### ANATOMY AND PHYSIOLOGY I LECTURE
**BSC 1085 (3 CREDITS)**

#### CLASS MEETINGS: DAYS/TIME/LOCATION
This BSC 1085 lecture class meets Tuesdays and Thursdays from 8:00-9:15 in YBOR 204. If you are registered for my section of the BSC 1085 lab, it meets Thursdays from 11:00-1:30 in YBOR 205.

#### INSTRUCTOR
Dr. Susan Miletta, Professor of Biology (HCC-Ybor Campus)

#### OFFICE LOCATION
YFAC 212

#### OFFICE HOURS
All office hours are daytime hours. There are no evening hours. Office hours will be held in YFAC 212. This term the hours are: 
M-T-W-TH-F: 7:00-8:00  
T: 9:30-11:00  
W: 11:00-1:00  
TH: 9:30-11:00  
(Additional hours are available by appointment, telephone and e-mail)

#### TELEPHONE NUMBER
813-253-7653

#### E-MAIL ADDRESS
smiletta@hawkmail.hccfl.edu

#### OFFICIAL COURSE COMMUNICATIONS
All official communications (including announcements, assignments and grades) pertaining to this course will be posted via Campus Cruiser. Students are responsible for checking Campus Cruiser each week.

#### COURSE DESCRIPTION
Intended for Allied Health and science majors. Encompasses both anatomy and physiology; includes cell structure and function. Focuses on the study of human systems, particularly the integumentary, skeletal, muscular and nervous systems. Prerequisites: College level reading and math skills. Corequisite: BSC 1085L.

#### TEXTBOOK REQUIREMENTS
The required text for this class is "Anatomy and Physiology" by Marieb (8th edition). Publisher generated materials, such as "My A+P" are available with this text. Access instructions for publisher materials as well as textbook chapter outlines are available on the HCC Faculty and Campus Cruiser websites.

#### ONLINE MATERIALS
Course materials may be found at two locations:

**To access Dr. Miletta's HCC Webpage:**
Go to the HCC homepage. Click on the word "Faculty", which is located on the right side of the homepage. When the next page opens, click on either the words "Faculty WebPages" on the right or "Faculty Info" on the left. When the next page appears, select "Miletta, Susan" from the list, click on it and the Webpage will appear. A list of available classes and online labs is on the left side of the page.

**To access Campus Cruiser:**
Open the HCC homepage and click on "Hawknets" (located on the left side of the page). When the next screen appears, select "Campus Cruiser" and follow directions to enter your ID and password. Once you do so, your personal homepage will appear. Your email and classes are located on your homepage. Click on our course number and our class homepage will appear: The syllabus, schedule and copies of any other pertinent course materials can be found on the course homepage. Online labs for BSC 1011L, BSC 1085L and BSC 1086L are not located on Campus Cruiser; they are only on Dr. Miletta's HCC Webpage.

#### GRADING SYSTEM
The standard college grading scale is used for this course: A = 100-90; B = 89-80; C = 79-70; D = 69-60; and F = below 60. A grade of "FX" is given for failure due to nonattendance.
CLASSROOM ETIQUETTE

Rules of etiquette for college classes will be maintained and include: not walking in late or leaving early, no slamming of doors or other materials, no display or use of food or drink, no noise from (or use of) electronic devices (such as cell phones), no wandering in/out of the room for any reason, no sleeping or keeping your head down on your desk, no inappropriate conversation(s), and no expressions of disrespectful attitude, speech, or behavior may be exhibited towards your instructor or your peers. You will be penalized 3 points per occurrence if you fail to comply with simple common courtesy and proper social behaviors. Points will come "off the top" of the exam score that follows the occurrence. Additionally, should "repeat" inappropriate behaviors become an issue with your presence in the classroom; you will be directed to meet with Dean Herlocker (Ybor Dean of Student Services). Until you meet with the Dean and she clears you to return to class, you will not be allowed to attend. If you attempt to attend prior to receiving clearance from the Dean, you will be removed from the room by Campus Security. Exceptions to the direct removal if points from an exam are absences and late arrivals: instead of point removal from the next exam score, both absences and late arrivals are penalized thusly: one absence from class or two late arrivals or two early departures = one absence. Three absences = one drop in letter grade.

EXAM POLICIES

Four primarily objective exams will be given and each will be worth 25% of your final grade. Diagrams and charts may be given on the exams. Each exam will cover the topics indicated on the syllabus for that particular exam. No exam grades will be "dropped" or discounted in any way. No exams may be retaken.

"Bonus/Extra Credit" questions may or may not be included on the exams. "Bonus" points may only be added to reach 100%, but will not be added to extend the grade above 100%. No "bonus" points of any type will be added to a makeup exam grade.

No notes, books, dictionaries, or any other materials may be displayed or used during the exam. No earphones may be worn and no electronic devices (including dictionaries and cell phones) may be displayed or used during the exam period. You may not scribble, write, "brain dump", sketch, or circle answers on either your exam form or answer sheet. Any such markings on your exam form or answer sheet will be regarded as an attempt to cheat and will result in a grade of zero for the exam.

There will be several forms of each exam. Each form will be indicated by both number and letter codes (such as "1A" or "5B"). These codes will be located in the upper right-hand corner of page one of the exam. You must write your exam code in the space provided on your answer sheet. You are responsible for marking your answers clearly as capital (not lower case) letters. Multiple answers or unclear choices will be considered incorrect and will not be changed at a later time.

The instructor will retain all exam copies and completed answer sheets. If a student's exam copy and/or answer sheet is removed from the exam room or kept by the student at the end of the scheduled exam period, a grade of zero will be given for the exam. An answer sheet will not be accepted (and a grade of zero will be issued for the exam) if a student works beyond the time allotted for the exam. No student may begin an exam after the first participant has left the exam room. Any student who leaves the room during the exam (for any reason) must surrender their exam form and answer sheet prior to leaving. The student will not be allowed to return and continue taking the exam.

Exam dates and times are clearly indicated on this syllabus and unless there is an emergency (such as cancellation of HCC classes due to a severe storm) the exams will be given as scheduled. If an emergency occurs, notification regarding the new administration date for the exam will be announced in class and posted via Campus Cruiser. Grade notification will be given only via Campus Cruiser. Grades will be posted on your Campus Cruiser class homepage (under "Student Tools", "My Grades"). Grades will be posted within 5 workdays following the exam date.

If you miss an exam, a makeup will not automatically be provided. In order to make up a missed exam you must provide a legitimate excuse with valid documentation. The instructor has sole authority for determining if the excuse for an absence is valid. A vacation at the beach, for example, would not be considered a valid reason to miss an exam. A student may replace only one missed exam with a makeup exam. Additional missed exams will be counted as zeros. The instructor retains the right to give either cumulative or individual makeup exams. Make up exams will not necessarily have an objective format: they may be fill-in-the-blanks or essay questions. All makeup exams will be administered by the professor within one hour of the completion of the fourth exam.

Course requirements are extensive and therefore prohibit the use of class time for a review/discussion of completed exams. All students are encouraged to do a post-exam review during office hours. Students may not review an exam unless they completed the exam. Cumulative or ends of term/late date reviews are not allowed.
## GORDON RULE (GR) REQUIREMENTS AND PROCEDURES

The Gordon Rule requirement will consist of student responses to short essay questions. The essay questions will be added to the scheduled exams. Students must complete all Gordon Rule assignments. The responses to each of the GR questions must be a minimum of two paragraphs in length and must be written on the reverse side of the answer sheet provided by your instructor. Failure to satisfactorily complete the Gordon Rule assignment with a grade of "C" or better for the essays will result in a maximum possible grade of "D" for the course, regardless of your overall exam average. The GR essay grade will be independent of the exam grade.

## ATTENDANCE POLICY

There are two major reasons why the college is now asking us to track attendance: (1) students who receive state or federal student loans/grants for a class may be required to pay back a percentage of their award money if they do not complete 60% of the class. The amount to be repaid is usually determined by the student’s last day of class attendance; (2) the college now gives a grade of "FX" to indicate "failure due to nonattendance" in a course. To award the "FX" grade, the last date of attendance must also be verified. The instructor will take attendance from a seating chart. Please check the "Classroom Etiquette" section of the syllabus. Points will be removed from your grade infractions of classroom etiquette rules. Also note: one absence from class or two late arrivals or two early departures = one absence. Three absences = one drop in letter grade.

## HCC/STATE FINANCIAL AID POLICIES

Paying Back Money: Students who have received financial aid this semester should not drop or withdraw from this class without first talking with someone in the financial aid department. Dropping or withdrawing may require you to repay the financial aid you received for this class, including all federal and state aid, both grants and loans. This is especially true for Bright Futures and Pell Grant recipients.

## POLICY REGARDING ACADEMIC DISHONESTY

Cheating on an exam or in the preparation of a written report (plagiarism) will result in a grade of zero for the exam or the report. Additionally, cheaters will be reported to our academic Dean (Dr. Alford) as well as our Dean of Student Services (Dr. Herlocker). This is the only warning regarding cheating that will be provided.

## POLICY REGARDING GRADE NOTIFICATION

The national law regarding privacy of student records prohibits any type of grade posting or the distribution of grades via any unsecured telecommunication device. Therefore, posting will be restricted to the (secure) Campus Cruiser website. Grades will be posted on your Campus Cruiser BSC 1085 homepage (under "Student Tools", "My Grades") within 5 workdays following the exam date.

## STUDENTS WITH DISABILITIES

Accommodations for physical or learning impairments must be coordinated through the Services to Students with Disabilities (SSD) office. You may visit the SSD office, which is located on the first floor of the Ybor Campus faculty Building (YFAC), or call SSD at 253-7757.

## INSTRUCTIONAL METHODOLOGIES

This class consists of lectures that are enhanced by PowerPoint presentations. The "hands on" portion of the class is the one credit co-requisite lab class, BSC 1085L.

## POLICY REGARDING SCHEDULE/SYLLABUS CHANGES

Please be advised that the instructor reserves the right to amend the syllabus at any time. All students are responsible for handouts and/or announcements given during their own absence from any class session. Campus Cruiser is the official posting site for handouts/announcements.

## IMPORTANT DATES

Drop/add runs from August 24th through August 28th. The last day to withdraw from this class without a grade is November 02nd. If you stop attending the course without officially withdrawing, a grade of "F" will be entered in your transcript.

## COURSE OBJECTIVES/LEARNING OUTCOMES

At the end of this course, the successful student will be able to identify, define and/or explain important terms and concepts associated with:
1. recognizing anatomical and physiological terminology;

2. applying the concept of homeostasis to human physiological activity;

3. classifying the organic and inorganic chemicals as they relate to the human body;

4. describing cell structure and cellular activity;

5. discussing anatomical and physiological features of the integumentary, skeletal, muscular and nervous systems (including special senses);

6. evaluating select pathological conditions as they relate to normal functioning of the above-named systems; and

7. preparing for the subsequent course (BSC 1086) by emphasizing general features of biochemical and cellular physiology, as well as neuronal integration of various body processes.

### COURSE SCHEDULE

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