

**BIOLOGY 20 SYLLABUS
SPRING SEMSTER 2008
JAVIER G. ELIZONDO, M.D., F.A.A.F.P.**

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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:.....January 08, 2008 - May 15, 2008**

**LAST DAY TO:....REGISTER FOR FULL-TERM FALL CLASS or DROP A CLASS WITHOUT A "W"-01/25/2008
*YOU ARE NOT REGISTERED UNTIL PAPERWORK IS PROCESSED AND FEES PAID***

....CHANGE TO/FROM CR/NC GRADING BASIS-02/08/2008

.....DROP A FALL CLASS - 03/07/2008 without receiving a letter grade.

- **DAYS:.....TUESDAY AND THURSDAY NIGHTS--CHECK ANNOUNCEMENTS ON-LINE FOR CLASS TIME/LOCATION CHANGES.**

- **TIME:.....LECTURE 6:00 PM - 8:40 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 Spring 2008 Semester**

- **FINAL EXAM:..... May 13, 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.
- ALSO recommended is that you have successfully completed at least a high school level chemistry course OR its equivalent.

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
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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=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.
 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, and completion type questions/essays.

- An exam is given at the end of each Unit:

Unit 1=Chap. 1-5, 12; Unit 2=Chap. 6-11; Unit 3=Chap 13-19, 27, 28; Unit 4 Chap. 20-26

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COURSE COMPONENT	POINTS	%OF GRADE
LECTURE EXAMS: 3 @ 100 POINTS EACH	300	30
FINAL EXAM: 1	200	20
LAB EXAM: 1	200	20
LAB EXERCISES: 29	100	10
QUIZZES: 20 @ 10 POINTS EACH	200	20
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--NO CREDIT
59 or less	F--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 20 % 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 will 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.

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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 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 statutes.

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)

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

WEEK of:	LECTURE/TEXT READING	LAB SESSION
1) Jan 7	INTRO TO ANATOMY-1 CYTOLOGY-2	LAB 1: INTRO/ORGANIZATION LAB 2: MICROSCOPY
2) Jan 14	TISSUES-3 INTEGUMENT-4	LAB 3: CELLS LAB 4: TISSUES
3) Jan 21	OSTEOLOGY-5 SURFACE ANATOMY-12	LAB 5: INTEGUMENT LAB 6: INTRO TO BONE
4) Jan 28	SKELETAL SYSTEM CHAPTERS 6,7	LAB 7: EXAM 1-UNIT 1 LAB 8: AXIAL BONE
5) Feb 4	ARTICULATIONS-8 MUS. TISSUE-9	LAB 9: APPY BONE LAB 10: ARTICULATIONS
6) Feb 11	MUSCULAR SYSTEM CHAPTERS 10	LAB 11: MUSCLE LAB 12: AXIAL MUSCLE
7) Feb 18	CHAPTER 10	LAB 13: AXIAL LAB 14: APPY MUSCLE
8) Feb 25	CHAPTER 11	LAB 15: APPY LAB 16: TRUNK MUSCLE
9) Mar 3	NERVOUS SYSTEM -13	LAB 17: EXAM 2 -UNIT 2 LAB 18: NERVOUS SYSTEM
10)Mar 10	14, 15	LAB 19: BRAIN/CRANIAL NERVES LAB 20: SPINAL CORD
11)Mar 17-22	SPRING RECESS	LAB 21: SPRING RECESS LAB 22: SPRING RECESS
12)Mar 24	16, 17	LAB 23: SOMATIC NERVES LAB 24: SENSORS
13)Mar 31	18, 19	LAB 25: ENDOCRINE LAB 26: MALE REPRO
14)April 7	27, 28	LAB 27: FEMALE REPRO LAB 28: DEVELOPEMENT
15)April 14	CARDIOVASCULAR-20, 21	LAB 29: EXAM 3-UNIT 3 LAB 30: BLOOD
16)April 21	22, LYMPH-23	LAB 31: HEART LAB 32: VESSELS
17)April 28	RESPIRATORY 24	LAB 33: RESPIRATORY LAB 34: GI
18)May 5	GI-25, GU-26	LAB 35: GU LAB 36: LAB EXAM
19)May 13	FINAL EXAM-COMPREHENSIVE UNITS 1, 2, 3, 4	

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

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