Term: (Spring 2019) 8-Week Course: HarvesTerm 1
Course: BIOL-2401-43250
Course Dates: 1/22/2019 - 3/20/2019
Class Location: S301

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Joseph Malaer, M.S.</th>
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<tbody>
<tr>
<td>Phone:</td>
<td>972-860-7265</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:JosephMalaer@dccc.edu">JosephMalaer@dccc.edu</a></td>
</tr>
<tr>
<td>Office &amp; Office Hours:</td>
<td>C343 TR 4:20 – 5:20 PM; S 2:00 – 3:00 PM; or by appointment (24-hr notice required, confirmed by email)</td>
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</tbody>
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STEM Division: C-Building, Room 202 | 972-860-7297

Course Drop Date: February 27, 2019

Disclaimer: The instructor reserves the right to amend this syllabus as necessary.


Class Time and Location:
- Lecture: 8:00 am – 10:55 am Saturday Room S301
- Lab: 11:05 am – 2:00 pm Saturday Room S301

NOTE: This is a blended course. 50% of lecture and lab is online. The online portion is NOT self-paced.

**Required Course Textbooks and Materials**


   If you prefer to use a physical textbook, there is an upgrade option to order the binder ready textbook from Pearson.


3) Regular, reliable access to a computer with high speed internet and webcam. A mobile device or tablet is not sufficient as Blackboard (eCampus) and Mastering A&P do not have full functionality on a mobile device or tablet.

   **You must have the Modified Mastering A&P access code by January 22nd.**

**Prerequisites:**
- Biology 1406 or SCIT 1407. One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 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 DCCCD Writing score prerequisite requirement.
**Course Description (4 Credit Hours):**
This course 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. This is a transferable course intended for those seeking to complete a Bachelor’s Degree. (3 Lec., 3 Lab.) Coordinating Board Academic Approval Number 2607075103

**Course Objectives:**
Identify and describe the anatomy of the cell and the integumentary, skeletal, muscular and nervous; identify and describe epithelial, connective, muscle, and nerve tissue; and explain the physiology of the cells, tissues, and the integumentary, skeletal, muscular and nervous. Use appropriate anatomical and physiological terminology when discussing cells, tissues, and the integumentary, skeletal, muscular and nervous; and interpret the effect of the integumentary, skeletal, muscular and nervous on overall body homeostasis.

**Student Learning Outcomes:**
Students who have completed Biology 2401 should be able to do the following:
1. To understand the scope of the course and to develop a basic working vocabulary applicable to the study of anatomy and physiology.
2. To understand the concept of physiological homeostasis and apply homeostatic mechanisms to various processes that occur in the body.
3. To demonstrate knowledge of the nature and fundamental structure of all matter and apply that knowledge to the structure and interactions between chemical substances found in biological matter.
4. To demonstrate knowledge of what cells are, how they function, how they synthesize proteins, and how they divide.
5. To survey the fundamental tissue groups that combine to form the human body, to understand how tissues are classified as membranes, and to understand the formation of endocrine and exocrine glands.
6. To demonstrate knowledge of the anatomy and physiology of the integumentary system.
7. To demonstrate knowledge anatomy and physiology of the skeletal system.
8. To demonstrate knowledge of the physiology of muscle contractions and become familiar with the names, locations, and functions of the major muscles.
9. To demonstrate knowledge of the organization of the nervous system and the physiology of nerve impulse conduction.
10. To understand the basic physiology of the senses.

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

**Syllabus continues on next page**
Evaluation Procedures
3 Lecture exams – 100 points each = 300 points
3 Laboratory exams – 100 points each = 300 points
12 Mastering A&P Lecture Assignments – 5 points each = 60 points
10 Mastering A&P Lab Assignments – 5 points each = 50 points
4 Pop Lab Quizzes – 10 points each = 40 points
Instructor evaluation including attendance and participation – 100 points
Case Study – 100 points

Lecture Exams may consist of true/false, multiple choice, short answer, and/or essay questions. Lecture exams 1 and 2 will be 50 questions. Lecture exam 3 will be 100 questions, 50% of which will be cumulative. You will take all lecture exams in the EFC testing center from Mon. to Wed. of the scheduled week. It is your responsibility to plan accordingly to take the lecture exams by the due dates and times. The location and operation hours are located here: https://www.eastfieldcollege.edu/apply-reg/testing/pages/testcntrs.aspx. You will not be allowed to take an exam late or early.

Laboratory Exams consist of fill-in-the-blank. There will NOT be a word bank. Open lab times are posted outside of the lab door. There are also models located at the circulation desk in the library. Spelling DOES count. You must use a pencil for lab exams; pens are NOT allowed.

Lab exams will begin on time. If you arrive late to an exam, you will NOT be able to take the exam and will receive a ZERO. Be on time. Refer to the course schedule for specific dates and times.

NO MASTERING A&P ASSIGNMENTS WILL BE RESET, ALL ARE DUE BY 8:00 PM.

There are no make-ups for Mastering A&P assignments, exams, or any other graded assignments. If any graded assignment is missed, you will receive a grade of ZERO for that assignment. Pay close attention to due dates and times so that you complete all of your work on time.

Any questions about a grade on any quiz, exam, or other assignment MUST be addressed within ONE WEEK after the grade is posted on eCampus. After ONE WEEK, no grade appeals will be heard, nor will you be able to see that quiz, exam, or assignment again.

Final grade
851 – 950 pts = 89.5 – 100% = A
756 – 850 pts = 79.5 – 89.4% = B
661 – 755 pts = 69.5 – 79.4% = C
566 – 660 pts = 59.5 – 69.4% = D
0 – 565 pts = 0 – 59.4% = F

Final grades are permanent. Rounding will be to the tenths place. An 89.49 is a B but an 89.50 is an A.

No grades will be curved.

Email Policy:
It is your responsibility to check your email and Blackboard daily. Emails are sent via Blackboard and remain as a Blackboard announcement. “I did not get the email” is not a viable excuse as it also appears permanently on Blackboard. ALL emails are formal communication and MUST include the following:
1) First and last name
2) Course and section
3) Detailed question, especially if it concerns a review question.

If you do not have all of this information, or if your e-mail is informal, I may not respond to your email. I will try to respond to all emails within 24 hours (note, emails over the weekend will take a little longer to reply to).

Hybrid Course
This is a hybrid course, a blend of a traditional face-to-face and an online course. 50% of the material (both lecture and lab) will be covered online, and 50% will be covered in class on Saturday. When we meet on Saturday, we will focus on harder concepts from the lecture material and we will study anatomical models that cover the lab material you studied for that week. I recommend to schedule blocks of time during the week solely devoted to studying for this course so that you keep a consistent study schedule.
Lecture Exams
You will take all lecture exams in the EFC testing center from Mon. to Wed. of the scheduled week. It is your responsibility to plan accordingly to take the lecture exams by the due dates and times. The location and operation hours are located here: https://www.eastfieldcollege.edu/apply-reg/testing/pages/testcntrs.aspx

Online Mastering A&P Assignments
Always consider possible problems and concerns with your computer and resources when evaluating the time and opportunities that you have in regard to any assignments, tests, and other grades. You have more than enough time to complete online assignments. Errors that are a result of computer or internet 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 an online exam and the computer or internet fails, I will not show leniency as you had plenty of time. When planning your week, always plan for extenuating circumstances when it comes to completing online assignments. You must complete all DSM’s for a chapter in order for your chapter assignment grade to be accepted. Therefore, if you do not complete all of the chapters DSM’s but you completed the chapter assignment, you will receive ZERO points.

All Mastering A&P Assignments will be due by 8:00 PM on the date indicated in the course schedule.

PAL 3.1
In order to study lab material online, you must utilize PAL 3.1 (which is part of Mastering A&P). When you open PAL 3.1 (found in the ‘Study Area’ under ‘Lab Tools’), click on the second category named ‘Anatomical Models’. Most of these models will be identical to the models we have in lab. Refer to the handouts posted on eCampus to know what you need to study and focus on.

Attendance Policy:
• Students are required to attend all class meetings. Attendance is taken at the beginning of each lecture and lab.
• Class attendance, preparedness, and participation in lecture and lab are used to determine the 100-points instructor evaluation grade.
• There are no make-up classes for laboratory exercises that are missed. You cannot attend another laboratory with another instructor to make-up the work.
• An ‘absence’ is when you miss either a lecture or lab. If you miss an entire Saturday, this is two absences.
• You must attend a minimum of 75% of scheduled meetings. Any student who does not meet this minimum standard will receive an ‘F’ in the course. Therefore, more than TWO absences will equal an ‘F’.
• Each tardy or absence will result in a 15-point deduction from your instructor evaluation grade. Arrive on time and remain for the entire class/lab. Leaving class early is an absence.
• If you arrive late, it is your responsibility to notify me otherwise you will receive an absence.
• You will be considered absent if you attend class/lab and do not participate (looking at models) or if you are not actively engaged when the instructor is speaking (e.g. sleeping, texting, etc.)
• There is no distinction between excused and unexcused absences.
• Be on time, instructions/announcements are given at the beginning of class. If the student misses the instructions, it is the students’ responsibility to obtain that material from classmates.
• It is your responsibility to find out what you may have missed. Do not ask me “What did I miss?” because I will not answer you (or reply to your email). Refer to eCampus, the course syllabus, and your classmates.

Class Etiquette:
• Cellular phones and electronics are to be turned off/silent before the class starts. If you must answer a phone call, step out of class and CLOSE THE DOOR prior to answering.
• Cell phones MUST be turned off during an exam.
• Talking or texting while the instructor is speaking will cause you to be removed from the class and counted absent.
• You may use a laptop or tablet, but if it causes a distraction to other students, you will be asked to close/turn it off and not to use it again in the future.
• Please keep talking to a minimum so that you do not distract others from learning.
• Students will NOT be allowed to leave the room during an exam.
• No food or drinks are allowed (yes, this includes coffee).
• Absolutely NO photography is allowed unless given direct permission.
• Audio recordings are allowed; however, no videography is allowed.
• E-mails should be considered formal communication, therefore structure your e-mail in an appropriate fashion (e.g. proper grammar/punctuation, not using ‘u’, ‘bcuz’, ‘yea’, etc.)
**Case Study:**
The case study will be on muscle physiology. A 3-5-page essay in APA format will be submitted to eCampus. The case study will be uploaded to eCampus along with the instructions and guidelines. It is the responsibility of each group to coordinate meeting times to ensure the case study is completed and turned into eCampus. No make-up assignment will be given to replace the case study and NO late case studies will be accepted.

**Extra Credit:**
Extra credit opportunities may arise, but in order for you to be eligible for extra credit, you must have completed all credit first. Including but not limited to: failure to complete the syllabus quiz or an online assignment, missed exam/quiz, lack of participation or sleeping in class, or have more than 1 absence (using the policy listed above) will make you ineligible for any extra credit. Extra credit will never be accepted late and will not be acceptable if you do not follow all the directions. No exceptions whatsoever.

**Tutoring Services:**
The Science Corner provides free tutoring in Biology, Chemistry, and Physics; and has information on open labs. Students are encouraged to take advantage of this service for additional help in their course work. The Science Corner is located in the library. Visit the link for more information on tutors, current semester hours of operation and policies: [http://www.efc.dcccd.edu/smpe/ScienceCorner/index.asp](http://www.efc.dcccd.edu/smpe/ScienceCorner/index.asp)

**Academic Honesty:**
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. Refer to the link below (under “Institutional Policies”) for the entire academic honesty policy.

Zero tolerance: Cheating on any assignment (exam, assignment, quiz, etc.) will result in a grade of ZERO and a failing grade (F) for the semester.

**Case Study:** Please do not attempt to purchase or download or copy portions of a paper from the internet, this is PLAGIARISM. If it is detected and proven that student has plagiarized a grade of ZERO will be given on this assignment and failing final grade (F) for the entire semester. Plagiarism is the wrongful use of someone’s language, thoughts, ideas, or expression. It is defined as (but not limited to) buying, stealing, or borrowing a paper (including copying an entire paper or article from the Web); hiring someone to write your paper for you; copying sections of text from a source without quotation marks; or not including proper in-text citations when paraphrasing.
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<thead>
<tr>
<th>Week</th>
<th>Lecture Topic</th>
<th>Lab</th>
<th>Mastering A&amp;P Assignments Due</th>
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<tbody>
<tr>
<td>1/22 to 1/26</td>
<td><strong>Online: Jan. 22 to Jan. 25</strong> Syllabus quiz due on Jan. 24th by 8 PM Ch. 1: The Human Body: An Orientation Ch. 2: Chemistry Comes Alive Ch. 3: Cells: The Living Units (first half) In class: Jan. 26 • DNA replication, transcription, translation</td>
<td>1-4</td>
<td>Ch. 1, 2, 3: Jan. 25 Lab 1 &amp; 3: Jan. 25</td>
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<td>1/27 to 2/02</td>
<td><strong>Online: Jan. 27 to Feb. 1</strong> Ch. 4: Tissue: The Living Fabric Ch. 5: The Integumentary System In class: Feb. 02 • Lab exam 1 (8:00 AM) • Review Tissues (9:30 – 11:00 AM) • Lab 8 (11:30 AM – 2:00 PM)</td>
<td>7, 8</td>
<td>Ch. 4 &amp; 5: Feb. 01 Lab 7 &amp; 8: Feb. 01</td>
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<td>2/03 to 2/09</td>
<td><strong>Online: Feb. 03 to Feb. 08</strong> Ch. 6: Bones and Skeletal Tissues Ch. 8: Joints 2/04 to 2/06 in EFC testing center <strong>Lecture Exam 1 (Ch. 1-5)</strong> In class: Feb. 09 • Skeletal tissue homeostasis</td>
<td>9-10</td>
<td>Ch. 6: Feb. 08 Lab 9 &amp; 10: Feb. 08</td>
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<td>2/08</td>
<td><strong>Case Study DUE: submit on Blackboard by 8:00 PM</strong></td>
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<td>2/10 to 2/16</td>
<td><strong>Online: Feb. 10 to Feb. 15</strong> Ch. 9: Muscles and Muscle Tissue Ch. 11: Nervous System and Nervous Tissue In class: Feb. 16 • Skeletal muscle contraction (NMJ, ECC) • Action potential generation in neurons</td>
<td>11-12</td>
<td>Ch. 9 &amp; 11: Feb. 15 Lab 12: Feb. 15</td>
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<td>2/17 to 2/23</td>
<td><strong>Online: Feb. 17 to Feb. 22</strong> Ch. 12: The Central Nervous System 2/18 to 2/20 in EFC testing center <strong>Lecture Exam 2 (Ch. 6, 8, 9, 11)</strong> In class: Feb. 23 • Lab exam 2 (8:00 AM) • CNS regions and cranial nerves (9:30 – 11:30 AM) • Lab 14 (12:00 – 2:00 PM)</td>
<td>13-14</td>
<td>Ch. 12: Feb. 22 Lab 14: Feb. 22</td>
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<td>2/24 to 3/02</td>
<td><strong>Online: Feb. 24 to Mar. 01</strong> Ch. 13: Peripheral Nervous System Ch. 14: Autonomic Nervous System In class: Mar. 02 • ANS review • Vision and hearing</td>
<td>15, 17, 18</td>
<td>Ch. 13 &amp; 14: Mar. 01 Lab 15 &amp; 18: Mar. 01</td>
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<tr>
<td>3/03 to 3/09</td>
<td><strong>Online: Mar. 03 to Mar. 08</strong> Ch. 15: The Special Senses In class: Mar. 09 • Vision and hearing (10:30 AM – 1:30 PM)</td>
<td>17</td>
<td>Ch. 15: Mar. 08</td>
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<tr>
<td>3/18 to 3/20</td>
<td>In EFC testing center <strong>Lecture Exam 3 (Ch. 12-15)</strong></td>
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All online material should be covered by Friday of that week. It is expected that you have reviewed and studied the material prior to class.

**ALL MASTERING A&P ASSIGNMENTS ARE DUE ON FRIDAYS BY 8:00 PM.**

*This schedule is tentative, and the instructor may change it if deemed necessary*