

# NORTH CENTRAL TEXAS COLLEGE

## COURSE SYLLABUS

<i>Course Title:</i>	BIOL 2401 Human Anatomy & Physiology I				
<i>Course Prefix &amp; Number:</i>	BIOL 2401	<i>Section Number:</i>	100	<i>Semester/Year:</i>	Fall 2021
<i>Semester Credit Hours:</i>	4	<i>Lecture Hours:</i>	48	<i>Lab Hours:</i>	32
<i>Course Description (NCTC Catalog):</i>					
<p>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.</p>					
<i>Course Prerequisite(s):</i>					
<i>Required or Recommended Course Materials:</i>					
<p><b>REQUIRED:</b></p> <ul style="list-style-type: none"> <li>• <i>Fundamentals of Anatomy and Physiology</i>, 11<sup>th</sup> ed., Martini</li> <li>• ISBN 9780134396026</li> <li>• Access code for Mastering A&amp;P – must be compatible with CANVAS</li> <li>• Web Camera (Needed to complete course exams and potentially conferences)</li> <li>• Microphone (Needed to complete course exams and potentially conferences)</li> <li>• Respondus Lockdown Browser – required to complete exams (link provided in the welcome module in the course)</li> <li>•</li> </ul> <p><b>***** Students may choose to purchase a hard text or an e-text. E-text and access codes are available for purchase from Pearson’s Mastering in CANVAS and may be purchased on/after the first day of class for students who wish to do so. *****</b></p>					

### INSTRUCTOR INFORMATION

<i>Name of Instructor:</i>	Sherry Smith
<i>Campus/Office Location:</i>	Gainesville Campus Room 419
<i>Telephone Number:</i>	940-668-7731 ext. 4350
<i>E-mail Address:</i>	<a href="mailto:sherrysmith@nctc.edu">sherrysmith@nctc.edu</a>
<i>Preferred Method of Contact</i>	Send a message in CANVAS using INBOX

***Emails will be checked during business hours Monday through Friday. If you email after these times, it will be checked on the next business day. All emails sent during the weekend or holidays will be checked on the first business day following the weekend or holiday.***

## OFFICE HOURS

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
10:00 am – 11:00 am	10:00 – 12:00 pm		Microbiology Tutoring 1:00 pm – 2:00 pm	
	API Review Web Ex 1:00 pm – 2:00 pm		2:00 pm – 4:30 pm	
	Microbiology Tutoring 2:00 – 3:00 pm			
	API Review Web Ex 3:30 pm – 4:30 pm			
<b>Students may schedule in-person or virtual office hour visits. Virtual office hours will be done in CANVAS using Cisco WebEx. See your course welcome module for instructions on how to schedule a virtual appointment.</b>				

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

*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

# of Graded Course Elements	Graded Course Elements	Percentage or Point Values
	<p><b>Unit Lecture Video Quizzes</b> – Each unit will have videos with quizzes totaling 50pts, that will cover the lecture material for the unit. Videos will vary in their point values. The lecture video quizzes are assignments that are utilized to account for your online contact hours. You are permitted unlimited submissions of the video quizzes. Your highest score for each quiz is recorded in the grade book. The videos and quizzes become unavailable promptly at their deadlines.</p>	200 pts
4	<p><b>Unit Lecture Mastering A&amp;P Homework</b> - Each of the 4 lecture units will have 1 graded lecture Mastering A&amp;P homework assignment (25 pts each). Students are required to have a Pearson modified Mastering A&amp;P access code compatible with the edition of the textbook utilized by the instructor. Access to assignments will be impossible without the access code. You will be able to work on the MasteringA&amp;P homework throughout the unit. You will be allowed to look through the questions as you want, moving in and out of the assignment without penalty, questions are answered individually. You will be given up to 5 attempts per question, however you will lose partial points for each incorrect answer. For more details click on the “grading details” within the assignment. Do not put these off until the last minute as they take time to complete. The assignment will give you an estimated amount of time it will take to complete. Remember this is only an estimate and it may take more or less time. Start them early in the unit. They have designated due dates as outlined in this course syllabus.</p>	100 pts
5	<p><b>Lecture Exams</b> - 4 lecture unit exams will be administered that will consist of two components: a Part A (50 pts each) and a Part B (50 pts each).</p> <p>PART A – Will be comprised of multiple select questions and/or essay questions (25 questions). This portion of the exam will be made available to the student for 5 days. All submissions must be complete by the deadline. No extensions or extra attempts will be granted for any reason. The one lowest part A will be dropped.</p> <p>PART B – Will be comprised of 25 multiple choice questions. Students are given a 25-minute time limit to complete the exam. When taking the exam, questions will appear one at a time and will lock after answering the question, permitting you to only move forward to the next question.</p> <p><b><i>Students are not permitted to use any aids or resources on part b of the lecture exam. Students will be required to complete the part b exams using lockdown browser. Students will need web camera and microphone capability during the exam, as students will be monitored during their exams.</i></b></p>	400 pts

12	<p><b>Pre-Lab Assignments</b> – Students will submit 12 pre-lab Assignments (10 pts each) in CANVAS. Pre-labs will provide necessary instructions for the completion of the laboratory assignment. All necessary materials and instructions are provided for each pre-lab in CANVAS. Students will submit their pre-labs in CANVAS by the indicated deadline. Late submissions will not be accepted. The two lowest assignments will be dropped. Unlimited attempts are provided; highest score will be recorded.</p>	100 pts
12	<p><b>Post-Lab Follow-Up Assignments</b> – Students will submit 12 post-lab follow-up assignments (5 pts each) in CANVAS; the two lowest assignments will be dropped; post-lab follow-up quizzes may have questions pertaining to the material covered in the pre-lab as well as the activities covered in lab that day. Students must be present during the lab session to take the quiz. An attendance code will be provided in the lab session that will be used to access the post-lab follow up quiz. Late submissions will not be accepted. The two lowest assignments will be dropped. Unlimited attempts are provided; highest score will be recorded.</p> <p style="text-align: center;"><b>***NOTE***</b></p> <p><i>Students will have assigned seats. Students are required to clean their workspace and equipment and return it as it was found at the beginning of the laboratory period. Failure to leave a clean workspace and clean and properly stored laboratory equipment will result in a grade of a “0” for that week’s post-lab follow-up quiz regardless of how the student performed on the questions. Students who take the quiz without attending lab will have their quiz grade overridden with a “0.”</i></p>	50 pts
3	<p><b>Lab Exams</b> – (3 @ 50 pts each) 3 Lab Exams will be administered 50 pts each. Students will complete 50 questions in 50 minutes.</p> <p><i>Students are not permitted to use any aids or resources on the lab exams. Students will be required to complete the lab exams using lockdown browser. Students will take the lab exams on campus during their scheduled lab.</i></p>	150 pts

**OVERALL COURSE GRADES ARE DETERMINED AS FOLLOWS:**

- A = 900 + total course points
- B = 800 – 899 total course points
- C = 700 – 799 total course points
- D = 600 – 699 total course points
- F = 0 – 599 total course points

Students should look at the point total and divide by the total possible points at the time to determine a current percent grade. **In the end, the point total is what determines the grade – NOT the percent calculated by CANVAS.**

**EXTRA CREDIT IS NOT GIVEN**

- Extra Credit assignments are not given to ANY student for ANY reason

## MAKE-UP WORK AND EXAMS ARE NOT PERMITTED

Assignments are due by the date designated in this course syllabus. Please be sure to submit assignments in advance of the due date to avoid any last minute “technical difficulties” or “computer glitches” that might cause you to miss a deadline and incur late penalties. “Technical difficulties” or “computer glitches” are not acceptable excuses for failing to submit assignments on time. Students must contact the instructor immediately upon encountering issues (computer failure, course availability, etc.) if it is expected to interfere with upcoming deadlines.

Grades WILL NOT be given out over the phone or via personal email, nor will grades be discussed with any individual other than the student. All grades will be recorded in CANVAS, so students can monitor their grades using CANVAS grades.

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

<b>LECTURE UNIT 1</b>	<b>LECTURE UNIT 1 TOPICS COVERED</b>	
	<ul style="list-style-type: none"> <li>• An Introduction to Anatomy and Physiology               <ul style="list-style-type: none"> <li>○ Define anatomy and physiology and describe how they are integrated</li> <li>○ Levels of organization</li> <li>○ Homeostasis</li> <li>○ Feedback mechanisms</li> <li>○ Anatomical Terminology</li> </ul> </li> <li>• The Chemical Level of Organization               <ul style="list-style-type: none"> <li>○ Structure of the atom</li> <li>○ Chemical bonds and Chemical reactions</li> <li>○ Water, acids, bases, and salts</li> <li>○ Organic molecules</li> </ul> </li> <li>• The Cellular Level of Organization               <ul style="list-style-type: none"> <li>○ Cell structures and their functions</li> <li>○ Replication of DNA and Gene expression (transcription and translation)</li> <li>○ Cell transport mechanisms (passive and active)</li> <li>○ Transmembrane potentials</li> <li>○ Cell life cycle, cell division, and cancer</li> </ul> </li> <li>• The Tissue Level of Organization               <ul style="list-style-type: none"> <li>○ Define tissue and Histology</li> <li>○ Characterize the four tissue types (epithelial, connective, muscle and nervous)</li> <li>○ Response to injury (inflammation and regeneration)</li> </ul> </li> </ul>	
	<b>UNIT 1 Assignments</b>	<b>DUE DATES</b>
	UNIT 1 Video Quizzes Chapter 1 & Chapter 2 Video Quizzes	Friday September 3, 2021 @ 12:00 PM (NOON/LUNCHTIME)
	UNIT 1 Video Quizzes Chapter 3 & Chapter 4 Video Quizzes	Friday September 10, 2021 @ 12:00 PM (NOON/LUNCHTIME)
	UNIT 1 MasteringA&P Homework Assignment	Friday September 10, 2021 @ 12:00 PM (NOON/LUNCHTIME)
	UNIT 1 Lecture Exam Part A – 25 Multiple Select Questions	Available Friday September 10, 2021 @ 12:01 am Closes Tuesday September 14, 2021 @ 11:59 pm
	UNIT 1 Lecture Exam Part B – 25 Multiple Choice Questions in 25 minutes Requires Respondus Lockdown Browser with Web Camera	Available Wednesday September 15, 2021 @ 12:01 am Closes Thursday September 16, 2021 @ 11:59 pm

<b>LECTURE UNIT 2</b>	<b>LECTURE UNIT 2 TOPICS COVERED</b>	
	<ul style="list-style-type: none"> <li>• The Integumentary System <ul style="list-style-type: none"> <li>○ Structure and function of the epidermis, dermis, and hypodermis</li> <li>○ Structure and function of accessory organs (hair, glands, and nails)</li> </ul> </li> <li>• Osseous Tissue and Bone Structure <ul style="list-style-type: none"> <li>○ Functions of the skeletal system</li> <li>○ Classification of bones</li> <li>○ Types of bone cells</li> <li>○ Compact versus spongy bone and the process of ossification</li> </ul> </li> <li>• The Axial Skeleton <ul style="list-style-type: none"> <li>○ Functional anatomy of the skull, thoracic cage and the vertebral column</li> </ul> </li> <li>• The Appendicular Skeleton <ul style="list-style-type: none"> <li>○ Functional anatomy of the pelvic girdle, pectoral girdle, and upper and lower limbs</li> </ul> </li> <li>• Joints <ul style="list-style-type: none"> <li>○ Classification of joints based on range of motion</li> <li>○ Structure and function of synovial joints and types of movements at synovial joints</li> </ul> </li> </ul>	
	<b>UNIT 2 Assignments</b>	<b>DUE DATES</b>
	UNIT 2 Video Quizzes Chapter 5 & Chapter 6 Video Quizzes	Friday September 24, 2021 @ 12:00 PM (NOON/LUNCHTIME)
	UNIT 2 Video Quizzes Chapter 7, Chapter 8, & Chapter 9 Video Quizzes	Friday October 1, 2021 @ 12:00 PM (NOON/LUNCHTIME)
	UNIT 2 MasteringA&P Homework Assignment	Friday October 1, 2021 @ 12:00 PM (NOON/LUNCHTIME)
	UNIT 2 Lecture Exam Part A – 25 Multiple Select Questions	Available Friday October 1, 2021 @ 12:01 am Closes Tuesday October 5, 2021 @ 11:59 pm
UNIT 2 Lecture Exam Part B – 25 Multiple Choice Questions in 25 minutes Requires Respondus Lockdown Browser	Available Wednesday October 6, 2021 @ 12:01 am Closes Thursday October 7, 2021 @ 11:59 pm	
<b>LECTURE UNIT 3</b>	<b>LECTURE UNIT 3 TOPICS COVERED</b>	
<ul style="list-style-type: none"> <li>• Muscle Tissue <ul style="list-style-type: none"> <li>○ Histological and physiological characteristics of skeletal muscle cells</li> <li>○ Structure and function of skeletal muscle tissue</li> <li>○ Smooth muscle structure and functions</li> <li>○ Cardiac muscle structure and function</li> </ul> </li> <li>• The Muscular System <ul style="list-style-type: none"> <li>○ Gross anatomy of the muscular system</li> <li>○ Functional relationships between muscles and bones of the body</li> </ul> </li> <li>• Neural Tissue <ul style="list-style-type: none"> <li>○ Anatomical and functional divisions of the nervous system</li> <li>○ Structure and function of neurons and neuroglia</li> <li>○ Action potentials</li> <li>○ Neurotransmitters</li> </ul> </li> </ul>		

	<b>UNIT 3 Assignments</b>	<b>DUE DATES</b>
	UNIT 3 Video Quizzes Chapter 12 Video Quizzes	Friday October 15, 2021 @ 12:00 PM (NOON/LUNCHTIME)
	UNIT 3 Video Quizzes Chapter 10 & Chapter 11 Video Quizzes	Friday October 22, 2021 @ 12:00 PM (NOON/LUNCHTIME)
	UNIT 3 MasteringA&P Homework Assignment	Friday October 22, 2021 @ 12:00 PM (NOON/LUNCHTIME)
	UNIT 3 Lecture Exam Part A – 25 Multiple Select Questions	Available Friday October 22, 2021 @ 12:01 am Closes Tuesday October 26, 2021 @ 11:59 pm
	UNIT 3 Lecture Exam Part B – 25 Multiple Choice Questions in 25 minutes Requires Respondus Lockdown Browser with Web Camera	Available Wednesday October 27, 2021 @ 12:01 am Closes Thursday October 28, 2021 @ 11:59 pm
<b>LECTURE UNIT 4</b>	<b>LECTURE UNIT 4 TOPICS</b>	
	<ul style="list-style-type: none"> <li>• The Spinal Cord, Spinal Nerves, and Spinal Reflexes <ul style="list-style-type: none"> <li>○ Functional anatomy and organization of the spinal cord and spinal nerves</li> <li>○ Spinal reflexes</li> </ul> </li> <li>• The Brain and Cranial Nerves <ul style="list-style-type: none"> <li>○ Functional organization of the brain and cranial nerves</li> <li>○ Cranial reflexes</li> </ul> </li> <li>• Neural Integration <ul style="list-style-type: none"> <li>○ Manner in which the nervous system is integrated</li> <li>○ Sensory pathways and the somatic nervous system</li> <li>○ Autonomic nervous system</li> <li>○ Higher-order function</li> </ul> </li> <li>• The Special Senses <ul style="list-style-type: none"> <li>○ Structure and function of organs for olfaction, gustation, vision, equilibrium, and hearing</li> </ul> </li> </ul>	
	<b>UNIT 4 Assignments</b>	<b>DUE DATES</b>
	UNIT 4 Video Quizzes Chapter 13 & Chapter 14 Video Quizzes	Friday November 25, 2021 @ 12:00 PM (NOON/LUNCHTIME)
	UNIT 4 Video Quizzes Chapter 15 & Chapter 16 Video Quizzes	Friday November 12, 2021 @ 12:00 PM (NOON/LUNCHTIME)
	UNIT 4 Video Quizzes Chapter 17 Video Quizzes	Friday November 19, 2021 @ 12:00 PM (NOON/LUNCHTIME)
	UNIT 4 MasteringA&P Homework Assignment	Friday November 19, 2021 @ 12:00 PM (NOON/LUNCHTIME)
	UNIT 4 Lecture Exam Part A – 25 Multiple Select Questions	Available Friday November 26, 2021 @ 12:01 am Closes Tuesday November 30, 2021 @ 11:59 pm
	UNIT 4 Lecture Exam Part B – 25 Multiple Choice Questions in 25 minutes Requires Respondus Lockdown Browser	Available Wednesday December 1, 2021 @ 12:01 am Closes Thursday December 2, 2021 @ 11:59 pm

<b>PRE-LAB ASSIGNMENTS</b>		<b>DUE DATES Submitted in CANVAS</b>
<b>UNIT 1 LAB</b>	1) Anatomical Terminology & Microscopy 2) Cell & Cell Transport Mechanisms	Monday August 30, 2021 @ 7:00 am
	3) Histology	Monday September 13, 2021 @ 7:00 am
	4) Integument & Body Membranes	Monday September 20, 2021 @ 7:00 am
	<b>UNIT 2 LAB</b>	5) Bone and Cartilage Structure & Axial Skeleton
	6) Appendicular Skeleton	Monday October 11, 2021 @ 7:00 am
	7) Articulations & Microscopic Anatomy of Muscles	Monday October 18, 2021 @ 7:00 am
	8) Muscles	
<b>UNIT 3 LAB</b>	1) Histology of the Nervous System 2) Human Brain & Sheep Brain	Monday November 8, 2021 @ 7:00 am
	3) Spinal Cord	Monday November 15, 2021 @ 7:00 am
	4) Organs of Special Sense	Monday November 22, 2021 @ 7:00 am
	<b>LABORATORY ASSIGNMENTS</b>	
<b>UNIT 1 LAB</b>	1) Anatomical Terminology & Microscopy 2) Cell & Cell Transport Mechanisms	Sunday September 5, 2021 @ 11:59 pm
	3) Histology	Sunday September 19, 2021 @ 11:59 pm
	4) Integument and Body Membranes	Sunday September 26, 2021 @ 11:59 pm
	<b>UNIT 2 LAB</b>	5) Bone and Cartilage & Axial Skeleton
	6) Appendicular Skeleton	Sunday October 17, 2021 @ 11:59 pm
	7) Articulations & Microscopic Anatomy of Muscles	Sunday October 24, 2021 @ 11:59 pm
	8) Muscles	
<b>UNIT 3 LAB</b>	9) Histology of the Nervous System 10) Human Brain & Sheep Brain	Sunday November 14, 2021 @ 11:59 pm
	11) Spinal Cord	Sunday November 21, 2021 @ 11:59 pm
	12) Organs of Special Sense	Sunday November 28, 2021 @ 11:59 pm
<b>Lab Exams</b>	Lab Exam 1 (Anatomical Terminology, Body Systems, Microscopy, Cell Structure and Function, Cell Transport Mechanisms, Histology, Integumentary System, and Body Membranes) 50 questions in 50 minutes	Monday September 27, 2021  DURING LAB SESSION ON CAMPUS
	Lab Exam 2 (Bone and Cartilage Structure, Axial and Appendicular Skeletons, Articulations, Microscopic Anatomy of Skeletal Muscle, Gross Anatomy of the Muscle System) 50 questions in 50 minutes	Monday November 1, 2021  DURING LAB SESSION ON CAMPUS
	Lab Exam 3 (Histology of the Nervous System, Gross Anatomy of the Brain, Anatomy of the Spinal Cord, Special Senses (Vision, Hearing, Equilibrium)) 50 questions in 50 minutes	Monday November 29, 2021  DURING LAB SESSION ON CAMPUS



## **ATTENDANCE POLICY**

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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 1, 2021.

### **ADDITIONAL COURSE SPECIFIC ATTENDANCE POLICIES:**

#### ***On-Line Lecture & Laboratory Attendance:***

A traditional lecture course requires students to meet face-to-face for 48 contact hours in the lecture component and 48 hours in the laboratory component during the semester. We are responsible for meeting the same number of contact hours over the course of the semester as a traditional lecture course.

The course will have the required lecture contact hours met viewing lecture videos with quizzes in CANVAS. These videos cover the material that would be covered if a student were attending an on-campus lecture. The lecture video quizzes are considered part of the required contact hours and are not optional. Students are expected to complete these assignments by their designated due dates. Do not expect this to be all that you will need do to be successful in the lecture component. Just as a traditional student, you will need to read and study outside of these required contact hours in order to be successful in this course. In a traditional face-to-face lecture, the student is responsible for reading the textbook and studying outside of contact hours. The same responsibility lies with the student in this course.

Students are encouraged to interact further by asking questions regarding the lecture material. Each unit will have a Unit Material Discussion Forum to be used to ask questions pertaining to the material in the respective unit. While these are not a required component, please be aware that interaction will enhance your learning experience. Anatomy & Physiology is a difficult subject that will be more comprehensible if the student elects to actively participate.

The laboratory required contact hours will be met by meeting face-to-face in the laboratory classroom. Students are required to attend laboratory sessions each week as seen on their course schedule. Students are expected to arrive on time and stay for the scheduled duration of the laboratory session. Students failing to meet these expectations will not be provided with that week's post-lab follow-up quiz access code. Just as with the lecture, students will have homework outside of these contact hours and will need to study in order to be successful.

It is the responsibility of the student to amend their professional/personal schedule to meet the class expectations. Students who elect to quit working in the course or who decide to no longer attend are required to complete the drop slip with the registrar's office. Students who fail to participate and complete a drop slip will accumulate a grade of "0" on all incomplete assignments.

***The instructor retains the right to drop students from the course who have excessive absences or fail to meet the attendance requirements of the course; this includes completing the required lecture video quizzes which are part of your required contact hours and attending laboratory sessions. Absence from class (combination of lab and online) in excess of 2 calendar weeks or more than 9 hours of instruction, may result in dismissal from this course.***

***The instructor also retains the right to dismiss any student who exhibits behaviors distractive to the learning environment (i.e., Talking while the instructor is providing instructions or lecture; entering or leaving room while the instructor is providing instruction/lecture, disrespectful to other students or the instructor, etc.).***

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

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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)**

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|---|---|
| <input type="checkbox"/> Communication                        | <input type="checkbox"/> Government/Political Science   |
| <input type="checkbox"/> Mathematics                          | <input type="checkbox"/> Social and Behavioral Sciences |
| <input checked="" type="checkbox"/> Life and Physical Science | <input type="checkbox"/> Component Area Option          |
| <input type="checkbox"/> Language, Philosophy & Culture       |   |
| <input type="checkbox"/> Creative Arts                        |   |
| <input type="checkbox"/> American History                     |   |

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

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|--|--|
| <input checked="" type="checkbox"/> Critical Thinking          | <input checked="" type="checkbox"/> Teamwork     |
| <input checked="" type="checkbox"/> Communication              | <input type="checkbox"/> Personal Responsibility |
| <input checked="" type="checkbox"/> Empirical and Quantitative | <input type="checkbox"/> Social Responsibility   |

### **COURSE TYPE**

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- Academic General Education Course (from ACGM but not in NCTC Core)
- Academic NCTC Core Curriculum Course
- WECM Course

## STUDENT HANDBOOK

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

## ACADEMIC DISHONESTY

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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) The student will receive a failing grade ("0") on the assignment. If the assignment is within a group in which the lowest assignment is dropped, the assignment will not be able to count as a dropped score. It will count as part of the grade.
- 2) A "Scholastic Dishonesty Report Form" will be submitted regarding the incidence.
- 3) Student may be dropped from the course with a failing grade (letter grade of "F").

## EARLY ALERT/CARES REPORTS

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The NCTC Early Alert program has been established to assist students who are at risk of failing or withdrawing from a course. Your instructor may refer you to this program if you are missing assignments, failing tests, excessively absent, or have personal circumstances impacting your academic performance. If submitted as an Early Alert, you will be notified via your NCTC e-mail address and then contacted by a Counseling and Testing advisor or counselor to discuss possible strategies for completing your course successfully.

The NCTC CARES (Campus Assessment Response Evaluation Services) Team addresses behavior which may be disruptive, harmful or pose a threat to the health and safety of the NCTC community-such as stalking, harassment, physical or emotional abuse, violent or threatening behavior, or self-harm. As a student, you have the ability to report concerning behavior which could impact your own safety or the safety of another NCTC student. Just click the NCTC CARES Team logo posted on MyNCTC, or send an e-mail to [CARESTeam@nctc.edu](mailto:CARESTeam@nctc.edu). As always, if you feel there is an immediate threat to your own safety or welfare (or to another student), please call 911 immediately.

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## QUESTIONS, CONCERNS, or COMPLAINTS

Name of Chair/Coordinator:	Jaime Noles
Office Location:	Gainesville Science Building Office
Telephone Number:	(940) 668-4930
E-mail Address:	jnoles@nctc.edu

***\*The instructor reserves the right to modify any part of this syllabus with prompt notice to the student.***