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| |  | | --- | | NORTH CENTRAL TEXAS COLLEGE  COURSE SYLLABUS | |

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| *Course Title:* | BIOL 2401 Human Anatomy & Physiology I | | | | | |
| *Course Prefix & Number:* | | BIOL2401 | *Section Number:* | 405 | *Semester/Year:* | FA 2020 |
| *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):* | | | | | | |
| *Required or Recommended Course Materials:*  *Openstax: Human Anatomy and Physiology. This textbook is free and available online at*  [**http://cnx.org/contents/14fb4ad7-39a1-4eee-ab6e-3ef2482e3e22**](http://cnx.org/contents/14fb4ad7-39a1-4eee-ab6e-3ef2482e3e22)  NCTC Lab manual for Human Anatomy and Physiology will be available free online when class starts. You are expected to print out those exercises to be covered in each lab session prior to the lab and bring them to lab.  *If you would like to have another textbook for this class, the text sold in the bookstore or online is fine.*  *Fundamentals of Anatomy and Physiology*, by Martini et al, any recent edition. | | | | | | |

**INSTRUCTOR INFORMATION**

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| *Name of Instructor:* | Samuel E. Dunlap |
| *Campus/Office Location:* | Corinth 331 – Campus closed in most instances |
| *Telephone Number:* | No phone will be monitored at this time |
| *E-mail Address:* | sdunlap@nctc.edu |

**OFFICE HOURS**

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| --- | --- | --- | --- | --- |
| *Monday* | *Tuesday* | *Wednesday* | *Thursday* | *Friday* |
| **Online** | **Online** | **Online** | **Corinth 331, 1 PM – 3:30 PM** | **Online** |
|  |  |  |  |  |
| **I monitor and respond to emails between 8 AM and 10 AM and 8 PM and 10 PM daily, including weekends. I am online throughout the day M-F, so email anytime.** | | | | |

**QUESTIONS, CONCERNS, or COMPLAINTS**

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| Name of Chair/Coordinator: | Dr. Lisa Bellows |
| Office Location: | Gainesville Science Building Office 408 |
| Telephone Number: | 940-668-4252 |
| E-mail Address: | lbellows@nctc.edu |

**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. |

**GRADING CRITERIA**

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| *# of Graded Course Elements* | *Graded Course Elements* | *Percentage or Point Values* |
| 5 | Exams | 500 |
| 4 | Lab Practicums | 300 |
| various | Quizzes and assignments | 100 |
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**Of the total 900 points, 89.5% (806 points) and above is an A; 79.5% (716 points) and above a B; 69.5 % (626 points) and above a C; 59.5% (536 points) and above a D; and lower than 59.5% an F.**

**Please read carefully:**

* Exams and quizzes must be taken within the time windows posted prior to the quiz or exam, but may be taken at a different time; 1) if the instructor is notified before the quiz is taken by the class and his approval given or 2) if a medical excuse from a physician is provided. Exams taken at a different time than has been posted may be in a different format than the in-class exam. If taken outside of the assigned time window without permission or an excuse, the test must be taken within one day of the due date with a maximum score of 70% allowed.

**Please let me know of any situation that may require a test change**. **I am very understanding**. Communication solves lots of problems.

* Assignments must be turned in on the completion date for credit.
* **No points will be offered after the final exam is taken and no student will be offered an opportunity for points that the entire class is not offered.**
* Three bonus assignments worth up to 9 points each will be available through the semester.

If a student cannot complete all the requirements of this course due to illness or some unavoidable conflict, **they must request in** **writing** a grade of “I” (incomplete) in order to be allowed to finish the requirements at a later date. When the instructor receives the request, he/she must pass the request on to the administration, explaining why the grade of “I” should or should not be assigned. The administration then signs off on the decision.

**Tentative Course Subject Outline**

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|  | **General Description of Subject Matter Lab Exercise** |  |
| **Aug 24 – Aug30** | **Intro to A & P , Basic cell chemistry 1,3 (Intro & microscope)** |  |
| **Aug 31 – Sep 6** | **Cell chemistry 4 (Cell) & 6 (Tissue)** |  |
| **Sep 7 - 13** | **Exam I & Cell Function 6 (Tissue ID)** |  |
| **Sep 14 - 20** | **Cell Function & Tissues Lab Exam I** |  |
| **Sep 21 - 27** | **Exam II & Integumentary 7,9,10 ( Skin & Bone Tissue)** |  |
| **Sep 28 – Oct 4** | **Bone Tissue 10 (Bones)** |  |
| **Oct 5 -11** | **Muscle Tissue 11 (Articulations)** |  |
| **Oct 12 -18** | **Exam III and Nervous Tissue review** |  |
| **Oct 19 - 25** | **Nervous Tissue & Brain Lab Exam II** |  |
| **Oct 26 – Nov 1** | **Brain 12, muscle ID** |  |
| **Nov 2 - 8** | **Exam IV review** |  |
| **Nov 9 - 15** | **Spinal Cord, Peripheral & Autonomic NS Lab Exam III** |  |
| **Nov 16 - 22** | **Special Senses 14 ,15,16,17,18 (Nervous)** |  |
| **Nov 22 - 24** | **Thanksgiving (Virtual review)** |  |
| **Nov 29 – Dec 6** | **Lecture/Lab study (Virtual) Lab Exam IV** |  |
| **Dec 7 – Dec 10** | **Exam V** |  |

**Lecture exams will cover those lecture modules preceding them and will be posted on the Monday at 8 AM of those weeks with exams and will be due by Monday at 11:59 PM. Lab exams will cover those lab exercises that precede them and will be given during the scheduled lab times.**

**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.**  **Absences from classes and laboratories that total more than 6 hours or 3 missed online tests or assignments 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 \_\_\_Nov 2nd, 2020\_\_.

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| **Syllabus Addendum – Fall 2020 – Student Services**  **Student Success Center**  The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. The center links students to FREE tutoring, including a Writing Center, a Math Lab, and free online tutoring. The program helps students acclimate to college by providing free interactive online workshops. For more information, please visit your nearest Student Success Center.  Student Success offers academic coaching, tutoring, including a Writing Center, and a Math Lab to assist new students acclimate to college by providing computer lab services for prospective students. <http://www.nctc.edu/student-services/student-success/tutoring/index.html>  First generation students can also participate in TRIO which offers specialized services.  <http://www.nctc.edu/student-services/trio-student-support-services.html>  **Completion Center**  The NCTC Completion Center is a comprehensive student engagement program that increases retention and completion rates of first-time, low income students. Services include:  Success coaching to address students’ academic and non-academic challenges and issues; Success Seminars, and a centralized career readiness and job placement program.  <http://www.nctc.edu/student-services/completion-center/index.html>  **Career Services Center**  The NCTC Career Services Center is the place you can go for educational and career planning. Services include: Career/Degree Exploration, Job Search Tools and Resources, Resume and Professional Portfolio Development, Interview Skills and Preparation. Our Career Advisors partner with you in making your educational journey an efficient process towards a rewarding career. <http://www.nctc.edu/career-services/index.html>  **Counseling and Advising**  Support Services, Counseling and Advising staff offer a variety of services to current and prospective students, such as College 101, placement testing, academic advising and course registration, transfer assistance, and College Success seminars (Time Management, Study Skills, Test Anxiety, Choosing a Major, Learning Style Strategies, Career Exploration) and much more. <http://www.nctc.edu/counseling-advising/index.html>  **Testing Service Center**  The mission of NCTC Testing Services is to provide high-quality testing services that adhere to the professional standards and guidelines to meet the needs of students, faculty, and community members. <http://www.nctc.edu/testing-center/index.html>  **Early Alert and CARES**  The NCTC Early Alert program assists students who are at risk of failing or withdrawing from a course. Faculty and staff may refer students through the Early Alert process at any point in the semester in an effort to provide appropriate intervention and access to support services. Examples of behaviors that could prompt an Early Alert referral could be missing assignments, failing tests, excessive absences, or personal circumstances impacting academic performance. A student submitted as an Early Alert will be contacted by an [academic advisor or success coach](http://www.nctc.edu/counseling-advising/index.html) through text, phone, and/or via their NCTC e-mail address to discuss any current challenges as well as helpful resources and success strategies-we want our students to finish strong and know that education is a partnership!  The [NCTC CARES (Campus Assessment Response Evaluation Services) Team](http://www.nctc.edu/cares-team/index.html) is concerned not only about our students' academic success, but also their emotional and physical well-being. The CARES Team promotes a safe learning environment for students, faculty, and staff and is committed to taking a proactive approach in helping our students succeed by addressing the mental, emotional or psychological health and safety of the NCTC community. As a student, you have the ability to report concerning behavior which could impact your own safety or the safety of another NCTC student, such as stalking, harassment, physical or emotional abuse, violent or threatening behavior, or self-harm. Visit the NCTC CARES site to also locate campus and community resources, or email [counseling@nctc.edu](mailto:counseling@nctc.edu) to get in touch with a member of the CARES Team directly.  As always, if you feel there is an immediate threat to your own safety or welfare (or to another student), please call 911 immediately.  **Financial Aid**  Financial Aid offers financial resources for students that qualify, visit the financial aid offices for more information. <http://www.nctc.edu/financial-aid/index.html>  **Student Success**  At NCTC, student success​ is progress towards collegiate goals, reached in an affordable and timely manner, under professional guidance, empowering students to serve skillfully in their chosen role within their community  **Equity**  NCTC defines equity as encompassing the practice of acknowledging individual differences and systemic disparities when developing new programs and resources for our campus community, which may sometimes challenge our own beliefs and assumptions, in order to ensure balanced educational opportunities toward completion.  **Affinity Groups**  Staff and faculty representing the Employee Resource Groups (ERG’s), along with academic advisors, counselors and success coaches, serve as mentors for NCTC’s student-centered ​Affinity Groups​.  An ​Affinity Group​ is a population of students who have specific needs, barriers or systems they are needing to navigate not only within college, but within life. Providing mentorship, support and resources for identified Affinity Groups such as Black/African American students, veterans and active military, single parents, students with disabilities, adult learners, Latinx, LGBTQ+ and students who have experienced foster care and/or homelessness, enables us to make more impactful, meaningful connections with students who are in dire need of equity and understanding.   |  |  | | --- | --- | | **ACCESS**  **(Disability Support)** | On the Corinth Campus, go to room 170 or call 940-498-6207 or 940-498-6224. On the Gainesville Campus, go to room 110 in the Administration (100) Building or call 940-668-4209.  Students on the Bowie, Graham, Flower Mound, and online campuses should call 940-668-4209 to arrange for an intake appointment with OSD.  North Central Texas College is on record as being committed to both the spirit and letter of federal equal opportunity legislation, including the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2009, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112). | |

**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

 Empirical and Quantitative

X Teamwork

X Personal Responsibility

 Social Responsibility

**COURSE TYPE**

 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)]”.

Consequences for academic dishonesty may include:

1. Dismissal from the course
2. Assignment of zero as grade for that assignment or test.

**QUESTIONS, CONCERNS, or COMPLAINTS**

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| --- | --- |
| Name of Chair/Coordinator: | Dr. Lisa Bellows |
| Office Location: | Gainesville Science Building Office 408 |
| Telephone Number: | 940-668-4252 |
| E-mail Address: | lbellows@nctc.edu |

COVID-19 Specific Syllabi Statements Fall 2020

**Syllabi statement regarding potential Conversion of Onsite Classes to Online/Remote Format:** North Central Texas College students should be aware that in the event of a college closure due to COVID-19, onsite classes will be converted to an online/remote format. Students should plan ahead to ensure they have access to the computer equipment (either PC, MAC, or tablet), webcam, and internet connectivity to continue their classes in an online/remote format. Please read all your official North Central Texas College student emails as the transition from onsite to online/remote might require a reorganization in your personal situation. Students will be granted a 72-hour transition and grace period. Online classes will continue as scheduled without disruption. Wear a mask, stay safe, and contact your Instructor as the situation arises. These policies and procedures were updated on July 30, 2020 and are subject to change.

**Syllabi Statement Regarding Face Coverings:** Per the North Central Texas College guidance on face coverings on campus, in the instructional setting, faculty and students must wear face coverings, such as masks or face shields. Students without coverings, or those who do not comply with the rules relating to face coverings, will not be able to participate in on-campus classroom activities. To request an exception to this requirement, students should contact the NCTC HR Office of Enrollment Management ([ccove@nctc.edu](file:///C:\Users\wperkins\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\K61Q7TQQ\ccove@nctc.edu)). Failure to comply with the face coverings requirement may result in the Instructor directing the student to leave the classroom. Any student asked to leave the classroom may be referred to the student conduct officer. These policies and procedures were updated on July 30, 2020 and are subject to change.

**Temporary COVID-19 Attendance Policy for Face-to-Face Meetings:** We are facing an unprecedented situation in which all of us must be flexible and make prudent decisions in the best interest of our families, our campus, and our community. In light of this, North Central Texas College is temporarily establishing the requirement that faculty keep records of student attendance for face-to-face course meetings as well as a documented seating chart. In addition, students who are sick or need to quarantine should not attend classes. Students will not be required to provide formal documentation from a health care provider and will not be penalized for COVID-19 related absences when proper notification to campus health officials is made in accordance with the guidelines stated below.

Faculty will:

* Notify students about important course information and delivery changes through Canvas and campus email.

Students should:

* Provide notification to campus officials (via NCTC Daily Health Check protocol through Canvas) if they have tested positive for COVID-19 or have to quarantine so we can confirm reported absence with instructors, monitor, and assist the campus community.
* Notify instructors in advance of the absence.
* Connect with that class through Webex if the class session is being transmitted in a hybrid fashion.
* Keep up with and/or make up missed classwork or assignments.
* Submit assignments digitally through Canvas or other means as announced by your instructor.
* Work with their instructors to reschedule exams, labs, and other critical academic activities described in the course syllabus.
* Check Canvas and campus email daily to receive important announcements pertaining to the course.

During this period, faculty with face-to-face meetings will establish assigned seating/work stations to facilitate roll-taking, and, if necessary, contact tracing. Additionally, we ask all members of the College community to be attentive to their health, and safeguard others, by following the CDC’s guideline to “stay home when you are sick.” You should stay home if you have symptoms. More information on what to do if you are sick is available at the CDC’s website.

Additional NCTC information is available at <http://www.nctc.edu/coronavirus/index.html>