Dear Students

First thanks to all of you for choosing Richland College or the continuation of your education, and welcome to my course.

We will meet Monday 7/11/17 for our first orientation, safety and first reading chapter...

A & P 2402 is little different than 2401 but the way of delivery will be the same i.e. mini lab practical, class participation, lab & lecture quizzes, exams, etc.

In order to be successful, students must attend and participate in enrolled courses. Attendance is necessary for class participation and course work. There will be no make-up opportunities for missed assignments. Thus, it is strongly recommended that students attend each class. Even if there will be no official course grading policy on attendance; 5 extra credits will be given at the end of this course for full attendance. If there is a conflict in your schedule, contact me ASAP. There are no make-up lab practical: if you cannot attend your own section’s scheduled lab practical, you will need to attend another lab period during the lab practical time period.

Please make sure that you already purchase the code for mastering A &P, unless you have the old one from 2401. Unfortunately, for new students at Richland College you should buy one from the store in the campus no online or other campus can work the only one that will work is FUNDAMENTALS OF ANATOMY & PHYSIOLOGY (10th ed.), 1269939386 for Modified Mastering code with eBook, Frederic Martini + Mastering A&P.

- If you had rather, you can buy a new print text: A new copy comes with Mastering A&P homework. The bookstore has both print copies and eText codes.
- Alternatively, you can buy a used text or rent a text from the bookstore but that will not give you access to the above supplemental materials. In this case, you need a stand-alone Mastering A&P access code, ISBN 1323004610 for Modified Mastering code without eBook

Wish best of luck and again welcome
Regards
Dr. Carver

Semester and Year: Summer 2017
Section: 86004
Class time and days: Classes meet July 11 – August 10, M – R, Lecture: 2-4pm, Room # HW265 Lab: 11:50-1:50pm, Room # SH133
Rooms: Lecture: WH 265, Lab: SH133
Instructor: Dr. CARVER
Contact Info: send email KathyCarver@dcccd.edu business 972-238-6140 Office: ACCESS
Last date to withdraw: Last day to drop a class with a "W"...Aug 8
Final Exam Day/time: Your final is during your last class period
Evaluation Procedures:
This may change at the discretion of the instructor.

Course grade is determined as follows:
100-90% = A; 89-80 = B; 79-70 = C; 69-60 = D; 59 and below = F
[This may change at the discretion of the instructor.]

<table>
<thead>
<tr>
<th>Evaluation Procedures</th>
<th>Points</th>
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<tbody>
<tr>
<td>3 Lecture exams (2 @150pts. + 200 final)</td>
<td>500</td>
</tr>
<tr>
<td>mini-lab practicals (3@70pts each)</td>
<td>210</td>
</tr>
<tr>
<td>Pre-lab quizzes (in eCampus) – 9</td>
<td>90</td>
</tr>
<tr>
<td>Mastering A&amp;P homeworks (8 out of 9)</td>
<td>80</td>
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<tr>
<td>10 lecture quizzes over lectures</td>
<td>120</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1000</strong></td>
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</table>

- **LAB points:** The pre-lab quizzes are due before lab starts. If you are not in lab that day, you get no pre-lab points: There are **no make-ups for a missed mini-lab practical.**
- **Groupwork (Mastering Biology):**
- **Quizzes for the lectures:** There will be many short, 10 quizzes (5-6 questions for each lecture).
- **Exams:** All of the sections of Biol 2401-2402 are organized the same way, same number of lecture tests, min-lab practicals, etc., including a **final exam.** No make-ups for exams after the fact, unless you have a doctor’s note.

Attendance Policy: In order to be successful, students must attend and participate in enrolled courses. Attendance is necessary for class participation and course work. There will be no make-up opportunities for missed assignments. Thus, it is strongly recommended that students attend each class. However, there will be no official course grading policy on attendance. If there is a conflict in your schedule, contact me ASAP.

There are no make-up lab practical: if you cannot attend your own section’s scheduled lab practical, you will need to attend another lab period during the lab practical time period.

You are expected to be in class every period. Missing a 3 hour weekly lab is REALLY going to affect your lab grade, so try to go to another section to make the lab up. I can give you times of other sections. However, you need to introduce yourself to that instructor, and ask them if it is alright to attend their lab.

If you are unable to complete this course, it is your responsibility to withdraw formally---by the cited date. The withdrawal request must be received in the Registrar’s Office by the drop date. Failure to do so will result in your receiving a performance grade, usually an “F.”

Required Materials:
*Your text, lab book, and Mastering A&P homework are all good for BOTH semester. Do not buy anything extra. HOWEVER, if you are coming from another campus or college, here is the info you need:*

The Mastering A&P homework system is REQUIRED (comes w/ either NEW lecture text OR NEW lab text or bought stand-alone through Pearson website if you prefer to buy used text). The Mastering A&P homework system ISBN, as a standalone without text, is 1323004610. Available through bookstore.
1. Textbook: **FUNDAMENTALS OF ANATOMY & PHYSIOLOGY (10th ed.),** 1269939386 for Modified Mastering code with eBook, Frederic Martini + Mastering A&P.
   - If you had rather, you can buy a new print text: A new copy comes with Mastering A&P homework. The bookstore has both print copies and eText codes.
   - Alternatively, you can buy a used text or rent a text from the bookstore but that will not give you access to the above supplemental materials. In this case, you need a stand-alone Mastering A&P access code, ISBN 1323004610 for Modified Mastering code without eBook

   Course for mastering biology ID is: **Biol2402 KCarver**

   **WE ARE USING CUSTOM SHORTER VERSIONS THAT HAVE ELIMINATED LOTS OF EXERCISES THAT WE DO NOT USE—cheaper than the full lab book.** If you would rather or have one accessible to you, you can use the full lab book (11th edition). But be sure that it has cat dissections in it (they are very much like the mink that we dissect).

   Be sure to bookmark this website---http://delrio.dcccd.edu/jreynolds/A&P/index.html. It has links to lab practical reviews, graphics that go along with the lab manual, and links for microbiology courses, also.

   You can enter Mastering A&P in 2 ways—through the link in eCampus, using the Mastering A&P button OR you can go DIRECTLY into MAP with http://www.pearsonmylabandmastering.com/ .

Instructor Policies and Suggestions for Student Success:
- Students pursuing careers in the Health Professions can find specific information on occupations, resources, financial aid, and programs at Texas institutions at this RLC Health Professions website: www.rlc.dcccd.edu/medcareers
- This class DEMANDS group interactive skills, both in lab and lecture. Be aware that you will have to COOPERATE with lab partners, in addition to collaborative work groups in the lecture class. Be prepared to be an ACTIVE learner, and to work cooperatively with other students: **IF YOU CANNOT OR WILL NOT DO THIS, YOU MIGHT WANT TO RE-THINK THIS CLASS.**
- **MINK DISSECTIONS ARE PERFORMED IN THE LAB, PER TABLE:** BE AWARE OF THIS REQUIREMENT. IT IS YOUR RESPONSIBILITY TO HAVE GLOVES WHEN NEEDED IN LAB.
- You are expected to behave in an adult manner while in class. Inappropriate class behaviors include sleeping, working on other class assignments, talking incessantly, and cheating. If you behave in a nonadult, irresponsible manner, you will be asked to leave the classroom. **Cheating on a lab quiz or lecture exam is absolutely forbidden and is grounds for giving you an F as a course grade.**
- Assignments are DUE at the beginning of class on the day it is due. If it is late, points will be taken off. If it is more than 2 days late, there will be no credit for the assignment.
- Please be considerate enough to turn your cell telephones to vibrate, AND leave the room as quietly as possible to talk (ONLY IF ABSOLUTELY NECESSARY to talk right then and right there!). During an exam or lab practical, all phones will be put up and turned off. No text messaging during classtime, please.
- **FOOD AND DRINK IN THE CLASSROOM?** You may bring in munchies and drinks IN, but you have to carry the trash from these items OUT! I will remind you about this if I see you leaving trash.
- Consider this class as or more important than your job. It is not O.K. to leave lab early, or miss lab completely, because of work.
- **NO WHINING IS ALLOWED!!!**

"Academic dishonesty" is understood as any act of deceit bearing on one’s own or another’s academic work, where "academic work" is understood to mean any activity pertaining to the educational mission of the college.

Such acts include, but are not limited to, plagiarism in any form; the use during an exam of information or materials not authorized by the instructor for such use and any other activities which are designed to deceive an instructor in the evaluation of the level of the student’s achievement.

plagiarism =
deliberate use of someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source. This definition applies to texts published in print or on-line, to manuscripts, and to the work of other student writers. Plagiarism is the taking of someone’s ideas and misrepresenting them as one’s own ideas. Most people know that this obviously includes word-for-word lifting of words, but it also includes lifting ideas (even paraphrasing them in your own words) without giving someone credit for them (either by footnoting, or in the Works Cited at end of the paper). Plagiarism is NOT allowed.

Academic Misconduct Regarding Exams & Lab Practicals:

Cheating on tests and lab practicals include, but is not limited to, the following activities:
- looking onto someone’s answer sheet, even if you do not use their answers,
- knowingly allowing someone to look onto your answer sheet,
- using a cheat sheet, or other unauthorized material
- talking to someone or otherwise exchanging information during an exam,
- asking someone what is on a lab practical or telling someone what is on a lab practical,
- waiting out in the hallway when people have just taken the exam to hear them discuss the lab exam.
- removing from lab any material meant to stay in lab, e.g., models, dissected organs, etc.,
- writing answers on the table
- writing answers on the question card
- going or looking into a lab where the lab practical is set up, and,
- getting the answer key before the test.

Students should not leave during an exam, quiz, or lab practical to use the bathroom. Go BEFORE the exam. If you have a health problem which your instructor needs to know about, to enable you to leave class to go to the restroom, please inform him/her at the beginning of the semester.

Any student violating any rule(s) above will get a ZERO on the lab practical exam.

College Policies and Procedures:

For Institution Policies, please refer to Richland College Institution Policies (http://www.richlandcollege.edu/syllabusinfo/)

RICHLAND COLLEGE’S QUALITY ENHANCEMENT PLAN – LEARNING TO LEARN: DEVELOPING LEARNING POWER:

Richland College is piloting its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please check QEP 2013 (http://www.richlandcollege.edu/qep)

ACADEMIC PROGRESS: Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check Richland College Steps to Success (http://www.richlandcollege.edu/admissions/process.php)

Course Description: 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. This is a transferable course intended for those seeking to complete a Bachelor's Degree. (3 Lec., 3 Lab.)

Pre-requisites: BIOL 2401. 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) have met Texas Success Initiative (TSI) in Reading and Writing standards AND the college Writing score prerequisite requirement.

Course Objectives
Biology 2401 is recommended as required or an elective course for biology majors, pre-medical/pre-dental students, nursing students, and others who are in the allied health professions. The semester covers the
structure and function of the human body in both a lab and lecture format. In addition to the extensive lab coverage of human anatomy and histology, mink dissections will be a major component of the course. Biol 2401 examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems.

- Learn basic anatomical and physiological terminology.
- Learn the human structure at cellular, tissue, and system level (endocrine, circulatory, respiratory, digestive, urinary, reproductive systems for Biol 2402), and be able to identify major structures at human models and animal dissections.
- Understand how body systems are interrelated to maintain the homeostasis as a whole.
- Learn the concepts and mechanisms of normal physiological processes in endocrine, circulatory, respiratory, digestive, urinary, reproductive systems, and explain how those processes are impaired under abnormal conditions.
- Perform relevant lab activities or tests to apply the learned physiological principles in professional cases.
- Discuss the relevance of specific anatomical structures or their related functions to clinical applications to better understand the relationship between structure and function.

Core Curriculum Statement:

**Intellectual Competencies:**
1. **Reading**: the ability to analyze and interpret a variety of printed materials-books, documents, and articles- above the 12th grade level.
2. **Writing**: the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience above the 12th grade level.
3. **Speaking**: ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience—above the 12th grade level.
4. **Listening**: analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading- above the 12th grade level.
5. **Critical Thinking**: think and analyze at a critical level.
6. **Computer Literacy**: understand our technological society, use computer-based technology in communication, solving problems, and acquiring information
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<thead>
<tr>
<th>DATE</th>
<th>LECTURE TOPIC</th>
<th>CH</th>
<th>LAB TOPIC</th>
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<tbody>
<tr>
<td>07/11 T</td>
<td>Endocrine system</td>
<td>18</td>
<td>Safety &amp; Check-in, Lecture continued</td>
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<tr>
<td>07/12 W</td>
<td>Blood</td>
<td>19</td>
<td>Functional Anatomy of the Endocrine Glands</td>
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<tr>
<td>07/13 R</td>
<td>Blood (continue)</td>
<td>20</td>
<td>Blood</td>
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<tr>
<td>07/14 F</td>
<td>Heart</td>
<td>20</td>
<td>Anatomy of the Heart</td>
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<td><em>(Pig Heart Dissection – Bring Gloves)</em></td>
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<tr>
<td>07/17 M</td>
<td>Heart</td>
<td>20</td>
<td>Anatomy of Blood Vessels – Human Vessel Identification</td>
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<td>Blood Vessels &amp; Circulation</td>
<td>21</td>
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<tr>
<td>07/18 T</td>
<td>Blood Vessels &amp; Circulation</td>
<td>21</td>
<td><strong>PRACTICAL 1</strong></td>
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<tr>
<td>07/19 W</td>
<td>Lymphatic system &amp; Immunity</td>
<td>22</td>
<td>Mink Dissection (Endocrine, Blood Vessels) – Bring Gloves</td>
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<td>07/20 R</td>
<td><strong>UNIT 1 EXAM</strong> (18-21)</td>
<td>23</td>
<td>Conduction System of the Heart and ECG</td>
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<td>Respiratory System</td>
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<td>Human Cardiovascular Physiology</td>
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<tr>
<td>07/24 M</td>
<td>Respiratory system</td>
<td>23</td>
<td>Anatomy of the Respiratory System</td>
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<td>Respiratory System Physiology</td>
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<td>07/25 T</td>
<td>Respiratory system</td>
<td>23</td>
<td>Anatomy of Digestive System</td>
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<td>07/26 W</td>
<td>Digestive system</td>
<td>24</td>
<td><strong>Mink Dissection (Respiratory &amp; Digestive) – Bring Gloves</strong></td>
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<td>07/27 R</td>
<td>Digestive system</td>
<td>24</td>
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<td>Metabolism</td>
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<td><strong>PRACTICAL 2</strong></td>
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<td>07/31 M</td>
<td><strong>UNIT 2 EXAM</strong> (22-25)</td>
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<td>Urinary system</td>
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<td>Anatomy of the Urinary System</td>
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<td>08/01 T</td>
<td>Urinary system</td>
<td>26</td>
<td>Urinalysis</td>
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<td>Lecture continued</td>
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<td>08/02 W</td>
<td>Fluid &amp; Electrolyte Balance</td>
<td>27</td>
<td>Anatomy of the Reproductive System</td>
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<td>Physiology of Reproduction</td>
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<tr>
<td>08/03 R</td>
<td>Reproductive System</td>
<td>28</td>
<td><strong>Mink Dissection (Urinary, Reproductive) – Bring Gloves</strong></td>
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<tr>
<td></td>
<td>LAST DAY TO DROP WITH W</td>
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<td>Survey of Embryonic Development</td>
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<tr>
<td>08/07 M</td>
<td>Reproductive System (continue)</td>
<td>28</td>
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<td>Principles of Heredity</td>
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<tr>
<td>08/08 T</td>
<td>Development</td>
<td>29</td>
<td><strong>PRACTICAL 3</strong></td>
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<tr>
<td>08/09 W</td>
<td>Genetics</td>
<td>29</td>
<td>No Lab – Group work</td>
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<tr>
<td>08/10 R</td>
<td><strong>FINAL EXAM</strong> (26-29)</td>
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