

DAYS and TIME:

TUESDAY AND THURSDAY NIGHTS

LECTURE: 6:00 PM - 7:15 PM ...10 MIN BREAK...

LAB: 7:25-8:40 PM

LOCATION... DHS #207, Dinuba, CA, 93618

HOLIDAYS.....NA

SPRING BREAK AND FINAL EXAM:.....see RC class schedule

II. PREREQUISITES:

Successful completion of Biology 1 or 5 **with a “C” or better** (completion within the last 5 years is Recommended); PLEASE PROVIDE PROOF BY END OF FIRST WEEK OF CLASS—**IF ASKED TO DO SO.**

Eligibility for English 125, 126, and Math 101 is recommended (A, CSU-GE, UC, I)

III. A. MATERIALS:

REQUIRED:

A. Human Anatomy, current Edition: Martini, Timmons, & Tallish; PEARSON, BENJAMIN, CUMMINGS

B. LABORATORY MANUAL: Human Anatomy, TBA

C. Online Lecture Outlines on Blackboard (if it is on Blackboard you are responsible for it—so download them.

D. Laboratory Coat /Smock as appropriate. To be worn for all classes. DRESS APPROPRIATE TO A MEDICAL SETTING IS REQUIRED.

E. Scantron ® Forms-- 884 -E (unless directed to otherwise prior to examination), always have at least 2, AND 883 E (#5)

III. B. STRONGLY RECOMMENDED:

A. DICTIONARY: of medical and nursing terms. DORLANDS ILLUSTRATED MEDICAL DIC. Or its equivalent.

IV. COURSE OBJECTIVES*: Upon completion of this course, students **SHOULD** be able to:

- A. Identify the structure and function of each body system at the macroscopic and microscopic level.
 - B. Critically analyze and deductively reason out each clinical case as it relates to human organs and organ system.
 - C. Follow steps outlined in the scientific method in each clinical situation that arises.
 - D. Handle equipment appropriate to each clinical setting: microscopes, computers, and laboratory equipment.
 - E. Function in any allied health field (such as nursing, dental hygiene, radiology technology, research, etc.) with the foundation of the human body anatomy and function.
 - F. Satisfy a basic requirement for a variety of biological, medical, physical education, and health-oriented programs.
- updated course outlines are available on the RC intranet:

www.reedleycollege.edu/default.aspx?dir=tcp/curriculum

V. EVALUATION OF STUDENT ACHIEVEMENT & GRADE DETERMINATION:

STUDENTS WILL BE GRADED IN THE FOLLOWING CATEGORIES:

1. **Writing**-substantial writing assignments are required.-Required assignments may include but are not limited to the following: journal reading assignments, lab reports, essay questions involving critical thinking, written homework including the muscle list, and online exercises. **If I can not read your writing you will NOT receive proper credit.**
2. **Problem solving**-required assignments may include, but are not limited to the following: metric system conversion from the English system, quizzes on the microscopic and macroscopic anatomy, exams with multiple choices, matching. and essay questions, laboratory reports on each human body system.
3. **Objective examinations:** including multiple choice, true/false, matching, completion, essays, and labeling.

WORD BANKS MAY OR MAY NOT BE PROVIDED- MY OPTION. IF A WORD BANK IS PROVIDED THE EXAMINATION WILL, BY NECESSITY, BE MORE DIFFICULT/ LONGER / MORE COMPLEX.

THE FOLLOWING WILL NEGATIVELY IMPACT YOUR GRADE:

◇ **NOT FOLLOWING DIRECTIONS ON THE EXAMINATION**
◇ **MISMARKING YOUR EXAM**

◇ **NOT COMPLETING YOUR EXAMINATION AND LEAVING THE CLASS ROOM:**

◇◇◇◇◇◇ **CHEATING: SEE BELOW: SECTION VII** ◇◇◇◇◇◇

□ An exam is given at the end of each Unit: YOU MAY SIT FOR THE EXAM ONLY ON THE DAY OF THE EXAM.

- UNIT 1: CHAPTERS 1-5, 12
- UNIT 2: CHAPTERS 6-11, 12
- UNIT 3: CHAPTERS 13-19, 27, 28, 12
- UNIT 4: CHAPTERS 20-26, 12

COURSE COMPONENT	POINTS	% OF GRADE
LECTURE EXAMS: 3 @ 100 POINTS EACH	<u>300</u>	<u>50</u>
LAB EXAM: 1 @ _____	<u>100</u> (IF APPLICABLE: -10/INCORRECT RESPONSES.	
LAB EXERCISES: 29 _____ NOT TURNED IN.	<u>100</u> (LATE WORK: 0 POINTS/ -10/LAB IF NOT TURNED IN.	
QUIZZES: 10 @ 10 POINTS EACH	<u>100</u> (MAY BE PART OF LECTURE EXAM)	
ATTENDANCE/PARTICIPATION: _____	<u>100</u>	
FINAL EXAM: 1 @ _____	<u>300</u>	<u>50</u>
TOTAL POINTS FOR SEMESTER	<u>1000</u>	<u>100</u>

GRADES WILL BE ASSIGNED ACCORDING TO THE FOLLOWING PERCENTAGES:

(extra credit is at my sole discretion- don't ask - and will be ONLY for the entire class IF at all)

<u> </u> % <u> </u>	Letter Grade
100-90	A
89-80	B
79-70	C
69-60	D—PASS/NO CREDIT
59 or less	F—FAIL/NO CREDIT

The instructor has the **FINAL** say in ALL grades. Additional factors that **MAY** influence your grade are: degree of participation in class, staying for the entire lecture or lab, laboratory technique and neatness, and if applicable improvement during semester.

Lecture and Laboratory Examination Questions will **not** be returned to the student. Test questions are from lectures, notes, and text materials.

The Final Exam is **COMPREHENSIVE AND IS 50 % OF YOUR FINAL GRADE.**

MAKE UP EXAMS: NONE

FAILURE TO SIT FOR AN EXAMINATION WILL RESULT IN AN “F” FOR THAT EXAMINATION AND PROBABLY THE COURSE.

Lab examinations are set up only **ONCE**, and therefore, can **NOT** be made up if you do not take that examination. The quizzes are at the beginning of the laboratory session. If you arrive late to lab, and miss the quiz, consider it a **ZERO**. Quizzes are from lecture and laboratory materials. The quizzes will be timed, so be on time.

Each student should keep an accurate running total of their grade along with the instructor. You can check your grades on the internet on web grade via the **BLACKBOARD** site: go to the external links section and click on “web grade” to view your grades.

If not posted—check with the Instructor. <http://www.blackboard@reedleycollege.edu> your username is your 7 digit student ID number/ your web grade password can be obtained from your Instructor.

VI. ATTENDANCE POLICY/ TARDIES/TELEPHONES/ADA/TIMELINESS OF WORK/SAFETY/etc.

A. 100%Attendance is REQUIRED: SEE “B” BELOW: MANDATORY

Exceptions required **VALID** medical excuses (in writing from the doctor’s* office): Transportation delays, personal and business engagements, registration or program changes are considered **UNEXCUSED**.

Roll is taken in lecture and laboratory (at the beginning of class).

A Seating Chart may be implemented by the 2nd week of class.

YOU WILL NOT BE ALLOWED TO LEAVE EARLY FROM CLASS—

SCCCD and STATE LAW REQUIRES THAT YOU ATTEND ALL OF THE ALLOTTED HOURS EACH WEEK. IF you do leave without a valid reason you will counted as absent for that day in BOTH lecture AND Lab.

CALLING ME OR SENDING A MESSAGE BY TEXT/EMAIL/FELLOW STUDENT DOES NOT EXCUSE YOU.

- PLEASE REMEMBER I KNOW MOST OF THE DOCTORS IN THE AREA ON A FIRST NAME BASIS .

You will be **DROPPED** for the following reasons:

*I will give you notice of your attendance status should the need arise (see Attendance policy in your current SCCCD Class Schedule). ALSO see **I.B. Schedule. Dates.** (above)*

- Continuous nonattendance for the first 2 (two) weeks of instruction. Arrangements must be made with the instructor.
- For excessive **Unexcused Absences (UAs)**: (for the lecture: 3 **UAs** for the semester or 2 **UAs** during the 1st three weeks; lab: 2 **UAs**)
- Lack of participation in the Laboratory OR not being prepared for class.
- Being tardy to class or lab: I consider more than 5 minutes late to class as being tardy. If you do arrive late please do not disrupt the class or the instructor.
- (FYI 3 Tardies= 1 Unexcused Absence).
- NOTIFY ME (IN WRITING) PRIOR TO ABSENCE IF AT ALL POSSIBLE—OR AS SOON AS POSSIBLE (ASAP) AFTER THE ABSENCE.**

PLANNED ABSENCES FOR VACATIONS (i.e. NON MEDICAL NON FAMILY EMERGENCY) ARE **NOT** VALID EXCUSES.

SERVING ON THE ARMED FORCES RESERVES IS A VALID EXCUSE.

Medical and or family emergencies are (if verified) considered valid excuses.

In accordance with the State Education Code and college policy, no student may be dropped after 50% of the class, but must receive a letter grade other than a “W”. Students who intend to drop a class should do so themselves (see Dropping a Class in your college catalog) and not depend on the instructor to drop them for nonattendance. The college and its individual instructors assume no responsibility to change grades assigned to a student as a result of the student’s failure to properly drop a class.

- C. Cell phones/Pagers/Beepers/Ipods/MP3 players etc. are to be turned **OFF** during class. Re: INTERFERES WITH INSTRUCTION.
- IF I HEAR IT=U LOSE IT
- ABSOLUTELY NO ELECTRONIC DEVICES OF ANY TYPE MAY BE ON YOUR DESK DURING AN EXAMINATION, THE ONLY EXCEPTION APPLIES TO MEDICAL DEVICES WHICH HAVE BEEN PRESCRIBED BY A LICENSED MEDICAL DOCTOR AND IS NECESSARY FOR YOUR HEALTH.**
- D. ADA: **(Please contact me ASAP)**

For any and all special accommodations or alternate media (Braille, large print, electronic text, ETC) pursuant to the American With Disabilities Act or Section 504 of the Rehabilitation Act. For more information you may contact:

Office for Civil Rights
U.S. Department of Education
221 Main Street, Suite 1020
San Francisco, CA 94105

- E. Timeliness of work: Late work is **NOT** Accepted FOR CREDIT. Lab reports are due at the **START** of next lab period UNLESS YOU ARE INSTRUCTED OTHERWISE.
- F. For your health and safety - food and drinks are **NOT** allowed in the classroom or laboratory.
- G. Visitors are **NOT** allowed in the class room or laboratory.
- H. Anatomic models, displays, microscopes, any property of Reedley College or SCCCD, Property of the DHS, or someone else's property (without their written permission) may **NOT** be removed from the class room or laboratory. (**NO EXCEPTIONS**). In other words stealing is **not allowed or tolerated**.
- I. Class Room Behavior: You are all adults and will be expected to act as such. That being said, **ANY** behavior that interferes with instruction, the instructor, or your fellow student's learning experience will **NOT** be tolerated. If the offensive or distracting behavior or action continues after being given verbal and or written notice (after 3 verbal notices), further disciplinary actions will be implemented. If the behavior or action is extreme you will be asked to leave the class immediately, and if necessary local authorities called.
- J. It is essential and **YOUR** responsibility to stay informed of any changes in assignments, their due dates, etc.
Missing a class does not excuse you from this responsibility.

VII. ACADEMIC HONESTY:

HONESTY IS THE ONLY POLICY ACCEPTED:

DISCIPLINARY PROCEDURES ARE OUTLINED IN YOUR REEDLEY COLLEGE STUDENT CATALOG: (*summary to follow*)

INFRACTIONS: INCLUDE BUT ARE NOT LIMITED TO:

CHEATING, PLAGARISM, COLLUSION, STEALING or ANY other form of deception with which a student FALSELY demonstrates a student's abilities or ownership.

ACTIONS FOR ACADEMIC DISHONESTY:

- A. CONFERENCE** with the student to address the allegations.
- B. NOTIFICATION** of division dean, and notation in student's PERMANENT RECORD if the allegations are verified and substantiated.
- C. CONSEQUENCES** include receiving and "F" in the class and may lead to "D"
- D. PROBATION AND OR DISMAL.** (see your college catalog for further details) and if necessary notification of law enforcement.

VIII. STATEMENT of NONDISCRIMINATION POLICY and OBLIGATIONS:

Institutions of the State Center Community College District do not discriminate on the basis of race, color, national origin, sex, disability, age or sexual orientation in any of its policies, procedures, or practices in compliance with state and federal laws. See your course catalog for the codified statutes.

IX. Disclaimer

Notwithstanding anything to the contrary, THE practices and policies of the SCCCD and applicable State and Federal law take precedence over any statement contained herein.

The instructor reserves the right to make any changes on the time schedule as deemed appropriate in accordance with SCCCD polices and practices. (without prior notice). If any changes to the syllabus are necessary you will be given a written notice prior to its implementation and only after administrative approval.

LECTURE SCHEDULE AND LABORATORY ASSIGNMENTS:

1ST 9WEEKS

LECTURE / TEXT MATERIAL AND*

LABORATORY AND EXAMINATION SCHEDULE:*

WEEK# : LECTURE/TEXT READING LAB_SESSION/PERIOD_____

1) INTRO TO ANATOMY-
CYTOLOGY-

LAB 1: INTRO/ORGANIZATION
LAB 2: MICROSCOPY

2) TISSUES-
INTEGUMENT-

LAB 3: CELLS
LAB 4: TISSUES

3) OSTEOLOGY-

LAB 5: INTEGUMENT
LAB 6: INTRO TO BONE

4) SKELETAL SYSTEM

LAB 7: TBA

LAB 34: GI

18) GI-25, GU-26

LAB 35: GU

LAB 36: LAB EXAM

19) FINAL EXAM-

COMPREHENSIVE:

UNITS 1, 2, 3, 4

***SEE HOLIDAY SCHEDULE—LECTURES AND/OR LAB SESSIONS WILL BE GIVEN EITHER BEFORE OR AFTER**

THIS IS A **TENTATIVE** SCHEDULE ONLY:

THE INSTRUCTOR RESERVES THE RIGHT TO MODIFY, AMEND, OR DELETE ANY PORTION THEREOF BASED ON TIME CONSTRAINTS.