Instructor: Ana Sabeti
Office: Office Phone: Email address: asabeti@dcccd.edu

Course description: This course will examine cytology, histology, the integument, the skeletal system, the muscular system and the nervous system of the human and other mammals.
Prerequisite—C or better in Biol 1406 or equivalent.

Course objectives:
1) Identify the structures and understand functions of cell parts, tissues, integument, skeletal, muscular, and nervous systems.
2) Understand the interrelationships among the various organ systems.
3) Understand regulatory mechanisms and homeostatic control of the organism.
4) Develop an understanding of the organism as a “whole” and the contributions each organ system makes.

Course Management:
This course is composed of lab practicals, lecture exams, homework quizzes, and in-class quizzes. Regular attendance is mandatory. In order to participate in bonus opportunities students must be present in class. THERE ARE NO MAKEUPS FOR EXTRA CREDIT OR BONUS POINTS.

Required Materials:

Attendance:
Regular attendance in this class is ESSENTIAL and is your responsibility. These classes progress so quickly that even a single absence can negatively impact your grade. If you miss a class you will be depriving your team of your expertise for that quiz or test.

Cheating:
Cheating, in any form, will not be tolerated UNDER ANY CIRCUMSTANCES. Please refrain from even the appearance of cheating. Cheating on an exam or quiz will result in a grade of zero and possibly failing grade in the course.
Food or Drink:

It is the policy of North Lake College that **NO FOOD OR DRINK** is allowed in classrooms or laboratories. Closed containers such as water bottles are permitted.

E-CAMPUS:

E-campus will be used extensively in this class. The web address is [ecampus.dcccd.edu](http://ecampus.dcccd.edu) (NOTE: There is NO www in front of the web address).

Prior to the first day of classes each student **MUST** sign onto e-campus and fill out the student profile **including a valid email address**. E-campus will be used to communicate with students and to post grades.

Grading Policy:

1) Lecture:

There will be **THREE LECTURE EXAMS & A FOURTH OPTIONAL FINAL EXAM**. Lecture exams will be given on a specific class date and will be taken during lecture period. You will be given two hours to take the exam. Make-up lecture exams are **only permitted with an excused absence and permission from the instructor**. Make up exams will be taken in the TESTING CENTER. Testing center hours are 8:30 am to 8:30 pm on MTWR and 8:30 to 3:30 on FS. The TESTING CENTER will **NOT** give out exams AFTER 2:00 pm on FS. The TESTING CENTER is **closed on Sunday**. Please see rules for TESTING CENTER later in the syllabus.

**Lecture Exams**

Lecture exams will consist of 50-75 questions. These questions are multiple-choice, matching, labeling diagrams, and True/False questions. Lecture exams will comprise **50% of the Final Grade**. Lecture exam 1, 2, and 3 are mandatory for all students. The fourth lecture exam is a cumulative exam that is optional. The cumulative exam will be used to replace the lowest exam grade. I will take your highest three lecture exam grades; therefore, doing poorly on the fourth lecture exam will not harm you.

**Quizzes:**

This class requires quite a bit of preparation outside of class. To make sure that you **DO NOT** get behind there will be **QUIZZES** over the previous materials (typically 15 questions). Quizzes are **team-based**. You will collaborate with your team-members and decide on the correct answers.

Quizzes are given **IN LECTURE OR LAB**. Please do **NOT** be late. If you are late for the quiz you will not be allowed to take it with the group and you will not get the benefit of the group portion of the grade. **There are no make up quizzes! The lowest two quiz grades will be dropped.**
Therefore, a quiz grade of zero due to absence may be dropped by the end of the semester (As long as it doesn’t exceed two zeros)

**QUIZ GRADE MODIFICATION:** To insure that each member of a group is adequately contributing to the team, an evaluation form will be given to all team members at the end of the semester. You will rate each of your team members on a scale of 0-2.

0- for someone who has made no contribution to the team.
1- for someone who has made full contribution to the team.
2- for someone who has made full contribution to the team.

The results will be confidential. The total points that are given to each person are averaged out and added to the final grade. This means that you can receive a total of two points towards your final grade by the end of the semester. Two points is the maximum number of points.

**EX.** Lets say there are the ratings that I receive for you by your team members by the end of the semester

- Member …………… 2 points
- Member …………… 2 points
- Member …………… 2 points

2+2+2=6
6/3= 2

**Bonus and Extracredit:**
Bonus and extracredit opportunities will be given in class WITHOUT ANNOUNCEMENT. Those who are absent (excused or unexcused) will not receive the bonus opportunities. Bonus opportunities may be pop-quizzes, short answer questions, and etc.

2) **Laboratory:**
There will be THREE LAB EXAMS. These will be given in lab and will consist of a combination of 50 practical and objective questions. Please do NOT be late for lab. Lab exams CANNOT BE MADE UP. If you know you will miss an exam please contact the instructor PRIOR to the exam (some accommodation may be possible).

Lab exams will comprise 25% of the Final Grade.

3) **Certification Quiz:**
The certification quiz is worth 5% of your total quiz. This quiz ensures that you are in the right class and are aware of the course setup
Determination of Final Grade

Average of 3 Lecture Exams  x  50%
Average in-class Quizzes  x  10%
Average HW Assignments  x  10%
Average of 3 Lab Exams  x  25%
Certification Quiz  x  5%

100%

FINAL GRADE

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<th>Final Grade</th>
<th>Total Average</th>
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<tbody>
<tr>
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