

**BIOLOGY 20 SYLLABUS
FALL SEMSTER 2008
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Office Hours: by appointment

I. A. COURSE DESCRIPTION:

Biology 20 is a 4 unit course on Human Anatomy. This course provides the basic understanding and working knowledge of the human body. The emphasis will be placed on **structure** and function at the levels of organization: chemical, cellular, tissue, organs, organ system, organism, and homeostasis of the organism in its environment.

I. B. SCHEDULE:

- **DATES:.....September 02, 2008 - December 19, 2008 (16 WEEKS)**

**LAST DAY TO:....REGISTER FOR FULL-TERM FALL CLASS or DROP A CLASS WITHOUT A "W"-09/05/2008
YOU ARE NOT REGISTERED UNTIL PAPERWORK IS PROCESSED AND FEES PAID, i.e., IF YOU ARE NOT REGISTERED YOU MAY NOT ATTEND THE CLASS.**

**....CHANGE TO/FROM CR/NC GRADING BASIS-
09/19/2008**

**.....DROP A FALL CLASS - 10/17/2008 without
receiving a letter grade.**

- **DAYS:.....MONDAY AND WEDNESDAY NIGHTS—CHECK ANNOUNCEMENTS ON-LINE FOR CLASS TIME/LOCATION CHANGES.**
- **TIME:.....LECTURE 6:00 PM - 9:00 PM**
- **LOCATION:.....DINUBA VOCATIONAL CENTER, Room 103
199 N. "L" St.
Dinuba, CA, 93618
Coordinator:
Cecelia "Cece" Bobst, Staff Assistant I, (559) 596-2170 x102
(559) 596-2172 FAX
cbobst@dinuba.ca.gov**
- **HOLIDAYS.....NO EFFECT ON THIS CLASS During the Fall Semester**
- **FINAL EXAM:..... December 17, 2008**

II. PREREQUISITES:

- Successful completion of Biology 1 or 5 with a "C" or better (completion within the last 5 years is recommended)
- Eligibility for English 125, 126, and Math 101 is recommended (A, CSU-GE,UC, I)

III. A. MATERIALS:

REQUIRED:

- **A. Human Anatomy, 5th Edition:** Martini, Timmons, & Tallitsch; PEARSON, BENJAMIN, CUMMINGS
- **B. LABORATORY MANUAL:** Human Anatomy, 2nd Edition: Eric Wise: McGraw Hill
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- C. Online Lecture Outlines on Blackboard (if it is on Blackboard you are responsible for it--so download them.
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- D. Scantron® Forms

III. B. OPTIONAL (but recommended)

- **A. DICTIONARY:** of medical and nursing terms. (Miller-Keane, Taber etc.)

IV. COURSE OBJECTIVES*: Upon completion of this course, students will 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=tc/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 choice, 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.**

NOT FOLLOWING DIRECTIONS ON THE EXAMINATION OR MISMARKING YOUR EXAM WILL ADVERSELY AFFECT YOUR SCORE.

- An exam is given at the end of each Unit: 09/22, 10/13, 11/03, 12/17/08 TENTATIVE SCHEDULE

| | |
|---|----|
| UNIT 1 : EMBRYOLOGY SECTIONS OF CHAPTERS 3-27, CHAPTERS 1-5, 12 | |
| UNIT 2 : CHAPTERS 6-11,..... | 12 |
| UNIT 3 : CHAPTERS 13-19, 27, 28, | 12 |
| UNIT 4 : CHAPTERS 20-23, 24, 25, 26,..... | 12 |

REEDLEY COLLEGE FALL 2008

| <u>COURSE COMPONENT</u> | <u>POINTS</u> | <u>%OF GRADE</u> |
|------------------------------------|---------------|------------------|
| LECTURE EXAMS: 3 @ 100 POINTS EACH | 300 | 50 |
| LAB EXAM: 1 | 200 | |
| LAB EXERCISES: 29 | 100 | |
| QUIZZES: 10 @ 10 POINTS EACH | 100 | |
| ATTENDANCE/PARTICIPATION: | 100 | |
| FINAL EXAM | 200 | 50 |
| TOTAL POINTS FOR SEMESTER | 1000 | 100 |

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>Letter Grade</u> |
|------------|---------------------|
| 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**. You may make up **ONE** of three lecture exams within one week provided the absence was excused. You must contact the instructor ASAP as noted herein. **MAKEUP EXAMS: MUCH HARDER/NOT THE SAME EXAMINATION.**

ANY 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:

- 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**

B. 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 if the 1st class meeting is missed.
- 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. 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". Student's 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- if-I HEAR=U LOSE,
- 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. Lab reports are due at the **START** of next lab period.
- 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 DVC, 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.
- 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, and 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

REEDLEY COLLEGE FALL 2008

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

- **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:
 - **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 you course catalog for the codified statues.

IX . Disclaimer

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

The instructor reserves the right to make any changes in this syllabus and time schedule as deemed appropriate in accordance with SCCC policies and practices. (without prior notice).

*** THIS IS A TENTATIVE SCHEDULE ONLY: THE INSTRUCTOR RESERVES THE RIGHT TO MODIFY, AMEND, OR DELETE ANY PORTION THEREOF BASED ON TIME CONSTRAINTS.**

REEDLEY COLLEGE FALL 2008

LECTURE / TEXT MATERIAL AND*
LABORATORY AND EXAMINATION SCHEDULE:*

| WEEK/DATE | LECTURE/TEXT READING | SESSION: |
|----------------------|---|---|
| *****UNIT 1***** | | |
| 1) 09/02 :/03 | EMBRYOLOGY 3-27 | LAB 1:MICROSCOPE LAB 2:INTRO. TO HUMAN BODY |
| 2) 09/08 :/10 | INTRO TO ANATOMY/CYTOLOGY TISSUES/INTEG/OSTEOLOGY SURFACE ANATOMY | LAB 3: CELLS LAB 4: TISSUES |
| 3) 09/15 :/17 | CHAPTER 1,2,3,4,5,12 | LAB 5: INTEG. SYS LAB 6: SURFACE ANATOMY |
| *****UNIT 2***** | | |
| 4) 09/22 :/24 | UNIT 1 EXAM SKELETAL SYSTEM MUSCULAR SYSTEM | LAB 7: BONE TISSUE LAB 8: BONES |
| 5) 09/29 :/10/01 | CHAPTERS 6-11, 12 | LAB 9: JOINTS LAB 10: SKELETAL |
| 6) 10/06 :/08 | CONTINUED | LAB 11: SKELETAL LAB 12: MUSCULAR SYSTEM |
| *****UNIT 3***** | | |
| 7) 10/13 :/15 | UNIT 2 EXAM NERVOUS ENDO SYSTEMS | LAB 13: NERVOUS SYSTEM LAB 14: NERVOUS SYSTEM |
| 8) 10/20 :/22 | CHAPTERS 13-19 27, 28,12 | LAB 15: NERVOUS SYSTEM LAB 16: NERVOUS SYSTEM LAB 17: SENSORY RECEPTORS LAB 18: ENDOCRINE SYSTEM |
| 9) 10/27 :/29 | CONTINUED | |
| *****UNIT 4***** | | |
| 10) 11/03 :/05 | UNIT 3 EXAM CARDIOVASCULAR/LYMPH CHAPTER 20-23 | LAB 19: BLOOD LAB 20: HEART |
| 11) 11/10 :/12 | CARDIOVASCULAR | LAB 21: VESSELS LAB 22: CARDIOVASCULAR |
| 12) 11/17 :/19 | CARDIOVASCULAR | LAB 23: CARDIOVAS CONT LAB 24: CARDIOVAS CONCLUDED |
| 13) 11/24 :/26 | LYMPHATICS | LAB 25: LYMPHATICS LAB 26: RESPIRATORY |
| 14) 12/01 :/03 | RESPIRATORY SYSTEM CHAPTER 24,12 | LAB 27: RESPIRATORY LAB 28: DIGESTIVE |
| 15) 12/08 :/10 | DIGESTIVE/URINARY/ENDO SYSTEM CHAPTER 25,12 | LAB 29: URINARY LAB 30: LAB FINAL DUE |
| 16) 12/15: 12/17: | REVIEW LECTURE AND TEXT FINAL EXAMINATION /COMPREHENSIVE | |

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