



BIOL 2402-88 Anatomy & Physiology II

Course Syllabus:

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

Dr. Brenda Deming

Office: UHS 160

Phone: 903-434-8294

Email: bdeming@ntcc.edu

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 3:30 - 5 pm	3:30 - 5 pm	8:45-9:15 3:30 - 5 pm	3:30 – 5:00 by appointment	Email and Blackboard message	Email and Blackboard message

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 (include prerequisites):

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(s):

Lecture:

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

Shier; McGraw Hill ISBN 9781259384998; 14th edition -- Hard copy textbook with Connect.

-OR-

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

Shier; McGraw Hill; ISBN 9781259295676; 14th edition -- Digital Text only with Connect

Laboratory: _

Required Lab Kit:

A & P II Lab Kit from Carolina Biologicals. Code: SKU581877DV

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/> **Order immediately.** Once purchased and the code redeemed, it may take up to one week to receive the lab kit.

Note: if you purchased the combined A&P I and II Carolina lab kit from the NTCC bookstore, you do not need to reorder this separate kit.

Required Reading(s): Chapters 13 through 24 in the textbook

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 for ONLINE (16 week) A&P II:

Week 1- Introduction

Week 2- Chapter 13 Endocrine System

Week 3- Chapter 14 Blood

Week 4- Chapter 15 Cardiovascular System

Week 5- Exam 1 (Ch. 13 - 15)

Week 6- Chapter 16 Lymphatic System and Immunity

Week 7- Chapter 17 Digestive System

Week 8- Chapter 18 Nutrition and Metabolism AND Exam 2 (Ch. 16 - 18)

Week 9- Chapter 19 Respiratory System

Week 10- Chapter 20 Urinary System;

Week 11- Chapter 21 Balance AND Exam 3 (Ch. 19 - 21)

Week 12- Chapter 22 Reproductive Systems

Week 13- Chapter 23 Pregnancy, Growth, and Development

Week 14- Chapter 24 Genetics and Genomics AND Exam 4 (Ch. 22-24)

FINAL WEEK- Final Course Comprehensive Exam (Ch. 13-24)

*** Please note: The schedule and assignments/EXAMS are subject to change. I will notify you via Blackboard Announcements and NTCC email should this occur.**

Evaluation/Grading Policy:

Lecture Average 70% of final course grade

Lab Average 30% of final course grade

Assignments, Unit Tests, and Final Exams:

The “lecture” component of this course will consist of online homework/quizzes through McGraw-Hill Connect, 4 unit tests, and a final comprehensive 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.

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 or blackboard message 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 the grade with the two lowest grades dropped.

30% Exams (4 exams; each = 7.5%)

- 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.

25% Final – Comprehensive; covers material from Exams 13 – 24.

- 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. These days and times are subject to change. Call the testing center to make sure no changes have occurred before the exam.
- 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. Also, some college testing centers require that you be a currently enrolled student in order to use the testing center. 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**

The "Lab" component of this course will consist of online and Hands-on laboratory activities through Carolina Biologicals Lab Kit for A&P II, as well as three lab practicals:

15% Lab Online and Carolina Biologicals Hands-on Labs.

- 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. Short answer questions are expected to be answered in complete sentences.
- All assignments including lab reports need to be submitted on the due date by the time specified. Due to a lag at time that may occur (very rarely) between submission and receipt, no points will be taken off if the assignment is date stamped as being submitted within 2 hours past midnight on Sunday. Twenty-five points will be taken off the grade if submitted past 3 hours on day 2 – Monday. There is no reason to submit a lab assignment past Monday. A zero will be given for any lab assignment that is received on Tuesday or later with no exceptions.
- 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.

15% Online Lab practicals (requires Respondus Monitor)

- Three lab practicals (5% each) 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.
 - Lab practical #1 will cover lab material over chapters 13, 14, and 15.
 - Lab practical #2 will cover lab material over chapters 16, 17, and 19.
 - Lab practical #3 will cover lab material over chapters 20 and 22.

Exam Information: Make sure that you read the information in the 'Start Here' folder (on the Home Page) regarding Respondus and exam requirements, as well as BioSig Identify verification information.

Information covered in A&P II exams:

- **Exam 1** covers Hole's textbook Chapters 13-15 and corresponding Connect assignments.
- **Exam 2** covers Hole's textbook Chapters 16-18 and corresponding Connect assignments.
- **Exam 3** covers Hole's textbook Chapters 19-21 and corresponding Connect assignments.
- **Exam 4** covers Hole's textbook Chapters 22-24 and corresponding Connect assignments.

- **Final Exam** is a comprehensive exam covering **all** of the coursework this semester (Hole's textbook Chapters 13-24). **A student must take the final exam in order to pass the course.**

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.

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 (Bb) Learning Management System at NTCC.
- 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)".
- Since exams will be taken using the Respondus Lockdown Browser, students should ensure that they have the appropriate hardware, software, and technical skills for completing all assignments, labs and tests.

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. The academic honesty and ethics statements below are crucial to the integrity of any college coursework, particularly in an online setting.
- **The final day to withdraw with a grade of "W" is posted on the course calendar.** It is the student's responsibility to withdraw by that date if he/she is not able to complete the course. Failure to do so will result in a grade of "F" for the semester.
- **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. Remember, **cutting and pasting is plagiarism.** Refer to the student handbook for more information on this subject. Violators may be dropped from the class.

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.