Eastfield College
STEM Division
SCIT 1407-41002
Applied Human Anatomy and Physiology I
Fall 2015
Dr. Jessica Kerins

Class Time and Location
Lecture:  MWF  8:00-8:55am    N201
Lab:        MW    9:30-10:50am   S301

Instructor
Dr. Jessica Kerins
Office Phone:  972-860-8317
Office:  C309
E-mail Address:  jkerins@dcccd.edu
Office Hours:  M 11am-12pm (Science Corner), 12:30-1:30pm (C309)
               T  2:30-3:30pm (C309)
               W 11am-12pm (C309)
               R 2:30-3:30pm (C309)

Course Description (4 Credit Hours)
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 SCIT1307.
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. (3 Lec., 3 Lab.)    (Coordinating
Board Academic Approval Number 2607065124)

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.

Required Materials
1. Textbook:  choose ONE of the following (both options are used in SCIT 1408 as well):
   Option A:  Principles of Anatomy and Physiology (With Wiley Plus) Binder Ready, 14th edition,
              Tortora, G. J., and Derrickson, B., John Wiley and Sons, Inc., 2012, New Jersey,
              ISBN# 9781118866306

   Option B:  Principles of Anatomy and Physiology (With Wiley Plus) Hardcover, 14th edition,
              Tortora, G. J., and Derrickson, B., John Wiley and Sons, Inc., 2012, New Jersey,
              ISBN# 9781118866092

   **Option A comes in a binder. It is less expensive than option B, and allows you to carry with you one chapter at a
time, instead of the entire book. If you buy this book at the Eastfield college bookstore, or if you buy it somewhere
else with the EXACT ISBN listed, it comes with access to the online companion site, WileyPLUS.

2. Lab book:  there is only one option; it is available ONLY at the Eastfield College Bookstore (this will be used in
            SCIT 1408 as well):

Suggested Materials

This is a GREAT resource, including very detailed microscopic images of tissues, as well as labeled
images of the models we use in the lab. I HIGHLY recommend it. It will serve you well in SCIT 1407/1408
or BIOL 2401/2402 as well as in nursing school. You can find it on Amazon or at this website:
**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.

**Student Learning Outcomes**
Upon the completion of this course, students should be able to:

1. Identify the structure and explain the function of cells and tissue.
2. Identify the components and explain the physiological mechanisms of the following body systems: integumentary, skeletal, muscular, nervous, and endocrine.
3. Apply anatomical terminology to describe the processes these systems use to maintain homeostasis of the human body.
<table>
<thead>
<tr>
<th>Week (M-Sun)</th>
<th>Lecture</th>
<th>Lab</th>
<th>Assignments/Notes</th>
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<tbody>
<tr>
<td>Week 1 8/31-9/6</td>
<td>Ch. 1 Introduction to the Human Body  Ch. 2 The Chemical level of Organization  Ch. 3 The Cellular Level of Organization</td>
<td>Ex.1: The Language of Anatomy  Ex.2: Organ Systems  Ex.3: The Microscope</td>
<td>Due Sunday, 9/6:  Syllabus quiz  Campus Emergency Quiz</td>
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<tr>
<td>Week 2 9/7-9/13</td>
<td>Ch. 1-3  Ch. 4 The Tissue Level of Organization</td>
<td>Ex.4: The Cell: Anatomy and Division  Ex.5: The Cell: Transport Mechanisms and Cell Permeability</td>
<td>Due Sunday, 9/13:  Lab Quiz 1  Lab Quiz 2  CH4 HW  No class Mon 9/7</td>
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<td>Week 3 9/14-9/20</td>
<td>Ch. 4 The Tissue Level of Organization  Ch. 5 The Integumentary System</td>
<td>Ex.6: Classification of Tissues</td>
<td>Due Sunday, 9/20:  Lab Quiz 3  CH5 HW  Take Home Test due FRI 9/18 IN CLASS</td>
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<tr>
<td>Week 4 9/21-9/27</td>
<td>Ch. 5 The Integumentary System  Ch. 6 The Skeletal System: Bone Tissue</td>
<td>Lab Practical 1: Ex 1-6</td>
<td>Due Sunday, 9/27:  CH6 HW  LP1: Wed 9/23</td>
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<td>Week 5 9/28-10/4</td>
<td>Test 1: Ch. 4-5</td>
<td>Ex.7: The Integumentary System  Ex.8: Overview of the Skeleton</td>
<td>Due Sunday, 10/4:  Lab Quiz 4  Test 1: Fri 10/2</td>
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<td>Week 6 10/5-10/11</td>
<td>Ch. 7 The Skeletal System: Axial  Ch. 8 The Skeletal System: Appendicular  Ch. 9 Joints</td>
<td>Ex.9: The Axial Skeleton</td>
<td>Due Sunday, 10/11:  Lab Quiz 5  CH7, CH8, CH9 HW</td>
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<td>Week 7 10/12-10/18</td>
<td>Test 2: Ch. 6-9</td>
<td>Ex.10: The Appendicular Skeleton  Ex.11: Articulations and Body Movements</td>
<td>Due Sunday, 10/18:  Lab Quiz 6  Test 2: Fri 10/16</td>
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<tr>
<td>Week 8 10/19-10/25</td>
<td>Ch. 10 Muscle Tissue</td>
<td>Lab Practical 2: 7-11</td>
<td>Due Sunday, 10/25:  CH10 HW  LP2: Wed 10/21</td>
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<td>Week 9 10/26-11/1</td>
<td>Ch. 11 The Muscular System  Ch. 12 Nervous Tissue</td>
<td>Ex.12: Microscopic Anatomy and Organization of Skeletal Muscle</td>
<td>Due Sunday, 11/1:  Lab Quiz 7  CH11 HW</td>
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<td>Week 10 11/2-11/8</td>
<td>Ch. 12 The Nervous System</td>
<td>Ex.13: Gross Anatomy of the Muscular System</td>
<td>Due Sunday, 11/8:  Lab Quiz 8  CH12 HW</td>
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<td>Week 14 11/30-12/6</td>
<td>Ch. 15 Autonomic Nervous System  Ch. 16 Sensory, Motor, and Integrative Systems</td>
<td>Ex.23: Special Senses-Vision  Ex.25: Special Senses-Hearing and Equilibrium  Ex.26: Special Senses-Olfaction and Taste</td>
<td>Due Sunday, 12/6:  Lab Quiz 11  CH15, CH16 HW</td>
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<td>Week 15 12/7-12/13</td>
<td>Ch. 17 The Special Senses</td>
<td>Lab Practical 4: 15,17,19,23,25,26</td>
<td>Due Sunday, 12/13:  CH17 HW  LP4: Wed 12/9</td>
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<td>Week 16 12/14-12/17* (*M-TH)</td>
<td>Test 4: 13-17</td>
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<td>Test 4: Mon 12/14 (8:00-9:50am)</td>
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Evaluation Procedure

1 Syllabus Quiz x 20 points = 20 points
1 Campus Emergency Quiz x 14 points = 14 points
4 Highest Lecture Exams x 100 points each = 400 points
4 Laboratory Exams x 100 points each = 400 points
12 Highest Homeworks x 100 points each = 1200 points
10 Highest Lab Quizzes x 10 points each = 100 points
Miscellaneous Class Activities = 96 points

TOTAL POINTS = 1150

A standard grading scale will be used:

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>1035 - 1150</td>
<td>90 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>920 - 1034</td>
<td>80 - 89%</td>
<td>B</td>
</tr>
<tr>
<td>805 - 919</td>
<td>70 - 79%</td>
<td>C</td>
</tr>
<tr>
<td>690 - 804</td>
<td>60 - 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 - 689</td>
<td>0 - 59%</td>
<td>F</td>
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Lecture Exams
There are 5 lecture exams: the first lecture exam is a take-home exam covering Chapters 1-3. The rest of the exams are taken in class, and consist of matching, true/false, multiple choice and/or short answer essay. You will need a scantron for each of the in-class exams. Your lowest test score will be dropped and not counted as part of your overall grade. There are no make-up lecture exams.

Laboratory Exams will be taken during lab time. They consist of fill-in-the-blank. There will NOT be a word bank. SPELLING COUNTS!!! Open lab times are posted outside of the lab door. There are also models located at the circulation desk in the library for study purposes. There are no make-up lab exams.

Testing Policies
Students are not allowed to leave the room for any reason during an exam. All electronic devices must be turned off and put away, in addition to all other personal items.

Homework assignments TBA

Lab Quizzes will be taken online in eCampus. They are fill-in-the-blank and cover the material from lab. Lab quizzes are CLOSED book quizzes. You are not to use any outside sources, including (but not limited to) books, internet, other students. These quizzes are timed, and will result in a one point deduction for every minute over the time limit. You MUST use Respondus Lockdown Browser to take lab quizzes (see eCampus for more details). There are 11 lab quizzes; your lowest quiz score will be used for extra credit. See the course schedule for exact deadlines for each quiz. You may take each quiz TWICE by the posted deadline. Any quiz not taken by the posted deadline will receive a score of ZERO, no exceptions. I will NOT reset any quiz for any reason!!! Plan to take your quizzes ahead of time to avoid unplanned technical or personal issues.

Miscellaneous Class Activities consist of various in-class activities, such as quizzes, worksheets, and case studies. They may or may not be announced ahead of time. You MUST be present in class to complete these activities and receive credit for them.

NO LATE WORK WILL BE ACCEPTED IN THIS CLASS FOR ANY REASON, SO PLEASE PLAN AHEAD!

How your final grade is determined
Grades are calculated using the above point system. You accumulate points with exams, quizzes, and possible additional assignments. The number of points you have accumulated at the end of the semester will determine your letter grade.

I DO NOT round up grades.

I DO NOT give incompletes.

DO NOT ask me about extra credit. If I decide to give extra credit assignments, I will tell you. DO NOT ask me, “Is there anything I can do to raise my grade?” as my answer will be, “Yes, you should have worked harder from day one.”

Questions about your grade
Any questions about your grade for a particular exam, quiz, or assignment MUST be addressed within ONE WEEK of the posted deadline of that test/assignment, unless additional instructions say otherwise. After that time, no grade appeals will be heard.
**Attendance Policy**

Attendance is mandatory for both class and lab. Students are expected to be on time and remain for the entire class/lab.

You may miss 4 classes or labs without penalty. After that, each additional absence will result in a 5-point deduction from your overall grade. I do not distinguish between excused and unexcused absences, so there is no need to notify me.

If you arrive late to class, it is YOUR responsibility to notify me IN WRITING BY THE END OF THAT CLASS period that you were late. Failure to do so will result in you being marked absent. Please include the following:
1. First and last name
2. Date
3. Course and section

2 tardies equals 1 absence.

YOU are responsible for finding out FROM YOUR CLASSMATES what you may have missed in class or lab. Refer to eCampus, the schedule, and other students to obtain this information, especially missed announcements. DO NOT ask me, “What did I miss?”

There are no make-up classes for laboratory exercises that are missed. You cannot attend another laboratory with another instructor to make-up the work.

**Academic Honesty**

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.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct, published in the DCCCD Catalog at [http://www1.dcccd.edu/cat0506/ss/code.cfm](http://www1.dcccd.edu/cat0506/ss/code.cfm)

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

The first incident of academic dishonesty will result in a ZERO for that particular assignment or exam. The second incident will result in a failing grade for the course.

**Classroom Etiquette**

1. During lecture, cell phones, blackberries, pagers, ipods, headsets, and other personal electronics, are to be turned off and put away. Students are allowed to use laptop or notebook computers in class, but are expected to use them for classwork purposes only.
2. Be on time.
3. Be respectful of both the instructor and fellow students. This includes no talking during class, especially when the instructor or another student is speaking.
4. No children are allowed in classrooms or laboratories.

**Eastfield College Email Policy**

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: [http://www.dcccd.edu/netmail/home.html](http://www.dcccd.edu/netmail/home.html)

ALL email messages MUST include the following:
1. First and last name
2. Course and section
3. Detailed question, especially if it concerns a test question or a particular part of an
assignment.
I will respond to any emails (or phone messages) within 24 hours.

PLEASE NOTE: I will not respond to the following emails:
   a. Any email that does not include any of the above items
   b. Any email that asks a question that has already been answered (check eCampus announcements, syllabus, etc. FIRST before emailing me!!)

Food and Drink Policy
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms. Food and drink are never allowed in the laboratories. Food and drink will be allowed in lecture classrooms as long as students comply with the following policy:

   Food and Drink Policy Statement
   "We the undersigned understand that bringing drinks and food into the college classroom is a privilege and a responsibility. Out of respect for other members of the Eastfield College community, we agree to take full responsibility for our actions. This includes but is not limited to removing cans, bottles, trash, etc. from the classroom when we leave, and depositing our trash in appropriate receptacles outside the classrooms. Also, we agree to clean up spills and, if special cleaning is needed, to contact appropriate college personnel immediately."

The right and responsibility for setting classroom food and drink policy does not extend to classrooms or other areas where students and faculty are working directly with or around college property such as computers, lab materials, equipment, and/or college-owned books. Classroom and other spaces such as these will be restricted from the use of food and drink at all times for students and college personnel. In addition, the right and responsibility for setting classroom food and drink policy does not extend to items that are generally prohibited from the campus (e.g. alcohol, tobacco products).

Writing Across the Curriculum
Science courses at Eastfield College follow a principle of "Writing Across the Curriculum." Each course incorporates a writing element. Writing is a critical part of communication of ideas, and is important in the synthesis and analysis of scientific concepts. Writing in this course is accomplished through completion of essay questions on the lecture exams. Each question must be answered in complete sentences, using proper grammar, correct spellings, giving examples and details to support the statement.

Obtaining Final Course Grades Using eConnect
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

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 6 a.m. Students may also refer to the Eastfield College web page www.eastfieldcollege.com 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.

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 after the drop date are also subject to this policy.

Repeating This Course: (Third Attempt to Enroll in a Course)
Effective for Fall Semester 2005, the Dallas County Community Colleges 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 Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

**ADA Statement**
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 email efcdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

**Religious Holidays**
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.

**Withdrawal Policy**
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by NOVEMBER 19, 2015. Failure to do so will result in you receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

If you drop a class via eConnect, make sure to print a copy of the confirmation and keep the copy. In the event of a discrepancy it will be the responsibility of the student to provide documentation of having dropped the class.

**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

**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.

**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.

**SCANS SKILLS**

**FOUNDATION SKILLS**
READING – locates, understands and interprets written information
WRITING – communicates thoughts, ideas, information in writing
ARITHMETIC – performs basic computations
MATHEMATICS – chooses appropriate mathematical techniques
LISTENING – receives, interprets, and responds to verbal messages and cues
SPEAKING – organizes ideas and communicates orally
CREATIVE THINKING – generates new ideas
DECISION MAKING – specifies goals and constraints, chooses best alternatives
PROBLEM SOLVING – recognizes problem and devises/implements a solution
KNOWING HOW TO LEARN – uses efficient learning techniques
REASONING – discovers and applies underlying rules or principles
RESPONSIBILITY – exerts a high level of effort and perseveres toward goals
SELF-ESTEEM – believes in oneself and maintains a positive view of self
INTEGRITY/HONESTY – chooses ethical courses of action
MANAGES TIME – sets relevant, goal related activities, ranks and allocates time
MANAGES MONEY – uses or prepares budgets, keeps detailed records
MANAGES HUMAN RESOURCES – assesses skills and distributes work
ACQUIRES INFORMATION – identifies need for data, obtains and evaluates
ORGANIZES INFORMATION – organizes, processes, and maintains information
INTERPRETS INFORMATION – selects, analyzes info – communicates results
USES COMPUTERS – to acquire, organize, analyze, and communicate information
PARTICIPATES AS A MEMBER OF A TEAM – contributes to group effort
TEACHES OTHERS – helps others learn needed knowledge and skills
SERVES CLIENTS/CUSTOMERS – works to satisfy client/customer expectations
EXERCISES LEADERSHIP – communicates ideas to justify position and lead others
NEGOTIATES – works toward agreements involving an exchange of resources
WORKS WITH DIVERSITY – works well with people from diverse backgrounds
UNDERSTANDS SYSTEMS – social, organizational, and technological systems
MONITORS SYSTEMS – distinguishes trends, predicts impact
IMPROVES SYSTEMS – makes suggestions to modify existing systems
SELECTS TECHNOLOGY – judges which technology will produce desired results
APPLIES TECHNOLOGY – understands procedure for setup and use of machines
MAINTAINS TECHNOLOGY – prevents, identifies, or solves technological problems

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