



BIOL 2402 Anatomy & Physiology II

Course Syllabus:

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

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The purpose of becoming educated is not the mere memorization of facts, but to learn to think critically.... how to analyze those facts and use them to solve problems.

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	8:45-9:15 1:30 - 5 pm	3 - 5 pm	8:45-9:15 1:30 - 5 pm	By appointment		Email

Course Description:

Anatomy & Physiology is a course at NTCC for students entering fields of study in allied health sciences, social work, psychology, 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 second semester of a two semester sequence and includes a study of the nervous, endocrine, cardiovascular, immune, digestive, excretory, respiratory, and reproductive systems.

Required Textbook(s):

Lecture:

David Shier, Hole's Human Anatomy & Physiology Printed Text W/Connect

Shier Binding Shrink Wrapped Copyright 2016 Edition 14 McGraw-Hill ISBN 1-2596-2126-X
-OR

SHIER/Hole's Human Anatomy & Physiology Digital Text W/Connect

Shier Binding None Copyright 2016 Edition 14 ISBN 1-2592-9567-2

Laboratory:

Terry R. Martin, Laboratory Manual for Human A&P: Fetal Pig Version W/Phils 4.0 Access Card

Martin Binding None Copyright 12 Edition 2 ISBN 0-07-758317-5

Blackboard Website:

- I maintain a "Blackboard" website for you to email and obtain outlines of Powerpoint (Ppt) lectures, notes, study aids, reviews, etc. This is also the location where grades will be posted.
- Familiarize yourself with the student portal on Bb. The "Student Resources" tab has answers to almost any question that you might have. There are tabs located here for "Student Services", "Technical Support", "Blackboard Assistance", "Testing Information", "Access Code Information", and "Learning Resource Center (Library)".

A&P II Student Learning Outcomes

Upon successful completion of this course, students will:

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.

Lectures & Discussions:

- Week 1-Introduction to A&P II
- Week 2- Endocrine System
- Week 3- Digestive System
- Week 4- Blood
- Week 5- Blood and Cardiovascular System
- Week 6- Cardiovascular System
- Week 7- Lymphatic System and Immunity
- Week 8- Water, pH, and Electrolyte Balance
- Week 9- Respiratory System
- Week 10- Urinary System
- Week 11- Urinary System
- Week 12- Reproductive System
- Week 13 – Reproductive System
- Week 14 – Pregnancy and Development
- Week 15 – Genetics

Evaluation and Grading Policy:

A. Lecture: 75% of the final course grade.

- 4 major examinations will count as **40%** of the final course grade.
- A comprehensive final exam (5th) will constitute **20 %** of the final course grade.
 - See schedule for final exam date
 - **Scantrons and a “Bluebook” will be needed for exams.**
- Online “Connect” assignments are required. Connect homework counts **15%** of the course grade.
 - **LearnSmart** assignments are highly recommended. These guided readings help identify areas that you are having trouble understanding. These scores are NOT figured into the 15%; however, you may be given extra credit for doing them.
 - **Homework** is required and graded. These can be done 2 times before the due date with the highest grade counted. There is a 5% deduction taken for second try. Access to eBook and hints are available each time. After the first attempt the questions are displayed as correct or

incorrect. Subsequent tries have more detailed feedback. There is no time limit. The homework will automatically be submitted on the due date whether completed or not. Study attempts are available on homework assignments after the due date without affecting the student's grade. **No extensions can be made since study attempts are allowed.**

- **Quizzes** will be available. These are used to test your knowledge of the material and helpful for exam preparation. Think of them as a pre-test. Usually 20 – 25 questions are pulled from a larger pool of questions. You may see new questions each time. You have unlimited attempts to complete the quiz. There is a 30 minute time limit. These scores will NOT count toward your course grade.
- **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. **This option prevents the ability to give an extension if the due date is missed. If the due date is missed for any reason, a zero will be given.**
- **For Connect Homework, 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, contact me about 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. This link is found on the left side bar.

Lecture-associated Make-up Work:

- Make-up Exams: It is the student's responsibility to get in touch with the instructor immediately upon his/her return if an exam is missed. **If a makeup exam can be given, there will be no bonus points added.** A failing course grade will result if the comprehensive final exam (#5) is missed or if two or more exams are missed. Changes to this policy are solely up to the discretion of the instructor.
- On occasion assignments may be given in class. There is no makeup for daily work. All assignments are due at the **beginning** of the period, and must be turned in **in person**. Lecture assignments will be **accepted only** on the due date.

B. Laboratory: 25 % of the final course grade

- 20% 4 lab practicals (5% each)
- 5% Lab exercises/quizzes
 - The two lowest grades will be dropped

Lab-associated Make-up Work:

- Any lab practical missed will result in a grade of "0". If you know ahead of time about a conflict, it may be possible to schedule it with another section.
- **Late lab reports or missed quizzes will not be accepted regardless of reason.**
- Lab quizzes over the previous lab will be given at the beginning of the next lab.
 - Lab quizzes cannot be made up.
 - **The student will not be able to begin the quiz if tardy.**
 - **Scantron(s) and a Blue Book** (separate from those in lecture) will be needed for quizzes.

Reminder to all Students Concerning the Laboratory Portion of the Course

- Absolutely no food or drink can be brought into the lab. Please consume all food and drink before you enter the lab.
- **Lab books cannot be copied or copyright laws will be violated. Rental lab books or copies of lab books will not be accepted.**
- To make the most of your laboratory experience, you will need to read each laboratory exercise **PRIOR** to attending lab each day. Familiarize yourself with all relevant terms and be sure that you have a general understanding of the objectives of each exercise.
- Portions of the Lab Assessment may be assigned to be completed **before** lab and will be checked for completion at the beginning of the lab period. The remaining laboratory exercise will be completed during the lab period. Turn in or have the entire lab assessment checked at the end of lab unless otherwise instructed. Keep up with all returned lab reports. Place them in a folder so you can use them to study from for the lab practicals.
- Dissections will be performed during the semester. Dissecting materials will be supplied. Gloves are recommended and are the student's responsibility. **Gloves are not provided by the biology department.**
- **Each student will be required to bring a roll of paper towels for lab.**

Course grades will be determined as follows:

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

Please note:

- You will be given opportunities for bonus points; therefore, the above numerical grade scale will be followed as shown, and no class curve applied.
- Due to FERPA, student privacy regulations, you will need to provide a written note listing anyone who will be allowed to pick up your work or to whom I will be able to speak about your grade or attendance.

Lecture, Lab and Connect Schedules:

- These are posted on Blackboard.
- All schedules for this semester are approximate and may be changed as needed.
- For emergency reminders, such as a canceled class, I will use **Remind**, a private application, showing neither your phone number to me nor mine to you. See the codes for the semester in the Remind folder on the Home page. This site is strictly to send information from me to you. I will not check it for messages.

Student Responsibilities/Expectations:

- **Please turn cell phones OFF DURING CLASS so you can devote your time to your studies.**
- Failure to abide by this classroom policy will result in your dismissal from class and will be reflected in your course grade.
- Students may be asked to turn in cell phones when an exam is given and/also when it is reviewed.

Last Day to Drop the Course:

- The last day to drop the course with a grade of “W” is given on the schedule.
- 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.**

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.

Students who cheat will be disciplined and may be removed permanently from the class.

Please review the NTCC Academic Honesty Statement in the catalog.

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.