

BSC 2085

HUMAN ANATOMY & PHYSIOLOGY 1

SYLLABUS EMPLOYMENT AGREEMENT
BETWEEN :

EMPLOYER

DONALD M. MASER

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EMPLOYEES

All students enrolled in
Prof. Maser's A&P classes

PREAMBLE

This agreement is entered into by and between Prof. D. Maser (representing the College, MDC) and the employee (you, the student of Human Anatomy and Physiology.) The College's mission is to provide the highest quality of educational services to the community served. Therefore, both the instructor and the employee (student) must:

1. acknowledge the responsibilities and obligations of the other toward the mission's objectives
2. pledge their commitment to maintaining the highest level of professional standards of knowledge, integrity, and dedication

ARTICLE 1 **EMPLOYEE MATERIALS**

Section 1. Required Text

Human Anatomy and Physiology, Elaine N. Marieb,

Section 2. Required Lab Workbooks

Human Anatomy and Physiology Laboratory Manual, Elaine Marieb

Anatomy & Physiology Revealed, Robert B. Broyles Jr.

Section 3. Student Classroom Outlines

All students must print out their own copies of chapter outlines to bring to class. These may be accessed on the professor's web page at:

<http://faculty.mdc.edu/dmaser>

ARTICLE 2

COURSE (JOB) DESCRIPTION

The employed student will study the structure and functions of the systems of the human body, including biochemistry, and emphasizing those aspects most pertinent to students in the nursing and allied health technology programs.

ARTICLE 3 **CO-REQUISITE COURSE**

Human Anatomy and Physiology 1 Laboratory - BSC 2085 L

ARTICLE 4 **READING ASSIGNMENTS & GOALS**

The lecture schedule lists the discussion topics for each week's meetings as well as the textbook and study guide reading assignments that support the lecture. Employees are responsible for all readings that relate to the course objectives and goals.

A list of course goals are found on the professor's web page at <http://faculty.mdc.edu/dmaser>

ARTICLE 5 **PAY SCALE**

Employees this semester will have the opportunity to earn up to 640 points for learning and then demonstrating the application of their knowledge of human anatomy and physiology on exams and quizzes. Based upon a maximum possible earning of 640 points, a letter grade will be assigned according to what percentage of those 640 points offered that the employee actually attained.

400	4 exams @ 100 points each	A 640 - 576
<u>240</u>	best 8 quizzes @ 30 pts. each	B 575 - 512
640		C 511 - 448
		D 447 - 384
		F 383 →

ARTICLE 6 **EXAMS AND QUIZZES**

Section 1. Test Format

- A. Tests will be given at the beginning of the scheduled class.
- B. They will include vocabulary identification, multiple choice, short answer, true/false, and diagram identifications.
- C. All employees are required to bring at least one #2 pencil to each test.

Section 2. Intellectual Property Rights

- A. Exams and quizzes are created by the instructor, who has ownership, uses, and rights regarding these intellectual properties.
- B. Students may not keep, hand copy, or photocopy test questions at any time.
- C. Test copies will be kept on file in the instructor's office for students to review.

Section 3. Major Exams

- A. Four (4) exams will be given.
- B. Make-up tests are not given unless the employee submits upon his/her return to work (class) a doctor's note, hospital bill, court appearance notice, or some document that clearly indicates that the employee was unable to attend the day of the test.
- C. The employee should immediately call the instructor upon an exam-day absence. Call that day, if possible. Do not wait until you return to class before speaking with the instructor.
- D. Make-up work will be different from that completed by your fellow employees on the test day. All make-up exams are full essay format, with no multiple choice or true/false questions.

Section 4. Weekly Quizzes

- A. Ten (10) weekly quizzes will be given during class time.
- B. These will cover material previously discussed in lecture and discussion sessions.
- C. At the end of the semester, only your 8 best quiz scores (out of 10 quizzes taken) will be averaged, and each quiz will then have a 30 point value.
- D. Therefore, quizzes contribute 240 points toward your semester total of 640 points.
- E. **NO QUIZZES WILL BE ELIGIBLE FOR MAKE-UPS.**
- F. Any quizzes which you miss due to absence or late arrival to class will not count.
- G. **Only exceptions:** religious holiday; employer (school) sponsored event, ex. sports

ARTICLE 7 **ATTENDANCE AND PUNCTUALITY**

Section 1. Attendance

- A. Employees are expected to attend each scheduled class meeting.
- B. **Weekly quizzes are NOT eligible for make-ups**; you must be present and on time to take them.
- C. Student employees are expected to arrive to work (class) on time.
- D. **Quizzes** are distributed at the beginning of the class and **will not be given to students arriving 10 minutes late!**
- E. Student employees know their final exam date 4 months in advance, as it is printed in this syllabus contract. Therefore, no student should arrange holiday or vacation travel plans, etc. which would conflict with the date of their final exam.

Section 2. Dismissal From Job

- A. The employer (instructor) reserves the right to fire/terminate employment (drop) any student who has missed work (class) 3 times.
- B. Students are reminded that it is their responsibility to resign from this job (withdraw) if they wish to receive a W for the course.
- C. Incompletes will not be given, except in the case of an unavoidable problem on the day of the final exam which can be documented.

ARTICLE 8 **CLASSROOM DECORUM AND CONDUCT**

Section 1. Disruptive Behavior

- A. The College and instructor recognize their responsibility to provide a classroom environment conducive to the learning process.
- B. Student employee behavior that may disrupt the learning environment will not be tolerated.

Section 2. Cheating and Academic Dishonesty

- A. The instructor will expect full academic honesty and integrity from all employees (students) at all times.
- B. Any employee observed cheating during exams or quizzes will be terminated (dropped from the course).
- C. Observation of cheating may include:
 - 1. looking at another student's answer sheet
 - 2. communicating with another student during the testing period
 - 3. writing information on sheets of paper or notecards or your skin which could be used during the testing period.

ARTICLE 9 **PERSONAL AND SICK LEAVES**

An employee (student) may be absent from class 3 times without being terminated from his/her job (dropped from the class). The instructor will then review any further absences to determine if the student will be withdrawn from the course. Students with D or F averages are routinely dropped after 3 absences, since their lack of success is likely due in part to non-attendance and non-participation.

ARTICLE 10 **EMPLOYEE SUPPORT PROGRAM**

Your workload during this semester of Human Anatomy and Physiology studies will be academically challenging. Your employer (instructor) will provide and/or recommend the following programs to support you toward your success:

- A. Instructor office hours in his office - room 1545
- B. Free A&P tutor, Mr. Serge Theodore, in the Science Resource Center - room 2221
- C. Textbook Study Guide available for purchase in the Wolfson Campus Bookstore
- D. In-class review quizzes for the 4 large chapter exams
- E. CD Roms available with purchase of your textbook
- F. CD's and computer tutorials available in the Science Resource Center - room 2221

BSC 2085 - HUMAN ANATOMY & PHYSIOLOGY

LECTURE & READING SCHEDULE

Overview of Anatomy & Physiology
Language of Anatomy

Basic Chemistry & Chemical Reactions
The Chemistry of Life
Organic/Inorganic Compounds

Plasma Membrane Structure / Transport
Cells & Cytoplasmic Organelles
Cell Reproduction – Mitosis / Meiosis
Protein Synthesis

Epithelial Tissue
Connective Tissue

Cartilage and Bone Tissue
Bone Structure / Growth / Homeostasis

Axial Skeletal System – Skull & Vertebrae
Axial Skeletal System – Bony Thorax
Appendicular Skeletal System

Skeletal Muscle Tissue & Function
Muscle Contraction – Sliding Filament
Muscle Contraction & Metabolism

Nervous System – Tissue Histology
Neurophysiology – Membrane Potentials
The Synapse & Neurotransmitters

The Special Senses - Vision
The Special Senses - Hearing