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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:* | 400 & 401 | *Semester/Year:* | Spring  2020 |
| *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. | | | | | | |
| *Course Prerequisite(s):* | | | | | | |
| *Required or Recommended Course Materials:*  **Lecture Book:**  *Openstax: Human Anatomy and Physiology. This textbook is free and available online.*  Anatomy and Physiology, 1st edition, OpenStax College, 1st edition (January 1, 2013).  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:**  NCTC Lab manual for Human Anatomy and Physiology will be available free online when class starts. I will provide supplemental lab handouts during class. However, I would also suggest brining your lecture textbook (or a digital version of it) to lab.  **Gloves** | | | | | | |

**INSTRUCTOR INFORMATION**

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| *Name of Instructor:* | Amy Hoffman, M.S. |
| *Campus/Office Location:* | Corinth Campus, #201 (Mondays-Thursdays)  Gainesville, #411 (Fridays by appointment) |
| *Telephone Number:* | 940-668-4290 (fastest contact is via Canvas email) |
| *E-mail Address:* | [ahoffman@nctc.edu](mailto:ahoffman@nctc.edu) |

**OFFICE HOURS**

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| *Monday* | *Tuesday* | *Wednesday* | *Thursday* | *Friday* |
| **11:30am-6:00pm** | **9:00-10:20am** | **11:30am-6:00pm** | **9:00-10:20am** | **By appointment** |
|  | **2:00-3:00pm** |  | **2:00-3:00pm** | **(In Gainesville)** |
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| Feel free to drop by, however, the best is to make an appointment via Canvas email. My office number may also change. | | | | |

**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 Group Work/ Quizzes (drop lowest 2) | 12% |
| 3 | Lecture Exams  (12% each, multiple choice, short answer) | 36% |
| 1 | \*\*Optional Comprehensive Final Exam  (multiple choice) | \*\*12% |
| 14 | Laboratory Quizzes/ Assignments/ Lab Attendance (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.**

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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** |

**PARTICIPATION & HOMEWORK POLICY**

Students are expected to participate by attending lectures and labs, asking questions, commenting (respectfully) on subject matter, engaging in the discussions and taking appropriate notes. Students are also expected to **stay until the end of both lecture and laboratory classes**.

Homework and lab assignments are due by the stated time on the homework/ lab sheet. **No late assignments will be accepted.** They are not to be completed in class on the date they are due! Lab Quizzes are typically given at the start of lab. If a series of discussion questions are asked to the class, participation points will be given to students that actively and thoughtfully contribute to the discussion. Students are expected to participate in all lab exercises unless arrangements are made with the instructor beforehand. For group projects, labs, and class work the *minimum* number of students to a group is 2- Students must work with at least one other person when directed by the instructor.

**COACHING**

In addition to being an instructor, I am also a success coach. My goal is to help you succeed in this course, as well as your own career and life goals!

One lecture quiz grade (required- grade is unable to be dropped) will be to meet with the instructor face-to-face *at least* twice during the semester. Students are welcome to meet anytime, however, at minimum one meeting needs to before Spring Break and the other meeting after Spring Break. Each meeting will last approximately fifteen minutes. **Students are expected to contact the instructor via Canvas or NCTC email to set up a meeting time.**

**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 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. If extra time is allowed for a student the assignment must be completed within a week of when it was handed to the class. 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)

*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 3, 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. |

**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.

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.

Please take care of restroom needs PRIOR to the start of any exam or quiz; you will not be allowed to leave the room during the exam/ quiz for any reason unless you have completed and turned in your exam/ quiz. Cell phones and other electronic devices need to be silenced and put away during Exams/ Quizzes.

**CELL PHONE POLICY**

Cell phones must be silenced during class time. Your full attention is needed in class for your success; therefore, if you use electronic devices for non-class activities you may be asked to leave or put them away at the discretion of the instructor. When allowed by the professor, you may use electronic devices to help you during lab or lecture group work. Cell phones and other electronic devices need to be silenced and put away during Exams/ Quizzes.

**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.

**NCTC EARLY ALERT & NCTC CARES**

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.

**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**

**Note: Students are required to provide their own gloves. Gloves can be purchased at the bookstore.**

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 1 LECTURE & LAB SCHEDULE (tentative)**

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| Week |  | Date | Lecture | Reading | Homework | Lab |
| 1 | M | 20-Jan | Holiday- No Class |  |  | No Lab |
|  | W | 22-Jan | Syllabus; Ch. 1 Intro. to Human Body | Ch. 1 |  | No Lab |
| 2 | M | 27-Jan | Ch. 2 Chemical Level of Organization | Ch. 2 |  | Lab Safety; Anatomical Terms |
|  | W | 29-Jan | Ch. 2 (cont.) |  |  | Lab Safety; Anatomical Terms |
| 3 | M | 3-Feb | Ch. 3 Cellular Level of Organization | Ch. 3 |  | Microscope; Pig; Organelles; Passive Transport  **(gloves required)** |
|  | W | 5-Feb | Ch. 3 (cont.) |  |  | Microscope; Pig; Organelles; Passive Transport  **(gloves required)** |
| 4 | M | 10-Feb | Ch. 24 Metabolism | Ch. 24 (Enzymes & Glucose Metabolism) |  | Mitosis; Enzymes |
|  | W | 12-Feb | Ch. 24 (cont.) |  | HW 1 Due | Mitosis; Enzymes |
| 5 | M | 17-Feb | Ch. 4 Tissues | Ch. 4 |  | Histology |
|  | W | 19-Feb | Ch. 4 (cont.) |  |  | Histology |
| 6 | M | 24-Feb | Review |  |  | Practical 1 |
|  | W | 26-Feb | **EXAM 1** |  |  | Practical 1 |
| 7 | M | 2-Mar | Ch. 5 Integument | Ch. 5 |  | Integument; Bone Tissue |
|  | W | 4-Mar | Ch. 6 Bone Tissue & Skeletal System | Ch. 6 |  | Integument; Bone Tissue |
| 8 | M | 9-Mar | Ch. 6 (cont.) |  |  | Bones |
|  | W | 11-Mar | Ch. 7 & 8 Axial & Appendicular Skeleton | Ch. 7 & 8 |  | Bones |
|  |  | 16 thru 20-March | SPRING BREAK | NO CLASSES! |  |  |
| 9 | M | 23-Mar | Ch. 7 & 8 (cont.) |  |  | Joints & Muscle Tissue |
|  | W | 25-Mar | Ch. 9 Joints | Ch. 9 | HW 2 Due | Joints & Muscle Tissue |
| 10 | M | 30-Mar | Ch. 10 & 11 Muscular System | Ch. 10 & 11 |  | Muscles |
|  | W | 1-Apr | Ch. 10 & 11 (cont.) |  |  | Muscles |
| 11 | M | 6-Apr | **EXAM 2** |  |  | Practical 2 |
|  | W | 8-Apr | Ch. 12 Nervous System & Nervous Tissue | Ch. 12 |  | Practical 2 |
| 12 | M | 13-Apr | Ch. 12 (cont.) |  |  | Nervous Tissue; Brain |
|  | W | 15-Apr | Ch. 13 Nervous Anatomy | Ch. 13 |  | Nervous Tissue; Brain |
| 13 | M | 20-Apr | Ch. 13 (cont.) |  |  | Spinal Cord; Special Senses |
|  | W | 22-Apr | Ch. 14 Somatic | Ch. 14 |  | Spinal Cord; Special Senses |
| 14 | M | 27-Apr | Ch. 14 (cont.) |  |  | Brain & Eye Dissection  **(gloves required)** |
|  | W | 29-Apr | Ch. 15 Autonomic | Ch. 15 | HW 3 Due | Brain & Eye Dissection  **(gloves required)** |
| 15 | M | 4-May | Ch. 15 (cont.) |  |  | Practical 3 |
|  | W | 6-May | **EXAM 3** |  |  | Practical 3 |
| 16 | M/ W | 11 thru 16-May | **COMPREHENSIVE LECTURE FINAL EXAM AND LAB PRACTICAL** | FINALS | FINALS | FINALS |
|  |  |  |  |  |  |  |