

**BSC 2093C**

**HUMAN ANATOMY & PHYSIOLOGY I**

**FALL 2016**

**Class hours:** CRN 11573 M,W 11:30 am – 12:45 pm HSB 146  
CRN 10904 T,R 11:30 am – 12:45 pm HSB 146  
**Lab hours:** CRN 11573 M 1:00 pm – 3:45 pm HSB-132  
CRN 10904 T 8:30 am – 11:15am HSB-132

**Instructor:** **Jemima “Jackie” Lindbeck, M.D. Ph.D.**

**Instructor’s Office:** Building 1 – Room 223

**Office Hours:** **M** 8:30am – 9:45am  
**T** 2:30pm – 3:30pm  
**W** 8:30am – 9:45am and 1:00pm – 3:45pm  
**R** 8:30am – 11:15am  
**F** 7:30am – 8:30am

I will attempt to be in my office during all office hours.  
If I have to attend a meeting or step out for a minute,  
I will try to leave a note on my door explaining when you can expect my return.  
If you want a guarantee that I will be there, please make an appointment.

**Office phone:** extension 1961 (407-582-1961)  
I will attempt to answer my phone directly during office hours.  
If I am not in my office,  
and you leave a message on the answering machine,  
I will attempt to call back the next time I am in my office  
(which may not be until the next workday).

**E-mail:** **[jlindbeck@mail.valenciacollege.edu](mailto:jlindbeck@mail.valenciacollege.edu)** (*preferred e-mail*)  
OR **[jlindbeck@hotmail.com](mailto:jlindbeck@hotmail.com)** (*in case Atlas is down*)  
If using my hotmail e-mail - please identify yourself as a student in the subject line  
(to make sure I don’t delete your e-mail as suspected junk mail).  
When you use my Valencia College e-mail I will probably know you are a student.  
I will attempt to answer e-mails at least once a day,  
but some days that may be in the morning,  
and other days that may be in the evening.  
You should expect a reply at least within 48 hours - except during holidays  
when I may be away from my computer (out of town or in a kayak).  
NOTE: I do not own a laptop or smart phone, and I do NOT check my e-mail  
compulsively multiple times a day.  
I advise students to check their e-mails daily if possible - for important college e-mails  
and for e-mails from their teachers.

**Text:** **Principles of Anatomy & Physiology**  
Gerard J. Tortora & Bryan Derrickson  
ISBN 1-118-89269-0  
14<sup>th</sup> edition looseleaf – comes packaged with:  
Brief Atlas of the Skeleton, Surface Anatomy & Selected Medical Images  
NOTE: In my class it is permitted to use an older edition to save money  
ADDITIONAL NOTE: Some other teachers are using the textbook bundled with  
an access code for WileyPlus in Blackboard (especially in hybrid classes).  
I am NOT using WileyPlus in my class.

**Required Lab Handouts:** Handouts which you will use as reference material, and also handouts which you will complete by adding information collected during lab, must be printed out and brought with you at the beginning of each lab.

The class calendar and class website will provide details and links to the lab handouts needed for each lab. You will typically need to print between 1 to 4 pages each week.

**Teaching Style:**

Face-to-Face classroom and laboratory lectures, discussions, and activities.

Resources in addition to the textbook (such as study guides, lab handouts, and PowerPoints) are available at the class website.

**Course Credits:** 4

**Prerequisites and Co-requisites:** see course description below.

**Course Description (copied from on-line College Catalog of Courses):**

**HUMAN ANATOMY AND PHYSIOLOGY I**

Prerequisite: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes and a minimum grade of B in: Honors high school biology or AP biology and Honors high school chemistry or AP chemistry; or BSC 1010C.

Scientific method, biochemical processes of life, cells, tissues, structure and function of integumentary, skeletal, muscular, endocrine and nervous systems, and organs of special senses. Lab exercises emphasize anatomic and physiologic principles associated with classroom work. (Special Fee: \$62.00)

**Course Learning Outcomes:**

(Abridged version of College Wide Learning Outcomes found in Course Outline Builder)

- 1) Students will recognize and identify components of cells, tissues, and covered organ systems.\*
- 2) Students will understand the function of cells, tissues, and covered organ systems.\*
- 3) Students will use the scientific method.
- 4) Students will recognize the interrelationships of the covered organ systems.\*
- 5) Students will be able to apply information in common life situations.

(\*covered organ systems are:

integumentary, skeletal, muscular, endocrine and nervous systems, and organs of special senses)

**Valencia College Core Competencies**

The faculties of Valencia College have identified four core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in your Valencia College classes. The four competencies are:

- 1) **Think** – think clearly, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry
- 2) **Value** – make reasoned judgments and responsible commitments
- 3) **Communicate** – communicate with different audiences using varied means
- 4) **Act** – act purposely, effectively, and responsibly

**Registration Deadlines and Drop/Refund Deadlines:**

For information about registration deadlines, Drop/Refund deadlines etc., please visit the Valencia College Academic Calendar: Important Dates & Deadlines 2016 – 2017 which you can find on the Valencia College website.

This Fall Semester the Drop/Refund Deadline is September 6 2016 (11:59pm)

This Fall Semester the Final Withdrawal Deadline is November 11 2016 (11:59pm)

**Absences and Withdrawals:** Attendance and participation is expected of all students. After three absences a student will be withdrawn from the course by the instructor. If you know that you are intending to withdraw from the class yourself please inform me of your intent and withdraw yourself. Do not wait for me to withdraw you. I do not total the absences and re-evaluate your status on a daily basis. I reserve the right to allow a student to remain in

the class for cases of extreme personal hardship combined with the students' expression of their dedication to continuing the class. The exceptions to the three absence withdrawal policy will be made on a case-by-case basis and will require appropriate documentation. If a student is allowed to remain in the class in spite of three absences, the student may still be withdrawn if additional absences accrue.

After the withdrawal deadline you will not be able to withdraw.

After the withdrawal deadline I will not withdraw students automatically for attendance reasons. In other words, my automatic response at that point will be to allow students to remain in the class in spite of their absences, even though the absences are likely to lead to an "F" if crucial information and exams are missed.

According to Valencia policy, any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F".

Students on Bright Futures Scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class because the college must refund that cost to the state. Students with any type of financial aid are advised to discuss the financial implications of a withdrawal with an advisor before withdrawing.

Note that in order to academically maintain financial aid, students must meet the following requirements:

Complete 67% of all classes attempted.

Maintain a Valencia GPA of 2.0 or higher.

Maintain an overall GPA of 2.0 or higher.

Complete degree within the 150% timeframe.

Detailed information about maintaining satisfactory academic progress (SAP) can be found at:

[http://valenciacollege.edu/finaid/satisfactory\\_progress.cfm](http://valenciacollege.edu/finaid/satisfactory_progress.cfm)

#### **Late Arrivals / Early Departures:**

If a student enters the classroom after attendance has been taken it is his/her responsibility to see the teacher after class to get some credit for attendance.

#### **Missed Exams:**

Make-up exams will be available for students with severe illness or accidents ***if the student presents the request with a reasonable excuse in person or in writing***. Make up exams will be scheduled for the same day as the final exam. There should be sufficient time during the allotted 2-2.5 hours for the final exam to also be able to take a make-up exam then. **A 10% penalty will be assessed on any score gotten on a make-up exam done at the time of the final exam.** For example if you get 90% of the available points on a makeup exam then the penalty of 10% will result in you being awarded 80% as your score for that exam.

If you miss more than one exam in the semester I will drop you from the class. In my experience students who miss more than one exam get too far behind to pull themselves out of trouble. They are not able to study for the new material and study for the old material in the time they have left, so they do poorly on either the makeup exams, the on-time exams, or both. If you know ahead of time that you will be missing an exam due to a conflict – please discuss the situation immediately with me (the professor) to see if an alternate exam taking possibility (such as taking the exam early during my office hours) can be arranged.

#### **Missed Labs:**

Lab assignments often cannot be made-up, discuss your options with the teacher if labs are missed.

#### **Missed Quizzes:**

In the case of severe illness or accident, the subsequent exam score could replace the missing quiz score ***if the student presents the request with a reasonable excuse in person or in writing***. Quizzes missed for cases of extreme hardship may be replaced by a number based on your exam score covering the same material as the quiz but **with a 10% penalty**. In other words, if you get 90% of the available points on the exam then the penalty of 10% will result in you being awarded 80% as your score for the missing quiz.

#### **Hurricane related class cancellations:**

[hurricane season = June 1 – November 30]

If a hurricane is headed our way, and the college administration decides it is necessary to close the college, classes will be cancelled for whatever length of time is deemed appropriate. If you are signed up for Valencia Alerts you

should receive an automatic notice. You can also find out whether Valencia College will be closed by calling the campus phone number:

**407-299-5000**

At my class website I have also provided a link to the National Hurricane Center:

**<http://www.nhc.noaa.gov>**

where you can obtain all the latest hurricane predictions and find links to maps and radar images.

#### **Valencia Alerts:**

Once you are registered for Valencia Alerts, emergency alerts, notifications, and updates can be sent to you via e-mail, cell phone, pager, and/or smart phone/PDA. Messages about campus closures due to a broken water main, reports of a gunman on campus etc., could make use of this system. To modify contact information for Valencia Alerts you should log into ATLAS and click on Valencia Alerts in the My Atlas Tab.

#### **Campus Security:**

Statement from Chief of Security:

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer.

Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

#### **Getting Help with Personal Issues:**

Valencia College is committed to making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management, as well as relationship problems dealing with school, home, or work. Students have 24 hour unlimited access to **Bay Care Behavioral Health's confidential student assistance program** phone counseling services by calling:

**(800) 878-5470.**

Three free confidential face-to-face counseling sessions are also available to students.

Please also check out the link on my class website labeled: Guide to Local Clinics and other Resources.

I have provided links to many local and national agencies, hotlines, and helplines, related to specific aspects of physical health, mental health and wellbeing, victim resources, and hardship resources, as well as Bay Care Behavioral Health Student Assistance Program.

#### **Courtesy for others in maintaining a learning environment:**

Your classmates will learn best if they can listen to and participate in classroom activities without distractions and interruptions. You are expected to refrain from holding private conversations while a teacher or classmate is addressing the class. Upon entering the class you are expected to turn off cell phones, beepers, and loud alarm watches. If your presence is disturbing to classmates you may be requested to make a seating change or leave the classroom. Children are not permitted to attend class with you.

#### **Use of Electronic Devices:**

I feel that most students will have more distraction than benefit from the use of electronic devices in class. If you feel that using a laptop or tablet in class enhances your learning please explain to me how you intend to use it and how you will ensure that your use does not distract other students.

If you are an auditory learner who benefits from listening to the class lectures multiple times, I do allow recording of lectures, but you must not use those recordings for any purpose other than self study.

Under no circumstances will any electronic devices be allowed during quizzes or exams. If I see any electronic devices including cell phones being used or being positioned for easy access during a quiz or exam I will confiscate the device for the duration of the quiz or exam even if the student states they were only using the device as a clock or a calculator.

**Student or teacher conflicts or issues in the classroom:**

It is my sincere hope that we will be able to resolve any conflicts or issues that arise in the classroom in a direct and respectful manner by discussion between the teacher and the involved students during class or later in my office (depending on the issue and how disruptive it is to fully address it during the class time).

Valencia College is committed to providing each student with a quality educational experience. Faculty members have high standards of instruction for themselves and for students. If you have a problem in class your first step should be to talk to your instructor. If you are still dissatisfied, you may talk with the Division Dean - for this class that would be the Dean of Science – Dr. Gessner.

Dr. Gessner has created a letter that explains what he expects from Science faculty and Science students. I have included the letter as an appendix to this syllabus.

**Student requests for letters of recommendation.**

Students who are applying for scholarships, particular colleges, professional schools, or academic programs are often asked to obtain letters of recommendation from teachers, work supervisors or other persons.

If you intend to ask me (or any other teacher) for a letter of recommendation it is in your best interest to make sure the teacher knows you well. An A student who never asks any questions or makes any comments in class and never visits the teacher during office hours is unlikely to get a useful letter of recommendation from a teacher. The committees or individuals who are going to grant you admission or a scholarship do not need a teacher to tell them that you were an A student – they can read your transcript for that particular piece of information. What they want to see in a letter of recommendation is comments about your character and personality, and passion. If I can say that you got along great with classmates, and that you helped them in study groups, if I can say that you asked insightful questions and showed curiosity and insight with your comments, if I can say that you are passionate about your career goals as discussed during my office hours, if I can say that you were always on time and actively engaged in the classroom, that you communicate well, and act with maturity and consideration of others, these are the types of comments that will help you. If I don't know anything about you other than the fact that you sat in the back row and never said a word, it will not be useful to ask me to write a letter of recommendation for you.

It is polite to ask for a letter of recommendation in person if possible, and to give the teacher plenty of time to compose the letter before the deadline.

It is also very much appreciated if you let the teacher know if you end up getting the acceptance or scholarship you were seeking. Teachers love to hear of the successes of their students!

**Disclaimer:**

Although I have an MD degree I quit practicing when my daughter was born in 1996. Consequently I no longer have a medical license nor do I keep as current on the latest developments in medicine as I used to. Anything that I say in class or in personal conversation should not be construed as constituting medical advice. Whatever I say is merely as your teacher. I am not your physician.

**Students with Disabilities:**

Students with disabilities who qualify for academic accommodations **must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD)** and discuss specific needs with the professor, preferably during the first week of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.  
(West Campus SSB room 102, ext. 1523 full number: 407-582-1523)

**WebSite:**     <http://humanbody.homestead.com>

I have created a website which contains **links to additional information and resources** for students interested in exploring more than is in the textbook. Some of the material at the sites linked here may also be incorporated into lectures. I welcome any student suggestions for sites to be included.

Other features of the website include:

a **career guide** to find out more about careers commonly chosen by A & P students

a **calendar of class lectures** so that you can see where we are and plan to be in our schedule

a **referral guide to local clinics** in case you become ill (or paranoid about your health), etc.

**class study guides** (so you can study, download, and/or print out a copy for yourself)

a link to Blackboard where you can access [my powerpoint presentations](#)

If you want to access the class website but do not have a computer of your own, Valencia College has a Computer Access Lab (Bldg 6-101) and also Library Computer Workstations (Bldg 6-201).

**Grading Scale:** Points from quizzes (5-10 points each), exams (100 points each), and lab assignments (5 points each) will be added together and divided by the total points possible.

Letter Grade	Percentage Score
A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	0 – 59 %

**Detailed information about 730 points to be earned in this class:**

(for due dates see the class calendar)

Terminology quiz on first day	_____/5 points possible	5/730 = 0.7% of grade
Demonstration of cranial bones	_____/5 points possible	5/730 = 0.7% of grade
Demonstration of facial, vertebral, & ribcage bones	_____/5 points possible	5/730 = 0.7% of grade
Demonstration of bones of the appendicular skeleton	_____/5 points possible	5/730 = 0.7% of grade
Joints and motions lab	_____/5 points possible	5/730 = 0.7% of grade
Demonstration of muscles	_____/5 points possible	5/730 = 0.7% of grade
Group work on epithelial tissues	_____/5 points possible	5/730 = 0.7% of grade
Group work on connective tissues	_____/5 points possible	5/730 = 0.7% of grade
Group work on ANS drugs	_____/5 points possible	5/730 = 0.7% of grade
Microscope work on epithelial tissues	_____/5 points possible	5/730 = 0.7% of grade
Microscope work on connective tissues	_____/5 points possible	5/730 = 0.7% of grade
Microscope work on bone tissues	_____/5 points possible	5/730 = 0.7% of grade
Microscope work on neurons	_____/5 points possible	5/730 = 0.7% of grade
Microscope work on muscle tissues	_____/5 points possible	5/730 = 0.7% of grade
Neurologic evaluation of partner (incl. reflexes)	_____/5 points possible	5/730 = 0.7% of grade
Sheep brain dissection	_____/5 points possible	5/730 = 0.7% of grade
Quiz over chap1	_____/10 points possible	10/730 = 1.4% of grade
Quiz over cranial bones/sutures/fontanel	_____/10 points possible	10/730 = 1.4% of grade
Quiz over facial & vertebrae & ribcage bones	_____/10 points possible	10/730 = 1.4% of grade
Quiz over motions	_____/10 points possible	10/730 = 1.4% of grade
Quiz over muscles	_____/10 points possible	10/730 = 1.4% of grade
Exam over chap 1 & 2 & 7	_____/100 points possible	100/730 = 13.7% of grade
Exam over chap 3 & 8 & 9	_____/100 points possible	100/730 = 13.7% of grade
Exam over chap 4 & 11 & 5	_____/100 points possible	100/730 = 13.7% of grade
Exam over chap 6 & 12 & 10	_____/100 points possible	100/730 = 13.7% of grade
Exam over chap 13, 14, & 15	_____/100 points possible	100/730 = 13.7% of grade
Exam over chap 16, 17, & 18	_____/100 points possible	100/730 = 13.7% of grade

**Academic Responsibility:**

You are expected to take full responsibility for your own education. If you have special needs you need to inform your instructor. You must have time to study appropriately for this course. Only you can balance your study time with the other demands of your life. Taking responsibility for your own education also means you will commit yourself to intellectual honesty. You cannot receive the learning benefits of this class if you do not master the material for yourself. You should not cheat or assist others in cheating. I will be following the College Policy on Academic Dishonesty (see the relevant policy reproduced from the Valencia College Website attached as an Appendix)

**My response to cheating:**

If I am convinced that you have cheated I will discuss your situation with you privately.

You will get zero points for the assignment on which you cheated.

If you cheat more than once you will be referred to the Dean of Students.

Depending on the judgment of the Dean of Students you could face penalties such as suspension or expulsion from Valencia College.

**Academic success in this class**

Your attendance in class is not enough of a commitment on your part to give you a passing grade.

In order to pass this class you should expect to spend frequent quality time studying – preferably daily and certainly not limited to 1-2 days before the exam.

Study time will only be effective if you are awake and energized and actively processing the material – not just passively reading, but also making notes, drawings, diagrams, charts, explaining to others, and quizzing classmates, etc.

Repetition is essential, a musician cannot master an instrument without practice, an athlete cannot master a sport without practice, and a student cannot master their studies without practice (and practice, and practice).

**Resources for Success**

- 1) Your teacher
- 2) Your classmates
- 3) Other people you already know who have useful knowledge  
or are willing to drill you with resources you have created
- 4) On Campus Resources such as:

Computer Access Lab

Building 6 – room 101  
407-582-1646

Library Computer Workstations

Building 6 – room 201  
407-582-1432

General Tutoring (including Science)

Building 7 – room 243  
407-582-1633

West Campus Writing Center

Building 5 – room 155  
407-582-1812

West Campus Math Center

Building 7 – room 240  
407-582-1633

**Information about Grades:** Please do not ask me to give out your grade by phone or e-mail. The proper security measures and forms are not in place for me to guarantee that only the student has access to their grades (and not someone else who shares the student's phone or e-mail or who pretends to be the student). I am not going to risk violating federal regulations about nondisclosure of confidential student information (Family Educational Rights and Privacy Act – FERPA – U.S.C. § 1232g; 34CFR Part 99). If you wish to know your grade before it is posted in Atlas or before you see me in class you will have to catch me in person. For end of semester grades if you just can't wait for grades to be released to students by the Atlas system (especially after Summer A when you have to wait more than 6 weeks for a grade), I will answer e-mails about your grade ONLY if the e-mail request is sent FROM YOUR VALENCIA COLLEGE E-MAIL TO MY VALENCIA COLLEGE E-MAIL since these e-mail addresses are not allowed to be shared with others or accessed by anyone other than the one person to whom the e-mail address was assigned.

**Course Schedule:** The schedule which follows is to be considered a tentative schedule. We cover chapters in the order given below. There is no exact timeline for how much time we will spend on each chapter. The time spent on a chapter depends partly on how many questions students ask, and how much interest there is in discussion. The schedule below will indicate the order in which you will take quizzes/exams. Based on previous years I have found

that the dates I have set for quizzes and exams will usually not need to be adjusted much or at all unless we have unusual circumstances such as the campus closing for a hurricane.

Quizzes will be given at the beginning of a class period or lab. After you have turned in your quiz you are expected to sit quietly in your seat until all quizzes are collected and lecture/lab begins.

Exams will be given at the end of a class period. After you are finished with the exam you may leave.

Only by regular attendance will you be able to keep informed of the exact scheduling of quizzes and exams.

(I will also try to regularly update the calendar at my course website so that if you have to miss a class you can find out what you missed and also if there is going to be a quiz or exam during the next class period.)

Topics/chapters covered in the lab room may at times be different than topics/chapters covered in the lecture room. For example our first topic in the lab room is chapter 7 – the skull, whereas our first topic in the lecture room is chapter 1- An introduction to the human body. At other times lecture and lab will focus on the same topic/chapter.

The following gives the sequence and room locations in which we will cover chapters this semester:

In lab (but not in the lecture classroom):

Chapter 7 – axial skeleton

Chapter 8 – appendicular skeleton

Chapter 9 – joints & motions

Chapter 11 – muscles

In lecture (but not in the lab room):

Chapter 1 – introduction to the human body

Chapter 2 – chemistry

Chapter 3 – cells

Chapter 5 – integumentary system

In both lecture and lab:

Chapter 4 – (epithelial and connective) tissues

Chapter 6 – bone tissues

Chapter 12 – nervous tissues

Chapter 10 – muscle tissues

Chapter 13 – spinal cord

Chapter 14 – brain

Chapter 15 – autonomic nervous system

Chapter 16 – pathways in the nervous system

Chapter 17 – special senses

Chapter 18 – endocrine system



A detailed schedule of the dates on which class meets and **TENTATIVE** dates for quizzes and exams and labs follows:

MONDAY/WEDNESDAY

WEEK ONE

Mon Aug 29 – Syllabus, website, start chapter 1, start chapter 7, **Terminology Quiz**

Lab: cranial bones/sutures/fontanel (Chap 7).

Wed Aug 31 – Finish chapter 1.

WEEK TWO

Mon Sep 5 – **LABOR DAY – NO CLASSES**

No classes or lab today.

Tue Sep 6 (11:59pm) – Drop/Refund Deadline.

Wed Sep 7 – **Quiz over chapter 1.** Start chapter 2.

WEEK THREE

Mon Sep 12 – Continue...

**Quiz over cranial bones/sutures/fontanel.**

Lab: facial bones/vertebrae/ribcage (Chap 7).

Wed Sep 14 – Continue...

WEEK FOUR

Mon Sep 19 – Continue...

**Quiz over facial bones/vertebrae/ribcage.**

Lab: appendicular skeleton (Chap 8).

Wed Sep 21 – Continue...

WEEK FIVE

Mon Sep 26 – Continue...

Lab: joints & motions (Chap 9).

Wed Sep 28 – **Exam over chapters 1 & 2 & 7.**

WEEK SIX

Mon Oct 3 – Continue...

**Quiz over motions.**

Lab: muscles (Chap 11).

Wed Oct 5 – Continue...

WEEK SEVEN

Mon Oct 10 – Continue...

**Quiz over 6 muscles.**

Lab: epithelial tissues (Chap 4).

Wed Oct 12 – **Exam over chapters 3 & 8 & 9.**

WEEK EIGHT

Mon Oct 17 – Continue...

Lab: connective tissues (Chap 4).

Wed Oct 19 – Continue...

TUESDAY/THURSDAY

WEEK ONE

Tue Aug 30 – Syllabus, website, start chapter 1, start chapter 7, **Terminology Quiz**

Lab: cranial bones/sutures/fontanel (Chap 7).

Thu Sep 1 – Finish chapter 1.

WEEK TWO

Tue Sep 6 – Start chapter 2.

No lab today – but we do have lecture!

Tue Sep 6 (11:59) – Drop/Refund Deadline.

Thu Sep 8 – **Quiz over Chapter 1.** Continue up to...

WEEK THREE

Tue Sep 13 – Continue...

**Quiz over cranial bones/sutures/fontanel.**

Lab: facial bones/vertebrae/ribcage (Chap 7).

Thu Sep 15 – Continue...

WEEK FOUR

Tue Sep 20 – Continue...

**Quiz over facial bones/vertebrae/ribcage.**

Lab: appendicular skeleton (Chap 8).

Thu Sep 22 – Continue...

WEEK FIVE

Tue Sep 27 – Continue...

Lab: joints & motions (Chap 9).

Thu Sep 29 – **Exam over chapters 1 & 2 & 7.**

WEEK SIX

Tue Oct 4 – Continue...

**Quiz over motions.**

Lab: muscles (Chap 11).

Thu Oct 6 – **COLLEGE NIGHTS – NO CLASSES**

WEEK SEVEN

Tue Oct 11 – Continue...

**Quiz over 6 muscles.**

Lab: epithelial tissues (Chap 4).

Thu Oct 13 – **Exam over chapters 3 & 8 & 9.**

WEEK EIGHT

Tue Oct 18 – Continue...

Lab: connective tissues (Chap 4).

Wed Oct 20 – Continue...

WEEK NINE

Mon Oct 24 – Continue...

Lab: tissues review (Chap 4).

Lab: bone tissue – microscope (Chap 6).

Wed Oct 26 – **Exam over chapters 4 & 11 & 5.**

WEEK NINE

Tue Oct 25 – Continue...

Lab: tissues review (Chap 4).

Lab: bone tissue – microscope (Chap 6).

Thu Oct 27 – **Exam over chapters 4 & 11 & 5.**

WEEK TEN

Mon Oct 31 – Continue...

Lab: nervous tissue - microscope (Chap 12).

Wed Nov 2 – Continue...

WEEK TEN

Tue Nov 1 – Continue...

Lab: nervous tissue – microscope (Chap 12).

Thu Nov 3 – Continue...

WEEK ELEVEN

Mon Nov 7 – Continue...

Lab: muscle tissue – microscope (Chap 10).

Wed Nov 9 – Continue...

WEEK ELEVEN

Tue Nov 8 – Continue...

Lab: muscle tissue – microscope (Chap 10).

Thu Nov 10 – Continue...

Fri Nov 11 – FINAL WITHDRAWAL DEADLINE

WEEK TWELVE

Mon Nov 14 – Continue...

Lab: neurologic evaluation (Chap 13 & 14).

Wed Nov 16 – **Exam over chapters 6 & 12 & 10.**

WEEK TWELVE

Tue Nov 15 – Continue...

Lab: neurologic evaluation (Chap 13 & 14).

Thu Nov 17 – **Exam over chapters 6 & 12 & 10.**

WEEK THIRTEEN

Mon Nov 21 – Continue...

Lab: sheep brain dissection (Chap 14).

Wed Nov 23 – **THANKSGIVING – NO CLASSES**

WEEK THIRTEEN

Tue Nov 22 – Continue...

Lab: sheep brain dissection (Chap 14).

Thu Nov 24 – **THANKSGIVING – NO CLASSES**

WEEK FOURTEEN

Mon Nov 28 – Continue...

Lab: ANS group work (Chap 15).

Wed Nov 30 – **Exam over chapters 13 & 14 & 15.**

WEEK FOURTEEN

Tue Nov 29 – Continue...

Lab: ANS group work (Chap 15).

Thu Dec 1 – **Exam over chapters 13 & 14 & 15.**

WEEK FIFTEEN

Mon Dec 5 – Continue...

Lab: to be determined.

Wed Dec 7 – Continue...

WEEK FIDTEEN

Tue Dec 6 – Continue...

Lab: to be determined.

Thu Dec 8 – Continue...

FINAL EXAM WEEK

Wed Dec 14 – **Exam over chapters 16 & 17 & 18.**

10:00am-12:30pm

HSB 146

FINAL EXAM WEEK

Thu Dec 15 – **Exam over chapters 16 & 17 & 18.**

10:00am-12:30pm

HSB 146

**DISCLAIMER:** The course instructor reserves the right to make changes in the course outline, class schedule and syllabus if needed. Changes will be announced in class in a timely manner, when necessary. Your continued participation in this course constitutes an agreement with and an acceptance of the conditions presented in this syllabus.

# Appendix A

## LETTER FROM THE DEAN

### Expectations of a Valencia College Science Student

Welcome to the Science Division of Valencia College's West Campus; we are enthused to have this opportunity to assist you in achieving your educational goals. Higher education is a privilege and an opportunity; it is your responsibility to realize that you are in control of those behaviors and actions that can enable success in this course.

From your professors, **you can expect** the following:

1. They will be prompt, courteous and respectful.
2. They will provide a professional learning environment throughout the entire scheduled instructional period.
3. They will provide an up-to-date syllabus; when changes need to be made, they will announce changes in a manner that is conveyed to all students in their class.
4. They will provide you with a course that is of necessary rigor to prepare you for the career you have chosen; because the class you are taking transfers to a four year college or university, it will be taught with the same academic expectations. The bonus of starting your education at Valencia, when compared to attending a four year college, is you will be able to get more personal attention with small class sizes and you will be able to save money; the classes are not easier.
5. They will offer time outside of class to discuss your questions.
6. They will be available to discuss your class concerns in private, outside of class time; you should try to resolve your class concerns with your professor before you try to voice your concerns with administrators.
7. They will respond to emails within 2 business days.
8. They will expect from you what they have expected from the many students who passed their classes in the past.

In return, this is **what your professor will expect from you:**

1. You will be prompt, courteous and respectful.

Prompt means you come to class on time, ready to work, with all assignments completed before you enter class or lab. It means that you have studied, that all conversations, texting and diversions come to a stop and that you are ready to contribute to a positive learning environment from the beginning of the class or lab.

Courtesy means you are polite in your attitude and behavior towards your professor and classmates.

Respectfulness means that you regard everyone's classroom experience as valuable to them, that you accept your professor's expertise and experience to create relevant course objectives and that you treat college and personal property with care.

2. You will read your syllabus; your syllabus is a contract between your professor and you. Be aware of deadlines to complete assignments on time and know your professor's attendance policy. You will need to attend class for the full length of time allotted to your science class and lab.
3. You will be aware of Valencia College policies and procedures found in the college catalog; ignorance of policies and procedures doesn't mean they don't apply.

4. You will be serious about learning; it is your responsibility to be an active participant in your own learning. You will need to devote sufficient time to learn the material presented by your professor; for most students, this means you will need to spend at least two hours studying for every hour of instruction. Learning is an action verb; you will need to do more than sit through class and reread your notes to be successful. To succeed in higher level classes, you must retain the information, concepts and skills you will learn; this can only happen if you work at learning to make the course content a part of your long term memory. Do not cram!!
5. You will be encouraged to produce your own study guides. Most college professors do not provide study guides, but they can give you tips that will help you produce your own study guides to gain a better understanding of the course content.
6. You will be expected to participate fully in classroom activities. The work you produce must be your own; cheating in any form is not tolerated and your professor will have specific consequences, in their syllabus, which will be enforced should cheating occur.
7. You will be expected to contribute to a positive learning environment. Avoid classmates who speak negatively, or who have a negative outlook, about your class or your professor. Instead, get to know your professor during office hours; you will learn much more with a positive attitude.
8. You will be held to a high standard of maturity and responsibility. Disruptive behaviors will not be tolerated in the classroom or lab. First time disruptions will be handled by your professor and may include a request that you leave the class or lab. Very serious or repeated disruptions will be reported, to the Dean of Science and the Dean of Students, with specific consequences that can include your permanent removal from the class. Disruptions include:
  - Being noisy when arriving late to class or leaving early.
  - Carrying on private conversations while the professor is talking.
  - Disrespectful language, tone and mannerisms.
  - Sleeping or attempting to sleep in class.
  - Repeatedly asking unnecessary or irrelevant questions.

My wish is that you get the best learning value from the science classes that you are taking. With everyone abiding by the expectations in this letter, your science classes at Valencia should be the next step in achieving your academic dreams.

Dr. Robert Gessner  
West Campus Dean of Science  
Valencia College

# Appendix B

Academic Dishonesty (policy and procedure statements copied from Valencia College website)

## **Policy Statement:**

- A. All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.
- B. All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.
- C. Students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor.

## **Procedure Statement:**

Anyone observing an act of academic dishonesty may refer the matter to the professor, as an academic violation, and/or to the Dean of Students or designee, as a violation of the Student Code of Conduct (6Hx28:8-03). When the professor has reason to believe that an act of academic dishonesty has occurred, the professor may proceed in one of three ways:

- A. The professor may choose to consider the act of academic dishonesty to be an academic offense, and using his/her academic judgment may assign an academic sanction to the responsible student, following a discussion of the matter with the student and any other appropriate persons. Academic penalties may include, without limitation, one or more of the following: loss of credit for an assignment, examination, or project; withdrawal from course; a reduction in the course grade; or a grade of "F" in the course. If the student disagrees with the decision of the professor, the student may seek a review of the decision subject to and in accordance with Policy 6Hx28:8-10, Student Academic Dispute and Administrative Complaint Resolution.
- B. The professor may choose to consider the act of academic dishonesty to be a violation of the Valencia Student Code of Conduct, and may refer the matter for resolution in accordance with Policy 6Hx28:8-03. Disciplinary penalties for academic dishonesty may include, without limitation, warning, probation, suspension and/or expulsion from the College. Any appeal of disciplinary sanctions will occur subject to and in accordance with Policy 6Hx28:8-03.
- C. The professor may choose to consider the act of academic dishonesty as warranting both an academic and disciplinary sanction. In this case, a professor should refer the matter for resolution in accordance with Policy 6Hx28:8-03, Student Code of Conduct, and when appropriate, should withhold any academic sanctions until such time as the disciplinary process is concluded and the student has been found responsible for violating college policy. If the student is found responsible for violating the Student Code of Conduct, the professor may then assign academic sanction in addition to any assigned disciplinary sanction. Any appeal of disciplinary sanctions will occur subject to and in accordance with Policy 6Hx28:8-03, and any review of academic sanctions will occur subject to and in accordance with Policy 6Hx28:8-10.