



BIOL 2402.083 Anatomy & Physiology II

Course Syllabus: Fall 2018

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

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.

Course Description:

Prerequisite: [BIOL 2401](#) with a final grade of C or better.

A study of the structure and function of human organ systems including circulatory, digestive, respiratory, urinary and reproductive. (Continuation of [BIOL 2401](#)). Animal dissection is a required component of laboratory activity in both face-to-face and online formats. 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 A & P II. 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).

Required Textbook and Materials:

Lecture:

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

Lab:

Custom A & P II Lab Kit from Carolina Distance Learning: SKU581877DV.

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 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.**

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

TW2. Students will work with others to support and accomplish a shared goal.

Student Learning Outcomes:

1. Explain the nature of the endocrine system.
2. Describe the characteristics and functions of blood.
3. Discuss the major structures and functions of the organs of the cardiovascular system.
4. Describe the major structures and general functions of the lymphatic system and immunity.
5. Name the major organs of the digestive system and describe the general functions.
6. Name the major organs of the respiratory system and describe the general functions.
7. Discuss the major structures and functions of the urinary system including water and electrolyte balance.
8. Be familiar with both male and female reproductive systems.
9. Communicate results of scientific investigations, analyze data and formulate conclusions using critical thinking and scientific problem-solving skills.

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% 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. Five % 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.

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

25% 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 three 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 to 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 (requires Respondus Monitor)

- Three lab practicals will be given during the semester. See the schedule for the dates that the Lab practicals will be available to take. As a rule, these will consist of 50 questions (multiple choice and fill in the blank). Correct spelling is required. Approximately 0.5 points will be deducted for misspelled words.
 - Lab practical #1 will cover lab material from Chapters 13, 14 & 15
 - Lab practical #2 will cover lab material from Chapters 16, 17 & 19
 - Lab practical #3 will cover lab material from Chapters 20 & 22

Exams:

There is a lecture exam for each of the four units that we are covering. There are also 3 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 6:00 p.m. (note that the test must be started before 5 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- Chapter 13 Endocrine System and Chapter 14 Blood and Chapter
Week 2- 15 Cardiovascular System and 16 Lymphatic System and Immunity
Week 3- Chapter 17 Digestive System and Chapter 18 Nutrition
Week 4- Chapter 19 Respiratory System and Chapter 20 Urinary System;
Week 5- Chapter 21 Balance and Chapter 22 Reproductive Systems
Week 6- Chapter 23 Pregnancy, Growth, and Development and Chapter 24 Genetics
Week 7- Complete Chapters 23 and 24
Week 8- Final Course Comprehensive Exam (Ch. 13-24)

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 the course with a "W" is **November 30th**. 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.