SYLLABUS

Course Title: BSC 2085
Reference #
Schedule:
  Credits: 1

Instructor Information
- Name: Dr. Amarilys Carmona.
- Department: Biology.
- Office location: Room 3265. Cubicle 15
- Office hours: TBA
- Telephone: 305 237 2300
- Email: acarmona@mdc.edu

Course content: This is the first half of the Anatomy and Physiology laboratory for majors, based upon “Fundamentals of Human Anatomy and Physiology” by Frederic Martini. (Eighth edition) You will study an introduction to Anatomy and Physiology: the cell and tissues, the integumentary system, osseous tissue, bone structure, axial and appendicular skeleton, joints, muscle tissue, axial muscles, appendicular muscles, neural tissue, nervous system and the special senses.

Course Description: The students will work in the laboratory, and will complete laboratory exercises. The students will practice with models and charts and will learn the functions of the anatomical structures.

Prerequisites: Students enrolled in this class should have finished all theirs remedial/preparatory courses before taking this course.

Grading Policy:
Course Evaluation/Grading Policy/Assessment Methods/Schedule
- QUIZZES: 1 quiz per week = 5 points each.
  I will count only 4 quizzes. (The higher grades) (5 points each) (20 points)
- PERFECT ATTENDANCE : (5 points) 1 excused absence - 5 points
  1 absence - 4 points
  2 absences - 3 points
  3 absences - the student will be purged
- 3 PRACTICUMS: 25 points each. (Total 75 points).

TOTAL: 100 points.

Perfect attendance: If you have a genuine reason to be absent, you need to present a documented proof to get your attendance credit.
Quizzes will be reviewed in class. Four of your best quizzes will be counted towards your final grade.

Quizzes will be graded every week and the professor will inform you the average after every practicum.

The professor will not send you the grades via e-mail as it is against college Policy.

The professor can not inform the grades by phone as it is against college Policy.

<table>
<thead>
<tr>
<th>QUIZZES</th>
<th>PRACTICUMS</th>
<th>FINAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.5-5 points: A</td>
<td>23- 25 points: A</td>
<td>100-90: A</td>
</tr>
<tr>
<td>4 points: B</td>
<td>20- 22 points: B</td>
<td>89-80: B</td>
</tr>
<tr>
<td>3.5 points: C</td>
<td>18- 19 points: C</td>
<td>79- 70: C</td>
</tr>
<tr>
<td>3 points: D</td>
<td>15- 17 points: D</td>
<td>69- 60: D</td>
</tr>
<tr>
<td>below 3: F</td>
<td>below 12: F</td>
<td>below 59: F</td>
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</tbody>
</table>

Quizzes and practicums consist of recognition questions and questions on physiology.

The questions (in quizzes and practicums) are not multiple choice questions.

A score of 70% of the total grade is considered the minimum passing grade.

Textbooks/Resources/Supplies:

TEXTBOOK: FUNDAMENTALS OF ANATOMY & PHYSIOLOGY BY MARTINI. EIGHT EDITION

LAB MANUAL, CDS.

Our lab models are available at the website: http://daphne.palomar.edu/ccarpenter/Models/model%20index.htm

The Tutorial Room is # 3326. It is a laboratory. Models and tutors are available 4 hours a day every week. The professor recommends you that students visit the lab every week before quizzes and practicums.

Tutorial room’s Schedule: Room 3326- Anatomy & Physiology Tutoring & Open Lab Hours

Monday-12:00pm- 4:00pm
Tuesday-4:00pm- 8:00pm
Wednesday-4:00pm- 8:00pm
Thursday-12:00pm- 4:00pm
Friday-10:00am- 2:00pm
Saturday-10:00am- 2:00pm

General Education Outcomes

http://www.mdc.edu/learningoutcomes/outcomes.aspx

Our learning outcomes

The students will be able to:

1-Communicate effectively using listening, speaking, reading, and writing skills.
2- Solve problems using critical and creative thinking and scientific reasoning.
3- Use computers and emerging technologies effectively.
4- Describe how natural systems function and recognize the impact of humans on the environment.

Course Competencies: http://www.mdc.edu/asa/popups/course_competencies.asp
or See attachment A
Course/Departmental Policies

General Course Policy
Please make sure that you read everything in this handout and that you sign and return the signature portion of it.
When you sign this paper you agree to abide by the course policies. The syllabus is a contract between the professor and the student. If you do not agree with this syllabus, you should switch to another section during the first week.

Make-ups
There are no make ups for practicums or quizzes unless your professor has other labs available covering the material that you missed, and with previous agreement of the professor. If you miss one practicum it will not be possible to pass the class.
A student will be allowed to miss the equivalent of one quiz without lowering the grade.
If the student misses one practicum for a medical reason, the student needs to sign an incomplete form and must take the same practicum in the next term in order to obtain a final grade.

Incomplete “I” grades.
An incomplete form is a signed agreement between the instructor and the student for an unfinished work. If the student misses one of the practicums for a medical reason, an “I” Grade is issued on the final grade roll and a copy of the agreement is kept on file in the department. It is the responsibility of the student to complete all unfinished assignments by the end of the next major semester or the registrar office will automatically change the “I” into an “F”. Once the student has completed the class work, a grade change form must be submitted to the assistant of the chair for processing.
It is not possible to have an Incomplete if the student is not passing the class with at least a C. It is not possible to have an incomplete form for a lower grade practicum that the student has already taken. Incompletes are not granted for poor performance.

Attendance. Tardiness.
The student is expected to attend classes regularly
A student who is consistently absent for the classes & does not make attempts to communicate with the Instructor will be purged from the class roll after the third absence.
Attendance is taken at the end of each class. A student who leaves the class while in session will be marked absent on that day.
When the quiz or practicum begins, the student who is not in the room, must wait outside until the quiz or practicum session is done. The student will make arrangements to make up that quiz or practicum if, and only if the professor has the same lab later.
Quizzes always start during the first minutes of the class session.
When you miss a class it is your personal responsibility to get notes or handouts from your classmates or to see the professor during office hours for additional help.

Emergency contact:
In case of personal emergency the instructor expects to be contacted if you can not attend class.
E-mail: acarmona@mdc.edu
Course Participation
The students are expected to come to class having read and done the assigned material in the text books. The students are required to bring the lab manual to class. The students will participate actively in the labs. In the lab, the instructor will introduce new concepts, and the students will work actively with models.

Drop Policy
It is the responsibility of the student to drop the course. The student will be dropped after the third consecutive absence.

Academic honesty
Cheating on an exam will not be tolerated; individuals WHO DO WILL RECEIVE A GRADE OF ZERO (0) for the assignment, and will be referred to the Dean of Students for disciplinary action.
To help you stay honest:
1- I reserve the right to assign seating in my class at any time and day.
2- No hats, cell phones, no bathroom breaks are allowed.
3- If your phone rings during a test, you will be asked to leave and you will take the grade you have at that moment.

Unacceptable classroom behavior.
Do not bring audible devices such as beepers, cellular phones, beeping watches, blackberries, walkmans, etc. Texting is not permitted while in class. (No-electronic devices are allowed)
Foods or beverages are not permitted in the labs.
Place your book bags and cell phones in the assigned cabinet when you enter the room.
Just keep the book, pen or pencil.
No visitors are allowed in class (including children).

Disability Services
ACCESS Department - students who experience learning difficulties or have disabilities are urged to visit an ACCESS advisor to determine if eligible for any special services.
Provide form within the first week of class if already in the ACCESS program.

How to succeed in this course
Attend class regularly
Be present when class begins and ends
Focus on the topic being cover in the lab
Read the assigned Chapter before the lab.
Dedicate at least four hours of study for each hour of class.
Be on time for tests.
Do not interrupt class by chatting with your classmates.
Assume responsibility for own learning.
Be eager to learn.
Watch the videos assigned.
Seek help before it is too late.

ATTACHMENT A: Competencies.
**ATTACHMENT B: Schedule.**

Course Syllabus: Summer Term 2008-3/4

<table>
<thead>
<tr>
<th>Lab</th>
<th>Month</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>Topics</th>
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<tbody>
<tr>
<td>1</td>
<td>May</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>Anatomical regions. Body cavities. The cell. Homework: Microscope (the video)</td>
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<td>2</td>
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<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>Microscope. Tissues. Skin.</td>
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<td>3</td>
<td></td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>Axial skeleton.</td>
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<tr>
<td>4</td>
<td>May/June</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>Practicum I</td>
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<tr>
<td>5</td>
<td></td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>Appendicular skeleton. Joints. Body movements</td>
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<td>6</td>
<td></td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>Axial muscles.</td>
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<td>7</td>
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<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>Appendicular muscles. Practicum II (F)</td>
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<td>8</td>
<td></td>
<td>29</td>
<td>30</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>Practicum II (M,T,W,R)</td>
</tr>
<tr>
<td>9</td>
<td>July</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>Spinal cord and spinal nerves</td>
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<td>10</td>
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<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>Brain and cranial nerves</td>
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<td>11</td>
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<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>Special senses organs.</td>
</tr>
<tr>
<td>12</td>
<td>July, August</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>Practicum III</td>
</tr>
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**Exams**

**Important Dates**

May 11, Mon. Faculty reports, SUMMER TERM begins
May 14, Thu. Last day to drop classes with 100% refund for the 12-week Summer Term
July 31, Fri. Last day of classes and examinations for the 12-week Summer Term
August 1, Sat. Faculty grade input ends at 12:00 Noon. Last day for faculty

**Holidays**

May 23 - 25, Sat. - Mon. Holiday Period – Memorial Day
July 3, Fri., July 5 Mon - Holiday Period – Independence Day

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