

NORTH CENTRAL TEXAS COLLEGE

COURSE SYLLABUS

<i>Course Title:</i>	BIOL 2402 Human Anatomy & Physiology II - ONLINE				
<i>Course Prefix & Number:</i>	BIOL2402	<i>Section Number:</i>	340	<i>Sem./Year:</i>	SPR2019
<i>Semester Credit Hours:</i>	4	<i>Lecture Hours:</i>	3	<i>Lab Hours:</i>	1
<i>Course Description (NCTC Catalog):</i>					
<p>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.</p>					
<i>Course Prerequisite(s):</i>					
<i>Required or Recommended Course Materials:</i>					
<p><u>Required Textbook:</u> Saladin, Kenneth S., Anatomy & Physiology - The Unity of Form and Function, 8th edition.</p> <p><u>Required Material:</u> Anatomy & Physiology Revealed 3.2 (Virtual Cadaver Dissection Program).</p>					

INSTRUCTOR INFORMATION

<i>Name of Instructor:</i>	Susan Decker
<i>Campus/Office Location:</i>	Gainesville Campus/#411
<i>Telephone Number:</i>	940-668-7731 ext. 4345
<i>E-mail Address:</i>	sdecker@nctc.edu

OFFICE HOURS

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
10AM – 11 AM online conf. appt.		10 AM – 11 AM online conf. appt.		

STUDENT LEARNING OUTCOMES (From Academic Course Guide Manual/Workforce Education Course Manual/NCTC Catalog

<i>At the successful completion of this course the student will be able to:</i>	
	<p>Lecture Learning Outcomes</p> <ol style="list-style-type: none"> 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.
5. 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.

GRADING CRITERIA

<i>Graded Course Elements</i>	<i>Percentage or Point Values</i>
LECTURE EXAMS @ 100 PTS EACH	400
LECTURE QUIZZES	240
LAB EXAMS @ 100 PTS EACH	300
LAB QUIZZES	135
MANDATORY COURSE OVERVIEW QUIZ	10
STUDENT INTRODUCTION DISCUSSION	5
GROUP COLLABORATION WORKSHEET	10

- **drop the lowest exam (lecture or lab...not both)**

AVERAGE BASED ON TOTAL OF 1000 PTS

YOU CAN DROP THE LOWEST EXAM IN EITHER LECTURE OR LAB...NOT BOTH. IF YOU MISS AN EXAM FOR ANY REASON, THAT WILL BE THE EXAM THAT IS DROPPED. AS A RESULT, THERE ARE NO MAKE-UP EXAMS.

Your final grade is based on your total percentage grade. Grades will be rounded up if the final average is 59.5%, 69.5%, 79.5%, 89.5% to the next letter grade. Otherwise, your grade stands. For example, a grade of 69.4% will be a letter grade of "D". No extra credit is available, your grade is determined by your performance on quizzes, exams, and assignments.

NO MAKE-UP ASSESSMENTS INCLUDING EXAMS ARE GIVEN on quizzes or other assignments

COURSE SUBJECT OUTLINE (Major Assignments, Due Dates, and Grading Criteria)

WEEK 1	CH. 18 / LAB 1	
WEEK 2	CH. 19 / LAB 2	
WEEK 3	CH. 20 / LAB 3 – PART 1	
WEEK 4	CH. 20 (CON'T) / LAB 3 – PART 2	LECT. EXAM 1 / LAB EXAM 1
WEEK 5	CH. 21 / LAB 4	
WEEK 6	CH. 22/ LAB 5 – PART 1	
WEEK 7	CH. 22 (CON'T) / LAB 5 – PART 2	LECT. EXAM 2
WEEK 8	CH. 23 / LAB 6 - PART 1	
WEEK 9	CH. 23 (CON'T) / PART 2	
WEEK 10	CH. 24 / NO LAB	LAB EXAM 2
WEEK 11	CH. 25 / LAB 7 – PART 1	
WEEK 12	CH. 25 (CON'T) P LAB 7 – PART 2	LECT. EXAM 3
WEEK 13	CH. 26/ LAB 8	
WEEK 14	CH. 27 / LAB 9 – PART 1	
WEEK 15	CH. 28 / LAB 9 – PART 2	
WEEK 16		FINAL LAB EXAM/POST TEST

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 illness or emergencies as determined by the instructor. It is the student responsibility to provide documentation as to the emergency for approval and judgement by the faculty member. Approved college sponsored activities are the only absences for which a student should not be held liable and only when provided by a college official ahead of the 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. Student will be dropped from a class by the Registrar upon recommendation of the instructor who feels the student has been justifiably absent or tardy a sufficient number of times to preclude meeting the course's objectives. Persistent, unjustified absences from classes or laboratories will be considered sufficient cause for College officials to drop a student from the rolls of the College. From Board Policy FC (LOCAL)

Last day to withdraw from a course with a "W" is APRIL 4, 2019.

DISABILITY SERVICES (Office for Students with Disabilities)

The Office for Students with Disabilities (OSD) provides support services for students with disabilities, students enrolled in technical areas of study, and students who are classified as special populations (i.e. single parents).

Support services for students with disabilities might include appropriate and reasonable accommodations, or they may be in the form of personal counseling, academic counseling, career counseling, etc. Furthermore, OSD Counselors work with students to encourage self-advocacy and promote empowerment. The Counselors also provides resource information, disability-related information, and adaptive technology for students who qualify.

If you feel you have needs for services that the institution provides, please reach out to either Wayne Smith (940) 498-6207 or Yvonne Sandman (940) 668-3300. Alternative students may stop by Room 170 in Corinth or Room 111 in Gainesville.

CORE CURRICULUM FOUNDATIONAL COMPONENT AREA (For classes in the Core)

- | | |
|---|---|
| <input type="checkbox"/> Communication | |
| <input type="checkbox"/> Mathematics | <input type="checkbox"/> Government/Political Science |
| <input type="checkbox"/> Life and Physical Science | <input type="checkbox"/> Social and Behavioral Sciences |
| <input type="checkbox"/> Language, Philosophy & Culture | <input type="checkbox"/> Component Area Option |
| <input type="checkbox"/> Creative Arts | |
| <input type="checkbox"/> American History | |

REQUIRED CORE OBJECTIVES (For classes in the Core)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Teamwork |
| <input checked="" type="checkbox"/> Communication | <input type="checkbox"/> Personal Responsibility |
| <input checked="" type="checkbox"/> Empirical and Quantitative | <input type="checkbox"/> Social Responsibility |

COURSE TYPE

- Academic General Education Course (from ACGM but not in NCTC Core)
- Academic NCTC Core Curriculum Course
- WECM Course

STUDENT HANDBOOK

Students are expected to follow all rules and regulations found in the student handbook and published online.

ACADEMIC DISHONESTY

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) Any cheating will result in the student's removal from the course and an F in the course.
- 2) Cheating will be recorded on the student's academic record.

Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion. Collusion is defined as: a secret cooperation for an illegal or dishonest purpose. Collusion is considered cheating by disclosing quiz or exam questions to another student or copying answers on assignments. Copying and pasting from an internet source or book is considered plagiarism. Any suspicion of collusion will result in a warning. Subsequent suspicion of collusion or proof will result in the student being dropped from the course with a grade of a zero.

QUESTIONS, CONCERNS, or COMPLAINTS

Name of Chair/Coordinator:	Dr. Lisa Bellows
Office Location:	Gainesville Campus # 408
Telephone Number:	940-668-7731 ext. 4346
E-mail Address:	lbellows@nctc.edu
Name of Instructional Dean:	Sara Flusche
Office Location:	Gainesville Campus Bldg 1300
Telephone Number:	940-668-3351
E-mail Address:	sflusche@nctc.edu