Instructor: Dr. Grace Rutherford
Email/telephone: grutherford@dcccd.edu, 972-965-2956
Technical Support: Connect 800.331.5094

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 is on homeostasis.

Textbooks (Lecture and Lab)
- Essentials of Anatomy & Physiology, 1st edition, Saladin and McFarland
- Connect Access
  Purchase from the web site provided in eCampus. Course in eCampus will be available Monday, Aug. 31.

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
Previous experience with on-line courses is highly recommended.

Time Commitment
Successful performance in the course will take a time commitment of approximately 16 - 20 hours/week of your time.

Technical Support
Although the system that you will be using for this course can be reached through the computer labs at any DCCCD campuses, the student is responsible for required equipment and technical support. If you are having problems with:
  Connect, please call 800.331.5094

Attendance/Participation
Students are required to document attendance and participation in this course through participation and completing assignments, quizzes, and exams on time. Check for new message each time you log in. Changes and other important information will be posted on this page as necessary, and being unaware of the available information will not be accepted as an excuse for failing to comply with it.

Financial Aid Certification of Attendance
You must attend and participate in your online course in order to receive federal financial aid. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in academically related activities pertaining to the course such as submitting academic assignments, taking exams, and participating in computer-assisted instruction (LearnSmart).
Contacting Instructor
The best way to reach the instructor is by email. The instructor will reply by email within 24-48 hours, Monday through Friday. The instructor is not available on weekends or holidays. An email sent Friday afternoon may not be read until Monday afternoon.

Study Guide
A study guide is listed for each of the 11 chapters. This is your primary study tool for the exams. It outlines what you need to know for lecture and lists the images you are responsible for in lab. Do NOT turn in for a grade.

Assignments and Tests
Learn Smart Assignment
- **Required** for each chapter. Learn Smart assignment must be completed within the week assigned for full credit of 10 points. **No late** work accepted.
- Due at 11:59 PM Wednesday of the week assigned (except chapters 1 and 2—see Course Schedule for due dates).

Chapter and Lab Homework
- **Required** for each chapter. Homework assignments reinforce the concepts for the chapter. They are designed to make you think. **Multiple attempts are allowed.** Only highest attempt score used for grade. 10 points possible for chapter homework and 10 points possible for lab homework. Late work will receive a 10% deduction for each day after the due date.
- Lab involves:
  - 1) Completion of interactive homework and 2) identification of structures from Anatomy and Physiology Revealed (APR).
  - Lab Quiz and Proctored Exam lab questions will come directly from APR. (except for chapter 2)
  - Students should use the “content code” provided in the title of each lab to access the required images for the chapter. The content code is also listed in the study guide.
- Due at 11:59 PM Wednesday of the week assigned (except chapters 1 and 2, see Course Schedule for due dates).

Chapter and Lab Quizzes
- **Required** for each chapter. Quizzes consist of 10 questions with 10 points possible for each quiz. The quizzes are designed to be taken at home WITH YOUR BOOK CLOSED!! Quizzes are located in chapter folders of the Connect course. A **15% deduction** will be taken for exceeding the time limit, a **50% deduction** will be taken for exceeding the time limit by 5 minutes or more, and a **10% deduction will be taken for each day late.** Quizzes are due **11:59 PM Wednesday** of the week they are assigned (except chapters 1 and 2, see Course Schedule for due dates).
- Quizzes are designed for you to gauge your understanding of the material prior to taking the Proctored Exams. Students that score below 80% on the quizzes are strongly encouraged to review the material again before proceeding to the next chapter’s material.
- Should you have repeated computer difficulty with quizzes, you will be required to take them at a specified location, including under the instructor’s direct supervision at El Centro College.
- The quizzes may include multiple choice, true/false, labeling, identification, and classification questions. Lab quiz questions are taken directly from Anatomy and Physiology Revealed (APR) (except Chapter 2 lab quiz).

Proctored Exams
- Each Proctored Exam consists of 50 questions @ 2 points each worth a total of 100 points. The questions are composed of lab (1/3) and lecture (2/3) material questions. The exams can be accessed through the Proctored Exams title at the top of the Connect course page. When you click on the desired exam, you will be prompted for a password that a testing center employee will enter
for you. This testing procedure will allow the program instructor to effectively verify enrolled student completion. The results for the proctored exams are score only. If you wish to review the questions with correct answers, please make an appointment with your instructor.

- Typically, unless otherwise noted, proctored exams are proctored at the main campus ECC, NLC, BHC or EFC Assessment/Testing Center. Richland, Mountain View, and Cedar Valley are NOT approved proctoring locations. Proctored Exams will only be available the days they scheduled in the syllabus. It is the student’s responsibility to verify the Testing Center hours and to adjust their schedule accordingly to take the exam within the prescribed time. Saturday testing should be completed early to allow for lines and unforeseen campus closures. There is a 15% deduction taken for exceeding the time limit. Any exam taken beyond the due date and due time, will receive a 10% deduction for each day late. No late exams will be accepted after 11:59 PM on the last day of class. Should you have repeated difficulty with exams, you will be required to take them at a specified location, including under the instructor’s direct supervision at El Centro College.

- **Exams are available during testing center hours Saturday, Monday, and Tuesday.** Testing Centers are closed on Sundays. Hours are shorter on Saturdays. **Eastfield Testing Center is closed on Saturdays. Testing centers stop taking students at a certain time before closing**—contact the testing center for specifics and their policies.

- **Late or early exams must be scheduled with the instructor.**

- **If the system should fail during an exam, ask the testing center to telephone the instructor, immediately email the instructor and text if able. Call the instructor prior to leaving the campus.**

- Distance education students outside of the District may arrange to take their exams at a local university, military base (if applicable), or college Testing Center. Distance notification, eligibility, and alternate testing location information must be arranged with the instructor within the first week of class. You are responsible for locating a proctor and any fees involved. You must contact the instructor with the name, title, telephone number, and email address of the contact person at the testing center that has agreed to proctor.

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**Extra Credit Policy**

Please do not ask, no extra credit points are allowed. I must treat everyone the same due to the competitive nature of this course.

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**Grade Determination**

The grade for the course will be based on a total of 1055 points distributed as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Orientation Quiz</td>
<td>15</td>
</tr>
<tr>
<td>Learn Smart</td>
<td>100 (lowest dropped)</td>
</tr>
<tr>
<td>Chapter Homework</td>
<td>100 (lowest dropped)</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>100 (lowest dropped)</td>
</tr>
<tr>
<td>Lab Homework</td>
<td>100 (lowest dropped)</td>
</tr>
<tr>
<td>Lab Quiz</td>
<td>100 (lowest dropped)</td>
</tr>
<tr>
<td>Proctored Exams</td>
<td>500 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1015 points</strong></td>
</tr>
</tbody>
</table>

The total number of points will be translated into a letter grade as follows:

- A = 90 - 100%   913 – 1015 points
- B = 80 - 89.9%  812 – 912 points
- C = 70 - 79.9%  710 – 811 points
D = 60 - 69.9%  609 - 709 points
F = below 60%  Below 609 points

- Grades are located under the **Report** tab in the upper right hand corner of your **Connect** course page.
- Your current grade can be calculated by 1) adding all of your points (highest homework attempt only), 2) adding the points you would have received if you had made perfect scores on the same assignments, then 3) dividing the number earned by the points possible.

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**Core Curriculum Objectives**

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**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)

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**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 copying lab report answers from other students and collaboration with students who have completed Chapter Quizzes and Proctored 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.**

**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 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 Nov. 19, 2015.**

**Disability Accommodations**
Any student who may need accommodations due to a disability should contact the Disability Services Office, Room A110 phone number (214) 860-2411.

**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.

Course Schedule
See the next page for the Course Schedule/Calendar.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>#</th>
<th>ASSIGNMENTS</th>
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</table>
| Aug. 31 | 1 | Complete the Course Orientation under *Start Here*.  
|        |   | Orientation Quiz Due 11:59 pm Wednesday, Sept. 2  
|        |   | Chapter 1: The Study of Anatomy and Physiology  
|        |   | Complete Ch 1 Learn Smart  
|        |   | Complete Ch 1 Homework / Chapter Quiz  
|        |   | Complete Ch 1 Lab Homework / Lab Quiz  
|        |   | **Assignments due 11:59 pm Sunday, Sept. 6** |
| Sept. 7 | 2 | Chapter 2: Life, Matter, and Energy  
|        |   | Complete Ch 2 Learn Smart  
|        |   | Complete Ch 2 Homework / Chapter Quiz  
|        |   | Complete Ch 2 Lab Homework / Lab Quiz  
|        |   | **Assignments due 11:59 pm Sunday, Sept. 13**  
|        |   | Exam begins Saturday, Sept. 12 |
| Sept. 14 | 3 | **Proctored Exam 1**  
|        |   | Material from chapters 1-2  
|        |   | Must be taken from 9/12 - 9/15 *(Saturday, Monday, or Tuesday)*  
|        |   | Exam must be taken at a Testing Center.  
|        |   | Begin Chapter 3 |
| Sept. 21 | 4 | Chapter 3: Cytology—The Cellular Level of Organization  
|        |   | Complete Ch 3 Learn Smart  
|        |   | Complete Ch 3 Homework / Chapter Quiz  
|        |   | Complete Ch 3 Lab Homework / Lab Quiz  
|        |   | **Assignments due Friday, Sept. 25** |
| Sept. 28 | 5 | Chapter 4: Histology—The Tissue Level of Organization  
|        |   | Complete Ch 4 Learn Smart  
|        |   | Complete Ch 4 Homework / Chapter Quiz  
|        |   | Complete Ch 4 Lab Homework / Lab Quiz  
|        |   | **Assignments due Friday, Oct. 2** |
| Oct. 5  | 6 | **Proctored Exam 2**  
|        |   | Material from chapters 3-4  
|        |   | Must be taken from 10/3 - 10/6 *(Saturday, Monday, or Tuesday)*  
|        |   | Proctored exam must be taken at a Testing Center.  
|        |   | Begin Chapter 5 |
| Oct. 12 | 7 | Chapter 5: The Integumentary System  
|        |   | Complete Ch 5 Learn Smart  
|        |   | Complete Ch 5 Homework / Chapter Quiz  
|        |   | Complete Ch 5 Lab Homework / Lab Quiz  
|        |   | **Assignments are due Friday, Oct. 16** |
| Oct. 19 | 8 | Begin Chapter 6 (it is very long)  
|        |   | Chapter 6: The Skeletal System  
|        |   | Complete Ch 6 Learn Smart  
|        |   | Complete Ch 6 Homework / Chapter Quiz  
|        |   | Complete Ch 6 Lab Homework / Lab Quiz  
|        |   | **Assignments are due Friday, Oct. 23**  
<p>|        |   | Begin chapter 7 (it is long) |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>No.</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Oct. 26</td>
<td>9</td>
<td><strong>Chapter 7: The Muscular System</strong></td>
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<tr>
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<td>- Complete Ch 7 Learn Smart</td>
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<td>- Complete Ch 7 Homework / Chapter Quiz</td>
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<td></td>
<td>- Complete Ch 7 Lab Homework / Lab Quiz</td>
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<td>➢ <strong>Assignments are due Friday, Oct. 30</strong></td>
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<td>Nov. 2</td>
<td>10</td>
<td><strong>Proctored Exam 3</strong></td>
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<td>- Material from chapters 5-7</td>
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<td>- Must be taken from 10/31 - 11/3 (Saturday, Monday, or Tuesday)</td>
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<td>- Proctored exam must be taken at a Testing Center.</td>
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<td>Begin Chapter 8</td>
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<td>Nov. 9</td>
<td>11</td>
<td><strong>Chapter 8: The Nervous System I</strong></td>
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<td></td>
<td>- Complete Ch 8 Learn Smart</td>
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<td>- Complete Ch 8 Homework / Chapter Quiz</td>
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<td>- Complete Ch 8 Lab Homework / Lab Quiz</td>
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<td>➢ <strong>Assignments are due Friday, Nov. 13</strong></td>
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<td>Nov. 16</td>
<td>12</td>
<td><strong>Chapter 9: Nervous System II</strong></td>
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<td>- Complete Ch 9 Learn Smart</td>
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<td>- Complete Ch 9 Homework / Chapter Quiz</td>
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<td>- Complete Ch 9 Lab Homework / Lab Quiz</td>
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<td>➢ <strong>Assignments are due Friday, Nov. 20</strong></td>
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<td>Nov. 23</td>
<td>13</td>
<td><strong>Proctored Exam 4</strong></td>
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<td>- Material from chapters 8-9</td>
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<td>- Must be taken from 11/21 - 11/24 (Saturday, Monday, or Tuesday)</td>
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<td>- Proctored exam must be taken at a Testing Center.</td>
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<td>Begin Chapter 10</td>
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<td>Nov. 30</td>
<td>14</td>
<td><strong>Chapter 10: The Sense Organs</strong></td>
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<td>- Complete Ch 10 Learn Smart</td>
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<td>- Complete Ch 10 Homework / Chapter Quiz</td>
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<td>- Complete Ch 10 Lab Homework / Lab Quiz</td>
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<td>➢ <strong>Assignments are due Friday, Dec. 4</strong></td>
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<td>Dec. 7</td>
<td>15</td>
<td><strong>Chapter 11: The Endocrine System</strong></td>
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<td>- Complete Ch 11 Learn Smart</td>
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<td>- Complete Ch 11 Homework / Chapter Quiz</td>
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<td>- Complete Ch 11 Lab Homework / Lab Quiz</td>
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<td>➢ <strong>Assignments are due Friday, Dec. 11</strong></td>
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<td>Dec. 14</td>
<td>16</td>
<td><strong>Proctored Exam 5</strong></td>
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<td>- Material from chapters 10-11</td>
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<td>- Must be taken from 12/12 - 12/15 (Saturday, Monday, or Tuesday)</td>
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<td>- Proctored exam must be taken at a Testing Center.</td>
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<td>- <strong>No late exams accepted</strong></td>
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<td>- <strong>Last Class Day is Tuesday Dec. 15</strong></td>
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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.