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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:* | | BIOL  2401 | *Section Number:* | 342,500, 501 | *Semester/Year:* | Spring  2021 |
| *Semester Credit Hours:* | | 4 | *Lecture Hours:* | 3 | *Lab Hours:* | 1 |
| *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.  \*Note: This course is fully online with pre-recorded lectures. | | | | | | |
| *Course Prerequisite(s):* | | | | | | |
| *Recommended Course Materials:*  **Lecture Book:**  *OpenStax: Human Anatomy and Physiology. This textbook is free and available online.*  Anatomy and Physiology, 1st edition, 1st edition (Jan. 1, 2013, updated Jan. 16, 2020), OpenStax College. ISBN-13: 978-1938168130  \*\*This is a FREE download with options to order print copies. Go to: <https://openstax.org/details/anatomy-and-physiology> , select how you want to access the book.  *If you would like to have another textbook for this class, the text sold in the bookstore is fine.*  *Fundamentals of Anatomy and Physiology*, 11th ed., Martini. ISBN 9780134396026  **Lab Book:**  I will provide supplemental lab handouts during class. When class starts, another NCTC Lab manual for Human Anatomy and Physiology will be available free online in the Introduction Module.  Recommended Book to Help with Lab:  Anatomy Coloring Book, 7th edition, Kaplan. ISBN-13: 978-1506250274 | | | | | | |

**INSTRUCTOR INFORMATION**

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| *Name of Instructor:* | Amy Hoffman, M.S. |
| *Campus/Office Location:* | I will be online **Monday through Thursday from 9am- 11am and 1pm- 3pm**. My goal is to respond to all emails within 24 hours. If you would like a video meeting please make an appointment through Canvas email or CiscoWebex. |
| *Telephone Number:* | 940-668-4290 (fastest contact is via Canvas email) |
| *E-mail Address:* | [ahoffman@nctc.edu](mailto:ahoffman@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. |

**TENTATIVE COURSE SCHEDULE ON LAST PAGE OF SYLLABUS**

**GRADING CRITERIA**

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| *# of Graded Course Elements* | *Graded Course Elements* | *Percentage or Point Values* |
| 3 | Lecture Homework Assignments | 10% |
| 14 | Lecture Discussions/ Group Work/ Quizzes  (drop lowest 2+) | 12% |
| 3 | Lecture Exams  (12% each, multiple choice) | 36% |
| 1 | \*\*Optional Comprehensive Final Exam  (multiple choice) | \*\*12% |
| 14 | Laboratory Quizzes/ Assignments (drop lowest 2+) | 12% |
| 3 | Laboratory Practicals  (10% each, fill in the blank) | 30% |
| 1 | \*\*Optional Comprehensive Lab Practical  (fill in the blank) | \*\*10% |
| Total |  | 100% |

**\*\*An optional comprehensive lecture and lab final will be offered as a make-up for missed exams or to replace the lowest exam grade.**

**+If an assignment is REQUIRED it cannot be dropped.**

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| **Grading Scale** |
| **89.5% & up = A**  **79.5-89.4% = B**  **69.5-79.4% = C**  **59.5- 69.4% = D**  **Below 59.5% = F** |

**HOW TO MAKE A WEBEX APPOINTMENT**

1. Log into Canvas.
2. Click on the Canvas shell for our course.
3. Click on Cisco Webex on the left-hand side.
4. Click on Office Hours.
5. Click on a time you would like to meet.
6. Cisco Webex will email you a link for the meeting.

\*If you are unable to meet at one of the times offered please email me for an appointment.

**QUIZ/ EXAM/ PRACTICAL INSTRUCTIONS**

The are several individual assignments for this course, these include: Lab Quizzes, Lab Practicals, Lecture Quizzes, and Lecture Exams. The Google Chrome Browser seems to work best.

***Lab Quizzes***

Lab Quizzes are based on lab handouts. Lab handouts and introduction videos for each lab are posted in Modules. The Handouts are not graded, but highly recommended to complete. If students would like the instructor to check his or her answers on the lab handouts please email answers to the instructor at least 24hrs before the due date of the lab quiz. For extra help, there are Additional Resource pages with links throughout the course and another instructor’s lab manual in the Introduction Module.

Lab Quizzes focus on Anatomy. For most labs, students will be shown a picture (and perhaps an arrow on that picture). There are 20 fill in the blank questions. Students will get 2 attempts in taking each Quiz and the highest score will be kept. The time limit is 15 minutes. The quiz questions will come from a question bank, so for each attempt students will receive different questions. Lab Quizzes will be regraded approximately once every 24 hours.

***Lab Practicals***

Lab Practicals will focus on Anatomy and questions from Lab Quizzes. Students will be shown a picture (and perhaps an arrow on that picture). There are 35 fill in the blank questions, and spelling counts a fourth of the question (0.75 points). Students will get 2 attempts in taking the Practical and the highest score will be kept. The time limit is 20 minutes. The exam questions will come from a question bank, so for each attempt students will receive different questions. The Practical will be available on the date(s) indicated on the syllabus and grades will be re-weighted after the Practical closes. The Final Practical can replace the student’s lowest Practical grade. If the student receives a lower grade on the Final Practical (compared to his or her other Practical grades) the Final will not hurt their grade.

**\*Canvas will have a difficult time grading fill in the blank answers. Please give the instructor 24hrs to check them and adjust the grade.\***

***Lecture Quizzes***

Lecture Quizzes are based on the provided powerpoints and Video lectures posted in Modules. There will be one Lecture Quiz in the middle of each Unit. There are 20 multiple choice questions. Students will get 2 attempts in taking the Quiz and the highest score will be kept. The time limit is 15 minutes. The quiz questions will come from a question bank, so for each attempt students will receive different questions. The Lecture Exam Review is a great way to study for these quizzes.

***Lecture Exams***

Lecture Exams are based on the provided powerpoints, Video lectures, Lecture Quizzes, Homework, and the Case Studies posted in Modules. The Lecture Exam Review is a great way to study for the Lecture Exams. Each Lecture Exam is 35 multiple choice questions. Students will get 2 attempts in taking the Exam and the highest score will be kept. The time limit is 20 minutes. The exam questions will come from a question bank, so for each attempt students will receive different questions. The Lecture Exam will be available on the date(s) indicated on the syllabus and grades will be re-weighted after the Exam closes. The Final Lecture Exam can replace the student’s lowest Lecture Exam grade. If the student receives a lower grade on the Final Lecture Exam (compared to his or her other Lecture Exam grades) the Final will not hurt their grade.

**PARTICIPATION & HOMEWORK POLICY**

Students are expected to participate by asking questions, commenting respectfully on subject matter, engaging in the discussions, and taking appropriate notes. Attendance will be taken once a week and is based on the completion of the weekly assignments.

Assignments are due by the stated time on the syllabus, Canvas, and/or the date on the worksheet. **No late assignments will be accepted.** It is strongly encouraged for students to turn in assignments early. All assignments except for the Exam and Practical will be open when the Unit opens. Specific dates are on the last pages of the syllabus.

***Group Work***

Group Work will be submitted individually. Students can work with others if they wish, but each student will need to submit their own answers. You are welcome to complete Group Work assignments on your own in an online course.

***Homework***

Homework assignments will be individual. Please do not plagiarize or submit another student’s homework assignment.

***Discussions***

There will be at least one graded Discussion for each Unit. Please comment respectfully with other students and write in complete sentences.

**SUBMISSION INSTRUCTIONS**

Due dates are indicated in Canvas, on the provided worksheet and/or on the last pages of the syllabus.

Students are only required to submit the answers to the questions (typed or handwritten). Students can choose to download the assignment and fill in the blanks around the questions.

Students can submit assignments by clicking on the individual assignment in Canvas and uploading a picture (jpeg) or other attachment (pdf, word doc, pages). Students can also answer the questions in the text box for the assignment on Canvas. Students are also welcome to submit answers via Canvas or NCTC email if they are having issues with uploading in Canvas.

In the event the instructor is unable to open a student’s submission of a Homework, Group Work, and/or special non-quiz Lab assignment the student must resubmit the assignment within 24 hours once the instructor has notified the student via comments on that specific assignment in Canvas. If the instructor is unable to open the document each student is allowed **one** resubmission of **one** assignment during a semester. There will be 10 points taken off the assignment.  Students are welcome to email the instructor to ask if something has been uploaded correctly.

**ATTENDANCE POLICY**

Attendance will be taken once a week and is based on the completion of the weekly assignments. 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 judgment 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. Students 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)

*Absences exceeding 9 contact hours of lecture and or laboratory of BIOL 2401 may result in the student being dropped from the course. It shall be at the discretion of the instructor to drop students who are absent in excess of 9 contact hours.*

Last day to withdraw from a course with a “W” is \_\_\_\_\_ April 5, 2020.

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| 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 reply in writing to the request, explaining why the grade of “I” will or will not be assigned. The student needs to be in good standing (passing with an A or B) to apply for an “I”. |

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

If a student has an Office for Students with Disabilities Form please notify the instructor within the first week of the semester. 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.

On the Corinth Campus, go to room 170 or call 940-498-6207. On the Gainesville Campus, go to room 110 or call 940-668-4209.  Students on the Bowie, Graham, Flower Mound, and online campuses should call 940-668-4209.

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). <http://www.nctc.edu/StudentServices/SupportServices/Disabilityservices.aspx>

**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. http://nctc.smartcatalogiq.com/en/2016-2017/Catalog/North-Central-Texas-College-Student-Handbook

**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. A zero “0” for the assignment and/or Exam.

**NCTC TOBACOO-FREE POLICY**

NCTC restricts the use of all tobacco products including E-cigarettes, cigarettes, cigars, pipes and smokeless tobacco on campus property. NCTC is aware that tobacco use influences underage students, which cumulates unsightly tobacco litter and interferes with assuring clean air for all who come to NCTC. NCTC recognizes the health hazards of tobacco use and of exposure to second hand smoke. Information on a tobacco cessation program is available for students, faculty, staff who wish to stop using tobacco products. We would like to "thank you" for your help in making our campuses Tobacco-Free. For questions or concerns please contact the Office of Vice President of Student Services at 940.668.4240.

**EARLY ALERT AND** [**CARES**](https://www.nctc.edu/cares-team/index.html)

For help:

NCTC main phone number: 940-668-7731

Students can TEXT NCTC at: 940-251-0701

Students can email NCTC with advising questions at: advising@nctc.edu.

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 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. 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](https://www.nctc.edu/counseling-advising/community-resources.html), or email [counseling@nctc.edu](mailto:counseling@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.

**OTHER SERVICES**

[**Affinity Groups**](http://www.nctc.edu/affinity-groups/index.html)

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.

[**Career Services Center**](https://www.nctc.edu/career-services/index.html)

In need of employment? NCTC Career Coaches meet one-on-one to provide training in writing resumes, job searches, interviewing, and more. The Skills to Succeed Academy is also a free interactive, online employability training program focused on building the skills and confidence you need to find the best career.

[**Completion Center**](http://www.nctc.edu/student-services/completion-center/index.html)

The Completion Center provides a variety of services for first-time in college students. These include academic success coaching, goal setting, course planning, student resources, career development, and job placement services for all new college students. Free online Success Seminars are also available through [Student Lingo](https://studentlingo.thoughtindustries.com/nctc/tye5arkyzk5k3wt4) and new students will also enroll in a First Year Experience (NCTC 1001) course to get started on the right track!

[**Counseling and Advising**](http://www.nctc.edu/counseling-advising/index.html)

Academic Advisors and Counselors help students explore majors and programs offered, how to take the best combination of classes to meet your goals, assist with questions related to university transfer, and guide students towards academic and personal success, and more. At NCTC, you are assigned to a specific advisor or success coach based on your major or career interests. You can locate our advisors and their majors, along with contact information on the Meet Your Advisor page-and even schedule an appointment with them through their online calendar!

[**Equity, Diversity and Inclusion (EDI)**](http://www.nctc.edu/equity-diversity-inclusion-division/index.html)

EDI partners with the entire campus community to create, maintain and demonstrate NCTC’s commitment to an equitable, diverse and inclusive learning environment where NCTC students succeed. 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. Everyone Included. Everyone Belongs. Everyone Valued. Everyone Inspired.

[**Financial Aid**](http://www.nctc.edu/financial-aid/index.html)

The Office of Financial Aid provides students with information and guidance with applying for eligible types of financial assistance, such as the FAFSA (Free Application for Federal Student Aid). Students who have any types of exemptions or tuition waivers will also work with the Financial Aid Office to have these funds applied to their accounts. Additionally, the [Scholarship Office](http://www.nctc.edu/external-affairs/scholarships/index.html) provides local scholarship opportunities through an online application process, and tips on how to secure other types of scholarship awards which can help finance educational goals.

[**Student Success Center**](http://www.nctc.edu/student-services/student-success/tutoring/index.html)

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. 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. First generation students can also participate in [TRIO](http://www.nctc.edu/student-services/trio-student-support-services/index.html) which offers specialized services.

[**Testing Services**](http://www.nctc.edu/testing-center/index.html)

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.

**COVID INFORMATION (if you go on campus****- Note our course is online only.)**

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 as conditions change.

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\bking\Desktop\COVID-19Docs\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 the spring 2021 semester, 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>

**QUESTIONS, CONCERNS, or COMPLAINTS**

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| Name of Chair/Coordinator: | Dr. Lisa Bellows |
| Office Location: | Gainesville Science Building Office 403A |
| Telephone Number: | 940-668-4252 |
| E-mail Address: | lbellows@nctc.edu |

**Laboratory Safety Guidelines**

***\*\* Although this course is Online, there will be a state required Safety Quiz in the Introduction Module.***

1. Locate safety equipment and know how to use the safety equipment.
2. Do not eat or drink in the laboratory.
3. Wear appropriate attire for laboratory work. **Students cannot wear open toed shoes, e.g., sandals, “flip-flops”**
4. Monitor risk: inform the instructor if you are pregnant, taking immunosuppressive medicines, or have any medical condition that might require special precautions in the lab, such as medications that would influence your response or reflex time. Under NO circumstances should you attend a lab session while “under the influence” of any chemical substance.
5. Avoid spills: place liquids toward the center of the bench, away from the edges.
6. Labels: read labels carefully before removing substances from containers.
7. Discard used chemicals and materials into appropriately labeled containers, do not dispose of them down the sink unless specified by the instructor.
8. Broken glass: be careful handling broken glassware with bare hands. Dispose of all cracked or broken glassware in special puncture resistant containers found in the labs, not the regular trash can.
9. Report any spills, accidents, strange occurrences, or other safety incidents to the instructor.
10. Professional conduct is expected to avoid creating dangerous situations. If you have any questions concerning the safety of a procedure, consult your instructor.
11. Immediately report damaged equipment to your instructor.
12. Thoroughly wash hands with soap and water before leaving the laboratory.

**A & P I LECTURE & LAB SCHEDULE (tentative)**

***\*NCTC is closed Jan. 18th (MLK day) and Spring Break (March 15-21).***

*\*\*Each unit will open at specific times set by the instructor. Lecture Exams and Lab Practicals will only be open on the specific dates and times below. If there is a conflict please notify the instructor immediately and see the Attendance section of the Syllabus.*

Lab Quizzes are placed next to when they are covered in the Lecture Chapter. Lab Quizzes will be graded within 24 hours. All other assignments will be graded after their due date.

Sometimes there are several assignments due the same day. It is recommended to turn in work and/or complete the work early.

**Unit 1: The Essentials**

***Open:*** ***Monday, August 24th 12:00am***

**Syllabus Quiz Due: Monday, Jan. 25th 11:59pm**

**Lab Safety** **Due: Monday, Jan. 25th 11:59pm**

**Intro Discussion Due: Monday, Jan. 25th 11:59pm**

**Ch. 1 Intro. To Human Body**

**GW Anatomy Due: Thursday, Jan. 28th 11:59pm**

**Lab Quizzes:**

**Anatomical Terms Pt. 1 Due: Thursday, Jan. 28th 11:59pm**

**Anatomical Terms Pt. 2 & Fetal Pig Due: Monday, Feb. 1st 11:59pm**

**Microscope Due: Monday, Feb. 1st 11:59pm**

**Ch. 2 Chemical Level of Organization**

**GW General Chem** **Due: Monday, Feb. 1st 11:59pm**

**Ch. 3 Cellular Level of Organization**

**GW Organelles Due: Thursday, Feb. 4th 11:59pm**

**Organelles Discussion Due: Thursday, Feb. 4th 11:59pm**

**Lab Quizzes:**

**Organelles, Passive Transport, & Mitosis** **Due: Monday, Feb. 8th 11:59pm**

**Lecture Quiz 1: Covers Ch. 1, 2, and 3. Due: Due: Thursday, Feb. 11th 11:59pm**

**Ch. 24 Enzymes and Glucose Metabolism**

**GW Respiration Due: Monday, Feb. 15th 11:59pm**

**HW 1 Due: Saturday, Feb. 13th 11:59pm**

**Lab Quizzes:**

**Enzymes & Metabolism** **Due: Monday, Feb. 15th 11:59pm**

**Ch. 4 Tissues**

**Lab Quizzes:**

**Histology** **Due: Thursday, Feb. 18th 11:59pm**

**Lecture Exam 1 & Practical 1**

***Open: Saturday, Feb. 20th 12:00am***

***Closes: Sunday, Feb. 21st 11:59pm***

**Exam 1 Extra Credit Due: Sunday, Feb. 21st 11:59pm**

**Unit 2: Integument, Skeletal, and Muscular Systems**

***Open: Sunday, Feb. 21st 12:00am***

**Ch. 5 Integument**

**Lab Quizzes:**

**Integument Due: Thursday, Feb. 25th 11:59pm**

**Ch. 6 Bone Tissue & Skeletal System**

**Lab Quizzes:**

**Bone Tissue & General Bone Terms** **Due: Monday, March 1st 11:59pm**

**Ch. 7 & 8 Axial and Appendicular Skeleton Anatomy**

**GW Bones Due: Thursday, March 4th 11:59pm**

**Lab Quizzes:**

**Skull Due: Monday, March 8th 11:59pm**

**Axial Due: Monday, March 8th 11:59pm**

**Appendicular** **Due: Thursday, March 11th 11:59pm**

**Lecture Quiz 2: Covers Ch. 5, 6, 7, and 8. Due: Thursday, March 11th 11:59pm**

**Ch. 9 Joints**

**GW Joints Due: Monday, March 22nd 11:59pm**

**Ch. 10 Muscular Tissue**

**GW Muscles Pt. 1 Due: Thursday, March 25th 11:59pm**

**HW 2 Due: Saturday, March 27th 11:59pm**

**Lab Quizzes:**

**Joints, Muscle Tissue, & General Muscle Anatomy (Ch. 9 & 10)** **Due: Monday, March 29th 11:59pm**

**Ch. 11 Muscular System Anatomy**

**GW Muscles Pt. 2 Due: Thursday, April 1st 11:59pm**

**Lab Quizzes:**

**40 Muscles Due: Monday, April 5th 11:59pm**

**Organ System Discussion Due: Thursday, April 8th 11:59pm**

**Lecture Exam 2 & Practical 2**

***Open: Saturday, April 10th 12:00am***

***Closes: Sunday, April 11th 11:59pm***

**Exam 2 Extra Credit Due: Sunday, April 11th 11:59pm**

**Continue----------------🡪**

**Unit 3: Nervous System**

***Open:*** ***Sunday, April 11th 12:00am***

**Ch. 12 Nervous Tissue & Nervous System**

**GW Nervous Tissue Due: Thursday, April 15th 11:59pm**

**Lab Quizzes:**

**Nervous Tissue & General Nervous Anatomy** **Due: Monday, April 19th 11:59pm**

**Ch. 13 Nervous Anatomy (mostly CNS)**

**GW Brain Due: Thursday, April 22nd 11:59pm**

**Lab Quizzes:**

**Brain Due: Monday, April 26th 11:59pm**

**Spinal Cord** **Due: Monday, April 26th 11:59pm**

**Lecture Quiz 3: Covers Ch. 12 and 13. Due: Thursday, April 29th 11:59pm**

**HW 3 Due: Saturday, May 1st 11:59pm**

**Ch. 14 Somatic Nervous System**

**Lab Quizzes:**

**Ear Due: Monday, Monday, May 3rd 11:59pm**

**Eye** **Due: Monday, May 3rd 11:59pm**

**Ch. 15 Autonomic Nervous System**

**GW Drugs Thursday, May 6th 11:59pm**

**Drug Research Discussion Thursday, May 6th 11:59pm**

**Lecture Exam 3 & Practical 3**

***Open: Saturday, May 8th 12:00am***

***Closes: Sunday, May 9th 11:59pm***

**Exam 3 Extra Credit Due: Sunday, May 9th 11:59pm**

**Finals**

**Final Lecture Exam & Final Lab Practical**

***Open: Tuesday, May 11th 12:00am***

***Closes: Wednesday, May 12th 11:59pm***