



BIOL 2402 Anatomy & Physiology II

Course Syllabus: Spring 2018

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

Dr. Kathy Carter

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	1:30pm – 5:00pm	9:30am – 12:20pm 4:30pm – 5:00pm	1:30pm – 5:00pm	9:30am – 12:20pm 4:30pm – 5:00pm	By appointment	Email via EAGLE MAIL kcarter@ntcc.edu

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).

Textbooks:

Lecture: SHIER/Hole's Human Anatomy & Physiology Printed Text W/Connect Shier Binding Shrink Wrapped Copyright 16 Edition 14 McGraw-Hill ISBN 1-2596-2126-X (make sure it has the CONNECT SOFTWARE included!)

-OR: SHIER/Hole's Human Anatomy & Physiology Digital Text W/Connect Shier Binding None Copyright 16 Edition 14 ISBN 1-2592-9567-2

Laboratory: Martin Laboratory Manual For Human A&P: Fetal Pig Version W/Phils 4.0 Access Card Martin Binding None Copyright 12 ISBN 0-07-758317-5 **PLEASE NOTE: Lab Manuals CANNOT be rented from a third party. Each student MUST have a consumable lab book from which pages MUST be torn out and submitted for grading. This means that absolutely NO copies can be submitted as it violates copyright laws.**

Blackboard Website:

- I maintain a “Blackboard” website for you to obtain outlines of PowerPoint lectures, notes, videos, study aids, reviews, etc. This is also the location where grades will be posted. **Please do NOT use Blackboard mail to contact me. Instead, please DO use Eagle Mail (kcarter@ntcc.edu) to contact me outside of class.**

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' Average = **40%** of the final course grade.
 - **Scantrons will be needed for exams.**
- Online "CONNECT" assignments (LearnSmart and Homework Tutorials) are required = **15 %** of the final course grade.
 - LearnSmart & Homework Tutorial assignments are required. Each LearnSmart and each Homework Tutorial is worth 100 points.
 - Each Homework Tutorial can be done twice before the due date, with the highest grade counted. Please note that a 5% deduction will automatically be taken on the second try.
 - There is no such thing as a "late" CONNECT LearnSmart or Homework Tutorial assignment. No extensions can be made.
 - Study attempts are available on Homework Tutorial assignments, after the due date. These study attempts won't affect the student's grade. Please use these to study for exams.
What are Study Attempts? Study attempts allow students to review homework assignments with complete answers/explanations provided.
 - **CONNECT LearnSmart and Homework Tutorials: Do NOT wait until the last day or two to complete the assignment.** Connect problems, internet, or power problems, etc., are **NOT** a reason to be late. If you have a CONNECT problem, It is your responsibility to contact CONNECT and get any problems resolved. The CONNECT Help Desk Number is listed on the Home Page of your Blackboard course. All LearnSmart and Homework Tutorials are available to you from DAY 1 of the course, so there is no excuse for not getting your assignments in by their respective due dates.
- Comprehensive FINAL EXAM = **20%** of Final Grade

Lecture-associated Make-up Work:

- **Make-up Exams:** It is the student's responsibility to get in touch with the instructor via email (kcarter@ntcc.edu) within the first 24 hours of the missed exam date to determine if the student qualifies for Make-Up exam eligibility. **A failing course grade will result if the comprehensive final exam is missed or if two or more lecture exams are missed.** Changes to this policy are solely up to the discretion of the instructor.
- On occasion, assignments or pop quizzes may be given in class. **There is no make-up 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

- **80%** = Average of the 4 lab practicals
- **20%** = Average of the Lab Assessments/Exercises + Lab Quizzes

Lab Practicals

These begin **on time**. You will not be able to join the exam once it has begun.

Lab Assessments (also known as: Exercises or Reports), and Lab Quizzes

- **Your Lab Assessment grades are determined by the following:**
 1. **Lab Assessments** turned in, **ON TIME** (within the first 10 minutes of the next Lab day) and with all assigned sections, completed, will receive a grade of 100. (These are not graded.) However, if anything is left blank in the assigned sections OR if you misspell a word, a grade of zero will be given.
 2. **Lab Quizzes** over the prior week's labs. (These quizzes are usually given on the Mon/Tuesday of the following week.) The quiz grade provides a second grade for each lab.

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.**
 - Scantrons will be needed for Lab 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.
- **Each student MUST purchase a new lab manual if you have taken A&P II before. PLEASE NOTE: *Lab Manuals CANNOT be rented from a third party. Each student MUST have a consumable lab book from which pages MUST be torn out and submitted for grading. This means that absolutely NO copies can be submitted as it violates copyright laws.***
- 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. The remaining laboratory exercise will be completed during the lab period and/or after lab is completed. Labs are due within the first 10 minutes of the next lab class.
- Dissections will be performed during the semester. Dissecting materials will be supplied. Gloves are required and it is the student's responsibility to provide them. Gloves are not provided by the Biology Department. PLEASE NOTE: Students must supply NON-Latex Gloves and 2 Paper Towel rolls by the end of the second week of lab.
- **NO LABORATORY SPECIMENS OR MODELS ARE TO BE REMOVED FROM THE LAB ROOM.**

Course grades will be determined as follows:

90 --- 100 = A	60 --- 69 = D
80 --- 89 = B	59 and < = F
70 --- 79 = C	

Please note:

- The above numerical grade scale will be followed as shown, and no curve applied. Your lecture professor does have discretion in determining your final course grade.
- 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 and Lab Schedules, and Connect Assignments:

- 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 make an announcement on Blackboard and/or send an email.

Student Responsibilities/Expectations:

- **Cell phones MUST BE TURNED OFF DURING CLASS so you can devote your time to your studies.**
- Failure to abide by this classroom policy may 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 Thursday, April 12, 2018.**
- 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 course grade.**

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.