

Santa Ana College

Science, Mathematics, and Health Sciences Division

Biology Department

Bio149 Human Anatomy & Physiology

FALL 2016 SYLLABUS

LECTURE INSTRUCTOR INFORMATION:

PROFESSOR: Jennie Beltrán, MS

TEACHES: ALL LECTURES (25746, 25753, 25755), AFTERNOON LAB (25753), & NIGHT LAB (25755)

OFFICE HOURS: Office hours will be held in R-320 on the following days and times: M 10:00am-12:00pm, W 3:00pm-5:00pm, F 4:00pm-5:00pm. Appointments are available if needed; please email me.

SAC PHONE: (714) 564-6629, leave a message if I am not at my desk.

SAC FACULTY WEBSITE: www.sac.edu/FacultyStaff/JennieBeltran/

SAC EMAIL: beltran_jennie@sac.edu

- Only use for questions regarding personal issues (such as a grade on a specific assignment, family emergencies, absences, etc.).
- Emails must include the following in the Subject Line: your legal name, Bio###, and the subject of the email. For example: Charles Darwin, Bio123, and Family Emergency. Begin your emails with "Dear Professor Beltran" and sign your email with your full name, course, and lab time.
- Write in full sentences, check your grammar, and be professional.
- Responses to emails without the required details will be delayed.

PROFESSOR: Jubal Hampton, MS

TEACHES: MORNING LAB (25746)

SAC PHONE: (714) 564-6629

SAC EMAIL: hampton_jubal@sac.edu

STUDENT A&P RESOURCES:

- Tutors for all students are available at the Learning Center. Call them or visit them to make an appointment: <http://sac.edu/AcademicProgs/HSS/LearningCenter>
- Study in the Biology Study Center (R-207: make sure you sign in by scanning your student ID card and document you hours): <http://sac.edu/AcademicProgs/ScienceMathHealth/Biology/Pages/Biology-Study-Center.aspx>
- EOPS students have their own A&P tutors available. Visit their office and make an appointment: <http://sac.edu/StudentServices/EOPS/Pages/default.aspx>
- Take advantage of all SAC student services: <http://www.sac.edu/ContinuingEducation/StudentServices>

COURSE INFORMATION

CODES: #25746, 25753, 25755

PREREQUISITE: None

DESCRIPTION: 4 units. Human anatomy and physiology stressing the interrelationships between normal structure and function. Designed for students in the allied health sciences, particularly those desiring the two-year RN degree. May not meet requirements for physical education or BSN majors.

LECTURE MEETING TIME: TU 6:00PM-9:10PM in R-124

BRING YOUR TEXTBOOK TO EACH LECTURE: Human Anatomy & Physiology by Amerman, 1st edition.

LABORATORY MEETING TIMES:

MORNING LAB: #25746; TH 9:00AM-12:10PM in R-201

AFTERNOON LAB: #25753; TH 1:00PM-4:10PM in R-201

NIGHT LAB: #25755; TH 7:00PM-10:10PM in R-201

BRING YOUR LAB OUTLINES TO EACH LAB: Bio149 Human Anatomy & Physiology Outlines by Hampton, edited by Beltrán. **Found on Blackboard under Lecture Content.**

STUDENT LEARNING OUTCOMES (SLOs): Students will learn terminology that will help them understand and communicate anatomy and physiology concepts. Students will be able to identify anatomical structures. Students will be able to apply physiology concepts to real world health problems.

BLACKBOARD (Bb): Visit our Bb course website at <http://rscdd.blackboard.com> . Students are expected to monitor the Bb Course Website and complete all assignments in a timely manner. All materials will be posted on Blackboard unless otherwise stated in class. Students are expected to login at least every two days. Blackboard offers a free cell phone app called Bb Student.

Need help with Blackboard? Call the Distant Education Office at 714-564-6111 or visit their website <http://sac.edu/AcademicAffairs/DistanceEd>

COURSE COMMUNICATION: The primary sources of communication in this course will be through the Bb Discussion Board and email (checked once per day M-Sa). Please be sure to have a current working email address in your Bb and WebAdvisor accounts.

Discussion Boards: Subscribe to each Discussion Board to keep up to date on class questions, answers, and comments. An email will be sent from Blackboard every time there is a new post. The more you and your peers use the discussion board, the more we learn!

DEADLINE POLICY: All online assignments/assessments must be completed by their assigned due date in order to receive any credit. Late or missing assignments will earn zero points.

ACADEMIC ACCOMODATIONS: Your success in this course is important to me. SAC and I are committed to providing reasonable accommodation for all individuals with disabilities. If you have a disability that may have some impact on your ability to do well in this course, I encourage you to speak with me as soon as possible. A student with a disability, who would like to request an academic accommodation, is responsible for identifying herself/himself to the instructor and to the Disabled Student Programs and Services (DSPS). To make arrangements for academic accommodations, contact the Learning Disabilities Program by phone (714) 564-6264, TTY (714) 564-6284 for a referral to the appropriate DSPS Department. If you would like more information, visit <http://sac.edu/StudentServices/DSPS>. I look forward to supporting you to meet your learning goals.

ACADEMIC INTEGRITY: There is a NO tolerance policy for cheating in this class. Academic dishonesty or cheating is defined as an intentional act of fraud in which a student seeks to claim credit for the work or efforts of another without authorization. This includes assisting other students in acts of dishonesty, coercing students into acts of dishonesty, whether it is in coursework or on exams or plagiarizing (copying) sources without a proper citation. All exams (in-class and final exam) are closed book and the use of cell phones or other electronic devices during exams is considered cheating, as are open notebooks or textbooks. Copying the work of a classmate in a homework assignment IS considered cheating!!! Any student caught cheating or assisting another student in the act of cheating, will at a minimum receive a 0 for the assignment or exam. You may also be written up (Academic Misconduct Incident Report) and could receive a failing grade for the course For Santa Ana College's Academic Honesty Policy as detailed in the catalog.

STUDENT CONDUCT: As a student at SAC you are expected adhere to Student Code of Conduct at all times (in classroom, in and around campus). To review the Student Conduct Code refer to the catalog.

MATERIALS NEEDED FOR CLASS:

ONLINE VIDEOS:

IT IS MANDATORY THAT ALL STUDENTS WATCH THE SAC EMERGENCY AND SAFETY VIDEO THAT ARE FOUND ON BLACKBOARD.

LECTURE:

- Required: Human Anatomy & Physiology with Study Guide by Amerman
- Required: Lecture outlines found on BB.
- Recommended: Visual Analogy Guide To Human Anatomy & Physiology by Krieger.
- Required: Scantron Forms (#100AS) are required for exams (no wrinkles or folds).
- Required: #2 pencil, clean-eraser, paper, color pencils.

LABORATORY:

- Required: Exploring Anatomy & Physiology in the Laboratory by Amerman.
- Required: Lab outlines found on BB.
- Required: During dissection days (pig heart, sheep brain, cow eye) bring a lab coat (or long sleeve shirt), nitrile gloves, goggles (or safety glasses), and dissection kit.
- Required: For all lab meetings, bring thick closed-toed shoes and proper lab clothing.
- ABSOLUTELY NO FOOD/DRINK!

GENERAL REQUIREMENTS:**TECHNOLOGY, INTERNET, EMAIL, AND SIGN-IN SHEET:**

- Blackboard access (use an appropriate browser like FireFox).
- Access to the Internet and/or a computer (Library, Cesar Chavez Building, Starbucks, etc.)
- Check your email daily (update all your email addresses; Blackboard, WebAdvisor, etc.).
- Sign the attendance sheet during each lecture & laboratory session. This is the student's responsibility. You may only miss a maximum of 10% of the course time.
- Use technology (iPad, laptops, cell phones, etc.) as a learning tool. If you are found using technology to go online, then participations points will be deducted. The instructor may then choose to initiate a NO TECHNOLOGY rule. The research has shown that student retain more when they take notes by hand therefore your instructor will always suggest that you take notes during each lecture and lab.

STUDY SKILLS AND SOFT SKILLS (INTERPERSONAL SKILLS)

- We will build your critical thinking, reasoning, understanding, analysis, and memorization skills in this course.
- You will need to be creative and learn about yourself. You will determine the techniques that allow you to best learn and retain large amounts of information. Be creative, read your textbooks, make flashcards, form a study group, teach each other, draw/color, and ask for help when needed.
- Students must treat their peers, staff, faculty, and themselves with respect at all times. Any incidents of disrespect, harassment, sexual harassment, rudeness, or other disruptive behavior will be assessed and dealt with appropriately. Disruptive students may lose all participation points and all extra credit points.
- Labs must be kept clean and organized. Wipe down your bench, put all models/slides/equipment back in an organized fashion, push in your chair, check all waste bins, and check all common areas before you leave. The class will lose participation points if labs are left unclean, waste is not properly handled, and/or the lab is left disorganized.
- No visitors (friends, family, children, and pets) allowed in lecture or laboratories.

ATTENDANCE, TARDINESS, & WITHDRAWALS:

- Make-up quizzes, assignments, exams, etc. are NOT offered. It is your responsibility to get class notes from your peers.
- You are expected to attend all class meetings. Come to class on time. Participation points will be deducted for excess tardiness. Students are responsible for signing in.
- Assignments may not be turned in late. They will be due at the beginning of class.
- A student may be dropped by the instructor when not appearing at the first class meeting. A student may be dropped for excessive absences when the total hours of absences exceed 10% of the total, scheduled hours of the class. While an instructor may drop a student, it is the student's responsibility to officially withdraw from a class in which they stop attending. If the student does not drop themselves, then they may receive a grade on their transcript.
 - If you must miss due to serious health issues, family emergencies, military duty, or religious observances, then please inform you instructors in advance. Your instructor will decide if they are able to accommodate a make-up. Official documentation will be required.

ASSIGNMENT AND ASSESSMENT SUMMARIES:

LECTURE HW TOPIC QUIZZES:

Lecture homework will primarily be given online and are due on the scheduled dates. Lecture homework may be composed of multiple choice, matching, fill-in-the-blank, and possibly short answer questions. YOU ARE TO TAKE ALL OF YOUR HW ASSIGNMENTS ON YOUR OWN; YOU MAY NOT WORK IN GROUPS. ANY ACADEMIC DISHONESTY (SEE BELOW) CASES WILL BE HANDLED ACCORDINGLY. If any issues arise while taking the HOMEWORK, please email your lecture instructor.

LECTURE EXAMS:

Students MUST TAKE ALL exams and practicum; if not, then they will earn an F grade. Lecture Exams will be given at the beginning of lecture on the scheduled dates. Lecture exams will be composed of multiple choice, true/false, fill-in-the-blank, and/or matching. Short answer questions may also be given. Students are responsible for bringing their own #100AS scantron, #2 pencil, and eraser.

LAB OUTLINES:

Students are responsible for bringing their textbook, lab manual, and lab outlines. Students are expected to learn all the material listed in the lab outlines (posted on Bb). Students will ask questions, collaborate, and trouble-shoot. STUDENTS MAY LOSE POINTS FOR NOT TAKING CARE OF EQUIPMENT/MODELS/SLIDES, BEING DISRESPECTFUL TO ANY DISSECTED SPECIMEN, NOT FOLLOWING PROPER WASTE MANAGEMENT, NOT DRESSING PROPERLY, OR FOR DISRUPTION ISSUES. YOU ARE EXPECTED TO REMAIN IN LAB FOR THE ENTIRE LAB TIME UNLESS EXCUSED BY THE INSTRUCTOR.

LAB QUIZZES:

Lab quizzes will be given online and are assigned on the scheduled dates and are based on the lab outlines. Lab quizzes may be composed of multiple choice, matching, fill-in-the-blank, and possibly short answer questions. YOU ARE TO TAKE ALL OF YOUR LAB QUIZZES ON YOUR OWN; YOU MAY NOT WORK IN GROUPS. ANY ACADEMIC DISHONESTY (SEE BELOW) CASES WILL BE HANDLED ACCORDINGLY. If any issues arise while taking the LAB QUIZ, please email your lecture instructor.

LAB PRACTICUM:

Your lab instructor will explain practical set-ups the week before it is given. Questions are based on the lab outlines. 50 questions and it is multiple choice.

LEC & LAB PARTICIPATION:

Students will be graded on attendance and participation (i.e. attempting the activities and participating in group discussions). They will not be graded on "right and wrong" answers unless specifically announced. Learning how to keep a lab clean up and organization is essential for future professionals to learn. You will lose some or all points if you or your lab-mates violate any lab rules. Proper interpersonal skills are also necessary for future professionals to learn. Therefore if students are disrespectful or rude to their fellow classmates, instructors or staff, then they may lose some or all of their participation points.

LEC & LAB EXTRA CREDIT:

Extra credit will be given at the Lecture Instructor's discretion. Disruptive students may lose all of their extra credit points due to inappropriate behavior issues.

FINAL COURSE GRADES:

Official semester grades will be available one week after the final on WebAdvisor. Your instructor will not change any grades that were acquired prior to the final exam after final grades are turned in.

DISPUTES:

If you feel an assignment needs to be re-graded, then please inform your lecture instructor as soon as possible. You must submit a one paragraph statement detailing what needs to be re-graded and why. If your statement is acceptable, the ENTIRE assignments will be re-graded. There is no guarantee that the grade will go up. This must be done within a WEEK of viewing the key for the assignment.

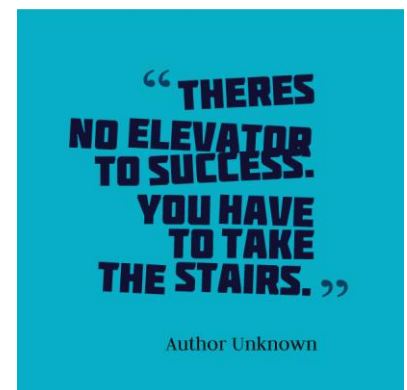
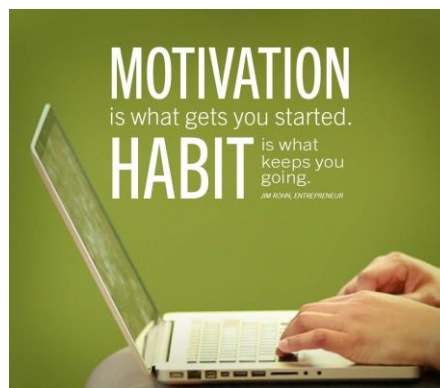
TENTATIVE Grading Scale: Subject to change.

Straight scale is used to determine letter grade. This course is not curved.

90-100% A 80-89% B 70-79% C 60-69% D <60% F

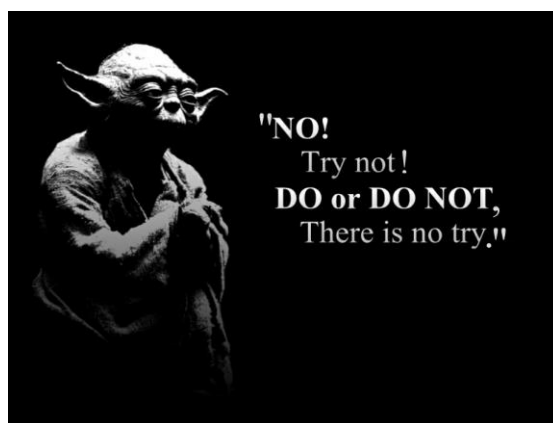
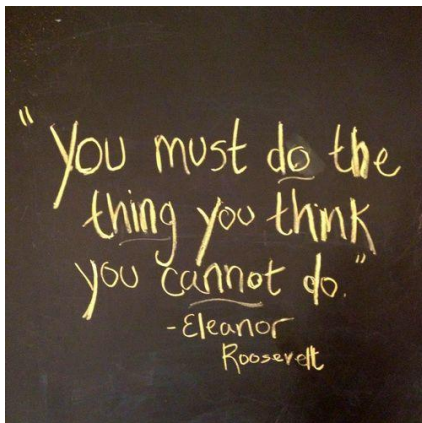
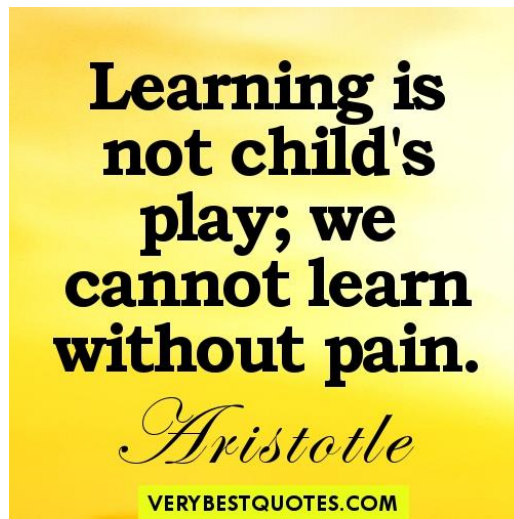
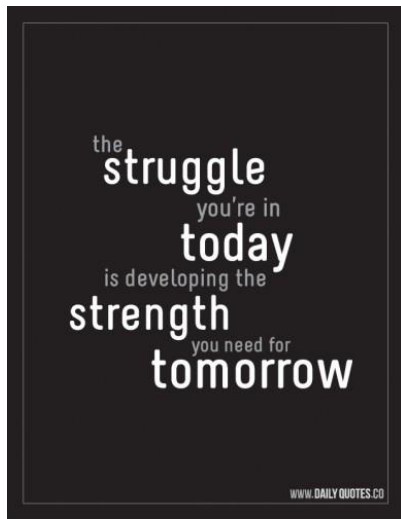
Meeting	Assessment	Possible Points	~Percent (%)	My Earned Score
LEC	HW TOPIC QUIZZES (10pts per Topic)	180	22	
LEC	4 EXAMS (100 points plus 5pts extra credit each)	400	49	
LEC	LEC PARTICIPATION/SOFT-SKILLS	10	1	
LAB	6 LAB QUIZZES (10 points each)	60	7	
LAB	3 PRACTICUMS (50 points each)	150	19	
LAB	LAB PARTICIPATION/SOFT-SKILLS/CLEAN-UP	10	1	
EXTRA CREDIT	GIVEN AT YOUR INSTRUCTOR'S DISCRETION	0	0	
	COURSE TOTAL	810	100	

**SUCCESSFUL
PEOPLE NEVER WORRY
ABOUT WHAT OTHERS
ARE DOING.**
KUSHANDWIZDOM



TENTATIVE LECTURE SCHEDULE

WEEK	TUESDAY	LECTURE	DUE BEFORE LECTURE ON BB	EARNED SCORE
1	8/23/2016	SURFACE ANATOMY, THE CELL		
2	8/30/2016	HISTOLOGY, INTEGUMENTARY SYSTEM		
3	9/6/2016	SKELETAL SYSTEM, ARTICULATIONS	Syllabus and Lab Safety Quiz	
4	9/13/2016	EXAM 1 , MUSCULAR SYSTEM	HW TOPIC QUIZZES (6 TOPICS)	
5	9/20/2016	MUSCULAR SYSTEM		
6	9/27/2016	DIGESTIVE SYSTEM		
7	10/4/2016	NERVOUS SYSTEM		
8	10/11/2016	EXAM 2 , SPECIAL SENSES	HW TOPIC QUIZZES (3 TOPICS)	
9	10/18/2016	ENDOCRINE SYSTEM		
10	10/25/2016	HEART, BLOOD VESSELS		
11	11/1/2016	BLOOD, LYMPHATIC SYSTEM		
12	11/8/2016	EXAM 3 , RESPIRATORY SYSTEM	HW TOPIC QUIZZES (6 TOPICS)	
13	11/15/2016	URINARY SYSTEM		
14	11/22/2016	URINARY SYSTEM		
15	11/29/2016	REPRODUCTIVE SYSTEM		
16	12/6/2016	EXAM 4	HW TOPIC QUIZZES (3 TOPICS)	



TENTATIVE LAB SCHEDULE

WEEK	THURSDAY	LAB	SAFETY AND EQUIPMENT	DUE BEFORE LAB ON BB	EARNED SCORE
1	8/25/2016	INTRO, MICROSCOPY, METRICS	CLOSED-TOED SHOES		
2	9/1/2016	CHEMISTRY, OSMOSIS, DIFFUSION	CLOSED-TOED SHOES, GOGGLES, PROTECTIVE COVERING		
3	9/8/2016	THE CELL, MITOSIS, HISTOLOGY, SKIN	CLOSED-TOED SHOES	LAB QUIZ	
4	9/15/2016	AXIAL SKELETON	CLOSED-TOED SHOES		
5	9/22/2016	APPENDICULAR SKELETON	CLOSED-TOED SHOES		
6	9/29/2016	PRACTICUM 1	CLOSED-TOED SHOES	LAB QUIZ	
7	10/6/2016	EAR, EYE, SKIN, COW EYE DISSECTION	CLOSED-TOED SHOES, GOGGLES, PROTECTIVE COVERING, GLOVES, DISSECTION KIT		
8	10/13/2016	MUSCLES, CAT DISSECTION	CLOSED-TOED SHOES, GOGGLES, PROTECTIVE COVERING, GLOVES, DISSECTION KIT	LAB QUIZ	
9	10/20/2016	MUSCLES, DIGESTIVE, CAT DISSECTION	CLOSED-TOED SHOES, GOGGLES, PROTECTIVE COVERING, GLOVES, DISSECTION KIT		
10	10/27/2016	NERVOUS, SHEEP BRAIN DISSECTON	CLOSED-TOED SHOES, GOGGLES, PROTECTIVE COVERING, GLOVES, DISSECTION KIT		
11	11/3/2016	PRACTICUM 2	CLOSED-TOED SHOES	LAB QUIZ	
12	11/10/2016	CARDIOVASCULAR, SHEEP HEART DISSECTION	CLOSED-TOED SHOES, GOGGLES, PROTECTIVE COVERING, GLOVES, DISSECTION KIT		
13	11/17/2016	RESPIRATORY, RENAL	CLOSED-TOED SHOES, GOGGLES, PROTECTIVE COVERING, GLOVES, DISSECTION KIT	LAB QUIZ	
14	11/24/2016	HOLIDAY-THANKSGIVING	NO CLASSES		
15	12/1/2016	REPRODUCTION	CLOSED-TOED SHOES, GOGGLES, PROTECTIVE COVERING, GLOVES, DISSECTION KIT		
16	12/8/2016	PRACITCUM 3	CLOSED-TOED SHOES	LAB QUIZ	