This course syllabus is intended as a set of guidelines for (Course). Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course. **This instructor recommends students to save a hard copy, or an electronic copy of the syllabus and keep it as a reference of the material covered in the class. It is not unusual for colleges and universities to require copies of syllabi from transferring students.**

Instructor Information:

Maria Serra, M.S.
mserra@dccc.edu
972-273-3235
Office C352

Office Hours: Upon Request

Please allow 12 hrs (24 hrs. on weekends) for an email response, email messages are checked several times during the day on most days, however, an immediate response may not always be possible. Always include: 1.- your name, 2.- class and section number, and 3.- a subject on your email message, this will allow me to respond immediately if the message warrants an urgent quick response.

SCIENCE LEARNING CENTER: P333

Free tutoring. Free internet access (for science use ONLY).
Access to science tools and models. Access to supplemental problems. Access to older version, sometimes current versions, text books (Provided your teacher has given us one to use) Great place to study Interactive CD ROMS (North Lake College ID required). Video Tapes (North Lake College ID required). DVD's (North Lake College ID required)

The Science Learning Center provides student services in the following subjects (majors and non majors): Biology, Botany, Microbiology, Anatomy and Physiology, Chemistry, Geology, Botany, Physics and Ecology. The center is located in P-333 & P-334 and offers various resources all of which are free to the students. The SLC features tutors, software, videos, CDROM’s, internet, models, places to study quietly, places for group work, and other materials to assist in science classes. In order to access resources of the SLC a North Lake College ID Card is required. The subject specific schedule of tutors is updated every semester and is located at

[www.northlakebiology.com/SLC_tutor_schedule.htm](http://www.northlakebiology.com/SLC_tutor_schedule.htm)

When students attend SLC we ask that they sign in and out. This data helps us keep the center stocked, running, and most of all, free of charge!. A quiet study room is now available

Hours of operation – M-R 12:00 pm – 7:00 pm and Fridays 11:00 – 3:00 pm. Online tutoring during these hours. To access online tutoring go to:

[https://tinyurl.com/sconlinetutor](https://tinyurl.com/sconlinetutor)

Contact information: Center Phone: 972-273-3273 Coordinator: Amanda Mellow

[www.northlakebiology.com](http://www.northlakebiology.com)
Course Information

Course title: BIOL 2401 – Anatomy and Physiology I
Section numbers: 75428 and 76428  Credit hours: 4
Class meeting time: Lecture and Lab  MTWRFSSU ONLINE

DATES TO REMEMBER: Summer 1
SEMESTER START DATE: 6/04/19
SEMESTER END DATE: 7/03/19
CENSUS DATE: 6/10/19
LAST DAY TO DROP CLASS: 6/25/19

DATES TO REMEMBER: Summer 2
SEMESTER START DATE: 7/08/19
SEMESTER END DATE: 8/08/19
CENSUS DATE: 7/11/19
LAST DAY TO DROP CLASS: 7/30/19

Required Textbooks and Material: Lecture and Lab:
There are three options:
2.- **Required: Connect code with ebook package. ISBN: 9781259996351
3.- Another college level Human Anatomy and Physiology textbook can also be used, you will still need to purchase the ‘Connect Code’.

Options to purchase McGraw-Hill Connect Code:
The course requires students to purchase McGraw-Hill Connect access code, which comes with the Reveal feature and an ebook.

**The Connect code is valid for 1 year, if you have purchased the code for another A&P course within a year, check to see if it is still valid.

How to purchase the McGraw Hill Connect Code? Here are the options:
1.- The access code can be purchased at the McGraw Hill web site (see below). Once at the MCGH website scroll down and click on the 'register now' button. http://connect.mheducation.com
COURSE SYLLABUS
BIOL 2401_75428 and 76428
SUMMER 2019

2.- You can also copy and paste on your server the course's Connect web site (which will be displayed in the ‘START HERE” tab of the Course's web site, under “Required Materials' document ). The Connect course's website is below:

For Summer 1 Semester BIOL 2401_75428 Section web site
http://connect.mheducation.com/class/m-serra-biol-2401_75428-1

For Summer 2 semester BIOL 2401_76428 Section web site
http://connect.mheducation.com/class/m-serra-biol-2401_76428-1

** If you purchase the code directly through McGraw Hill, The ISBN numbers should be any of the following:
ISBN: 9781259996351 or ISBN 1259670139

3.- If you are purchasing the access from other online shops or third-party vendors, the ISBN code will be any of the following
13-digit ISBN: 9781259670138
10-digit ISBN: 1259670139
Once you have the MGH Connect code, you can access the class' online quizzes, and Reveal virtual lab feature by going to the section website (see link above).

**Connect codes are valid for two semesters, if you have purchased a code for another A&P class within a year, the code should still be valid.

Laboratory
Lab will follow the “Reveal” feature of McGraw-Hill Connect using a virtual cadaver lab, and the anatomical models, and pictures of microscope slides depicted in the lab power points, videos, and tutorials posted under the ‘Laboratory’ tab on eCampus. A list of terms or LOTs for each lab practical will be provided as a guideline. Assigned lab quizzes, and lab practical exams will be use as evaluation tools.

The Reveal virtual lab from is accessed through McGraw-Hill Connect. For more information on how to access MacGraw-Hill Connect, visit the course’s eCampus site and go to the “START HERE” tab or read the instructions on page ‘2’ of this document.
Course Description and Prerequisites

BIOL 2401  Anatomy and Physiology I (4). This is a Texas Common Course Number. Prerequisite: Biology 1406

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-Level Student Learning Outcomes

<table>
<thead>
<tr>
<th>Departmental SLO 1</th>
<th>Departmental SLO 2</th>
<th>Departmental SLO 3</th>
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</thead>
<tbody>
<tr>
<td>All students at the Biology 2401 course level will demonstrate knowledge of the nervous system at 70% proficiency from both a written course exam and a laboratory practical. EEO 1, 2, an&amp; 5 CCICs 1,2,5, &amp; 6 Gen Ed SLOs 1, and 2</td>
<td>All students at the Biology 2401 course level will demonstrate knowledge of the skeletal system at 70% proficiency from both a written course exam and a laboratory practical. EEO 1, 2, an&amp; 5 CCICs 1,2,5, &amp; 6 Gen Ed SLOs 1, and 2</td>
<td>All students at the Biology 2401 course level will demonstrate knowledge of the muscular system at 70% proficiency from both a written course exam and a laboratory practical. EEO 1, 2, an&amp; 5 CCICs 1,2,5, &amp; 6 Gen Ed SLOs 1, and 2</td>
</tr>
</tbody>
</table>

Course Objectives

I. Student must be able to identify basic anatomy associated with each system and use appropriate vocabulary. EEO 1, 2, and 5 CCICs 1, 2, 5, and 6

II. Student must be able to understand the basic physiology of each system and describe it with appropriate vocabulary. EEO 1, 2, and 5 CCICs 1, 2, 5, and 6

III. Students must be able to integrate vocabulary, anatomy and physiology of the various systems. EEO 1, 2, and 5 CCICs 1, 2, 5, and 6

IV. Students must demonstrate the ability to communicate their knowledge using appropriate vocabulary. EEO 1, 2, and 5 CCICs 1, 2, 5, and 6
Specific Course Student Learning Outcomes

All students will participate in the following activities to assure that the Core Curriculum Intellectual Competencies and the Exemplary Educational Objectives are met. Professors may include additional activities to enhance the educational experience.

1.- Students will be expected to read their textbook, class notes, and other relevant material pertaining to the course. Evaluation of student’s reading and critical thinking skills will be through oral and written questions.

2.- Students will use college level writing skills when completing Clinical Cases and Chapter Assignments.

3.- Each student will have the opportunity at least once during the semester to use college level communication skills by answering oral questions pertaining to the material covered in class. In addition, while studying human bones, each student will be assigned a bone to introduce and present to the class using appropriate vocabulary and clear, coherent language.

4.- Students’ listening ability will be evaluated through the use of tests, practical exams, and oral questions.

5.- Students will use critical thinking methods while completing the Chapter Assignments which require students to analyze, organize, evaluate and manipulate information to be summarize and organize in the form of charts or short paragraphs.

6.- Computer literacy will be reinforced through Clinical Cases and Chapter Assignments which require students to search the web, produce electronic documents, and deliver information.

**Note from instructor: It is advisable that students keep a copy of the syllabus (electronic or otherwise) with their academic records. The course outline below can help students demonstrate the breath of the course, which may become important for future academics pursuits.

Course Outline: Lecture

MODULE 1

- **Chapter 1: Introduction to Anatomy and Physiology Concepts:**
  - The language of anatomy and physiology
  - Definitions: anatomy, physiology, homeostasis
  - A brief history of anatomy and physiology
  - Specialties of anatomy and physiology
  - Overview of the levels of organization of biological systems
COURSE SYLLABUS
BIOL 2401_75428 and 76428
SUMMER 2019

• - Overview of the 11 body systems’ components and functions.
• - Homeostasis: Regulation, control mechanisms, feedback mechanisms
• - An overview of anatomy: anatomical landmarks, orientation terms, body cavities, abdominopelvic regions and quadrants, body planes and sections, serous membranes.
• - Overview of body imaging techniques

Chapter 4: The Tissue Level of Organization.
• Tissues: Definition and Types, Tissues and Histology
• - Epithelial Tissue: main types by location, general characteristics and function, types of epithelial tissue classified by structure. Glandular epithelial tissue and glands
• - Connective Tissue: general characteristics, and function, cells and matrix of connective tissue, connective tissue classification and types
• - Muscle Tissue: general characteristics, and function, types of muscle tissue.
• - Nervous Tissue: general characteristics, and function
• - Membranes and Tissue Damage and Inflammation

MODULE 2

Chapter 5: The Integumentary System
• - The Integumentary system components, and general function
• - Regions of the Skin
• - The Epidermis: strata, cellular characteristics, functions, skin color
• - The Dermis: general characteristics, layers, markings and cleavage lines.
• - Skin Glands: sudoriferous, and sebaceous glands.
• - Hair and Nails: general structure and organization
• - Functions of the Skin: thermal regulation, metabolic and protective functions.
• - Skin Cancer and Burns. Aging and the integument.

Chapter 6: The Skeletal System: Bones and Skeletal Tissues
• Function of Skeletal System
• - Components of Skeletal System
• - Histological Structure of Bone: Types of bone tissue, cells, and matrix organization.
• - Bone structure, long and short bones, flat bones
• - Osteogenesis, and bone growth: endochondral, and intramembranous ossification, appositional growth.
• - Factors affecting bone growth. Calcium homeostasis.
• - Bone repair and bone fractures
• -- Effects of aging on bone
Chapter 7: Gross Anatomy of The Skeletal System
- Overview of gross anatomy: classification of skeletal system, function, and structural organization. Bone markings.
- The Axial Skeleton: the skull, vertebral column and vertebrae, spinal curvatures, sacrum and coccyx, the thoracic cage.
- The Appendicular skeleton: The pectoral girdle and upper extremities, the pelvic girdle and lower extremities

MODULE 3

Chapter 8: Joints
- Function of Joints
- Functional classification of joints
- Structural classification of joints
- Synovial joints: structure, support structures, abnormal conditions, movement.
- Synovial joint classification based on structure and degree of movement.
- Joint movement
- Synovial joints: knee joint, shoulder joint, hip joint, elbow joint, TMJ

Chapter 9: Muscles and Muscle Tissue
- Organization of Skeletal muscle
- Microscopic structure of Skeletal muscle
- Structure of the muscle fiber
- Structure of the sarcomere
- The Sliding Filament Theory of Muscle Contraction
- Muscle metabolism: energy for contraction
- Force and velocity of muscle contraction, muscle fibers
- Effects of exercise
- Types of muscle tissue and their characteristics

Chapter 10: The Muscular System
- Muscles as levers, muscle origin and insertion
- Muscles of the head, and trunk
- Muscles of the upper and lower limbs

MODULE 4

Chapter 11: Fundamentals of the Nervous System and Nervous Tissue
COURSE SYLLABUS
BIOL 2401_75428 and 76428
SUMMER 2019

- Nervous System Function
- Nervous System Divisions: CNS, and PNS.
- PNS Divisions: Afferent, and Efferent
- Histology of the Nervous System
- Neuron structure and function, and classification
- Gray Matter and White Matter of the CNS and PNS
- Neuron Channels, Resting Potentials, Action Potentials and Graded Potentials
- Propagation of Action Potentials
- Influence of Myelin sheath and Axon size on Conduction Velocity.
- Nerve Fiber Classification
- Synapse and Information Transfer. Neurotransmitters and their properties
- EPSP’s and IPSP’s
- Patterns of Neuronal Processing

Chapter 12: Spinal Cord and Spinal Nerves
- Spinal cord location and function
- Protective structures
- Spinal cord organization and function. Reflex arch.
- Spinal nerves

MODULE 5

Chapter 13: Brain and Cranial Nerves
- Development and Organization of the Central Nervous System
- Protective Structures of the Brain
- Histology of the CNS
- The Cerebrum: structures, somatic and motor regions, the limbic system, the basal nuclei, lateralization of the cerebral cortex.
- The Diencephalon: regions, structures, and functions of the epithalamus, thalamus, and hypothalamus.
- The Brain Stem: regions, structures, and functions of the mesencephalon, the pons, and the medulla oblongata.
- The Cerebellum: regions, structures, and functions of the cerebellum.
- The Reticular Activating System
- Cranial Nerves: location, and function.

Chapter 14: Neural Integration
- Sensation, Classification of Senses, and Types of Sensory Receptors
- Responses of Sensory Receptors
- Sensory Nerve Tracts
COURSE SYLLABUS
BIOL 2401_75428 and 76428
SUMMER 2019

• - Descending Pathways Modifying Sensation
• - Referred Pain, Phantom and Chronic Pain
• - Control of Skeletal Muscles: Descending Motor Tracts and the Cerebellum
• - Aging and the Central Nervous System

Chapter 16: The Autonomic Nervous System
• - The Autonomic Nervous System Function
• - The ANS vs. SNS
• - The Sympathetic vs. The Parasympathetic Branches of the ANS
• - Origins and Roots of the Parasympathetic Nervous System
• - Neurotransmitters and Receptors of the ANS
• - Interactions of the Autonomic Division: Sympathetic and Parasympathetic Effects on Metabolism and control of ANS function.

Course Outline: Laboratory

Practical Exam 1 covers: Introduction, Language of Anatomy, Tissues, Integument and Membranes
Practical Exam 2 covers: Bone Tissue, The Skeleton: Axial and Appendicular
Practical Exam 3 covers: Joints, and Skeletal Muscle Tissue, and Muscles
Practical Exam 4 covers: Nervous System Tissue Histology, Central Nervous System: brain and spinal cord. Spinal Nerves, and Cranial Nerves

Course Assignments Outline and Evaluation Procedures

<table>
<thead>
<tr>
<th>LECTURE MODULES 1-5</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Lecture Quizzes</td>
<td>1 quiz/chapter, about 20 questions /quiz, no time limit, 2 attempts/quiz highest grade recorded.</td>
</tr>
<tr>
<td>5 Lecture Tests</td>
<td>80 questions. Computer test to be taken at the Testing Center. Times 2.5 hrs/test</td>
</tr>
<tr>
<td>10 Discussion Questions</td>
<td>1 correct entry/chapter</td>
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</tbody>
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<table>
<thead>
<tr>
<th>PRACTICAL EXAMS LAB</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Lab Quizzes</td>
<td>1 quiz/chapter, about 15 questions/quiz, not time limit, 2 attempts/quiz highest grade recorded.</td>
</tr>
<tr>
<td>4 Lab Practical Exams</td>
<td>50 questions. Computer test to be taken at the Testing Center. Timed 2 hrs./test</td>
</tr>
</tbody>
</table>

** Note: Lowest Lecture Test grade is drop

All Lecture and Lab Quizzes are MGH 'Connect' quizzes

All exams (lecture and lab) are to be taken at North Lake Testing Center, another DCCCD Testing Center, or at a previously instructor approved Testing Center. See
Appendix A page 13 for more details). Tests, Lab Practical Exams, Lab and Lecture Quizzes, and Discussions will be available until the last day of the semester.

Evaluation Procedures:
1.- There will be five lectures tests during the semester. Lecture Modules 1-5 correspond to lecture tests. Tests will cover the lecture material and will consist of 80 multiple choice/matching/true false questions. Tests are computerized, timed (2.5 hours) and proctored at an approved testing center. See Appendix A on page 13 of this document for details. The lowest lecture grade will be dropped, 4 out of 5 tests will be counted. *Students taking their tests at a facility other than North Lake should inform the instructor via email during the first week of class. The use of notes, cell phones, smart watches, and other outside material is strictly prohibited during tests.

2.- Each of the chapters covered in lecture will have a corresponding lecture quiz. The quizzes are from McGraw-Hill Connect, they will consist of about 20 questions. The quizzes are not timed, and each has two attempts. Students will need a McGraw-Hill Connect code to access the lecture quizzes. None of the quizzes will be dropped, even if the Lecture Test corresponding to the quizzes is dropped, students are still responsible for the online quizzes for the chapters corresponding to the dropped lecture test. Quizzes have no time limit. It is recommended that students take the on-line quiz before taking the lecture test.

3.- Four Lab Practical Exams will be given, each will consist of 50 multiple choice questions /exam. The exams are on-line, timed (2 hours), and must be taken at an approved testing center. See Appendix A on page 13 of this document for details. The Practical exam will use pictures from the Lab Power points, and from the Reveal feature of McGraw-Hill Connect. Note: all 4 lab Practical exams will be counted. *Students taking their tests at a facility other than North Lake should inform the instructor via email during the first week of class The use of notes, cell phones, smart watches, and other outside material is strictly prohibited during tests.

4.- Lab Quizzes, each laboratory chapter will have at least one on-line quiz. The quizzes consist of about 15 questions, are not timed. There are two attempts permitted. The quizzes covering laboratory material are from McGraw-Hill Connect. None of the quizzes will be dropped. None of the quizzes will be dropped, even if the Lecture Test corresponding to the quizzes is dropped, students are still responsible for the online quizzes for the chapters corresponding to the dropped lecture test. Quizzes have no time limit. It is recommended that students take the on-line quiz before taking the lab test.
5.- Discussion questions. Each lecture MODULE will have a corresponding Discussion Forum with questions pertaining to the material presented in each chapter. Each chapter will have two discussion threads with about 37 questions each. Students need to answer correctly one question/chapter to receive full credit for the discussions. None of the Discussion questions will be dropped, even if the Lecture Test corresponding to the Discussion questions is dropped, students are still responsible for the Discussion Questions for the chapters corresponding to the dropped lecture test.

Tests, Lab Practical Exams, Lab and Lecture Quizzes, and Discussions will be available until the last day of the semester. Posted schedule is a suggested schedule.

*Note: this instructor does not offer xtra credit to individual students. Any bonus, or xtra credit will be available to the entire class. Xtra credit will not exceed 3% of the course grade.

X-tra credit: All extra credit assignments are taken at home. Each lecture test has 6-8 points of bonus questions. Each Practical Lab Exam has a corresponding 10 questions “Practice Practical” worth 5 pts towards the Lab Practical. The last week of the semester, an optional comprehensive practical exam will be offered to students. This exam will take the place of the lowest Lab Practical exam.

Exams and Assignments:

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Lecture Exams</td>
<td>4 of 5 exams</td>
<td>10% each</td>
</tr>
<tr>
<td>Lecture quizzes</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Discussion questions</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td>Lab Practicals</td>
<td>4 Practicals</td>
<td>7.5 % each</td>
</tr>
<tr>
<td>Lab quizzes</td>
<td></td>
<td>10%</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

% Grading Scale

A= 100 – 90 %
B = 89 - 80 %
C = 79 - 70 %
D = 69 - 60 %
F <  59%

TESTING CENTER INFORMATION AND POLICIES

(A425) or call 972-273-3160.

**Monday – Thursday:** 8:30 a.m. – 8:00 p.m.
No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor's direction. All exams collected at 8:00 p.m.
COURSE SYLLABUS
BIOL 2401_75428 and 76428
SUMMER 2019

Friday - Saturday: 8:30 a.m. – 3:30 p.m.
Other cut-off times may be in effect for specific exams by the instructor's direction.
No tests will be issued after 2:30 p.m. All exams collected at 3:30 p.m.

Sunday: CLOSED

*Contact Testing Center for hours of operation during the holidays.

Testing Policy for Mathematics & Science Division: Students taking tests in math and
science will NOT be allowed to leave the testing center or the classroom during a test and
return to complete the test. If you leave, you are through testing.
If you need special accommodations you must submit a request to the Disability Services Office
in person (A430) or by phone at 972-273-3165.
Visit http://www.northlakecollege.edu/services-and-resources/advice-and-
assistance/Pages/disability-services.aspx for more information.

If your instructor requires you to complete an exam in the Testing Center, be sure to have the
following information when you request your test.

- Instructor’s name
- Subject and course number (exp: HIST 1301)
- Exam number (1st, 2nd, 3rd, etc.)
- Exam deadline (Get this information from your instructor. The testing staff can not “look up” this information on computers.)

You should also bring the following supplies.

- Pencil and eraser
- Scantron answer sheet (If required)
- A Test Request Form (provided at the Testing Center premises at the time of testing)
  must be completed before entering the Testing center. In order to fill the ‘Test Request
  Form’ you’ll need the course number and section, and the instructor name.
- Only battery operated 4 function, non programmable scientific or TI83/TI 84 calculator
  are allowed (if permitted by instructor).
- Money for coin-return lockers (quarter). Please do not share lockers.

Important: Government- or school-issued photo identification is required & enforced.

- You may not bring personal items into the Test Center. This includes bags, cell phones
  and pagers. Coin-reimbursable (quarter) lockers are available for student use. Please do
  not share lockers.
- Please show courteous and cooperative behavior while using the services provided by the
  Testing Center.
Do not bring children to the testing center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

Do not take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Only battery operated 4 function, non programmable scientific or TI83/TI 84 calculator are allowed (if permitted by instructor).

Academic Dishonesty: The Dallas County Community District has established procedures and guidelines to protect the security and integrity of all exams. All incidents of academic dishonesty are documented and reported to the instructor, the Director of Testing and the Dean of Student-Enrollment. ** The use of notes, cell phones, smart watches, or any other outside material is strictly prohibited during tests. For more information on what constitutes ‘Academic Dishonesty’ please consult page 15 of this syllabus, and the ‘Student Handbook’.

APPENDIX A

All lecture and lab practical tests must be taken in a DCCCD Testing Center, or at a DCCCD approved testing center. Students have the following choices of testing facilities. Students choosing options 2 or 3 must inform instructor before the first week of class :

1. Take the tests at North Lake Testing Center

2. Take the tests at another DCCCD Testing Center facility. Please inform your instructor within the first week of class (or before) of the name of the DCCCD college where the student wishes to take the test. The instructor will initiate the necessary cross campus requests.

3. Take the test at an approved facility. Student must turn in a ‘Proctor Nomination Form’ prior to the first week of class. Use the link below to access the form. Be aware that some proctoring centers charge students a fee to proctor tests. https://online.dcccd.edu/aboutdco/forms/documents/proctorform.pdf

**Students are responsible for keeping informed of Testing Centers or Proctoring Centers schedules and availability.

Discipline/ Course/ Department/Policies

WHAT IS EXPECTED OF STUDENTS:
This is a fast-paced, online class, which means good planning, and sticking to a schedule is of the essence.

** Students must read chapters and exercises ahead of time.
** You should plan to cover one chapter of lecture or lab per day. This is a fast-paced course; don’t fall behind.
** A sample schedule of work can be found on eCampus, under the ‘Syllabus and Schedule’ tab. Following this schedule will help you stay on track.
** Take advantage of all the xtra study material, worksheets, review questions, etc. These will help you gauge the level of mastering of the material.

OTHER IMPORTANT INFORMATION TO REMEMBER

** Students are responsible for keeping informed of Testing Centers schedules and availability.

Please communicate with your instructor if you are having any problems, don’t wait to the end of the semester to address issues.

Email communications are sent weekly to the whole class. All email communication that I send to the class are also displayed in the ‘Announcements’ tab of eCampus. Check the tab often to make sure you are not missing any communication, or reminder. Emails sometimes are overlooked or lost.

If you request a letter of recommendation, allow 2 weeks for the letter to be crafted. The instructor reserves the right to decline writing a letter of recommendation.

** Attendance:**
This is an on-line course, however, you are expected to participate in the discussion questions, and complete on-line quizzes on time, which will give me an idea of whether you are pacing yourselves and keeping up with the work.

** eMail Etiquette**
When emailing your instructor, please provide your name, course number, and course section on the ‘Subject’ line.
As you write your emails, please remember that you are preparing for a professional career; therefore, you will be expected to make an effort to communicate in a manner consistent with your future goals.
Any written communication should be conducted using proper English grammar, spelling, and punctuation.

** Children in Class and Unaccompanied Children Policy:**
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
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 the 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 (classroom faculty or administrative heads) may require the student-parent to remove the children from the setting if 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 be left anywhere on the premises. Parents who have problems with childcare should visit the advisement/counseling center to receive referrals to childcare services in the area.

**Study Tips**

- **Don’t procrastinate.** Start today (not next week) to read and study.
- **Read** your textbook. **Go over headings, diagrams and charts.** Take advantage of all the review material provided.
- **Make a vocabulary** with definitions or identifications. Your medical vocabulary should be expanding exponentially during this course. You can find charts on line to use for practice in labeling parts.
- **Practice being the “expert”** with your family and friends. Most people are very interested in the human anatomy and physiology. Tell them about what you are learning. Explaining a concept to someone else helps you remember it longer.

**ECAMPUS**

1. Class notes and announcements will be posted on the web on ECAMPUS at "ecampus.dcccd.edu".
2. You are expected to access "ECAMPUS" on a regular basis to be up to date with the class information.
3. Make sure you enter your email address. Let me know if you need help with "ECAMPUS".
4. All students can apply for a free email address/internet access at the Computing Center.

**Access the following link to read 'Institutional Policies'**

The link will give you information regarding, and more items not listed:

- Academic Dishonesty
- Counseling Services
- Veterans Services
- Disability Services
- Drop/withdrawal policies
COURSE SYLLABUS
BIOL 2401_75428 and 76428
SUMMER 2019

- Financial Aid
- Academics Skill Center
- The Academic Skills Center

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