Term: (Spring 2019) 8-Week Course: Harves Term 2
Course: BIOL-2402-43251
Class Location: C301

| Instructor: | Joseph Malaer, M.S. |
| Phone: | 972-860-7265 |
| Email: | JosephMalaer@dccc.edu |
| Office & Office Hours: | C343 TR 4:20 – 5:20 PM; S 2:00 – 3:00 PM; or by appointment (24-hr notice required, confirmed by email) |

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 C301 |
| Lab | 11:05 am – 2:00 pm | Saturday | Room C301 |

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 read 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 Mastering A&P access code by March 27th**

Prerequisites:

Biology 2401. 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) Reading and Writing standards AND DCCCD Writing score prerequisite requirement.
Course Description (4 Credit Hours):
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.)
Coordinating Board Academic Approval Number 2607075103

Course Objectives:
Identify and describe the anatomy of the digestive, respiratory, cardiovascular, lymphatic, immune, excretory, and reproductive systems; explain the physiology of the digestive, respiratory, cardiovascular, lymphatic, immune, excretory, and reproductive systems; use appropriate anatomical and physiological terminology when discussing the digestive, respiratory, cardiovascular, lymphatic, immune, excretory, and reproductive systems; and interpret the effect of the digestive, respiratory, cardiovascular, lymphatic, immune, excretory, and reproductive systems on overall body homeostasis.

Student Learning Outcomes:
Students who have completed BIOL 2401 & 2402 pathway should be able to do the following:
1. Learn basic anatomical and physiological terminology.
2. 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.
3. Understand how body systems are interrelated to maintain the homeostasis as a whole.
4. 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.
5. Perform relevant lab activities or tests to apply the learned physiological principles in professional cases.
6. Discuss the relevance of specific anatomical structures or their related functions to clinical applications to better understand the relationship between structure and function

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
13 Mastering A&P Lecture Assignments – 5 points each = 65 points
10 Mastering A&P Lab Assignments – 5 points each = 50 points
4 Pop Lab Quizzes – 15 points each = 60 points
Instructor evaluation including attendance and participation – 75 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

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

Lab exam 3 and Lecture exam 3 will be online exams. 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. Lab Exam 3 will open at 8:00 AM on May 11th and it is due by 11:00 AM on May 11th. Lecture exam 3 will be available from May 13th to May 15th and due by 8:00 PM on May 15th.

NO ONLINE 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.

You will not be allowed to take an exam late or early. You must take the exam on the schedule date(s).

Any questions about a grade on a 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>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>851–950 pts</td>
<td>89.5–100%</td>
</tr>
<tr>
<td>756–850 pts</td>
<td>79.5–89.4%</td>
</tr>
<tr>
<td>661–755 pts</td>
<td>69.5–79.4%</td>
</tr>
<tr>
<td>566–660 pts</td>
<td>59.5–69.4%</td>
</tr>
<tr>
<td>0–565 pts</td>
<td>0–59.4%</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.

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
Lecture exams will be placed in the testing center and are available for you to take during the indicated dates (Monday through Wednesday) in the course schedule. It is your responsibility to ensure you complete the exams by the due date. There are no make-ups if you miss the due date for a lecture exam. You will receive a ZERO if you do not take the exam by the due date. The link for the testing center hours and location can be found here: https://www.eastfieldcollege.edu/apply-req/testing/pages/testcntrs.aspx

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 75-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.)

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 Study’), 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.
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.

Case Study:
The case study will be on immune system 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 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.dccc.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.
<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topic</th>
<th>Lab</th>
<th>Mastering A&amp;P Assignments Due</th>
</tr>
</thead>
</table>
| 3/27 to 3/30 | Online: Mar. 27 to Mar. 29  
Ch. 17: Blood  
Ch. 18: The Cardiovascular System: The Heart | 21, 22, 23          | Ch. 17 & 18: Mar. 29  
Lab 23: Mar. 29                                      |
|              | In class: Mar. 30  
• Coagulation  
• BP regulation and homeostasis          | 23                                      |
| 3/31 to 4/06 | Online: Mar. 31 to April 05  
Ch. 19: The Cardiovascular System: Blood Vessels  
Ch. 20: The Lymphatic System  
Ch. 21: The Immune System: Innate and Adaptive | 24, 25, 26          | Ch. 19, 20 & 21: April 5  
Lab 25 & 26: April 5                                      |
|              | In class: April 06  
• Tissue perfusion  
• Adaptive immune system | 25, 26                                      |
| 4/7 to 4/13  | Online: April 07 to April 12  
Ch. 16: The Endocrine System  
Ch. 22: The Respiratory System          | 20, 27, 28, 29  | Ch. 16 & 22: April 12  
Lab 27 & 29: April 12                                      |
|              | **April 8 to April 10**  
Lecture Exam 1 (Ch. 17-21) |                                    |
|              | In class: April 13 (9:30 AM – 12:00 PM)  
• Steroid vs. peptide hormones  
• Gas exchange          | Lab Exam 1:  
(labs 21-26): 8AM  
27, 29  |
|              | Lab begins at 12:30 PM |                                    |                                    |
| 4/19         | **Case Study DUE on eCampus by 8:00 PM**                                      |
| 4/14 to 4/20 | Online: April 14 to April 19  
Ch. 23: The Digestive System  
Ch. 24: Nutrition, Metabolism, and Energy Balance | 20, 27, 28, 29  | Ch. 23 & 24: April 19                                      |
|              | In class: April 20  
• Holiday; no face-to-face class |                                    |                                    |
| 4/21 to 4/27 | Online: April 21 to April 26  
Ch. 25: The Urinary System  
Ch. 26: Fluid, Electrolyte, and Acid-Base Balance | 30, 31  | Ch. 25 & 26: April 26  
Lab 30 & 31: April 26                                      |
|              | In class: April 27 (9:30 AM – 12:00 PM)  
• Nephron function and urine formation  
• Acid-base homeostasis | Lab Exam 2:  
(labs 20, 27-28): 8 AM  
30  |
|              | Lab begins at 12:30 PM |                                    |                                    |
| 4/28 to 5/04 | Online: Mar. 28 to May 03  
Ch. 27: The Reproductive System          | 32, 33, 34          | Ch. 27: May 03  
Lab 32, 33, & 34: May 03                                      |
|              | **April 29 to May 01**  
Lecture Exam 2 (Ch. 16, 22, 23, 24) |                                    |
|              | In class: May. 04  
• Male vs female gamete production  
• Ovarian and uterine cycles | 32, 33, 34          |                                    |
| 5/05 to 5/11 | Online: May 05 to May 10  
Ch. 28: Pregnancy and Human Development |                                    | Ch. 28: May 10                                      |
|              | In class: May 11 (12:00 – 2:00 PM)  
• No face-to-face class; meet with group to study |                                    | Lab Exam 3:  
(labs 29-33)  
Opens at 8AM; complete by 11AM on May 11th |
| 5/13 to 5/15 | **May 13 to May 15**  
Lecture Exam 3 (Ch. 25-28 + cumulative); online exam due by 8:00 PM on May 15th |                                    |                                    |

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 ASSIGNMENTS ARE DUE ON FRIDAYS BY 8:00 PM.**

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