BIOL 2401 Anatomy and Physiology I
Course Syllabus: Spring 2019

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

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
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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.

Catalog Course Description: Anatomy & Physiology I is intended for students entering a field of study in health sciences, physical therapy, kinesiology or any student who needs a basic understanding of the structure and function of the human body. This course is the first semester of a two semester sequence and includes a study of basic cell biology, histology, the integument, skeletal, muscular and nervous systems. Animal dissection is a required element of the laboratory component in both face-to-face and online courses. Successful completion of BIOL 2401 with a C or better allows the student to continue on to BIOL 2402. Three hours of lecture and three hours of lab each week. Prerequisites: None.

Required Textbook:

Hole's Human Anatomy & Physiology With Connect Plus/Learnsmart 2 Semester Access Shier McGraw Hill ISBN 0077927052 Copyright 13 Edition 13-This includes the hard copy textbook.

-OR-

Connect Plus A & P Online McGraw Hill ISBN 0077390830 Copyright 12

Required Lab Kit:

A&P I Carolina Distance Learning Lab Kit # 581875
–OR—
A&P Carolina Distance Learning Dual Lab Kit # 581879 You may purchase this kit if you are confident you will be taking A&P II next semester. The dual kit is less expensive than purchasing both kits separately.
Please order your kit as soon as possible prior to the start of the semester so you will be prepared to begin the lab activities on time. If you live in close proximity to another student in the class, it is certainly permissible to share the cost of a lab kit and work in partnership with another student. See additional information under Evaluation/Grading Policy. Don't hesitate to communicate with me about this.

Recommended Reading(s): Chapters 1 through 12 in the textbook

Core Curriculum Purpose and Objectives:
Through the core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning.

Courses in the foundation area of **life and physical sciences** focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

College Student Learning Outcomes:
Critical Thinking Skills
CT.1
Students will demonstrate the ability to 1) analyze complex issues, 2) synthesize information, and 3) evaluate the logic, validity, and relevance of data.

Communication Skills
CS.1
Students will effectively develop, interpret and express ideas through written communication.

Empirical and Quantitative Skills
EQS.1
Students will manipulate numerical data or observable facts by organizing and converting relevant information into mathematical or empirical form.
EQS.2
Students will analyze numerical data or observable facts by processing information with correct calculations, explicit notations, and appropriate technology.

Team Work
TW.2
Students will work with others to support and accomplish a shared goal.

Course 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 date and formulate conclusions using critical thinking and scientific problem-solving skills.

These represent the major learning outcomes for this course. You will see them referenced for all learning activities and assignments in Blackboard.

Lectures & Discussions for ONLINE A&P:

Week 1- Introduction & Chapters 1 & 2
Week 2- Chapters 3 & 4
Week 3- **Unit 1 Assessment;** Chapter 5
Week 4- Chapters 7 & 8; **Unit 2 Assessment**
Week 5- **Midterm Exam & Lab Practical 1**; Chapter 9
Week 6- Chapter 6; **Unit 3 Assessment**; Chapter 10
Week 7- Chapters 11 & 12
Week 8- **Unit 4 Assessment**; **Final Exam & Lab Practical 2**

Evaluation/Grading Policy:

Lecture Average 70% of final course grade

Lab Average 30% of final course grade

The "lecture" component of this course will consist of online homework/quizzes through McGraw-Hill Connect and examinations with the following weight in calculating final lecture average:

10% Connect Online Assignments

- LearnSmart assignments are beneficial to your understanding of the material.
  - **These are not figured into your course grade**; however, students have said that doing the LearnSmart exercises improved their grades.
  - This guided reading helps identify areas that you are having trouble understanding.
  - These should take an average of 35-50 minutes.
- Homework assignments are required and figured into the course grade.
  - These can be done 2 times before the due date. 5% will be deducted for the 2nd try.
  - There is no time limit so it is advisable to start early and work on this all during the week.
  - Use of the eBook and hints are available with no deductions.
  - Feedback will be shown after submitting each attempt. After the first attempt, you will see what questions you got correct or incorrect. After the 2nd attempt, a more detailed feedback is given.
  - Printing is allowed
  - Study attempts: After the due date, these homework assignments will be available for practice without changing your grade.
- Quizzes are required and figured into the course grade.
  - Usually 20 – 25 questions are pulled from a pool of questions. You may see new questions each time.
  - Quizzes have a time limit of 30 minutes.
  - Study attempts: After the due date, these will be available for practice without changing your grade.
  - These are good to do multiple times after the due date to help review for the exams since you may see new questions each time.
- What are **Study Attempts**? Study attempts allow students to retake and review the material, as well as get feedback, as many times as desired without the attempt affecting the grade. These are not available until after the due date. This

is especially beneficial for quizzes because in many cases, a set number of questions are pulled from a larger pool of questions. New questions may be displayed each time the study attempt is taken. However, this option prevents the ability to give an extension if the due date is missed. If the due date is missed for any reason for a homework or quiz assignment, a zero will be given. **There is no reason to ask for an extension so please don't.**

- For both Connect Homework and Connect Quizzes, **don't wait until the last day or two to complete the assignment.** If you have Connect problems, that will NOT be a reason to be late. It is your responsibility to contact Connect and get any problems resolved. However, before you get in touch with Connect, send me an email telling me your problem. This way I can check to make sure that everything is set correctly on my end. Since it may take me 24 hours to get back with you, this is even more reason not to wait until the last minute.
- The two lowest assignment grades are dropped. The grade is continuously recalculated every time a grade is entered so that the grade you are seeing is current.

20% Assessments 1-4 (5% each) (taken in Respondus Lockdown Browser)
20% Midterm Exam (taken at an approved proctored location)
20% Final Exam (taken at an approved proctored location)

The "Lab" component of this course will consist of hands-on laboratory activities through Carolina Biologicals Lab Kit for A&P I, as well as two lab practicals:

10% Lab Carolina Biologicals Hands-on Labs.

- If you live in close proximity to another student you may certainly split the cost of the lab kit (you must do this on your own risk) and work together on the lab component of the course. Working in partnership with another student means that both learners should contribute to the laboratory atmosphere in learning from each other and yet, complete each lab report in your own words (**do not simply copy** from one another). Collaboration between student learners on the lab exercises can be beneficial if you work with each other to enhance the learning experience. Please be sure to report to your instructor any lab partner grouping that you develop. Each partner must be present during the completion of the lab activities and participate fully in the work. Each student must complete their own lab reports, take their own photos, and sign and submit them as described in the following bullet points.
- Lab Reports are graded based on documented evidence of completion of the lab exercise (photos included in your lab report and your signature evident) and successful answering of questions presented. Short answer questions are expected be answered in complete sentences in **your own** words.
- All assignments including lab reports need to be submitted on the due date by the time specified. Twenty-five points will be taken off the grade if submitted one day past the due date. There is no reason to submit a lab assignment past one date late. A zero will

be given for any lab assignment that is received later with no exceptions. Labs will generally be graded within 1-2 weeks of submission.

- One lab assignment grade will be dropped. The grade is continuously recalculated every time a grade is entered so that the grade you are seeing is the grade with the lowest grades dropped.

20% Online Lab Practicals (taken at an approved proctored location with midterm & final exams)

- Two lab practicals (10% each) will be given during the semester. See the schedule for the dates that the lab practicals will be available to take. These will consist of multiple choice and fill in the blank questions. Correct spelling is required. Approximately 0.5 points will be deducted for misspelled words.
    - Lab practical #1 will cover lab material from Chapters 1-5, 7 and 8: fetal pig dissection, anatomical terminology, cell structure and function, tissues, skeletal system and articulations
    - Lab practical #2 will cover lab material from Chapters 9, 6, and 10-12: muscular system, integument, and nervous system, including general and special senses.

Other Course Requirements:
This is an online course in Anatomy and Physiology. Both lecture and laboratory 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, labs and tests. Be sure to read the contents of the "START HERE" folder in Blackboard so that you fully understand all additional course requirements. If you have not taken a course in Blackboard at NTCC before, it is recommended that you review the basic Blackboard Skills of submitting assignments, taking exams using Respondus lockdown browser and sending messages. These tutorials can be found on the Student Resources tab under Blackboard Assistance as well as in the **Important technical requirements, information and support** folder found in "START HERE".
Contact me with any questions you may have.

Student Responsibilities/Expectations:
Northeast Texas Community College is a "community of scholars." Please remember that you and all students in this class are pursuing very important goals in your lives. As scholars, I expect every student to be courteous to other students, the teaching assistants, and the instructor in both lecture and laboratory experiences. It is expected that you will adhere to all college policies on academic honesty and to follow all directions in the use of Respondus Monitor so that your lecture and lab exams can be supervised appropriately. Failure to appropriately utilize Respondus Monitor for proctoring unit exams and lab practicals may result in a grade of "0" for that work. It is the student's responsibility to schedule an approved college testing center or public library with testing service to complete the final exam in the course.

The last day to drop with a "W" is **Tuesday, March 5th**. It is the student's responsibility to withdraw by that date if they are not able to complete the course.

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 arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

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.