



BIOL 2401 Anatomy & Physiology I

Course Syllabus: Spring 2018

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"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
						via NTCC email

The information contained in this syllabus is subject to change without notice.

Students are expected to be aware of any additional course policies presented by the instructor during the course.

Course Description:

A study of the structure and function of human organ systems including integumentary, skeletal, muscular and nervous. Animal dissection is a required component of laboratory activity in both face-to-face and online courses. The natural sciences and allied health divisions of the college strongly recommend that [CHEM 1406](#) be the first course in the pre-nursing/pre MLT sequence and be taken prior to enrolling in A & P I. The topics covered in CHEM 1406 serve as a foundation to the following courses: Nutrition, A & P I, and A & P II; Microbiology (CHEM 1406 pre-requisite). Successful completion (final grade of C or better) of BIOL 2401 will allow the student to continue on to [BIOL 2402](#).

Required Textbook and Materials:

Lecture:

In the effort to save students money, your course materials are delivered through Exclusive Access. You have already paid for these course materials with your tuition and fees:

978-1-259-29567-6 SHIER / HOLE'S HUMAN ANATOMY & PHYSIOLOGY DIGITAL TEXT W/CONNECT

To access your lecture course materials, click on the Course Materials Access link within the Start Here folder on Blackboard. You will need to purchase lab materials separately.

For additional information on Exclusive Access, please access the textbook information provided on the portal (student tab, click on Academics then Textbooks).

Lab:

Custom A & P I Lab Kit from Carolina Distance Learning: SKU581875DV.

The lab kit redemption card can be purchased directly from NTCC's College Store. Please see the College Store Website: <http://www.ntccbookstore.com/> for information on obtaining your lab kit.

Please obtain your kit immediately.

Student Learning Outcomes:

1. Define anatomy and physiology, explain the importance of the relationship between structure and function and be able to describe directional terms and anatomical positions.
2. Explain the nature of a human cell.
3. Describe the general make-up of a tissue and be able to recognize the primary tissue types and examples of each type.
4. Describe the general structure and function of the integumentary system.
5. Describe the general structure and function of the skeletal system inclusive of joints.
6. Summarize the major characteristics and functions of skeletal, smooth and cardiac muscle. Be able to identify the major superficial muscles of the human body.
7. Describe the general structure and function of the nervous system including special senses.
8. Communicate results of scientific investigations, analyze data and formulate conclusions using critical thinking and scientific problem-solving skills.

Evaluation/Grading Policy:

Overall course grade is determined as follows:

Laboratory: 25%

Lecture: 75%

Laboratory:

Exams: 4 online lab practicals – 15% of overall grade

Assignments: Hands-on laboratory activities through Carolina Lab Kit for A&P I – 10% of overall grade

Lecture:

Exams: 60% of Overall Course Grade

4 exams: 40% of overall course grade (taken using Respondus Lockdown Browser & Monitor)

Comprehensive final exam: 20% of overall course grade (taken at an approved proctored

location)

Assignments: 15% of overall course grade

Learn Smart and Connect Homework Tutorials and Online Quizzes

Grading Scale

A =	100 – 90.0%
B =	89.9 – 80.0%
C =	79.9 – 70.0%
D =	69.9 – 60.0%
F =	<59.9

Lab Assessments:

Laboratory exercises for each applicable chapter are available in that chapter's folder on Blackboard. This folder includes the directions and written resources needed to complete the assigned laboratory exercise as well as the instructions for submitting the written laboratory report for grading.

Assignments:

Homework and quizzes are assigned using McGraw-Hill Connect. Each assignment will be due at a specific time in the semester related to the lecture schedule. See the course calendar for details.

Exams:

There is a lecture exam for each of the four units that we are covering. There are also 4 lab practical exams. Each unit test and lab practical will be taken through Respondus Monitor. You are required to use LockDown Browser with a webcam, which will record you during an online, nonproctored exam. (The webcam feature is

sometimes referred to as “Respondus Monitor.” Your computer must have a functioning webcam and microphone. There is a **\$10.00 fee** to use Respondus Monitor payable to Respondus when you first download the program). The unit tests are intended to prepare you for the final exam. Read the information in the “Start Here” folder to familiarize yourself with the process for downloading the browser and using the webcam.

The final exam is a proctored exam which you must take in person at a college testing center or public library with a proctoring service. Failure to take this exam will result in a grade of “F” for the course. If you reside in the NTCC service area, you must take the final on campus at the NTCC testing center on the main campus. The testing center is located on the main campus of NTCC in the Student Services Building. The hours of the testing center are: Monday—Thursday 8:00 a.m. to 7:00 p.m. (note that the test must be started before 6 p.m.) and Friday 8:00 a.m. to 12:00 p.m. If you do not reside in the NTCC service area, you will be asked to contact the instructor the first two weeks of the semester and identify a college testing center (preferred) or public library with an exam proctoring service where you can be proctored while taking this exam. Please be aware that other college testing centers or libraries may charge a fee for you to use their facilities. You will need to provide the physical address, email address and phone number for the proposed proctoring location. The instructor will contact the center to verify the appropriateness of the location for approval. BioSig will provide your instructor with an independent report identifying the IP address of the computer and the internet provider of your proctored test. Proctored exams must be taken using the testing center’s network. Mobile hot spots are not acceptable when taking the final exam.

Lectures & Discussions:

Week 1-	Introduction & Chapter 1 & 2
Week 2-	Chapter 3; Unit 1 Exams
Week 3-	Chapter 4, 5 & 6; Unit 2 Exams
Week 4-	Chapters 7 & 8
Week 5-	Chapter 9; Unit 3 Exams
Week 6-	Chapters 10 & 11
Week 7-	Chapter 12; Unit 4 Exams
Week 8-	Final Exam (Comprehensive): March 7 – 9

Other Student Responsibilities/Expectations

This is an online course in anatomy and physiology. Study materials and assignments will be delivered through the Blackboard Learning Management System at NTCC. Students should ensure that they have the appropriate hardware, software, and technical skills for completing all assignments, quizzes, and tests.

Northeast Texas Community College is a “community of scholars.” Please remember that you and all of the students in this class are pursuing very important goals in your lives. All colleges and universities must remain diligent in their pursuit of assuring the academic integrity of their courses to maintain their accreditation status with Southern Association of Colleges and Schools and the Texas Higher Education Coordinating Board. The academic integrity of NTCC’s online courses is maintained with the documented use of BioSig and proctored final examinations.

Your success can be maximized and your potential achieved by making the commitment to meet these online expectations:

Schedule and plan to complete all assignments and submit them when they are due. Be sure to print off the calendar to help you keep up with assignment due dates.

Be sure to do all of your own work. Collusion and plagiarism are acts of academic dishonesty. Work that is copied and pasted directly from any website is not acceptable in any form on any assignment, lab or test. See the Student Handbook, p. 90 for definitions of collusion, plagiarism, and cheating.

Infractions can result in severe grading penalties or failure.

The last day to drop the course with a grade of W is **February 27th**. If circumstances require you to withdraw from this course, you must do so by that date. It is the **student's responsibility** to initiate the withdrawal with the registrar's office. **Failure to officially withdraw will result in your receiving a grade of F.**

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics:

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with Shannin Garrett, Academic Advisor/Coordinator of Special Populations located in the College Connection. She can be reached at 903-434-8218. For more information and to obtain a copy of the Request for Accommodations, please refer to the [NTCC website - Special Populations](#).

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.