This is a general syllabus. A more detailed syllabus will be posted on eCampus for your course by the start of the semester. Go to eCampus to log in to your account. If you cannot access the site, please contact technical support at 1-866-374-7169.

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Office & Phone: A553, 214-860-2373  
Division Office: STEM, A546, 214/860-2392

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 Lecture, 3 Lab.) 4 credit hours

Materials (Lecture and Lab)
Textbooks- Required  
• Anatomy and Physiology: an Integrative Approach 3rd edition by McKinley ISBN: 9781260574135  
  ▪ Optional loose-leaf version of the textbook is available

Supplies  
• Binder with notebook paper or a spiral notebook  
• Class/ Lab Handouts available on eCampus  
• Scan-tron answer sheets for lecture exams--6 total  
• #2 lead pencils with erasers for use with the Scan-tron forms  
• Optional: Colored pencils for lab  
• Optional: Goggles for lab

A student of El Centro College is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer. THECB TAC Rule 4.218 (c)

Course Prerequisites
BIOL 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. In order to register for BIOL 2402, you must first pass BIOL 2401 with a grade of "C" or better.
**Time Commitment & Individual Accountability**

Successful performance in the course will take a time commitment of approximately 12-15 hours/week of your time (some students may require more time each week). It is up to you, and only you, to earn your grade in this class. Grades are not given by the instructors, but instead earned by the student. Only you are responsible for your success in this class by putting the time and effort into this class.

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**Course Outline**

<table>
<thead>
<tr>
<th>Unit 1, Chapters 1-3</th>
<th>Unit 4, Chapters 10, 12</th>
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</thead>
<tbody>
<tr>
<td>• Homeostasis</td>
<td>• Muscle Tissue</td>
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<tr>
<td>• Chemical Level of Organization</td>
<td>• Nervous Tissue</td>
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<tr>
<td>• The Cell</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit 2, Chapters 4-5</th>
<th>Unit 5, Chapter 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Tissue Organization</td>
<td>• Central Nervous System</td>
</tr>
<tr>
<td>• Integument</td>
<td></td>
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</tbody>
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<thead>
<tr>
<th>Unit 3, Chapters 6, 9</th>
<th>Unit 6, Chapter 14, 15</th>
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</thead>
<tbody>
<tr>
<td>• Skeletal System: Structure &amp; Function</td>
<td>• Somatic Nervous System</td>
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<tr>
<td>• Articulations</td>
<td>• Autonomic Nervous System</td>
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- Laboratory elaborates upon the theories presented in lecture through the use of "hands on" learning experiences and may incorporate material not discussed in the lecture portion.

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**Grade Determination**

**Lecture**
- 5 Lecture Exams @ 100 points each: 500 points (6 taken-lowest dropped)
- Lecture Quizzes: 50 points
- Lecture Assignments: 80 points
- Semester Projects: 70 points

**Lab**
- 3 Laboratory practicals @ 50 points each: 150 points (4 taken-lowest dropped)
- Lab Worksheets @ 5 points each: 60 points
- Pre-lab assignments @ 2.5 points each: 30 points
- Laboratory quizzes @ 10 points each: 60 points

Course Total: 1000 points

- Your current grade can be calculated by 1) adding all of your points, 2) adding the points you would have received if you had made perfect scores on the same assignments, 3) dividing the number earned by the points possible, then 4) multiplying by 100.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
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<tr>
<td>B</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
</tr>
<tr>
<td>F</td>
<td>below 60%</td>
</tr>
</tbody>
</table>

- **No make-ups or extensions will be given for assignments, even for medical or excused absences. The purpose of the dropped assignments is for emergencies such as these.**

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**Extra Credit Policy**

Please do not ask, NO extra credit points are allowed. Every student must be treated the same due to the competitive nature of this course.
Assignments and Exams

Lecture Exams
- Six unit exams of 100 points each will be given during the semester. The lowest grade of Exam 1-5 will be dropped (Exam 6 grade CANNOT be dropped). **No make-ups will be given.**
- Normally, each lecture exam will consist of 40 objective questions (80 points) and definitions/short essay questions (20 points), however exceptions may occur.
- The final exam (Exam 6) will cover Chapters 14 and 15. The final exam (Exam 6) CANNOT be dropped. The final exam (Exam 6) must be taken to be able to drop your lowest lecture exam grade.

Lecture Quizzes
- A lecture quiz worth 10 points each will be administered online.
- There will be a total of 6 lecture quizzes. The lowest grade of the lecture quizzes will be dropped.
- Lecture quizzes will test students over lecture videos, assignments, reading, and material previously covered.
- Quizzes will be released on Tuesday and due on Thursday

Lecture Assignments
- Assignments given by the instructor to help emphasize or reinforce lecture topics.

Semester Project
- The semester projects assess THECB/ Core Curriculum skills, such as teamwork, written communication, empirical and quantitative, and critical thinking.
- More specific information will be given on the semester project at a later date.

Pre-lab Assignments
- Students are required to turn in assignments covering the upcoming lab. The entire assignment must be complete to receive full credit (NO PARTIAL CREDIT is given). You also must attend lab to receive full credit. Each pre-lab assignment is worth 2.5 points.
- Students must turn in the finished pre-lab assignments to their instructor at the beginning of each LECTURE class.
- Only YOUR lab instructor can sign off on your pre-lab assignments. Pre-lab assignments cannot be e-mailed to the instructor.
- There is no pre-lab assignment for Lab 1.
- Pre-lab assignments are designed to prepare you for the lab that will be covered that week (or that day).
- If you are caught copying another student’s pre-lab assignment, you will receive a zero (0) for that pre-lab assignment.

Laboratory Worksheets
- Students are required to turn in worksheets covering the lab material. All activities must be complete to receive the full credit (NO PARTIAL CREDIT is given). Students also must complete the activities in the lab with their lab group. If a student does not actually perform the activities in lab, NO CREDIT for the worksheets will be given.
- Students must turn in the finished worksheets to their instructor by the end of the designated lab period to receive the full credit. Only YOUR lab instructor can sign off on your worksheets. Worksheets cannot be e-mailed to the instructor.
- If a student misses a lab and has a documented excuse, that student can attend another lab section ONLY WITH THE PERMISSION OF THE CURRENT INSTRUCTOR. The student’s current instructor will ask the instructor of the lab the student is interested in attending for permission to attend that lab section. This is not allowed for lab quizzes or lab practicals.
- Each laboratory worksheet is worth 5 points. The lowest laboratory worksheet will be dropped.

Laboratory Quizzes
- Laboratory quizzes will be given at the beginning of labs. If a student arrives after the quiz has been administered, he/she will not be allowed to take that lab quiz.
- The lowest lab quiz will be dropped. **No make-ups or extensions will be given for assignments, even for medical reasons, excused absences, or technical issues. The purpose of the dropped assignments is for emergencies such as these.**
- Each lab quiz will consist of questions relating to the previous week’s lab (experiments performed during lab, models, pictures, specimens/dissections, and/or materials in corresponding pre-lab assignment).
• Any student that leaves lab early, before permission is given by the instructor, will have points deducted from his/her lab quiz for that week.

Laboratory Practicals
• All students must take the lab practicals. Four (4) laboratory practical exams of 50 points each will be given in the lab room on a given date.
• The lowest practical grade will be dropped. **No make-ups or extensions will be given for assignments, even for medical reasons or excused absences. The purpose of the dropped assignments is for emergencies such as these.**

Attendance Policy
• Attendance is mandatory. Tardiness in class may result in the loss of points.
• Students are expected to arrive on time and stay until class is dismissed.
  ○ Students more than 15 minutes late will be considered absent.
• If you will be absent you may email your instructor, but be aware you may not make up any missed lecture exam, lab practical, lecture quiz, or lab quiz for any reason. The lowest of each of these assignments will be dropped.

Classroom Policies & Behavior
1. Any student who engages in distracting practices – which includes, but is not limited to, cell phone use, excessive talking, or sleeping – will be asked to leave for the remainder of the class time. In lab, dismissal due to distracting others will result in a quiz grade of zero (0%) for that day.
2. Failure to clean all workstations will result in a quiz grade of zero (0%) for the entire class.
3. Make-up exams or practicals will not be given for any reason. The first exam or practical missed will count as the drop exam or practical and subsequent exams missed will be given grades of zero (0%).
4. Closed-toe shoes must be worn in every lab. Goggles/gloves will be provided and must be worn when using eye and skin irritants as well as during dissections.
5. Students are required to print lab worksheets and pre-lab assignment, which are found on eCampus, before each lab.
6. Do not wear earbuds, headphones, or headsets in class.
7. Students must get permission from the instructor to record or record lectures and to use laptops or tablets.
8. When emailing your instructor, clearly state your name, the class and section you are in, and your issue.
9. The instructor reserves the right to add to this list at any time during the semester.

Texas Core Curriculum
Texas Core Curriculum Link
• 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

Student Learning Outcomes (SLOs)
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.
7. Apply appropriate safety and ethical standards.
8. Locate and identify anatomical structures.
9. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
10. Work collaboratively to perform experiments.
11. Demonstrate the steps involved in the scientific method.
12. Communicate results of scientific investigations, analyze data and formulate conclusions.
13. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Academic Dishonesty
- Any violation of the Student Code of Conduct (as printed in the El Centro College Catalog and the Student Handbook) will be penalized accordingly. All instructors have ZERO TOLERANCE FOR ANY FORM OF ACADEMIC DISHONESTY!
- All matters of academic dishonesty (plagiarism, collusion, fabrication, cheating, etc.) will result in a ZERO for the assignment in review. THIS GRADE CANNOT BE DROPPED! The college may, at its discretion, impose additional penalties on the student including academic probation, suspension, or expulsion.
- Academic dishonesty includes activities such as plagiarism, copying lab reports, copying worksheet answers from other students, and collaboration with students who have completed practice tests, lab quizzes, practicals, and lecture exams.
- NO HATS OR CAPS WORN DURING ANY QUIZ OR TEST!
- ACCESSING UNAUTHORIZED WEBSITES, ANY OTHER UNAUTHORIZED ELECTRONIC RESOURCES, OR ANY OUTSIDE RESOURCES (BOOKS, NOTES, PEOPLE, ETC) DURING LAB QUIZZES, LAB PRACTICALS, AND TESTS IS NOT ALLOWED. This is considered cheating and will be dealt with accordingly.
- It can be assumed that tests/exams showing the same or similarly missed questions as evidence of dishonesty. All tests involved can receive a score of zero. Also, students missing similar questions when taking the test at or near the same time will be more closely scrutinized. Instructor reserves the right to schedule separate testing times for students.

Institutional Policies
Withdrawal Policy
If you are unable to complete this course, it is YOUR responsibility to withdraw from a course. Your instructor cannot initiate this procedure for you. Failure to drop by the deadline will result in your receiving your actual performance grade, usually a grade of “F”. If you drop a class before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. The withdrawal request must be received in the Registrar’s Office before the last drop day. The last day to drop for this semester is April 17, 2019 by 7:00pm.
Under Texas law, students who enroll in a Texas public institution of higher education (including DCCCD) for the first time in fall 2007 or later may not drop more than six courses during their entire undergraduate career.

Disability Accommodations
Any student who many need accommodations due to a disability should contact the college Disability Services Office, Room A110, phone number (214) 860-2411.

Financial Aid Certification of Attendance
You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

Find more information on these policies and more at:
- Institutional Policies
- Course-related Institutional Policies
- Title IX and Sexual Misconduct
- Concealed Carry (Campus Carry)
DISCLAIMER

The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. The instructor reserves the right to amend this syllabus as necessary. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.

The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.