Course Prerequisites
Biology 2401, with a minimum grade of “C”. Students are required to have demonstrated college-level reading and writing skills prior to enrolling in academic transfer courses.

Course Description
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Content may be either integrated or specialized. 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

Required Materials (Lecture and Lab)
- **Textbooks**
  - Required:
    - Optional loose-leaf version of the textbook is available
  - Optional:
    - The required textbook does have an online atlas included with it and images are provided by your instructor through ecampus. This is only if you would like a paper version of an atlas.
- **Supplies**
  - Scan-tron answer sheets for lecture exams
  - #2 lead pencils with erasers for use with the Scan-tron forms
  - Notebook
  - Handouts available from the instructor

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)**
General Course Outline
Five major units will be covered in addition to a brief overview of the endocrine system. Each unit will have an assessment.

- Intro Unit: Endocrine system
- Unit 1: Blood and Heart
- Unit 2: Circulation, Lymph, and Immune
- Unit 3: Respiratory and Digestive
- Unit 4: Urinary, Fluid and electrolyte balance
- Unit 5: Reproductive and development

Grade Determination
The grade for the course will be based on a total of 1000 points.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Mini Lecture Exam</td>
<td>50</td>
</tr>
<tr>
<td>Lecture Unit Exams (5) - lowest dropped</td>
<td>400</td>
</tr>
<tr>
<td>Final Exam</td>
<td>50</td>
</tr>
<tr>
<td>Semester Project(s)</td>
<td>50</td>
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<tr>
<td>Group Project</td>
<td>20</td>
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<tr>
<td>Pop Quizzes (5) Lowest dropped</td>
<td>60</td>
</tr>
<tr>
<td>Lecture assignments</td>
<td>70</td>
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<tr>
<td>Lecture total:</td>
<td>700</td>
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<tr>
<td>Laboratory Practicals (4) – lowest dropped</td>
<td>150</td>
</tr>
<tr>
<td>Laboratory Quizzes (7) – lowest dropped</td>
<td>60</td>
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<tr>
<td>Laboratory Notebook</td>
<td>90</td>
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<tr>
<td>Laboratory Total:</td>
<td>300</td>
</tr>
<tr>
<td>Course Total:</td>
<td>1000</td>
</tr>
</tbody>
</table>

Your final grade may be determined by adding up your earned points and comparing that value to the determined values below.

A = 900-1000  B = 800-899  C = 700-799  D = 600-699  F = below 600

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. The letter grade is determined as follows:

A = 90 - 100%  B = 80 - 89.9%  C = 70 - 79.9%  D = 60 - 69.9%  F = below 60%

Goal setting:
It is important that you set a goal early in the semester and maintain progress toward that goal. With the grade being determined out of 1000 points, you are able to easily calculate how many points you may lose while staying within your goal. One easy way to do this is to think of your grade as starting off at 1000. Each point you miss on an assignment gets subtracted from this 1000. For example, if your goal is to make an A, you may only lose 100 points during the semester. For each assignment we take, subtract the number of points you miss from the 1000 and keep working toward your goal by losing as few points as possible.

*Points MAY be added to the course total if the instructor deems necessary for lab and/or lecture participation.
Summary of Grades

Mini Exam
- One small exam worth 50 points will be given after the introductory material. This grade may not be dropped. **No make-ups will be given.** This will consist of approximately 80% objective questions and 20% short essay questions.

Lecture Exams
- Five unit exams of 100 points each will be given during the semester and the lowest grade will be dropped. **No make-ups will be given.** Normally, each lecture exam will consist of approximately 80% objective questions and 20% short essay questions.
- A cumulative final exam of 50 points will be given during the scheduled final exam period. This exam will consist of 50 multiple choice/true-false questions. The questions will not be exactly the same questions previously seen but they will assess the same concepts. **Final exam grade will not be dropped.**

Semester Project(s)
- Project(s) over current topic(s) assigned by instructor. Project is designed to assess the student’s ability to think critically, communicate, collaborate with a team, and interpret empirical evidence. Project(s) total value is worth 50 points.

Group Project
- Project over current topic assigned by instructor. Project is designed to assess the student’s ability to think critically, communicate, interpret empirical evidence, and work successfully as a team. Project is worth 20 points.

Pop Quizzes
- Unannounced assessments of your understanding of the material. These can be over any material since your most recent exam.
- These will be given at the beginning of class and must be turned in 15 minutes after the beginning of class. If you arrive late, you must turn in the quiz 15 minutes after the scheduled start time for the class, you may not be allowed extra time.
- **There will be no make-up quizzes.**
- There will be 5 pop quizzes for 15 points each. One quiz will be dropped, for a total of 60 points.
- Quizzes will be administered on W/R class periods.

Lecture Assignments
- Assignment over current topic assigned by instructor. Assignment is designed to assess the student’s ability to think critically, communicate, and interpret empirical evidence.

Laboratory Practicals
- Four lab practicals will be given throughout the semester. These will be worth 50 points each.
- **There is no make-up practical. You may drop your lowest practical grade.**

Laboratory Quizzes
- Unannounced lab quizzes will be administered to measure the students understanding of material covered in lab. These will cover information, experiments performed during lab, models and specimens/dissections, figures, and diagrams from the manual not previously measured by a practical or quiz.
- These will be administered at the beginning of Monday/Tuesday lab periods and must be turned in 10 minutes after the scheduled start time of lab. If you arrive late, you must turn in the quiz 10 minutes after the scheduled start time of class, you may not be allowed extra time.
- **There will be no make-up quizzes**
- There will be 7 quizzes worth 10 points each. One quiz will be dropped for a total value of 60 points.

Laboratory Notebook
- Students will need to maintain an organized notebook documenting the material covered in lab. This includes any material that will help you successfully study for the practicals, required illustrations, answers to sample questions, and procedures for experiments. It is **possible** that this
may be used during pop quizzes. Incomplete or unmaintained notebooks will be useless in assisting pop quizzes.

- This will be graded 4 times throughout the semester for 22.5 points each, totaling 90 points.
- These will be turned in the week of the practical and will be returned once graded.
- The grade will be based on your successful documentation of the material since the previous notebook check.
- If permitted to use the notebook on a quiz, it must be in a physical (hard) copy. Digital or electronic copies will not be allowed.

**Participation Points**
- At the discretion of your instructor, but not to exceed more than 20 points for the semester.

**Extra Credit Policy**
Please do not ask, NO extra credit points are allowed. I must treat everyone the same due to the competitive nature of this course.

**Attendance Policy**
- Roll is called at some time during the class. Missing more than 15 minutes of class time at the beginning or end is considered an absence.
- No make-ups are allowed in lab or lecture. If you miss class you are responsible for any material covered.

**Classroom Policies**
1. Food and drinks are not allowed in the classroom.
2. Do not wear radio/recording headsets in class.
3. Turn off cell phones.
4. Students *must* get permission from the instructor to record or video tape lectures.

**Core Curriculum Objectives**
Intellectual competencies identified by the Texas Higher Education Coordinating Board (THECB) are available at: [THECB Core Curriculum Link](#)

**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.

### Institutional Policies

#### Academic Honesty

Any violation of the Student Code of Conduct (as printed in the El Centro College Catalog and available at Student Handbook) will be penalized accordingly.

**ZERO TOLERANCE FOR ANY FORM OF ACADEMIC DISHONESTY ON ANY ASSIGNMENT, QUIZ, OR EXAM!**

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 copying assignment answers from other students and collaboration with students who have completed pop quizzes, lab quizzes, practicals, and lecture exams.
- NO HATS OR CAPS WORN DURING ANY QUIZ OR TEST!
- ACCESSING UNAUTHORIZED WEBSITES OR ANY OTHER UNAUTHORIZED ELECTRONIC RESOURCES DURING QUIZZES, LAB PRACTICALS, AND TESTS IS NOT ALLOWED.
- 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.

#### Withdrawal Policy

IT IS THE RESPONSIBILITY OF THE STUDENT TO DROP THE COURSE FOR A GRADE OF “W”. **THE LAST DAY TO DROP FOR THIS SEMESTER IS June 25, 2019.** If you are unable to complete this course, you must withdraw from it by June 25, 2019.

Withdrawing from a course is a formal procedure, which YOU must initiate; the instructor cannot do it for you. You may do this in Admissions or Counseling. If you stop attending and do not withdraw, you will receive a performance grade of “F”.

Students sometimes drop a course when help is available that would enable them to continue. Discuss your plans with your instructor if you do feel the need to withdraw.

#### Disability Services

Students who feel that they may need assistance or accommodations due to a disability should contact the El Centro Disability Services Office in Room A095, phone (214) 860-2411, or visit the DSO webpage at: https://alt.elcentrocollege.edu/students/disability-services

#### 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 by the end of the semester. Students who fail to attend or participate after the drop date are also subject to this policy.
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 visit: **ECC Drop Policy**

**Religious Holy Days Statement**
A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The notice shall be in writing and shall be delivered by the student personally to the instructor, with receipt acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

**Children on Campus**
El Centro College strives to protect an environment most conducive to teaching and learning for all enrolled students. Minor children may not be brought to classrooms, labs, testing areas, or study areas of the college. This practice is disruptive to the learning process. Children who are taking part in organized scheduled activities, or who are enrolled in specific classes, are welcomed. For reasons of security and child welfare, the college will not permit unattended children to be left anywhere on the premises. Students/Parents who have problems with childcare should visit the advisement/counseling center or the Adult Resource Center to receive referrals to childcare services in the area.

**Campus Emergency Operations Plan**
El Centro College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus. To familiarize yourself with these procedures, visit this link: **Emergency Operations Plan**

Find more information on these policies and more at:

- **Institutional Policies**
- **Course-related Institutional Policies**
- **Title IX and Sexual Misconduct**
- **Concealed Carry (Campus Carry)**

**Important**
The provisions contained in this syllabus **DO NOT** constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Biology Coordinator. 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.