



# Anatomy and Physiology II 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
		8-11	9:30-12:30	8-11 1:30 – 3

***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:** Anatomy & Physiology II is a 4 hour course intended for students entering a 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 the second semester of a two semester sequence and includes a study of the cardiovascular, immune, digestive, excretory, respiratory, endocrine and reproductive systems. Three hours of lecture and three hours of lab each week.

**Prerequisite(s):** BIOL 2401 (Anatomy and Physiology I).

### **Student Learning Outcomes:**

Apply appropriate safety and ethical standards.

Locate and identify anatomical structures.

Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations. Work collaboratively to perform experiments.

Demonstrate the steps involved in the scientific method.

Communicate results of scientific investigations, analyze data and formulate conclusions.

Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions.

Use anatomical terminology to identify and describe locations of major organs of each system covered.

Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.

Describe the interdependency and interactions of the systems.

Explain contributions of organs and systems to the maintenance of homeostasis.

Identify causes and effects of homeostatic imbalances.

Describe modern technology and tools used to study anatomy and physiology.

## **Evaluation/Grading Policy:**

**Lecture Average 75% of final course grade**

**Homework/Quizzes 15%**

**Unit Exams 20%**

**Midterm 20%**

**Final 20%**

**Lab Average 25% of final course grade**

**Lab Reports 5%**

**Lab Practicals 20%**

## **Assignments:**

Homework, quizzes, and Learn Smart are assigned using McGraw-Hill Connect. Each assignment will be due at a specific time in the semester related to the lecture schedule. See the course calendar for details. The unit exams will utilize Respondus Lockdown Browser and will be timed. The unit exams will be open during specified days at the end of each unit. Look for announcements and pay attention to the printable calendar that is provided.

## **Exams:**

The mid-term and final exams are **proctored exams** which you must take in person at a college testing center or public library with a proctoring service. Failure to take the mid-term and/or final exams will result in a grade of "F" for the course. If you reside in the NTCC service area, you must take the midterm and 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. Please check the website for current testing center hours. 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 these exams. Please be aware that other college testing centers or libraries may charge a fee for you to use their facilities. 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. Proctored exams must be taken using the testing center's network. Mobile hot spots are not acceptable when taking the mid-term and final exams.

## **Required Instructional Materials:**

### **Required Textbook:**

Hole's Human Anatomy & Physiology Digital Text with Connect 2 Semester Access **Shier**

**Publisher: McGraw Hill**

**ISBN: 978-1-260-26522-4**

**Required Lab Kit:**

A & P 2 Lab Kit #581877 Voucher *Carolina* Edition 1

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/>

If you purchased the combined A&P I and A&P II lab kit from the bookstore you do not need to purchase this kit. When you receive your lab kit it is your responsibility to ensure that all materials are present in the kit. If anything is missing, Carolina Biological needs to be contacted by you and they will send you the materials you are missing. Do not wait until you are getting ready to do the labs to check for your materials or you will not have time to get them from the company and you will miss points on the part of the lab that you don't have materials to do.

**Optional Instructional Materials:** None

**Minimum Technology Requirements:** Either a mac or a pc computer with high speed internet access.

**Required Computer Literacy Skills:** Ability to utilize blackboard to access course content. Ability to use Microsoft word and upload assignments.

### **Course Structure and Overview:**

Recommended Reading(s): Chapters 13 - 24 in the textbook

Unit 1 Ch. 13 – 15

Unit 1 Exam

Unit 2 Ch. 16 – 18

Unit 2 Exam

Unit 3 Ch. 19 – 21

Unit 3 Exam

Unit 4 Ch. 22 – 24

Unit 4 Exam

### **Communications:**

Please utilize my email for communication purposes. I will get back to you within 24 hours of your email. I do not typically return emails between the hours of 9 pm – 6 am. I have office hours every day on campus but would be happy to schedule a Teams meeting with you during that time or at another alternate time – don't hesitate to contact me during my office hours either via phone or email.

### **Institutional/Course Policy:**

This is an online course in Anatomy and Physiology. Study materials and assignments will be delivered through the Blackboard Learning Management System at NTCC. Students should ensure that they have the appropriate hardware, software, and technical skills for completing all assignments, quizzes, and tests.

Northeast Texas Community College is a “community of scholars.” Please remember that you and all of the students in this class are pursuing very important goals in your lives. 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.

Your success can be maximized and your potential achieved by making the commitment to meet these online expectations:

Schedule and plan to complete all lecture and laboratory assignments and submit them when they are due. Be sure to print off the calendar to help you keep up with assignment due dates. Late work will not be accepted.

Be sure to do all of your own work. Collusion and plagiarism are acts of academic dishonesty. Work that is copied and pasted directly from any website is not acceptable in any form on any assignment, lab or test. See the Student Handbook, p. 90 for definitions of collusion, plagiarism, and cheating. Infractions can result in severe grading penalties or failure.

The last day to drop the course with a grade of “W” is **November 21**. 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.**

## **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, utilization of AI for coursework, 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.

**Eagle Assist:** At Northeast Texas Community College, we understand that students often need support that extends beyond the classroom. “Eagle Assist” is the place to start when looking for that type of assistance. Our support system is here to help you succeed in both your academic and personal growth.

**Services provided:**

- Mental Health Counseling (visit [www.thevirtualcaregroup.com/ntcc](http://www.thevirtualcaregroup.com/ntcc) to activate your account)
- Classroom Accommodations
- NTCC Care Center Food Pantry
- NTCC Care Center Hygiene Closet
- NTCC Care Center Cook Nook
- Financial Literacy
- Child Care Assistance
- Emergency Aid

Send us a message at [eagleassist@ntcc.edu](mailto:eagleassist@ntcc.edu)

\*Dual credit students please email [jstewart@ntcc.edu](mailto:jstewart@ntcc.edu) if interested.

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

Week 1 introduction

Week 2 Ch. 13 Learnsmart/Homework/Quiz due

Week 3 Ch. 14 LS/HW/Quiz due

Week 4 Ch. 15 LS/HW/Quiz due

Unit 1 Labs and Exam due Sept. 21

Week 5 Ch. 16 LS/HW/Quiz due

Week 6 Ch. 17 LS/HW/Quiz due

Week 7 Ch. 18 LS/HW/Quiz due

Unit 2 Labs and Exam due Oct. 12

**Midterm Exam and Lab Practical 1 due by October 19**

Week 9 Ch. 19 LS/HW/Quiz due

Week 10 Ch. 20 LS/HW/Quiz due

Week 11 Ch. 21 LS/HW/Quiz due

Unit 3 Labs and Exam due Nov. 16

Week 13 Ch. 22 LS/HW/Quiz due

Week 14 Ch. 23 LS/HW/Quiz due

Week 15 Ch. 24 LS/HW/Quiz due

Unit 4 Labs and Exam due Dec. 7

**Final Exam and Lab Practical 2 due by December 13, 2023**