

**BSC 2093C**

**HUMAN ANATOMY & PHYSIOLOGY I**

**SPRING 2020**

**Class hours:** CRN 20066 M,W 11:30 am – 12:45 pm HSB 146  
CRN 20175 T,R 11:30 am – 12:45 pm HSB 146  
**Lab hours:** CRN 20066 M 1:00 pm – 3:45 pm HSB-132  
CRN 20175 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)**

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 check my e-mail hourly or even many times in a day  
(For example, I do not check my email during class and lab hours).  
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 1119447976  
15<sup>th</sup> edition looseleaf

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 CANVAS (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: \$37.00)

**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 2019 – 2020 which you can find on the Valencia College website.

This Spring Semester the Drop/Refund Deadline is January 13, 2020 (11:59pm)

This Spring Semester the Final Withdrawal Deadline is March 20, 2020 (11:59pm)

**Absences and Withdrawals:**

Attendance and participation is expected of all students. Because of the amount of material presented in class, and because of the interactions students have with each other and with the teacher, it follows that attending class gives the greatest opportunity for learning and for success. Students who are late or miss some classes can expect that they will not learn as much as students who never miss any class.

If a student is absent for one exam without providing a valid excuse to the teacher, and without a discussion of how they plan to catch up, I will withdraw the student from the class. If the student is absent for more than one exam (regardless of the reasons) I will withdraw them from the class. From many years of observing student behavior I

have come to the conclusion that it is virtually impossible for a student to recover from two missed exams and still pull off a passing grade.

I will take daily attendance. If a student comes in late it is their responsibility to notify me after class so that I will correct the attendance record. When a student withdraws, or when a student gets a grade of F for the semester, it is my legal responsibility to enter into the Valencia College records the last date of attendance. The College will then use this information to determine whether or not the student must pay back all or part of their financial aid.

If a student registers for this class but does not show up during the first week of class they will be withdrawn from the class according to the college "NO SHOW" policy.

After the withdrawal deadline students will not be able to withdraw themselves from the class. After the withdrawal deadline I will no longer withdraw students for being absent for exams. I will allow them to continue in the class even if they get a grade of zero on an exam for not taking it.

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)

#### **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 (if the second missed exam occurs before the withdrawal deadline), or I will not allow you to make up the missed exams (if the second missed exam occurs after the withdrawal deadline). 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 can't always 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. If an Alert comes in during a class period and the teacher has not received the alert but you have, please notify the teacher immediately.

**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** 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. 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:**

Use of laptops, pads, and tablets during class is prohibited. If you must attend to your cell phone because of situations like your child's school nurse contacting you to take them out of school when they are sick, or someone contacting you about a loved one in the hospital taking a turn for the worse, please limit your use of the phone only to the briefest contact necessary, and either text that you will be dealing with the situation after class, or, if appropriate, leave the classroom to take care of things.

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 Canvas 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.

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

**Detailed information about the 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 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
Eye dissection	_____/5 points possible	5/730 = 0.7% of grade
Eye and ear model parts identification	_____/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/fontanels	_____/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 240  
407-582-1633

West Campus Writing Center

Building 5 – room 155A  
407-582-5454

West Campus Math Center

Building 7 – room 241  
Tutoring: 407-582-1633    Math Open Lab: 407-582-1720 or 407-582-1780

**Information about Grades:** In addition to returning your graded quizzes and exams to you, usually during the next class period, I will be posting scores for all your graded activities in CANVAS.

Please do not ask me to give your graded exams to a friend/classmate if you are absent. 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).

Any email communication about grades that occurs between student and teacher should be limited to messages FROM THE STUDENT'S VALENCIA COLLEGE ATLAS E-MAIL TO THE TEACHER'S VALENCIA COLLEGE ATLAS 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. (Do not use UCF e-mail, AOL e-mail, Hotmail e-mail, or any other e-mail provider other than the Valencia College Atlas system to communicate about grades).

**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:

### WEEK ONE

Mon **Jan 6** - Discuss syllabus & website. Lecture: part of chapter 1 - directional terminology, planes & sections. **Quiz over terms.**

**Lab - part of Chapter 7 - cranial bones/sutures/fontanel**

**Please print and bring to lab:**

**[the lab pages for skull bones \(4 pages\)](#)**

Wed **Jan 8** - (Hopefully) Finish chapter 1.

Tue **Jan 7** - Discuss syllabus & website. Lecture: part of chapter 1 - directional terminology, planes & sections. **Quiz over terms.**

**Lab - part of Chapter 7 - cranial bones/sutures/fontanel**

**Please print and bring to lab:**

**[the lab pages for skull bones \(4 pages\)](#)**

Thu **Jan 9** - (Hopefully) Finish chapter 1

### WEEK TWO

Mon **Jan 13** - Start chapter 2 up to...

**PLEASE WEAR YOUR LAB COAT TO LAB!!!!**

**[this applies to all labs - all semester]**

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

**(quiz will occur at the beginning of lab - 1:15pm)**

**Lab - part of chapter 7 - facial bones/vertebrae/ribs**

**Please print and bring to lab:**

**[the lab pages for the vertebrae and ribcage \(3 pages\)](#)**

**and also the skull pages from the first week**

Wed **Jan 15** - **Quiz over chapter 1.** Continue up to...

### WEEK TWO

Tue **Jan 14** - Start chapter 2 up to...

**PLEASE WEAR YOUR LAB COAT TO LAB!!!!**

**[this applies to all labs - all semester]**

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

**(quiz will occur at the beginning of lab - 8:30am)**

**Lab - part of chapter 7 - facial bones/vertebrae/ribs**

**Please print and bring to lab:**

**[the lab pages for the vertebrae and ribcage \(3 pages\)](#)**

**and also the skull pages from the first week**

Thu **Jan 16** - **Quiz over chapter 1.** Continue up to...

### WEEK THREE

Mon **Jan 20** - **NO CLASS OR LAB**

**MARTIN LUTHER KING JR. DAY**

**(you may come to open lab Tuesday if you wish)**

Wed **Jan 22** - Continue up to...

### WEEK THREE

Tue **Jan 21** - **Open Lab - come for all or part of the time to study the plastic skeletons and bones.**

Lecture: Continue up to...

Thu **Jan 23** - Continue up to...

## WEEK FOUR

Mon **Jan 27** - Continue up to...

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

Lab - chapter 8 - appendicular skeleton

Please print and bring to lab:

1) [the lab pages for the upper limb and shoulder bones \(3 pgs\)](#)

2) [the lab pages for the lower limb and hip bones \(5 pages\)](#)

Wed **Jan 29** - Continue up to...

## WEEK FOUR

Tue **Jan 28** - Continue up to...

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

Lab - chapter 8 - appendicular skeleton

Please print and bring to lab:

1) [the lab pages for the upper limb and shoulder bones \(3 pgs\)](#)

2) [the lab pages for the lower limb and hip bones \(5 pages\)](#)

Thu **Jan 30** - Continue up to...

## WEEK FIVE

Mon **Feb 3** - Continue up to...

Lab - chapter 9 - joints and motions

Please print and bring to lab:

[the lab pages for measurements of range of motion using a goniometer \(5 pages\)](#)

Wed **Feb 5** - Exam over chapters 1 & 2 & 7

**1 - introduction to anatomy & physiology (10 questions)**

**2 - chemistry (20 questions)**

**7 - axial skeleton (20 questions)**

Please use the [study guides](#) for chapters 1 & 2 & 7 to focus your studying on the topics you will be tested over

## WEEK FIVE

Tue **Feb 4** - Continue up to...

Lab - chapter 9 - joints and motions

Please print and bring to lab:

[the lab pages for measurement of range of motion using a goniometer \(5 pages\)](#)

Thu **Feb 6** - Exam over chapters 1 & 2 & 7

**1 - introduction to anatomy & physiology (10 questions)**

**2 - chemistry (20 questions)**

**7 - axial skeleton (20 questions)**

Please use the [study guides](#) for chapters 1 & 2 & 7 to focus your studying on the topics you will be tested over

## WEEK SIX

Mon **Feb 10** - **Quiz over motions** - Continue up to...

Lab - chapter 11 - muscles (names, origins, insertions, actions)

Please print and bring to lab:

[the pages for muscles that cause movement at the shoulder \(3 pages\)](#)

Wed **Feb 12** - Continue up to...

## WEEK SIX

Tue **Feb 11** - **Quiz over motions** - Continue up to...

Lab - chapter 11 - muscles (names, origins, insertions, actions)

Please print and bring to lab:

[the pages for muscles that cause movement at the shoulder \(3 pages\)](#)

Thu - **Feb 13** - Continue up to...

## WEEK SEVEN

Mon **Feb 17** - Continue up to...

**Quiz over six muscles (deltoid, coracobrachialis, latissimus dorsi, teres major, supraspinatus, pectoralis major)**

**Lab - part of chapter 4 - epithelial tissues**

**Please print and bring to lab:**

**1) [the lab pages called "Tissue Identification Guide" \(6 pages\)](#)**

**(you will be using these for group work identifying printed pictures on flash cards that will be given to you in lab)**

Wed **Feb 19** - **Exam chapters 3 & 8 & 9**

**3 - cells (20 questions - NOT PowerPoint)**

**8 - appendicular skeleton (20 questions - ALL Powerpoint)**

**9 - joints & motions (20 questions - ALL Powerpoints)**

Please use the [study guides](#) for chapters 3 & 8 & 9 to focus your studying on the topics you will be tested over

## WEEK SEVEN

Tue **Feb 18** - Continue up to...

**Quiz over six muscles (deltoid, coracobrachialis, latissimus dorsi, teres major, supraspinatus, pectoralis major)**

**Lab - part of chapter 4 - epithelial tissues**

**Please print and bring to lab:**

**1) [the lab pages called "Tissue Identification Guide" \(6 pages\)](#)**

**(you will be using these for group work identifying printed pictures on flash cards that will be given to you in lab)**

Tue **Feb 20** - **Exam chapters 3 & 8 & 9**

**3 - cells (20 questions - NOT Powerpoint)**

**8 - appendicular skeleton (20 questions - ALL Powerpoint)**

**9 - joints & motions (20 questions - ALL Powerpoint)**

Please use the [study guides](#) for chapters 3 & 8 & 9 to focus your studying on the topics you will be tested over

## WEEK EIGHT

Mon **Feb 24** - Continue up to...

**also note:**

**NO MORE LAB QUIZZES FOR THE REST OF THE SEMESTER**

**Lab - part of chapter 4 - connective tissues**

**Please bring to lab again the same handouts that we used last week (Tissue Identification Guide)**

**(you will be using these for group work identifying printed pictures on flash cards that will be given to you in lab)**

Wed **Feb 26** - Continue up to...

## WEEK EIGHT

Tue **Feb 25** - Continue up to...

**also note:**

**NO MORE LAB QUIZZES FOR THE REST OF THE SEMESTER**

**Lab - part of chapter 4 - connective tissues**

**Please bring to lab again the same handouts that we used last week (Tissue Identification Guide)**

**(you will be using these for group work identifying printed pictures on flash cards that will be given to you in lab)**

Thu **Feb 27** - Continue up to...

## WEEK NINE

Mon **Mar 2** - Continue up to...

**Lab - chapter 6 - draw bone tissue**

**(based on microscope work)**

**Please print and bring to lab:**

**[the lab page on bone tissue - microscope work \(1 page\)](#)**

Wed **Mar 4** - **Exam chapters 4 & 11 & 5**

**4 - tissues (20 questions - 50% powerpoint)**

**10 questions - powerpoint identify tissues similar to lab group work**

**AND 10 questions NOT in powerpoint format from the topics in the rest of the chapter 4 study guide.**

**11 - muscles (20 questions - 100% powerpoint)**

**names, origins, insertions, and actions similar format as quiz plus additional questions from the chapter 11 study guide.**

**5 - integumentary system (20 questions - NONE powerpoint)**

Please use the [study guides](#) for chapters 4 & 11 & 5 to focus your studying on the topics you will be tested over

## WEEK NINE

Tue **Mar 3** - Continue up to...

**Lab - chapter 6 - draw bone tissue**

**(based on microscope work)**

**Please print and bring to lab:**

**[the lab page on bone tissue - microscope work \(1 page\)](#)**

Thu - **Mar 5** - **Exam chapters 4 & 11 & 5**

**4 - tissues (20 questions - 50% powerpoint)**

**10 questions - powerpoint identify tissues similar to lab group work**

**AND 10 questions not in powerpoint format from the topics in the rest of the chapter 4 study guide.**

**11 - muscles (20 questions - 100% powerpoint)**

**names, origins, insertions, and actions similar format as quiz plus additional questions from the chapter 11 study guide.**

**5 - integumentary system (20 questions - NONE powerpoint)**

Please use the [study guides](#) for chapters 4 & 11 & 5 to focus your studying on the topics you will be tested over

**March 9-15**  
**SPRING BREAK**  
**NO CLASSES OR LABS**

## WEEK TEN

Mon **Mar 16** - Continue up to...

**Lab - chapter 12 - draw neurons based on microscope work**

**Please print and bring to lab:**

**[the lab page on neurons - microscope work \(1 page\)](#)**

Wed **Mar 18** - Continue up to...

## WEEK TEN

Tue **Mar 17** - Continue up to...

**Lab - chapter 12 - draw neurons based on microscope work**

**Please print and bring to lab:**

**[the lab page on neurons - microscope work \(1 page\)](#)**

Thu **Mar 19** - Continue up to...

**FRIDAY - Mar 20 = FINAL WITHDRAWAL DEADLINE**  
**After this date you will not be able to withdraw.**

**WEEK ELEVEN**

Mon **Mar 23** - Continue up to...

**Lab - chapter 10 - draw muscle tissue based on microscope work**

**Please print and bring to lab:**

**[the lab page on muscle tissue - microscope work \(1 page\)](#)**

Wed **Mar 25** - Continue up to...

**WEEK ELEVEN**

Tue **Mar 24** - Continue up to...

**Lab - chapter 10 - draw muscle tissue based on microscope work**

**Please print and bring to lab:**

**[the lab page on muscle tissue - microscope work \(1 page\)](#)**

Thu **Mar 26** - Continue up to...

**WEEK TWELVE**

Mon **Mar 30** - Continue up to...

**Lab - chapter 13 & 14 - perform a neurologic evaluation of a lab partner including cranial nerves and deep tendon reflexes**

**Please print and bring to lab:**

**1) [the page explaining how to check deep tendon reflexes \(1 page\)](#)**

**2 & 3) [the pages explaining how to perform the neurologic evaluation of your lab partner \(3 pages\)](#)**

**[AND](#)**

**[the one page report you are going to fill in and show to the teacher \(1 page\)](#)**

Wed **Apr 1** - **Exam chapters 6 & 12 & 10**

**6 - bone tissue (20 questions)**

**12 - nervous tissue (20 questions)**

**10 - muscle tissue (20 questions)**

Please use the [study guides](#) for chapters 6 & 12 & 10 to focus your studying on the topics you will be tested over

**WEEK TWELVE**

Tue **Mar 31** - Continue up to...

**Lab - chapter 13 & 14 - perform a neurologic evaluation of a lab partner including cranial nerves and deep tendon reflexes**

**Please print and bring to lab:**

**1) [the page explaining how to check deep tendon reflexes \(1 page\)](#)**

**2 & 3) [the pages explaining how to perform the neurologic evaluation of your lab partner \(3 pages\) AND](#)**

**[the one page report you are going to fill in and show to the teacher \(1 page\)](#)**

Thu **Apr 2** - **Exam chapters 6 & 12 & 10**

**6 - bone tissue (20 questions)**

**12 - nervous tissue (20 questions)**

**10 - muscle tissue (20 questions)**

Please use the [study guides](#) for chapters 6 & 12 & 10 to focus your studying on the topics you will be tested over

### **WEEK THIRTEEN**

Mon **Apr 6** - Continue up to...

**Lab - chapter 15 - Group work to identify interactions of medications with the autonomic nervous system**

**Please print out and bring to lab:**

**[lab pages on identifying 10 medications as agonists or antagonists \(3 pages\)](#)**

#### **SHEEP BRAIN DISSECTION**

**You do not need to print out anything for the dissection**

**- I will provide re-usable laminated cards with labeled pictures of the sheep brain**

Wed **Apr 8** - Continue up to...

### **WEEK THIRTEEN**

Tue **Apr 7** - Continue up to...

**Lab - chapter 15 - Group work to identify interactions of medications with the autonomic nervous system**

**Please print out and bring to lab:**

**[lab pages on identifying 10 medications as agonists or antagonists \(3 pages\)](#)**

#### **SHEEP BRAIN DISSECTION**

**You do not need to print out anything for the dissection**

**- I will provide re-usable laminated cards with labeled pictures of the sheep brain**

Thu **Apr 9** - Continue up to...

### **WEEK FOURTEEN**

Mon **Apr 13** - Continue up to...

**Lab - identify parts of eye (on plastic models in lab)**

**Lab - identify parts of ear (on plastic models in lab)**

**(you may want to bring your textbook and/or labeled drawings of the eye and ear to help identify parts on the models)**

#### **Lab: COW EYE DISSECTION**

**You do not need to print out anything for the dissections**

**- I will provide re-usable laminated cards with labeled pictures of the sheep brain and cow eye**

Wed **Apr 15** - **Exam chapters 13 & 14 & 15**

**13 - spinal cord & spinal nerves (20 questions)**

**14 - brain & cranial nerves (20 questions - some of which are picture based - picture printed on exam page NOT powerpoint)**

**15 - autonomic nervous system (20 questions - some of which resemble aspects of the group work done in lab)**

Please use the [study guides](#) for chapters 13 & 14 & 15 to focus your studying on the topics you will be tested over

### **WEEK FOURTEEN**

Tue **Apr 14** - Continue up to...

**Lab - identify parts of eye (on plastic models in lab)**

**Lab - identify parts of ear (on plastic models in lab)**

**(you may want to bring your textbook and/or labeled drawings of the eye and ear to help identify parts on the models)**

#### **Lab: COW EYE DISSECTION**

**You do not need to print out anything for the dissections**

**- I will provide re-usable laminated cards with labeled pictures of the sheep brain and cow eye**

Thu **Apr 16** - **Exam chapters 13 & 14 & 15**

**13 - spinal cord & spinal nerves (20 questions)**

**14 - brain & cranial nerves (20 questions - some of which are picture based - picture printed on exam page NOT powerpoint)**

**15 - autonomic nervous system (20 questions - some of which resemble**

**aspects of the group work done in lab)**

Please use the [study guides](#) for chapters 13 & 14 & 15 to focus your studying on the topics you will be tested over

**FINAL EXAM WEEK**

Mon - no classes during Final Exam week - use your time to review/study!

Wed Apr 22 - 10:00-12:30

**Final Exam = Exam chapters 16 & 17 & 18**

**16 - nervous system pathways (10 questions)**

**17 - special senses (20 questions –**

**10 of which are picture based - with printed pictures)**

**18 - endocrine system (20 questions –**

**5 of which are picture based - with printed pictures)**

Please use the [study guides](#) for chapters 16 & 17 & 18 to focus your studying on the topics you will be tested over

**NOTE: The final exam will take place in the same classroom as all the previous exams.**

**FINAL EXAM WEEK**

Tue - no classes during Final Exam week - use your time to review/study!

Thu Apr 23 - 10:00-12:30

**Final Exam = Exam chapters 16 & 17 & 18**

**16 - nervous system pathways (10 questions)**

**17 - special senses (20 questions –**

**10 of which are picture based - with printed pictures)**

**18 - endocrine system (20 questions –**

**5 of which are picture based - with printed pictures)**

Please use the [study guides](#) for chapters 16 & 17 & 18 to focus your studying on the topics you will be tested over

**NOTE: The final exam will take place in the same classroom as all the previous exams.**

**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

## **LETTER FROM THE DEAN Expectations of Academic Integrity**

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. In working to provide you with the best learning experience at Valencia College, my expectation is that each of our faculty and students maintain the highest ethical academic standards.

From your professors, you can expect the following:

1. They will be on time to class and available during their scheduled office hours.
2. They will return graded tests, labs and other assignments when promised and within a reasonable period of time.
3. They will answer emails and phone calls within 48 business hours.
4. They will properly cite their references and resources, where applicable.

From you, we expect the following:

1. You will take your exams without referring to any books, notes, electronic devices or classmates unless you are specifically instructed that a test is open-book or collaborative.
2. You will not tell other students about test questions or answers before or during their exam and you will protect the exam from being seen by others.
3. You will avoid even the appearance of cheating by not looking in the direction of other exams, by not wearing clothing/hats/visors that hide your eyes, by keeping your belongings, other than pens, pencils and erasers away from your desktop, by going to the restroom before the exam and by asking your professor for permission and supervision if you need to retrieve another pen, pencil or eraser from your backpack or purse.
4. You will not allow anyone else to be the author of any part of your essays, lab reports or other written assignments and you will not include any materials from any sources (books, journals, other students, the internet, etc.) unless you give credit to those sources.
5. Unless approved by both professors, you may not use the same written work for a grade in two separate courses.

It is my hope that you will think about why it is important that we each show academic integrity and how cheating and plagiarism affect all of us, including those guilty of these academic crimes. Some students think that it only hurts their grade if they get caught cheating or plagiarizing, but cheaters typically lie not only to others, but to themselves. Eventually, cheaters pay a price.

- Those who cheat typically fail licensure exams, since they don't really know the material. Without a professional license, they won't be able to get employment. Would you want to be treated by a doctor who cheated in order to pass an exam that covered his or her knowledge of

your disease? Also, if they falsify a patient's medical records, can you guess what can happen to them?

- Research scientists who falsify data are typically discredited and their reputations can be permanently ruined.
- Although you may think your professors have no clue when a student is cheating, usually your classmates do and some will inform your professor.
- Cheating becomes habitual. See what happens when employees cheat their employer.
- Students who let others cheat off them are not doing anyone a favor. If you are in a highly competitive field, you may ultimately be aiding your competition.
- Guess what a professor says to a student seeking a letter of recommendation when they know the student cheated or plagiarized.
- Finally, what happens to a person's self-esteem and to their reputation when they act unethically by cheating or plagiarizing?

Use the following as your guide: *“Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states 'group project.' To get the most out of each of your classes, it is best to learn how to study for long term comprehension, not just to memorize facts. Study so you can teach others what you are learning. My motto is, “if you can't teach what you are learning to others, you don't really know the material.” Academic dishonesty, in the forms of cheating and plagiarism, will not be tolerated and for most of our science professors will result in a student getting a zero on a test or assignment for the first offense and then an F for the course if a student is caught cheating or plagiarizing again; at that point the Dean of Students will also be notified. Don't throw away your dreams and your reputation by showing a lack of academic integrity. We wish you the best and want you to succeed and be proud of your accomplishments at Valencia.*

Dr. Robert Gessner

Valencia College West Campus Dean of Science

# Appendix C

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.

