El Centro College, Department of Biology
SCIT 1407: Applied Human Anatomy and Physiology I
Section: 51502, Fall 2015

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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. (4 credit hours: 3 Lec, 3 Lab)

Required Materials (Lecture and Lab)
- Textbooks
  - Connect Access Card for Saladin essentials, first edition, 2014 (ISBN 978-1259705922). McGraw-Hill. (Prospective students: Make sure that you purchase the access code from a reputable source—the biology department has made an agreement with the publisher that the code can be used for 2 semesters: SCIT 1407 and SCIT 1408).
- On-line (on eCampus)
  - Laboratory Study Guides
- Supplies
  - Scan-tron answer sheets for lecture exams (#882)--6 total
  - #2 lead pencils with erasers for use with the Scan-tron forms

A student of El Centro College is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer. THECB TAC Rule 4.218 (c).

Course Prerequisites
You must have college-level reading and writing skills. Prior enrollment in BIOL 1408 is recommended for those with no previous high school biology.

Time Commitment & Individual Accountability
Successful performance in the course will take a time commitment of approximately 12-15 hours/week of your time.
It is up to you, and only you, to earn your grade in this class. Grades are not given by the instructor, but are earned by the student. Only you are responsible for your success in this class by putting the time and effort into this class.
Grade Determination
The grade for the course will be based on the accumulation of points distributed as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Unit Exams (5- lowest exam grade dropped) @ 100 points each</td>
<td>400 points</td>
</tr>
<tr>
<td>Lecture Final Exam</td>
<td>50 points</td>
</tr>
<tr>
<td>Lab Worksheets (10) @ 3 points each</td>
<td>30 points</td>
</tr>
<tr>
<td>Syllabus Quiz</td>
<td>20 points</td>
</tr>
<tr>
<td>Lab Quizzes (12- lowest quiz grade dropped) @ 10 points each</td>
<td>110 points</td>
</tr>
<tr>
<td>Lab Practicals (3- @ 50 points each)</td>
<td>150 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>760 points</td>
</tr>
</tbody>
</table>

Your current grade can be calculated by 1) adding all of your points, 2) adding the points you would have received if you had made perfect scores on the same assignments, 3) dividing the number earned by the points possible, then 4) multiplying by 100.

A = 90 - 100%  B = 80 - 89.9%  C = 70 - 79.9%  D = 60 - 69.9%  F = below 60

Exams, Quizzes, and Lab Worksheets

Lecture Exams
- Five unit exams of 100 points each will be given during the semester and the lowest grade will be dropped. Each exam will consist of 40 multiple choice/true-false questions worth two points each and 20 points worth of discussion/definition/short answer questions. **No make-ups will be given for Unit Exams, even for medical and excused absences. The purpose of the dropped exam is for emergencies such as these.**

Final Exam
- A comprehensive final exam of 50 points will be given during the scheduled final exam period. This exam will consist of 50 multiple choice/true-false questions worth one point each.

Laboratory Worksheets
- Students are required to turn in worksheets each week covering the lab material for that week. All questions in each activity (unless noted to be omitted) must be complete to receive the full credit of 3 points (NO PARTIAL CREDIT is given). Students also must complete the activities in the lab with their lab group. If a student does not actually perform the activities in lab, NO CREDIT for the worksheets will be given.
- Students must turn in their finished worksheets to their instructor by the end of the second lab period to receive their three points. Only YOUR lab instructor can sign off on your worksheets.
- Worksheets will either come from pages in the lab manual or supplemental worksheets handed out by the instructor at the beginning of lab.
- Students can only attend the lab section they are registered in. Students will not be allowed to attend a different lab section. No lab make-ups are provided.
- Only 10 of the 12 worksheets will be counted. However, if you turn in all 12 lab worksheets, an extra 6 points will be added to your final total for the course.

Syllabus Quiz
- A quiz covering the mechanics of the lecture and lab found in the syllabus will be administered by the end of the first week of class. The quiz will be given during the lab (Wed/Thur).

Laboratory Quizzes
- A lab quiz worth 10 points each will be administered at the beginning of the lab. The lowest grade of the laboratory quizzes will be dropped.
• There will be a total of twelve (12) laboratory quizzes consisting of 10-15 questions with 10 points possible for each quiz. **Late quizzes, make-ups will NOT be given, even for medical and excused absences. The purpose of the dropped quiz is for emergencies such as these.**

• Each lab quiz will be timed. You will be given 15 to 20 minutes for each quiz, depending on the number of questions on the quiz.

• Laboratory quizzes will test students over the experiments and activities completed in lab as well as identification and functions of structures listed in the study guide, found on the pictures in the lab manual and the models in the lab.

**Laboratory Practicals**

• All students must take the lab practicals. Three laboratory practical exams of 50 points each will be given in the lab room on the given date. **No make-ups will be given.**

• Laboratory practicals will reinforce the concepts that the student was tested over in the weekly lab quiz-questions regarding the experiments and activities completed in lab, identification and function of structures, and models studied in the lab. Students need to use their Laboratory Study Guides, lab manual (such as the review sheets at the end of each Exercise), and any worksheets completed in lab as a studying resource for the practicals.

**Laboratory Guide**

Each laboratory guide contains objectives for each lab activity as well as a list of all the structures for which the students are responsible for the practicals and quizzes in lab. Be sure that you complete each lab activity and understand the objectives for the lab. Also, make sure you can identify each structure listed, that you know its function, and where it is located in the body. The Laboratory Guide for each lab is available on e-Campus under the “Laboratory Material” tab.

**Extra Credit Policy**

No extra credit points are allowed so please do not ask. I must treat everyone the same due to the competitive nature of this course.

**Tutoring Help for SCIT**

There are multiple resources students can use to receive tutoring outside of class for SCIT. The following is a list of resources:

• **Your Instructor:** Your instructor is always available for help. If you are having trouble understanding a concept, ask your instructor.

• **Supplemental Instruction:** Supplemental Instruction (or SI) is a free tutoring session offered through the Learning Center. There are typically multiple sessions each week that students can attend to get help with material covered in SCIT. These sessions are not one-on-one sessions, but group sessions led by an SI Leader. SI Leaders are students that have taken the course before and also sit in on that current semester’s course with selected instructors. Data has shown that students who attend SI regularly typically perform better in class compared to students who never attend. Students are free to attend any SI session offered for SCIT. Session days and times are posted on eCampus and posted outside of the lecture and lab rooms once assigned (typically the 2nd week of the semester). Please use the following link to learn more about SI: [http://www.elcentrocollege.edu/students/supplemental-instruction-0](http://www.elcentrocollege.edu/students/supplemental-instruction-0)

• **Biology Tutor:** Lisbeth Pena is the tutor for the Biology department (which includes SCIT). She can tutor one-on-one or groups on the material covered in SCIT. She is available Monday through Thursday from 9:00am until 1:00pm in the Biology Computer Lab (Room A642). There is no need to make an
appointment. She also offers morning and evening review sessions for the practicals. Dates and times for these review sessions will be posted throughout the semester.

**State Objectives**
Objectives for the class are located on e-Campus under the “SCANS” tab.

**Core Curriculum Objectives**

**End of Course Outcomes**
Identify the structure and explain the function of cells and tissue; 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. (CIP 26.0403)

**Learning Outcomes**
1. The student will be able to use the scientific method to solve problems.
2. The student will recognize the characteristics of life.
3. The student will evaluate the validity of competing theories in biology.
4. The student will recognize current issues in biology that affect the student’s field of study.
5. The student will describe interactions that maintain the balance of life.
6. The student will successfully complete course requirements for application to academic or technical institutions.

**Institutional Policies**

**Academic Honesty**
Academic dishonesty (cheating) will not be tolerated in either lecture or laboratory sections of the course. If cheating is observed, points for that activity will be disallowed, and grades of zero given for cheating may not be dropped. Academic dishonesty includes activities such as plagiarism, copying lab worksheet answers from other students, and collaboration with students who have completed lab quizzes, practicals, and lecture exams. **It can be assumed that tests/exams showing the same or similarly missed questions as evidence of dishonesty. All tests involved can receive a score of zero. Also, students missing similar questions when taking the test at or near the same time will be more closely scrutinized. Instructor reserves the right to schedule separate testing times for students.**

**Attendance and Withdrawal Policy**
El Centro requires that attendance be monitored by its instructional personnel, and students are expected to attend all scheduled lectures and labs. 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 before the last drop day. It is **YOUR** responsibility to withdraw from a course. Your instructor cannot initiate this procedure for you. Failure to drop by the deadline will result in your receiving your actual performance grade, usually a grade of “F”. If you drop a class before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. **The last day to drop for this semester is November 19, 2015.**
Disability Services
Students who feel that they may need assistance or accommodations due to a disability should contact the El Centro Disability Services Office in Room A095, phone (214) 860-2411, or visit the DSO webpage at: http://www.elcentrocollege.edu/students/disability-services

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 by the end of the semester. Students who fail to attend or participate after the drop date are also subject to this policy.

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

Religious Holy Days Statement
A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The notice shall be in writing and shall be delivered by the student personally to the instructor, with receipt acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Children on Campus
El Centro College strives to protect an environment most conducive to teaching and learning for all enrolled students. Minor children may not be brought to classrooms, labs, testing areas, or study areas of the college. This practice is disruptive to the learning process. Children who are taking part in organized scheduled activities, or who are enrolled in specific classes, are welcomed. For reasons of security and child welfare, the college will not permit unattended children to be left anywhere on the premises. Students/Parents who have problems with childcare should visit the advisement/counseling center or the Adult Resource Center to receive referrals to childcare services in the area.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>#</th>
<th>LECTURE TOPIC (CHAPTER)</th>
<th>LAB TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-31</td>
<td>1</td>
<td>Study of Anatomy and physiology (1)</td>
<td>Safety Orientation Organs and organ systems Syllabus quiz</td>
</tr>
<tr>
<td>9-7</td>
<td>2</td>
<td>No school on Monday (Labor Day Holiday) Life Matter and energy (2)</td>
<td>No Lab on Monday Body Organization and Terminology Lab quiz 1</td>
</tr>
<tr>
<td>9-14</td>
<td>3</td>
<td>Cellular Level of Organization (3)</td>
<td>Membrane transport and cell structure Lab quiz 2</td>
</tr>
<tr>
<td>9-21</td>
<td>4</td>
<td>EXAM I (Chapters 1-3) Histology (4)</td>
<td>Tissues Lab quiz 3</td>
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<tr>
<td>9-28</td>
<td>5</td>
<td>Histology (4) Integument (5)</td>
<td>Integument Introduction to bone Lab quiz 4</td>
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<tr>
<td>10-5</td>
<td>6</td>
<td>Exam 2 (Chapters 4-5) Skeletal system (6)</td>
<td>Bones Lab quiz 5</td>
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<tr>
<td>10-12</td>
<td>7</td>
<td>Skeletal System (6) Muscular system (7)</td>
<td>Lab Practical I APR muscle Lab quiz 6</td>
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<tr>
<td>10-19</td>
<td>8</td>
<td>Muscular System (7)</td>
<td>Muscles Lab Quiz 7</td>
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<tr>
<td>10-26</td>
<td>9</td>
<td>Exam 3 (Chapters 6-7) Nervous system I ((8)</td>
<td>Muscle Physiology Nervous tissue Lab Quiz 8</td>
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<tr>
<td>11-2</td>
<td>10</td>
<td>Nervous system I (8) Nervous system II (9)</td>
<td>Brain, Nerves, and Cranial reflexes Lab quiz 9</td>
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<tr>
<td>11-9</td>
<td>11</td>
<td>Nervous System II (9)</td>
<td>Lab Practical II Spinal cord injuries</td>
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<tr>
<td>11-16</td>
<td>12</td>
<td>Exam 4 (Chapters 8,9) Sense Organs (10)</td>
<td>Spinal Cord, spinal nerves, reflexes Lab quiz 10</td>
</tr>
<tr>
<td>11-23</td>
<td>13</td>
<td>Sense organs (10) No School on Thursday, Friday – Thanksgiving break</td>
<td>Taste and smell Lab quiz 11</td>
</tr>
<tr>
<td>11-30</td>
<td>14</td>
<td>Endocrine system (11)</td>
<td>Hearing equilibrium and vision Lab quiz 12</td>
</tr>
<tr>
<td>12-7</td>
<td>15</td>
<td>Exam 5 (Chapters 10 and 11)</td>
<td>Lab practical III</td>
</tr>
<tr>
<td>12-14</td>
<td>16</td>
<td>COMPREHENSIVE FINAL EXAM (Ch. 1-11)</td>
<td>NO LABS</td>
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</tbody>
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Note: The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Biology Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.