



BIOL 2401.088 Hardeman Anatomy and Physiology I

Course Syllabus: Spring 2018

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

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
						Through Bb or 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.

Catalog Course Description: Anatomy & Physiology I is intended for students entering field of study in allied health sciences, social work, physical therapy, physical education 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. Successful completion (final grade of C or better) of BIOL 2401 will allow the student to continue on to [BIOL 2402](#).

Required Textbook(s):

Hole's Human Anatomy & Physiology Digital Text with Connect 2 Semester Access Shier
McGraw Hill ISBN 9781259295676 Copyright 16 Edition 14.

-OR-

McGraw Hill ISBN 9781259384998 Copyright 16 Edition 14 This is the Loose-leaf (paper) text with Connect

Required Lab Kit:

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 for information on obtaining your lab kit: <http://www.ntccbookstore.com/>

Recommended Reading(s): Appropriate chapters in textbook as assigned

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.

Lectures & Discussions for ONLINE A&P:

Week 1-	Chapters 1/2
Week 2-	Chapters 1/2
Week 3-	Chapter 3
Week 4-	Test 1 (Chps. 1-3)
Week 5-	Chapter 4
Week 6-	Chapter 5
Week 7-	Chapter 6
Week 8-	Test 2 (Chps. 4-6) & Lab Practical 1
Week 9-	SPRING BREAK & Chapter 7
Week 10-	Chapter 8
Week 11-	Chapter 9
Week 12-	Test 3 (Chps. 7-9) & Lab Practical 3
Week 13-	Chapter 10
Week 14-	Chapter 11
Week 15-	Chapter 12
Week 16 -	Test 4 (Chps. 10-12) and Lab Practical 4
FINAL WEEK-	FINAL EXAM (Chps. 7-12)

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:

15% online homework and quizzes

30% Tests 1-4 (taken in Respondus Lockdown Browser with Monitor)

25% Final Test (taken at an approved proctored location)

The "lab" component of this course will consist of online and hands-on laboratory activities Kit for A&P I:

15% Carolina Distance Learning A&P Lab Kit Online and hands-on Labs

15% Lab Practicals

Final Grades will be determined as follows:

90.0 --- 100 = A

80.0 --- 89.9 = B

70.0 --- 79.9 = C

60.0 --- 69.9 = D

59.9 and < = F

Other Course Requirements:

This is an online 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 prepared for an activity-filled course! There will be work to do almost every day of the week.

Assignments, Unit Tests, Lab practicals and Final Exam:

- Homework, quizzes and Learn Smart are assigned using McGraw-Hill Connect. Each assignment or quiz will be due at a specific time in the semester related to the lecture schedule.
- There are 4 unit tests. Each unit test will be taken through Respondus Monitor. You are required to use LockDown Browser with a webcam, which will record you during an online, non-proctored 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). Read the information in the “Start Here” folder to familiarize yourself with the process for downloading the browser and using the webcam.
- There are 4 lab practicals. The first 3 lab practical will be taken through Respondus Monitor and the final lab practical will be taken at your proctored testing center along with your final exam for the course.
- 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 the final 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 6:00 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.

Student & College Responsibilities/Expectations:

- 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. As scholars, I expect every student to be courteous to other students and the instructor in all online experiences.
- 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, Respondus Monitor and proctored final examinations.

- As your instructor, I will make a conscientious effort to provide you with a variety of teaching and learning formats to help you in your efforts to be successful in anatomy and physiology. I deeply care about your learning experience and your success in this course, however that ultimate success does depend largely on **YOU**. Your success can be maximized and your potential achieved by making the commitment to meet these online expectations:
 - ✓ Schedule and plan to complete all lecture and laboratory 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 **Tuesday, Nov 21, 2017**. 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.**

Other course (lab) requirements:

- The Carolina Lab Kit contains almost all of the materials that you will need. There are a few items that you should be prepared to supply to complete some labs (sticky notes for labeling, etc.).
- Lab Reports are graded based on documented evidence of completion of the lab exercise (photos included in your lab report) and successful answering of questions presented. Submitted photos of labs are worth 40% of the lab report grade.

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." 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.