**BIOL 2402 Anatomy and Physiology.**

**Course Syllabus: FALL 2020**



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

**Instructor: ELENA BIRDSONG**

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| **Office** **Hours** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Online** |
| 8.00-9:00 am | 1:00– 6:00 pm | 8.00-9:00 am | 1:00– 6:00 pm |  | viaNTCC email |

 *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):**

4 credit hours.

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

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

**College Student Learning Outcomes:**

1. 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.

1. Communication Skills

CS.1 Students will effectively develop, interpret and express ideas through written communication.

1. 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.

1. Team Work

TW2. Students will work with others to support and accomplish a shared goal.

**Student Learning Outcomes:**

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 mayor 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. Describe the major structures and functions of the male and female reproductive system.
9. Explain interrelationships among molecular, cellular, tissue, and organ function in each system and the interdependency of the system.
10. Explain contributions of organ systems to the maintenance of homeostasis and the causes of effects of homeostatic imbalances.
11. Communicate results of scientific investigations, analyze data and formulate conclusions using critical thinking and scientific problem-solving skills.

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**Evaluation/Grading Policy:**

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

 **4 Unit Exams 40% of the lecture grade**

 **1 comprehensive final Exam 20% of the lecture grade**

 **Learn Smart &Homework 15% of the lecture grade.**

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

 **Lab Reports 5%**

 **Lab Practical 20%**

**Required Textbook:**

**Inclusive Access for Lecture Material**:

We have negotiated with the Publisher to obtain a discounted price for your lecture course materials. Your ebook and Connect Access Code 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. Visit [www.ntccbookstore.com.](http://www.ntccbookstore.com.) If you choose to opt out you will be responsible for purchasing your Connect Access Code from another vendor. You will receive a refund for the Inclusive Access if you opt out.

**Lecture Material**: Inclus**ive Access: Hole’s Human Anatomy & Physiology with Connect Plus/LearnSmart.** Shier McGraw Hill Copyright 19 Edition 15 ISBN 978-1-260-16523-4.

\*Recommended Reading: Chapter 13 through 24 in the textbook.

**Lab Book**: Laboratory Manual for Human Anatomy & Physiology, 4th Edition, Terry Martin, McGraw-Hill Publishers ISBN 9781260159363 Copyright 19

Lab Manuals cannot be rented from a third party. Each student must have a lab manual that can be written in and submitted for grading. No photocopies are allowed according to copy right laws.

**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- Respiratory System
* Week 9- Urinary System
* Week 10- Urinary System
* Week 11- Water, pH, and Electrolyte Balance
* Week 12- Reproductive System
* Week 13- Reproductive System
* Week 14- Pregnancy and Development
* Week 15- Genetics

**Lecture-associated Make-up Work:**

Make-up Exams: It is the student’s responsibility to get in touch with the instructor immediately upon his/her return if an exam is missed. **If** a makeup exam can be given, there will be no bonus points added. **A failing course grade will result if the comprehensive final exam (#5) is missed or if two or more exams are missed.** Changes to this policy are solely up to the discretion of the instructor.

On occasion assignments may be given in class. There is no makeup for daily work. All Lab assignments are due before class start. Lecture assignments will be **accepted only** on the due date.

**Course grades** will be determined as follows:

 90.0 --- 100 = A 60.0 --- 69.9 = D

 80.0 --- 89.9 = B 59.9 and < = F

 70.0 ---79.9 = C

 **Please note**: 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 Connect Schedules:***

These 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. **Make sure that you activate and check your NTCC email regularly.**

**Connect assignment and quiz:**15% of final course grade.

- **LearnSmart assignments** are beneficial to your understanding of the material. -These are not figured into your course grade; however,

 students 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. 5% 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.

- **Quizzes** have a time limit of 30 minutes. Usually 20 – 25 questions are pulled

 from a pool of questions. You may see new questions each time. quizzes 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.

-**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 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 current.

 **- Exams and Lab Practical**: There is ONE TEST for each of the four units for the Lecture

 and Laboratory that we are covering. Read the information in the “Start Here” folder

 to familiarize yourself with the process for downloading Proctorio Monitor

 Lockdown Browser for your Exams and Lab Practical.

 **-The “Lab” component of this course:** will consist of laboratory activities through your

 Terry Martin Lab Manual Book for A&P I, and other assignments you will find in

 your respectively Unit section in your Blackboard page.

-Check in Blackboard your Lab schedule for each week.

-Lab Manual Reports from your Terry Martin Lab book are graded based

 on documented evidence of completion of the lab exercise and successful

 answering of questions presented.

-Short answer questions are expected be answered in complete sentences in

 your own words.

- All assignments including lab reports need to be submitted on the due date by

 the time specified. The Lab assignment will be due before the next lab class start.

There is no reason to submit a lab assignment late. A zero may be given for

 any lab assignment that is received late.

- Labs will generally be graded within 1-2 weeks of submission.

- 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.

-Each Course Unit has activities or Lab questions. You will not submit a written report

 for grading. Instead please use this to study and be prepare for your Lab Practical.

**Student Responsibilities/Expectations:**

-Attendance is expected through our Zoom meetings.

-Our schedule will be the same day and time you signed during your registration.

-Read very careful your Blackboard Academic information and follow the instruction

 I provided.

-Computer and internet are necessary for this course.

-Use all the resources I posted in Blackboard in order to succeed this course.

-Communicate with me if you have any problem.

-Be Kind to yourself and others.

**Attendance Policy:**

**-** Regular and punctual attendance is expected to receive a final grade. You

must make every effort to be present and on time to every class via zoom.

 Attendance will be taken using the iclicker cloud Reef. The instructions are

 in Blackboard.

# Institutional/Course Policy:

Failure to take the proctored final exam will result in a grade of “F” for the course. The last day to drop with a “W” is **Nov 24.** 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.**

 **Communications:**

# Email: Please check your NTCC email everyday. If you need to get in touch with me outside of office hours, please email me at .ebirdsong@ntcc.edu I will get back in touch with you within 24 hours. For emergencies and fast communications I will be in touch through Remind app. You will be able to receive important class announcements and remainders from me via text message. If you don’t own a cell phone, you can receive these same reminders through your email. The instructions are in Blackboard.

# Proctorio Monitor:

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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. 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.

**Assignments with Proctorio**

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. When you start a proctored assignment, the settings in use will be indicated.

**Proctorio Minimum System Requirements**

Proctorio offers a flexible service, which may include recording of video, audio, and screen activity or none of the above. The [Proctorio system requirements](https://proctorio.com/system-requirements) are dependent on the exam settings and may require a webcam and a microphone. Test takers are encouraged to use a practice exam to test their system prior to taking an exam. Virtual machines and proxy connections will not work.

**Equity and Fairness**

The reason I’ve chosen to enable Proctorio settings for specific assignments in this course is to make education more equal by allowing each student to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.

**Privacy**

Proctorio is a trusted resource for remote proctoring because of the company’s commitment to student privacy. Proctorio uses single sign-on through Connect, and only I or approved individuals, here at our institution, will have access to your exam data. Proctorio never requires personally identifiable information from students, and Proctorio will never sell your data to third parties. Read more about [Proctorio’s approach to privacy](https://proctorio.com/about/privacy).

**Security**

Proctorio only runs as an extension in your Chrome browser. This means that Proctorio works within a sandbox and has limited access to your computer system, unlike traditionally installed software applications that have complete access to your computer’s hard drive, or other resources.

Proctorio does not continuously run in Connect. Proctorio only runs while you are taking your proctored Connect assignment. After your proctored assignment ends, you may uninstall the extension by right-clicking on it, to bring you peace of mind. Just remember, if you choose to do this, you’ll need to reinstall the extension again before starting your next proctored assignment.

All student data is kept safe using zero-knowledge encryption, meaning student data is scrambled and unreadable by anyone outside of our institution’s learning platform. Proctorio cannot see your proctored assignment data. Read more about [Proctorio security](https://proctorio.com/about/data-security).

**Getting Started**

Before getting started on your first proctored assignment, please watch the Student Orientation Video on Proctorio, and then make sure to follow the instructions in [Proctorio’s Quick Start Test Taker Guide](https://cdn.proctorio.com/guides/generic/test-taker/getting-started.pdf) for the extension. To verify your computer system meets the requirements, take the practice quiz. This will ensure that everything will run smoothly on the day of the proctored assignment.

If, after reading the Quick Start Test Taker Guide, you have any trouble while using Connect & Proctorio, you can access quick help guides or reach out to Connect or Proctorio support for troubleshooting. Support can assist in troubleshooting any extension related issues before, during, and after your proctored assignment.

# 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 Shannon 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](http://www.ntcc.edu/index.php?module=Pagesetter&amp;func=viewpub&amp;tid=111&amp;pid=1).

# 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.

A&P II –FALL 2020 Lecture Schedule with Lab Practical & Connect Due Dates

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday****Connect Due****HW+QUIZ.** | **MONDAY** | **T** | **WEDNESDAY** | **TR** | **Fri** | **Sat** |
| Week 1 | Aug 23 | 24 | **25 FIRST Day** | 26 |  27 Ch. 13 Endocrine | 28 | 29 |
| Week 2 | Aug 30  Ch.13  | 31 | Sept 1Ch. 13 Endocrine | 2 | 3Ch. 17 Digestion | **4** | 5 |
| Week 3 |  Sept 6Ch.17  | 7Labor Day | 8Ch. 17 Digestion | 9 | 10Ch 17 Digestion, | 11 | 12 |
| Week 4 | Sept 13Ch. NOHW | 14 | 15 SEPTEMBER**EXAM 1****Lab Practical #1** | 16 | 17Ch 14 Cardio/blood | 18 | 19 |
| Week 5 | Sept 20Ch.14  | 21 | 22Ch. 15 Cardio/heart | 23 | 24Ch. 15 Cardio/heart | 25 | 26 |
| Week 6 | Sept 27Ch.15  | 28 | 29Ch. 15 Cardio/ heart | 30 | Oct 1 Ch 15 Cardio (vessels & circulation) | 2 | 3 |
| Week 7 |  **Oct 4**Ch.16  | 5 | 6 Ch 15 Cardio (vessels & circulation) | 7 | **8**Ch 16 Lymphatic | 9 | 10 |
| Week 8 | Oct 11Ch.19  | 12 | 13Ch 16 Lymphatic | 14 | 15Ch 16 Immunity & Body Defenses. | 16 | 17 |
| Week 9 | Oct 18Ch. NO HW | 19 | 20Ch 16 Immunity & Body Defenses**Lab Practical #2 at 11 am** | 21 | 22 OCTOBER**EXAM 2 at 9:30 am**Ch. 19 Respiratory at 11 am | 23 | 24 |
| Week 10 | Oct 25Ch.20  | **26** | **27**Ch. 19 Respiratory;  | **28** | 29Ch. 20 Urinary; | 30 | 31 |
| Week 11 | Nov 1Ch.21  | 2 | 3Ch. 20 Urinary; Ch. 21 Balance  | 4 |  5Ch. 21 Balance | 6 | 7 |
| Week 12 | Nov 8No HW | 9  | 10Ch. 21 Balance**Lab Practical #3** | 11 | **12 NOVEMBER****EXAM 3** | 13 | 14 |
| Week 13 | Nov 15Ch. 22  | 16 | 17—Ch.22 Reproductive | 18 | 19--Ch.23 Development., Pg.,  | 20 | 21 |
| Week 14 | Nov 22Ch.23  | 23 | 24 Final Drop DayFinal Drop DayCh 23. | **25** | 26**Thanksgiving Day**  | 27 | 28 |
| Week 15 | Nov 29Ch.24  | 30 | Dec 1Ch. 23 Dev., CH24: Genetics | 2 | **3 DECEMBER****EXAM 4****Lab Practical #4** | 4 | 5 |
| Week 16 | Dec 6 | 7 | 8**FINAL EXAM** |  |  |  |  |