# NORTH CENTRAL TEXAS COLLEGE

# COURSE SYLLABUS

## **COURSE AND INSTRUCTOR INFORMATION**

**Course title:** Anatomy and Physiology I

**Course prefix, number, and section number:** BIOL 2401 100

**Semester/Year of course:** Fall 2023

**Semester start and end dates:** August 28, 2023 - December 16, 2023

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

**Class meeting location, days, and times:** Gainesville 412, Monday 11:00-11:50 AM,

and asynchronously on Canvas

**Lab meeting location, days, and times:** Gainesville 409, Monday 12:00-1:50 PM,

and asynchronously on Canvas

**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:** N/A

**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:  [McGraw-Hill Inclusive Access Registration Instructions via CanvasLinks to an external site.](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.mheducation.com%2fhighered%2fsupport%2fconnect%2ffirst-day-of-class%2fia-canvas.html&c=E,1,7pt1z1wjzd_0SEeepgAxlFgBK9lgeg__rP7WUtrGfIbTjo9EM_rAZuKna50TNqk_Kk-BwGp7d8eLWi7X5UYemTBK1r5oXutjrH9KV7YfR2bFAhNzpt33nzYVWA,,&typo=1).  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**.

A computer with reliable internet service, a webcam, and Respondus Lockdown Browser for exams; microphone if utilizing online office hours through WebEx.

**Name of instructor:** Candace Paschal

**Office location:** Gainesville 411

**Telephone number:** 940-668-7731 ext 4006

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

**Office hours for students:** Mondays, Wednesdays, and Thursdays 9:00-11:00 AM in person; Tuesdays and Thursdays 9:00-10:00 AM on Webex (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 6 x 100 points = 600 points

Practicals 3 x 150 points = 450 points

Case Study Exam 1 x 150 points = 150 points

Disease Project 1 x 75 points = 75 points

McGraw Hill Tutorials = 35 points

Smart Book Assignments 15 x 30 points = 450 points

Chapter Quizzes 15 x 10 points = 150 points

Anatomy and Physiology Revealed Assignments 12 x 30 points = 360 points

Virtual Labs 24 x 10 points = 240 points

TOTAL points available = 2660

**Final grade scale:**

A ≥ 2380 points

B = 2115 - 2379 points

C = 1849 - 2114 points

D = 1583 - 1848 points

F ≤ 1583

**Late work policy:** I will accept late work on SmartBook Reading Assignments and Chapter quizzes within 7 days of the due date without penalty. I will not accept this late work after 7 days unless documentation of an emergency or illness is provided. APR and Virtual Labs are due on the stated due date and cannot be extended. Exams and quizzes are due on the stated due date unless documentation of an emergency or illness is provided. Make sure that you can access a stable Internet connection to complete online work. Please communicate with me before or as soon as you miss a due date so we can create a plan to catch up.

**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.”

Consequences for academic dishonesty may include: 1) The student will receive a failing grade (“0”) 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 incidence. 3) Student may be dropped from the course with a failing grade (letter grade of “F”).

Academic 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.

**AI Writing and Acceptable Use:** Submitting work generated by ChatGPT or any other AI language tool on assignments is considered academic dishonesty, even if cited as a source.  Instructors use AI detectors to enforce this policy.  The writing assignments in this course require generating new knowledge, rather than just recombining existing information.  AI does not generate original research, and the information may contain factual errors.

AI *may* be used in brainstorming, or developing a research question.  Generally speaking, students are not authorized to use artificial intelligence and related products like large language model applications to produce work for this class EXCEPT on assignments that the instructor has identified and for which the student will have received significant guidance on the appropriate use of such technologies.  Students should not, however, construe this limited use as permission to use these technologies in any other facet of their coursework. Students who submit AI generated content as original work will be subject to the same disciplinary actions listed above in the college's academic integrity policy.

**Attendance Policy:** Students should check the course for updates daily. You can personalize your settings so that announcements and messages are forwarded from Canvas to your email address. Absence from class (combination of lab and lecture) in excess of 2 calendar weeks or more than 9 hours of instruction, may result in dismissal from this course due to the difficulty in completing the missed work.

**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:** November 6, 2023

**Student Learning Outcomes:** From Academic Course Guide Manual/Workforce Education Course Manual/NCTC Catalog; at the successful completion of this course the student will be able to:

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:

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.

**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.

**THE OFFICE FOR STUDENTS WITH DISABILITIES**

The Office for Students with Disabilities (OSD) provides accommodations for students with disabilities. OSD counselors and advisors also provide strategies for academic success; individual, career, and academic counseling services; referrals to campus and community services; and assistance with admission and registration.

Students with disabilities do not need to disclose their disabilities to college officials if they are not requesting any accommodations.

OSD is federally funded through the Carl D. Perkins Career and Technical Education Federal Grant.

NCTC is committed to making its degree and certificate programs accessible to all qualified persons in accordance with the Americans with Disabilities Act, ADA Amendments Act, and The Rehabilitation Act (1973), Section 504.

**REQUEST SERVICES**

**New Students**

Accommodations require preparation in advance. Please make your request before the semester begins to ensure complete coverage for the entire semester. You can certainly request accommodations after the semester starts, but please be aware that accommodations are not retroactive.

Accommodations begin when OSD approves them. In other words, the sooner, the better.

\*Documentation is required before any accommodations can be provided. Depending on your diagnosis, this documentation should come from a medical doctor, psychologist, or other licensed or properly credentialed professional.

**Current Students**

Contact the OSD at the beginning of each semester well in advance of registration.

**Contact Us**

Please reach out to us to schedule an intake or if you have questions or concerns.

Wayne Smith, OSD Manager, kwsmith@nctc.edu, (940) 498-6207

Yvonne Sandmann, OSD Advisor, ysandmann@nctc.edu, (940) 668-3300

<https://www.nctc.edu/osd>

**LIBRARY**

NCTC has brick-and-mortar libraries on the Gainesville, Corinth, Flower Mound, or Bowie campuses that are staffed by credentialed librarians wanting to help you succeed in your college career. All students are welcome at any library.

On campus? Visit our website [www.nctc.edu/libraries](http://www.nctc.edu/libraries).

Off-campus? Our research databases are now available in OneLogin.

For Virtual Assistance from a librarian, please use <https://www.nctc.edu/ask-a-librarian> or schedule a virtual appointment in Upswing, accessed through OneLogin.

Please visit [www.nctc.edu/libraries](http://www.nctc.edu/libraries) for the operating hours, phone number, and email of the library nearest you.

## **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