**Valencia College**

**HUMAN ANATOMY AND PHYSIOLOGY I**

**BSC2093C CRN** **24832**

Spring 2022 (202220)

**Instructor:** Dr. Roy Coleman, (B.S., M.S., D.D.S.)

**Telephone:** (407) 582-6563 Fax: 407-582-1215 Cell: 407-252-9700

**Email:** lcoleman12@valenciacollege.edu

**Student Engagement Hours:** By appointment – by Zoom meetings or message

 Availability M 9-10am, T and Th 9am-12pm, W and Th 1-4pm, F 10-11am

**Instructional Methods Used:** Weekly recorded Zoom meetings to review announcements and exams and answer any questions, Canvas, Narrated Power Points, Laboratory exercises

**COURSE DESCRIPTION:**

Human Anatomy and Physiology I: 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.

This course is the first semester of a two-semester study of the structure and function of the human body.

Lectures consist of power point presentations with frequent student interaction and problem solving exercises. The focus during the lecture time is human physiology.

Laboratories consist of hands-on learning with explanations of anatomy and physiology. The focus during the laboratory sessions is on the gross and microscopic human anatomy as well as physiology that can be demonstrated clinically. Group exercises and reports will be required.

**CREDIT HOURS:** 4

**PREREQUISITES:** 1) Satisfactory completion of all mandated courses in reading, mathematics, English, and

 English for Academic Purposes

AND 2) a minimum grade of C in BSC 1010C

OR 3) Departmental approval

**COURSE OBJECTIVES:**

1. Understand the basic terminology of the body
2. Understand the basic terminology the chemistry needed to know how the body works
3. Understand the basic structure and function of cells
4. Understand the basic structure and function of the four tissues of the body
5. Understand the basic structure and function of body systems, including:

Integumentary system

Skeletal system which includes joints

Muscular system

Nervous system which includes nervous tissue in general, the central nervous system, the peripheral nervous system and the autonomic nervous system

Special senses including vision, olfaction, gustation, audition and equilibrium

Endocrine system

6. Understand how the tissues and systems of the body are integrated

7. Relate this understanding to maintenance of health and treatment of disease

7. To encourage you to seek more knowledge concerning anatomy and physiology

**COURSE MATERIALS:**

Text Book: Tortora, Gerald J. and Derrickson, Bryan, Principles of Anatomy and Physiology, 16th edition, John Wiley and Sons, Inc. (does not include loose-leaf text) ISBN: 9781119704607 Or equivalent

Access to Wiley Plus

Canvas compatibility

Optional is the laboratory manual: Allen, Lab Manual for Anatomy and Physiology, 7e

**IMPORTANT DATES:**

Classes begin: January 10, 2022

Drop deadline for refund: January 18, 2022

Withdrawal deadline for a “W” grade: March 25, 2022

Classes end: May 1, 2022

**VALENCIA STUDENT COMPETENCIES:**

Core Competencies of a Valencia Graduate: Think, Value, Communicate, and Act.

These competencies are essential to success. This course will help you develop and demonstrate the abilities to: 1) think clearly and creatively, analyze, synthesize, integrate and evaluate the many domains of human inquiry; 2) make reasoned value judgments and responsible commitments; 3) communicate with different audiences using varied means; and 4) act purposefully, effectively and responsibly.

A complete listing of the competencies is located in the College catalog.

To meet these objectives, study groups are highly encouraged.

**COMMUNICATIONS:**

The Zoom meetings will be the primary form of communication. Canvas has an Announcement tab which will be used for general class information if it cannot be communicated during a Zoom meeting. Communication through the Inbox link of Canvas will be the primary individual communication method. Please check it daily. I will respond to your messages within 24 hours on weekdays.

Grades will be published in Canvas as the assignments are graded.

**COVID INFORMATION:**

Mask policy and CDC Physical Distancing Guidelines

The health and safety of everyone at the college is our top priority. Therefore, anyone attending the class is expected to wear masks indoors and maintain physical distancing. If you do not have a mask, the college will provide one for you. You may find it helpful to refer to current research on the importance of masking for public safety. Feel free to check out the CDC guidelines on masking, [located at this link](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html).

COVID-19 Wellness, Reporting, and Support

If you find yourself feeling unwell and suspect you might be experiencing symptoms of COVID-19, test positive for COVID-19, or have been in close contact with someone who has the COVID-19 virus, please stay home. Please also report this to Valencia’s COVID-19 case manager Tanya Mahan, at COVIDillness@valenciacollege.edu, so the College can determine how to best support you.

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan for the best course of action.   In the case of a prolonged online absence of one week or more, you and I will meet to discuss options and determine your ability to continue in the course.

**DISABILITY SERVICES:**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office of Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class: accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The West Campus Office is in SSB, room 102. Phone: 407-582-1523 Fax: 407-582-1326

**STUDENT CONDUCT:**

Violation of the Student Code of Conduct outlined in the current Valencia Student Handbook may lead to disciplinary action, up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from the class, disciplinary warning, probation, suspension, expulsion or other appropriate and authorized actions.

Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise.

Students may record video and/or audio of class lectures for their personal use. Recordings may be a useful tool to support your learning and provide a resource for review. It is important to be respectful of your peers’ rights to privacy; with that in mind, please refrain from recording your peers during lectures. You may not record class discussions, student presentations, labs, group work, and private conversations. Further, you may not publish or share recordings without my written consent, nor may you provide recordings to classmates as a substitution for class participation and attendance. If necessary, I will handle violations of this section through the College’s Student Code of Conduct.

**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.

**ONLINE COURSE INFORMATION**

**Technology Requirements:** The college uses the Canvas learning management system (LMS). The following link provides answers to common questions students may have about Canvas:

<https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php>

The following link lists the minimum computer requirements to successfully run Canvas:

<https://community.canvaslms.com/docs/DOC-10721-67952720328>

If you have any concern about whether your computer system is sufficient to support Canvas, please read this document.

In addition to the minimum requirements you are also required to have a webcam, either integral to your system or as an addition to your system.

Honorlock will be used for all examinations. This system requires a **web camera and Chrome Browser**. The detailed instructions on students use and safety is available in the Orientation Module.

**Honorlock:** The college has adopted the Honorlock application as the remote proctoring application for online examinations this summer. This is an extension for the Chrome browser and is required to access the exams in Canvas, along with a webcam and microphone. **You will be remotely monitored and recorded while taking the exam, including your internet activity, attempted use of other devices and interactions with other people at your location. Canvas will also keep a record of your internet activity, including during the exam.** Any clearly identified evidence of cheating on an exam will result in a zero for the exam. A second incidence will result in you being administratively dropped from the class. **You will be required to sign an academic honesty agreement, and this must be on file with me prior to the first exam. Please Note: If, for any reason, Honorlock is not available for an exam, report it immediately to Honorlock tech support and your instructor. Any exam taken without Honorlock will receive a zero.**

Learn more about Honorlock by clicking on the following link: <https://honorlock.com/students/>

**NOTE: Students must use a computer with reliable internet access because excuses or failure to complete assessments due to computer error will not be permitted.**

**Zoom meetings:** Zoom meetings will be scheduled once a week when the most students can attend during normal working hours on a weekday (subject to my schedule also). All zoom meetings will be recorded and made available in the Zoom tab with the secondary heading of Cloud Recordings.

**Netiquette:** The term "netiquette" refers to the awareness of the need for a certain code of behavior (etiquette) in electronic environments (the net) ... Net + Etiquette = netiquette. Netiquette, while a general term, is complex at specific levels because there are so many different kinds of electronic environments, and so many different situations in which we may find ourselves in those environments.

Classes focusing on areas where electronic communication play a key, if as yet undefined, role in technical and professional communication, and it is our responsibility to be aware of our textual presence as it reflects upon our professional responsibilities, to ourselves and to our parents and students.

In order to maintain a positive online environment, we all need to follow the netiquette guidelines summarized below.

All students are expected to:

* show respect for the instructor and for other students in the class
* respect the privacy of other students
* express differences of opinion in a polite and rational way
* maintain an environment of constructive criticism when commenting on the work of other students
* avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

The following list summarizes the kind of behavior that is not acceptable. Each item listed below is grounds for removal from the class.

Students should not:

* Show disrespect for the instructor or for other students in the class
* Send messages or comments that are threatening, harassing, or offensive
* Use inappropriate or offensive language
* Convey a hostile or confrontational tone when communicating or working collaboratively with other students
* USE ALL UPPERCASE IN THEIR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!!

**ATTENDANCE AND WITHDRAWAL:**

 The College believes that regular attendance and class participation are significant factors which promote success in college. Canvas, our course management system, logs your online activities and this record will be used to monitor your attendance. You are expected to participate in the weekly activities of the class, beginning during the first week of the semester and for the remainder of the semester, to remain in good standing in the class. Failure to participate in the activities of the first week of class will identify you as a “no show” for attendance purposes and will result in an administrative withdrawal from class.

Any student who withdraws from class before the withdrawal deadline will receive a grade of W.Any student who stops attending class but does not withdraw from the course through ATLAS by the withdrawal deadline of March 25, 2022 will receive a grade of F for the course.

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. Failure 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.

Students on financial aid should consult an advisor or counselor before withdrawing from the course as there may be financial implications to the student which he or she must know about to make an informed decision. Students with some scholarships who withdraw or are withdrawn from a class must repay the cost of the class.

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:

 <https://valenciacollege.edu/finaid/satisfactory-progress.php>

**ACADEMIC HONESTY:**

All forms of academic dishonesty are prohibited at Valencia Community College.

Academic dishonesty includes, but is not limited to, plagiarism, cheating, misconduct during a testing situation, or misuse of identification with intent to defraud or deceive.

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

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 with referral to the Dean of the Science Department. These penalties may include, but are not limited to, one or more of the following: loss of credit for an assignment, examination, or project; reduction in the course grade; or a grade of “F” in the course. At the option of the instructor, the appropriate administrator of the campus may be furnished with written notification of the occurrence and action taken. If such written notice is given, a copy shall be provided to the student.

All forms of academic dishonesty (cheating, plagiarism, forgery, misuse) are prohibited as stated in the Student Code of Conduct and will be disciplined or penalized accordingly. All work submitted by students is expected to be the result of each student’s individual thoughts, research, and self-expression unless the assignment specifically states “group project.”

With the first occurrence of academic dishonesty, in any form, a student will receive a failing grade for that single assignment/assessment. Proof of a subsequent event of academic dishonesty will result in a failing grade in the class along with a referral to the Dean of Science and the Dean of Students.

**STUDY TIPS:**

LEARNING IS AN ACTION VERB!! Most students need to do more than just sit through lectures and reread their notes. Spend 1-2-hour blocks of time EVERY DAY actively writing or discussing concepts to make them a part of your memory. Use the words you learn often, they will sink in better.

Here are some study and classroom management tips that have assisted former students:

Attend class daily and don’t be tardy.

REWRITE YOUR NOTES soon after the lecture; tape record lectures and replay to refresh your memory when you rewrite your notes.

Create flash cards with questions you make up from the lecture and lab with answers on the back.

Use mnemonic devises and other games to remember concepts; go to Google images, YouTube or the Khan Academy for additional pictures and videos to clarify concepts.

Make lists of confusing topics from your studying and ask questions.

JOIN A STUDY GROUP and predict what questions the professor could ask on the test.

Get the telephone number of one or more classmates in case you are absent from a class.

Use the tutoring services available in bldg. 7-240 (extension 1633)

**LEARNING SUPPORT:**

Learning Support Services provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course.  Assistance with library research can be accessed online through Atlas or the tutoring LibGuide.  For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: [www.valenciacollege.edu/tutoring](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=04%7C01%7Clcoleman12%40valenciacollege.edu%7Cab2887d003f14b27288008d9632dc7d1%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649870575179448%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wHMNip80n9Mr%2B3C%2BbvKFFklHhpVxVSGtt9SGpIi9DPQ%3D&reserved=0)

Please note: Brainfuse is our new  24/7 online tutoring and learning hub, which is available to all of Valencia’s students.  This service is best used as a back-up to Valencia’s Distance Tutoring service, not as a replacement.  Brainfuse is accessible through Canvas or by visiting [www.valenciacollege.edu/tutoring](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=04%7C01%7Clcoleman12%40valenciacollege.edu%7Cab2887d003f14b27288008d9632dc7d1%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649870575189440%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=x5a%2B3Sxe%2BMfLWkob14mzOffZntH8N7%2B5a4tmidgDJ5g%3D&reserved=0)

**EXAMINATIONS:**

There will be five sectional examinations and a comprehensive final examination covering lecture material. These examinations will focus on physiology. One hour and fifteen minutes will be allowed for each examination. Each examination will consist of forty-five multiple choice questions worth two points each, five multiple choice questions worth one point each and five True or False questions worth one point each. Each lecture examination will have five possible extra credit points defining one of the prefixes or suffixes found on what is termed the Latin List.

There will be four laboratory examinations. Each laboratory practical examination will consist of histology slides (photos) or the laboratory models we have studied or the specimens that have been dissected. There will be fifty slides with one picture on each slide. In each case, a list of words to choose from will be provided. Each question will be worth one point. Each laboratory practical will have one to three extra credit questions relating anatomy to physiology worth three to six possible extra credit points.

The lowest score of either any lecture examination or two laboratory practical examinations will be dropped.

Make-up Policy: Examinations may be made up in case of documented emergencies on a case-by-case basis at the instructor’s discretion.

**HOMEWORK ASSIGNMENTS IN WILEY PLUS:**

Ten homework exercises are assigned for credit and two may be completed for extra credit.

Homework is due before the examination it will cover.

**CREDIT ASSIGNMENTS IN WILEY ACCESS:**

Fifteen exercises are assigned for credit.

The assignments are due before the examination it will cover.

**QUIZZES:**

Fifteen quizzes will be given in Canvas. The quizzes may cover information from lectures, or information learned in laboratory. Quizzes are due before the examination it will cover. Be sure to check how many attempts are allowed and the time limit for each quiz.

**EXTRA CREDIT:**

Extra credit opportunities throughout the semester include: each laboratory practical will have one or two questions relating anatomy to physiology with each question worth two to three points each: each lecture examination will have five possible extra credit points defining one of the prefixes or suffixes found on what is termed the Latin List.

No exceptions or other accommodations will be given to earn extra points.

**GRADING:**

Your grade will be determined as follows:

61.4% of grade from lecture

 6 Lecture Examinations (100 points each) (lowest dropped) 500 points (53%)

 5 Quizzes Physiology (10 points each) 50 points (5.2%)

 15 Wiley Plus activities (2 points each) 30 points (3.2%)

38.6% of grade from laboratory

 4 Lab Practical Examinations (50 points each) 200 points (21%)

 10 Quizzes Anatomy (10 points each) 100 points (10.3%)

 2 Laboratory Exercise (10 points each) 20 points (2.1%)

 10 Homework (5 points each) 50 points (5.2%)

 950 points

Grading Scale:

 A – 89-100%: B – 77-88%: C – 65-77%: D – 53-64%: F - 0-52%

**DISCLAIMER:**

Changes to the syllabus and schedule may be made at any time during the term. In the event that adjustments need to be made to the total point value, the percentages will remain the same.

**Dr. Roy Coleman ANATOMY AND PHYSIOLOGY I BSC2093C CRN 24832**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week of** | **Chapter** | **Lecture Title** | **Laboratory\_Exercise** | **Due This Week** |
| 10-Jan | 1 | Introduction | Rat Dissection |   |
|   | 2 | Chem | Organs and Organ Systems | Q-Syllabus, Introductory Discussion |
| 17-Jan |  | **NO CLASS 1/17** |   |   |
|   | 3 |  Cell | Diffusion/Osmosis |  Lab Exercise Rat Dissection |
| 24-Jan | 4 | Tissues | Epithelial&Connective Tissue |   |
|   | 5 | Integument |   |  Worksheet Diffusion |
| 31-Jan | 5 | Integument | Integumentary System | **Lab Practical Terms,Tissue, Integ** |
|   |   |   |   | HW1 HW2 Q-Basics Q-Anat Loc |
|  |   |   |   | Q-Organs,Systems,Cavity Q-Tissue  |
|  |   |   |   | WP5, WP6, WP7 |
| 7-Feb | 6 | Skeletal System | Skeletal Anatomy | **EXAM #1 (CH 1-5)**  |
|  |   |   |   |  HW3 Q-Cell  |
|  |   |   |   | WP1, WP2, WP3, WP4 |
| 14-Feb | 7 | Skeletal System |   |   |
|   | 6 | Skeletal System |   |   |
| 21-Feb | 7, 8 | Skeletal System |   |   |
|   | 6, 9 | Skeletal and Joints |   |   |
| 28-Feb | 11 | Muscular System | Muscle Anatomy | **Lab Practical Skeleton** |
|   |   |   |   | HW5 Q-Skull Q-Axial |
|  |   |   |   | Q-AppArm Q-AppLeg |
|   | 10 | Muscular System |   | **EXAM #2 (CH 6-9)**  |
|   |   |   |   | HW4, WP8 |
| 7-Mar | **NO CLASS SPRING BREAK** |   |   |
| 14-Mar | 12 | Nervous System |   | **Lab Practical Muscle** |
|  |   |   |   | HW7 Q-Muscles H/C/S/A |
|   | 12,13,14 | Nervous System | Brain&SpinalCord Anatomy | Q-Muscles A/P/L |
| 21-Mar |   |   |   | **EXAM #3 (CH 10-11)**  |
|   | 13, 14 | Nervous System | Nerves | HW 6, WP9, WP10 |
| 28-Mar | 13, 14 | Nervous System |   |   |
| 4-Apr | 17, 18 | Special Sense, Endo | Eye & Ear Anatomy |   |
| 11-Apr | 17, 18 | Special Sense, Endo | Endocrine Anatomy |   |
|   |   |   |   | **Lab Practical Nerve,SS,Endo** |
|   |   |   |   | Q-Eye,Ear |
| 18-Apr |   |   |   | **EXAM #4 (CH 12-16)**  |
|   |   |   |   | HW8, HW9, HW10 |
|  |   |   |   | Q-NSArr Q-CrNerves Q-CNS |
|  |   |   |   | WP 11, WP12, WP13 |
|   |   |   |   | **EXAM #5(CH 17-18)** |
|   |   |   |   | HW11, HW12, WP14, WP15 |
| 25-Apr |   |   |   | **FINAL EXAM**   |