The instructor reserves the right to amend this syllabus as necessary.

**Instructor:** E. Simone Thaxton, Ph.D. “Dr.t”  
**Email:** ethaxton@dcccd.edu (preferred contact)  
**Office:** X2032F  
**Office Hours:** Please email for an appointment

**Class meeting times and locations:**

**Lecture:**  
Room X2005

**Laboratory:**  
Room X2027

**Biology Resource Center**  
TBA  
Room X2030

**Course Description:**

SCIT 1407 is the first semester of a two semester sequence in Human Anatomy and Physiology. Topics include: Directional terminology, Biochemistry, Cell Morphology, Membrane Physiology, Tissues, The Integumentary System, The Musculoskeletal System, and The Nervous System.

SCIT 1407 is designed and presented as a prerequisite course for students entering programs in the Allied Health Sciences. These include Nursing, Radiology Technology, Medical Technology and other technical/occupational programs granting an associate’s degree. Please verify transfer credit with your four-year college or university. Success in this course requires demonstrable mastery of English writing, speaking and reading skills at the college level. Students are also expected to have mastered high school algebra through quadratic equations, exponents, logarithms, and are able to interpret ordinary coordinate graphs.

**Required Texts and Materials**

1. *Human Anatomy and Physiology*, w/ Mastering A&P™ 8th edition  


- Students must supply scantrons including those for exams taken in the testing center.
- Please purchase: 12 -14 scantrons form NO. 815-E AND 6 scantrons NO. 882-E for lab and the final exam; You need 3 long blue scantrons for exams taken in the testing center. You must also bring a #2 pencil with a good eraser for exams. Note: no cell phones during exams

In addition to required texts, the following are recommended:

1. An Anatomy Coloring Book (check online for various versions)

2. A medical dictionary such as *Taber’s Cyclopedic Medical Dictionary* – strongly suggested

**Intellectual Competencies:**

This course reinforces all six of the Core Curriculum Intellectual Competencies defined by the Texas Higher Education Coordinating Board.

1. **READING:** Reading at the college level means the ability to analyze and interpret a variety of printed materials—books, articles and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

2. **WRITING:** Competency in writing is the ability to produce clear, correct and coherent prose adapted to
purpose, occasion, and audience. Although correct grammar, spelling and punctuation are each a sine qua non in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

3. SPEAKING: Competence in speaking is the ability to communicate orally in clear, coherent and persuasive language appropriate to purpose, occasion and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups and through the media.

4. LISTENING: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

5. CRITICAL THINKING: Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

6. COMPUTER LITERACY: Computer Literacy at the college level means the ability to use computer based technology in communicating, solving problems and acquiring information. Core-educated students should have an understanding of the limits, problems and possibilities associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.

Student Learning Outcomes:
At the completion of the course the student will be able to:
1. Understand the basic physiological principles of the Cell, the Skin, the Skeletal system, the Muscular system, and the Nervous system.
2. Recognize and identify the basic gross and microscopic anatomical structures associated with the Human Tissues, Skin, Skeletal system, Muscular system and Nervous system.
3. Understand the interrelatedness of the major organ systems and how each organ system functions separately and as part of the integrated whole organism to maintain homeostasis.
4. Develop study skills and habits appropriated for pre-professional students interested in allied health sciences and related health fields.

Activities:
1. We will meet for lecture/discussion each week to cover the basic concepts of the course. In addition, the objectives for that week will be reviewed. Lecture examinations will be given in the campus Testing Center, located in the S - building.
2. Students will complete a laboratory unit each class. A lab quiz is given over each unit. There are 4 major laboratory Practical Exams. Laboratory practical exams, quizzes, and reports are graded by your laboratory instructor and the grades are given to your lecture professor.
3. All examinations and quizzes are written by the department and rewritten each semester.

How Your Grade is Determined
The final course grade is determined, by the lecture professor, on the basis of points accumulated during the semester. Four types of evaluation instruments are given: lecture examinations, laboratory examinations, laboratory quizzes and assignments. MasteringAandP assignments are completed online at the publishers website by deadlines posted online. Each lecture examination will be comprised of multiple choice questions and is worth 50 points. The laboratory examinations and quizzes are also comprised of multiple choice questions. Each lab exam is worth 100 points and each quiz is worth 10 points. A letter grade scale is applied to the point system based upon a percentage of the total possible points to be accumulated during the semester.

The course grade is determined by the following:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Exams</td>
<td>4 @ 100 pts each</td>
</tr>
<tr>
<td>Mastering assignments</td>
<td></td>
</tr>
<tr>
<td>Lab Quizzes</td>
<td>10 @ 10 pts each</td>
</tr>
<tr>
<td>Lab Practicals</td>
<td>4 @ 100 pts each</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td></td>
</tr>
</tbody>
</table>
The top 10 quiz grades are combined to make up 100 points of the final course grade.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>900-1000 pts or 900-1000 pts</td>
<td>90 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>800-899 pts</td>
<td>80 - 89%</td>
<td>B</td>
</tr>
<tr>
<td>700-799 pts</td>
<td>70 - 79%</td>
<td>C</td>
</tr>
<tr>
<td>600-699 pts</td>
<td>60 - 69%</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 600 pts</td>
<td>&lt; 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

Brookhaven College Testing Center
Last test is given one hour before closing.
Location: Building S—Room S080
Telephone: 972-860-4865; www.dcccd.edu
Call or check online for specific opening and closing times; Do not take a cell phone into the testing center.

Appeals concerning grades. All appeals shall be initiated with the section instructor. If further appeal is desired, the next level is the Dean of the Science/Mathematics division followed by the Vice President of Instruction. All assessments must be contested within two weeks of posting of scores on eCampus. Any grade not contested by that time will stand as is.

Make-up Examinations: It is up to the discretion of the section instructor to permit a student to make up any type of course work missed during the semester. In most cases, make-up exams will not be given. All situations of this kind are handled and resolved individually between student and instructor. There are no makeup Practical Lab Exams.

Biology Resource Lab: Room 2030
For many years we have run a Review/Tutoring laboratory in Biology for review of laboratory slides, models and dissections. This lab is staffed by a person who helps enrolled biology students with their laboratory review or by a qualified Biology tutor. This is a place where you may review the material you have studied during your regular laboratory session. You may not dissect in the Resource lab but may review your previously dissected specimen. It does not take the place of the regular lab section meeting. Please do not bring your family members, especially children, to lab. The tutoring services will be available on a scheduled basis. Room X – 2030.

X Building Computer Lab: Room 1009
This is a lab located on the first floor of the X building. Students are encouraged to use the X Building Computer Lab, computers in the J lab, or in the library to communicate with their instructors, to use eCampus, and to complete assignments, as needed.

Attendance:
Students are expected to attend, on time, all classes in which they are enrolled. You have the responsibility to attend class and to consult with the instructor when an absence occurs. Students who miss three lecture sessions or two laboratory sessions without an adequately documented explanation may be dropped from the course. If you miss class, it is your responsibility to update yourself on anything you might have missed. (Please let the instructor know ahead of time that you will be missing class) A student shall be excused from attending classes or other required activities for the observance of a religious holy day. Notice must be given for missing due to a religious holiday by the second week of classes. Consult the Brookhaven College Catalog.

Promptness. Habitual tardiness to class is an affront to the instructor and your classmates who are in class on time. If there is a reason that you cannot attend class at the scheduled time, (e.g. work, health, family), you will need to rearrange your schedule to eliminate the conflicts or drop the course.

Holidays. Students desiring to observe a religious holy day, which will result in a class absence, must notify their instructor in writing for each class no later than the 15th calendar day after the first class day of the semester in which the absence will occur. The student is required to complete any assignments or take any examinations which may have been missed within a reasonable time.
Lateral transfers. No lateral transfer will be granted without written documentation of need. Students who wish to complete a lateral transfer to another biology course must consult the instructor in the class in which they are enrolled. There will be no transfers after the second week of classes.

Support Services/ ADA
If you are a student with a disability and/or special needs who requires ADA accommodations, please contact the Special Services office at (972) 860-4847. The office is S-124. The instructor will make every attempt to meet the needs of students who demonstrate a need for accommodations under the terms of the Americans with Disabilities Act. Documentation of need can be obtained in Special Services located in the S-Building. This should be presented to the course instructor within the first week of classes.

Withdrawal:
If necessary, it is the responsibility of the student to withdraw from the course. This can be accomplished in the registrar's office before the withdrawal date. Students receiving financial aid who stop attending class without completing the drop process risk losing eligibility for further aid and may incur penalties. Failure to complete a formal drop will result in an automatic performance grade of "F".

SIX DROP ISSUE STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a "W". Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dccc.edu/coursedrops

Repeating the Course
Effective for Fall semester 2005, the DCCCD will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the DCCCD Colleges since the Fall of 2002.

Financial Aid
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Make-ups:
The general policy is NO MAKEUP EXAMINATIONS. It is assumed that a student who has enrolled in a class understands that attendance at all scheduled class meetings is required, and that he/she is able to attend. If this is not the case, the student should enroll at a time when he/she can attend regularly. In the case of a work-related conflict that will become permanent, the student should ask the instructor whether it is possible to locate another section which meets at a compatible time. This will require documentation from the employer.

In the case of serious medical issues, students will be required to show documentation of treatment and the inclusive dates. If the absences do not fall within the documented period, no allowances will be made. "Medical documentation" consists of a letter on business letterhead indicating the reasons why the student could not attend school, dates of treatment,
hospitalization, etc. within the policies and guidelines of HIPPA. The letter will be signed by a PHYSICIAN, not a nurse, physical therapist, etc., and contact information will be provided. Students are expected to notify the instructor immediately by email concerning the absence and to provide medical documentation within one week of returning to class.

Academic Dishonesty:
Academic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered to be a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. Incidents of academic dishonesty will be met with a course grade of “F” for the course. Additionally, a letter describing the incident will be attached to your permanent student file. Consult the Brookhaven College Catalog for more details. Any irregularities reported by the Testing Center will result in a zero for that exam and may result in a grade of “F” for the course. You may not have any class materials or electronic devices during testing. Cheating in any form will be grounds for a performance grade of "F" on the exercise, removal from the course, a block placed on your transcripts, a record of the incident placed in your permanent file and Academic Disciplinary suspension. Academic dishonesty is interpreted as theft. Persons seeking careers in the health care professions are held to high ethical standards of conduct.

Biology Resource Center: Room X2030
The Biology Resource Lab is available for you to review slides, anatomical models, and prepare for practical exams. Additionally, various tutoring services, including supplemental instruction will be available on a limited and scheduled basis. The schedule will be announced at the beginning of the term.

Additional Information:
- **MasteringAandP is required for this course.** New texts from the bookstore come with an access code. If you purchase a used book, you must also purchase an access code from the publisher.
- Silence phones in class, lab and do not have phones on your person during exams.
- There are several learning supplements available from the online site associated with the text.
- Students **must read lecture chapters and laboratory exercises/lab reports** prior to lecture & lab to be successful in this class.
- Students will be quizzed orally or in a written format during lecture or lab hours.
- Tutoring is available in the Biology Resource Lab where students also have access to models, slides, and additional information for success in this course. The schedule is announced at the beginning of the term. The Room is X2030.
- **Check eCampus regularly, as that is where I will post grades, announcements, staff information, course information, course documents (such as lecture notes and reviews), and assignments!**
- Cell phones **must be turned off** during lecture and laboratory. They are also not allowed in the testing center. If you need to leave your phone on for an emergency, please notify the instructor in advance. You will be asked to leave class if you do not follow these rules. If your phone rings during class, you will be asked to leave for the day. **Photographing any test or quiz will result in a grade of “F” for the course.**
- Computer use during class is restricted to class notes only. If any other activity on a computer is noted during class, you will be asked to leave and will not be allowed computer use in class again. If you hide other activity, you will be asked to leave and not allowed computer use in class again.
- **There is absolutely NO EATING OR DRINKING in the laboratory!**
- Students must earn a passing grade in the lab portion of the course in order to receive an overall passing grade for the course.
- Lab and lecture quizzes, practical examinations, and lecture tests may not be made up, barring extraordinary circumstances.
- Students are responsible for keeping informed of announcements made during class in their absence.
- Students are responsible for keeping informed of testing center hours of operation.
- No restroom breaks are allowed during testing. Your exam must be turned in before any break and it will not be returned.
- All assessments must be contested within two weeks of posting of scores on eCampus. Any grade not contested by that time will stand as is.
- Students must supply scantrons including those for exams taken in the testing center.
- Please purchase: 12-14 scantrons form NO. 815-E AND 6 scantrons NO. 882-E for lab and the final exam; You need 7 long blue scantrons for exams taken in the testing center.

To succeed in this course:
**Students must read the text and the lab manual prior to lecture and lab.** An additional 30 minutes of lecture review within 24 hrs following lecture results in maximum retention of information. Stay alert in class, be on time, ask questions from the reading in lecture. Be prepared to answer questions during lecture. Stay organized and keep a study schedule. Attend the Biology Resource Lab.

Form study groups of 2-5 students. Members must contribute to stay in the group. You can divide lab information so that each member is an expert in one or two areas and then share information. Mnemonics for memorizing, share web sites, and support each other !!!! This course is a challenge and developing strategies for success is easier in groups.

**Good Luck & Happy Studying!**

Please see course schedule below
BROOKHAVEN COLLEGE
Syllabus for Human Anatomy and Physiology I SCIT 1407
Summer 1 2012  Section 2002
Dr. Thaxton

Brookhaven College
Human Anatomy and Physiology 1
SCIT 1407
Summer 2012

The instructor reserves the right to amend this syllabus as necessary.  Dr. Thaxton

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Lecture Topic</th>
<th>Text Ch</th>
<th>Lab Topic</th>
<th>Lab Exercises</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6/6</td>
<td>Human Body; Chemistry</td>
<td>1, 2</td>
<td>Orientation, Safety, Microscopy</td>
<td>3, 4</td>
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<tr>
<td>2</td>
<td>6/7</td>
<td>Chemistry</td>
<td>2</td>
<td>Cells, Tissues, (Rd p59-62)</td>
<td>4, 6</td>
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<tr>
<td>3</td>
<td>6/8</td>
<td>Cells</td>
<td>3</td>
<td>Tissues/Integument (Rd 8)</td>
<td>6, 7</td>
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<td>4</td>
<td>6/11</td>
<td>Tissues/Integumentary</td>
<td>4</td>
<td>Review</td>
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<td>5</td>
<td>6/12</td>
<td>Integumentary System</td>
<td>5</td>
<td>Lab Practical 1</td>
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<td>6/13</td>
<td>Lecture exam 1 in testing center</td>
<td>1-4</td>
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<td>6</td>
<td>6/13</td>
<td>Bones</td>
<td>6</td>
<td>Bones</td>
<td>9</td>
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<td>7</td>
<td>6/14</td>
<td>Bones &amp; Skeleton</td>
<td>6, 7</td>
<td>Bones &amp; Axial Skeleton</td>
<td>9, 10</td>
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<tr>
<td>8</td>
<td>6/15</td>
<td>Joints</td>
<td>8</td>
<td>Axial &amp; Appendicular Skeleton</td>
<td>10, 11</td>
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<tr>
<td>9</td>
<td>6/18</td>
<td>Muscles</td>
<td>9</td>
<td>Review</td>
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<td>10</td>
<td>6/19</td>
<td>Muscles contd</td>
<td>9, 10</td>
<td>Lab Practical 2; Muscle tissue</td>
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<td>6/20</td>
<td>Lecture exam 2 in testing center</td>
<td>5-8</td>
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<td>11</td>
<td>6/20</td>
<td>Nervous System overview</td>
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<td>Muscles</td>
<td>15</td>
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<td>12</td>
<td>6/21</td>
<td>Nervous System, Central Nervous</td>
<td>11, 12</td>
<td>Muscles</td>
<td>15</td>
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<td>13</td>
<td>6/22</td>
<td>Central Nervous</td>
<td>12</td>
<td>Review</td>
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<tr>
<td>14</td>
<td>6/25</td>
<td>Central Nervous, Peripheral</td>
<td>12, 13</td>
<td>Lab Practical 3; Nervous tissue</td>
<td>17</td>
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<td>6/26</td>
<td>Lecture exam 3 in testing center</td>
<td>9, 11, 12</td>
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<td>15</td>
<td>6/26</td>
<td>Peripheral Nervous</td>
<td>13</td>
<td>Brain, Spinal Cord</td>
<td>19, 21</td>
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<td>16</td>
<td>6/27</td>
<td>Peripheral Nervous, Autonomic</td>
<td>13, 14</td>
<td>Special senses, (Rd 23)</td>
<td>24-26</td>
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<td>17</td>
<td>6/28</td>
<td>Autonomic contd</td>
<td>14, 15</td>
<td>Special senses</td>
<td>24-26</td>
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<td>18</td>
<td>6/29</td>
<td>Special Senses</td>
<td>15</td>
<td>Special senses</td>
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<tr>
<td>19</td>
<td>7/2</td>
<td>Special Senses</td>
<td>15</td>
<td>Lab Practical 4</td>
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<tr>
<td>20</td>
<td>7/3</td>
<td>Lecture exam 4 in class</td>
<td>12-15</td>
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Exam 1 – ch 1-4  
Exam 2 – ch 5, 6, 8  
Exam 3 – ch 9, 11, 12 (parts)  
Exam 4 – ch 12 (parts), 13-15