

BSC 2093C - HUMAN ANATOMY & PHYSIOLOGY I – SPRING 2024

Class hours (Please select and follow information for the section/CRN number that you registered for):

CRN 20692 – face-to-face –

Monday lecture West Campus HSB-146 (lecture room) 8:30 am – 9:45 am

Monday lab West Campus HSB-132 (lab room) 10:00 am – 12:45 pm

Wednesday lecture West Campus HSB-146 (lecture room) 8:30 am – 9:45 am

CRN 21748 – face-to-face –

Monday lab West Campus HSB-132 (lab room) 1:00 pm – 3:45 pm

Monday lecture West Campus HSB-146 (lecture room) 4:00 pm – 5:15 pm

Wednesday lecture West Campus HSB-146 (lecture room) 4:00 pm – 5:15 pm

CRN 21148 – face-to-face –

Tuesday lecture West Campus HSB-146 (lecture room) 8:30 am – 9:45 am

Tuesday lab West Campus HSB-132 (lab room) 10:00 am – 12:45 pm

Thursday lecture West Campus HSB-146 (lecture room) 8:30 am – 9:45 am

Instructor:

Jemima “Jackie” Lindbeck, M.D. Ph.D.

Office Hours:

All office hours will consist of me reading and answering e-mails plus interacting with students one-on-one by request via Zoom or in-person-on-campus meetings in my office (building 1 – room 223).

My official office hours will be Monday-Friday:

Mondays 7:30 am – 8:30 am via Canvas Inbox

Tuesdays 2:30 pm – 3:30 pm via Canvas Inbox and Zoom or face-to-face by request.

Wednesdays 10:00 am – 3:30 pm via Canvas Inbox and Zoom or face-to-face by request.

Thursdays 10:00 am – 12:30 pm via Canvas Inbox and Zoom or face-to-face by request.

Thursdays 2:30 pm – 3:30 pm via Canvas Inbox and Zoom or face-to-face by request.

Fridays 7:30 am – 8:30 am via Canvas Inbox

You can send me a message in Canvas at any time (including outside of my office hours and including when I am asleep) and I will respond at the next occasion when I am awake and looking at emails on my computer – which may include time outside of my official office hours.

I aim to answer at least within 24 hours, but generally much sooner.

I am willing to arrange one-on-one Zoom sessions with students at times that are mutually agreeable -- either during, or (if necessary) outside of, my office hours.

E-mail:

jlindbeck@valenciacollege.edu

I will attempt to answer Canvas messages and e-mails at least once a day and usually more often.

I prefer Canvas Inbox messages over messages sent to jlindbeck@valenciacollege.edu.

If you are no longer registered in the Canvas class (because the semester is over – or because the business office withdrew you because you failed to make a tuition payment on time) – then you will need to use my email address at jlindbeck@valenciacollege.edu.

I highly advise students to check their Canvas Inbox messages and Canvas Course Announcements and Valencia College-related e-mails at least daily.

Zoom:

To join me in a Zoom meeting, you can enter my virtual office using a computer, a tablet, or a smartphone. If you have never used Zoom before and would like to watch some YouTube videos with instructions first, you can find a collection of videos about using Zoom by clicking on this link:

<https://humanbody.homestead.com/HowToZoom.html>

The very first time you attempt to enter a Zoom meeting by following a URL meeting link (https://some-link-with-a-number), you will be prompted to download the Zoom app to your device. After that you can use the app that has already been installed.

There is also the option to first download the Zoom app from an app store or directly from the Zoom website before even attempting to enter a meeting. Here is a link to the Zoom download page:

<https://zoom.us/download>

If you and I have communicated by Canvas messaging or email -- and I have sent you a link to a Zoom meeting I have created for us -- you can simply click on the link for the meeting. When you click on the link I send you -- you will be prompted to install Zoom if you need to -- or you will be able to join directly through the Zoom App if you have already installed it. I will not be asking you for a password. Once you get to the Zoom meeting you will initially enter a "Waiting Room" from which you will be invited into the "Meeting Room". Valencia College requires me to have either a password or a waiting room (or both) for security purposes.

Text and lab coat:

Principles of Anatomy & Physiology

Gerard J. Tortora & Bryan Derrickson

ISBN 978-1-119-66279-2

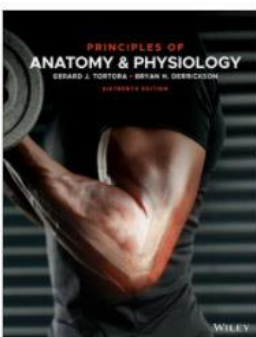
16th edition looseleaf

Although the textbook ISBN number given above is for the looseleaf edition -- you are allowed to use the e-book if you would prefer that option. In my class it is also permitted to use an older edition to save money (but you might need the latest edition when taking A&P II from some other teachers). Some other teachers are using the textbook bundled with an access code for WileyPlus in CANVAS, but I am NOT using WileyPlus in my class (but you might need the access code when taking A&P II from some other teachers).

Here is a link to the Publisher's website information about the textbook:

<https://www.wiley.com/en-us/Principles+of+Anatomy+and+Physiology%2C+16th+Edition-p-9781119662792>

Here is a cropped image from a screenshot from the webpage link above:



Principles of Anatomy and Physiology, 16th Edition

Gerard J. Tortora, Bryan H. Derrickson

ISBN: 978-1-119-66279-2 | October 2020 | 1296 Pages

E-BOOK		PRINT	
Starting at just \$39.00		Starting at just \$48.00	
<input type="radio"/> Textbook Rental (130 days) ⓘ		\$48.00	
<input checked="" type="radio"/> Loose-leaf		\$124.95	

There is no separate lab book for this class. You should bring your textbook to lab as a resource to help you identify bones and their features (when we study using models of the skeleton), and to help you identify cells and tissues (when we look at microscope slides), and for other lab tasks as well.

You will also need to purchase a lab coat and wear it to every lab. You will also need to wear closed toe shoes to every lab. Lab coats can be purchased at the campus bookstore or at brick-and-mortar uniform stores or online stores.

Teaching Style:

My lectures will most often use PowerPoints because I will need to share lots of embedded images to explain anatomy and physiology. Sometimes I will switch to using the whiteboard, or using some 3-D physical models etc. I hope students will feel free to be interactive and ask questions at any point at which doing so would be helpful.

My labs will include the use of models such as individual bones and entire skeletons, microscopic examination of various tissues, and dissections and other group activities.

Course Credits:

4

Prerequisites and Co-requisites:

See course description below.

Course Description (copied from on-line College Catalog of Courses):

HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisite: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes and a minimum grade of C in BSC 1010C or departmental approval.

Scientific method, biochemical processes of life, cells, tissues, structure and function of integumentary, skeletal, muscular, endocrine, and nervous systems, and organs of special senses. Lab exercises emphasize anatomic and physiologic principles associated with classroom work.

Course Learning Outcomes:

(Abridged version of College Wide Learning Outcomes found in Course Outline Builder)

- 1) Students will recognize and identify components of cells, tissues, and covered organ systems.*
- 2) Students will understand the function of cells, tissues, and covered organ systems.*
- 3) Students will use the scientific method.
- 4) Students will recognize the interrelationships of the covered organ systems.*
- 5) Students will be able to apply information in common life situations.

(*covered organ systems are:

integumentary, skeletal, muscular, endocrine, and nervous systems, and organs of special senses)

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 2023 – 2024 which you can find on the Valencia College website.

This Spring Semester the Drop/Refund Deadline is January 16, 2024 (11:59pm)

This Spring Semester the Final Withdrawal Deadline is March 15, 2024 (11:59pm)

Absences and Withdrawals:

Attendance, and active participation in this course, is expected of all students enrolled in the class. If you do not participate in any graded activities during the first week you will be withdrawn as a “No Show” student.

If you fail to take an exam because of circumstances beyond your control, PLEASE communicate with me AS SOON AS POSSIBLE so that we will be able to devise a feasible plan for you to catch up, should you wish to remain in the class.

Please communicate with me as soon as possible about any circumstances that make it impossible for you to participate in any class assignments and together we can then make plans to help you catch up.

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.

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:

[Satisfactory Progress for Maintaining Financial Aid](#)

Hurricane related class cancellations:

[hurricane season = June 1 – November 30]

I sincerely hope that we will not be in the path of any hurricanes this year. If we have bad weather and there are widespread power outages as a result, I will adjust the timelines of assignments as needed.

The Valencia College phone number which may have recorded messages about campus responses in the event of bad weather or other circumstances is:

407-299-5000

Here is also the URL for the National Hurricane Center:

<https://www.nhc.noaa.gov>

where you can obtain all the latest hurricane predictions and find links to maps and radar images.

Valencia Alerts:

Once you are registered for Valencia Alerts, emergency alerts, notifications, and updates can be sent to you via e-mail, cell phone, pager, and/or smart phone/PDA. To modify contact information for Valencia Alerts you should log into ATLAS and click on Valencia Alerts in the My Atlas Tab.

Getting Help with Personal Issues:

Valencia College is committed to making sure all our students have a rewarding and successful college experience. To help students achieve success even when difficulties arise, students are encouraged to seek immediate help dealing with issues such as stress, anxiety, depression, adjustment difficulties, substance abuse, time management, as well as relationship problems – anything impacting success at school, home, or work. **BayCare Behavioral Health Student Assistance Program** services are free to all Valencia students and available 24 hours a day by calling **(800) 878-5470**. If needed, the counselor may refer the student to appropriate resources or arrange for the student to speak face-to-face with a licensed counselor.

It is also possible to seek help from on-campus counselors by going to the Valencia college webpage for advising and counseling and scheduling an appointment for yourself:

<https://valenciacollege.edu/students/advising-counseling/>

Student or teacher conflicts or issues in the classroom:

I hope that you will feel comfortable addressing any concerns you have about this course directly with me (via Canvas, or email, or a Zoom meeting, or via face-to-face communication).

Valencia College is committed to providing each student with a quality educational experience. Faculty members should 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.

A previous dean, (now retired), has created a letter that explained what he expected from science faculty and Science students.

I have included the letter as an appendix to this syllabus.

Disclaimer:

Although I have an MD degree, I quit practicing when my daughter was born in 1996. Consequently, I no longer have a medical license, nor do I keep as current on the latest developments in medicine as I used to. Anything that I say in this course or in a personal communication should not be construed as constituting medical advice. Whatever I say is merely as your teacher. I am not your physician.

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:

Points from quizzes (10 points each), exams (100 points each), and lab assignments (5 points each) 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%

Detailed information about the 625 points to be earned in this class:

Assignment	Point value	Percent of grade
Quiz over chapter 1	10 points	1.6% of grade
Quiz over histology	10 points	1.6% of grade
Quiz over skull	10 points	1.6% of grade
Quiz over upper limb	10 points	1.6% of grade
Quiz over motions	10 points	1.6% of grade
Quiz over muscles	10 points	1.6% of grade
Exam ONE over chapters 1 & 4 & 5	100 points	16% of grade
Exam TWO over chapters 6 & 7 & 8	100 points	16% of grade
Exam THREE over chapters 9 & 10 & 11	100 points	16% of grade
Exam FOUR over chapters 12 & 13 & 14	100 points	16% of grade
Exam FIVE over chapters 15 & 16 & 17 & 18	100 points	16% of grade
In-Person Lab 1	5 points	0.8% of grade
In-Person Lab 2	5 points	0.8% of grade
In-Person Lab 3	5 points	0.8% of grade

In-Person Lab 4	5 points	0.8% of grade
In-Person Lab 5	5 points	0.8% of grade
In-Person Lab 6	5 points	0.8% of grade
In-Person Lab 7	5 points	0.8% of grade
In-Person Lab 8	5 points	0.8% of grade
In-Person Lab 9	5 points	0.8% of grade
In-Person Lab 10	5 points	0.8% of grade
In-Person Lab 11	5 points	0.8% of grade
In-Person Lab 12	5 points	0.8% of grade
In-Person Lab 13	5 points	0.8% of grade
TOTAL	625 points	100% of grade

Factors that will change the number of points possible in a semester.

Not every in-person lab that is offered in some semesters will always be available in every semester - if the teacher must cancel a lab for a COVID-related quarantine or illness – or widespread power outages after a hurricane - or any other unforeseen circumstance. So, the total amount of points possible in a semester, and the percent of the grade associated with each assignment in the semester, may change slightly -- depending on events that may occur during the semester.

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, and you should not assist others in cheating.

I hope you have a sense of honor and a desire to master the content on your own. If you get the grade you want in this class because you cheated, rather than because you earned it, you will probably suffer the consequences of your bad decisions sooner or later. If you do not master the content of this class for yourself, you will almost certainly struggle in future classes that build on this one. If I do catch you cheating, you will get a 0 on the assignment during which you cheated. For a second cheating offense you will get an F in the class.

You are investing your time and money in this class, hopefully not just because you want a piece of paper (a transcript, a diploma), but because you want the knowledge that such a piece of paper is supposed to represent. Knowledge that will enable you to be a success in your future career. Knowledge that will enable you to help others. That knowledge will only come with hard work. It will not come from cheating.

Learning Anatomy and Physiology is like learning a foreign language, you need to intentionally memorize the vocabulary if you hope to ever follow a conversation or contribute to it. You will not progress very far in future classes and careers that depend on what you learn in this class if you intend to get by with googling every written or spoken anatomy or physiology word every time you encounter such a word. Even within this semester, later chapters will be hard to understand if you did not adequately study and internalize the concepts and vocabulary of earlier chapters.

Please read the academic integrity and dishonesty guidelines and policies in the appendices!

Online and Face-to-Face Behavior Expectations

In all your interactions with other students, and with the teacher, I expect you to practice respect, be kind, and be generous in your interpretations of what others intended to say. This applies to face-to-face interactions, emails, online discussions, Zoom sessions, and any other form of interaction that occurs in this class. If you neglect to follow these guidelines, I may be reaching out to you, to remind you of these guidelines, and to request a change in your behavior. If necessary, I may have to bar you from participating in certain types of interactions, or I may even have to withdraw you from the class.

Academic success in this class

The fact that you signed up to take this class, and even your willingness to sit through all the classes and labs, will not be enough of a commitment on your part to guarantee that you will learn what you need to know to understand human anatomy & physiology. To succeed in this class, you should expect to spend frequent quality time studying – preferably daily and certainly not limited to 1-2 days before the exam.

Study time will only be effective if you are awake and energized and actively processing the material – not just passively reading, but also making notes, drawings, diagrams, charts, explaining to others, etc.

Repetition is essential, a musician cannot master an instrument without practice, an athlete cannot master a sport without practice, and a student cannot master their studies without practice (and practice, and practice).

The content of this class will be much more “digestible” if you study several hours every day instead of studying all day and night just before the exam.

Do not expect that a lack of studying on your part can be compensated for by going for tutoring or asking the teacher to “review” things that you did not study. When you ask a tutor or teacher for help it should be AFTER you have studied the content on your own and have specific questions that your own reading and studying could not answer.

Do not use class time for making notes and flashcards if that is such an absorbing activity that you are not able to concentrate on what the teacher is saying. Taking notes should be an activity that helps you focus on listening and understanding. If taking notes is causing you to pay less attention to the course content – then you should save that activity for personal study time outside of class. Ever since the pandemic forced me to teach online, I have added very detailed notes to my PowerPoints. Almost everything I say during in-person lectures is now also available to you as small print notes on my PowerPoint slides as accessed from Canvas (but missing from the equivalent PowerPoint slides shown during face-to-face interactions).

If you are struggling and not getting the grade you would like to earn, please make use of the teacher’s office hours sooner rather than later. Going to the teacher when there is only one week left in the semester is too late to expect that you can correct the trajectory that you are on. If you do not do well on the first exam, you should sit down with the graded exam that will be returned to you and carefully analyze each question you missed and try to determine why you missed it. For example, reasons you failed to select the correct answer could be one or more of the following:

- 1) You did not read the question carefully and did not understand what it was asking
- 2) The information that was asked for in that question never made it into your notes or flash cards
- 3) You did include the necessary information in your notes and flash cards, but you did not spend enough time/effort planting the information in your brain
- 4) You thought you knew the material, but you only studied to the point where you could recognize something as “familiar” but not enough to “pull it out of memory and explain it to someone in your own words”

When you understand why you missed the questions you did -- you may get a better idea of what strategies you can use to do better on the next exam. If you would like help with figuring out why you missed the questions you did and how to improve your study techniques, please schedule a meeting with the teacher. You should bring to this meeting the following items:

- 1) Your graded quizzes/exams
- 2) Your notes, flashcards, underlined textbook, Quizlet questions, AI-generated questions, etc. (anything you use to study)

Information about Grades:

Usually, I will be grading your quizzes and exams as soon as I can (often within a few days). Once I finish grading your quiz or exam, I will record your score in Canvas where you can access it. Usually, I will also return your quizzes and exams to you after I finish grading them. In Canvas, you will also be able to see your overall score at any point in the semester. You can even plug in hypothetical grades on assignments you have not yet completed, to see how scores on those assignments might be able to change your grade.

Course Schedule:

The schedule which follows is to be considered a tentative schedule. The schedule indicates the order in which we will cover the chapters. The schedule also indicates the order in which you will take exams.

You should plan to check email messages and announcements daily for possible news on any modifications, or updates, or problems, that have come up. If you have a problem accessing something in Canvas, please let me know right away. Sometimes I am unaware of how the Canvas content appears differently to a student, compared to the way it appears to the instructor.

What follows is a brief outline of the sequence in which I plan to cover chapters 1-18.

Included is a list of the chapters covered in each of the five exams we will have during this semester.

EXAM FIVE serves as the Final Exam for the semester. It is not a comprehensive exam.

EXAM FIVE will cover the last four chapters of the semester.

List of chapters and exams in sequential order
Chapter 1 – Introduction to the human body
Chapter 2 – Chemistry (for self-study and review)
Chapter 3 – Cells (for self-study and review)
Chapter 4 – Tissues
Chapter 5 – Integumentary system
EXAM ONE over chapters 1 & 4 & 5
Chapter 6 – Bone tissue
Chapter 7 – Axial skeleton
Chapter 8 – Appendicular skeleton
EXAM TWO over chapters 6 & 7 & 8
Chapter 9 – Joints and motions
Chapter 10 – Muscle tissue
Chapter 11 – Skeletal muscles
EXAM THREE over chapters 9 & 10 & 11
Chapter 12 – Nervous tissue
Chapter 13 – Spinal cord and spinal nerves
Chapter 14 – Brain and cranial nerves
EXAM FOUR over chapters 12 & 13 & 14
Chapter 15 – Autonomic nervous system
Chapter 16 – Pathways in the nervous system
Chapter 17 – Special senses
Chapter 18 – Endocrine system
EXAM FIVE over chapters 15 & 16 & 17 & 18

DISCLAIMER:

The course instructor reserves the right to make changes in the course outline, class schedule and syllabus if needed. Changes will be announced in class in a timely manner, when necessary. Your continued participation in this course constitutes an agreement with, and an acceptance of, the conditions presented in this syllabus.

What follows is a more detailed schedule of events for the semester.

The dates are tentative given that hurricanes or other factors may result in changes.

day	date	event(s)
Week One		
Mon AM / Mon PM / Tue AM	January 8 / 8 / 9	Lecture in lecture room
Mon AM / Mon PM / Tue AM	January 8 / 8 / 9	Lab 01 – Body Orientation in lab room
Wed AM / Wed PM / Thu AM	January 10 / 10 / 11	Lecture in lecture room
Week Two		
Tuesday	January 16	Drop/Refund Deadline
Mon AM / Mon PM	January 15 / 15	No Lecture – MLK Jr DAY
Mon AM / Mon PM	January 15 / 15	No Lab – MLK Jr DAY
Tue AM	January 16	Lecture in lecture room
Tue AM	January 16	Lab 02 – Histology #1 in lab room
Wed AM / Wed PM / Thu AM	January 17 / 17 / 18	Lecture in lecture room Chapter One QUIZ
Week Three		
Mon AM / Mon PM / Tue AM	January 22 / 22 / 23	Lecture in lecture room
Mon AM / Mon PM	January 22 / 22	Lab 02 – Histology #1 in lab room
Tue AM	January 23	Lab 03 – Histology #2 in lab room
Wed AM / Wed PM / Thu AM	January 24 / 24 / 25	Lecture in lecture room Histology QUIZ
Week Four		
Mon AM / Mon PM / Tue AM	January 29 / 29 / 30	Lecture in lecture room
Mon AM / Mon PM	January 29 / 29	Lab 03 – Histology #2 in lab room
Tue AM	January 30	Lab 04 – Skeleton #1 in lab room
Wed AM / Wed PM / Thu AM	Jan 31 / 31 / Feb 1	EXAM ONE (Chapters 1 and 4 and 5)
Week Five		
Mon AM / Mon PM / Tue AM	February 5 / 5 / 6	Lecture in lecture room
Mon AM / Mon PM	February 5 / 5	Lab 04 – Skeleton #1 in lab room
Tue AM	February 6	Lab – To Be Determined – Possibly Open Lab vs Lecture
Wed AM / Wed PM / Thu AM	February 7 / 7 / 8	Lecture in lecture room Skull QUIZ
Week Six		
Mon AM / Mon PM / Tue AM	February 12 / 12 / 13	Lecture in lecture room
Mon AM / Mon PM / Tue AM	February 12 / 12 / 13	Lab 05 – Skeleton #2 in lab room
Wed AM / Wed PM / Thu AM	February 14 / 14 / 15	Lecture in lecture room Upper Limb QUIZ
Week Seven		
Mon AM / Mon PM / Tue AM	February 19 / 19 / 20	Lecture in lecture room
Mon AM / Mon PM / Tue AM	February 19 / 19 / 20	Lab 06 – Muscle #1 in lab room
Wed AM / Wed PM / Thu AM	February 21 / 21 / 22	EXAM TWO (Chapters 6 and 7 and 8)
Week Eight		
Mon AM / Mon PM / Tue AM	February 26 / 26 / 27	Lecture in lecture room
Mon AM / Mon PM / Tue AM	February 26 / 26 / 27	Lab 07 – Muscle #2 in lab room
Wed AM / Wed PM / Thu AM	February 28 / 28 / 29	Lecture in lecture room Motions QUIZ

Week Nine		
Mon AM / Mon PM / Tue AM	March 4 / 4 / 5	Lecture in lecture room
Mon AM / Mon PM / Tue AM	March 4 / 4 / 5	Lab 08 – Nervous Tissues & Spinal Cord in lab room
Wed AM / Wed PM / Thu AM	March 6 / 6 / 7	Lecture in lecture room Muscles QUIZ
Week Ten		
Mon AM / Mon PM / Tue AM	March 11 / 11 / 12	Lecture in lecture room
Mon AM / Mon PM / Tue AM	March 11 / 11 / 12	Lab 09 – Brain #1 in lab room
Wed AM / Wed PM / Thu AM	March 13 / 13 / 14	EXAM THREE (Chapters 9 and 10 and 11)
Friday	March 15	Withdrawal Deadline
Week Eleven		
Mon/Wed / Mon/Wed / Tue/Thu	March 18 – March 24	SPRING BREAK – NO CLASSES
Week Twelve		
Mon AM / Mon PM / Tue AM	March 25 / 25 / 26	Lecture in lecture room
Mon AM / Mon PM / Tue AM	March 25 / 25 / 26	Lab 10 – Brain #2 (dissection) in lab room
Wed AM / Wed PM / Thu AM	March 27 / 27 / 28	Lecture in lecture room
Week Thirteen		
Mon AM / Mon PM / Tue AM	April 1 / 1 / 2	Lecture in lecture room
Mon AM / Mon PM / Tue AM	April 1 / 1 / 2	Lab 11 – Special Senses #1 in lab room
Wed AM / Wed PM / Thu AM	April 3 / 3 / 4	EXAM FOUR (Chapters 12 and 13 and 14)
Week Fourteen		
Mon AM / Mon PM / Tue AM	April 8 / 8 / 9	Lecture in lecture room
Mon AM / Mon PM / Tue AM	April 8 / 8 / 9	Lab 12 – Special senses #2 (dissection) in lab room
Wed AM / Wed PM / Thu AM	April 10 / 10 / 11	Lecture in lecture room
Week Fifteen		
Mon AM / Mon PM / Tue AM	April 15 / 15 / 16	Lecture in lecture room
Mon AM / Mon PM / Tue AM	April 15 / 15 / 16	Lab 13 – Endocrine System in lab room
Wed AM / Wed PM / Thu AM	April 17 / 17 / 18	Lecture in lecture room
Final Exam Week		
Monday	April 22 5:00pm-7:30pm	EXAM FIVE (Chapters 15, 16, 17, 18) = FINAL EXAM for MW 4:00pm-5:15pm class CRN 21748
Wednesday	April 24 7:00am-9:30am	EXAM FIVE (Chapters 15, 16, 17, 18) = FINAL EXAM for MW 8:30am-9:45am class CRN 20692
Thursday	April 25 7:00am-9:30am	EXAM FIVE (Chapters 15, 16, 17, 18) = FINAL EXAM for TR 8:30am-9:45am class CRN 21148

Appendix A - LETTER FROM THE (former) 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

Former West Campus Dean of Science
Valencia College

Appendix B - LETTER FROM

THE (former) DEAN - Expectations of Academic Integrity

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. In working to provide you with the best learning experience at Valencia College, my expectation is that each of our faculty and students maintain the highest ethical academic standards.

From your professors, you can expect the following:

1. They will be on time to class and available during their scheduled office hours.
2. They will return graded tests, labs and other assignments when promised and within a reasonable period of time.
3. They will answer emails and phone calls within 48 business hours.
4. They will properly cite their references and resources, where applicable.

From you, we expect the following:

1. You will take your exams without referring to any books, notes, electronic devices or classmates unless you are specifically instructed that a test is open-book or collaborative.
2. 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.
3. 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 going to the restroom before the exam and by asking your professor for permission and supervision if you need to retrieve another pen, pencil or eraser from your backpack or purse.
4. You will not allow anyone else to be the author of any part of your essays, lab reports or other written assignments and you will not include any materials from any sources (books, journals, other students, the internet, etc.) unless you give credit to those sources.
5. Unless approved by both professors, you may not use the same written work for a grade in two separate courses.

It is my hope that you will think about why it is important that we each show academic integrity and how cheating and plagiarism affect all of us, including those guilty of these academic crimes. Some students think that it only hurts their grade if they get caught cheating or plagiarizing, but cheaters typically lie not only to others, but to themselves. Eventually, cheaters pay a price.

- Those who cheat typically fail licensure exams, since they don't really know the material. Without a professional license, they won't be able to get employment. Would you want to be treated by a doctor who cheated in order to pass an exam that covered his or her knowledge of your disease? Also, if they falsify a patient's medical records, can you guess what can happen to them?

- Research scientists who falsify data are typically discredited and their reputations can be permanently ruined.
- Although you may think your professors have no clue when a student is cheating, usually your classmates do, and some will inform your professor.
- Cheating becomes habitual. See what happens when employees cheat their employer.
- Students who let others cheat off them are not doing anyone a favor. If you are in a highly competitive field, you may ultimately be aiding your competition.
- Guess what a professor says to a student seeking a letter of recommendation when they know the student cheated or plagiarized.
- Finally, what happens to a person's self-esteem and to their reputation when they act unethically by cheating or plagiarizing?

Use the following as your guide: *“Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states 'group project.'”* To get the most out of each of your classes, it is best to learn how to study for long term comprehension, not just to memorize facts. Study so you can teach others what you are learning. My motto is, *“if you can't teach what you are learning to others, you don't really know the material.”* Academic dishonesty, in the forms of cheating and plagiarism, will not be tolerated and for most of our science professors will result in a student getting a zero on a test or assignment for the first offense and then an F for the course if a student is caught cheating or plagiarizing again; at that point the Dean of Students will also be notified. Don't throw away your dreams and your reputation by showing a lack of academic integrity. We wish you the best and want you to succeed and be proud of your accomplishments at Valencia.

Dr. Robert Gessner

Former Valencia College West Campus Dean of Science

Appendix C - Academic Dishonesty

(policy and procedure statements copied from Valencia College website)

Policy Statement:

- A. All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.
- B. All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.
- C. Students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor.

Procedure Statement:

Anyone observing an act of academic dishonesty may refer the matter to the professor, as an academic violation, and/or to the Dean of Students or designee, as a violation of the Student Code of Conduct (6Hx28:8-03). When the professor has reason to believe that an act of academic dishonesty has occurred, the professor may proceed in one of three ways:

- A. The professor may choose to consider the act of academic dishonesty to be an academic offense, and using his/her academic judgment may assign an academic sanction to the responsible student, following a discussion of the matter with the student and any other appropriate persons. Academic penalties may include, without limitation, one or more of the following: loss of credit for an assignment, examination, or project; withdrawal from course; a reduction in the course grade; or a grade of "F" in the course. If the student disagrees with the decision of the professor, the student may seek a review of the decision subject to and in accordance with Policy 6Hx28:8-10, Student Academic Dispute and Administrative Complaint Resolution.
- B. The professor may choose to consider the act of academic dishonesty to be a violation of the Valencia Student Code of Conduct and may refer the matter for resolution in accordance with Policy 6Hx28:8-03. Disciplinary penalties for academic dishonesty may include, without limitation, warning, probation, suspension and/or expulsion from the College. Any appeal of disciplinary sanctions will occur subject to and in accordance with Policy 6Hx28:8-03.
- C. The professor may choose to consider the act of academic dishonesty as warranting both an academic and disciplinary sanction. In this case, a professor should refer the matter for resolution in accordance with Policy 6Hx28:8-03, Student Code of Conduct, and when appropriate, should withhold any academic sanctions until such time as the disciplinary process is concluded and the student has been found responsible for violating college policy. If the student is found responsible for violating the Student Code of Conduct, the professor may then assign academic sanction in addition to any assigned disciplinary sanction. Any appeal of disciplinary sanctions will occur subject to and in accordance with Policy 6Hx28:8-03, and any review of academic sanctions will occur subject to and in accordance with Policy 6Hx28:8-10.

