<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Human Anatomy &amp; Physiology I</td>
<td>Sheryl Lumbley</td>
</tr>
<tr>
<td>Fall 2015</td>
<td><a href="mailto:slumbley@dcccd.edu">slumbley@dcccd.edu</a></td>
</tr>
<tr>
<td>SCIT1407.31001</td>
<td>972-860-8090</td>
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<tr>
<td>Class Meeting Time: 9:30 – 12:20 MW in M236</td>
<td>Office: M225C</td>
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<tr>
<td>Study Group: 2:00 – 3:20 PM MW in M226</td>
<td>Hours Available: 4:00-5:30 pm MW</td>
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<td>4:00-5:00 pm TR</td>
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**Course Description:** An applied systematic study of the structure and function of the human body designed for students considering a career in the health field. Includes anatomical terminology, cells, tissues, and the following systems: integumentary, skeletal, muscular, nervous, and endocrine. Emphasis on homeostasis. This course is cross-listed as SCIT 1307. The student may register for either SCIT 1407 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.

**Required Materials**
1) Anatomy and Physiology. OpenStax.
ISBN-10 1938168135
Available for free PDF download at the following address: http://openstaxcollege.org/textbooks/anatomy-and-physiology
2) Anatomy & Physiology Revealed, version 2.0, 3.0, or full app
ISBN-10: 0073378070 or 0073403601
3) Access to eCampus and a printer

*Note: A minimum of 12 hours per week should be devoted to course material outside of class time*

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

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

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**Texas Core Objectives for Student Learning**
The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

**Student Learning Outcomes**
Identify the structure and explain the function of cells and tissues; identify the components and explain the physiological mechanisms of the following body systems: integumentary, skeletal, muscular, nervous, and endocrine; and
Apply anatomical terminology to describe the processes these systems use to maintain homeostasis of the human body.

CVC Learning Signature

CVC’s Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence.

CVC Faculty and Staff expect students to:
- take responsibility for their own learning
- commit to achieving high academic performance
- be meaningfully engaged in the campus community

CVC Faculty and Staff expect to:
- provide students a clear pathway of instruction
- establish clear learning outcomes
- serve as role models and mentors for students

Course Outline

For maximum success in this course you should spend a minimum of 12 hours per week working on course material.

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<thead>
<tr>
<th>Week</th>
<th>Chapter</th>
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<tbody>
<tr>
<td>1</td>
<td>Ch 1 Introduction to the Human Body</td>
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<tr>
<td>2</td>
<td>Ch 2 The Chemical Level of Organization</td>
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<td>3</td>
<td>Ch 3 The Cellular Level of Organization</td>
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<tr>
<td>4</td>
<td>Ch 4 The Tissue Level of Organization</td>
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<td>5</td>
<td>Ch 5 The Integumentary System</td>
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<tr>
<td>6</td>
<td>Ch 6 Bone Tissue and the Skeletal System</td>
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<tr>
<td>7</td>
<td>Ch 7 Axial Skeleton; Ch 8 Appendicular Skeleton</td>
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<tr>
<td>8</td>
<td>Ch 9 Joints; Ch 10 Muscle Tissue</td>
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<tr>
<td>9</td>
<td>Ch 10 Muscle Tissue; Ch 11 The Muscular System</td>
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<tr>
<td>10</td>
<td>Ch 10 Muscle Tissue; Ch 12 Nervous Tissue</td>
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<tr>
<td>11</td>
<td>Ch 12 The Nervous System and Nervous Tissue</td>
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<tr>
<td>12</td>
<td>Ch 13 Anatomy of the Nervous System</td>
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<tr>
<td>13</td>
<td>Ch 14 The Brain and Cranial Nerves</td>
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<tr>
<td>14</td>
<td>Ch 15 The Autonomic Nervous System</td>
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<tr>
<td>15</td>
<td>Ch 17 The Endocrine System</td>
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Evaluation Procedures

At the beginning of the course, the instructor provides a schedule of examinations and assignments that contribute to the final grade in the course for each student. Grades for the course will be based upon the accumulation of the total number of points assigned using the following scale:

A 1125 – 1250
B 1000 – 1124.9
C 875 – 999.9
D 750 – 874.9
F ≤ 749.9

If the grade on Lab Practical 5 and Lecture test 5 averaged together is better than the grade from the total number of
points out of 1250, then the average of lecture test 5 and lab test 5 will be substituted as the final grade.

Exams and Assignments

Assessment of your performance will be based upon scores from five 100-point cumulative exams covering material from lecture from the beginning of the class. There will be five 100-point cumulative practicals covering material from lab. There will be lab assignments, quizzes, lecture presentations, online assignments, case studies, and lecture assignments. These are designed to aid student learning and retention and give you an opportunity to get feedback and check your progress. They total 250 points for the class. Many opportunities are given to practice the kinds of skills necessary to do well on the exams before the exam is given. Participation in these activities and labs is not optional, but required for the level of learning that will be necessary to satisfactorily complete the exams. If you arrive late for an exam, you will have less time to complete it. Often on test days, the scheduled times for lecture and lab may be switched to allow testing before proceeding with new material. Be prepared to come to both lecture and lab times on test days.

Labs and assignments will be submitted through eCampus and must be submitted by midnight on the due date. No extensions will be issued after the first 2 weeks of class.

If the grade on Lab Practical 5 and Lecture test 5 averaged together is better than the grade from the total number of points out of 1250, then the average of lecture test 5 and lab test 5 will be substituted as the final grade.

Honors Credit Availability

You can earn Honors Credit in this course that will show the completion of an Honors Course on your transcript. Honors credit is important in transfer evaluation for graduation with both Associates and Bachelor degrees with honors.

To qualify for Honors credit, you must sign an Honors Contract at the beginning of the semester. Meet with me to design your program and complete the contract form. You must earn an A or B in the course in order to receive Honors Credit.

Service Learning

The College offers a Service Learning Program that allows students to earn recognition for hours worked in a volunteer program with a local organization. See the Cedar Valley College web site for additional information.

http://www.cedarvalleycollege.edu/CommunityMembers/Lists/WebPages/DispForm2.aspx?List=4910a51c%2D65b2%2D4293%2D9ecd%2D5f5aa383b44d&ID=17
Stop Before you Drop Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes.

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule. For more information, you may access: http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdrawable.aspx

The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

Attendance Policy
In general, daily class attendance enhances student achievement of an A, B or C in the course. Students should advise instructors of illness, work or family situations that may require absence from a class. In a discussion class, regular and punctual attendance is vital to success. Any assignments missed during an absence cannot be made up. Excused or unexcused absences will be counted the same. If you anticipate your early departure from a class session, you should discuss the circumstances with the instructor before class begins. If an assignment, quiz, or activity has been completed before you arrive, then you were absent for that assignment and it cannot be made up.

Classroom Policies
I expect that students will not withdraw from this course without talking to the instructor. There are success strategies and help available if requested early.
If you have to miss a class, tell me in advance. There may be another section of the class that you can attend to help you with the material that you missed. You may also be able to find out what we did by calling a classmate.

I expect that students will support each other and help the entire group succeed. You should plan on getting to know each other very well and holding each other accountable. Study groups are more than just a suggestion; they are a necessity.

Cell Phone Policy

Cell phones should be turned off or put in “silent” mode before class begins. A ringing cell phone is a disruption to the class and may result in disciplinary action. Use of a cell phone during testing or other graded work conducted within the classroom or Testing Center will be considered an act of academic dishonesty and will be subject to the penalties specified in this syllabus under the heading of Academic Honesty.

Food and Drink

Food is not allowed in M building classrooms. In lecture rooms, only water is acceptable provided it has a lid. In lab rooms, no food, gum or drinks are allowed for safety reasons.

Computer Services

Go to [www.cedarvalleycollege.edu](http://www.cedarvalleycollege.edu) and click on eCampus to the right. Click Access eCampus Courses. Log in with your student ID number preceded by a small e, and your password. Under “Courses” you should find Applied Human Anatomy and Physiology I as a course. If you cannot access eCampus, call technical support at 972-669-6402. For questions about the content of the course page, email slumley@dcccd.edu. The lecture PowerPoints, Lab Manual, Grade Center, and External Links are located on this site. High speed internet access is recommended. Computers are available on campus in the computer labs and the libraries (C104, A206, B116, C226, or M226). There is no printer in the M building.

Financial Aid Certification of Attendance

You must attend and participate in this on-campus course in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: submitting an academic assignment in class; taking an exam; completing an interactive lab or quiz; or attending a study group that is assigned by the instructor. In a hybrid class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your class and are engaged in an academically related activity such as in the examples described above.
Tutoring Services

Tutoring is available for this class in the form of supplemental instruction Monday and Wednesday (times to be determined) in the Medical Library M226; Messages for the supplemental instructor can be left at the tutoring Center, at 972-860-2974. Regular tutoring is available on a "drop in" basis in C206; however, if you would like to make an appointment for a specific time, please call 972-860-2974. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front desk. More information is available at: http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx

QUALITY ENHANCEMENT PLAN

Cedar Valley College's Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at: http://www.cedarvalleycollege.edu/QEP/default.aspx

INSTITUTIONAL POLICIES

Academic Advising

Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students' academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College.

We encourage you to meet with an advisor early during registration so you will have plenty of time to plan a schedule that works for you. Academic Advisors are located in building “L”, and can be reached at (972) 860-0806.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access: https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

CVC Welcome Center

The Cedar Valley College Welcome Center staff are available Monday-Thursday, 8:30am-7pm, Friday 8:30am-5pm to answer any general questions you may have. The main CVC telephone line for general information is (972) 860-0816.

Academic Honesty

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic 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. See Also Student Code of Conduct.  
https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

ADA Statement

If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

Emergency Alert

Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to:  
http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

Financial Aid

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 after the drop date are also subject to this policy.

Health Center Services

Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.
- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR
- www.cedarvalleycollege.edu/FutureStudents/StudentServices/HealthServices/default.aspx
- Confidential "talks"
- Assists with health related club activities when asked and time permits

Religious Holidays

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.