



BIOL 2404.088TR Anatomy & Physiology: ONLINE

Course Syllabus: Fall 2023

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
						Via Bb

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 4 credit hours Survey of Anatomy & Physiology is a single-semester survey course covering the structure and function of the human body. Major topics include cell structure and function, tissues and organ systems including neuroendocrine, integumentary, musculoskeletal, digestive, circulatory, respiratory, urinary and reproductive systems. The course cannot replace BIOL 2401 or 2402 but can be used as a preparation for BIOL 2401 or the preparation for certain certificate programs or as a non-major science elective. Some dissection is a required component of laboratory activities.

Prerequisite(s): NONE

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. Define anatomy and physiology, explain the importance of the relationship between structure and function and be able to describe directional terms and anatomical positions.
2. Explain the major characteristics and functions of the human cell including movement of materials and cell division.
3. Describe the general structure and function of major tissues and of the integumentary system.
4. Summarize the major characteristics and functions of the skeletal system. Be able to identify the bones of the human skeleton.
5. Summarize the major characteristics and functions of skeletal, smooth and cardiac muscle. Be able to identify the superficial muscles of the human body.
6. Describe the general structure and function of the central and peripheral nervous system.
7. Summarize the general characteristics of the endocrine system.
8. Name the major organs and the general functions of the cardiovascular system.
9. Name the major organs of the respiratory system and describe the general functions.
10. Name the major organs of the digestive system and describe the general functions.
11. Name the major organs of the urinary system and describe the general functions.
12. Name the major organs of the male and female reproductive systems and describe the general functions of each organ.
13. Communicate results of scientific investigations, analyze data and formulate conclusions using critical thinking and scientific problem-solving skills.

Course Outline/Lecture Readings and Discussions:

Unit 1: Chapters 1, 2, 3

Unit 2: Chapters 4, 5, 6, 7

Unit 3: Chapters 8, 9, 10

Final Exam

Evaluation/Grading Policy:

40% 3 Unit Exams

20% Connect Assignments; SLO Quizzes

20% 1 comprehensive Final Exam

20% 2 lab practicals and lab exercises

Final Grades will be determined as follows:

90.0 --- 100 = A

80.0 --- 89.9 = B

70.0 --- 79.9 = C

60.0 --- 69.9 = D

59.9 and < = F

Assignments, Unit Tests, and Final Exam

- Homework is assigned using McGraw Hill CONNECT. Each HW assignment, SmartBook assignment, or Student Learning Objective (SLO) quiz will be due at a specific time in the semester related to the lecture schedule and will be taken using McGraw-Hills virtual proctoring service – Proctorio.
- There are 3 unit tests. They will consist of Multiple Choice, True/False, and short answer type questions. Questions will be based over the chapters covered in that specific unit. They will all be proctored with McGraw-Hills virtual proctoring service, Proctorio. A webcam is required.

- There are 2 lab practical exams. They will consist of Multiple Choice, True/False, and short answer type questions. Questions will be based on the labs that you have completed up until that point.
- The final exam will consist of 100 questions. The majority (60%-70%) of the exam questions will come from the chapters in Unit 4. The remaining questions will come from the previous units. The Final Exam is a proctored exam which will use McGraw-Hills Proctorio – a virtual proctoring service. Failure to take the final exam will result in a grade of “F” for the course.
- If circumstances require you to withdraw from this course, you must do so by that date. **Please contact me before you drop.** 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.**
- Please note that late work will not be accepted. Assignment deadlines will be maintained. Computer/internet issues are not valid excuses for missing assignment deadlines.
- **Proctoring of Assignments/Exams:** This course will use Proctorio, a browser-locking and remote proctoring solution designed to protect the integrity of this course’s assessments, within some of your Connect assignments and unit exams. As your instructor, I’ve chosen the secure exam settings required by this course, and only I will make a judgment as to any potential academic integrity violation. You’ll be able to see which assignments in Connect include Proctorio settings because they will be clearly labeled with “Proctoring Enabled” in the assignment title. The settings that I use may vary depending on the assignment or exam. When you start a proctored assignment, the settings in use will be indicated. Please refer to the additional information about Proctorio posted in the Start Here folder in Blackboard. You will practice your first Proctorio assignment the first week of class by completing the Syllabus Acknowledgement Quiz. Be sure to read thoroughly the Proctorio Quick Start Guide found in the Start Here Folder in Bb. You must download the Proctorio extension to the Chrome Browser to be able to complete the Syllabus Acknowledgment + Proctorio Verification Quiz.

Required Instructional Materials: **Inclusive Access:** We have negotiated with the Publisher to obtain a discounted price for your lecture course materials. Your eBook and **Connect Access** are included with your tuition and will be available through Blackboard on the first class day (use the link found on the Bb course homepage). The materials are required for your class and essential in your success. If you also determine that you would like a print copy of your text in addition to your inclusive access loose-leaf copies will be available in the College Store at a discounted price. You may opt out of purchasing your materials from the College Store through the Census Date for the course. If you choose to opt out you will be responsible for purchasing your Connect Access from another vendor – you must have Connect access to complete your assignments in this course. You will receive a refund for the Inclusive Access if you opt out.

Required Textbook(s): **You have already paid for the required textbook (ebook version) in your tuition and fees.**

Roiger & Bullock; Anatomy, Physiology, and Disease; 3rd Edition; McGraw-Hill, Publisher

Required Lab Kit: Survey of Anatomy Lab Kit # 581881
Carolina Biological Distance Learning Lab Kit

Your lab kit is not covered under Inclusive Access. 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.

Publisher: McGraw Hill

Optional Instructional Materials: NONE

Minimum Technology Requirements:

- Laptop or computer with webcam
- Access to high speed daily internet
- Microsoft Office 365 (available as a free download for all NTCC students)
- You must use Chrome browser with Proctorio proctoring service
- Webcam is required for Proctorio proctoring service

Required Computer Literacy Skills:

- Ability to use a web browser to access NTCC Blackboard System for course information, eBook and Connect assignments
- Ability to access NTCC student email system and communicate professionally and competently with instructor
- Ability to create and complete Word documents, save on your computer and upload into Bb assignment links

Communications: Email is the BEST way to contact me. Mon-Thurs I will respond within 24hrs.

***Reminder:** NTCC email is the official form of communication used by the college.

Institutional/Course Policy: Please check in to Blackboard daily for updates and announcements. If you feel as though you need to drop the course, please contact me first. Also, there will be no late assignments accepted.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on

these subjects.

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 the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

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.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

Week 1: Intro; CH1

Week 2: CH2

Week 3: CH3

Week 4: Exam 1 (CH1,2,3); CH4

Week 5: CH5

Week 6: CH6

Week 7: CH7

Week 8: Exam 2 (CH4,5,6,7); CH8

Week 9: CH9

Week 10: CH10

Week 11: Exam 3 (CH8,9,10); CH11

Week 12: CH12

Week 13: CH13,14

Week 14: CH15,16

Week 15: Final Exam