ANATOMY AND PHYSIOLOGY I
SCIT 1407.61002
LECTURE—TBA
LAB—TUESDAY AND THURSDAY 11:00 AM—12:20 PM; H121
FALL 2015 (8/31/15—12/17/15)

DEBBY SUTTON
OFFICE: H126
EMAIL: dsutton@dcccd.edu
OFFICE PHONE (214) 860-8756
OFFICE HOURS M—R 7:15—8:00 AM, M & W 2:15-5:30 PM
T & R—12:30—2:30 PM; F—8:00—9:30 AM
ADDITIONAL HOURS BY APPOINTMENT

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 intended for students seeking to complete an Applied Science Degree. (3 Lec., 3 Lab.)

PREREQUISITE: 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.

WECM Courses—Designated by the Texas Higher Education Coordinating Board as workforce education (technical) courses offered for credit and CEUs (Continuing Education Units). While these courses are designed to transfer among state community colleges, they are not designed to automatically transfer to public four year colleges and universities.

MATERIALS FOR INSTRUCTION:
1. REQUIRED:
   Scantrons – SEVEN 882E
   Dissecting gloves, Goggles (available in the College Bookstore)

2. SUGGESTED:
   Colored MAP pencils. Loose leaf notebook and dividers for Lecture and Lab notes and assignments.

CORE OBJECTIVES:
• Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
• Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
• Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

EDUCATIONAL OUTCOMES: This course is divided into 4 units. All objectives, which are decided by the district curriculum committee, are measurable or observable and will be evaluated. Different modes of instruction will be utilized for presentation and evaluation.

STUDENT LEARNING OUTCOMES FOR LECTURE
• Upon successful completion of this course, students will:
  1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
  2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
  3. Describe the interdependency and interactions of the systems.
  4. Explain contributions of organs and systems to the maintenance of homeostasis.
  5. Identify causes and effects of homeostatic imbalances.
  6. Describe modern technology and tools used to study anatomy and physiology.

STUDENT LEARNING OUTCOMES FOR LAB
The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.
• Upon successful completion of this course, students will:
  1. Apply appropriate safety and ethical standards.
  2. Locate and identify anatomical structures.
  3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
  4. Work collaboratively to perform experiments.
  5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

ATTENDANCE—ATTENDANCE IS MANDATORY and class participation is expected. It is important that you arrive on time and prepared by reading the assignment and watching the power point presentation before class. Students are expected to attend all classes and to contact the instructor when an absence occurs. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early. If an absence occurs, you MUST contact your instructor regarding work you have missed. If you are unable to complete this course, YOU must withdraw by: THURSDAY, NOVEMBER 19, 2015 to receive a “W” on your grade report. Withdrawal from a course is a formal procedure, which YOU must initiate; your instructor cannot do it for you. You may withdraw at the Admissions or Counseling Offices.

If you stop attending class and fail to withdraw, YOU will receive a grade, usually an “F”. NOTE: Students often drop courses when help is available that would enable them to continue. I hope you will discuss your plans with your instructor if you feel the need to withdraw. If you are not present in lecture or lab when attendance is taken you will be counted absent. You will not be allowed to take quizzes or receive credit for assignments that day.

COURSE CALENDAR: See back page

CLASS PROCEDURES – Successful completion of this course should be accomplished if you:

1) attend and participate in class and lab
2) read and study the textbook and lab manual
3) use the resources available on eCampus (i.e. power points, outlines, study guides, websites)
4) watch all lecture power point presentations on eCampus
5) ALL STUDENTS MUST HAVE YOUR NAME, COURSE AND SECTION NUMBER, STUDENT ID#, AND FACULTY NAME ON ALL ASSIGNMENTS TO RECEIVE CREDIT.

LECTURES—Lecture topics will be covered on eCampus with supplemental lectures in class.

- LECTURE EXAMS: Given IN CLASS and in the Testing Center (S-2101); phone number 214-860-8571. See course calendar for exam dates.
- Needed to take lecture exam:
  - #2 pencils; proper Scantron forms (available in the bookstore). You MUST use the correct Scantron form (see exam summary) to receive your grade; MVC student or picture ID.
  - In the event of a missed exam the instructor must be notified within 24 hours of the scheduled exam and documentation will be required for absence. EXAMS WILL NOT BE GIVEN PAST THE EXAM DEADLINE.
  - LATE WORK WILL NOT BE.
  - DO NOT MARK ON THE EXAM BOOKLETS! ANY marks on the exam booklet will result in the loss of curve on your exam.
  - Study Guides, Study Sheets, Outlines for Lecture Exams and Power Points are posted on eCampus.
  - CELL PHONES AND OTHER ELECTRONIC DEVICES ARE NOT PERMITTED TO RING IN THE CLASS OR LAB. PLEASE SET ON SILENT OR VIBRATE.
  - PLEASE DO NOT SEND OR RECEIVE TEXT MESSAGES IN CLASS OR LAB. STUDENTS WHO BRING COMPUTERS TO CLASS WILL ONLY ALLOW TO USE THEM FOR CLASSWORK.

- QUIZZES: Quizzes on eCampus are for self-study and do not count toward your grade.

LABORATORY:

- ATTENDANCE IS MANDATORY and each exercise requires FULL laboratory participation for full credit.
- Instructions are given at the beginning of each lab and WILL NOT be repeated. For your safety, students who miss instruction will not be allowed to participate in lab that day and will lose credit for the lab exercise that day.
- Gloves and goggles are required for all Dissection labs and labs using chemicals. Please purchase them before class (see Course Calendar). NO GLOVES, NO GOGGLES, NO LAB!
- HAZARDOUS MATERIALS ARE USED IN THE LABORATORY AREAS. MATERIAL SAFETY DATA SHEETS (MSDS), REQUIRED BY OSHA, ARE AVAILABLE FOR ALL STUDENTS TO OBSERVE UPON REQUEST.
- Study Guides for Lab Exams are posted on eCampus.
- CHILDREN ARE NOT ALLOWED IN THE LABORATORY OR UNSUPERVISED ON CAMPUS AT ANY TIME.
- EATING AND/OR DRINKING AND APPLYING MAKE-UP ARE NOT ALLOWED IN THE LABORATORY OR LECTURE ROOMS AT ANY TIME.

LABORATORY EXAMS: MUST BE TAKEN DURING THE SCHEDULED LAB EXAM TIME (see course calendar).
GRADING

- LECTURE = 65% of Final Grade—from 4 lecture exams worth 100 points each.
- LABORATORY = 25% of the Final Grade—from 4 Lab Practicals worth 100 points each
- ASSIGNMENTS = 10% of the Final Grade—from ASSIGNMENTS (SEE ASSIGNMENTS ON ECAMPUS UNDER THE ASSIGNMENTS TAB); SOME ARE LISTED ON THE CALENDAR; IN CLASS QUIZZES AS NEEDED.
- CURVE—You will not receive a curve on lecture exams if you are late to class, late turning in assignments, do not participate, are not prepared for class or lab, have too many absences or write on exam booklets.

GRADING SCALE:

- A = 90 - 100
- B= 80 – 89
- C= 70 - 79
- D= 60 – 69
- F ≤ 59

GRADE POSTING: Grades are posted on eCampus by e + your student ID.

eCampus: Students are encouraged to use the resources available on eCampus regularly. Go to the website: http://ecampus.dcccd.edu. Your login is an “e” and your seven digit student identification number (example: e1234567). Your password is the same as your user name until you change it under personal information. Announcements will be posted on eCampus. A variety of materials will be available to help you learn the required material.

FINALGRADE POSTING: Final grades will be on eConnect.

COURSE OUTLINE AND EXAM SUMMARY

FORMAT FOR ALL LECTURE EXAMS: True/False, Multiple Choice, and Matching

UNIT 1

LECTURE EXAM #1 - PURCHASE ONE #882E SCANTRON: Textbook Chapters 1, 2 & 3
Topics: Homeostasis, Chemistry, Organic Chemistry, Cells, Cell Cycle and Mitosis, Cell Membranes, DNA RNA and Protein Synthesis
LABORATORY EXAM #1 - EXAM ANSWER SHEET WILL BE PROVIDED. BRING YOUR CALCULATOR.
Topics: Safety, Microscope, Metric System, Membrane Function, Cells, Mitosis, Four-Amino Acid Protein, and Protein Synthesis

UNIT 2

LECTURE EXAM #2—PURCHASE ONE #882E SCANTRON: Textbook Chapters 1, 4-6
Topics: Anatomical Orientation and Terminology, Tissues, Integumentary System, Skeletal System
LABORATORY EXAM #2 - ONE HOUR TIME LIMIT.
Topics: Tissues, Skin, and Bones

UNIT 3

LECTURE EXAM #3—PURCHASE ONE #882E SCANTRON; Textbook Chapters 8—10
Topics: Articulations (Joints), Muscles and Muscle Physiology
LABORATORY EXAM #3 - ONE HOUR TIME LIMIT.
Topics: Joints (Articulations) and Muscles (Cat and Human)

UNIT 4

LECTURE EXAM # 4- PURCHASE ONE #882ESCANTRON; Textbook Chapters 11-15
LABORATORY EXAM #4 - PURCHASE ONE #882E SCANTRON. ONE HOUR TIME LIMIT.
Topics include: Neuron, Spinal Cord, Meninges, Brain, Cranial Nerves, Special Senses (Eye, Ear, Taste, Smell)
<table>
<thead>
<tr>
<th>Institutional Policies</th>
<th>Mountain View College Syllabi Information</th>
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<tbody>
<tr>
<td><strong>Stop Before You Drop</strong></td>
<td>Please visit <a href="http://www.mountainviewcollege.edu/">http://www.mountainviewcollege.edu/...</a> for a complete list of institutional policies.</td>
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<tr>
<td><strong>6Drop</strong></td>
<td>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: <a href="https://econnect.dcccd.edu/eConnect/droppingfacts.html">https://econnect.dcccd.edu/eConnect/droppingfacts.html</a></td>
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<td><strong>Withdraw Policy</strong></td>
<td>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 the official drop date for this course (see Course Drop Date mentioned earlier in this syllabus). Failure to do so will result in your 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.</td>
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<td><strong>Repeating a Course</strong></td>
<td>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. 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: <a href="http://www.dcccd.edu/pc/cost/3rdcrseattmpt/Pages/default.aspx">http://www.dcccd.edu/pc/cost/3rdcrseattmpt/Pages/default.aspx</a></td>
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<td><strong>Financial Aid</strong></td>
<td>Financial Aid will not be granted to students who have been certified as not attending by the certification date. In lecture classes, students must attend class prior to the certification date. Online students should follow the certification procedures as noted within the class syllabus. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses. 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. 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.</td>
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<td><strong>Academic Dishonesty</strong></td>
<td>Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college. 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. 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. More information is available at <a href="https://www1.dcccd.edu/catalog/ss/code.cfm">https://www1.dcccd.edu/catalog/ss/code.cfm</a>.</td>
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<td><strong>ADA Statement</strong></td>
<td>Mountain View College and the Office of Special Services are committed to upholding the laws and the spirit of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) signed in 1990.</td>
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<td><strong>Religious Holidays</strong></td>
<td>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.</td>
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<td><strong>Campus Emergency Operation Plan and Contingency Plan.</strong></td>
<td>Mountain View College has developed policies and procedures for dealing with emergencies that may occur on campus. A synopsis of emergency procedures can be found at: <a href="http://www.mountainviewcollege.edu/business/police/Pages/emergencyprocedureenglish.aspx">http://www.mountainviewcollege.edu/business/police/Pages/emergencyprocedureenglish.aspx</a>. <strong>Contingency Plan:</strong> Mountain View College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect.</td>
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<td><strong>Disclaimer Reserving Right to Change Syllabus</strong></td>
<td>The instructor reserves the right to amend a syllabus as necessary.</td>
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<td>Date</td>
<td>TUESDAY</td>
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| 9/1   | LEC: ORIENTATION  
LAB: LAB SAFETY & MSDS VIDEO | LEC: CHEMISTRY—CH 2  
LAB: METRICS—HANDOUT; INTRO TO THE MICROSCOPE |
| 9/8   | LEC: ORGANIC CHEMISTRY – CH 2  
LAB: MICROSCOPE; WET MOUNT—POND WATER | LEC: ORGANIC CHEMISTRY—CH 2; BEGIN CELLS—CH 3  
LAB: CELLS & CELL MEMBRANE FUNCTION |
| 9/15  | LEC: CELLS—CH 3; CELL MEMBRANES—CH 3  
LAB: CELLULAR RESPIRATION  
LEC: DNA, RNA & PROTEIN SYNTHESIS—CH 3  
LAB: PROTEIN SYNTHESIS—HANDOUT | LEC: CELL CYCLE & MITOSIS—CH 3  
LAB: CELL STRUCTURE & MITOSIS—UNIT 4  
LEC: INDEPENDENT REVIEW; STUDY YOUR NOTES  
LAB: UNIT 1 LAB EXAM—ANSWER SHEET AND CONVERSION TABLE GIVEN IN CLASS |
| 9/22  | **UNIT 1—LECTURE EXAM; CH 2 & 3 DEADLINE TODAY IN THE TESTING CENTER—882E SCANTRON** | LEC: INTRO TO ANATOMICAL ORIENTATION—CH 1  
LAB: BEGIN SKELETAL DIAGRAMS AT HOME |
| 10/6  | LEC: TISSUES—CH 4  
LAB: TISSUE SLIDES—SLIDE LIST ON eCAMPUS; BEGIN SKELETAL ID | LEC: INTEGUMENTARY SYSTEM—CH 5  
LAB: SKELETAL DIAGRAMS AND MODELS; SKELETAL QUIZ 1 |
| 10/13 | LEC: SKELETAL SYSTEM—CH 6  
LAB: SKELETAL SYSTEM ID; SEE LIST ON eCAMPUS  
SKELETAL QUIZ 2 | LEC: SKELETAL SYSTEM—CH 6  
LAB: SKELETAL SYSTEM ID—MODELS; SKELETAL QUIZ 3  
SEE LIST ON eCAMPUS |
| 10/20 | LAB: SKELETAL SYSTEM ID; SKELETAL QUIZ 4  
**MOCK TISSUE & SKELETAL EXAM** | LEC: UNIT 2—LECTURE EXAM; DEADLINE FRIDAY IN THE TESTING CENTER—CH 1, 4-6—882E SCANTRON  
LAB: UNIT II—LAB EXAM—SKIN, TISSUES, BONES |
| 10/27 | LEC: ARTICULATIONS—CH 8  
LAB: JOINTS; BEGIN MUSCLE DIAGRAMS AT HOME  
**ASSIGNMENT (GROUP PROJECT—STUDY PLAN) DUE** | LEC: MUSCLE ANATOMY—CH 9 & 10  
LAB: MUSCULAR SYSTEM (MUSCLES LIST ON eCAMPUS)  
LAB: COMPLETE UNIT 3  
LAB: CAT MUSCLE DISSECTION - MUSCLE IDENTIFICATION; MOCK MUSCLE EXAM |
| 10/3  | LEC: MUSCLE PHYSIOLOGY—CH 9 & 10  
LAB: CAT MUSCLE DISSECTION; LIST ON eCAMPUS  
MUSCLE ID | LEC: COMPLETE UNIT 3  
LAB: CAT MUSCLE DISSECTION - MUSCLE IDENTIFICATION; MOCK MUSCLE EXAM |
| 10/11 | LEC: NO LECTURE CLASS; REVIEW LAB  
LAB: **UNIT III—LAB EXAM—ARTICULATIONS & MUSCLES** | **UNIT 3—LECTURE EXAM DEADLINE IN THE TESTING CENTER—CH 9 & 10—882E SCANTRON**  
LAB: N. SYS DIAGRAMS AT HOME |
| 11/17 | LEC: NERVOUS SYSTEM—CH 11  
LAB: N. SYS DIAG & MODELS | LEC: NERVOUS SYS/SPINAL CORD & SPINAL NERVES—CH 12  
LAB: N. SYS—N SYSTEM MODELS  
TODAY IS THE LAST DAY TO WITHDRAW WITH “W” |
| 11/24 | LEC: BRAIN & CRANIAL NERVES—CH 13  
LAB: BRAIN—BRAIN DISSECTION; MODELS – BRAIN | **HOLIDAY—NO CLASSES TODAY** |
| 12/1  | LEC: CRANIAL NERVES—CH 13; HIGHER CTRS—CH 14  
LAB: CRANIAL NERVES | LEC: SPECIAL SENSES—EYE—CH 15  
LAB: DIAGRAMS—DISSECT—EYE; MODELS |
| 12/8  | LEC: SPECIAL SENSES—CH 15  
LAB: COMPLETE DIAGRAMS; MOCK LAB EXAM | LEC: COMPLETE UNIT 5 LECTURE MATERIAL  
LAB: **LAB EXAM #3 IN CLASS** |
| 12/15 | LEC: **UNIT 4 LECTURE EXAM—IN CLASS—ALL NERVOUS SYSTEM; CH 11-15** | **SEMESTER ENDS TODAY** |
| 12/17 | | |