learnt to new situations
  - Confidence to tackle unfamiliar problems
- **International perspective**
  - Value the perspectives of others
- **Cultural understanding**
  - Value the perspectives of others
- **Professional Skills**
  - Work independently and as a team
  - Plan own work

Find out more about Curtin’s Graduate attributes at the Office of Teaching & Learning website: ctl.curtin.edu.au

Learning Activities
Human Structure and Function introduces you to the way in which the human body is put together, and the inter-relationship between structure and function. For some of you this will be your first exposure to human biology as a discipline. Others will have studied human biology or biology in some other context. As with anything new, terminology and frames of reference are a useful place to start, and a lot of the unit will involve learning a new language.

Each week you will find a document titled 'Compendium' on Blackboard which includes a list of the weekly learning outcomes, key terms, review questions, preparation information, including iLectures, textbook readings, websites to visit, quizzes, animations to watch, workshop questions and follow-up activities. All of these tasks will be done online in your own semi-structured learning environment. It is strongly recommended that you listen to the iLectures and complete the textbook readings before completing the weekly online workshop.

A calendar of weekly topics is available at the end of this Unit Outline. An 'Action Plan' is available for you on Blackboard to guide you through the weekly activities and help prepare you for the assessments. You will gain most from this unit if you are organised and well-prepared for each week's activities.

Learning Resources

Recommended texts

You do not have to purchase the following textbooks but you may like to refer to them.

  ISBN/ISSN: 9781743769072

  Note:
  - The 9th and 10th editions of the textbook contain suitable academic material but they do not come packaged with access to McGraw Hill's Connect resource.
  - The weekly page readings will be provided only for the 9th, 10th and 11th editions of the textbook.
  - An e-book of the textbook is also available

Other resources

Online resources:

- This unit has a dedicated external tutor to help you with any administrative or academic queries. Please contact Melissa Parkinson on M.Parkinson@curtin.edu.au, just as you would a classroom tutor. Melissa will also respond to queries posted on the Discussion Board on the HSF Blackboard site.
- An 'Audioglossary' resource is available for all HSF students. You can follow the links through Blackboard to the Quizlet Audioglossary for assistance with new terminology, definitions and pronunciation.
- In addition to Blackboard you may wish to access the McGraw-Hill website titled 'Connect' which relates to the Seeley's Anatomy and Physiology textbook. For instructions on gaining access to this resource please read the 'How to register with Connect' on Blackboard. Connect is an optional learning resource with many weekly review activities, quizzes and study tips.
## Assessment

### Assessment schedule

<table>
<thead>
<tr>
<th>Task</th>
<th>Value %</th>
<th>Date Due</th>
<th>Unit Learning Outcome(s) Assessed</th>
</tr>
</thead>
</table>
| Computer-mediated multiple choice test    | 15 percent | Week: Week 4  
Day: Monday, March 20, 2017 to Friday, March 24, 2017  
Time: Students must book their own appointment time | 1,2,3,4 |
| Computer-mediated multiple choice test    | 20 percent | Week: Week 13  
Day: Monday, May 22, 2017 to Friday, May 26, 2017  
Time: Students must book their own appointment time | 1,2,3,4 |
| Group problem-solving task                | 20 percent | Week: Week 10  
Day: Sunday 7 May 2017  
Time: 11.59 pm Western Australian standard time | 1,2,3,4,5 |
| Examination                               | 45 percent | Week: Week 16 or 17  
Day: TBA  
Time: TBA | 1,2,3,4 |

### Detailed information on assessment tasks

1. **e-Test 1**
   Computer-mediated multiple choice test 1 (e-Test 1). e-Test 1 will test your understanding and recall of material from Compendiums 1 - 3 and give you and the Unit Coordinator feedback about your progress. You will be given 30 minutes to complete 20 multiple choice questions.

   **For students living in the Perth metropolitan area:** you are required to sit your e-Test at the Assessment Centre (AC) which is located in the T.L. Robertson library. The AC uses Janison CLS software for booking and delivery of e-Tests. For each e-Test hosted by the AC there will be a booking registration window in advance of the e-Test (approximately 2 weeks prior). A booking link to the AC will appear within the HSF Blackboard site when it becomes available - students will also be made aware via a Blackboard announcement. Students will be given the flexibility to choose a suitable booking during the first portion of the registration window. Those who have not made a booking by the specified date will have a booking automatically assigned. There will then follow a short timeframe (~1 day) for these students to reschedule an automatically assigned booking but ONLY if there are unassigned booking slots available. Once the registration window has closed students CANNOT modify their booking. Students who do not attend their scheduled e-Test booking may apply to the Unit Coordinator for an assessment extension.

   **For students living outside the Perth metropolitan area (non-metro externals):** you will need to organise an invigilator to supervise your e-Test off-campus. Please refer to the ‘e-test information’ folder on Blackboard under the ‘Assessments’ tab.

2. **e-Test 2**
   Computer-mediated multiple choice test 2 (e-Test 2). e-Test 2 will test your understanding and recall of...
material from Compendiums 4 - 9 and give you and the Unit Coordinator feedback about your progress. You will be given 40 minutes to complete 30 multiple choice questions.

See e-Test 1 above for booking instructions.

3. **Group Case Study**

The Group Case Study (also referred to as the group problem-solving task) will be completed in groups of 4 students during week 10. You will be given various short and extended answer questions, which will require critical thinking and collaborative skills as you reach a consensus. You are required to submit a group answer through Turnitin. This assessment includes content from Compendiums 1 – 7. All students are expected to fully participate in this assessment and your participation on the Blackboard group discussion board will be monitored. Students will be asked to reflect on their own contribution to this group assessment along with the contribution of other group members via a peer assessment form. Where student contribution to this group assessment is deemed to be unsatisfactory, assessment marks will be reduced as appropriate.

4. **Final Examination**

The final examination will be a paper-based examination run by the University in the official examination period. In this examination you will answer 120 multiple choice questions and be graded on your ability to problem-solve, predict form and function, and integrate information you have learned throughout the semester. Examples of questions will be provided for you on Blackboard late in the semester so that you are familiar with the style of the paper before you complete the final examination. The final examination will cover content from Compendiums 1 - 11. Students are required to write their full name and student ID number on the examination booklet and GPAS form as failing to do so might result in a Fail-Incomplete.

**Pass requirements**

- Students **must** attempt the Group Case Study and the Final Exam, and achieve an overall mark of 50% or higher to pass the unit. If the Group Case Study and Final Exam are not attempted, students will receive a Fail-Incomplete (F-IN) for their final unit grade, and students will be required to repeat the unit, regardless of whether their final overall mark is above 50%.

- All students are expected to fully participate in the Group Case Study assessment.

- Students are expected to fully participate in all learning activities and are strongly encouraged to attempt all four pieces of assessment. Students should listen to the iLectures and complete the preparation tasks before completing their weekly workshop.

- As a professional practice requirement, students are expected to contact their tutor or email humb1000@curtin.edu.au to advise of any unavoidable absences from the unit (e.g. due to illness).

**Fair assessment through moderation**

Moderation describes a quality assurance process to ensure that assessments are appropriate to the learning outcomes, and that student work is evaluated consistently by assessors. Minimum standards for the moderation of assessment are described in the Assessment and Student Progression Manual, available from policies.curtin.edu.au/policies/teachingandlearning.cfm
Late assessment policy
This ensures that the requirements for submission of assignments and other work to be assessed are fair, transparent, equitable, and that penalties are consistently applied.

1. All assessments students are required to submit will have a due date and time specified on this Unit Outline.
2. Students will be penalised by a deduction of ten percent per calendar day for a late assessment submission (e.g. a mark equivalent to 10% of the total allocated for the assessment will be deducted from the marked value for every day that the assessment is late). This means that an assessment worth 20 marks will have two marks deducted per calendar day late. Hence if it was handed in three calendar days late and given a mark of 16/20, the student would receive 10/20. An assessment more than seven calendar days overdue will not be marked and will receive a mark of 0.

Assessment extension
A student unable to complete an assessment task by/on the original published date/time (e.g. examinations, tests) or due date/time (e.g. assignments) must apply for an assessment extension using the Assessment Extension form (available from the Forms page at students.curtin.edu.au/administration/) as prescribed by the Academic Registrar. It is the responsibility of the student to demonstrate and provide evidence for exceptional circumstances beyond the student's control that prevent them from completing/submitting the assessment task.

The student will be expected to lodge the form and supporting documentation with the unit coordinator before the assessment date/time or due date/time. An application may be accepted up to five working days after the date or due date of the assessment task where the student is able to provide an acceptable explanation as to why he or she was not able to submit the application prior to the assessment date. An application for an assessment extension will not be accepted after the date of the Board of Examiners' meeting.

Deferred assessments
If your results show that you have been granted a deferred assessment you should immediately check OASIS for details.

Deferred examinations/tests will be held from 12/07/2017 to 13/07/2017. Notification to students will be made after the Board of Examiners' meeting via the Official Communications Channel (OCC) in OASIS.

Supplementary assessments
Supplementary assessments, if granted by the Board of Examiners, will have a due date or be held between 12/07/2017 and 13/07/2017. Notification to students will be made after the Board of Examiners' meeting via the Official Communications Channel (OCC) in OASIS.

It is the responsibility of students to be available to complete the requirements of a supplementary assessment. If your results show that you have been granted a supplementary assessment you should immediately check OASIS for details.

Reasonable adjustments for students with disabilities/health circumstances likely to impact on studies
A Curtin Access Plan (CAP) is a document that outlines the type and level of support required by a student with a disability or health condition to have equitable access to their studies at Curtin. This support can include alternative exam or test arrangements, study materials in accessible formats, access to Curtin’s facilities and services or other support as discussed with an advisor from Disability Services (disability.curtin.edu.au). Documentation is required from your treating Health Professional to confirm your health circumstances.

If you think you may be eligible for a CAP, please contact Disability Services. If you already have a CAP please provide it to the Unit Coordinator at the beginning of each study period.
Referencing style

The referencing style for this unit is APA 6th Ed.
More information can be found on this style from the Library web site:

Copyright

© Curtin University. The course material for this unit is provided to you for your own research and study only. It is subject to copyright. It is a copyright infringement to make this material available on third party websites.

Academic Integrity (including plagiarism and cheating)

Any conduct by a student that is dishonest or unfair in connection with any academic work is considered to be academic misconduct. Plagiarism and cheating are serious offences that will be investigated and may result in penalties such as reduced or zero grades, annulled units or even termination from the course. Assessments under investigation will not be given a mark until the matter is concluded. This may result in the unit grade being withheld or a grade of Fail Incomplete (F-IN) until a decision has been made by the Student Disciplinary Panel. This may impact on enrolment in further units/study periods.

Plagiarism occurs when work or property of another person is presented as one’s own, without appropriate acknowledgement or referencing. Submitting work which has been produced by someone else (e.g. allowing or contracting another person to do the work for which you claim authorship) is also plagiarism. Submitted work is subjected to a plagiarism detection process, which may include the use of text matching systems or interviews with students to determine authorship.

Cheating includes (but is not limited to) asking or paying someone to complete an assessment task for you or any use of unauthorised materials or assistance during an examination or test.

From Semester 1, 2016, all incoming coursework students are required to complete Curtin’s Academic Integrity Program (AIP). If a student does not pass the program by the end of their first study period of enrolment at Curtin, their marks will be withheld until they pass. More information about the AIP can be found at:
https://academicintegrity.curtin.edu.au/students/AIP.cfm

Refer to the Academic Integrity tab in Blackboard or academicintegrity.curtin.edu.au for more information, including student guidelines for avoiding plagiarism.

Information and Communications Technology (ICT) Expectations

Curtin students are expected to have reliable internet access in order to connect to OASIS email and learning systems such as Blackboard and Library Services.

You may also require a computer or mobile device for preparing and submitting your work.

For general ICT assistance, in the first instance please contact OASIS Student Support:
oasisapps.curtin.edu.au/help/general/support.cfm

For specific assistance with any of the items listed below, please contact The Learning Centre:
life.curtin.edu.au/learning-support/learning_centre.htm

- Using Blackboard, the I Drive and Back-Up files
- Introduction to PowerPoint, Word and Excel
Additional information

(1) UniPASS Free Study Groups – Improve your grades in this unit!

UniPASS is a free weekly one-hour group study program, attended by thousands of students, that runs alongside challenging units to enhance student learning. Benefits of UniPASS include:

- Led by a fellow student that has previously aced the unit!
- No rigid tutorial feeling
- Interactive, collaborative, free flowing
- For everyone and benefits students of all types
- 1 hour of UniPASS = 3 hours of studying alone
- >10% higher grades on average when you attend regularly

UniPASS sessions start in week 2, see Blackboard links and announcements for timetables in week 1, you are welcome any time during the semester, but get there as often as you can for best results! No need to book in, just turn up. For more information: Google “UniPASS Curtin”.

(2) If you have a CAP, please provide this document to the Unit Coordinator at the beginning of the semester. Failing to do so may result in the unit staff not being able to accommodate the requirements stated on your CAP document.

Enrolment

It is your responsibility to ensure that your enrolment is correct - you can check your enrolment through the eStudent option on OASIS, where you can also print an Enrolment Advice.
Student Rights and Responsibilities

It is the responsibility of every student to be aware of all relevant legislation, policies and procedures relating to their rights and responsibilities as a student. These include:

- the Student Charter
- Values and Signature Behaviours
- the University’s policy and statements on plagiarism and academic integrity
- copyright principles and responsibilities
- the University’s policies on appropriate use of software and computer facilities

Information on all these things is available through the University’s "Student Rights and Responsibilities" website at: students.curtin.edu.au/rights.

Student Equity

There are a number of factors that might disadvantage some students from participating in their studies or assessments to the best of their ability, under standard conditions. These factors may include a disability or medical condition (e.g. mental illness, chronic illness, physical or sensory disability, learning disability), significant family responsibilities, pregnancy, religious practices, living in a remote location or another reason. If you believe you may be unfairly disadvantaged on these or other grounds please contact Student Equity at eesi@curtin.edu.au or go to http://eesi.curtin.edu.au/student_equity/index.cfm for more information.

You can also contact Counselling and Disability services: http://www.disability.curtin.edu.au or the Multi-faith services: http://life.curtin.edu.au/health-and-wellbeing/about_multifaith_services.htm for further information.

It is important to note that the staff of the university may not be able to meet your needs if they are not informed of your individual circumstances so please get in touch with the appropriate service if you require assistance. For general wellbeing concerns or advice please contact Curtin's Student Wellbeing Advisory Service at: http://life.curtin.edu.au/health-and-wellbeing/student_wellbeing_service.htm

Recent unit changes

Students are encouraged to provide unit feedback through eVALUate, Curtin’s online student feedback system. For more information about eVALUate, please refer to evaluate.curtin.edu.au/info/.

To view previous student feedback about this unit, search for the Unit Summary Report at https://evaluate.curtin.edu.au/student/unit_search.cfm. See https://evaluate.curtin.edu.au/info/dates.cfm to find out when you can eVALUate this unit.

Recent changes to this unit include:

- Introduction of a peer assessment form for the Group Case Study assessment to make the peer assessment process more transparent.
- Addition of tutor-lead Blackboard Collaborate sessions during the semester.
### Program calendar

#### HSF program calendar – Semester 1, 2017

<table>
<thead>
<tr>
<th>Week</th>
<th>Week start date</th>
<th>Compendium</th>
<th>Assessment due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>20 Feb</td>
<td>Orientation week</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>27 Feb</td>
<td><strong>Compendium 1</strong>&lt;br&gt;What is life? The organization and characteristics of humans</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>6 March</td>
<td><strong>Compendium 2</strong>&lt;br&gt;How do cells do what they do? Cell structure and the arrangement of cells into tissues</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>13 March</td>
<td><strong>Compendium 3</strong>&lt;br&gt;Are you what you eat? Introduction to the digestive system and nutrition</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>20 March</td>
<td><strong>Compendium 4</strong>&lt;br&gt;Why do we breathe? Introduction to the respiratory system</td>
<td>e-Test 1 covers C1 - C3</td>
</tr>
<tr>
<td>5</td>
<td>27 March</td>
<td><strong>Compendium 5</strong>&lt;br&gt;How do we fuel our body? Energy systems of the body and membrane transport</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>3 April</td>
<td><strong>Compendium 6</strong>&lt;br&gt;How do things get around the body? Introduction to the circulatory system</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>10 April</td>
<td>Tuition free week</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>17 April</td>
<td>Tuition free week</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>24 April</td>
<td><strong>Compendium 7</strong>&lt;br&gt;How do you get rid of toxic waste? Introduction to the renal system</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>1 May</td>
<td><strong>Group Case Study assessment</strong></td>
<td>Case Study covers C1-C7</td>
</tr>
<tr>
<td>11</td>
<td>8 May</td>
<td><strong>Compendium 8</strong>&lt;br&gt;How do we control ourselves? Introduction to the nervous system</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>15 May</td>
<td><strong>Compendium 9</strong>&lt;br&gt;How does it all work? The harmonious interplay between the nervous system structures</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>22 May</td>
<td><strong>Compendium 10</strong>&lt;br&gt;How do we protect ourselves? The role of the lymphatic and immune systems</td>
<td>e-Test 2 covers C4-C9</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Description</td>
<td></td>
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<td>--------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>29 May</td>
<td>Compendium 11</td>
<td>How do cells grow, specialize and die? DNA, protein synthesis and cell division</td>
<td></td>
</tr>
<tr>
<td>5 June</td>
<td></td>
<td>Study week</td>
<td></td>
</tr>
<tr>
<td>12 June</td>
<td></td>
<td>Examinations week 1</td>
<td></td>
</tr>
<tr>
<td>19 June</td>
<td></td>
<td>Examinations week 2</td>
<td></td>
</tr>
</tbody>
</table>