Course Description: Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. This is a transferable Major’s course intended for those seeking to complete a Bachelor’s Degree. (3 Lec. 3 Lab.)

PREREQUISITE REQUIRED: Biology 1406 with a grade of "C" or better within the last three years or satisfactory score on the Biology CLEP exam. Students must be college level ready in Reading and Writing.

MATERIALS FOR INSTRUCTION:
   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 to class on time and prepared by reading the assignment. 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: FRIDAY, JULY 28, 2017 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 lecture power point presentations on eCampus for additional review
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 ACCEPTED.
  - 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 BE ALLOWED TO USE THEM FOR CLASSWORK.
- QUESTIONS: 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. PLEASE WEAR ONLY CLOSED TOED SHOES IN THE LAB.

LABORATORY EXAMS: MUST BE TAKEN DURING THE SCHEDULED LAB EXAM TIME (see course calendar). All lab exams are given in the laboratory classroom.
GRADING

- **LECTURE = 75% of Final Grade**—from 4 Lecture Exams worth 100 points each.
- **LABORATORY = 25% of the Final Grade**—4 Lab Practical Exams worth 100 points each
- **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](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.

**FINAL GRADE POSTING:** Final grades will be on eConnect.

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

**COURSE OUTLINE AND EXAM SUMMARY**

**UNIT 1**

**LECTURE EXAM #1 — PURCHASE ONE #882E SCANTRON:** Textbook Chapters 1 (p. 2), 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, 4-7

- 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 #882E SCANTRON:** 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)
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/10</td>
<td>7/11</td>
<td>7/12</td>
<td>7/13</td>
<td>7/14</td>
</tr>
<tr>
<td>7/17</td>
<td>7/18</td>
<td>7/19</td>
<td>7/20</td>
<td>7/21</td>
</tr>
<tr>
<td>7/24</td>
<td>7/25</td>
<td>7/26</td>
<td>7/27</td>
<td>7/28</td>
</tr>
<tr>
<td>7/31</td>
<td>8/1</td>
<td>8/2</td>
<td>8/3</td>
<td>8/4</td>
</tr>
<tr>
<td>Institutional Policies</td>
<td>Mountain View College Syllabi Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>Financial Aid <strong>will not</strong> 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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<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. <strong>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.</strong> 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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Disclaimer Reserving Right to Change Syllabus</strong></td>
<td>The instructor reserves the right to amend a syllabus as necessary.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DCCCD OIE Faculty Syllabi Statement- SUMMER 2017

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities:
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices
Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

A Note on Harassment, Discrimination and Sexual Misconduct
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinators
Brookhaven Terri Edrich TitleIX-BHC@dcccd.edu 972-860-4825
Cedar Valley Grenna Rollings TitleIX-CVC@dcccd.edu 972-860-8181
Eastfield Rachel Wolf TitleIX-EFC@dcccd.edu 972-860-7358
El Centro Shantee’ Moore TitleIX-ECC@dcccd.edu 214-860-2138
Mountain View Regina Garner TitleIX-MVC@dcccd.edu 214-860-8561
North Lake Rosemary Meredith(acting) TitleIX-NLC@dcccd.edu 972-860-3992
Richland Bill Dial TitleIX-RLC@dcccd.edu 972-238-6386
Dallas Colleges Online Le’Kendra Higgs TitleIX-LEC@dcccd.edu 972-669-6672

District Title IX Coordinator
Office of Institutional Equity LaShawn Grant TitleIX-District@dcccd.edu 214-378-1633