# COURSE SYLLABUS

## HUMAN ANATOMY & PHYSIOLOGY II [BIOL 2402]

Section 75427 ALL ONLINE

**SUMMER I 2019**

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COURSE SYLLABUS
HUMAN ANATOMY & PHYSIOLOGY II [BIOL 2402]
Section 75427 ALL ONLINE
SUMMER I 2019

Course Information
Course Title: HUMAN ANATOMY & PHYSIOLOGY II [BIOL 2402] Sections 75427
Credit Hours: 4 Hours
Class Meeting Time: LECTURE: MTWRFFSSU ONLINE
LAB: MTWRFFSSU ONLINE

Course Description: The study of the structure and function of the human body.
Course Prerequisites: Biology 2401 or equivalent, and departmental approval.

Required Textbooks and Materials: See Below APPENDIX F & G: TEXTBOOK ADDENDUM
(A). 1 ACCESS CODE  (B). LAB MANUAL & (C). ANY A & P TEXTBOOK, SEELEY IS RECOMMENDED (NOT REQUIRED)
LECTURE: 1) OPENSTAX TEXTBOOK
➢ FREE ONLINE etext
➢ https://openstaxcollege.org/textbooks/anatomy-and-physiology

➢ (SEELEY TEXTBOOK NOT REQUIRED, RECOMMENDED ONLY) OR USE ANY TEXTBOOK
➢ ISBN: 9781259670139 (ACCESS CODE ONLY)

➢ ISBN: 9781524922184
Course Objectives AP II

The goal of this class is to introduce students to the fundamental elements of human structures and functions. Students WOULD identify, explain, and apply the structural and functional concepts to the following systems: the endocrine system; circulatory system; the respiratory system. The student will discuss the digestive organs role in handling food from preliminary tasting to final evacuation and that of the excretory system. The student will also identify the principle structures and functions of the reproductive system and the development of the human body during embryogenesis. The student would also describe how hormones effect change in target tissues. SEE STUDENT LEARNING OUTCOMES (SLO’s) BELOW

Course Objectives: Students’ Learning Outcomes (SLO’s)

After completing this course, you will be able to:

1a. Identify and explain the major gross and microscopic anatomical components of the endocrine system
1b. Describe the functional roles of their respective hormones in communication, control, and integration
2a. Identify and explain the major gross and microscopic anatomical components of the cardiovascular system (heart and associated blood vessels)
2b. Describe their functional roles in transport and hemodynamics.
3. Identify and explain the major gross and microscopic anatomical components of the lymphatic and immune systems and
3b. Describe their functional roles in fluid dynamics along with immune interactions.
4. Identify and explain the major gross and microscopic anatomical components of the respiratory system and
4b. Describe their functional roles in ventilation and in the processes of external and internal respiration.
5. Identify and explain the major gross and microscopic anatomical components of the digestive system and
5b. Describe their functional roles in digestion, absorption, nutrition, metabolism, cellular respiration, excretion, and elimination.
6. Identify and explain the major gross and microscopic anatomical components of the urinary system and
6b. Describe their functional in urine formation and elimination.
7. Identify and describe the physiology of the homeostatic mechanisms which control fluid, electrolyte, and acid-base (pH) balances.
8a. Identify and describe the major gross and microscopic anatomical components of the male and female reproductive systems and explain their functional roles in reproduction and development
8b. Describe endocrine hormones’ role in reproduction (male & female) and development

Upon completion of this course students would be able to:

1. Demonstrate effective use of anatomical terminology and demonstrate sound knowledge of anatomical structures relating to all core concepts.
2. Demonstrate sound knowledge and understanding of the underlying physiological processes relating to all core concepts.

Learning Activity, Outcomes, and Assessment
See Chart Below: APPENDIX E

Course Outline
See Chart Below: TENTATIVE COURSE CALENDER-APPENDIX J

Means of Assessment of Course Learning Outcomes- See Also Below: APPENDIX E

Units of Instruction: There’re 5 Modules. Presentation is in power-points, notes, audio and video presentations, textbook, Chapter quizzes, assignments and Discussion Threads. Lab Exercises compliment Lecture Topics

EXAMS
• 5 MODULE EXAMINATIONS (PROCTORED = SUPERVISED, AT NORTH LAKE OR MOST DCCCD’s) TESTING CTR; at student’s convenience. IT IS COMPUTERIZED & TIMED.
• Your Lecture Exams would be available at the Testing Center (NLC Room A425) for 2-4 days. Please check Testing Center Hours of operation at the NLC/Selected DCCCD Testing Center web-page and plan accordingly.
• LECTURE EXAMS (5) ARE 100 MULTIPLE CHOICES: BEST ANSWER, MATCHING, WITH 3-8 DIAGRAMS,
  ○ Mostly Functions/Concepts (Physiology) and less Anatomy.
  ○ TIMED = 2.5HRS
• LAB PRACTICAL (4): FILL IN THE BLANKS WITH DIAGRAMS + LAB MODELS (50 questions); NO WORD BANK
  ○ ALL ANATOMY (NAME/IDENTIFY)
  ○ TIMED = FIRST HOUR DURING NORMAL LAB PERIOD
• CHAPTER QUIZZES (WEEKLY): Online. It covers the Learning Objectives for that Module. LECTURE: Take the Graded Chapter Quizzes when you’re comfortable. LIMIT = (2) ”Attempts” for these Graded Chapter Quizzes. Click and submit for grading. BEST quiz score attempt is recorded. Practice Learnsmart Quizzes have UNLIMITED ATTEMPTS. But both have Limited Availability. See Quiz Rubric Chart Below
LAB GRADED QUIZZES ONLINE (WEEKLY): MUST be completed Online by END OF Lab for that Topic. Has Deadlines. LIMIT= 2 ATTEMPTS, BEST ATTEMPT SCORE RECORDED

Evaluation Procedures
Grading Policy: By Percentage Weight ONLY

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
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<tbody>
<tr>
<td>5 Modular Exams – 1 drop exam (lowest) = 4 exams @ 100 points each</td>
<td>40%</td>
</tr>
<tr>
<td>13-15 Threaded Discussions Online (3 per Module) @ 10 points ea</td>
<td>5%</td>
</tr>
<tr>
<td>12-14 Online Lecture Chapter Quizzes (MHHE-Connect) @ 100pts ea</td>
<td>15%</td>
</tr>
<tr>
<td>4 Laboratory Practical – 1 drop exam (lowest) = 3 Exams @ 100 points each</td>
<td>30%</td>
</tr>
<tr>
<td>Lab ASSESSMENT: Online LAB Quizzes + LAB Manual Exercise Completion</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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Exams & Assignments: See Above Chart

- Lecture = 60%
  - 5 Modular Exams – 1 Lowest score (= 4 LECTURE EXAMS) = 40% (OR 10% each)
    - MUST TAKE THE FINAL; CANNOT DROP THE FINAL LECTURE & LAB EXAMS (Non-Comprehensive) = 40%
    - You may skip ANY one (1) of Lecture Exams I thru IV = zero (0) as the Lowest DROP
  - 100 questions (Multiple Choices/Matching); MOSTLY FUNCTIONS/PHYSIOLOGY
  - 5 Modular Threaded Discussions Online (See Rubric Below-Appendix D) = 5%
  - Chapter Quizzes-Graded Online (Weekly) (See Rubric Below-Appendix DD) = 15%
      - A) MHHE-Connect Graded (15%)
      - B) Learnsmart Practice (0%)

- Lab = 40%
  - 4 Modular Practical - 1 Lowest score (= 3 LAB EXAMS) = 30%
    - You may skip ANY one (1) of LAB Exams 1 thru 3 = zero (0) as the Lowest DROP
  - Lab Assessment. (A + B) = 10%
    - A) Lab Online Quizzes (LAB CONTENT FOLDER) = 5%
    - B) LAB Manual (KH) Exercises Completion = 5%
    - LAB MANUAL EXERCISES (5%): COMPLETION (HAND-WRITTEN) ASSIGNED EXERCISES (PER LAB SYLLABUS COOKBOOK): WEEKLY. SUBMIT/SHOW COMPLETED LAB EXERCISES DURING LAB FOR GRADING
      - SEE ALSO LAB INSTRUCTION-COOKBOOK (LAB CONTENT FOLDER)
    - LAB QUIZZES ONLINE (5%): WEEKLY. LOCATED INSIDE THAT LAB MODULE (LAB CONTENT FOLDER ON ECAMPUS)

Grading Scale: Standard College Grading

<table>
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<th>LETTER GRADE</th>
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<tbody>
<tr>
<td>A</td>
<td>89.5 – 100%</td>
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<tr>
<td>B</td>
<td>79.5 – 89.4%</td>
</tr>
<tr>
<td>C</td>
<td>69.5 – 79.4%</td>
</tr>
<tr>
<td>D</td>
<td>59.5 – 69.4%</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59.4%</td>
</tr>
</tbody>
</table>

You MUST take the Final LEC Exam V & LAB 4 to be able to drop your Lowest Lecture & LAB grade scores
- YOU CANNOT DROP THE FINAL (LECTURE) EXAM & LAB 4
- Threaded Discussions are short answers to Case Studies on material topics covered/to be covered in class. Emphasis here is on retention of concepts.

PROCTORED EXAMS:
- ALL Exams are Proctored (= Supervised) at DCCCD Testing Ctrs
- If you are out-of-state/town and taking this Course then you must have DCCCD Distant Learning Approve a Proctored Center in your town by completing the Form at the following Link PRIOR to start of Class & ASAP:
  - Return the Original Completed Notarized Form to Dallas College Online (Address atop of Proctor Form)
  - Email me a scanned pdf copy of the Completed Notarized Proctor Form (to start the process faster).
- Have Completed Approval:
  - For Minimesters/Fast Tracks = 3 Days PRIOR to Start of Class
  - Regular Semester = 7 Days AFTER start of school
- https://online.dcccd.edu/aboutdco/forms/Documents/ProctorForm.pdf
General Course Information for Blended or ALL Online BIOL-2401/2402 A & P I/II

Assignments Deadlines:
- **Are due on DUE DATES, No Deadline Extension are granted for any reason(s).** Late/Missed Assignments/Exams would be recorded as zero.
- **NO EARLY OR LATE EXAM REQUESTS ARE GRANTED**
- **Orientations Quiz is an open book for 50 points credit, 1 ATTEMPT ONLY**
- Chapter (Graded) quizzes are also open-book for 100 points each for 2 attempts. **BEST attempt recorded**
- Lab Exercise (Graded) quizzes are open book (questions & points vary) 2 Attempts: **BEST Attempt Recorded**
- **OUR Weekly Schedule: For Online Assignments/Threads is**
  - **SUNDAY a.m. until SUNDAY MIDNITE (SUBMIT BY 11:55PM)**
- **Deadlines.** Odd things happen in cyberspace—emails get lost, servers disconnect temporarily, and logins fail. **Do not wait for the last minute to do your work.** Allow time to meet deadlines. Reply and check for replies on every email sent and received. You are responsible for getting the work to me (submitted) on time
- **Each Module is as per schedule with 2-3 Lecture Topics/Chapters**

**Distance Learning is self-directed learning.** It requires a high level of responsibility, dedication and self-discipline on the part of the student. In this course, you are responsible for your own work, your own progress and your own grade. In order to succeed, you need to log in to the course regularly to check announcements, participate in discussions and access course content. At a minimum every week students are responsible for completing the following tasks:

- Attend all on-line class activities, including participation in weekly threaded discussion, and small group discussions
- Timely submission of assignments, submitted as instructed.
- **Success on Online Courses is very dependent on student’s following clearly stated Instructions on Assignments**

**Attendance.** Failure to "show up" for the weekly assignments or threaded discussions will be considered an equivalent of two class-time absences. I will keep track of attendance weekly. Repeated absences of three weeks or more will result in a failing final course grade. No communication for two weeks may result in an administrative withdrawal and affect your tuition reimbursement.

**Grade book (eCampus)**
- **Computerized Lecture/Lab Exams & MHHE-Connect Online Quizzes automatically records into eCampus grade book**
- Manually graded Modular Lab Exercises/Threads: **I would post/update within 48hours AFTER the deadline (END of MODULE).**
- Graded Modular Threads scores are always posted later in the Week after closing date for that Module

**Netiquette:** Communication Courtesy Code. All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. If I deem any of them to be inappropriate or offensive, I will forward the message to the Chair of the department and the online administrators and appropriate action will be taken, not excluding expulsion from the course.

**Reviewing Graded Lecture or Lab Exams.**
- **Computerized Lecture/LAB Exams scores may be reviewed in my office ONLY during normal office hours by appointment only for up to 3days after the exam deadline. No such access would be granted afterwards.**
VISTING OTHER WEBSITES (NOT RECOMMENDED)

DO NOT USE other internet sites. They may have information not relevant to the content you need to learn. I placed what you need to study on the eCampus pages you will see during the semester. This will be the central source for information to help save time in linking to related material. However, if you want to waste time by searching the net for information go ahead. Any additional websites fitting the course contents would be placed under Course Documents/Topics for you.

Notice For Success:
• Pay attention to deadline dates.
• Do Not Fall behind in the schedule.
• Read all directions carefully and understand them.
• Pay attention to details

Plan ahead!!! Plan ahead!!! Plan ahead!!!
• The Dean of Math/Sciences/The Biology department, and or myself reserve the right to modify the scheduling and/or content of this course during the semester. (I do not foresee this happening)
This Course is a dynamic one and a work in progress.

• DO NOT wait until the last minute or hour to submit tests/assignments/take an Exam.
• I encourage you to study early and do the tests many days BEFORE they are due.
• Print pages that are important and make a note book of the printouts
• Make a study schedule and STICK TO IT. Discipline yourself about this.

Contacting Instructor
• BEST WAY TO REACH ME: email: docp1970@dccc.edu
• Call me at the office with questions about the course or anything relating to Anatomy & Physiology and your learning, reading or testing-- NOT COMPLAINTS
• OFFICE HRS: 972-273-3251. When you call leave a message. I will do my best to return the call.
Catch me during these hours—
Monday through Friday from 7:00 am-8:00am; AND PER SYLLABUS
• Learn how to use your computer. If not, have someone else show you how. DO not call me with computer problems, please.

Responding to email. I will check my email daily. I will respond to course related questions within 24–48 hours. I will post assignment due dates in the course Modules/eCampus and through updated messages just as I would in a regular class. Comments on formal assignments may take up to two weeks but probably less than that. I ask that you notify me when you have received critiques from me on your various assignments.

Your email Account:
Be sure to have a school email account and updated personal information on eConnect. If I sent a batch email out to you and the class for an announcement, and if it is returned (as undeliverable), I have no other way of reaching you. That responsibility is on you and not on me!

COMMUNICATION REMINDER:
You would need to be more specific in ALL future communication about the class:
• Your Full Name
• Course & Section #
• Specific Question: Chapter Quiz Assignment [Ex: CHP: 26: Special Senses question # 13!]

This would allow me to go directly into your Course/Assignment, resolve the problem and respond to you much faster. There’s a several classes just like yours with 200+ students (AP I & AP II) taking my classes (Hybrid/Online & Oncampus).
I cannot identify you and what class or section you are in by your email handle.
Discipline/ Course/ Department/ Policies
- Late Paper (Assignment) Policy:
  - Are due on DUE DATES, No Deadline Extension are granted for any reason(s). Late/Missed Assignments/Exams would be recorded as zero.
  - NO LATE LAB EXERCISES/ASSIGNMENTS WILL BE GRADED AFTER DUE DATE. SUBMIT YOUR ASSIGNMENTS BEFORE 11:55PM FOR FULL CREDIT
- MAKE-UP POLICY:
  - NO MAKE-UP LAB OR LECTURE EXAMS. PERIOD!! Due to time and lab space constrains
  - NO TIME EXTENSIONS FOR ANY REASON: THERE ARE NO EARLY OR LATE EXAMS
  - THEREFORE, PLAN ACCORDINGLY. POOR PLANNING ON YOUR PART DOES NOT CONSTITUTE AN EMERGENCY ON MY PART.
  - JUSTIFIABLE EXCUSE: Should you have a Justifiable Documented Excuse for missing one exam (i.e. a VERIFIABLE signed doctor's note (I WILL CALL the physician) on Clinic letter head explaining reason for your absence, Hospital Admission Notes, a funeral program with your name listed as a family or friend, or a police report saying you were in an accident, etc. at the time of the exam) at the discretion of this instructor, you may possibly replace your missed exam grade with your next exam grade but NOT for your Final exam. This may apply to one exam only.

Student Responsibilities:
- Please Take Responsibility for your education.
- It’s your Career, put in your BEST Effort Forth Every time & Every DAY
- You would need Anatomy & Physiology EVERYDAY of your Medical career (Unlike any other courses):
  - Therefore, MASTER IT NOW!! MASTER IT NOW PLEASE!!!

SUMMER I CLASSES ASSIGNMENT DUE DATES (NOT FOR EXAMS)
- DISCUSSION THREADS ARE DUE EVERY SUNDAY NIGHT @ 11:55PM
- ALL OTHER ASSIGNMENTS (QUIZZES/LAB EX COMPLETION) DUE DATES:
  - MODULE I = SUNDAY JUNE 16, 2019
  - MODULE II = SUNDAY JUNE 23, 2019
  - MODULE III = SUNDAY JUNE 24, 2019
  - MODULE IV = WEDNESDAY JUNE 30, 2019
  - MODULE V = WED JULY 3, 2019 (RECALL SEMESTER ENDS JULY 3 WED)

EXAM DUE DATES: Per Syllabus (Back Table/Chart):
- EXAMS are open for 2 days (VARIABLE DAYS)

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<tr>
<th>DATES</th>
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<th>MODULE II</th>
<th>MODULE III</th>
<th>MODULE IV</th>
<th>MODULE V</th>
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</thead>
<tbody>
<tr>
<td>START</td>
<td>JUNE 10 MON</td>
<td>JUNE 17 MON</td>
<td>JUNE 21 FRID</td>
<td>JUNE 28 FRID</td>
<td>JULY 2 TUE</td>
</tr>
<tr>
<td>END</td>
<td>JUNE 11 TUE</td>
<td>JUNE 18 TUE</td>
<td>JUNE 24 MON</td>
<td>JUNE 29 SAT</td>
<td>JULY 3 WED</td>
</tr>
</tbody>
</table>

- (RECALL SEMESTER ENDS JULY 3RD WEDNESDAY)
INSTITUTIONAL POLICIES {Click on the URL}

- **www.northlakecollege.edu/syllabipolicies**
  - **Student Success**
    - Academic Advising and Degree Planning
    - Tutoring
    - Students With Disabilities
    - Cheating, Plagiarism and Collusion
    - Student Survey of Instruction
    - Religious and Ethnic Holiday Observance
    - Harassment, Discrimination and Sexual Misconduct
  - **Students Receiving Financial Aid**
    - Attendance and Participation
    - Withdrawing From Classes
  - **Class Drop and Repeat Options**
    - Withdrawal Policy
    - Six Drop Rule
    - Repeating a Course and Third Drop Rule
  - **In Case of a Campus Emergency**
  - **Concealed Carry**
    - Weapons
  - **Syllabus Change Disclaimer**
  - **Other College-Specific Information**

ACADEMIC DISHONESTY

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion”. Scholastic dishonesty includes but is not limited to cheating, plagiarism, submission for credit of any work or materials that are attributable in whole or in part to another person, photocopying an exam, taking an examination for/assisting another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.” Distribution of exams falls within these guidelines.

Academic dishonesty/CHEATING ON ANY EXAM WOULD RESULT IN the following sanctions, including, but not limited to:

1. **A LETTER F GRADE FROM THE COURSE (NOT ONLY OR JUST FROM THAT EXAM)**
2. **INDICATED (AS CHEATING) ON YOUR TRANSCRIPT.**
3. **SUPENSION FROM THE COLLEGE**
DROP POLICY
If you are unable to complete this course, you must officially withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you.
IT'S YOUR RESPONSIBILITY TO FORMALLY WITHDRAW.

LAST DAY TO WITHDRAW FOR CLASSES: 6/25/2019, THURSDAY.
All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt.

Testing Center Info:
• NLC Location: Room A425; Tel: 972-273-3160.
• Regular Semester Hours: M-R 8:30am – 8:30pm; F-Sat: 8:30am – 3:00pm.
• NO EXAMS ARE GIVEN 1 HOUR PRIOR TO CLOSING. Please plan accordingly.
• Call for holiday hours and MINIEMESTER Hours.
• http://www.northlakecollege.edu/resources/testing.html
• For other DCCCD Testing Center Locations, please check or call for their hours of operation (varies)

Science Learning Center
• Located in P333 at NLC (across from the Math/Science Office)
• Available to you for help with tutor(s), models for your practicum, video materials and internet access.
• Call 972-273-3273... for hours. Or check their website on NLC web for Holiday Hours
• http://www.northlakecollege.edu/academics/mathscience/sciencelarning.html
APPENDIX A

ATTAINING SUCCESS IN ANATOMY & PHYSIOLOGY CLASS

- **LECTURE:**
  - Study PPT Lecture Notes prior to class & after lecture classess
  - Refer to textbook chapters as needed
  - Use online chapter quizzes (Graded & Practice) for lecture review along with daily study, answer the questions as you study daily, not to memorize a day prior to taking lecture exams. It would not work
  - Do not memorize answers to chapter quizzes (Graded/Practice)
  - You want to complete the 2 attempts on your online quizzes before taking your exam

- **LAB/OTHER ASSIGNMENTS:**
  - DO assigned lab homework online quiz exercises prior to lab
  - Watch lab videos exercises prior to lab
  - Identify structures on models when in lab using labeled photographs.
    - Pay detailed attention to orientation (Right/Left) on the model/patient
  - Complete weekly assignments (quizzes/threads/lab) on time
  - Use online chapter quizzes (especially practice w/ interactives) for lab/lecture review
  - You want to complete the 2 attempts on your online quizzes before taking your exam

- **STUDY TIPS:**
  - Studying your chapter notes, working your online chapter quizzes as guide, etc. before class is essential for understanding the lecture.
  - Complete the appropriate practice/graded chapter quiz exercises, interactives/audio/visual presentations and review the chapter before attending the lecture.
  - Use chapter lecture outlines for taking class notes. Study groups may help. Information in this course is garnered from the text and other resources, with guidance from the instructor.
  - Students must use critical thinking to show an understanding of the material, and will not simply be spoon-fed rote information to be regurgitated on exams. Although ample memorization will be necessary, knowledge of a subject is not dependent on rote memorization.
  - Students will have to use their own initiative in using individual study skills in order to do well in this course.
  - A primary formula to any successful endeavor includes a right-minded attitude and persistent effort.
  - Success on Online Courses is very dependent on student’s following clearly stated instructions AND on completing assignments on time!
**APPENDIX B:** MODULAR THREADED DISCUSSIONS RUBRIC GRADING!!!

**RUBRIC: Threaded Discussion Assignment (TDA) Grading Criteria: PER TOPIC**

<table>
<thead>
<tr>
<th></th>
<th>3075624</th>
<th>3075622</th>
<th>Poor 2 pts</th>
<th>(-) Effort 0 pts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellent</strong></td>
<td>10</td>
<td>6 pts</td>
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<tr>
<td><strong>10 pts</strong></td>
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**Overall Quality**

- **Organization, Creativity, Engaging**
  - Presentation is excellent, extremely organized, interesting, creative, and easy to follow. Demonstrates originality.
  - Presentation is fairly organized, slightly engaging.
  - Presentation is unclear, unorganized, un-engaging, difficult to follow.
  - Failed to participate. Failed to use own words/Cut & Pasted from verifiable source (literature or web)

**Topic Knowledge**

- **Relevancy, Correlation**
  - Disease/illness correlates to an appropriate system covered in this topic. Chosen topic requires research and in-depth discovery.
  - Disease/illness correlates to a system not covered in this topic.
  - There is no correlation between a disease/illness and a body system. Presentation is completed on an inappropriate, unrelated topic.
  - Failed to participate. Failed to use own words/Cut & Pasted from verifiable source (literature or web)

**Frequency-Timely**

- **No of postings + timely**
  - Posted 2 or more and on time per topic.
  - Posted less than required 2 minimum per topic and/not timely.
  - Posted less than required 2 minimum per topic and/not timely.
  - Failed to participate. Failed to use own words/Cut & Pasted from verifiable source (literature or web)

**Questions**

- **Posted questions &/answers to other students**
  - Posted knowledgeable questions and or answers to others
  - Posted decent questions and or answers to others
  - Failed to Post questions and or answers to others
  - Failed to participate. Failed to use own words/Cut & Pasted from verifiable source (literature or web)

---

**MODULAR WEEK IS SUNDAY to SUNDAY MIDNITE FOR ALL ASSIGNMENTS, NO EXTENSIONS!**

- 2 TOPICS per MODULE = 30POINTS OR 1 Topic = 15points
- Minimum Frequency Postings = 2 per Topic ON SAME/DIFFERENT DAYS; BEST TO POST MORE

**RECOMMENDED POSTINGS:** IF TOPIC 1 HAS 3 DIFFERENT QUESTIONS WITHIN IT, ANSWER THEM AS 2 SEPARATE POSTINGS TO MEET THE MINIMUM (2) POSTING REQUIREMENT FOR THAT TOPIC

**Timely:** Start posting by Wednesday of Modular Week

**DISCUSSION GRADING:** I use the above Rubric as follows in assigning grades for Discussions:

- **9-10 points:** Enthusiastic participation and thoughtful, well-articulated comments that are appropriate and that summarize/synthesize discussion TIMELY. The student actively invites contributions from other members of the group.
- **8 points:** Enthusiastic participation and thoughtful, well-articulated comments that are appropriate and that summarize/synthesize discussion TIMELY.
- **7 points:** Evidence of an understanding of issues and a willingness to offer interpretations or views that encourage discussion, and/ Non-Timely
• 6 points: Minimal verbal participation with less relevance to the assignment and less clearly defined thoughts, and/Non-Timely
• 5 points: Little evidence of involvement and/ Non-Timely.

• 0 points: Absent or refused to participate.

APPENDIX C: MODULAR CHAPTER/LAB QUIZZES RUBRIC GRADING GUIDELINE!!!
Required: LECTURE: McGraw-Hill Connect Access Code for Online Assignment
• MODULAR WEEK IS SUNDAY to SUNDAY MIDNITE FOR ALL ASSIGNMENTS, NO EXTENSIONS!
• HOW TO EFFECTIVELY USE THE MCGRAW-HILL LECTURES GRADED QUIZZES:
• AFTER STUDYING EACH CHAPTER LECTURE (VIDEO) PPT NOTES AND WHEN COMFORTABLE
  o THEN DO MHHE-CONNECT GRADED QUIZ FOR 1ST ATTEMPT
  o YOU CAN SAVE YOUR ANSWERS (AFTER 20-30QUESTIONS), & RETURN LATER. IF YOU CLICK SUBMIT, YOU HAVE USED 1 OF YOUR 2 ATTEMPTS. SUBMIT ONLY WHEN READY TO BE GRADED.
  o FOR REVIEW: CLICK ON YOUR ATTEMPT RESULT OR
  o UPON COMPLETION, YOU MAY THEN USE LEARNSMART FOR PRACTICE AS MANY TIMES
  o DO NOT MEMORIZE THE CORRECT ANSWERS, UNDERSTAND THE CONCEPTS!!!!
  o COMPLETE ALL GRADED QUIZ ATTEMPTS BY THE END OF THE WEEK/MODULE
• USE YOUR GRADED ATTEMPTED RESULTS OR PRACTICE QUizzes (LEARNSMART) FOR REVIEW AS NEEDED (OPEN UNTIL END OF THE MODULE) FOR MODULAR LECTURE EXAMS.

YOU MAY NOT PRINT ANY OF THE CHAPTER QUizzes (GRADED/PRACTICE): PRINT FUNCTION IS DISABLED. TO DO OTHERWISE (COPYING/PHOTOGRAPHING) IS CONSIDERED CHEATING!!!

LAB MANUAL EXERCISES (5%): COMPLETION (HAND-WRITTEN) ASSIGNED EXERCISES (PER SYLLABUS TABLE): WEEKLY
APPENDIX D

LETTER OF RECOMMENDATION REQUEST

Letter of Recommendation Request for your Program Application:
While always willing to write such letters, you must satisfy the following:
A) Make a personal request and interview with me. I MUST know you.
B) Have an outstanding performance in my classes with an A or a good B grade
C) Provide the Recommendation Form (with your signed waiver)
D) Your Updated Resume/CV and Unofficial Transcript(s)
E) Name/Address of program coordinator with a stamped envelope.
F) Deadline/Due Date: you MUST allow me a minimum of 3-4 weeks to write you a good letter.
G) Limit 3 Letters

ASSIGNMENT DUE DATES
REMINDER: YOU HAVE THE FOLLOWING ASSIGNMENTS DUE:
- THREADED DISCUSSIONS (WEEKLY & BY SUNDAY MIDNIGHT)
- ONLINE LAB QUIZZES (eCAMPUS LAB CONTENT FOLDER) (WEEKLY)/BY SUNDAY MIDNIGHT END OF MODULE
- ONLINE LECTURE CHAPTER QUizzes (McGRAW-HILL) WEEKLY/BY SUNDAY MIDNIGHT END OF MODULE

<table>
<thead>
<tr>
<th>ASSIGNMENTS</th>
<th>DUE DATES</th>
<th>SCORES POSTING INTO GRADE BOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>LECTURE CHP QUIZZES (McGRAW-HILL)</td>
<td>DATES ON MHHE-CONNECT WEBSITE ASSIGNMENT PAGE</td>
<td>WITHIN 48HRS IF YOU HAVE SINGLE SIGN-IN (W/BOTH eCAMPUS &amp; MHHE-CONNECT) SEE Instruction on Announcement page</td>
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<tr>
<td></td>
<td>END OF MODULE</td>
<td></td>
</tr>
<tr>
<td>LAB ONLINE QUIZZES (Ecampus)</td>
<td>DUE DATES ON ECAMPUS ASSIGNMENT PAGE; OPEN SUNDAY A.M END SUNDAY MIDNIGHT; END OF MODULE</td>
<td>IMMEDIATELY</td>
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<td>LAB MANUAL EXERCISES COMPLETION</td>
<td>WEEKLY SUNDAY MIDNIGHT; OPEN SUNDAY A.M END SUNDAY MIDNIGHT; END OF MODULE</td>
<td>AT END MODULE</td>
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<td>THREADED DISCUSSIONS</td>
<td>DUE DATES PER SYLLABUS, OPEN SUNDAY A.M END SUNDAY MIDNIGHT</td>
<td>AT END OF THE MODULE</td>
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<tr>
<td>EXAMS (LECTURE &amp; LAB) COMPUTERIZED</td>
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<td></td>
<td>• AVAILABLE 4-5 DAYS.</td>
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<td>• OPENS ON WED. &amp; CLOSES ON MONDAY</td>
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<td>• (4-5DAYS)</td>
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<td>• DUE DATES PER SYLLABUS TABLE</td>
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<td>MINIMUMESTERS/FAST TRACK:</td>
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<td></td>
<td>AVAILABLE FOR 2-3 DAYS.</td>
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<td></td>
<td>• OPENS ON: VARIES</td>
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<td></td>
<td>• CLOSES: (2 DAYS LATER)</td>
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<td></td>
<td>• DUE DATES PER SYLLABUS TABLE</td>
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</table>
# Learning Activities, Outcomes, and Assessment – Appendix E

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Learning Outcomes</th>
<th>Assessment By Percent Weight Only</th>
<th>EEO’s &amp; CCIC’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Modular Lecture Exams (5): Multiple Choice/Matching 100 questions, Testing Center Proctored, Computer-based. Mostly Physiology.</td>
<td>1,2</td>
<td>5 – 1 drop = 4 Exams @ 100pts ea. OR 10% ea. X 4 = 40%</td>
<td>EEO’s: 1,2,3,4,5  CCIC’s: 1,2,3,4,5,6</td>
</tr>
<tr>
<td>2. Modular (5) Threaded Discussions Online. 3 Topics per Module (Regular Semester) 2 Topics per Module (Mini Semester) Covers lecture topics for retention of concepts</td>
<td>1,2</td>
<td>5 Threads @ 30pts ea. = 5% See Rubics</td>
<td>EEO’s: 1,2,3,4,5  CCIC’s: 1,2,3,4,5,6</td>
</tr>
<tr>
<td>3. Chapter Quizzes (12-14) Online Weekly: 2 TYPES Covers Lecture &amp; Lab: • 12 MHHE-Connect (Graded) • 0 Learnsmart (Practice)</td>
<td>1,2</td>
<td>12-14 @ 100pts ea. = 15% • MHHE-Connect (15%) • Learnsmart (0%)</td>
<td>EEO’s: 1,2,3,4,5  CCIC’s: 1,2,3,4,5,6</td>
</tr>
<tr>
<td>4. Modular Lab Practical/Exams (4): MULTIPLE CHOICE/MATCHING 50 questions. Structural Identifications ONLY</td>
<td>1,2</td>
<td>4 - 1 Drop = 3 Exams @ 100pts ea. OR 10% ea. X 3 = 30%</td>
<td>EEO’s: 1,2,4,5  CCIC’s: 1,2,4</td>
</tr>
<tr>
<td>5. Lab Assignment: Online Assigned Homework Quizzes • eCAMPUS (Graded) • LAB QUIZZES = 5% • Lab Manual Excercises Completion = 5%</td>
<td>1,2</td>
<td>12-14 @5points ea = 10%</td>
<td>EEO’s: 1,2,4,5  CCIC’s: 1,2,4</td>
</tr>
</tbody>
</table>
Required Textbooks and Materials

**TEXTBOOK ADDENDUM**

**REQUIRED MINIMUM:** (A). 1 ACCESS CODE  (B). LAB MANUAL & (C). ANY A & P TEXTBOOK, SEELEY IS RECOMMENDED (NOT REQUIRED)

**LECTURE:** 1) Openstax eTextbook  **REQUIRED**
- ISBN: 9781938168130
  
  https://openstaxcollege.org/textbooks/anatomy-and-physiology
  FREE!!!

2) McGraw-Hill Connect PLUS Access Code  **REQUIRED**
- Seeley, Rod et al: Anatomy and Physiology Connect® Access Code
  - ISBN: 9781259670139  OR
  - ISBN: 9781259996351
    - (CUSTOMIZED FOR NORTH LAKE COLLEGE)

**LAB:** 1) Aboloye, P, MD: Human Anatomy & Physiology Lab Manual w/Atlas & Clinical Applications + WEB COMPANION ACCESS CODE 2ND EDITION  2015  **REQUIRED**
- ISBN: 9781524922184
  
# REQUIRED TEXTBOOK & MATERIALS ADDENDUM – APPENDIX G

<table>
<thead>
<tr>
<th>MATERIAL</th>
<th>TEXTBOOK 1</th>
<th>TEXTBOOK 2</th>
<th>MHHE CONNECT ACCESS CODE</th>
<th>KH LAB MANUAL w/ WEB COMPANION CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OPENSTAX</td>
<td>SEELEY’S (ALONE)</td>
<td>ACCESS CODE</td>
<td>REQUIRED MANUAL</td>
</tr>
<tr>
<td>RECOMMENDED OR REQUIRED</td>
<td>REQUIRED</td>
<td>RECOMMENDED (OPTIONAL) OR USE ANY A &amp; P TEXTBOOK</td>
<td>REQUIRED</td>
<td>REQUIRED MANUAL</td>
</tr>
<tr>
<td>ISBN</td>
<td>9781938168130</td>
<td>9781259819988</td>
<td>9781259670139 or 9781259996351</td>
<td>9781524922184</td>
</tr>
<tr>
<td>SOURCE (S) OR BUY FROM</td>
<td>WEB LINK PROVIDED</td>
<td>MCGRAW-HILL WEB LINK OR BOOKSTORE</td>
<td>MCGRAW-HILL WEB LINK OR BOOKSTORE</td>
<td>KENDALL-HUNT WEB LINK OR BOOKSTORE</td>
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<tr>
<td>APPROX RETAIL COST (Online)</td>
<td>FREE</td>
<td>$354</td>
<td>$90-125</td>
<td>$125</td>
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<tr>
<td>FREE TRIAL?</td>
<td>ALWAYS FREE</td>
<td>N/A</td>
<td>2 WEEKS Must Buy Afterwards or Lose ALL completed scores</td>
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</table>

**PUBLISHERS’ SOURCES PROVIDED AS WEB LINKS:**

- OPENSTAX COLLEGE (FREE Lecture Notes):
  - [https://openstaxcollege.org/textbooks/anatomy-and-physiology](https://openstaxcollege.org/textbooks/anatomy-and-physiology)

- MCGRAW-HILL (MHHE-CONNECT Lecture Access Code):
  - SEE ALSO MHHE-CONNECT LINK UNDER COURSE DOCUMENT IN eCAMPUS
    - **INSTANT ACCESS**

- KENDALL-HALL (Lab Manual):
TUTORIAL ACCESS TO MHHE-CONNECT ONLINE ASSIGNMENTS

MHHE-CONNECT 1ST DAY OF CLASS ORIENTATION {MUST WATCH VIDEO}


GETTING STARTED {TO BUY & REGISTER MHHE-CONNECT ACCESS CODE FOR LECTURE CHP QUIZZES}:

A. From within Blackboard (eCampus)
   • Go to COURSE DOCUMENTS
     o 1ST PARAGRAPH: LOCATE YOUR COURSE MHHE-CONNECT URL (LINK IS SPECIFIC FOR CLASS-SECTION & SEMESTER)
     o LOOKS SIMILAR TO THIS:
       Here is your McGraw-Hill Connect Web Address (URL):

         • RIGHT CLICK!!!! COPY & PASTE (CTRL + V) INTO A NEW TAB IN YOUR BROWSER,
         • THEN BOOKMARK FOR FUTURE ACCESS
         • ACCESS, BUY OR REGISTER YOUR ACCESS CODE FOR ONLINE QUIZZES THERE
         • RETURNING STUDENTS: PLEASE RE-REGISTER YOUR MHHE-CONNECT ACCESS CODE INTO THE NEW CLASS-SECTION TO BE ABLE TO COMPLETE ASSIGNMENTS.

B. ALTERNATIVELY
   o Log in to eCampus (Blackboard) and go to your Course.
   o From within your Course (INSIDE COURSE DOCUMENTS): click on any of the Connect Assignments (LECTURE CHP QUIZZES) in your Blackboard course. Or go to "Tools", click on "McGraw-Hill Higher Education", and click on "Go to My Connect Section".
   o Then follow the steps to Log in or Register.
   o You will be able to take Connect Assignments directly from within your eCampus/Blackboard course AFTER the process is completed.
This could be revised as the Semester Progresses.
Complete the ASSIGNED Online Graded Lab Quizzes (On eCampus) & Lab Manual (KENDALL-HUNT) Exercise Completion (also Graded) LOCATED on the back of each Lab Exercise.
KENDALL-HUNT ACCESS CODE (FREE w/ NEW MANUAL) NOT REQUIRED for eCampus (GRADED) Online Lab Quizzes. KENDALL-HUNT ACCESS CODE (FREE w/ NEW MANUAL) is REQUIRED FOR PRACTICE LAB QUIZZES ON grtep.com website.
BUY COURSE LAB MANUAL + FREE CODE (Bookstore/Online).
You MUST complete Lab Quizzes (eCampus) & Assignments by SUNDAY MIDNIGHT.

<table>
<thead>
<tr>
<th>DATE</th>
<th>LECTURE TOPIC</th>
<th>CHAPTER Seeley</th>
<th>LEC EXAM Seeley Chps</th>
<th>LAB MANUAL EXERCISES KENDALL HUNT (K-H) MANUAL</th>
<th>LAB PRACTICUM (K-H)</th>
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<tbody>
<tr>
<td>MODULE I</td>
<td>TOPICS 1-3</td>
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<tr>
<td>DAY 1</td>
<td>Introduction</td>
<td>16</td>
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<td>JUNE 6 Th</td>
<td>Special Senses</td>
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<tr>
<td>DAY 2</td>
<td>Endocrine System</td>
<td>17-18</td>
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<td>JUNE 7 F</td>
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<tr>
<td>SAT JUNE 8</td>
<td>Endocrine System</td>
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<td>DAY 3</td>
<td>Endocrine System</td>
<td>Blood</td>
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<td>Module Exam #1 Chapters: 16, 17-18, 19 STARTS</td>
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<tr>
<td>JUNE 10 M</td>
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<tr>
<td>DAY 4</td>
<td>Blood</td>
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<td>Practical # 1 Ex: 13, 14, 15 (SENSES/ENDO-BLOOD) STARTS</td>
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<td>JUNE 11 T</td>
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<td>MODULE II</td>
<td>TOPICS 4-7</td>
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<tr>
<td>DAY 5</td>
<td>The Heart</td>
<td>20</td>
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<td>EX 16: HEART</td>
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<td>DAY 6</td>
<td>The Heart</td>
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<td>Vessels &amp; Circulation</td>
<td>21</td>
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<td>EX 17: BLOOD VESSELS</td>
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<td>Lymphatics &amp; Immunity</td>
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<td>EX 18: LYMPHATICS</td>
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<tr>
<td>SAT JUNE 15</td>
<td>Immunity</td>
<td>22</td>
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<td>Practical # 2 Ex: 16, 17, 18, (HEART/VESSELS/LYMPHATICS) STARTS</td>
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<td>Practical #</td>
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<td><strong>JUNE</strong></td>
<td><strong>Start</strong></td>
<td><strong>End</strong></td>
<td><strong>Exam</strong></td>
<td><strong>Exams</strong></td>
<td><strong>Ends</strong></td>
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<td>16, 17, 18</td>
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<td>Digestion</td>
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<td>EX 20: DIGESTION</td>
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<td>Digestion, Metabolism</td>
<td>24, 25</td>
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<td><strong>22</strong></td>
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<tr>
<td><strong>25</strong></td>
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<td>26</td>
<td>EX 21: RENAL</td>
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<td><strong>ENDS</strong></td>
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<tr>
<td><strong>26</strong></td>
<td>Fluid, Electrolyte &amp; pH Balance</td>
<td>27</td>
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<tr>
<td><strong>27</strong></td>
<td>Fluid, Electrolyte &amp; pH Balance</td>
<td>27</td>
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<td><strong>28</strong></td>
<td>Fluid, Electrolyte &amp; pH Balance</td>
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<td>Module Exam # 4 Chapters 26, 27</td>
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<tr>
<td><strong>JUNE</strong></td>
<td><strong>Module V</strong> Topics 13-14</td>
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<td>Module Exam #4 ENDS SATURDAY</td>
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<td><strong>JUNE</strong></td>
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<td><strong>Exams</strong></td>
<td><strong>Ends</strong></td>
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<td><strong>1 M</strong></td>
<td>The Reproductive System</td>
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<td>EX 22: REPRO (MALE)</td>
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<td><strong>2 T</strong></td>
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<td>29</td>
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<td><strong>ENDS</strong></td>
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**FINAL EXAM (NON-COMPREHENSIVE) WOULD BE AVAILABLE DURING FINALS WEEK AT DCCCD TESTING CTRS**

- Modular Lecture/Lab Exams: ARE PROCTORED & Would be available at the Testing Center for 2 days
- LECTURE EXAMS ARE MULTIPLE CHOICES/MATCHING with 3-8 diagrams
  - MOSTLY PHYSIOLOGY (FUNCTIONS), FEW ANATOMY (100 questions, 2.5Hrs Allowed)
- LAB PRACTICAL: FILL IN THE BLANKS: LAB MODELS & DIAGRAMS (50 questions; 1.25Hrs Allowed).
- ALL ANATOMY (NAME/IDENTIFY)
- PAY DETAILED ATTENTION TO ORIENTATION (RIGHT/LEFT) ON THE MODEL/PATIENT

• NO LATE LAB EXERCISES/ASSIGNMENT WILL BE GRADED AFTER DUE DATE (AFTER 11:55PM)
• NO MAKE-UP LAB OR LECTURE EXAMS. NO EARLY/LATE EXAMS PERIOD!!!! NO TIME EXTENSIONS FOR ANY REASON
• You MUST take the Final Exam (Lec & Lab) to be able to drop your lowest lecture grade. And You CANNOT drop the Final Lec V & Lab 4 Exams.
• Your Lowest Exams Scores (Lec & Lab) would be dropped Only AFTER EXAM IV or just before Final Exams

ADDITIONAL HELPFUL WEB-LINKS FOR A&P (*HIGHLY RECOMMENDED SUPPLEMENT)

*Web Anatomy: Several Quizzes: http://msjensen.cehd.umn.edu/Webanatomy/
*GetBodySmart Interactive image tutorials: http://www.getbodysmart.com/