

 <b>Nashua Community College</b>	<b>BIOL202N Anatomy and Physiology 2</b> <b>CRN20829 and 20830</b> <b>Spring 2019 (01/22 – 05/10/2019)</b>
<b>Department</b>	<b>Science and Advanced Manufacturing</b>
<b>Instructor</b>	<b>Dr. Tatiana Jones, MD, PhD</b>
<b>NCC Email</b>	<b>tjones@ccsnh.edu</b>
<b>Office Hours</b>	By appointment
<b>Office Location</b>	Rm. H281
<b>Class Days/Meeting Time and Location</b>	<u><b>CRN20829 Lecture: Wednesdays 6:00pm-8:50pm (Room H280)</b></u> <u><b>CRN20830 Lab: Mondays 6:00pm-8:50pm (Room H281)</b></u>

### **Rationale:**

Studying the natural sciences provides students an increased understanding of themselves and the world around them. This understanding can be applied from sub-atomic to evolutionary topics, allowing students to be better informed citizens who can employ critical thinking, and understand the physical functioning of our world.

Anatomy and Physiology 2 is a continuation of Anatomy and Physiology 1. The overall goal of this course is to provide you with understanding how anatomical structures accommodate physiology of each organ system; and the interplay between organ systems to achieve homeostasis. It is necessary for healthcare or biomedical professionals to know how changes within one organ can lead to homeostatic imbalance and development of diseases; to be able to analyze the pathways of pathological conditions at different levels: molecular, cellular, tissue, organ, organ system, and entire human organism in order to provide patients with adequate diagnosis and treatment options.

### **Course Description:**

Serves as the second semester of a one-year course that focuses on understanding how each system affects the function of the whole organism. Systems covered in this course include endocrine, cardiovascular, immune, respiratory, digestive, excretory, and reproductive. Other topics pertinent to overall homeostasis and survival, including: imbalances, nutrition, metabolism, acid/base and fluid/electrolyte balance and genetics. These areas will be covered in a series of detailed face to face and flipped lectures which are supported by hands on experiences and laboratories, including cytology, histology, physiological experimentation both wet lab and computer assisted, study of human anatomical models, and dissection of appropriate specimens. This course is not equivalent to molecular-based BIOL202N. Prerequisite: BIOL130N or BIOL201N with a grade of 'C' or better.

## Course Competencies:

*At the successful completion of this course for the endocrine, cardiovascular, digestive, renal, respiratory, lymphatic, immune and reproductive systems, the student will be able to do the following commensurate with the level of the text:*

A. Discuss its role in the maintenance of homeostasis
B. Describe the physiologic processes used by this system to maintain homeostasis.
C. Describe its anatomy at all levels of organization
D. Identify major microscopic and macroscopic structures
E. Relate its major anatomical characteristics to its physiologic function
F. Describe the interdependence of the system in the maintenance of homeostasis
G. Describe the role of the nervous and endocrine systems in regulation and control of these systems
H. Predict the consequences of the system's inability to maintain homeostasis
I. Use appropriate terminology in the discussion and identification of anatomical structures and physiologic processes
J. Perform dissections and other laboratory procedures related to the anatomy and physiology of these systems
K. Work with others in completing laboratory assignments

## Essential Questions:

1. What physiological processes are involved in maintenance of homeostatic balance by endocrine system?
2. How the interplay between cardiovascular and respiratory system allows to maintain adequate oxygen supply to tissues?
3. What organs are involved in regulation of blood pressure via renin-angiotensin-aldosterone system (describe role for each organ system in greater details)?
4. How anatomical structures of male and female gonads accommodates sex cells development and maturation?

## Required Textbook(s):

**Textbook: Anatomy & Physiology Edition: 10<sup>th</sup>. Author: Marieb and Hoehn Edition: 10<sup>th</sup>. ISBN: 9780321927041**

**Lab Book: Lab Manual: Human Anatomy & Physiology Edition: 12<sup>th</sup> Author: Marieb and Smith. Edition, ISBN: 9780321971357**

## Supplemental Materials:

**Blackboard:** through NCC website for communication, outlines/notes, quizzes, lab submissions, et al

**For Lab Sessions:** Clothing that covers shoulders, and upper legs (ex. a lab coat or large shirt to go over clothing). **Closed-toed shoes must be worn in all labs; you cannot be in lab with open-toed shoes.**

***SUGGESTED OPTIONAL/SUPPLEMENTAL TEXTS AND TOOL:***

- Anatomy and/or Physiology coloring books (please see me for suggestions)
- Dissecting Kit- \$20 (available from the college bookstore)
- Personal goggles and aprons (available from the college bookstore)

**Course Expectations:**

This class will follow the Syllabus as closely as possible and will be moving at an exceptionally fast pace. ***BE PREPARED!*** You must pre-read, pre-quiz, organize, formulate questions, go to lectures, and do follow-up quizzes. **Your comprehension level is expected to be at text level**, therefore you should stay on top of this material as it will move quickly. Homework assignments will be given to help you to be prepared. Students are expected to come to class **on time, prepared, and not leave the class (lecture or lab) until the lecture is over or until you have completed the lab exercise(s)**. Although I realize that extenuating circumstances do arise, please **make every possible effort to be on time**, because late entries are distracting for all of us. If you do arrive late, please walk around the sides of the classroom, not directly in front of the instructor.

If you have trouble memorizing, then start early—the key is **repetition, repetition, repetition!** Information packets for the practical tests and the artery/vein list are supplied in advance on Blackboard (in the Assignments folder). You are responsible for memorizing some anatomy without multiple options to select from; please check the required lists before we start. Most of this material is complex and will need repetition to memorize and more time to comprehend and even more time to be able to apply the information.

Please note the levels of learning expected in this course and determine what you need to do to achieve them:

Level 1: Memorize – engrain new information and be able to access that information quickly; especially important with new terminology or **misunderstood words** (MUWs)

Level 2: Understand - draw and write out concepts to make sure you understand them; integrate new terminology once you see what is happening

Level 3: Apply – ask and answer questions that challenge you to relate your understanding to new circumstances

Level 4: Mastery - ask and answer questions that bring together several concepts and allow for holistic discussions of material at or above the level of text.

By the end of AP2, you will be asked to demonstrate your mastery by discussing homeostasis of the human organism with respect to almost every system in the body; so, having a strong understanding of cells and a strong chemistry background is essential to being able to apply concepts for and within each organ system! If you are having difficulty, ask questions, come for help!! My job is to help you be successful and provide learning opportunities; your job is to learn the material!! Realize that you need **at least 16 to 24 hours, or more study time outside of scheduled class time to be successful in**

this class. (General college class standard is 2 to 3 hours of studying and prep for each class contact hour.)

**Exams:** Tentative exam dates are listed in the Course Schedule. The changes in the schedule will be announced via Canvas and in class. **Each exam must be completed within two academic hours.** I do not offer makeup exams or quizzes, but missed exams may be re-administered **at my discretion with appropriate documentation** if you notify me **BEFORE** the fact, otherwise, your grade will be recorded as a zero; it is your responsibility to contact me to make arrangements if a makeup is warranted – do not assume that the exam can just be taken next class. **During an exam all cell phones must be turned off and placed face down on the top of your desk.** If you are late on the day of an exam or quiz, extra time will not be offered due to logistical constraints. **Do not forget that the final exam is cumulative and includes all course material.**

**Quizzes:** Because this course covers a various amount of material, there **will be in class** quizzes to insure students' understanding and to encourage appropriate study habits necessary for success in this course. Each quiz will cover the concepts that were discussed in previous classes. The days of quizzes are reflected in Course Calendar, however, are subjects to change. The quiz makeup policy is the same as the exam makeup policy.

**Homework Assignments:** Homework assignments include end of chapter workbook reviews. **Consistent and thorough review of class material is homework for every class, in addition to any written assignments.** Homework assignments have to be submitted online via Blackboard. They will be open and available for one week from the day of release (the information is reflected in the Course Schedule). **It is your responsibility to complete and submit all homework assignments on time, even if you are absent in class. I do not accept late assignments; missed assignments earn 0 (zero) credit—there are no exceptions. Homeworks must be completed on Blackboard according to due dates and corresponding instructions.**

**Note:** If we lose any class time due to school closure, we will still need to cover the same material. To make up for any lost time, you may be assigned a few independent learning modules.

**Laboratory Work:** Pre-labs are to be completed before class starts. Pre-lab work means reading the exercise(s) that are assigned for that day, doing the “PL” exercises required as per the weekly schedule that follows, and making a game plan for multiple step labs. There may also be quizzes given in lab, so preparation and constant review are absolutely required. You should also refer to the course outline for specifics. Completed labs can be submitted (1) at the end of that class, when possible or (2) they can be dropped in the front of the class of the next lab period. *Procrastination will destroy your GPA in this course!* **Late labs will not be accepted.** If you miss the lab session, but submit the lab write-up, please be aware that 50% of the grade will come off the top for absenteeism. Please also see below (“Absences & Withdrawals”) for additional policies.

Submitted lab write-ups must be completed as accurately as possible and devoid of plagiarism. After checking with each other and being checked by the instructor, students are encouraged to refer to the answer key. You are welcome to make copies of your lab and check the answers after submission to the instructor. (10% of your final grade is Lab Exercises and Quizzes).

**Absences & Withdrawals:** If you miss two labs in a row (6 lab contact hours) or 6 contact hours of class, you may be administratively dismissed from the course, with a recorded “AF”=“administrative fail” added into your transcript.

If you find that you cannot attend scheduled classes because of a **documented illness** or an excused absence, **it is your responsibility to let us know in advance**, and we may be able to find an opportunity for you to make up the missed class. Lab space and equipment are limited, so it is important to attend the lab and classes for which you are scheduled. If you miss labs, but submit the lab write-up, please be aware that 50% of the grade will come off the top for the absence in class.

Before you decide to drop the class, please talk to us to see if we can help you figure out a plan to help you be successful or overcome your fears or difficulties. If you do decide to drop the class, **you must fill out the appropriate drop forms**, not just stop coming to class. Without the proper paperwork and communication, you will receive the inevitable “F” on your final grade report, and the grade will appear on your permanent record. The student handbook contains the information that you need for adding/dropping courses, the cheating and plagiarism policy, academic affairs, student services and judicial policies. It is your responsibility to become familiar with that information.

**Accommodations:** Students who have a documented disability (physical, learning, or mental health) and require reasonable accommodations must meet with the Disabilities Support Coordinator to set up a NCC Reasonable Accommodation Plan. If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Melissa Olson, Disabilities Support Coordinator, located in the Learning Commons (room 100), 603-578-8900 extension 1451. In order to receive classroom accommodations, it is the student’s responsibility to meet with his/her instructor privately and provide a hard copy of the signed plan.

**Electronic Devices Policy:** As per NCC policy, “**cell phones and electronic devices are to be shut off for all lectures, unless previous arrangement has been made with your professor**”. **No cell phones will be used as calculators while taking exams, and should be turned off during exams.** If your instructor has agreed to you using your laptop/tablet/iPad/etc in class and you are found not using it for class material, you will be asked to leave the class. You may return the next scheduled class. “**However if this action is repeated three times, then the student will be academically removed from the class, earning an “AF” due to not following policy.**”

**While taking a lab test or exam, all cell phones must be off and visible on the desk and cannot leave the room with you at any time during the test.** I cannot emphasize

enough that cell phone usage in a classroom setting is disruptive and disrespectful to all the members of the class and is a waste of time and tuition dollars. If you expect a call due to an emergency elsewhere, you should inform the instructor and leave the phone on vibrate on your desk. If you receive the call, quickly exit the room and take your call in the hall. However, the instructor has the right not allow you to return to complete the task.

**Canvas: Please check Canvas frequently. The NCC Canvas platform will be used often for communication and dissemination of assignments. Below is some additional information to help you:**

Canvas is the online learning management system used by instructors and learners at Nashua Community College. Instructors will post syllabi, course schedule, and other related documents, PDF files with lectures' and labs' notes, and grades on Canvas. Students may be required to submit assignments and/or take assessments through Canvas. Click on the link below to access an online Canvas orientation that provides tutorials on how to log in to Canvas as well as many other topics related to Canvas use. [http://www.ccsnh.edu/distancelearning/student\\_orientation.html](http://www.ccsnh.edu/distancelearning/student_orientation.html).

Room 100 will provide students with additional Blackboard support. In addition, you can access the Distance Learning Support Center from the following link: <https://supportcenteronline.com/ics/support/default.asp?deptID=4208>. There you will find answers to FAQs and from the top right tab you can submit a help ticket. If you have forgotten your Easy Login Password information, please visit the following link: <https://sspswd.students.ccsnh.edu/accounts/Reset>.

**Additional Information (per NCC Adjunct Faculty Handbook and Student Handbook)**

**Food/Drink Policy:** Students may bring snack type food and drink into non-laboratory, non-computer classrooms. **No food or drink may be brought into computer labs, classrooms with computers, biological science classroom/lab, automotive labs, aviation labs, machine tool lab or the library.** Snack foods are considered to be foods from vending machines. Fast foods should not be allowed into the classroom. Faculty who feel that food or drink is a distraction to the learning environment may ban same from their classroom. Drinks must be in a bottle, can, or cup with a lid.

**Grading:**

Your evaluation will be based on your performance in both lecture and laboratory activities. Sixty percent (60%) of your final grade is based on lecture material, and the other forty percent (40%) is in the laboratory.

**Lecture final grade would be calculated as shown:**

Each Lecture Exam (3).....	12% x 3 = 36%
Lecture Cumulative Final Exam.....	16%

Each Homework (8).....1% x 8 = 8%  
 6Lecture Portion of the Total Grade.....60%

**Laboratory final grade would be calculated as shown:**

Each Laboratory Quiz (10).....1% x10 = 10%  
 Lab Activities (10) .....1.05% x 10 = 10.5%  
Each Laboratory Practical Exam (3) .....6.5% x 3 = 19.5%  
 Lab Portion of the Total Grade.....40%

**Total Final Grade for the Course: 100%**

*There are two different columns on Blackboard Grade Center: one is “Total/Average Grade” and another is “Weighted Grade”. The “Total/Average Grade” column is created automatically by Blackboard. **It is NOT the grade that corresponds to the calculations provided above!** Take note of this column, however, do not consider it as appearance of your grade! “Weighed Grade” column has been designed by Instructors. It reflects the actual situation with your grade for the Course within any given period of time. **The grade in “Weighted Grade” column corresponds to the calculations provided above!***

93 or above: A	90-92: A -	87-89: B+	83-86: B	80-82: B-
77-79: C+	73-76: C	70-72: C-	67-69: D+	63-66: D
60-62: D-	under 60: F			

**Available Support Services**

**Tutoring ,The Writing Center, Available Academic Services:** The Academic Success Center | Room 100 offers academic support services which are open to all NCC students looking for additional help with their college assignments. Math tutoring and Writing assistance are available. The Writing Center is for any student seeking assistance with the writing process for any class, not just English Composition. For more information and to view the tutoring schedules view here: <http://www.nashuacc.edu/student-services/academic-success-center>

**Classroom Accommodations:** Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up a NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Jodi Quinn, Disabilities Support Coordinator, located in The Academic Success Center (Room 100), 603-578-8900 ext. 1451. View additional information and the application here: <http://www.nashuacc.edu/student-services/academic-success-center/disability-services> In order to receive classroom accommodations, it is the student’s responsibility to meet with his/her instructor privately and provide a hard copy of the signed Reasonable Accommodation Plan (RAP) each term the student wants to

utilize classroom accommodations even if the student has had that instructor in a previous term.

**Audio Record Classroom Lecture:** Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. *Only students with prior written permission* from the instructor or the Disabilities Support Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes. In addition, during exam preparation sessions that arranged **upon students' request at Instructor's discretion and during Instructor's free time, NO RECORDING IS ALLOWED!** Such sessions are based on actual exam questions and designed to help students to prepare for exams by highlighting topics and questions from relevant sections of study material that students should focus on to successfully pass every exam.

**Communication:** *be sure to email us using your college email address only.* "Nashua Community College has established a college electronic mail ("email") system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel."

**Title IX Statement:** Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX representative Lizbeth Gonzalez, 603-578-8900 x1528\_ or [lgonzalez@ccsnh.edu](mailto:lgonzalez@ccsnh.edu) for support and assistance.

Additional information including resources can be found at: New Hampshire Coalition Against Domestic and Sexual Violence:  
[http://www.nhcadsv.org/Catchment%20map\(1\).pdf](http://www.nhcadsv.org/Catchment%20map(1).pdf)

### **Program Policies**

**Plagiarism/Cheating:** "Acts of dishonesty" includes, but is not limited to the cheating and plagiarism (See section on Plagiarism under Academic Affairs.). Cheating includes, but is not limited to: 1) use of any unauthorized assistance from other persons or



technologies while taking quizzes, tests, or examinations or for the preparation and completion of class assignments; 2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; 3) the acquisition, without permission, of tests or other academic material belonging to a member of the CCSNH college's faculty, staff, or students; or; 4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as facilitation).

Plagiarism includes, but is not limited to, the use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter or other means.

If you conduct or participate in conducting any of the dishonest actions, you will be removed from the class and your exam or test will be automatically graded zero (F). You are attending classes to gain knowledge for your future profession. By cheating and plagiarizing you are not acquiring any knowledge, moreover, you are discouraging your ability of thinking. This does not support any success in life! **DO NOT CHEAT!!!**

**Earn your A using your own brain!**

**Extra Help:** Anatomy and Physiology course **is not easy**. It has very specific terminology, involves a great deal of memorization and requires deep knowledge of multiple subject areas (e.g., chemistry, physics, mathematics). Concepts of this course are sometimes difficult to comprehend right away and extended clarification is necessary. In addition to explaining every topic during weekly lectures, I will post PDF files with lectures' material and laboratory methodologies on the Blackboard. You will be able to review material after every lecture and compare your notes with actual content of lecture PDF file. However, if you feel that the subject of discussion is not clear to you and that some concepts do not make sense, please **ask for help as soon as possible**. If you postpone or hesitate, the gap in your understanding will get bigger as the course continues because every topic of this course is connected with other topics and the lack of clear understanding of any topic would result in poor understanding of other topics in snowball manner. We're available for office hours and/or recitations (in person or online by appointment). Help is also available at The Learning Commons (please, see below). The websites [www.masteringaandp.com](http://www.masteringaandp.com) and [www.myaandp.com](http://www.myaandp.com) are superb resources (both sites are linked to each other — look at the top right corner of the masteringaandp site for the myaandp site link); they have tutorials, animations, quizzes, games, and on-line tutor help that you have already paid for, therefore take advantage of this site! Several other suggested sites will be offered as the semester progresses, and if you find an excellent one, please share. Some helpful hints will be provided on Blackboard also. And remember, **we're here to help you**. Don't hesitate to ask us!

**Cancellation of Classes:** NCC will cancel day and evening classes due to incumbent weather or some unforeseeable hazard through the Student Services Division by 7 am (usually by 5:30 am) that morning for day classes and a separate decision is made by 3 pm of the given day for the evening classes. The cancellation message will run on our outgoing message of the college telephone system and on our website

[www.nashuacc.edu](http://www.nashuacc.edu). You will be notified by NCC alerts once you have signed up to receive the alert. Please remember when giving a phone number that the calls will arrive about 5:30 am on the day of the cancellation.

**A cancellation of classes does not suspend your learning responsibilities.** You must find a way to get to your Blackboard site and find the added lecture material, project/homework that replaces in-class material that has been missed due to the cancellation.

### **College Policies**

**AF Policy:** If a student misses more than the number of hours the course meets during a two-week period (e.g. six hours for a three credit course), the faculty may withdraw a student from the course with an “AF” grade. Please note that absences, tardies, and leaving class early all count towards “missed class time.”

Students should also understand an AF grade can be assigned by an instructor or an administrator at any time for reasons other than poor grade performance or failure to meet attendance requirements e.g., violation of the Student Code of Conduct, disruptive behavior, etc.

Please be advised that if the behavior of any student (or students) continually disrupts the learning of his/her classmates, the following steps will be taken 1) verbal warning; 2) meeting with instructor and department chair; 3) referral to Vice President of Academic Affairs and/or removal from the course with AF grade.

An “AF” grade is calculated in the GPA as an “F”. Students should refer to the student handbook for additional information about the AF policy.

**Blackboard:** All instructors at NCC will be using Blackboard. Blackboard is the online learning management system used by instructors and learners at Nashua Community College. Instructors may post syllabi, course related documents and grades in Blackboard. Students may be required to submit assignments and/or take assessments through Blackboard and/or participate in discussion boards.

24/7 Blackboard Support: Students and faculty seeking help can now call a toll free number, begin a Live Chat, submit a ticket or search a FAQ knowledgebase, all 24/7 by going to this site: <http://ccsnh.edusupportcenter.com>

To directly link to Blackboard On Demand tutorials, please visit the following link: <http://ondemand.blackboard.com/students.htm>

If you have forgotten your Easy Login Password information, please visit the following link: <https://password.students.ccsnh.edu/>

If class is ever cancelled because of instructor illness or inclement weather, students will need to check Blackboard for their assignment.

**College Email System:** Nashua Community College has established a College electronic mail (“email”) system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.
- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

**Sensitive Materials Policy:** During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student’s own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternate learning opportunities consistent with relevant course objectives so that students opting out of scheduled “sensitive” learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

**Plagiarism Policy:** Plagiarism is a serious violation of a student’s academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person’s work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.

2. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and that the material is quoted.
3. A student using statistics or other such facts or insights as if these were the result of the student's efforts and thus lacking proper acknowledgment of the original source.
4. The paraphrasing of another person's unique work with no acknowledgment of the original source.
5. Copying another student's work on a quiz or test.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In all cases of plagiarism, the student's program coordinator will automatically be notified and the incident will be documented. If any further incidents of plagiarism are reported to the student's program coordinator, additional sanctions will be imposed. These may include notification of the Vice President of Academic Affairs; loss of credit for the course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

### **Credit Hour Guidelines**

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.
2. A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

### Course Calendar

Week	Month	Day	Topic	Assignment Due	Targeted Competencies*
1	January	23	<b>Lecture:</b> Ch. 16: Endocrine System		A, B, C, F, G, H
2	January	28	<b>Lab 1:</b> Ex 27 Endocrine	02/04/2019	A, C, D, I, K
			Ex 28 Human Metabolism	02/04/2019	A, G, I, K
			<i>HW1 is Released</i>	02/04/2019	A, B, C, H
2	January	30	<b>Lecture:</b> Ch. 17: Blood		A, B, C, F, G, H
3	February	4	<i>Lab Quiz 1: endocrine glands</i>		A, B, C, I
			<b>Lab 2:</b> Ex 29: Blood Cell recognition/ Clotting	02/11/2019	A, G, I, J, K
			Ex. 30 Anatomy of the heart	02/11/2019	A, G, I, J, K
			Sheep heart dissection		A, C, I, J, K
			<i>HW2 is Released</i>	02/11/2019	A, B, C, H
3	February	6	<b>Lecture:</b> Ch. 18: Cardiovascular system: Heart		A, B, C, F, G, H
4	February	11	<b>Lab 3:</b> Ex 31: iWorx – ECG Lab	02/25/2019	A, G, I, J, K
			Ex 32 Blood Vessels (1 <sup>st</sup> half)	02/25/2019	A, G, I, J, K
			<i>Lab Quiz 2: blood</i>		A, B, C, I
			<i>HW3 is Released</i>	02/18/2019	A, B, C, H
4	February	13	<b>Lecture:</b> Ch. 19: Blood vessels & Circulation		A, B, C, F, G, H
5	February	18	<b>NO CLASSES – PRESIDENTS DAY!!!!!!</b>		
5	February	20	<b>Exam 1: Ch. 16, 17, 18</b>		A, B, C, E, F, G, H
6	February	25	<b>Lab Practical 1: endocrine and blood</b>		A, D, G, I, J, K
			<b>Lab 4:</b> Ex 32 Blood Vessels (2 <sup>nd</sup> half)	03/04/2019	A, G, I, J, K
			Ex 33 Cardiovascular Physiology, BP	03/04/2019	A, G, I, J, K
6	February	27	<b>Lecture:</b> Ch. 20: Lymphatic system		A, B, C, F, G, H
7	March	4	<b>Lab 5:</b> Ex 35: Lymphatic System histology	03/11/2019	A, I, J, K
			Cat Dissection for endocrine, cardiac, lymph, respiratory		A, G, I, J, K
			Immunology techniques		A, I
			<i>Lab Quiz 3: heart</i>		A, B, C, I

7	March	6	<b>Lecture:</b> Ch. 21: Immune System		A, B, C, F, G, H
8	March	11	<b>Lab 6:</b> Ex 36: Respiratory Anatomy	03/25/2019	A, C, F, I, K
			Ex 37: Respiratory Physiology	03/25/2019	A, B, F, I, K
			<i>HW4 is Released</i>	03/18/2019	A, B, C, H
			<i>Lab Quiz 4:vessels</i>		A, B, C, I
8	March	13	<b>Lecture:</b> Ch. 22: Respiratory System		A, B, C, F, G, H
9	March	18	<b>SPRING BREAK</b>		
9	March	20	<b>SPRING BREAK</b>		
10	March	25	<b>Lab 7:</b> iWorx Spirometry	04/01/2019	A, B, E, F
			<i>Lab Quiz 5:lymphatics</i>		A, B, C, I
10	March	27	<b>Lecture:</b> Ch. 23: Digestive System		A, B, C, D, F, G, H
			Ch. 24: Metabolism		A, E, G, H, I
11	April	1	<b>Lab Practical 2: CVS and Respiratory</b>		
			<b>Lab 7:</b> Ex 38: Digestive System anatomy	04/08/2019	A, B, E, F, I, K
			<i>HW5 is Released</i>	04/08/2019	A, B, C, H
11	April	3	<b>Exam 2: Ch. 19, 20, 21, 22</b>		A, B, C, E, F, G, H
12	April	8	<b>Lab 8:</b> Ex 39: Digestive activity	04/15/2019	A, B, E, F, I, K
			<i>HW6 Released</i>	04/15/2019	A, B, C, H
			<i>Lab Quiz 6:immune</i>		A, B, C, I
12	April	10	<b>Lecture:</b> Ch. 25: Urinary System		A, B, C, F, G, H
			Ch. 26: Electrolytes & Fluid Balance		A, E, G, H, I
13	April	15	<b>Lab 9:</b> Ex 40: Urinary System	04/22/2019	A, C, D, F, I, K
			Ex 41: Urinalysis	04/22/2019	A, B, H, I, J, K
			<i>Lab Quiz 7:respiratory organs</i>		A, , B, C, I
			Cat Dissection: digestive, urinary		A, B, C, E, J, K
			<i>HW7 is Released</i>	04/22/2019	A, B, C, H
13	April	17	<b>Lecture:</b> Ch. 27: Reproductive System		A, B, C, E,F, G, H

14	April	22	<b>Lab 10:</b> Ex 42: Reproductive system	04/29/2019	A, C, D, E, I, K
			Ex 43: Gametogenesis and Ovarian Cycle	04/29/2019	A, D, I
			<i>HW8 is Released</i>	04/29/2019	A, B, C, H
			<i>Lab Quiz 8:digestive organs</i>		A, B, C, I
14	April	24	<b>Lecture:</b> Ch. 27: Reproductive System continued		A, B, C, E, F, G, H
15	April	29	<b>Lab 11:</b> Preparation for Lab Practical 3. Slides review.		A, C, D, E, I, K
			<i>Lab Quiz 9:urinary</i>		A, B, C, I
			<i>Lab Quiz 10: reproductive</i>		A, B, C, I
15	May	1	<b>Exam 3: Ch. 23, 24, 25, 26, 27</b>		A, B, C, E, F, G, H
16	May	6	<b>Lab Practical 3: GI, Urinary, Reproductive</b>		
16	May	8	<b>Cumulative Final Exam</b>		

\*Targeted competencies refer to the established course competencies listed above.

**This calendar is subject to change**