



BIOL 2404.088 Survey of Anatomy & Physiology

Course Syllabus:

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

Dr. Kathy Carter

Office: 159 UHS

Phone: 903.434.8298 (Ms. Rodriguez, faculty assistant); 903-434-8304 my office

Email: kcarter@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	By Appt. Via Email	By Appt. Via Email	By Appt. Via Email	By Appt. Via Email	By Appt. Via Email	kcarter@ntcc.edu

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: Anatomy & Physiology 2404 is intended for students entering the 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 a survey course of human anatomy and physiology, and provides a broad overview of the subject. This is a one semester course encompassing basic cell biology, histology, the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems. This is a 4 credit hour course consisting of three hours of lecture and three hours of lab each week.

Required Lecture Textbook: Martini, Ober, Bartholomew, Nath's " Visual Essentials of Anatomy & Physiology: Pearson Publishing; **ISBN-13: 978-0321792723 ISBN-10: 0321792726 Edition: 1st**

Required Lab Manual: Marieb / "Essentials Of Human Anatomy & Physiology Laboratory Manual": Pearson Publishing; **ISBN 978-0-321-94791-8 6TH Edition;** **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 photocopies of a lab can be submitted as it violates copyright laws. All work submitted must be from the student, only, and must have been completed this semester. If a student has taken the class before, they cannot use labs completed during that course as submissions for this current course. They must purchase a new lab manual for the current course and submit lab work completed this semester.*

SURVEY OF A&P Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among cellular and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.
7. Apply appropriate safety and ethical standards.
8. Locate and identify anatomical structures.
9. Communicate results of scientific investigations, analyze data and formulate conclusions.
10. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

EVALUATION: LECTURE GRADE = 75 %; LAB GRADE = 25%

LECTURE GRADE DETERMINATION:

FINAL EXAM (COMPREHENSIVE):	20%
Lecture EXAM AVERAGE:	40%
HOMEWORK AVERAGE:	15%

LABORATORY GRADE = 25% of Overall Course Grade Determined by:

1. The **average of the LAB "EXERCISE REVIEW SHEET" (ERS) Assignments** for each Lab = **40% of Total Lab Grade**
2. **Lab Practical Exams = 60% of Total Lab Grade**
The 2 Lab Practical Exams are "FILL IN THE BLANK/SHORT ANSWER."

Respondus Lockdown Browser, Respondus Monitor, and Test Proctoring Requirements

You will be using Respondus Lockdown Browser for all of your exams. You will use both Respondus Lockdown Browser and Respondus Monitor for the 4 lecture exams and Lab Practical Exam 1. In the **Start Here** folder in your Blackboard course you will find links to download the free software for both Respondus Lockdown Browser and Respondus Monitor. Respondus Lockdown Browser will take away your ability to open other programs, to print or to surf while taking an online exam through Blackboard. In addition to Respondus Lockdown Browser, you will also use Respondus Monitor to take the 4 Lecture Exams. You will need to use a computer that has a camera so that I can monitor you while you take these 4 exams.

LECTURE EXAMS

You will take 4 Lecture Exams, the average of which will count as 40% of your course grade. You will take these at home, using both Respondus Lockdown Browser and Respondus Monitor.

FINAL EXAM

This is a proctored, comprehensive exam which must be taken at a proctored testing center during FINALS week, at a date and time to be determined. **To pass the course, you MUST take the FINAL EXAM.** The FINAL EXAM counts as 20% of your course grade. After you complete the FINAL EXAM, you will take LAB PRACTICAL EXAM 2 in the same "sitting" at the proctored exam site (see **LABORATORY** for specifics). PLEASE NOTE: You will need to check with your approved testing center for their hours of operation. I also strongly recommend that you reserve a day and time with them to take these exams. Testing centers are always busy during FINALS week and I don't want you to have to wait for a computer to become available. **There is no make-up exam for the FINAL EXAM or for Lab Practical Exam 2. If you miss these, you will have earned a zero for each exam unless you have an extremely good reason, which must be communicated to me no later than 24 hours after the availability date and time ends.**

If you reside in the NTCC service area, you must take the FINAL EXAM (and, therefore, the Lab Practical Exam 2) on campus at the NTCC testing center on the main campus in Mount Pleasant, TX. The testing center is located in the Student Services Building and their phone numbers are 903-434-8273 and 903-434-8272. Please refer to their website (<http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=23&pid=1>) for their hours. Be aware that the NTCC Testing Center is a small space so a reservation is a good idea.

If you do not reside in the NTCC service area, you will need to make arrangements to take the FINAL EXAM and Lab Practical Exams 2 at your local community college or university testing center. With permission, I have allowed other proctored locations to be used. You will need to discuss this with me if you are not near a college or university testing center.

Please provide the following information to me by midnight on Friday, September 8, 2017: name of the college/university and its campus testing center where you will be taking the proctored exams; the physical address of the institution's testing center; and the email address, phone number and name of the testing center head/contact person. Please contact the proposed testing center to make sure they will allow you to test there and to get an idea of their fees for this service prior to sending me the information. After you submit the above information, I will contact the center to verify the appropriateness of the location for approval and to provide them with the information they will need to facilitate your taking the exams. BioSig will provide your instructor with an independent report identifying the IP address of the computer and the internet provider of your proctored test.

PLEASE NOTE: ALL DUE DATE TIMES FOR ASSIGNMENTS (be they lab or lecture), EXAMS, ETC., ARE IN CENTRAL STANDARD TIME.

BIOL 2404.088 SURVEY COURSE LECTURE SCHEDULE FALL 2017

(Dates/Order Subject to Change)

WEEK	TOPIC(S)
1	Chapter 1: Anatomical Terminology, Homeostasis, A&P Definitions
2	Chapter 3: Cells; Cell Structure, Organelles, Substance Transport In & Out of the Cell, Cell Reproduction via Mitosis

3	Chapter 4: The Integumentary System
4	Lecture Exam 1 Chapter 5: The Skeletal System
5	Chapter 6: The Muscular System
6	Lecture Exam 2 (Skeletal & Muscular Systems) Chapter 7: The Central Nervous System
7	Chapter 8: The Peripheral Nervous System
8	Chapter 9: The Senses
9	Chapter 10: The Endocrine System
10	Lecture Exam 3 (Nervous System) & Lab Practical Exam 1 Chapter 11: Blood
11	Chapter 12: The Heart and Cardiovascular Function
12	Lecture Exam 4 (Endocrine, Blood, and Cardiovascular Systems) Chapter 14: The Respiratory System
13	Chapter 15: The Digestive System
14	Chapter 17: The Urinary System
15	Chapter 18: The Reproductive System

FINALS WEEK: FINAL EXAM (and Lab Practical Exam 2) date & time to be determined

HOMEWORK ASSIGNMENTS: You will use Pearson's Mastering A&P software for your homework assignments. **Please do not wait until the last day or two to complete the assignment.** If you have Mastering software problems, that will not be a reason to be late with your homework. If you have Mastering A&P software problems, it is your responsibility to contact Pearson's help desk to get any problems resolved. However, before you get in touch with Pearson, send me an email telling me your problem. That way I can check to make sure that everything is set correctly on my end. **Another reason not to wait until the last minute to do your homework assignments is that it may take me 24 hours to get back with you.** The Mastering A&P software link is found on the left side bar of the Home Page in Blackboard. Homework due dates will be listed on the course calendar in Blackboard. Regardless of the reason, all homework assignments submitted after the due date and time will receive a zero.

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 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.