

## **VALENCIA COLLEGE**

### **Human Anatomy and Physiology I - BSC 2093C**

**4 credit hours**

**Spring 2023 Course Syllabus CRN 27010**

**Professor: Dr. Seemi Usmani**

**Email: Via Canvas inbox**

**susmani1@valenciacollege.edu**

**Meeting Time & Locations:**

**Thursday Lab: 10.00 am- 12.45 pm, HSB- Room 141**

**Office Hours: By Appointment**

#### **COURSE DESCRIPTION:**

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.

#### **PREREQUISITES:**

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.

#### **REQUIRED TEXTBOOK:**

It is important to have the required textbooks as you will learn not only new and interesting material, but will study for all your graded work from this textbook. As many of our weekly assignments are based on the textbook's Wiley plus platform, please have this version of the book in the first week. In case of having issues getting the textbook, please talk with me early in the semester, so that you can be helped. You will be working on the lab manual for the on campus labs.

**Principles of Anatomy & Physiology 16e with WileyPLUS and Laboratory Manual for Anatomy & Physiology ISBN: 9781119829799 (Authors Tortora & Allen)**

#### **COURSE OBJECTIVES:**

Upon completion of this course the student will

- Recognize and identify components of cells, tissues, and covered organ systems.

- Understand the function of cells, tissues, and covered organ systems.
- Recognize the interrelationships of the covered organ systems.
- Apply information in common life situations.

(Covered organ systems are integumentary, skeletal, muscular, endocrine and nervous systems and organs of special senses).

## **IMPORTANT DATES**

**Drop/ Refund Deadline:** 1/17/23

**Withdrawal Deadline:** 3/24/23

## **STUDENT SUCCESS INFORMATION**

### **Grading Scale**

<b>Letter Grade</b>	<b>Percentage</b>
<b>A</b>	90-100%
<b>B</b>	80-89%
<b>C</b>	70-79%
<b>D</b>	60-69%
<b>F</b>	less than 60%

### **Grading Breakdown**

	<b>Points</b>	<b>Percent</b>
Assignments		
Lecture exams (3)	300	40
Lab Practical Exams (2)	150	20
Lab Attendance & participation	20	03
Lab Manual	35	05
Activities	25	3
Final Exam	100	13.5
WileyPLUS Real Anatomy	75	10
Quizzes	40	5.5
-	745	100 %

\* Available points may be changed at the discretion of the professor.

This is a mixed mode class, with **mandatory on- campus labs every Thursday** and online-narrated recorded lectures

Your learning and success in this course will be assessed by a variety of methods; weekly chapter assignments including quizzes, Real Anatomy assignments on the lab content, which include interesting opportunities to learn anatomy on cadaveric views. In the face-to-face labs, we will be studying models and performing dissections. We will have interesting class activities.

**Exams:** There are three scheduled lecture exams, two lab. exams and the Final exam.

Exam 1: (Chap 1 to 5): Introduction to the Human Body, Chemistry, Cell, Tissues, Integumentary

Exam 2: (Chaps 6 to 9): Bone Tissue, Axial and Appendicular Skeleton, Joints

Exam 3: (Chaps 10, 11, 12): Muscular tissue, Muscular system, Nervous tissue

Lab. Exam 1: Bones & Muscles

Lab. Exam 2: Brain, Spinal cord, Eye, Ear

Final Exam: (90% material from Chaps 13 to 18): Spinal cord & spinal nerves, Brain and cranial nerves, Autonomic nervous system, Sensory & motor systems, Special senses and Endocrine system. 10% material from previous chapters.

Besides the graded assignments, there are additional resources in Wiley PLUS, that enhance your learning.

## **CLASS EXPECTATIONS**

In this class, computer and internet access are required. The instruction pattern includes on-campus labs and recorded narrated lectures videos.

For maximum learning, please come prepared for the on- campus labs to study and review the models rather than initial learning. Bring your lab manuals and print out lab checklists from Canvas prior to the lab. Please attend labs in proper dress code; closed toed shoes and white coat. There will be no food or beverages allowed during labs.

This course will provide the foundations upon which your professional careers will be based. In addition to enthusiasm and motivation, time organization is important. **You should study at least two to three hours each day to be successful in this course.** This course will emphasize the ability to think critically and application of knowledge.

The exams will mainly consist of multiple-choice questions including application questions & may include short essay questions. The written on-campus lab exams will assess the knowledge of anatomical structures and their context.

Please be prepared to take the exams as scheduled. It will not be possible accommodate requests to take the exams earlier or later than the scheduled time.

**Please download the Respondus lockdown browser in the first week, as this will be required for the online examinations.**

### **Attendance**

Your success in this class is important to me. Please attend the on- campus labs regularly and complete all lab manual assignments. There are 20 attendance points for the on-campus labs. You are allowed to miss one lab day due to an illness or emergency without losing attendance points. For each absence, except for the first, two attendance points will be deducted from the student's available attendance points.

It is important that you attend regularly; otherwise, you will miss many learning opportunities. To remain engaged in the course, I encourage you to check emails, announcement postings frequently, at least every day.

Research shows collaboration helps students learn. Your class participation will help you learn, engage and collaborate with each other.

In the event of an absence from the class, please contact me as soon as possible to indicate the reason, so that we can make plans for your success, in accordance with my make-up policy.

It is important to be aware of the first week **'no show'** policy and Valencia attendance policy. Please read the policy at [Valencia College Class Attendance Policy](#),

**Make-up Policy:** Make- up exams are defined as exams which are not taken by the students as scheduled.

While there are no make-up exams and lab exams or assignments, exceptions can be made under valid/ emergent verifiable circumstances as due to an illness, when a makeup of the exam/ quiz/ assignment will be allowed at the discretion of the Professor, upto the following week, at the request of the student.

Since class activities are collaborative efforts, in which you learn together and from each other, it will not be possible to have a makeups.

**Please do not wait until the last minute to complete your assignments.**

**If you are unable to take a scheduled exam, please communicate with me by email as soon as possible.**

**Final Exam:** You must take the Final Exam unless you withdraw before the withdrawal deadline. Otherwise, missing the Final Exam will result in your receiving a grade of “F” for the course.

**Extra Credit Policy:** The only extra point opportunities are extra credit points that may be added to the exams during the semester, or extra credit work if assigned to entire class, during the semester. It will not be possible to assign any other extra credit work.

**Withdrawal Deadline and Policy:** You are responsible for withdrawing from the course. Per Valencia policy, a student who withdraws from this course before the withdrawal deadline of **March 24, 2023** will receive a grade of “W”. A student is not permitted to withdraw 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 supported with documentation 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. Anyone who withdraws from a class during a third or subsequent attempt in the same course will be assigned a grade of "F".

If you are on financial aid, please consult an academic advisor/ counselor before withdrawing from a course, to be able to make an informed decision.

### **Faculty/Student Communication**

In addition to the opportunities during on-campus days after class, we can communicate via Zoom one-one scheduled appointments.

**Please email me in Canvas;** in case of any questions or concerns, you can expect a reply within 24 hours (Monday- Friday), typically earlier.

Please check your emails and look for new announcements at least every day in **Canvas**.

My email in Atlas is **susmani1@valenciacollege.edu**

### **Academic Honesty**

We want to learn in an honest and fair environment. We are required to follow Valencia policy regarding academic honesty. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with the intent to defraud or deceive.

Here is a link to [Valencia College Academic Policy](#).

The consequences for academic dishonesty may include, but not be necessarily limited to, one or more of the following:

- loss of credit for an assignment, examination, or project
- reduction in the course grade
- a grade of “F” in the course

### **Classroom Rules of Student Behavior**

This class is a mixed mode class. I request each of you to please make sure that during face-to-face labs and in your online presence you show the same respect and kindness to each other as you would want to be extended to you.

We must all follow proper classroom etiquette. Communication must follow “**netiquette**”. For an overview of basic rules for web- based communication, please see **Core rules of Netiquette**.

Some basic rules: Never use ALL CAPS (this is perceived as shouting). To emphasize put the important phrase in \*asterisks\* instead. Write succinctly, regardless of whether the medium is an email or discussion board posting. As in life, be polite and courteous.

Under no circumstances will your test scores, total points or final grades be discussed on telephone. FERPA rights to privacy prevent the divulging of scores or related materials by that means. Scores will only be given within Canvas, or by accessing your Atlas account.

You are expected to be familiar with all policies, rules, and regulations stated in the [Valencia College Student Handbook](#)

### **Valencia College Core Competencies**

The faculty of Valencia College has identified four core competencies that define the learning outcomes for a successful Valencia graduate. The four competencies are:

- **Think**- think clearly, and creatively, analyze, synthesize, integrate and evaluate in the many domains of human inquiry
- **Value** - make reasoned judgments and responsible commitments
- **Communicate** - communicate with different audiences using varied means
- **Act** - act purposefully, effectively and responsibly.

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

You 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.

## **Equity Statement:**

Valencia College is committed to creating an inclusive learning environment that meets the needs of all students. If you experience any barriers to learning in this course, please feel welcome to discuss with me.

Preferred names: I know your names from the class roster, I will be happy to address you by your preferred names. Please communicate this early in the semester.

## **Students with Disabilities Information:**

*"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 two weeks 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, Rm. 102 Phone: 407-582-1523 Fax: 407-582-1326*

## **LifeMap:**

"LifeMap is your guide to figuring out "what to do when" in order to complete their career and education goals".

LifeMap tools for planning your education and career are within Atlas on the My LifeMap tab.

<http://valenciacollege.edu/lifemap/>

**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> **Support Services:**

## **West Campus Bookstore**

Visit the **Valencia Campus Store website** for more information on campus hours and online ordering.

**407-582-1471**

**Customer Service Team:**  
**407-582- 5310**  
**[onlineorder@valenciacollege.edu](mailto:onlineorder@valenciacollege.edu)**

**Learning support/ Tutoring:**

For tutoring please see [Learning Support](#).

You can visit the [Keep Learning Webpage](#) for resources to help you learn online.

**Brainfuse** is our new 24/7 online tutoring and learning hub, which is available to you, best used as a back-up to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas in the course navigation menu.

**Enrollment services:**

Phone access: 407-582-1507

Email: [enrollment@valenciacollege.edu](mailto:enrollment@valenciacollege.edu)

**Academic Advising:**

Call: 407-582-1507

Email: [advising@valenciacollege.edu](mailto:advising@valenciacollege.edu)

Connect with [Advising and Counseling](#).

**Virtual Answer Center:**

for general enrollment questions

[Virtual Answer Center](#)

**Financial Aid:**

Contact [FinAidOffice@valenciacollege.edu](mailto:FinAidOffice@valenciacollege.edu) for your financial aid questions, as well as for potential assistance with financial support

**Course Participation**

“Learning is an action verb!” We need to do more than go through lectures and read their notes.

Have a positive attitude and **spend at least 2-3 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.



- **Attend regularly.** Complete weekly assignments in Canvas, which include assigned book chapters, lectures, and assessments.
- **If you have gaps in understanding, please ask questions, email me.**
- **Check your email and announcements in Canvas at least every other day.**
- **Manage your time well for completing assignments early, rather than just close to the cutoff time.**
- **Join a study group** and predict what questions the professor could ask on the test.
- **Be aware of exam deadlines ahead of**
- **Seek online tutoring early rather than later, if you feel you need it!**

### **Disclaimer**

*“The course outline and syllabus are subject to change as needed; changes will be announced in class or email, in a timely manner, when necessary. Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.”*

**Good Luck!**

## TENTATIVE COURSE OUTLINE

Spring 2023

Date	Reading Assignments/Topics	Assignments
<b>Week 1 of</b>  1/9/23	An Introduction to the Human Body (Chap. 1)	<b>Chap. 1 Quiz</b>
On- campus lab 1/12/23	<b>Microscopy: Histology (Chap 4 Tissues)</b>	<b>Lab manual assignments</b>
<b>Week 2</b>  1/17/23	The Chemical Level of Organization (Chap. 2)  The Tissue Level of Organization (Chap 4)	
On campus lab 1/19/23	<b>Microscopy: Histology (Chap 4 Tissues)</b>	<b>Lab manual assignments</b>
<b>Week 3</b>  1/23/23	The Cellular Level of Organization (Chap 3)  The Integumentary System (Chap 5)	<b>Real Anatomy Histology Quiz</b>
On campus lab 1/26/23	<b>Microscopy: Histology (Chap 4 Tissues)</b>	
<b>Week 4</b>  1/30/23	The Axial Skeleton (Chap 7)	<b>Chapter 5 Quiz</b>

On campus  
lab 2/2/23

**Axial Skeleton**

**Week 5**

2/6/23

The Appendicular Skeleton (Chap 8)

**Exam 1 (Ch 1 to 5)**

**Real Anatomy Skeleton assignments**

On campus  
lab 2/9/23

**Axial Skeleton**

**Week 6**

2/13/23

The Skeletal System: Bone Tissue (Chap 6)

**Real Anatomy Skeleton assignments**

**Chapter 6 Quiz**

On campus  
lab 2/16/23

**Appendicular Skeleton  
Activity**

**Week 7**

2/20/23

Joints (Chap 9)

The Muscular System (Chap 11)

**Chapter 9 Quiz**

**Lab Exam- Bones**

On campus  
lab 2/23/23

**Muscles lab**

**Week 8**

2/27/23

The Muscular System (Chap 11)

**Exam 2 (Chaps 6- 9)**

**Real Anatomy Muscle assignments**

On campus  
lab 3/2/23

**Muscles lab & Activity**

**Week 9** Muscular Tissue (Chap 10)

3/6/23

On campus  
lab 3/9/23 **Lab Exam Muscles**  
**Brain & spinal cord lab**

**Week 10** \*\*\*\*\*Spring Break\*\*\*\*\*  
3/13/23

**Week 11** Nervous Tissue (Chap 12)

3/20/23 The Brain and Cranial Nerves (Chap 14)

**Chapter 12 Quiz**

On campus  
lab 3/23/23 **Brain & spinal cord**  
**Activity**

**Week 12** The Spinal Cord and Spinal Nerves (Chap 13).

3/27/23

**Exam 3 (Chaps 10, 11, and 12)**

**Real Anatomy Brain**

On campus  
lab 3/30/23 **Brain Dissection**

**Week 13** Endocrine System (Chap 18)

Special Senses- Eye (Chap 17)

4/3/23

**Endocrine Quiz: Structure & Function**

On campus  
lab 4/6/23      Eye Lab  
Cow Eye Dissection

**Week 14**      Sensory & Motor (Chap 16)  
4/10/23      Special Senses- Ear (Chap 17)

**Chapter 13 Quiz**

**Real anatomy Spinal Cord**

On campus  
lab 4/13/23      Ear Lab  
Endocrines

**Week 15 of**  
4/17/23      The Autonomic Nervous System (Chap 15)

On campus  
lab 4/20/23      **Lab Exam- Brain, Spinal Cord, Eye and Ear,  
Endocrine**

**Week 16**  
Final Exam  
on 4/27/23

**Final Exam on-campus on 4/27/23**

\* Lab Manual Assignments pertaining to a lab will typically be due in the next lab day.

*This schedule is subject to modification as needed*