

**BIOLOGY 20 SYLLABUS  
SUMMER SEMESTER 2010  
JAVIER G. ELIZONDO, M.D., F.A.A.F.P.**

**MESSAGE PHONE: REEDLEY COLLEGE SWITCHBOARD**

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**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:.....06/14/10----07/23/10 (6 WEEKS OF INSTRUCTION)**

**LAST DAY TO:....REGISTER FOR FULL-TERM FALL CLASS or DROP A CLASS WITHOUT A "W" - June 25, 2010  
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 PASS/NO PASS GRADING BASIS-  
June 25, 2010**

**.....DROP A FALL CLASS - July 02, 2010 without  
receiving a letter grade.**

- **DAYS:.....MTWTH**
- **TIME:.....LECTURE 8 AM - 10 AM ... (10 MIN BREAK)...LAB 10:10 AM - 12:15 PM**
- **LOCATION:.....RC LFS 17**
- **HOLIDAYS.....Monday July 05, 2010**
- **FINAL EXAM:.....see final exam schedule in current class schedule**

**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, 6<sup>th</sup> Edition:** Martini, Timmons, & Tallitsch; PEARSON, BENJAMIN, CUMMINGS
- **B. LABORATORY MANUAL:** Human Anatomy, 2<sup>nd</sup> 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.
- D. Laboratory Coat

## REEDLEY COLLEGE SUMMER 2010

- E. Scantron® Forms-- which scantron ® # I will announce prior to exam: 884, 883, Blue Book

### III. B. OPTIONAL (but recommended)

- A. **DICTIONARY:** of medical and nursing terms. (DORLAND.)

REFERENCE TEXTBOOKS: GRAYS ANATOMY

### 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](http://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:

**UNIT 1 : : CHAPTERS 1-5**

**UNIT 2 : : CHAPTERS 6-12**

**UNIT 3 : : CHAPTERS 13-19, 27, 28**

**UNIT 4 : : CHAPTERS 20-26**

<u>COURSE COMPONENT</u>	<u>POINTS</u>	<u>%OF GRADE</u>
LECTURE EXAMS: 3 @ 100 POINTS EACH	300	30
LAB EXAM: 4	200	20
LAB EXERCISES: 29	100	10
QUIZZES: 10 @ 10 POINTS EACH/TBA	100	10
ATTENDANCE/PARTICIPATION:	100	10
FINAL EXAM	300	30
<b>TOTAL POINTS FOR SEMESTER</b>	<b>1000</b>	<b>100</b>

## REEDLEY COLLEGE SUMMER 2010

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 30 % 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.**

**IF THE ABSENCE IS UNEXCUSED OR APPROPRIATE ARRANGEMENTS NOT MADE PRIOR TO ABSENCE**

**YOU WILL NOT BE ALLOWED TO MAKE UP THE EXAM. WHICH CAN VERY ADVERSELY AFFECT YOUR GRADE AND OR FINAL STANDING IN THE CLASS.**

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 2<sup>nd</sup> week of class.
- **YOU WILL NOT BE ALLOWED TO LEAVE EARLY FROM CLASS--SCCD 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.**

REEDLEY COLLEGE SUMMER 2010

**\* PLEASE REMEMBER I KNOW MOST OF THE DOCTORS IN THE AREA ON A FIRST NAME BASIS**

ALTHOUGH I AM A LICENSED PHYSICIAN IN THE STATE OF CALIFORNIA:  
PLEASE DO NOT ASK FOR MEDICAL ADVICE IN OR OUT OF THE CLASSROOM UNLESS YOU ARE A  
PATIENT OF MINE AND WE HAVE A PRIOR DOCTOR /PATIENT RELATIONSHIP.  
IF YOU ARE HAVING A MEDICAL EMERGENCY CALL 911

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 1<sup>st</sup> class meeting is missed.
- For excessive Unexcused Absences (UAs): ( for the lecture: 3 UAs for the semester or 2 UAs during the 1<sup>st</sup> 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/Beeper/Ipods/MP3 players etc. are to be turned **OFF** during class-  
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. 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 SCCC, Property of the DVC, or someone else's property (without their written permission) may **NOT** be removed from the class room or

## REEDLEY COLLEGE SUMMER 2010

laboratory. (**NO EXCEPTIONS**). In other words stealing is **not allowed nor 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.

- **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. 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 SCCCDC 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 SCCCDC policies 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.

REEDLEY COLLEGE SUMMER 2010

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

WEEK :	LECTURE/TEXT READING	LAB - SESSION/PERIOD
1)	INTRO TO ANATOMY-1 CYTOLOGY-2 TISSUES-3 INTEGUMENT-4 OSTEOLOGY-5	LAB : INTRO/ORGANIZATION LAB : MICROSCOPE LAB : CELLS LAB : TISSUES LAB : INTEGUMENT LAB : INTRO TO BONE
2)	CHAPTERS 6,7 ARTICULATIONS-8 MUS. TISSUE-9  CHAPTERS 10 CHAPTER 11 CHAPTER 12	LAB : AXIAL BONE LAB : APPY BONE LAB : ARTICULATIONS LAB : MUSCLE LAB : AXIAL MUSCLE  LAB : APPY MUSCLE LAB : APPY LAB : TRUNK MUSCLE
3)	NERVOUS SYSTEM -13 14,15 16-17 18-19 27,28	LAB : NERVOUS SYSTEM LAB : BRAIN/CRANIAL NERVES LAB : SPINAL CORD LAB : SOMATIC NERVES LAB : SENSORS
4)	CARDIOVASCULAR-20, 21	LAB : FE/ MALE & REPRO/ ENDO
5)	22, LYMPH-23  RESPIRATORY 24	LAB : BLOOD/HEART LAB : VESSELS/RESP LAB : GI/GU
6)	GI-25, GU-26	LAB : LAB EXAM

FINAL EXAM-COMPREHENSIVE UNITS 1, 2, 3, 4

AS AN APPROXIMATION THIS SCHEDULE TRANSLATES OUT TO A CHAPTER/LAB PER DAY AND A MIDTERM EVERY 6 LECTURE PERIODS....PLEASE PLAN YOUR STUDY TIMES ACCORDINGLY.

\*SEE HOLIDAY SCHEDULE IF APPLICABLE--LECTURES AND/OR LAB SESSIONS WILL BE GIVEN EITHER BEFORE OR AFTER HOLIDAY DEPENDING ON TIME CONSTRAINTS

**\* 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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