

BIOLOGY 20 SYLLABUS
FALL SEMESTER 2011
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Office Hours: N/A

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** which permits function at all levels of organization:

Chemical (subatomic, atomic and molecular levels), cellular, tissue, organs, organ system, organism, and homeostasis of the organism in its environment.

The understanding of the relationship of form to function will be emphasized in each of the 11 organ systems as they relate to maintaining homeostasis.

I. B. SCHEDULE:

☐ **DATES:**08 15 11 -----12 16 11

LAST DAY TO:

•**REGISTER FOR FULL-TERM FALL CLASS or DROP A CLASS**

WITHOUT A "W": **09 02 11**

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:**

09 16 11

•**DROP A FALL CLASS:** **10 14 11**

Without receiving a letter grade. NO EXCEPTIONS

DAYS and TIME:

MONDAY (M) and WEDNESDAY (W) NIGHTS

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

LAB: 7:25-8:40 PM

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

HOLIDAYS:

LABOR DAY: (M) 09 05 11 NO CLASS CAMPUS CLOSED

VETERANS DAY: (F) 11 11 11 N/A

THANKSGIVING DAY: (Th-F) 11 24 11 - 11 25 11 N/A

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 basic function of each body system at the macroscopic level. Identify pertinent micrographs.
- B. 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. If available. NOTE: Prior competence in the use of these instruments is necessary as instruction in those disciplines is outside the scope of this class.
- E. Function in an allied health field (such as nursing, dental hygiene, radiology technology, research, etc.) with an introductory foundation of the human body.
- F. Satisfy a basic requirement for a variety of biological, medical, physical education, and health-oriented programs.

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 of 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**

◇ **NOT MARKING YOUR EXAM CORRECTLY OR INCORRECTLY MARKING SCANTRON FORM**

◇ **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 TOTAL GRADE
LECTURE EXAMS: 3 @ 100 POINTS EACH _____	300	(NOTE NUMBER OF QUESTIONS WILL BE ADJUSTED TO 100 POINTS, EG., 250 QUESTION EXAM WILL STILL COUNT AS 100 POINTS)
LAB EXAM: 1 @ _____	100	(-10/INCORRECT RESPONSE)
LAB EXERCISES: 29 _____ IF NOT TURNED IN.	100	(LATE WORK: 0 POINTS/-10/LAB)
QUIZZES: 10 @ 10 POINTS EACH _____ EXAM) MAY BE GIVEN UNANNOUNCED.	100	(MAY BE PART OF LECTURE)
ATTENDANCE/PARTICIPATION: _____	100	
FINAL EXAM:1 @ _____	300	50
TOTAL POINTS FOR SEMESTER _____	1000	100

GRADES WILL BE ASSIGNED ACCORDING TO THE FOLLOWING PERCENTAGES:

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

__%____ / 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 CLASS 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 SCCCDC 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 1-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 SCCC and applicable State and Federal law take precedence over any statement contained herein.

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

