Class Time and Location:
Lecture: MTWRFSU online
Lab: TR 8:00-10:40am; Room C301

Instructor:
Name: Danita Bradshaw-Ward, B.S., M.S.
Office Location: C310
Office Hours: TR 10:45-11:45am
MW 8:30-9:30am
Office Phone: 972-860-7279
E-mail Address: DBradshawWard@dcccd.edu

Course Description (4 Credit Hours):
TCCNS: BIOL 2402: Anatomy and Physiology II 2014
Core Curriculum Foundational Component Area: 030 Life and Physical Sciences
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.)

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.

Textbooks:
A. Required:

Human Anatomy and Physiology (e-text) with Modified Mastering A & P, 11th edition

Human Anatomy & Physiology: Visual Approach Laboratory Manual – 2nd edition,
Core Objectives:
BIOL 2402 develops the following Core Objectives:

- **Critical Thinking** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

- **Communication** - 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.

**Core Objective Development Statements:** BIOL 2402 develops **Critical Thinking** and **Empirical and Quantitative Skills** by requiring students to research, analyze and interpret data derived from an experimental setting and drawing a well-informed conclusion of the data through the application of sound biological concepts.

Examples: research paper, case studies, lab report

BIOL 2402 develops **Teamwork** and **Communication** by requiring students to effectively work in a small group on an assigned problem, exercise or course concept that will then be presented in a written, oral or visual format.

Examples: lab experiment, group teaching of course topic, case study, group research project

**Student Learning Outcomes:**

Upon successful completion of this course, students will:

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.

**Evaluation Procedures:**

- 3 Major lecture exams* – 130 points each = 390 points
- 3 Laboratory exams – 130 points each = 390 points
- 1 Team Case Study – 100 points
- 1 Teamwork Assessment - 50 points
- 10 Lab Quizzes- 10 points each= 100 points
- 12 Mastering A&P homework assignments- 10 points each= 120 points
- Lab attendance grade - 100 points
Lecture Exams consist of matching, true/false, multiple choice and short answer essay. The exams will be timed and taken in eCampus. You will only have one attempt.

Laboratory Exams consist of fill-in-the-blank. There will NOT be a word bank. They are timed and taken in S301 on the designated date. There are not make-up exams available for lab practicals. Open lab times are posted outside of the lab door. There are also models located at the circulation desk in the library.

*Make – up Exams
A comprehensive final will be given for lecture exam missed. If a laboratory practical is missed, you will receive a grade of ZERO for the exam. There are no make-up laboratory practicals.

Lab Quiz: A lab quiz will be given on eCampus each week over new material covered during the week. Each lab quiz is worth 10 points and is due on due date by 11:59pm. You will have one attempt to take the lab quiz.

Chapter homework/ quiz: Chapter homework’s review the important material from each chapter. They are given as a take home assignment, in-class quiz or through eCampus. If you miss a quiz over the homework assignment given on eCampus or in class, you will receive a zero for that quiz.

Final grade

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1125 – 1250</td>
<td>90 – 100%</td>
<td>A</td>
</tr>
<tr>
<td>1000 – 1124</td>
<td>80 – 89%</td>
<td>B</td>
</tr>
<tr>
<td>875 – 999</td>
<td>70 – 79%</td>
<td>C</td>
</tr>
<tr>
<td>750 – 874</td>
<td>60 – 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 – 749</td>
<td>0 – 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

Writing Across the Curriculum:
Science courses at Eastfield College follow a principle of “Writing Across the Curriculum.” Each course incorporates a writing element. Writing is a critical part of communication of ideas, and is important in the synthesis and analysis of scientific concepts. Writing in this course is accomplished through completion of the Team Case Study. Each question must be answered in complete sentences, using proper grammar, correct spellings, giving examples and details to support the statement.

Obtaining Final Course Grades Using eConnect:
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college
record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Eastfield College Email Policy:
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html

Attendance Policy:
1. Students are required to attend all classes.
2. 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.
3. It is the student’s responsibility to obtain missed information from lecture and laboratory from a classmate.

Emergency/Inclement Weather Procedure:
In case of emergency or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6 a.m. Students may also refer to the Eastfield College web page www.eastfieldcollege.com for the Inclement Weather announcement under the Features area of the front page. The announcement will be posted immediately following the decision to close the college.

Financial Aid Statement:
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

OR

Financial Aid Statement for Distance Learning Classes:
If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

You must complete the first week of assignments to be considered attending in the course. The certification date is April 2, 2019. If you have not completed the first week assignments by the certification date, you will not be certified as attending this course.

Repeating This Course: (Third Attempt to Enroll in a Course):
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent
attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

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.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

1. Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college. Cheating on an exam will result in a grade of ZERO on that exam and a failing grade for the semester.

Food and Drink Policy:
Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

Food and Drink Policy Statement
We the undersigned understand that bringing drinks and food into the college classroom is a privilege and a responsibility. Out of respect for other members of the Eastfield College community, we agree to take full responsibility for our actions. This includes but is not limited to removing cans, bottles, trash, etc. from the classroom when we leave, and depositing our trash in appropriate receptacles outside the classrooms. Also, we agree to clean up spills and, if special cleaning is needed, to contact appropriate college personnel immediately.” [Faculty may add wording regarding the prohibition of certain kinds of foods, such as foods with strong odors, etc.]

The right and responsibility for setting classroom food and drink policy does not extend to classrooms or other areas where students and faculty are working directly with or around college property such as computers, lab materials, equipment, and/or college-owned books. Classroom and other spaces such as these will be restricted from the use of food and drink at all times for students and college personnel. In addition, the right and responsibility for setting classroom food and drink policy does not extend to items that are generally prohibited from the campus (e.g. alcohol, tobacco products).

ADA Statement:
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efcdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

**Religious Holidays:**
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a mutually agreed upon time after the absence.

The **Office of Institutional Equity**, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

**Students with Disabilities:**
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

**College Disability Services Offices**

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>972-860-4673</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>972-860-8119</td>
</tr>
<tr>
<td>Eastfield</td>
<td>972-860-8348</td>
</tr>
<tr>
<td>El Centro</td>
<td>214-860-2411</td>
</tr>
<tr>
<td>Mountain View</td>
<td>214-860-8677</td>
</tr>
<tr>
<td>North Lake</td>
<td>972-273-3165</td>
</tr>
<tr>
<td>Richland</td>
<td>972-238-6180</td>
</tr>
</tbody>
</table>

**A Note on Harassment, Discrimination and Sexual Misconduct**

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and
determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinators

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
<td>972-860-4825</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-8181</td>
</tr>
<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
<td>972-860-7358</td>
</tr>
<tr>
<td>El Centro</td>
<td>Shanee’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2138</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
<td>214-860-8561</td>
</tr>
<tr>
<td>North Lake</td>
<td>Rosemary Meredith(acting)</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3992</td>
</tr>
<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a></td>
<td>972-238-6386</td>
</tr>
<tr>
<td>Dallas Colleges Online</td>
<td>Le’Kendra Higgs</td>
<td><a href="mailto:TitleIX-LEC@dcccd.edu">TitleIX-LEC@dcccd.edu</a></td>
<td>972-669-6672</td>
</tr>
</tbody>
</table>

District Title IX Coordinator

<table>
<thead>
<tr>
<th>Office of Institutional Equity</th>
<th>LaShawn Grant</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><a href="mailto:TitleIX-District@dcccd.edu">TitleIX-District@dcccd.edu</a></td>
<td>214-378-1633</td>
</tr>
</tbody>
</table>

Withdrawal Policy:

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by May 4, 2019. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

If you drop a class via eConnect, make sure to print a copy of the confirmation and keep the copy. In the event of a discrepancy it will be the responsibility of the student to provide documentation of having dropped the class.

STOP BEFORE YOU DROP:

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA):

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public...
without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

**Classroom Etiquette:**
1. 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.**
2. Cheating on an exam will result in a grade of **ZERO** on that exam and a failing grade for the semester.
3. Cellular phones and pagers are to be turned off before the class starts, if you step out of class to answer a call take all of your belongings because you will not be allowed to return to class.
4. No food or drinks are allowed in the classroom or in the laboratories.
5. No children are allowed in the classroom or in the laboratories.
6. Be on time, it is disruptive to other students when one is late for lecture.
7. Be on time to lab, instructions are given at the beginning of lab periods. If the student misses the instructions or the entire lab, it is the students responsibility to obtain that material from your classmates.
8. Talking during lecture or during the lab instructions will cause you to be removed from the class.

**Children on Campus:**
The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

**All institutional policies and procedures can be found at the following link:**

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