NORTH LAKE COLLEGE
5001 N. MacArthur Blvd.
Irving, Texas 75038-3899
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

COURSE SYLLABUS
BIOL SCIT 1407_7111
SUMMER 2012

DIVISION OFFICE:
Math/Natural Science/Sports Science
P330
972-273-3500

This course syllabus is intended as a set of guidelines for (Course). Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:
Maria Serra, M.S.
mserra@dcccd.edu
972-273-3235
Office C352
Office Hours: M/W: Upon Request

SCIENCE LEARNING CENTER: P333
(North Lake College ID required)
Free tutoring. Free internet access (for science use ONLY).
Access to older version, sometimes current versions, text books (Provided your teacher has given us one to use)
Great place to study
Interactive CD ROMS (North Lake College ID required)
Video Tapes (North Lake College ID required). DVD’s (North Lake College ID required)

The Science Learning Center provides student services in the following subjects (majors and non majors): Biology, Botany, Microbiology, Anatomy and Physiology, Chemistry, Geology, Botany, Physics and Ecology.
The center is located in P-333 & P-334 and offers various resources all of which are free to the students. The SLC features tutors, software, videos, CDROM’s, internet, models, places to study quietly, places for group work, and other materials to assist in science classes. In order to access resources of the SLC a North Lake College ID Card is required. The subject specific schedule of tutors is updated every semester and is located at
www.northlakebiology.com/SLC_tutor_schedule.htm

When students attend SLC we ask that they sign in and out. This data helps us keep the center stocked, running, and most of all, free of charge!. A quiet study room is now available

Hours of operation – M-R 8to8, F 9-3 and Sa 9-3

Contact information: Center Phone: 972-273-3273 Coordinator: Matthew Dempsey
Lab Assistant: Tara Arrington
www.northlakebiology.com
Course Information

Course title: SCIT – Applied Anatomy and Physiology
Course number: 1407
Section number: 7111
Credit hours: 4

Class meeting time:
- M-F Lecture: 7:30 – 9:30 p.m. – C253
- M-F Laboratory: 9:45 – 11:45 p.m. – C350

Course description: An introduction to the principles of the structure and function of the human body. A beginning course designed to emphasize the integration of all body systems.

Course prerequisites: None

Required or Recommended Textbooks and Materials


Previous editions are acceptable


Please note: any other text consult with instructor.
Course Objectives and Outline

I. Student must be able to identify basic anatomy associated with each system and use appropriate vocabulary.

II. Student must be able to understand the basic physiology of each system and describe it with appropriate vocabulary.

III. Students must be able to integrate vocabulary, anatomy and physiology of the various systems.

IV. Students must demonstrate the ability to communicate their knowledge using appropriate vocabulary.

Lecture Outline

Chapter 1: An Introduction to Anatomy and Physiology
Chapter 2: The Chemical Level of Organization
Chapter 3: The Cellular Level of Organization
Chapter 4: The Tissue Level of Organization
Chapter 5: The Integumentary System
Chapter 6: Osseous Tissue and Skeletal Structure
Chapter 7: The Axial Skeleton
Chapter 8: The Appendicular Skeleton
Chapter 9: Articulations
Chapter 10: Muscle Tissue
Chapter 12: Neural Tissue
Chapter 13: The Spinal Cord and Spinal Nerves
Chapter 14: The Brain and Cranial Nerves
Chapter 15: Neural Integration I: Sensory Pathways and the SNS
Chapter 16: Neural Integration II: The ANS and Higher Order Functions

Laboratory Outline

Exercise 1: Anatomical Language
Exercise 2: Organ Systems and Body Cavities
Exercise 3: Cell Structure and Cell Cycle
Exercise 6: Tissues
Exercise 7: The Integumentary System Structure and Function
Exercise 8: Bone Structure and Function
Exercise 9: Axial Skeleton:
Exercise 10: Appendicular Skeleton:
Exercise 11: Joints and Synovial Joint Movements:
Exercise 14: Skeletal Muscles and Their Actions:
Exercise 16: Nervous Tissue:
Exercise 17: Spinal Cord Structure:
Exercise 18: Spinal Nerves:
Exercise 20: Brain Structure and Function:
Exercise 21: Cranial Nerves
Evaluation Procedures:

1. Four lectures exams will be given, the lowest grade will be dropped. Exams will test material covered during lecture. Exams will be worth 15% of final grade and will consist of two parts:
   Part I: 70 multiple choice questions, and true/false questions.
   Part II: 30 points of matching, short answers, or application questions.

2. One Final Exam at the end of the semester will cover the last chapters. The Final Exam will have the same format as the lecture exams above. Final Exam will be worth 15% of course grade. Note: Final exam cannot be dropped.

2. Four Practical Exams will be given in the laboratory, the exams will consist of stations where models or microscope slides will be set up, students will be asked to identify structures, organs and tissues on the models provided. Most questions on the practical exams will NOT be multiple choice questions. Practical exams will each be worth 6% of the course grade. Students will be provided with lists of terms, power point tutorials, and model keys to prepare for the Practical Exams.

4. Twelve short quizzes will be scheduled at the beginning of laboratory periods. The quizzes will cover material from previous labs and the questions will come directly from the laboratory manual. Each quiz will be worth 4% of the course grade. A total of 10 of the 12 quizzes will be counted towards the final grade.

5. EXTRA CREDIT: Bonus questions will be included in all exams. An extra credit Clinical Case will be available to students who wish to improve their Clinical Case grade (the lowest Clinical Case will then be dropped) or to make up for a missed Clinical Case. An extra credit take home quiz will also be available. PLEASE NOTE: Poor attendance will preclude students from taking advantage of extra credit assignments.

Exams and Assignements: 60% Lecture, 40% Lab

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Lecture Exams (3 of 4 Exams)</td>
<td>15.0% each</td>
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<tr>
<td>Final Exam</td>
<td>15%</td>
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<tr>
<td>The lowest lecture test grade will be dropped. The final exam cannot be dropped.</td>
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<tr>
<td>Lab Practicals (4 Practicals):</td>
<td>8% each</td>
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<tr>
<td>Quizzes</td>
<td>10 of 12 quizzes (0.8% each)</td>
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<tr>
<td>Total points:</td>
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Major exams (excluding the Final Exam) will be placed in the Testing Centers. Students have ample time to prepare for exams and meet the deadline; therefore a missed test will be counted as the dropped one.

**% Grading Scale**

<table>
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<tr>
<th>Grade</th>
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<tbody>
<tr>
<td>A</td>
<td>100 – 90%</td>
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<tr>
<td>B</td>
<td>89 - 80%</td>
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<td>C</td>
<td>79 - 70%</td>
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<td>D</td>
<td>69 - 60%</td>
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<tr>
<td>F</td>
<td>&lt; 59%</td>
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Lecture tests will be available in the Testing Center at the scheduled times. The final exam will be given in the classroom during the assigned day and time.

**There will be no lecture makeup exams for unexcused absences.** Make up exams may consist of a few assay questions, or an oral examination.

Laboratory Practical Exams cannot be made up.

**TESTING CENTER INFORMATION AND POLICIES**

(A425) or call 972-273-3160.

**Monday – Thursday:** 8:30 a.m. – 8:00 p.m.
No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor's direction. All exams collected at 8:00 p.m.

**Friday - Saturday:** 8:30 a.m. – 3:30 p.m.
Other cut-off times may be in effect for specific exams by the instructor's direction. No tests will be issued after 2:30 p.m. All exams collected at 3:30 p.m.

**Sunday:** CLOSED

**TESTING CENTER INFORMATION AND POLICIES (Continuation)**

**Testing Policy for Mathematics & Science Division:** Students taking tests in math and science will **NOT** be allowed to leave the testing center or the classroom during a test and return to complete the test. **If you leave, you are through testing.**

If you need special accommodations you must submit a request to the Disability Services Office in person (A430) or by phone at 972-273-3165.

Visit [http://www.northlakecollege.edu/services-and-resources/advice-and-assistance/Pages/disability-services.aspx](http://www.northlakecollege.edu/services-and-resources/advice-and-assistance/Pages/disability-services.aspx) for more information.

If your instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request your test.

- Instructor’s name
Subject and course number (exp: HIST 1301)
Exam number (1st, 2nd, 3rd, etc.)
Exam deadline (Get this information from your instructor. The testing staff can not “look up” this information on computers.)

You should also bring the following supplies.

- Pencil
- Scantron answer sheet (If required)
- A Test Request Form must be completed before entering the Testing center.
- Eraser
- Only battery operated 4 function, non programmable scientific or TI83/TI 84 calculator are allowed (if permitted by instructor).
- Money for coin-return lockers (quarter). Please do not share lockers.

Important: Government- or school-issued photo identification is required & enforced.

- You may not bring personal items into the Test Center. This includes bags, cell phones and pagers. Coin-reimbursable (quarter) lockers are available for student use. Please do not share lockers.

- Please show courteous and cooperative behavior while using the services provided by the Testing Center.

- Do not bring children to the testing center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

- Do not take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

**TESTING CENTER INFORMATION AND POLICIES (Continuation)**

**Academic Dishonesty**
The Dallas County Community District has established procedures and guidelines to protect the security and integrity of all exams. All incidents of academic dishonesty are documented and reported to the instructor, the Director of Testing and the Dean of Student Enrollment.

Only battery operated 4 function, non programmable scientific or TI83/TI 84 calculator are allowed (if permitted by instructor).

**Discipline/ Course/ Department/Policies**
WHAT IS EXPECTED OF STUDENTS:
** Students must read chapters and exercises ahead of time. 
** Lecture chapters should be read ahead of lecture, and reviewed after lecture. 
Research shows that information reviewed within 24 hours, and a second time within 72 hours of being presented is retained easier. This is a fast paced course; don’t fall behind.  
** Students may be quizzed orally, during lecture, over the material covered in the previous lecture. 
** Work on the questions at the back of the chapters, the study guide, and the quizzes offered in the texts’ website.  
** Seek help. Take advantage of the instructor’s office hours, feel free to come by and ask questions or seek help.

Attendance:
As you are preparing for a career in the Health Care profession, it is imperative that you practice the professional attributes of punctuality and attendance. The administration and faculty of this program have expectations of your own professional behavior, as well. It will be impossible to satisfactorily complete this course if you have excessive absences. 
If you must be absent inform the instructor ahead of time. If the absence is due to illness or other unforeseen circumstances inform the instructor as soon as possible via e-mail or a phone call. Communication is key.

PLEASE NOTE: Poor attendance (missing more than 4 lecture or lab periods within a semester) will preclude students from taking advantage of extra credit assignments.

Tardiness:
Students are expected to arrive on time for class. Entering class after it is in session is disruptive to other students. Absence due to tardiness is included in classroom absence totals. Each occasion of tardiness is calculated to the next 1/2 hour. e.g. 10 minutes late = 30 minutes and 2 - 30 minute tardiness = 1 absent.

Classroom policies:
** CELL PHONES MUST BE TURNED OFF DURING LECTURE AND LAB. TEXTING, OR USING A CELL PHONE DURING CLASS IS RUDE AND INNAPPROPRIATE. INSTRUCTORS DO NOTICE AND MAKE NOTE.

A CELL PHONE RINGING, OR VIBRATING DURING A TEST IS ESPECIALLY DISTRACTING TO OTHER STUDENTS. THE INSTRUCTOR WILL PENALIZE ANY STUDENT WHOSE CELL PHONE RINGS OR VIBRATES DURING A TEST. Students not conforming to the cell phone policy will be asked to leave the class.
** THERE IS NO EATING OR DRINKING IN LABORATORY.

** THERE WILL BE NO TALKING DURING TESTS OR PRACTICAL EXAMS. READ “ACADEMIC DISHONESTY” PARAGRAPH ON “INSTITUTIONAL POLICIES” PART OF SYLLABUS.

** STUDENTS ARE RESPONSIBLE FOR KEEPING INFORMED OF ANNOUNCEMENTS MADE DURING CLASS IN THEIR ABSENCE.

** STUDENTS MUST TAKE THE FINAL EXAM IN ORDER TO PASS THE COURSE

** STUDENTS ARE RESPONSIBLE FOR KEEPING INFORMED OF TESTING CENTER HOURS OF OPERATIONS.

Students are preparing for a professional career; therefore, they will be expected to make an effort to communicate in a manner consistent with their future goals. 

*Any written communication with the instructor will be conducted using proper English grammar, spelling, and punctuation.*

**Study Tips**

- **Don’t procrastinate.** Start today (not next week) to read and study.
- **Show up** for class and be actively listening (not daydreaming). Some material will be from sources other than the text. You will not know the material if you have missed class.
- Lecture chapters should be read ahead of lecture, and reviewed after lecture. Research shows that information reviewed within 24 hours, and, a second time, within 72 hours of being presented is retained easier. This is a fast paced course; don’t fall behind!
- **Read** your textbook; don’t waste your $100! We will cover 1-2 chapters per week. First, *go over headings, diagrams and charts*. Then (before reading the chapter) *read over the questions* you are to answer. Then *read & answer the questions*. Finally *read the summary* at the end.
- Students may be quizzed orally, during lecture, over the material covered in the previous lecture.
- **Seek help.** Take advantage of the instructor’s office hours, feel free to come by and ask questions or seek help.
- Take courses or seminars to **improve your study skills.** Do you know how you best learn? Different approaches to studying? Ask me for some ideas.
- Each day before lecture begins, **read the lecture notes from the day before.** This will cut study time during preparation before tests.
• Make a **vocabulary** with definitions or identifications. Your medical vocabulary should be expanding exponentially during this course. You can find charts on line to use for practice in labeling parts.

• **Work with a study partner**, preferably someone who is serious about learning A & P and using time productively. Quiz each other on vocabulary, concepts, and identifications.

• **Practice being the “expert”** with your family and friends. Most people are very interested in the human anatomy and physiology. Tell them about what you learned in class. Explaining a concept to someone else helps you remember it longer.

**ECAMPUS**
1. Class notes and announcements will be posted on the web on ECAMPUS at "ecampus.dcccd.edu".
2. You are expected to access "ECAMPUS" on a regular basis to be up to date with the class information.
3. Make sure you enter your email address. Let me know if you need help with "ECAMPUS".
4. All students can apply for a free email address/internet access at the Computing Center.

**FREE TUTORING: SCIENCE LEARNING CENTER**
"Peer coaching" will also be available this semester in P333. Check for posted times. Open lab times will be arranged by the second week of the semester. Times will be posted by or announced in class. More information on pages 1 and 2 of this syllabi.

**INSTITUTIONAL POLICIES**

**ACADEMIC DISHONESTY**
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

*This instructor will take very seriously any academic dishonesty offence: an F in the class, suspension from the college, and a note on the student’s permanent record will be measures.*
taken by this instructor in response to academic dishonesty. Cheating harms all students, the college, instructors, and society as a whole. Please note that plagiarism is considered a form of cheating. This includes assignments in which the student uses internet resources. Copying and pasting of material from the internet, without citing sources of information, is plagiarism.

**NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)**
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

**REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT**
In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the ADA/ACCESS Office at (972) 273-3165 or visit Room A-413 at North Lake College. It is the policy of NLC to provide reasonable accommodations as required to afford equal educational opportunity.

It is the student’s responsibility to inform the instructor of any disabilities at the beginning of the semester and to contact the ADA/ACCESS office.

**DROP/WITHDRAWAL POLICY**
If you are unable to complete this course, you must officially withdraw by:
**Friday June 22nd, 2012.** Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you.

Withdrawal procedure:
If you are unable to complete this course, you must withdraw from it by **Friday, June 22nd** up a drop form from the Advantage Center, A-428. After the form is completed it must be returned to the admissions office, A-419. If you are withdrawing from all classes, an exit interview must be completed with a counselor in the Counseling Center, A456C. If you stop attending and do not personally withdraw by the withdrawal date, you will receive a performance grade, most likely an “F”. It is the student’s responsibility to withdraw, not the instructor’s. However, I would like to speak with each student that has decided to withdraw before they initiate the procedure. Please make an appointment with the instructor prior to withdrawal.

Please NOTE: Repeating this Course
Effective for Fall Semester 2005, all Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses.
**Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt.**

**Enrollment in developmental courses is subject to other limitations. Students may enroll in a maximum of 27 hours of developmental courses. For more information go to the DCCCD web site and click on “Paying for College” and then “Third Course Attempt.”**

**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

**FINANCIAL AID STATEMENT**

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at http://www.fafsa.ed.gov.

**TSI Information**

_Actual - TSI (Texas Success Initiative) is the state required assessment program that has replaced TASP. The purpose of TSI is to insure students have the skills to be ready for college level coursework. Dallas County Community College District is allowing students to decide when they will take their developmental coursework. Demonstrated proficiency in skills through completion of DMAT 0093 or a passing score on an assessment instrument is required to move to college level math classes. Students must earn an “A”, “B”, or “C” in their developmental class in order to move to the next developmental level or to a college level class._
Children in Class and Unaccompanied Children Policy:
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 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 the 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 (classroom faculty or administrative heads) may require the student-parent to remove the children from the setting if 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 be left anywhere on the premises. Parents who have problems with childcare should visit the advisement/counseling center to receive referrals to childcare services in the area.

COUNSELING SERVICES
Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 430

WRITING CENTER (A309)
The Writing Center supports and supplements classroom instruction by providing focused, individualized writing instruction in response to the specific needs of the student. Its services are available to all North Lake students, not just those enrolled in English classes. The tutors are skilled writing specialists who can help students clarify writing tasks, understand instructors' requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, and properly use and document sources. Rather than merely editing or "fixing" students' papers, the Writing Center staff focuses on helping students develop and improve their writing skills.

Located in Room A309, the Writing Center is open 8:00 AM to 9:30 PM Monday through Thursday and 8:00 AM to 5:00 PM on Friday. Saturday hours are 9:00 AM to 2:00 PM during fall and spring semesters. Hours will vary during other sessions. Students who have scheduled an appointment in advance will have a tutor available to work with them at their scheduled time. Walk-ins are welcome, but they may have to wait for an opening or make an appointment for a later time, perhaps a later day. To schedule an appointment, come by the Writing Center, call 972-273-3089, or email nlcwritingcenter@dcccd.edu.
**Disclaimer:** The instructor reserves the right to amend this syllabus as necessary.

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Lab</th>
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<tbody>
<tr>
<td><strong>SCIT 1407 - 7111</strong></td>
<td><strong>SUMMER 1</strong></td>
</tr>
<tr>
<td><strong>Lecture and Lab</strong></td>
<td><strong>Schedule</strong></td>
</tr>
<tr>
<td><strong>Monday</strong></td>
<td><strong>Tuesday</strong></td>
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<td>11</td>
<td>12</td>
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<tr>
<td><strong>Lecture Test 1/Chapter 5</strong></td>
<td><strong>Chapters 5 &amp; 6</strong></td>
</tr>
<tr>
<td><strong>Exercise 7/Q3</strong></td>
<td><strong>PRACTICAL 1</strong></td>
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<tr>
<td>18</td>
<td>19</td>
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<tr>
<td><strong>Lecture Test 2/Chapter 10</strong></td>
<td><strong>Chapter 10</strong></td>
</tr>
<tr>
<td><strong>Review/Q6</strong></td>
<td><strong>PRACTICAL 2</strong></td>
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<td>25</td>
<td>26</td>
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<tr>
<td><strong>Lecture Test 3/Chapter 13</strong></td>
<td><strong>Chapter 14</strong></td>
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<tr>
<td><strong>Review/Q9</strong></td>
<td><strong>PRACTICAL 3</strong></td>
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<td>2</td>
<td>3</td>
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<tr>
<td><strong>Chapter 16</strong></td>
<td><strong>FINAL EXAM</strong></td>
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Test 1: Chapters 1-4  
Test 2: Chapters 5-9  
Test 3: Chapters 10 & 12  
Test 4: Chapters 13 & 14  
Practical 1: Exercises 1, 2, 4, and 6  
Practical 2: Exercises 7 - 11  
Practical 3: Exercises 12, 14, 16  
Practical 4: Exercises 17, 19, 20 & 21