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|  NORTH CENTRAL TEXAS COLLEGECOURSE SYLLABUS |
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| Course Title: Anatomy and Physiology I |
| Course Prefix & Number: Biol 2401 | Section Number: 700 | Term Code: Fall 2018 |
| Semester Credit Hours: 4 | Lecture Hours: 48 | Lab Hours: 32 |
| Course Description (NCTC Catalog)Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.  |
| Course Prerequisite(s):  |
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**INSTRUCTOR INFORMATION**

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| Name of Instructor: | Belinda H. Anderson |
| Campus/Office Location: | Bowie, Room 132 |
| Telephone Number: | (940) 872-4002 ext. 5217 |
| E-mail Address: | banderson@nctc.edu |

**OFFICE HOURS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Monday* | *Tuesday* | *Wednesday* | *Thursday* | *Friday* |
| Bowie | Graham | Bowie | Online |  |
| 12:30-3 | 9-9:30 | 10:30-3 | 10-1 |  |
| 6-6:30 | 2:30-4 |  |  |  |
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| Name of Chair/Coordinator:  | **Lisa Bellows Ph.D.** |
| Office Location: | **Gainesville Rm. 408 and 403** |
| Telephone Number: | **940-668-4252** |
| E-mail Address: | **lbellows@nctc.edu** |

**REQUIRED OR RECOMMENDED COURSE MATERIALS**

*Required or Recommended Course Materials:*

*Fundamentals of Anatomy and Physiology*, 11th ed., Martini

ISBN 9780134396026

**Required:** NCTC Lab Manual for Human Anatomy and Physiology (purchase at the book store and it will be available online when class starts)

-**One box of lab gloves and microscope slides (you may want to wait and share with a classmate)**

**STUDENT LEARNING OUTCOMES** (From Academic Course Guide Manual/Workforce Education Course Manual/NCTC Catalog

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| *At the successful completion of this course the student will be able to:* |
|  | **Lecture Learning Outcomes**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.

**Lab Learning Outcomes**Upon successful completion of this course, students will: 1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.
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**COURSE REQUIREMENTS, EVALUATION METHODS AND GRADING CRITERIA**

**GRADING CRITERIA**

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| --- | --- | --- |
| **# of Graded Course Elements** | **Graded Course Elements** | **Percentage or Point Values** |
| 3 | Lecture Exams @ 200 points each | 600 |
| 3 | Lab Practicals @ 150 points each(lowest dropped)(no makeups) | 300 |
| 1 | Attendance Quiz ( no makeups) | 100 |
|  | Total Point Value | 1000 |

90% of total possible points=A, 80%=B, 70%=C, 60%=D and below 60%=F

Final grades will be determined on the basis of exam performance in both lab and lecture. The final is optional and may be taken to replace any grade of the previous three lecture exams. If you take the final you will be committed to that grade (lower or higher). The final is comprehensive.

If you miss a lecture or lab exam you may reschedule with another class, but if this is not possible you will drop this exam and take the final.

Exams will be evaluated and grades determined as quickly as possible and posted on Canvas. Grades WILL NOT be given out over the phone, nor will grades be discussed with any individual other than the student.

No leaving the exam once it has begun. All electronic devices will be stored away during exams. If you utilize any device during an exam or practical, you will be removed from the course.

All cellular phones must be turned off while in lecture or lab. It is rude to other students and the instructor to have your phone disrupt the class.

Inappropriate classroom behavior will not be tolerated. It is assumed that adults in a collegiate environment will act accordingly. The instructor retains the right to drop students who display inappropriate behavior.

Visitors and guests must be approved by the instructor.

**Attendance is required**. Students are expected to attend class and lab regularly. Nine hours of absence from class/lab may result in dismissal from this course.

**TENTATIVE SCHEDULE**

**COURSE SUBJECT OUTLINE** (Major Assignments, Due Dates, and Grading Criteria)

Date Lecture Lab

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| --- | --- | --- |
| 08/27-08/29 | 1-4 | 1-2-3 |
| 09/03-09/05 | 1-4 **No Class 9/3**  | No Lab |
| 09/10-09/12 | 1-4 | 4-5 |
| 09/17-09/19 | 1-4  | 6-7-8 |
| 09/24-09/26 | Exam 1/5-11  | 9-12 |
| 10/01-10/03 | 5-11 | Practical 1 (1-8) |
| 10/08-10/10 | 5-11 | 9-12 |
| 10/15-10/17 | 5-11 | 9-12 |
| 10/22-10/24 | 5-11 | Practical 2 (9-12) |
| 10/29-10/31  | Exam 2/12-18  | 13 |
| 11/05-11/07 | 12-18  | 13-14 |
| 11/12-11/14 | 12-18  | 15-16 |
| 11/19-11/21 | 12-18  | 17-18 |
| 11/26-11/28 | 12-18  | 19-20 |
| 12/03-12/05 | 12-18 /Exam 3  | Practical 3 (13-20) |
| 12/08-12/13 | **Final Exam** |  |

**Final for this class will be Monday December 10 at 9am.**

**No classes Labor Day, September 3.**

**Last day to Drop class with a W, November 8.**

**Thanksgiving Break November 21– November 24. Classes resume November 26.**

**ATTENDANCE POLICY**

Regular and punctual attendance is expected of all students in all classes for which they have registered. All absences are considered to be unauthorized unless the student is absent due to illness or emergencies as determined by the instructor. It is the student responsibility to provide documentation as to the emergency for approval and judgement by the faculty member. Approved college sponsored activities are the only absences for which a student should not be held liable and only when provided by a college official ahead of the absence. Valid reasons for absence, however, do not relieve the student of the responsibility for making up required work. Students will not be allowed to make up an examination missed due to absence unless they have reasons acceptable to the instructor. A student who is compelled to be absent when a test is given should petition the instructor, in advance if possible, for permission to postpone the exam. Student will be dropped from a class by the Registrar upon recommendation of the instructor who feels the student has been justifiably absent or tardy a sufficient number of times to preclude meeting the course’s objectives. Persistent, unjustified absences from classes or laboratories will be considered sufficient cause for College officials to drop a student from the rolls of the College. From Board Policy FC (LOCAL)

Last day to withdraw from a course with a “W” is \_\_\_November 8, 2017\_\_\_\_.

**DISABILITY SERVICES** (Office for Students with Disabilities)

The Office for Students with Disabilities (OSD) provides support services for students with disabilities, students enrolled in technical areas of study, and students who are classified as special populations (i.e. single parents).

Support services for students with disabilities might include appropriate and reasonable accommodations, or they may be in the form of personal counseling, academic counseling, career counseling, etc. Furthermore, OSD Counselors work with students to encourage self-advocacy and promote empowerment. The Counselors also provides resource information, disability-related information, and adaptive technology for students who qualify.

If you feel you have needs for services that the institution provides, please reach out to either Wayne Smith (940) 498-6207 or Yvonne Sandman (940) 668-3300. Alternative students may stop by Room 170 in Corinth or Room 111 in Gainesville.

**CORE CURRICULUM FOUNDATIONAL COMPONENT AREA** (For classes in the Core)\_\_\_\_\_\_\_\_

 Communication

 Mathematics

X Life and Physical Science

 Language, Philosophy & Culture

 Creative Arts

 American History

 Government/Political Science

 Social and Behavioral Sciences

 Component Area Option

**REQUIRED CORE OBJECTIVES** (For classes in the Core)

X Critical Thinking

X Communication

X Empirical and Quantitative

X Teamwork

 Personal Responsibility

 Social Responsibility

**COURSE TYPE**

X Academic General Education Course (from ACGM but not in NCTC Core)

**X** Academic NCTC Core Curriculum Course

WECM Course

**STUDENT HANDBOOK**

Students are expected to follow all rules and regulations found in the student handbook and published online.

**ACADEMIC DISHONESTY**

Scholastic dishonesty shall include, but is not limited to cheating, plagiarism, academic falsification, intellectual property dishonesty, academic dishonesty facilitation and collusion. Faculty members may document and bring charges against a student who is engaged in or is suspected to be engaged in academic dishonesty. See Student Handbook, “Student Rights & Responsibilities: Student Conduct ([FLB (LOCAL)]”.

# COURSE INFORMATION

**Participation**

An important element of learning is participation. "Learning" is an active verb. This involves taking an active part in the learning process demonstrated by responding appropriately on a regular basis. **No late work will be accepted**. Any work not submitted on or before the due date will result in no credit given for the assignment.