**Term:** (Spring 2019) 8-Week Course: Harves

**Course:** BIOL-2401-43355

**Course Dates:** 3/27/2019 - 5/16/2019

**Class Location:** S301

<table>
<thead>
<tr>
<th>Lec. Instructor:</th>
<th>Joseph Malaer, M.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>972-860-7265</td>
</tr>
<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; or by appointment (24-hr notice required, confirmed by email)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lab Instructor:</th>
<th>Margaret Joseph, M.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:MargaretJoseph@dccc.edu">MargaretJoseph@dccc.edu</a></td>
</tr>
<tr>
<td>Office Hours:</td>
<td>by appointment only</td>
</tr>
</tbody>
</table>

**STEM Division:** C-Building, Room 202 | 972-860-7297

**Course Drop Date:** May 4, 2019

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

**Institutional Policies:** [Eastfield College Institutional Policies](https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx)

**Class Time and Location:**

<table>
<thead>
<tr>
<th>Lecture</th>
<th>1:00 – 3:50 pm</th>
<th>TR</th>
<th>Room S301</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab</td>
<td>1:00 – 3:50 pm</td>
<td>TR</td>
<td>Room S301</td>
</tr>
</tbody>
</table>

**Class Time and Location:**

- Lecture: Online
- Lab: 1:00 – 3:50 pm, TR, Room S301

**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 March 27th.** There is an option to choose a 14-day temporary access when registering, so there are no excuses for not having the access code.
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 Lab Quizzes – 10 points each = 100 points
10 lab attendances – 10 points each = 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.

**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.*

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 10:00 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.

You will not be allowed to take an exam late or early. You must take the exam on the scheduled date with the entire class.

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**

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
<th>Percentage</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>860 – 960 pts</td>
<td>89.5 – 100%</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>764 – 859 pts</td>
<td>79.5 – 89.4%</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>668 – 763 pts</td>
<td>69.5 – 79.4%</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>572 – 667 pts</td>
<td>59.5 – 69.4%</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>0 – 571 pts</td>
<td>0 – 59.4%</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

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. 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.)

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. 100% of the lecture material will be covered online, and 100% of the lab material will be covered face-to-face. It is recommended to schedule blocks of time during the week solely devoted to studying the lecture material so that you keep a consistent study schedule. Read the ‘Start Here’ tab on Blackboard for a detailed explanation on how to study the lecture material.
Lecture Exams
You will take lecture exams 1 and 2 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

Lecture exam 3 will be an online exam. You must have Respondus Lockdown Browser installed during the third week of the semester. Your computer must also have a camera. If you do not have access to a computer or camera, it is your responsibility to tell Prof. Malaer by April 20th. Lecture exam 3 will be available from May 13th to May 15th and due by 10:00 PM on May 15th.

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 for that chapter assignment.
All Mastering A&P Assignments will be due by 10:00 PM on the date indicated in the course schedule.

Attendance Policy:
• Students are required to attend all lab meetings. Attendance is taken at the beginning of each lecture and lab.
• Class attendance, preparedness, and participation in lab are used to determine the 100-points attendance grade. There will be 10 graded lab attendances, each worth 10-points.
• 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.
• If you arrive late, it is your responsibility to notify me otherwise you will receive an absence.
• 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.

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/tum 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.
• Absolutely NO photography, videography, or audio recording is allowed unless given direct permission.

Case Study:
You will be randomly placed into a group to complete a case study on muscle physiology. A 3-5-page group essay in APA format will be submitted to Blackboard. The case study will be uploaded to Blackboard 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 Blackboard. No make-up assignment will be given to replace the case study and NO late case studies will be accepted.

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
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.

Lecture Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topic</th>
<th>Mastering A&amp;P Assignments Due by 10:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/27 to 3/30</td>
<td>Ch. 1: The Human Body: An Orientation Ch. 2: Chemistry Comes Alive Ch. 3: Cells: The Living Units (first half)</td>
<td>Ch. 1, 2, 3: March 30</td>
</tr>
<tr>
<td>3/31 to 4/06</td>
<td>Ch. 4: Tissue: The Living Fabric Ch. 5: The Integumentary System</td>
<td>Ch. 4 &amp; 5: April 06</td>
</tr>
<tr>
<td>4/07 to 4/13</td>
<td>Ch. 6: Bones and Skeletal Tissues Ch. 8: Joints</td>
<td>Ch. 6: April 13</td>
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<tr>
<td></td>
<td><strong>April 8 to April 10</strong> Lecture Exam 1 (Ch. 1-5)</td>
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<tr>
<td>4/14 to 4/20</td>
<td>Ch. 9: Muscles and Muscle Tissue Ch. 11: Nervous System and Nervous Tissue</td>
<td>Ch. 9 &amp; 11: April 20</td>
</tr>
<tr>
<td>4/15</td>
<td><strong>Case Study rough draft DUE</strong></td>
<td></td>
</tr>
<tr>
<td>4/17</td>
<td><strong>Case Study final draft DUE</strong></td>
<td></td>
</tr>
<tr>
<td>4/21 to 4/27</td>
<td>Ch. 12: The Central Nervous System</td>
<td>Ch. 12: April 27</td>
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<tr>
<td></td>
<td><strong>April 22 to April 24</strong> Lecture Exam 2 (Ch. 6, 8, 9, 11)</td>
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</tr>
<tr>
<td>4/28 to 5/04</td>
<td>Ch. 13: Peripheral Nervous System Ch. 14: Autonomic Nervous System</td>
<td>Ch. 13 &amp; 14: May 04</td>
</tr>
<tr>
<td>5/05 to 5/11</td>
<td>Ch. 15: The Special Senses</td>
<td>Ch. 15: May 11</td>
</tr>
<tr>
<td>5/13 to 5/15</td>
<td><strong>May 13 to May 15</strong> Lecture Exam 3 (Ch. 12-15 + cumulative) Online exam; due by 10:00 PM on May 15th</td>
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</tr>
</tbody>
</table>

Everything is due by 10:00 PM on the scheduled date.
## Lab Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date and Lab Topic</th>
</tr>
</thead>
</table>
| 1    | March 28:  
Lab 1- Language of Anatomy and Body Organization  
Lab 2- Using the Microscope  
Lab 3- Cell Structure and Division |
| 2    | April 2:  
Lab 4- Membrane Structure and Transport  
Lab 5- Histology  
April 4:  
Lab 6- Integumentary System Anatomy |
| 3    | **April 9:**  
**Lab Exam 1 (Labs 1-6)**  
April 11:  
Lab 7- Bone Histology  
Lab 8- Axial Skeleton |
| 4    | April 16:  
Lab 9- Appendicular Skeleton  
Lab 10- Joint Anatomy and Function  
April 18:  
Lab 11- Skeletal Muscle Histology  
Lab 12- Skeletal Muscle Gross Anatomy |
| 5    | April 23:  
Review Labs 7-12  
**April 25:**  
**Lab Exam 2 (Labs 7-12)** |
| 6    | April 30:  
Lab 13- Nervous System Anatomy  
Lab 14- Brain and Cranial Nerve Anatomy  
May 01:  
Lab 15- Spinal Cord Anatomy |
| 7    | May 07:  
Lab 16- Reflexes and Reactions  
Lab 17- The Autonomic Nervous System  
May 09:  
Lab 18- Special Senses |
| 8    | **May 14:**  
**Lab Exam 3 (Labs 13-19)** |

*These schedules are tentative, and the instructors may change them if deemed necessary*