# NORTH CENTRAL TEXAS COLLEGE

# COURSE SYLLABUS

## **COURSE AND INSTRUCTOR INFORMATION**

**Course title:** Human Anatomy and Physiology l

**Course prefix, number, and section number:** BIO 2401-590

**Semester/Year of course:** Spring 2024

**Semester start and end dates:** January 16 – May 11, 2024

**Modality (Face to face/Synchronous or Asynchronous online/Hybrid):** Hybrid

**Class meeting location, days, and times**: Monday 8:30-9:50 MSU 215

**Lab meeting location, days, and times:** Monday 10:00-11:50 MSU 215

**Semester credit hours:** 4

**Course description:** Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses.

Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis**.**

**Course prerequisites:**

**Required course materials**: •: Registration in this course gives you access to the eBook, Anatomy & Physiology: The Unity of Form and Function 10th Edition by Kenneth Saladin with McGraw-Hill Connect. You do not need to purchase a separate textbook or access code. We are participating in the Inclusive Access Program where the materials are available in Canvas on the first day of class. Students are charged a discounted price for the required materials through their account after enrolling in a course using Inclusive Access textbooks. You can register for Connect and access your assignments directly from Canvas by clicking on a McGraw-Hill Connect assignment without an additional payment or access code. You can find instructions to register here: https://www.mheducation.com/highered/support/connect/first-day-of-class/ia-canvas.html.

You may also purchase an optional discounted loose-leaf copy of the textbook from McGraw-Hill or the bookstore if you would like to have a physical copy of the text. You may use your financial aid to purchase this loose-leaf text through the bookstore until 9/7/23.

Students can opt out of the program. Please be advised it is NOT recommended that you opt out, as these materials are required for your course and are given to you at a reduced price. If you wish to opt out of the Inclusive Access material you must contact 1263mgr@follett.com with your name and student ID number, before the deadline of 9/7/23. If you opt-out, you will be responsible for purchasing course materials on your own at the higher opt-out price.

RECOMMENDED

• Gloves for dissections-gloves will not be provided for students in the lab; students must bring their own gloves if they wish to wear gloves during dissections; students will be required to participate in dissections.

**Name of instructor:** Anne Coltman

**Office location:** Flower Mound, MSU building, room 222

**Telephone number:** 972-899-8345

**E-mail address:** acoltman@nctc.edu

**Office hours for students:** Monday 2:00-3:30pm; Tuesday 9:00-10:00am and 2:30-3:30pm; Wednesday 12:00-3:00pm; Thursday 9:00-10:00am and 1:00-3:00pm All other times by appointment.

## **SYLLABUS CHANGE DISCLAIMER**

The faculty member reserves the right to make changes to this published syllabus if it is in the best interest of the educational development of this class. Any such changes will be announced as soon as possible in person and/or writing.

## **SUMMARY OF COURSE ASSIGNMENTS**

**List of graded assignments:** Lecture exams: 5, including final, at 100 points each. Lecture quizzes: 16 quizzes at 20 points each. Lecture homework assignments: 16 assignments at 10 points each. Lab quizzes: Approximately 20 quizzes at 5 points each to be given during lab. Lab exams: 3 lab exams at 75 points each. There will be one critical thinking assignment for 100 points. The lowest lecture test score will be dropped after taking all five exams. The lowest two lecture quizzes and assignments will be dropped, and the lowest 5 lab quizzes will be dropped. You will find the schedule in Canvas.

**Extra credit:** At the instructor’s discretion

**Make-up policy:** Students will not be allowed to make up an examination or other assignments or labs missed due to absence unless they have reasons acceptable to the instructor.

**Final grade scale:** Grades are determined as follows: A= 90-100%; B= 80-89%; C= 70-79%; D=60-69% F=<60%

**Late work policy:** All assignments are due on the due date. **Considerations will be made for technical issues.**

**SEE CANVAS FOR THE COMPLETE COURSE CALENDAR, OUTLINE, DETAILED DESCRIPTION OF GRADED WORK, AND OTHER RELATED MATERIAL**

## **COURSE POLICIES**

**Academic Integrity Policy:** Scholastic dishonesty shall include, but is not limited to cheating, plagiarism, academic falsification, intellectual property dishonesty, academic dishonesty facilitation and collusion. Faculty members may document and bring charges against a student who is engaged in or is suspected to be engaged in academic dishonesty. See Student Handbook, "Student Rights & Responsibilities: Student Conduct ([FLB (LOCAL)]".

Consequences for academic dishonesty may include:

1} The student will receive a failing grade of "O" on the assignment. If the assignment is within a group in which the lowest assignment is dropped, the assignment will not be able to count as a dropped score. It will count as part of the grade.

2) A "Scholastic Dishonesty Report Form" will be submitted regarding the incident

3) Student may be dropped from the course with a failing grade (letter grade of F)

**Attendance Policy:**

Regular and punctual attendance is expected of all students in all classes for which they have registered.

All absences are considered to be unauthorized unless the student is absent due to sickness or emergencies which are approved by the instructor, or due to participation in an approved college-sponsored activity (which requires written approval from the appropriate Dean or Director).

The instructor is responsible for judging the validity of any reasons given for absence. Valid reasons for absence, however, do not relieve the student of the responsibility for making up required work.

Students will not be allowed to make up an examination missed due to absence unless they have reasons acceptable to the instructor. A student who is compelled to be absent when a test is given should petition the instructor, in advance if possible, for permission to postpone the exam.

Students may be dropped from a class by the Registrar upon recommendation of the instructor who feels the student has been unjustifiably absent or tardy a sufficient number of times to preclude meeting the course's objectives.

Persistent, unjustified absences from classes or laboratories may be considered sufficient cause for College officials to drop a student from the rolls of the College.

Students may be dropped from a developmental course required for the Texas Success Initiative (TSI) purposes for non-attendance. Official NCTC TSI rules state that students not passing all sections of the THEA, Compass, or the TSI Assessment test must be enrolled in at least one area of remediation each semester they are enrolled or until all sections are passed or all remedial requirements have been met.

Simply logging in to an online course does not constitute attendance. The U.S. Department of Education calculates the last date of attendance by the last time a student participated in an online discussion or made contact (interacted) with a faculty member and this standard is applied to online courses.

**Withdrawal Policy**

A student may withdraw from a course on or after the official date of record. It is the student’s responsibility to initiate and complete a Withdrawal Request Form.

**Last day to withdraw from the course with a “W” is:** April 1, 2024

**Student Learning Outcomes:**

**Lecture Learning Outcomes**

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

2. Explain interrelationships among molecular, cellular, tissue, 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.

**Lab Learning Outcomes**

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.

2. Locate and identify anatomical structures.

3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.

4. Work collaboratively to perform experiments.

S. Demonstrate the steps involved in the scientific method.

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

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

**Core Objectives:**

Critical Thinking

Communication

Teamwork

Empirical and Quantitative Analysis

## **COLLEGE POLICIES**

**STUDENT HANDBOOK**

Students are expected to follow all rules and regulations found in the Student Handbook.

**ADA STATEMENT**

NCTC will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations to afford equal educational opportunity. It is the student’s responsibility to contact the Office for Students with Disabilities to arrange appropriate accommodations. See the OSD Syllabus Addendum.

**STUDENT SERVICES**

NCTC provides a multitude of services and resources to support students. See the Student Services Syllabus Addendum for a listing of those departments and links to their sites.

## **QUESTIONS, CONCERNS, or COMPLAINTS**

The student should contact the instructor to deal with any questions, concerns, or complaints specific to the class. If the student and faculty are not able to resolve the issue, the student may contact the chair or coordinator of the division. If the student remains unsatisfied, the student may proceed to contact the instructional dean.

**Name of Chair/Coordinator:** Jaime Noles

**Office location:** Gainesville 408

**Telephone number:** 940-668-7731 ext. 4930

**E-mail address:** jnoles@nctc.edu

**Name of Instructional Dean**: Mary Martinson

**Office location:** Gainesville 1403

**Telephone number:** 940.668.7731 ext. 4377

**E-mail address:** mmartinson@nctc.edu