**Valencia College**

**West Campus**

**COURSE SYLLABUS: BSC 2093C**

**HUMAN ANATOMY AND PHYSIOLOGY I**

**SPRING SEMESTER, 2020**

**CRN 17155**

**PROFESSOR: DR. ALBERTO DE ARRIGOITIA**

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**OFFICE-AHS ROOM 307**

**Lectures and labs will be face to face.**

**Meeting times**

**Lectures: Tuesday Online**

**Lab: Thursday Online**

**Office hours: I have no office hours. If you need to contact me use my email address. I should be able to reply within 48 hours.**

**Course Credits: 4**

**Course description:**

BSC 2093C is the first of a two-semester course dealing with the anatomy and physiology of the human body. In this course we will use a systems approach, meaning that both the anatomy and the physiology of a system will be covered together. Tissues, structure and functions of the Integumentary, skeletal, muscular, endocrine, and nervous systems, and organs of special senses are emphasized. Lab exercises reinforce anatomic and physiologic principles associated with classroom work.

**Required Texts:**

Principles of Anatomy and Physiology 15th edition, by Tortora/Derrickson ISBN 978-1-119-32065-4. **(lectures)**

Laboratory Manual for Anatomy & Physiology 6th edition, by Allen/Harper ISBN 978-1-118-34440-8. **(Labs)**

**PREREQUISITES**:

Successful completion of all mandatory courses in reading, mathematics, English and EAP; and a minimum grade of “C” in Honors high school or Advanced biology and Honors school or Advanced chemistry; or BSC1010C

**Course Objectives:**

1. To recognize and identify the components of cells, tissues, and listed organ systems.

2. To understand the function of the components of cells, tissues, and listed organ systems.

3. To utilize the scientific method to perform the necessary skills to create and analyze laboratory data.

4. To recognize the interrelationships of the systems studied.

5. To apply the information and integrate that information into common life situations.

**Valencia College Core Competencies**

The faculties of Valencia College have identified four core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in your Valencia College classes. The four competencies are:

**1) Think – think clearly, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry**

**2) Value – make reasoned judgments and responsible commitments**

**3) Communicate – communicate with different audiences using varied means**

**4) Act – act purposely, effectively, and responsibly Registration Deadlines and Drop/Refund Deadlines:**

For information about registration deadlines, Drop/Refund deadlines etc., please visit the Valencia College Academic Calendar: Important Dates & Deadlines 2019-2020 which you can find on the Valencia College website.

**Labor Day (No Class) Monday September 7, 2020**

**Thanksgiving Break November 25 - 29, 2020**

**Finals fall on the week of December 7 through 12, 2020**

**Faculty final day to enter withdrawal December 14, 2020**

**Grades due faculty submission deadline December 14, 2020**

**Final grades viewable in Atlas December 15, 2020**

**Absences and Withdrawals:**

Attendance and participation is expected of all students. After three absences a student will be withdrawn from the course by the instructor. If you know that you are intending to withdraw from the class yourself please inform me of your intent and withdraw yourself. Do not wait for me to withdraw you. I do not total the absences and re-evaluate your status on a daily basis. I reserve the right to allow a student to remain in 3 the class for cases of extreme personal hardship combined with the students’ expression of their dedication to continuing the class. The exceptions to the three absence withdrawal policy will be made on a case-by-case basis and will require appropriate documentation. If a student is allowed to remain in the class in spite of three absences, the student may still be withdrawn if additional absences accrue. After the withdrawal deadline you will not be able to withdraw. After the withdrawal deadline I will not withdraw students automatically for attendance reasons. In other words, my automatic response at that point will be to allow students to remain in the class in spite of their absences, even though the absences are likely to lead to an ”F” if crucial information and exams are missed.

**According to Valencia policy**, any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F”.

**Students on Bright Futures Scholarships** who withdraw or are withdrawn from a class must pay the college for the cost of the class because the college must refund that cost to the state.

**Students with any type of financial aid** are advised to discuss the financial implications of a withdrawal with an advisor before withdrawing.

Note that in order to academically maintain financial aid, students must meet the following requirements:

***Complete 67% of all classes attempted.***

***Maintain a Valencia GPA of 2.0 or higher.***

***Maintain an overall GPA of 2.0 or higher.***

***Complete degree within the 150% timeframe.***

Detailed information about maintaining satisfactory academic progress (SAP) can be found at: <http://valenciacollege.edu/finaid/satisfactory_progress.cfm>

**Late Arrivals / Early Departures:**

If a student log in after attendance has been taken it is his/her responsibility to see the teacher after class to get some credit for attendance.

**Exams:**

There will be 4 lecture exams which includes Final, given in the course (total of 4). Lecture exams may include multiple choice, matching, fill in the blank, labeling, or short answer questions.

All exams **SHOULD** be taken on scheduled dates. If an exam is missed, **YOU WILL HAVE ONE WEEK TO MAKE IT UP**. **THE FINAL EXAM MUST BE TAKEN ON THE DAY THE FINAL IS SCHEDULED (NO EXCUSS).**

**ALL EXAMS WILL BE PROCTORED BY HONERLOCK AND THUS YOU WILL BE VIDEO RECORDED. SO NO CHEATING OR YOU WILL BE PAYING THE CONSEQUENCES.**

**Labs:**

There are 10 laboratory classes and assignments accounting for 5 points each (50 points) throughout the semester and two practical lab exam at 100 points each (200 points) all of them will be counted for your overall grade.

There will be two practical exams during the semester. The student will be responsible for taking the exams on the assigned date.

**Campus Security:**

**Statement from Chief of Security:** We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It’s important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 (after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

**Courtesy for others in maintaining a learning environment:**

Your classmates will learn best if they can listen to and participate in classroom activities without distractions and interruptions. You are expected to refrain from holding private conversations while a teacher or classmate is addressing the class. Upon entering the class you are expected to turn off cell phones, beepers, and loud alarm watches. If your presence is disturbing to classmates you may be requested to make a seating change or leave the classroom. Children are not permitted to attend class with you.

**Use of Electronic Devices:**

If you feel that using a laptop or tablet in class enhances your learning please explain to me how you intend to use it and how you will ensure that your use does not distract other students. If you are an auditory learner who benefits from listening to the class lectures multiple times, I do allow recording of lectures, but you must not use those recordings for any purpose other than self-study. Under no circumstances will any electronic devices be allowed during quizzes or exams. If I see any electronic devices including cell phones being used or being positioned for easy access during a quiz or exam I will confiscate the device for the duration of the quiz or exam even if the student states they were only using the device as a clock or a calculator.

**Student or teacher conflicts or issues in the classroom:**

It is my sincere hope that we will be able to resolve any conflicts or issues that arise in the classroom in a direct and respectful manner by discussion between the teacher and the involved students during class or later in my office (depending on the issue and how disruptive it is to fully address it during the class time). Valencia College is committed to providing each student with a quality educational experience. Faculty members have high standards of instruction for themselves and for students. If you have a problem in class your first step should be to talk to your instructor. If you are still dissatisfied, you may talk with the Division Dean - for this class that would be the Dean of Science – Dr. Gessner.

Dr. Gessner has created a letter that explains what he expects from Science faculty and Science students. I have included the letter as an appendix to this syllabus.

**Students with Disabilities:**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first week of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. (West Campus SSB room 102, ext. 1523 full number: 407-582-1523)

**Grading Scale:**

Exams (100 points each), and lab assignments and lab practical (250 points total) will be added together and divided by the total points possible.

**Letter Grade Percentage Score**

A 90 – 100 %

B 80 – 89 %

C 70 – 79 %

D 60 – 69 %

F 0 – 59 %

**Your grade will consist of 650 points.**

There will be 4 exams worth 100 points each, with possible total sum of 400.

10 laboratory assignments worth 5 points each and practical worth 100 points each makes up a possible sum of 250.

Total is possible 650 points.

**Let’s do the math.**

**400 points for lecture exams**  **400**

**250 points for lab assignments and practicals.** **250**

**Total 650**

**Academic Responsibility:**

You are expected to take full responsibility for your own education. If you have special needs you need to inform your instructor. You must have time to study appropriately for this course. Only you can balance your study time with the other demands of your life. Taking responsibility for your own education also means you will commit yourself to intellectual honesty. You cannot receive the learning benefits of this class if you do not master the material for yourself. You should not cheat or assist others in cheating. I will be following the College Policy on Academic Dishonesty (see the relevant policy reproduced from the Valencia College Website attached as an Appendix)

**Academic Honesty**

Please review Valencia’s policy on academic dishonesty (student handbook – college policy 6HX28: 10-16). The short version is – do your own work and submit your own ideas. Any violation of the policy (submitting someone else’s work as your own, cheating on an exam, etc.) will result in a grade of zero on that assignment. Repeat offenses will result in an F in the course and referral to the Dean of Students.

**Baycare Behavioral Health’s Student Assistance Program**

Valencia is committed to making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. Students have 24-hour unlimited access to the Baycare Behavioral Health’s confidential student assistance program phone counseling services by calling (800) 878-5470. Three free confidential face-to-face counseling sessions are also available to students.

**Course Sequence/Tentative schedule**

**Lectures online**  **Labs online**

Tuesday 7-9:45pm Thursday 7-9:45pm

**Week I: Aug. 25/20** \_\_\_ **Week I Aug. 27/20**

Go over syllabus/Chap. 1, 2 lab safety

**Week II: Sept. 1/20 Week II: Sept. 3/20**

Chap. 3 and 4 Exercises 1, 2 and 3

**Week III: Sept. 8/20 Week III: Sept. 10/20**

Chap. 5 & 6 Exercise 4, and 5

**Week IV: Sept. 15/20 Week IV: Sept. 17/20**

Chap. 7 & 8 Exercise 6

**Week V: Sept. 22/20 Week V: Sept. 24/20**

Chap. 9 ` Exercise 7

**Week VI: Sept. 29/20 Week VI: Oct. 1/20**

Chap. 10 & 11 Exercise 8

**Week VII: Oct. 6/20 Week VII: Oct. 8/20**

Chap. 12 Exercise 9 & 10

**Week VIII: Oct. 13/20 Week VIII: Oct. 15/20**

Chap. 14 & 15 Exercise 11 & 12

**Week IX: Oct. 20/20 Week IX: Oct. 22/20**

Chap. 16 & 17 Exercise 14

**Week X: Oct. 27/20 Week X: Oct. 29/20**

Chap. 17 Exercise 16

**Week XI: Nov. 3/20 Week XI: Nov. 5/20**

Chap. 18Exercise 17 & 18

**Week XII: Nov. 10/20 Week XII: Nov. 12/20**

Review  Exercise 19 & 20

**Week XIII: Nov. 17/20 Week XIII: Nov. 19/20**

Review Exercise 21

**Week XIV: Nov. 24/20 Week XIV: Nov. 26/20**

Review **Thanksgiving (no class)**

**Week XV: Dec. 3/20 Week XV Dec. 1/20**\_\_\_\_

Review Exercise 25

**Final December 8/2020**

**AT 7:45 P.M.**

**Exam one will be over Chapters 1, 2, 3,** **4 & 5**

**Exam two will be over Chapters 6, 7, 8 & 9**

**Exam three will be over Chapters 10, 11, 12 & 13**

**Final exam will be over Chapters 14, 15, 16, 17 & 18.**

**Appendix**

LETTER FROM THE DEAN

Expectations of a Valencia College Science Student

Welcome to the Science Division of Valencia College’s West Campus; we are enthused to have this opportunity to assist you in achieving your educational goals. Higher education is a privilege and an opportunity; it is your responsibility to realize that you are in control of those behaviors and actions that can enable success in this course.

From your professors, you can expect the following:

1. They will be prompt, courteous and respectful.

2. They will provide a professional learning environment throughout the entire scheduled instructional period.

3. They will provide an up-to-date syllabus; when changes need to be made, they will announce changes in a manner that is conveyed to all students in their class.

4. They will provide you with a course that is of necessary rigor to prepare you for the career you have chosen; because the class you are taking transfers to a four year college or university, it will be taught with the same academic expectations. The bonus of starting your education at Valencia, when compared to attending a four year college, is you will be able to get more personal attention with small class sizes and you will be able to save money; the classes are not easier.

5. They will offer time outside of class to discuss your questions.

6. They will be available to discuss your class concerns in private, outside of class time; you should try to resolve your class concerns with your professor before you try to voice your concerns with administrators.

7. They will respond to emails within 2 business days.

8. They will expect from you what they have expected from the many students who passed their classes in the past.

In return, this is what your professor will expect from you:

1. You will be prompt, courteous and respectful.

Prompt means you come to class on time, ready to work, with all assignments completed before you enter class or lab. It means that you have studied, that all conversations, texting and diversions come to a stop and that you are ready to contribute to a positive learning environment from the beginning of the class or lab.

Courtesy means you are polite in your attitude and behavior towards your professor and classmates.

Respectfulness means that you regard everyone’s classroom experience as valuable to them, that you accept your professor’s expertise and experience to create relevant course objectives and that you treat college and personal property with care.

2. You will read your syllabus; your syllabus is a contract between your professor and you. Be aware of deadlines to complete assignments on time and know your professor’s attendance policy. You will need to attend class for the full length of time allotted to your science class and lab.

3. You will be aware of Valencia College policies and procedures found in the college catalog; ignorance of policies and procedures doesn’t mean they don’t apply.

4. You will be serious about learning; it is your responsibility to be an active participant in your own learning. You will need to devote sufficient time to learn the material presented by your professor; for most students, this means you will need to spend at least two hours studying for every hour of instruction. Learning is an action verb; you will need to do more than sit through class and reread your notes to be successful. To succeed in higher level classes, you must retain the information, concepts and skills you will learn; this can only happen if you work at learning to make the course content a part of your long term memory. Do not cram!!

5. You will be encouraged to produce your own study guides. Most college professors do not provide study guides, but they can give you tips that will help you produce your own study guides to gain a better understanding of the course content.

6. You will be expected to participate fully in classroom activities. The work you produce must be your own; cheating in any form is not tolerated and your professor will have specific consequences, in their syllabus, which will be enforced should cheating occur.

7. You will be expected to contribute to a positive learning environment. Avoid classmates who speak negatively, or who have a negative outlook, about your class or your professor. Instead, get to know your professor during office hours; you will learn much more with a positive attitude.

8. You will be held to a high standard of maturity and responsibility. Disruptive behaviors will not be tolerated in the classroom or lab. First time disruptions will be handled by your professor and may include a request that you leave the class or lab. Very serious or repeated disruptions will be reported, to the Dean of Science and the Dean of Students, with specific consequences that can include your permanent removal from the class. Disruptions include:

\* Being noisy when arriving late to class or leaving early.

\* Carrying on private conversations while the professor is talking.

\* Disrespectful language, tone and mannerisms.

\* Sleeping or attempting to sleep in class.

\* Repeatedly asking unnecessary or irrelevant questions.

My wish is that you get the best learning value from the science classes that you are taking. With everyone abiding by the expectations in this letter, your science classes at Valencia should be the next step in achieving your academic dreams.

Dr. Robert Gessner

West Campus Dean of Science

Valencia College