**VALENCIA COLLEGE (WEST CAMPUS)**

**HUMAN ANATOMY AND PHYSIOLOGY I**

**SYLLABUS  SPRING 2019**

**[BSC 2093C -CRN 27426: 201920]**

**CONTACT INFORMATION**

**Instructor:**               Elizabeth Thazhmon M.D.

**Instructor Phone:**   407-489-3527 (cell)

**Email**:                         [ethazhmon@valenciacollege.edu](mailto:ethazhmon@valenciacollege.edu)

**Office Availability:** By appointment.

**Class Times:**           MON    LEC:  7pm- 9.45pm, Class room  Building 1 room 113

                                 WED    LAB-:    7pm--9.45 pm, Lab room      HSB 141

**Credit Hour(s):**        (4) Credit hour

**IMPORTANT  DATES**:

Semester starts & end dates:               JAN 7th, 2018—APR 26, 2019

Drop/Refund Deadline:                          JAN 14, 2019

No Show:                                               JAN 15-24 2019

Withdrawal deadline for a “W” grade: MAR 22, 2019

Faculty withdrawal deadline APR 21, 2019

Final Exam week APR22—26, 2019

Classes do not meet on: MLK Day JAN 21, 2019.

SPRING BREAK MAR 11 -15, 2019.

**COURSE DESCRIPTION:** Anatomy and Physiology I (BSC 2093C) is a study of the structure and function of the human body. This is the first trimester of a two-trimester study of the typical structure and function of the human body. It includes a study of cytology, histology, the integumentary, skeletal, muscular, endocrine, nervous system and organs of special senses. This course is designed for students who are considering careers in the health science. As well this course can be applied to the requirements for the pre-professional studies program. The course will cover both theoretical and practical applications of anatomy and physiology through lectures, and laboratory demonstrations.

**PREREQUISITES**: 1) Satisfactory completion of all mandated courses in Reading,

 Mathematics and English for Academic Purposes

2) One of the following.

A) A minimum grade of C in high school honors or AP (Advanced Placement) Biology and high school honors or AP Chemistry

B) BSC 1010C

D) Departmental approval

**COURSE OBJECTIVES & LEARNING OUTCOMES: This course will enable students:**

1. Demonstrate a basic understanding of the anatomical structures and the physiological functioning of body systems. This is assessed by class discussions, group activities, weekly quizzes and exams.

2. Demonstrate the ability to develop and apply critical thinking skills. Recognize and explain the interrelationships within and between anatomical and physiological systems of the human body.

3. Acquire the ability to synthesize ideas to make a connection between knowledge of anatomy and physiology to real-world situations, including healthy lifestyle decisions and homeostatic imbalances.

4. Learn through hands on laboratory procedures to examine anatomical structures and evaluate physiological functions of each system.

4. Practice accountability and discipline which will help develop model professional career attitudes and behavior.

**REQUIRED MATERIALS**: TEXT BOOK: Tortora, Gerald J. and Derrickson, Bryon, Principles of Anatomy and Physiology. 13th edition, John Wiley and Sons, Inc. (or equivalent)

2) LAB BOOK: Allen, Connie and Harper, Valerie, Laboratory Manual for Anatomy and Physiology, 5th edition, John Wiley and Sons, Inc.9780470917534

3) Power point notes from Bb.

**GRADING SCALE**:

 A: 90 – 100% B: 80 – 89% C: 70 – 79% D: 60 – 69% F: 0 – 59%

**GRADING POLICY** Your competency will be assessed as follows:

4 EXAMS in class 100 points/16% each  = 64%        = 400 points

4 Homework online tests 100 points/ 5 % each = 20% = 400 points

1 Final exam in class worth = 16%        = 100 points

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       TOTAL =100% =900 points

A Total Weighted Grade of 70% ‘C ‘is required to pass this class

**MAKE-UP POLICY**

Missed exams can only be made up on the day of the final exam after the final exam and only for cases of extreme hardship. **This is allowed only for exams and only one time in the whole semester**. A 10% penalty will be assessed on any score earned on a make-up exam done at the time of the final exam. For example if you get 90% of the available points on a makeup exam then the penalty of 10% will result in you being awarded 80% as your score for that exam.

**If you miss more than one exam in the semester you will be dropped from the class even after the student withdrawal deadline.** This is because students who miss more than one exam get too far behind to pull themselves up.

 More than one lab class missed cannot be made up. **Lab activity e g: dissection** **cannot made up.** If you miss it, you forfeit the points for that activity. Daily lab work must be completed to earn the due points.

**No exam is dropped. FINAL EXAM CANNOT BE MADE UP missing the Final Exam will result in the student receiving a grade of “F” for the course.**

**EXTRA CREDIT POLICY:**

A hundred percent attendance will earn you three extra credit points added to your final exam.

**ATTENDANCE AND WITHDRAWAL:** Regular attendance in both the lecture and lab class.is critical for the comprehension of material and successful completion of this course. Every student is responsible for everything covered in both lecture and lab whether present in class or not. **Attendance is taken at each lecture and laboratory class period.**

If a student has two or more absences cumulative from both lecture and lab the instructor will withdraw the student unless contacted by the student. Absence from lab or lecture during the first week of class is considered a NO SHOW and will result in the student being administratively withdrawn.

If the student decides to withdraw for any reason it is the student’s responsibility to officially complete the withdrawal process before the withdrawal deadline. **Failure to do so will result in the student remaining enrolled and receiving a grade – most likely an ‘F’ per college policy.**

 Three late coming or three leaving early from class will be counted as one day of absence and will affect your total attendance record.

If a student enters the classroom after attendance has been taken it is his/her responsibility to see the instructor after class to get the credit for attendance.

There are no excused absences without adequate documentation for the reason for absence.

A hundred percent attendance will earn you three extra credit points added on to your final exam score.

Attendance at the final examination is required, as per college policy, or you will receive an’ F’.

 The professor will not withdraw any student; it is the responsibility of the student to withdraw themselves before the withdrawal deadline and to be aware of the date of the withdrawal deadline.”

**VALENCIA RULES**

**1-CONDUCT:** By enrolling at Valencia Community College, a student assumes the responsibility for being familiar with and abiding by all Valencia rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. This information can be found in the Student Code of Conduct in the current Valencia Student Handbook or at the following link:

<http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0>

**2-WITHDRAWAL DEADLINE AND POLICY:** Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of Mar 30, 2018 will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy.A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F or I. An I grade will only be assigned under extraordinary circumstances that occur near the end of the semester.  If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B,C,D or F. To make up the work during the following semester will result in you getting a grade of F in the course.  Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of “F.” For a complete policy and procedure overview on Valencia Policy 4-07 please go to: <http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0> General Student Policies Refer to the Student Handbook at <http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75>.

Students on **Financial aid** should consult their advisor or counselor before withdrawing from a course; there may be financial implications to the student which he or she must know about to make an informed decision before withdrawing from a course. Students with some scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class. Other scholarship sponsors may also require repayment.

In order to academically maintain financial aid, students must meet all of the following requirements:

* Complete 67% of all classes attempted, and
* Maintain a Valencia GPA of 2.0 or higher, and
* Maintain an overall GPA of 2.0 or higher, and
* 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>

For a complete policy and procedure overview on Valencia Policy 4-07 please got to:

<http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0>

**Effective July 1, 2009, 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).**

**3-REFUND OF FEES:** Withdrawal prior to January 14 the student is eligible for full refund of fees. Once the withdrawal “No Show” period begins (January 15, 2019), the student does not get a refund.

**VALENCIA COLLEGE STUDENT COMPETENCIES:** Valencia faculty has defined four interrelated competencies. They are:

                        1. value

                        2. think

                        3. communicate

                        4. act

These competencies are essential to success. In this course, through classroom lecture and discussion, group work, and other learning activities, students will develop mastery of these core competencies. A complete list of the competencies is located in the college catalog

 STUDENT SUCCESS **:**

**STUDENT RESPOSIBILITIES:** Students are expected to fully participate in lectures and labs. You are responsible for your own success or failure.

      Good time management, punctuality, initiative, and teamwork are keys to success. To meet these objectives, study groups are highly encouraged. Set aside at least an hour every day for self-study as well. **The most successful students are usually those who**:

* participate eagerly in both lecture and lab as well as in study groups outside of class
* arrive early and prepared for lectures and labs.
* review the materials completed before coming to class.
* take action or ask for assistance before falling behind.

**CLASSROOM / STUDENT CONDUCT:** Activities that are disruptive to the learning environment of the classroom is a violation of the Valencia Code of Classroom Conduct and will not be tolerated. Side conversations or any other activity outside of paying full attention and participating in class activity is considered disruptive to the learning environment.

* Laptop use in class is **not** recommended.
* Cell phones should be turned off in class. If you have a real **urgent** need to text / make or take a call you can do so outside the lecture room.

Proper classroom etiquette is expected in this class which includes no eating in class. Specific Lab rules will be made available to you separately by email which you have to read, sign, return and follow in the laboratory.

**ACADEMIC DISHONESTY:** Collaboration (group study) with other students while learning, preparing, reviewing is strongly encouraged because it’s a great way to learn!

However this changes on a test ---collaboration with another student or obtaining information by any means other than your own memory recall while taking a quiz or exam or completing an assignment intended to be completed by you alone is dishonest and considered cheating

Despite the academic pressure, personal and professional integrity is still a premium for real long term success. **As such academic dishonesty is prohibited at Valencia College.** Dishonesty at any level or type will notbe tolerated.\* For example:

* You are not allowed to submit a past or current student’s partial or completed lab-book or any other work as your own.
* A student who is observed in any dishonest activity will forfeit that assignment or exam and may be asked to see the department dean before returning to class.
* A student who allows another to copy and submit his or her work will also forfeit that assignment.
* During tests the table should be clear of all materials .Cell phones should be placed face - down visible on the desk.
* Students will take exams without referring to any books, notes, electronic devices or classmates.
* You will not tell other students about test questions or answers before or during their exam and you will protect the exam from being seen by others.
* You will avoid even the appearance of cheating by not looking in the direction of other exams, by not wearing clothing/hats/visors that hide your eyes, by keeping your belongings, other than pens, pencils and erasers away from your desktop, by not going to the restroom during the exam, asking your professor for permission and supervision if you need to retrieve another pen, pencil or eraser from your backpack or purse.

Students shall take special notice that the assignment of course grades is the responsibility of the instructor. When there is reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the instructor.

Any student determined by the instructor to have been guilty of engaging in an act of academic dishonesty shall be subject to a range of academic penalties, as determined by the instructor. These penalties may include, but are not limited to, one or more of the following: loss of credits for an assignment, examination, or project, reduction in the course grade; or a grade of “F” in the course.

**FACULTY /STUDENT COMMUNICATIONS:** Most communication of any announcements, schedule changes or other vital information will be made in class ATLAS email will serve as the official method of communication for any announcements, class changes or syllabus changes over and above class announcements.

Grades will be published in Bb Grade book.

**DISABILITY SERVICES**: Students with disabilities who qualify for academic accommodations must provide a notification from the Office of Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office of Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

West Campus Office SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

**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 **Bay care 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.” Also students may need to contact the Victim Service Center’s Sexual Assault Hotline at 407-497-6701 or at<http://www.victimservicecenter.com/> .

**SECUITY STATEMENT**: Your security is of the highest priority. Here is a statement from the Valencia 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.”

**SYLLABUS & CALENDAR DISCLAIMER:** *Changes to the syllabus and schedule may be made at any time during the term. A revised syllabus may be issued as deemed by the instructor. The schedule may be adjusted as the class progresses to pre pone or postpone the lecture or tests as deemed necessary by your instructor. In the event that adjustments need to be made to the total point value of the assessment systems, the percentages will remain the same*

**CALENDAR SPR 2019**

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| ***WK -DATE*** | ***LEC CHAPTER -MON*** | ***LAB EXECISE-WED*** |
| WK1JAN 7 &9 | CH1-INTODUCTION & BODY ORGANIZATION | Lab Ex 1,2 ORGAN SYSTEMS |
| WK2 JAN14 &16 | Ch 2 CHEMISTRY | Lab Ex 2  BODY CAVITIES |
| WK 3 JAN 21 &23 | ***MLK  HOLIDAY*** | *Ex 3 MICROSCOPE* |
| JAN 25,26,27. | *Homework assignment  test 1 should be completed by JAN27* | **T*o be taken ONLINE—Go to Assignment tab in the MENU bar in the course and click on HW exam.*** |
| WK4 JAN 28 & 30 | **EXAM 1 on ch 1& 2 in class**  Ch 3 CELL | ***Ex 4  CELL*** |
| WK5 FEB4 & 6 | CH4 TISSUES | *LAB Ex 6  TISSUES* |
| FEB 8,9,10. | *Homework assignment test 2* | *should be completed by FEB10* |
| WK 6 FEB 11 &13 | **EXAM 2 ch 3,4 CELL&TISSUE in class**  Ch  5--- SKIN | *LAB Ex 7 INTEGUMENTARY* |
| WK 7FEB 18 &20 | Ch  6 BONE TISSUE | *LAB Ex 8 AXIAL SKELETON* |
| WK 8 FEB 25 & 27 | Ch  9 JOINTS-SKELETAL SYSTEM | *LAB EX 9,APPENDICULAR SKELETON* |
| MAR 1,2,3. | *Homework assignment test 3* | *should be completed by MAR3* |
| WK9 MAR 4 & 6 | **EXAM 3 ch 5,6,7,8,9.SKIN & SKELETAL SYSTEM in class** Ch10 MUSCULAR  SYSTEM |  |
| WK10 MAR 11 &15 | ***SPRING BREAK*** | *LAB EX 12 group activity--illustrate muscle contraction* |
| WK11 MAR 18 & 20 | Ch 10,11 MUSCULAR SYSTEM | *LAB EX 14* |
| WK12 MAR 25 & 27 | Ch 18 ENDOCRINE SYSTEM | *LAB Ex 25* |
| MAR 29,30,31. | *Homework assignment test 4* | *should be completed by MAR 31* |
| WK13 APR 1 & 3 | **EXAM 4 in class CH 10 ,11,18 MUSCULAR & ENDOCRINE SYSTEMS**  Ch 12,NERVOUS SYSTEM (tissue) | *EX 13,14* |
| WK14 APR 8 & 10 | Ch 14 NERVOUS SYSTEM (BRIAN) | *LAB EX 16,17[dissection of sheep brain]* |
| WK15 APR 15 & 17 | Ch13,16,17 NERVOUS SYSTEM  (CRANIAL & SPINAL NERVES) | *LAB EX 18,20,21* |
| WK 16 APR 22 | **FINAL EXAM in class Ch 12,13,14,15,16,17,18.** | **&  Lab Ex ,16,17,18,19,20,21,22,23,24** |
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