SCIT 1407-4430
Applied Human Anatomy and Physiology I- Online
SUMMER I 2012
Eastfield College
Science & PE Department

What is Anatomy and Physiology I?

Course Description – in Eastfield College catalog
In-depth coverage of the structure and function of the human body. Topics include cell structure and function; tissues; body organization; and the integumentary, skeletal, muscular, and nervous systems. Emphasis on homeostasis. This course is cross-listed as SCIT 1307. The student may register for either SCIT1407 or SCIT 1307, but may receive credit for only one of the two. This course is intended for students seeking to complete an Applied Science Degree. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 2607065124) 4 credit hours

Prerequisites
One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) Texas Success Initiative (TSI) Reading and Writing standards AND DCCCD Writing score prerequisite requirement.

How do I contact Mrs. Ward?
Instructor: Danita Bradshaw-Ward, B. S., M. S.
Office Location: C310
Office Hours: By appointment
Office Phone: 972 – 860 – 7279
E-Mail Address: DBradshawWard@dcccd.edu

What are the student’s responsibilities?

eCampus

eCampus will be used to track grades, turn in assignments, perform activities, and take check up quizzes in an electronic format. As a student, you need to have access to a computer with internet access to take advantage of this software. As an Eastfield student, there are various computers available on campus for those students who do not have access to a computer at home. You will also need an email address.

From time to time, eCampus occasionally falters or the server goes down. As a faculty member, I am notified if there are problems; however please bring any errors to my attention immediately. Sometimes there are problems with eCampus that are beyond our control. Always consider possible problems and concerns with your computer and resources when evaluating the time and opportunities that you have in regards to assignments, tests, and other grades. You have more than enough time to complete assignments each week. Errors that are a result of computer failure of the student or errors that are due to poor management of time will not be excused. For example, if you wait until the last minute to take a chapter quiz or a check up quiz
and YOUR computer fails I will not show leniency as you had all week to take these quizzes. When planning your week, always plan for extenuating circumstances when it comes to taking quizzes or tests.


Computer Hardware and Software Needed:

- Plug-ins: The following plug-ins may be required by your course instructor in order to access online course materials. All are available for FREE download. Refer to External Links tab in Ecampus.
  - Power Point viewer – for viewing chapter notes
  - Adobe PDF Reader - for viewing Portable Document Files (PDF)
  - Quicktime Player - for viewing movies
  - RealPlayer- for viewing movies
  - Flash Player - for viewing animation
- Software: Microsoft Office (Word, Excel, and Power Point)
- Sound Card: Required
- Modem: 56k or higher
- Internet Connection: Required! You are required to have a dependable connection to the Internet. If you do not have a connection at this time, there are a variety of connection options available. You should research the various providers and choose the service that meets your needs and financial situation. Please keep in mind that the speed and reliability of your connection will directly influence your online learning experience.
- Printer: Graphics-capable (inkjet or laser printer)


Obtain Required Materials
Materials for Anatomy and Physiology I include:

- **Homework Access Code:** www.masteringAandP.com - companion site to Visual Anatomy and Physiology
- **At Home Lab Materials:** Hands-On LabPaq AP-1-IH 1st Semester, College Level A&P Lab kit ($293) can be purchased from the Eastfield bookstore or from http://www.labpaq.com
  - **Order your LabPaq from [http://www.labpaq.com](http://www.labpaq.com) in 4 clicks!**
    1. Click on the Students/Order tab at the top of the page.
    2. Click on the Science categories: Anatomy and Physiology category
    3. Select AP-1-IH 1st Semester College Level Anatomy and Physiology Lab $293.00
       [http://www.labpaq.com/AP-1](http://www.labpaq.com/AP-1)
Click Add To Cart for the specific LabPaq you wish to order (ie. AP-1)

4. Click the No, Thank you tab about the “Most biology” statement.
   Click Checkout and follow onscreen instructions

**Behavior**

This is an online course that requires organization and self-discipline from you in order for you to be successful. You are expected to conduct yourself online in such a way that is conducive to learning. Please remember your tone and language when responding in the online environment. Because there is no body language and often no context, messages can easily be misinterpreted. Any disrespectful and offensive language and tone will not be tolerated.

**Online Instructional model:**
- Classes run Monday through Sunday for 10 weeks. Assignments are due on Wednesday or Sunday. Check the Assignment schedule located in the syllabus and on eCampus.
- Course materials (syllabus, course calendar, and course material for the entire course) are provided at the beginning of class via eCampus.
- Lecture is a downloadable power point presentation designed to enhance textbook driven content. Reading the textbook is absolutely essential.
- Each chapter has a homework assignment that ensures you have mastered the chapters material available online in eCampus.
- Assignments focus on content application.
- Four tests are given online in eCampus throughout the semester.
- Instructor does not maintain scheduled office hours but to ensure students have access to the instructor emails will be replied within 24 hours.
- Instructor participates in discussion forum and creates a classroom environment that is focused on course content and detailed timely feedback.

**Make Ups**

There are no make ups in an online classroom. Refer to the Online Calendar of Assignments for all of the assignments, quizzes, and tests. This calendar is available from day one of the semester. If there are any conflicts or concerns, please let the instructor know at the beginning of the semester so that alternative plans can be made.

**Adhere to the Honor Code Policy**

Any test, quiz, or assignment you complete is to be your work alone. Tests and quizzes taken in eCampus are timed and I expect you to NOT use your books, notes, or the internet to assist you. 1 point per minute time exceeded is deducted from your score.
How am I graded?

Your course grade is determined as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Lab Practicals at 100 points each</td>
<td>200</td>
</tr>
<tr>
<td>10 Lab Reports at 10 points each</td>
<td>100</td>
</tr>
<tr>
<td>13 Chapter Homework at 10 points each</td>
<td>130</td>
</tr>
<tr>
<td>2 Assignments at 35 points each</td>
<td>70</td>
</tr>
<tr>
<td>3 Lecture Exams at 100 points each</td>
<td>300</td>
</tr>
<tr>
<td>1 Final Lecture Exam at 200 points</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

A standard grading scale will be used:

- 90% - 100% (900 – 1000 points) = A
- 80% - 89% (800 – 899 points) = B
- 70% - 79% (700 – 799 points) = C
- 60% - 69% (600 – 699 points) = D

**Lab Practicals:** Two lab practicals will be offered, one in the middle of the term, and the other at the end. These will be 50 multiple choice questions covering material from the labs. They are timed and taken in eCampus.

**Chapter homework:** Chapter homework’s review the important material from each chapter. They are taken through the textbooks website – www.masterinAandP.com and consist of tutorials, activities, and multiple choice.

**Assignments:** You have 2 assignments throughout the semester each worth 35 points. Assignments build upon the information presented in the chapters and may be activities, problems, or discussion boards.

- **Discussion Board:** One grade is given for each discussion board. 50% of that grade comes from answering the original discussion question. The other 50% comes from participating in the discussion or interacting with your peers. During a discussion week, you must post your initial post before Friday and respond with 2 messages on 2 out of the 7 days of the discussion board posting week. Discussion weeks begin on Monday and ends on Sunday.

**Lecture Exams:** The lecture examinations will be a combination of multiple choice, short answer, and/or essay. These exams are timed and taken in eCampus.

**NOTE:** Some students experience trouble viewing images that are required for labs, quizzes and tests due to security settings on their computers. If you have trouble seeing an image, try right clicking on the image area and select “Download Picture.” Be sure you have a current version of the Adobe Acrobat Reader.

All quizzes, tests, and homework assignments are **time sensitive.** If a deadline is missed, you will receive a grade of ZERO for that assignment. Quizzes and lecture exams will NOT be reset after the due date/time. If a lecture exam is missed, a grade of ZERO will be given for that exam. If a laboratory exam is missed, you will receive a grade of ZERO for the exam.

**ANTICIPATE TECHNICAL DIFFICULTIES AND PLAN TO COMPLETE THE ASSIGNMENTS PRIOR TO THE DUE DATE.**

What should I know at the end of this class?:

**Course Objectives**

Identify and describe the anatomy of the cell and the integumentary, skeletal, muscular, nervous and endocrine systems; identify and describe epithelial, connective, muscle, and nerve tissue; and explain the physiology of the cells, tissues, and the integumentary, skeletal, muscular, nervous, and endocrine systems. Use appropriate anatomical and physiological terminology when
discussing cells, tissues, and the integumentary, skeletal, muscular, nervous, and endocrine systems; and interpret the effect of the integumentary, skeletal, muscular, nervous, and endocrine systems on overall body homeostasis.

**SCANS SKILLS**:

**FOUNDATION SKILLS**

- **(F1)** READING – locates, understands and interprets written information
- **(F2)** WRITING – communicates thoughts, ideas, information in writing
- **Basic Skills**
  - **(F3)** ARITHMETIC – performs basic computations
  - **(F4)** MATHEMATICS – chooses appropriate mathematical techniques
  - **(F5)** LISTENING – receives, interprets, and responds to verbal messages and cues
  - **(F6)** SPEAKING – organizes ideas and communicates orally
- **(F7)** CREATIVE THINKING – generates new ideas
- **(F8)** DECISION MAKING – specifies goals and constraints, chooses best alternatives
- **Thinking Skills**
  - **(F9)** PROBLEM SOLVING – recognizes problem and devises/implements a solution
  - **(F10)** MENTAL VERBALIZATION – thinking about what something will be
  - **(F11)** KNOWING HOW TO LEARN – uses efficient learning techniques
  - **(F12)** REASONING – discovers and applies underlying rules or principles
- **Personal Qualities**
  - **(F13)** RESPONSIBILITY – exerts a high level of effort and perseveres toward goals
  - **(F14)** SELF-ESTEEM – believes in oneself and maintains a positive view of self
  - **(F15)** SOCIABILITY – demonstrates to others that you care about them
  - **(F16)** SELF-MANAGEMENT – assesses self accurately, sets goals, exhibits self control
  - **(F17)** INTEGRITY/HONESTY – chooses ethical courses of action

**WORKPLACE COMPETENCIES**

- **Manages (C1)** MANAGES TIME – sets relevant, goal related activities, ranks and allocates time
- **Manages (C2)** MANAGES MONEY – uses or prepares budgets, keeps detailed records
- **Resources (C3)** MANAGES MATERIAL – acquires, stores, and distributes materials, supplies, etc.
- **Manages (C4)** MANAGES HUMAN RESOURCES – assesses skills and distributes work
- **Manages (C5)** ACQUIRES INFORMATION – identifies need for data, obtains and evaluates
- **Information (C6)** ORGANIZES INFORMATION – organizes, processes, and maintains information
- **Interpersonal (C7)** INTERPRETS INFORMATION – selects, analyzes info – communicates results
- **Personal (C8)** USES COMPUTERS – to acquire, organize, analyze, and communicate information
- **Personal (C9)** PARTICIPATES AS A MEMBER OF A TEAM – contributes to group effort
- **Personal (C10)** TEACHES OTHERS – helps others learn needed knowledge and skills
- **Personal (C11)** SERVES CLIENTS/CUSTOMERS – works to satisfy client/customer expectations
- **Personal (C12)** EXERCISES LEADERSHIP – communicates ideas to justify position and lead others
- **Personal (C13)** NEGOTIATES – works toward agreements involving an exchange of resources
- **Personal (C14)** WORKS WITH DIVERSITY – works well with people from diverse backgrounds
- **Systems (C15)** UNDERSTANDS SYSTEMS – social, organizational, and technological systems
- **Systems (C16)** MONITORS SYSTEMS – distinguishes trends, predicts impact
- **Systems (C17)** IMPROVES SYSTEMS – makes suggestions to modify existing systems
- **Systems (C18)** SELECTS TECHNOLOGY – judges which technology will produce desired results
- **Technology (C19)** APPLIES TECHNOLOGY – understands procedure for setup and use of machines
- **Technology (C20)** MAINTAINS TECHNOLOGY – prevents, identifies, or solves technological problems

What are the class policies?
STUDENT E-MAIL
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to www.dcccd.edu and click on Student Services, Online Services, and Student NetMail. All students receiving financial aid must open a student NetMail account.

ACADEMIC HONESTY
The purpose of the Student Code of Conduct is to provide the guidelines for the educational environment of the Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of Conduct, which is also on the Internet at http://dcccd.edu

WRITING ACROSS THE CURRICULUM:
Writing is a required part of all biology courses. You will have writing assignments determined by your instructor.

PLAGIARISM
This is the act of taking someone else’s words or ideas and using them as your own. This is academic dishonesty and will not be tolerated. You will receive a grade of zero on the assignment and you will be subjected to the disciplinary actions under academic honesty.

FINANCIAL AID STUDENTS
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. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee”. All students receiving financial aid must open and Email account through NetMail. See directions in the syllabus for opening an Email account.

WITHDRAWAL POLICY
If you wish to drop the course with a grade of “W” you must complete the necessary forms by contacting Admissions counseling or PE/Science Division office no later than June 20, 2011. An instructor cannot withdraw a student. Your instructor is NOT responsible for initiating or recommending this action. Failure to withdraw will in the student receiving a performance grade on the criteria contained in the syllabus.

RELIGIOUS HOLIDAYS/OBSERVANCES
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a mutually agreed upon time after the absence.

ADA GUIDELINES
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or
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.dcccd.edu/coursedrops

EMERGENCY/INCLEMENT WEATHER PROCEDURE
In case of emergency or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6am. Students may also refer to the Eastfield College webpage www.eastfieldcollege.edu for the Inclement Weather announcement under the Features area of the front page. The announcement will be posted immediately following the decision to close the college.

REPEATABILITY ISSUE
Pending legislative action and DCCCD Board approval, effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate 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 higher 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 Dallas County Community Colleges since the Fall 2002 semester. For complete information, go to: http://www.dcccd.edu/ThirdCourseAttempt/

OBTAINING YOUR GRADES AT THE END OF THE SEMESTER
Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Website address http://ecconnect.dcccd.edu/. Telephone number: 972-613-1818

FOOD and DRINK POLICY
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

CLASSROOM ENVIRONMENT
It is important that the best possible learning environment exist in the classroom. Students should arrive on time and remain for the entire class. Arriving late, leaving early and talking while the instructor is speaking, is disruptive to other students and the instructor. Please turn off cell phones and pagers and refrain from texting in class. All students should conduct themselves in a mature, responsible and courteous manner. Your
cooperation in creating and maintaining a pleasant classroom environment will be appreciated by all.

**CHILDREN on CAMPUS**
The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

**Family Educational Rights and Privacy Act of 1974 (FERPA)**
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

_The guidelines in this syllabus may be changed, deleted or amended at any time by the instructor._
# Assignment Schedule and Deadlines

| Week 1: May 11-20 | Due Tuesday, May 15<sup>th</sup>  
- Discussion Board (Introduce yourself to the class)  
- Syllabus/Orientation Quiz  
Due Wednesday, May 16<sup>th</sup>  
- Chapter 1 Homework  
Due Sunday, May 20<sup>th</sup>  
- Chapter 2 Homework  
- Lab #1: Use of Microscope |
|-------------------|---------------------------------------------------------------|
| Week 2: May 21-27 | Due Wednesday, May 23<sup>rd</sup>  
- Chapter 3 Homework  
- Lab #2: Histology  
Due Sunday, May 27<sup>th</sup>  
- Lecture Exam #1 (Ch. 1-4)  
- Lab Exam #1 |
| Week 3: May 28- June 3 | Due Wednesday, May 30<sup>th</sup>  
- Chapter 5 Homework  
- Lab#3: Integumentary  
Due Sunday, June 3<sup>rd</sup>  
- Chapters 6 & 8 Homework  
- Lab #4: Overview of Skeletal System  
- Discussion Board Assignment #1 (begins 5/28) |
| Week 4: June 4-10 | Due Wednesday, June 6<sup>th</sup>  
- Lecture Exam #2 (Chap. 5-8)  
- Lab #5: Axial and Appendicular System  
Due Sunday, June 10<sup>th</sup>  
- Chapter 9 Homework  
- Lab Exam #2 |
| Week 5: June 11-17 | Due Wednesday, June 13<sup>th</sup>  
- Chapters 10 & 11 Homework  
- Lab #6: Overview of Muscular System  
Due Sunday, June 17<sup>th</sup>  
- Lecture Exam #3 (Chap. 9-11)  
- Lab #7: Gross Anatomy of Muscular System |
| Week 6: June 18-24 | Due Wednesday, June 20<sup>th</sup>  
- Chapter 12 Homework  
- Lab Exam #3  
Due Sunday, June 24<sup>th</sup>  
- Chapter 13 Homework  
- Lab #8: Organization of Nervous Tissue  
- Discussion Board Assignment #2 (begins 6/18) |
| Week 7: | Due Wednesday, June 27<sup>th</sup> |
| June 25-July 1 | - Chapter 14 Homework
- Lab #9: Gross Anatomy of the Central Nervous System

**Due Sunday, July 1st**
- Chapter 15 Homework
- Lab #10: Reflex and Sensory Physiology |

| Week 8: July 2-3 | **Due Monday, July 2nd**
- Lab Exam #4

**Due Tuesday, July 3rd**
- Lecture exam #4 (Chap. 12-15) |

***All assignments are due at the end of the day, **11:59pm**, on the due date listed above. Late assignments will **NOT** be accepted.***

All quizzes, tests, and assignments are **time sensitive**. If a deadline is missed, you will receive a grade of **ZERO** for that assignment. Quizzes and lecture exams will **NOT** be reset after the due date/time. If a lecture or lab exam is missed, a grade of **ZERO** will be given for that exam.

**ANTICIPATE TECHNICAL DIFFICULTIES AND PLAN TO COMPLETE THE ASSIGNMENTS PRIOR TO THE DUE DATE.**