What is Anatomy and Physiology II?

Course Description – in Eastfield College catalog
This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. (3Lec., 3Lab.)
(Coordinating Board Academic Approval Number 2607065124)
4 credit hours

Prerequisites
SCIT 1407 or demonstrated competence approved by the instructor.

How do I contact Mrs. Ward?
Instructor: Danita Bradshaw-Ward, B. S., M. S.
Office Location: C310
Office Hours: MW 2:00-3:00pm
TR 11:00am-12:00pm
F Virtual Office Hour 9:00-10:00am
Office Phone: 972 – 860 – 7279
E-Mail Address: DBradshawWard@dccc.edu

What are the student’s responsibilities?

ECampus

eCampus will be used to track grades, turn in assignments, perform activities, and take check up quizzes in an electronic format. As a student, you need to have access to a computer with internet access to take advantage of this software. As an Eastfield student, there are various computers available on campus for those students who do not have access to a computer at home. You will also need an email address.

From time to time, eCampus occasionally falters or the server goes down. As a faculty member, I am notified if there are problems; however please bring any errors to my attention immediately. Sometimes there are problems with eCampus that are beyond our control. Always consider possible problems and concerns with your computer and resources when evaluating the time and opportunities that you have in regards to assignments, tests, and other grades. You have more than enough time to complete assignments each week. Errors that are a result of computer failure of the student or errors that are due to poor management of time will not be excused. For example, if you wait until the last minute to take a chapter quiz and YOUR computer fails I will not show leniency as you had ample time to take these quizzes. When planning your week, always plan for extenuating circumstances when it comes to taking quizzes or tests.
Computer Hardware and Software Needed:

- **Plug-ins:** The following plug-ins may be required by your course instructor in order to access online course materials. All are available for FREE download. Refer to External Links tab in Ecampus.
  - Power Point viewer – for viewing chapter notes
  - Adobe PDF Reader - for viewing Portable Document Files (PDF)
  - Quicktime Player - for viewing movies
  - RealPlayer - for viewing movies
  - Flash Player - for viewing animation
- **Software:** Microsoft Office (Word, Excel, and Power Point)
- **Sound Card:** Required
- **Modem:** 56k or higher
- **Internet Connection:** Required! You are required to have a dependable connection to the Internet. If you do not have a connection at this time, there are a variety of connection options available. You should research the various providers and choose the service that meets your needs and financial situation. Please keep in mind that the speed and reliability of your connection will directly influence your online learning experience.
- **Printer:** Graphics-capable (inkjet or laser printer)

Obtain Required Materials

Materials for Anatomy and Physiology I include:


2. **Homework Access Code:** www.pearsonmylabandmastering.com - companion site to the textbook

3. **At home lab materials:** Online SCIT 1408 requires the purchase of a lab kit. This kit is NOT available at the Eastfield College bookstore.

   If this is your first semester ordering a lab kit, your custom kit code is: **EC5139**

   If you already have the A&PI kit from last semester, your custom kit code is: **EC5151**

Kit Ordering Instructions:

1. Visit [www.esciencelabs.com](http://www.esciencelabs.com)
2. Create an account by clicking on the link in the upper right hand corner
3. Click on the "Have a Code" button to enter the unique kit code provided by your instructor or bookstore
4. Add to cart and follow the checkout process

Once the kits are shipped, students will receive tracking information directly from UPS.

Processing Timeline:
Please allow up to 3-5 business days to process your order and an additional 3-5 business days for delivery. Our standard delivery is via UPS Ground, though other arrangements can be made on a case by case basis if international or needing a shorter delivery time. Our daily shipment cutoff time is 12 noon MST. Any order placed after 12 noon will begin processing on the next business day.
Any kit ordered after 12 noon MST on a Friday will be considered a Monday purchase.
It is important for to understand that weekends and holidays are not counted in the processing timeline.
That being said, all of the staff at eScience Labs works hard to provide your kit as quickly as possible and typically turn them around more quickly.

Should you have any questions, please contact eScience Labs at info@esciencelabs.com or 888-375-5487.

***NOTE: If you buy a NEW textbook from the Eastfield Bookstore, the book comes with the homework access code (you will not have to buy it separately). If you buy a used book, or use one that does not have an access code, you can buy the code separately at www.masteringAandP.com. You also have the option of buying an electronic version of the textbook (see the eText info above) from the same website, however, you can access that textbook during the semester ONLY, and then you lose access. It is highly advantageous for you to buy a hard copy of the textbook. Since this is a foundational course for your career, it will serve as a valuable reference tool.

Behavior
This is an online course that requires organization and self-discipline from you in order for you to be successful. You are expected to conduct yourself online in such a way that is conducive to learning. Please remember your tone and language when responding in the online environment. Because there is no body language and often no context, messages can easily be misinterpreted. Any disrespectful and offensive language and tone will not be tolerated.

Online Instructional model:
- Classes run Monday through Sunday for 14 weeks. Assignments are due on Sunday by midnight. Check the Assignment schedule located in the syllabus and on eCampus.
- Course materials (syllabus, course calendar, and course material for the entire course) are provided at the beginning of class via eCampus.
- Reading the textbook is absolutely essential.
- Each chapter has a homework assignment that ensures you have mastered the chapter material available online at www.pearsonmylabandmastering.com
- Assignments focus on content application.
• Three lecture tests and two lab exams are given online in eCampus throughout the semester.
• Instructor does maintain scheduled office hours but to further ensure students have access to the instructor emails will be replied within 24 hours.
• Instructor participates in discussion forum and creates a classroom environment that is focused on course content and detailed timely feedback.

Make Ups
There are no make ups in an online classroom. Refer to the Online Calendar of Assignments for all of the assignments, quizzes, and tests. This calendar is available two weeks before the first day one of the semester. If there are any conflicts or concerns, please let the instructor know at the beginning of the semester so that alternative plans can be made.

Adhere to the Honor Code Policy
Any test, quiz, or assignment you complete is to be your work alone. Tests and quizzes taken in eCampus are timed and I expect you to NOT use your books, notes, or the internet to assist you. 1 point per minute time exceeded is deducted from your score.

How am I graded?
Your course grade is determined as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>10</td>
</tr>
<tr>
<td>1 Syllabus Quiz</td>
<td>10</td>
</tr>
<tr>
<td>2 Lab Practicals at 120 points each</td>
<td>240</td>
</tr>
<tr>
<td>9 Lab Quiz at 10 points each</td>
<td>90</td>
</tr>
<tr>
<td>11 Chapter Homework at 10 points each</td>
<td>110</td>
</tr>
<tr>
<td>2 Assignments at 35 points each</td>
<td>70</td>
</tr>
<tr>
<td>2 Lecture Exams at 100 points each</td>
<td>200</td>
</tr>
<tr>
<td>1 Lecture Final at 170</td>
<td>170</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>900</strong></td>
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</tbody>
</table>

A standard grading scale will be used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points Range</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td>810 – 900 points</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td>720 – 809 points</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td>630 – 719 points</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
<td>540 – 629 points</td>
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Lab Practicals: Two lab practicals will be offered, one in the middle of the term, and the other at the end. There will be 70 multiple choice questions covering material from the lab exercises and/or PAL 3.0. They are timed and taken in eCampus. You will have be able to attempt the exam 2 times.

Lab Quizzes: You will have 10 lab quizzes over the lab material covered while completing your lab exercises from your eScience lab kit. You will have two attempts at each lab quiz.

Chapter homework: Chapter homework's review the important material from each chapter. They are taken through the textbooks website – www.masterinAandP.com and consist of tutorials, activities, and multiple choice.

Assignments: You have 2 assignments throughout the semester each worth 35 points. Assignments build upon the information presented in the chapters and may be activities, problems, or discussion boards.
• **Discussion Board:** The discussion board instructions are listed under the Discussion Board tab. Here you will find all the prompt questions and background resources. One grade is given for each discussion board. You are guaranteed to acquire the 35 points if you follow the following rules: 1) respond to the prompt questions using completed sentences and submitting thoughtful responses; 2) respond to other student responses with an acceptance or rejection of their response including and explanation. During a discussion week, you must post your initial post before Thursday. On a different day from your initial response, you must respond to two different students on two different days of the week. You should have at least 3 different posts on three different days. Discussion weeks begin on Monday and ends on Sunday. You will be penalized points for late initial responses (5 points), no initial response (15 points), missing student responses (10 points), and responses posted on the same day (5 points/ response).

**Lecture Exams:** The lecture examinations will be a combination of multiple choice, short answer, and/or essay. These exams are timed and taken in eCampus. You will have be able to attempt the exam 2 times.

**NOTE:** Some students experience trouble viewing images that are required for labs, quizzes and tests due to security settings on their computers. If you have trouble seeing an image, try right clicking on the image area and select “Download Picture.” Be sure you have a current version of the Adobe Acrobat Reader.

All quizzes, tests, and homework assignments are **time sensitive.** If a deadline is missed, you will receive a grade of **ZERO** for that assignment. Quizzes and lecture exams will **NOT** be reset after the due date/time. If a lecture exam is missed, a grade of **ZERO** will be given for that exam. If a laboratory exam is missed, you will receive a grade of **ZERO** for the exam.

**ANTICIPATE TECHNICAL DIFFICULTIES AND PLAN TO COMPLETE THE ASSIGNMENTS PRIOR TO THE DUE DATE.**

**YOU will be able to attempt each lab quiz, lab exam and lecture exam twice.**

**What should I know at the end of this class?:**

**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:**
1. Upon the completion of this course, students should be able to identify the location of different skeletal muscles on the human body using laboratory models.
2. Students should be able to illustrate the skeletal muscle contraction process upon the completion of this course.
3. Students should be able to distinguish between the process of a graded potential and an action potential.

**SCANS SKILLS :**

<table>
<thead>
<tr>
<th>FOUNDATION SKILLS</th>
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<tbody>
<tr>
<td><strong>FOUNDATION SKILLS</strong></td>
</tr>
<tr>
<td><strong>(F1)</strong> READING – locates, understands and interprets written information</td>
</tr>
<tr>
<td><strong>(F2)</strong> WRITING – communicates thoughts, ideas, information in writing</td>
</tr>
<tr>
<td><strong>Basic</strong></td>
</tr>
<tr>
<td><strong>(F3)</strong> ARITHMETIC – performs basic computations</td>
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<tr>
<td><strong>Skills</strong></td>
</tr>
<tr>
<td><strong>(F4)</strong> MATHEMATICS – chooses appropriate mathematical techniques</td>
</tr>
<tr>
<td><strong>(F5)</strong> LISTENING – receives, interprets, and responds to verbal messages and cues</td>
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</tbody>
</table>
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

MENTAL VERBALIZATION – thinking about what something will be

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

SOCIABILITY – demonstrates to others that you care about them

MANAGES TIME – sets relevant, goal related activities, ranks and allocates time

MANAGES MONEY – uses or prepares budgets, keeps detailed records

MANAGES MATERIAL – acquires, stores, and distributes materials, supplies, etc.

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

STUDENT E-MAIL
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to www.dcccd.edu and click on Student Services, Online Services, and Student NetMail. All students receiving financial aid must open a student NetMail account.

ACADEMIC HONESTY
The purpose of the Student Code of Conduct is to provide the guidelines for the educational environment of the Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be
aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of Conduct, which is also on the Internet at http://dccc.edu

**WRITING ACROSS THE CURRICULUM:**
Writing is a required part of all biology courses. You will have writing assignments determined by your instructor.

**PLAGIARISM**
This is the act of taking someone else’s words or ideas and using them as your own. This is academic dishonesty and will not be tolerated. You will receive a grade of zero on the assignment and you will be subjected to the disciplinary actions under academic honesty.

**FINANCIAL AID STUDENTS**
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. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee”. All students receiving financial aid must open and Email account through NetMail. See directions in the syllabus for opening an Email account.

**WITHDRAWAL POLICY**
If you wish to drop the course with a grade of “W” you must complete the necessary forms by contacting Admissions counseling or PE/Science Division office no later than April 22, 2015. An instructor cannot withdraw a student. Your instructor is NOT responsible for initiating or recommending this action. Failure to withdraw will in the student receiving a performance grade on the criteria contained in the syllabus.

**RELIGIOUS HOLIDAYS/OBSERVANCES**
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.

**ADA GUIDELINES**
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@dccc.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

**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
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 6am. Students may also refer to the Eastfield College webpage www.eastfieldcollege.edu 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.

REPEATABILITY ISSUE
Pending legislative action and DCCCD Board approval, effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate 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 higher 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. For complete information, go to: http://www.dcccd.edu/ThirdCourseAttempt/

OBTAINING YOUR GRADES AT THE END OF THE SEMESTER
Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Website address http://econnect.dcccd.edu/. Telephone number: 972-613-1818

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.

Food and Drink Policy
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

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.

*The guidelines in this syllabus may be changed, deleted or amended at any time by the instructor.*