

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, 341, 402	<i>Sem./Year:</i>	FALL2021
<i>Semester Credit Hours:</i>	4	<i>Lecture Hours:</i>	48	<i>Lab Hours:</i>	32
<i>Course Description (NCTC Catalog):</i>					
<p>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.</p>					
<i>Course Prerequisite(s):</i>					
<ul style="list-style-type: none"> • You must have your materials in time to complete the first week's assignment. No make-ups or extensions will be allowed due to lack of materials. The only exception is due to financial aid delays in which the student must provide documentation. • LECTURE <ul style="list-style-type: none"> ○ Textbook: Fundamentals of Anatomy and Physiology, 11th ed., Martini, Nath, Bartholomew ○ Modified Access Code for Mastering A&P – must be compatible with CANVAS – This will be used for homework and other assignments. It also contains useful videos, practice quizzes, etc...MyLab & Mastering Student Registration Handout.pdf ○ Note: If you choose the 14 day free trial with Mylab and mastering, you will still need to purchase the program for the remainder of the course when your trial ends. ○ You can purchase the textbook and mastering A & P as a set or separately as well. There are several options for the text: a bound hard cover book; loose-leaf pages; or and interactive E-book. ○ <u>YOU MUST REGISTER THROUGH YOUR COURSE IN CANVAS, You do no need a course code: Registration Instruction handout for MyLab and Mastering can be found under the Mandatory Course Overview Module.</u> • LAB <ul style="list-style-type: none"> ○ Anatomy & Physiology Revealed (APR) 4.0 (Virtual Cadaver Dissection Program) - link 					
COMPUTER REQUIREMENTS:					
<ul style="list-style-type: none"> • DO NOT USE INTERNET EXPLORER OR MICROSOFT EDGE when attempting to work in Canvas. Use other Browsers such as Chrome, Mozilla Firefox or Safari. Make sure your browser is updated so that it can stay in sync with Canvas. <ul style="list-style-type: none"> ○ ADOBE READER - Required to download lab documents, outlines, power points, etc... ○ MYLAB AND MASTERING - REQUIRED TO COMPLETE CHAPTER HOMEWORK/QUIZZES. LINK TO THIS PROGRAM CAN BE FOUND ON THE LEFT SIDE UNDER THE GRADES TAB. ○ APR – 4.0 (ANATOMY & PHYSIOLOGY REVEALED PROGRAM) FOR LAB - REQUIRED FOR THIS COURSE!!! <u>YOU DO NOT NEED AN ADDITIONAL COURSE CODE WHEN REGISTERING FOR THE LAB PROGRAM.</u> ○ RESPONDUS LOCKDOWN BROWSER - https://www.respondus.com/lockdown/download.php?id=433343673 (Links to an external site.) <ul style="list-style-type: none"> ▪ RESPONDUS LOCK DOWN BROWSER IS REQUIRED FOR ALL QUIZZES AND EXAMS IN CANVAS. YOU MUST HAVE IT DOWNLOADED AND AVAILABLE TO COMPLETE YOUR ASSESSMENTS. MAKE SURE IT IS UP AND WORKING BEFORE ATTEMPTING 					

AN ASSESSMENT. DO NOT WAIT UNTIL THE LAST MINUTE. NO EXTENSIONS OR MAKE-UPS WILL BE ALLOWED IF YOU DO NOT HAVE RESPONDSUS AVAILABLE BY THE DUE DATES. SEE THE MANDATORY COURSE OVERVIEW MODULE FOR A LINK TO RESPONDUS.

- **YOU CANNOT COMPLETE ASSESSMENTS USING A MOBILE DEVICE SUCH AS A SMART PHONE OR IPAD...ALL ASSESSMENTS AND HOMEWORK MUST BE COMPLETED USING A COMPUTER.**

INSTRUCTOR INFORMATION

Name of Instructor:	Susan Decker
Campus/Office Location:	Gainesville Campus/#406
Telephone Number:	940-668-7731 ext. 4345
E-mail Address:	sdecker@nctc.edu

OFFICE HOURS

Monday	Tuesday	Wednesday	Thursday	Friday
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

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

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
MY LAB & MASTERING LECTURE QUIZ/HOMEWORK	195
LAB EXAMS @ 100 PTS EACH	300
LAB QUIZZES	165
ASSIGNMENTS	40

- 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	
WEEK 4	CH. 21 / LAB 4	LECT. EXAM 1 / LAB EXAM 1
WEEK 5	CH. 22/ LAB 5	
WEEK 6	CH. 23/ LAB 6 – PART 1	
WEEK 7	CH. 23 (CON'T) / LAB 6 – PART 2	LECT. EXAM 2
WEEK 8	CH. 24 / LAB 7 - PART 1	
WEEK 9	CH. 24 (CON'T) / LAB 7 - PART 2	LAB EXAM 2
WEEK 10	CH. 25 / LAB 8	
WEEK 11	CH. 26/ LAB 9 – PART 1	
WEEK 12	CH. 26 (CON'T) LAB 9 – PART 2	LECT. EXAM 3
WEEK 13	CH. 27/ NO LAB	
WEEK 14	CH. 28/ LAB 10	
WEEK 15	CH. 29 / LAB 11	
WEEK 15 & 16	FINAL LECTURE EXAM	FINAL LAB EXAM

ATTENDANCE POLICY

Attendance will be recorded on a weekly basis based on student activity in Canvas. 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 NOV 1, 2021

Compliance to the assignment and exam schedule is mandatory and participation in the course is an agreement to the assignment and exam schedule. Students are expected to plan accordingly...assignments and exams cannot be rescheduled or made up, no exceptions. Make sure you set reminders for all assignment due dates, especially exams to avoid losing credit.

STUDENT SERVICES – LINK TO ADDITIONAL INFORMATION

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

REQUIRED CORE OBJECTIVES (For classes in the Core)

<input type="checkbox"/> Critical Thinking	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Communication	<input type="checkbox"/> Personal Responsibility
<input 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.

COVID STATEMENT

COVID-19 Specific Syllabi Statements Fall 2021

Syllabi statement regarding potential Conversion of Onsite Classes to Online/Remote Format: North Central Texas College students should be aware that in the event of a college closure due to COVID-19 or other health related crisis, onsite classes will be converted to an online/remote format. Students should plan ahead to ensure they have access to the computer equipment (either PC, MAC, or tablet), webcam, and internet connectivity to continue their classes in an online/remote format. Please read all your official North Central Texas College student emails as the transition from onsite to online/remote might require a reorganization in your personal situation. Students will be granted a 72-hour transition and grace period. Online classes will continue as scheduled without disruption. Contact your Instructor as the situation arises. These policies and procedures were updated on July 27, 2021 and are subject to change as conditions change.

Syllabi Statement Regarding Face Coverings: Per the North Central Texas College guidance on face coverings on campus, in the instructional setting, faculty and students are not required to wear face coverings, such as masks or face shields. In May, Texas Governor Gregg Abbott released an Executive Order prohibiting Government entities from mandating the use of masks. As a political subdivision of the State of Texas, NCTC will follow the Governor's Executive Order for Government entities and effective immediately NCTC is no longer mandating the use of masks while on campus. This order does not mean that you cannot choose to wear a mask, rather it is no longer allowed to be mandated. These policies and procedures were updated on May 19, 2021 and are subject to change.

Return to Standard Attendance Protocol for Face-to-Face Meetings: In spring 2020, we faced an unprecedented situation in which all of us had to be flexible and make prudent decisions in the best interest of our families, our campus, and our community. In light of this, North Central Texas College is temporarily establishing the requirement that faculty keep records of student attendance for face-to-face course meetings as well as a documented seating chart. In addition, students who are sick or need to quarantine should not attend classes. Students will not be required to provide formal documentation from a health care provider and will not be penalized for COVID-19 related absences when proper notification to campus health officials is made in accordance with the guidelines stated below.

Faculty will:

- Notify students about important course information and delivery changes through Canvas and campus email.

Students should:

- Provide notification to campus officials if they have tested positive for COVID-19 or have to quarantine so we can confirm reported absence with instructors, monitor, and assist the campus community.
- Notify instructors in advance of the absence.
- Connect with that class through Webex if the class session is being transmitted in a hybrid fashion.
- Keep up with and/or make up missed classwork or assignments.
- Submit assignments digitally through Canvas or other means as announced by your instructor.
- Work with their instructors to reschedule exams, labs, and other critical academic activities described in the course syllabus.
- Check Canvas and campus email daily to receive important announcements pertaining to the course.

During the fall 2021 semester, faculty with face-to-face meetings will establish assigned seating/work stations to facilitate roll-taking, and, if necessary, contact tracing. Additionally, we ask all members of the College community to be attentive to their health, and safeguard others, by following the CDC's guideline to "stay home when you are sick." You should stay home if you have symptoms. More information on what to do if you are sick is available at the CDC's website.

Additional NCTC information is available at <http://www.nctc.edu/coronavirus/index.html>

QUESTIONS, CONCERNS, or COMPLAINTS

Name of Chair/Coordinator:	Mrs. Jaime Noles
Office Location:	Gainesville Campus
Telephone Number:	940-668-7731 ext. 4930
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