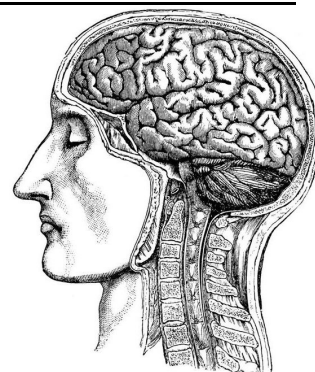

Anatomy & Physiology I - Syllabus

COURSE INFORMATION

Course Number: SCI 201**Section:** DHClasses begin **5/28/19** and end the of **8/07/19****COURSE SCHEDULE**

Lecture	online		
Laboratory	Thursday	Room 3-403	5:00 pm – 9:30 pm

**Academic Calendar Link:**

[http://www.rcc.mass.edu/current-students/academic-calendar-students/month.calendar/2019/05/22/-](http://www.rcc.mass.edu/current-students/academic-calendar-students/month.calendar/2019/05/22/)

You are advised to retain a copy of this syllabus in your personal files for use when applying for future degrees, certifications, or transfer of credit.

INSTRUCTOR INFORMATION

Instructor: Maria Carles**Email:** mcarles@rcc.mass.edu (best way to communicate with me)**Mailbox:** Room 3-401**Office Hours:** by appointment

Communication: Throughout the semester, I will communicate with you via your **RCC email account**. Please review the following link for assistance on using your email account:

<http://rcc.mass.edu/current-students/technology-resources/login-help-rcc-myid>

You can contact me by email, I will respond **within 24 hours**. Messages send after 5:00 pm will be answer the next business day. Messages send on weekends will be answered on Mondays. Please do not send repetitive messages. That will only delay my response. If I do not answer your messages within 24 hours, please resend the message.

GENERAL COURSE DESCRIPTION

Course Description:

This course is designed to provide students with a basic understanding of the structure, function and disorders of the human body. Topics include an overview of the integumentary, skeletal, muscular, and nervous systems, as well as a discussion of tissues and special senses. A three-hour lab session is required each week.

CREDITS: 4 Credit Hours

The federal requirement is that the amount of student work for a credit hour reasonably approximates not less than one hour of class and two hours of out-of-class student work per week over a semester for a semester hour. In this course, students will spend 6 hours per week in the course lectures and 3 hours in the laboratory. Over the ten weeks of the course, this adds up to 60 hours of lecture and 30 hours of laboratory work for a total of 90 hours. According to the federal guidelines, you are expected to spend at least an additional 9 hours per week studying on your own.

Prerequisites/Proficiencies: Biology II (SCI 104)

MATERIALS

Textbook (free open educational resource):

[OpenStax Anatomy & Physiology](#)

Laboratory manual (free open educational resource):

UGA Anatomy and Physiology 1 Lab Manual, 2nd Edition

Other materials needed:

Laboratory coat.

A variety of printed and digital content may be provided during the course. Digital content will be found within the course **at MyRCC**. There may be additional reading assignments as student interests dictate.

Technology Requirements

This course requires access to online supplemental resources in the college's MyRCC site:

<https://myrcc.rcc.mass.edu/ics>

Additional Technical Requirements:

Supplemental material for this course can be found in the following sites:

1. Other supplemental materials, such as optional readings may be available through links posted in MyRCC.

ONLINE PRACTICE & TUTORING

- Online tutoring – [Khan Academy: Human Anatomy & Physiology](#)
- Video Lectures on YouTube – [Dr. Marian Diamond A&P Lecture series, UC Berkley](#). These are the best series of Open Education Resources available for Anatomy and Physiology, do not miss it! Thanks to Dr. Marian Diamond!

INSTRUCTIONAL GOALS AND OBJECTIVES

COURSE GOALS

1. To give students an understanding of basic human anatomy and the functioning of the body systems, homeostasis, the normal and most desirable of body functioning, and selected pathologies that result from loss of homeostasis.
2. To demonstrate the interrelationships among the various systems in the body and how they function in a well organized and integrated manner in the regulation of normal body functioning.
3. To demonstrate the link between structure and function. Students are encouraged to understand structures (anatomy) at the organ, tissue, cell and molecular level as a prerequisite to comprehending their functions (physiology).
4. To acquaint students with some of the more common diseases and disorders which disrupt the normal functions of the body.
5. To provide students an opportunity to develop critical thinking skills through writing.
6. To develop student's abilities to read and listen to health and scientific news with greater comprehension.
7. To provide the students with an opportunity to continue learning basic laboratory techniques & skills.

COURSE OBJECTIVES

At the end of this course the student will be able to:

1. To provide basic understanding and working knowledge of the human body.
2. To develop writing and critical thinking.
3. To become familiar with essential concepts including structure and functional level of organization and homeostasis.
4. To recognize the gross and microscopic anatomy of the tissues and organs and also demonstrate how different tissue types interact to create organs.
5. To develop observational skills and logical thought patterns.
6. To use anatomical term fluently when describing different tissues and organs.
7. To examine the biomechanics and gross anatomy of the muscular system.
8. To describe the significance of the nerve impulse in making rapid adjustments for maintaining homeostasis and to learn how nervous system detects changes in the environment, select a course of action, and responds to the changes.

METHODS OF INSTRUCTION

Anatomy and Physiology 1, SCI201 1Y consists of two portions:

1. Lectures
 - a. Standard lectures will be given on Wednesdays. These lectures are prepared as power points. These lectures are accompanied by videos and animations as supplemental material and to reinforce critical or difficult concepts. Even though you have lectures ready to print, I encourage you to take notes while you are in class, which is part of the learning process.
 - b. Supplemental publisher material will be available through MyRCC as links to Mastering A&P (Pearson Publishers, <http://www.masteringaandp.com/site/index.html>).
 - c. Mastering A&P contains smart and interactive software that will help you learn, it will test your knowledge using a variety of things; short quizzes, crossword puzzles, mp3 tutor sessions (audio), flash cards, glossaries, multiple choice type questions and animations to help you master the concepts presented in the lectures.
 - d. Practice Anatomy Lab (PAL 3.1) software has complementary information to all chapters covered this semester as well as the laboratory (dissections and histology).
 - e. Tests/Assignments due dates are listed in Table 3 (see below).
2. Laboratory
 - a. The laboratory portion of the course will be conducted as a standard face-to-face session with emphasis on individual and group activities in a hands-on environment designed to enhance and augment in a practical manner the lecture portion of the course. See table 4 for topics and dates.
 - b. Weekly Quizzes may be conducted in the first 15 minutes of the laboratory experience.
 - c. A short laboratory lecture will follow the quiz. This lecture will review key concepts and demonstrate the procedures that will be covered in the laboratory.
 - d. Hand-on exercises will be conducted in the laboratory; this includes mink dissections, and microscopic examination of histological slides. A lab coat or Apron is required for all students.
 - e. Demonstration/Practice of system organs will be accomplished through dissections and using models available in the laboratory.
 - f. Attendance to the lab is mandatory. All students **must** attend and participate fully in each laboratory. Three or more absences will result in expulsion of the course or an "F" final grade.
 - g. Readings from texts or e-book, laboratory manual exercises, handouts and related materials should be completed prior to class time.

Instructor Responsibilities:

- Students can contact me anytime though email.
- Emails will be answered in the ordered received and within 24 hours of having received the message.

- Messages sent on weekends will be answered on Mondays.
- Messages sent after 5:00 pm will be answer the next business day.
- Exams and quizzes will be returned within 14 days during regular class sessions.
- Discussions will be graded soon after the weekly deadline (if applicable).
- Final grades will be posted using through college learning management system or college grade sites.

COURSE COMPLETION REQUIREMENTS

Your success in this course depends on attendance and participation lecture well as the laboratory and upon completion of following required assignments:

1. Lecture Tests: your progress will be measured based four tests
2. Laboratory:
 - a. Laboratory quizzes/Assignments
 - b. Laboratory practical exams

1. Lecture Tests (graded)

A total of two tests will be given during the course of the summer, see table 3 for dates. The tests will open at 12:01 am, on the date shown in Table 3 and close 7 days later at 11:59 pm. They consist mostly of 60 questions and duration 1.5 minutes per question. There are 3 attempts per exam, keep in mind exams are generated randomly from a large pool of questions, and you may not get the same question on successive attempt. Do not use the book to answer the tests, which will not help you in the long run. **Study**, and then take the tests.

I suggest studying in a systematic way, read the book, attend to lectures, review PowerPoint lectures (MyRCC), videos and animations, lecture notes, take the Dynamic modules (Mastering A&P, not graded), do your homework (Mastering A&P, not graded), and then take proceed to test your knowledge by taking the weekly exams. You have several attempts per exam, use those attempts to assess your progress, evaluate areas of weakness and then revise those concepts, using the book, animations, online tutoring or videos, and then take the test again, the highest grade will be chosen.

Do not use the book to look up the answers that will not help you to learn. You will be tested again on the same concepts in the laboratory, as the lab and lecture are not really separate, they complement each other. The lab tests are face to face; there is no open book or word bank (**keep in mind that spelling counts!**). Make sure to take this opportunity to learn.

The exams are opened for 7 days, there is plenty of time for you to take your exams, **do not leave them to the last minute**. Plan ahead; make sure you have **your** un-interrupted time to take the exam. Once you open an online exam **the clock starts ticking**, there is a save option in the exam, it is there just to save your questions, but that does **not allow you to leave the exam and come back to it**, the clock will not stop even if you use the save option. If you take too long between questions, the software assumes you are looking up answers in the book and kicks you out. In my experience, things happen...(computer crashes, mouse dies, reception disturbances/no internet, kids get sick, etc.) especially when you leave the exam for the last hour or two on the last day of submission. I recommend taking the exam early rather than last minute.

2. Laboratory:

The laboratory is a very important part of this course. **Attendance to the laboratory is mandatory.** The laboratory grading will consist of:

- a. Lab quizzes (graded): there may be lab quizzes weekly to keep you reviewing the material or assignments.
- b. Practical Exams (graded): there will be two practical exams in the laboratory (see table 4 for dates).

3. Supplemental Material (optional, but highly recommended)

These are NON-GRADED Dynamic modules and homework; you will also find that to master the concept required to pass this course you can use online supplemental material offered through Mastering A&P. This will greatly help to improve your performance and bust your grades. Even though they are not graded I highly encourage you to take advantage of this assignments.

GRADING

Lecture Exams	60%
Laboratory Practical Exams	30%
Laboratory Quizzes/Assignments	10%

Final Letter Grades

Average	Grade	Average	Grade
93-100%	A	73-76.9%	C
90-92.9%	A-	68-72.9%	C-
87-89.9%	B+	65-67.9%	D+
83-86.9%	B	58-64.9%	D
80-82.9%	B-	0-57.9%	F
77-79.9%	C+		

Please see to the Roxbury Community College Catalog for detailed information on the college's grading policy:

http://www.rcc.mass.edu/images/pdf/academics/catalog_Revised100213.pdf

ACADEMIC POLICIES AND PROCEDURES

Attendance Policy:

1. **Attendance Expectations:** Because of the importance of class participation in this course, attendance is mandatory. Students are expected to come on time and remain until the end of the class. Three (3) documented tardiness will be equal to one absence. Students who are absent/tardy from classes are usually unable to contribute the class discussions

therefore; they should expect a reduction on participation assessment that may negatively impact the final grade. Missing more than 3 lectures or 1 laboratory without proper excuse will reduce your grade (5 points from final grade).

2. Any student who **misses more than two** assignments, or two test, may be dropped from this course as a **non-participating (NP) student**.
3. You are responsible for material covered in any class that you do not attend. If you miss a class, you must contact a classmate or me for the missed information.
4. Students are expected to have read the assigned topic before coming to the class, that way they can participate actively in the course.
5. **Make Up Policy: Missed quizzes/lab tests cannot be made up.** Lecture make-up exams will be given only with a written excuse from your physician, provided that I am notified of your absence due to severe illness before the time of the exam. Originals of the document are required; no copies of any kind will be accepted. A decision on the validity of the document provided is completely up to the instructor. Only 1 make-up per student per semester.

No documentation = No extension. I am sorry, but in case of the death of a relative, you may also be requested to bring proper documentation. Laboratory quizzes or exams can't be made up, you may be excused if you provide proper documentation.

6. **Use of Technology:** When in class, turn off all cell phones and other electronic devices. Any non-emergency use of cell phones is not permitted. Laptops are not allowed in lecture unless you obtain prior permission from the instructor.
7. **Counseling:** Student experiencing academic difficulty are encouraged to make an appointment with the instructor outside class time to determine and proper course of action.
8. **Special requirements:** to protect your skin and personal clothing, students in the laboratory must wear a lab coat at all times. They are available in the bookstore.
9. **Withdrawal:** Students who choose not to remain in class are responsible to fill up the proper withdrawal forms. Use the link to the academic calendar provided on the first page of this document to determine the date of "**last day to withdraw from the class**". Students who don't officially withdraw will receive a grade of "F" in the course.

Electronic Submissions:

All material is submitted though MyRCC unless specified by the instructor.

Late Work:

Late work will only be accepted with valid excuse.

Plagiarism and cheating:

Any student cheating on a test or helping another student cheat will be given a **grade of zero** for the test and that zero will be averaged into the student's final course grade. It will not count as the dropped test, if applicable. Cheating includes copying or buying the answers and having someone do work under a false name. Copying another student's discussion posting or copying from a web site without citing that web site is plagiarism ("takes and uses another author's thoughts...as one's own"), this will result in a zero for the discussion posting.

The following are the possible causes for dismissal from this course:

1. Attempting to present/submit the work, which is not his/her own.
2. Cheating on exams.
3. Plagiarizing or aiding and abetting another student in such attempt.

Coursework Difficulties:

Please discuss any issues that you are having in completing the coursework on time with me. I am available to talk this over with you by appointment.

In order to succeed in this course you must be self driven and organized.

I suggest you approach the course in a very systematic way, first download the lab report, look for supporting material, either in Bb, in your textbook, internet, etc.

- Check MyRCC and RCC email “announcements” regularly
- Check your RCC email regularly
- Take the assessment for the week (quiz, etc.)
- Participate in discussions as advised
- Ask questions

Incomplete Policy:

If you are unable to complete the coursework during the semester due to some catastrophic issue, you must contact me immediately to discuss your alternatives. Please keep in mind that an incomplete (I) grade may be given to students who made **satisfactory progress** in the course and has completed most of the course work but, for reasons beyond the student’s control, has not completed course requirement such as final exam or a few assignments.

An incomplete (I) grade **will not be granted to a student who has not made satisfactory progress** in the course as determined by the midterm grade, quality of completed course assignments and discussion boards. Students receiving an “I” must submit all work necessary to complete the course by the end of the ninth week of the following semester (excluding summer) in order to receive a grade for that course. Request for extensions will be considered after the deadline has passed, at which time “I” grade will convert to an “F” grade. Under no circumstances can an “I” grade be changed to a “W” grade.

EMERGENCY STATEMENT

In the event of a college-declared critical emergency, RCC reserves the right to alter this course’s plan. Students should refer to <http://rcc.mass.edu/about-us/campus-safety/alerts-and-notifications> for further information and updates. The course attendance policy stays in effect until there is a college-declared critical emergency. Students should be prepared for a campus emergency by keeping all course materials with him/her at home so that they are accessible in the case of an emergency.

STUDENT CODE OF CONDUCT

Students are required to adhere to the **Student Code of Conduct** delineated in the Roxbury Community College website and Student Handbook.

[http://www.rcc.mass.edu/images/stories/policies/Code of Conduct and Disciplinary Procedures.pdf](http://www.rcc.mass.edu/images/stories/policies/Code_of_Conduct_and_Disciplinary_Procedures.pdf)

DIVERSITY & DISABILITY STATEMENT

Roxbury Community College (RCC) values diversity and is committed to providing all qualified college students equal access to all programs and facilities. RCC strives to create inclusive and welcoming academic environments. Your professor and Disability Services should be notified as soon as possible if there are aspects of the instruction or design of this course that present barriers to your success in this course.

Students with known or suspected physical, medical, sensory, psychological, and or learning disabilities are encouraged to contact Disability Services in order to assess learning needs and take advantage of available academic accommodations. Disability Services can be contacted directly at accessibility@rcc.mass.edu and 617-933-7443.

STUDENT SUPPORT SERVICES

RCC offers a range of student support services including Advising, Tutoring, Math Clinic, Health Services, Library, Writing Center and Language Lab. Visit the RCC website for more information:

<http://rcc.mass.edu/current-students/student-academic-services/student-handbook>

SCHEDULES

LECTURES TOPICS AND DATES

Week #	Week of	Lecture Topic	Chapter
1	5/27/19	An Introduction to Anatomy & Physiology & The Tissue Level of Organization	1, 4
2	6/3/19	Integumentary System & Osseous Tissue and Bone Structure	5, 6
3	6/10/19	The Axial Skeleton	7
4	6/17/19	The Appendicular Skeleton	8
5	6/24/19	Joints Exam I	9 Chapters 1, 4, 5, 6, 7, 9
6	7/1/19	Happy 4th of July - No Classes	
7	7/8/19	Muscle Tissue & The Muscular System	10, 11
8	7/15/19	The Nervous System and Nervous Tissue	11
9	7/22/19	Anatomy of the Nervous System	12
10	7/29/19	The Somatic Nervous System	14
11	8/5/19	The Autonomic Nervous System Final Exam	15 Chapters 10, 11, 12, 14, 15

LABORATORY TOPICS AND DATES

Week #	Week of	Laboratory Topic
1	5/27/19	Laboratory Safety, Assignment of Slides and Microscope, Introduction to the Human Body, Organ Systems, Body membranes
2	6/3/19	Tissues
3	6/10/19	Integumentary System & Organization of the skeletal system
4	6/17/19	Axial Skeleton, Appendicular Skeleton and Articulations
5	6/24/19	Practical Exam 1
6	7/1/19	Break for 4th of July
7	7/8/19	Muscles of the pectoral girdle and upper limb,
8	7/15/19	Muscles of the pelvic girdle and lower limb
9	7/22/19	The Nervous System Part 1
10	7/29/19	The Nervous System Part 2
11	8/5/19	Practical Exam 2

MISCELLANEOUS

HOW TO EMAIL YOUR INSTRUCTOR

Please **read** this carefully and follow instructions to send proper emails to your instructor. Also read the “netiquette” document found in blackboard, course information tab.

Emails to your instructor should include:

1. Subject line: state the purpose of your email
2. Greeting
3. Your complete name
4. Course number and section
5. Clear and brief description of the problem
6. Respectful ending sentence
7. Signature

Email should be written in a respectful manner, which includes a proper greeting, it should be written using complete sentences, proper spelling, grammar and punctuation. Remember to do a “spell check: before you send an email.

I will not answer emails that I **can’t read or understand**.

Other things to consider when sending email:

1. Do not use the “reply all” option if you want to keep the matter private. The 'reply all' button responds to the sending address, cc and bcc addresses are also included.
2. Don't expect an answer right away. Email messages may be delivered quickly, but I may not be able to read it right away. I also teach courses face-to-face during working hours. I will respond to your emails within 24 hours, and often sooner than that.
3. Email messages can easily be misinterpreted because we don't have the tone of voice/body language to gives us further cues. Using multiple explanation points, emoticons, and words in all capital letters can be interpreted as emotional language. Do not type in all caps, typing in all caps is considered shouting.
4. Do not type the entire message in lower case, as you will be considered lazy and makes it very hard for the instructor to read, causing delays in answers for you as well as for your classmates
5. Do not send a series of messages about the same topic, just because you are panicking. Reading many messages on the same topic, again will delay responses to you and your classmate.
6. Keep in mind when you send a message at night, that you may not get an answer until the next business day as instructors are human and need to eat and sleep.
7. Messages send over the weekend will be answer on Mondays, therefore try to turn in your exams as soon as they open, that way you will avoid a lot of aggravation.
8. In my experience, things happen...especially when you leave the exam for the last hour or two.

ONLINE TEACHING/LEARNING HONOR CODE

All students participating in this class **must** agree to abide by the following code of conduct:

- I have read and understood the syllabus; this includes my responsibilities as a student and the grading scheme.
- I am aware that this is an online course. Lectures and/or lecture notes are posted in a learning management system, I am responsible for looking, reviewing and studying the lectures on my own time.
- I will register for only one account at the college or for publisher/supplemental material.
- I will personally login to the course site.
- My answers to homework/assignments, quizzes and exams will be my own work except for assignments that explicitly permit collaboration.
- I will not make solutions/answers to homework/assignments, quizzes or exams available to anyone else. This includes both solutions written by me, as well as any official solutions provided by the course or the staff involved in the course.
- I will not engage in any other activities that will dishonestly improve/hurt result of others.
- I will not give access to my work, the course site, and its contents to others.
- I will not disseminate or sell any material given/shown to me in this course.

Print your name: _____
Signature: _____
Date: _____

Please return this signed and dated page to your instructor. For face-to-face courses (web-enhanced) or blended courses (hybrid) bring the signed page to your next class or lab session. For 100% online courses, scan the signed document and upload it on MyRCC or email it to nsucher@rcc.mass.edu.

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