

Biology 2401 Syllabus

Fall 2024 Section 602

Human Anatomy & Physiology I
Hybrid: Online Lecture with In-person Lab
Instructor: Susan Horn, M.S.

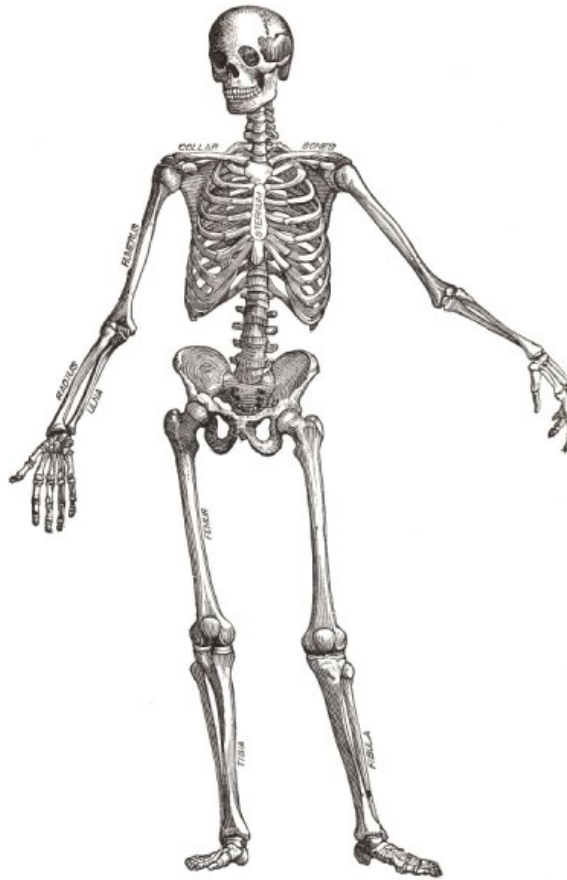


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Part 1: Contact Information

Instructor: Susan Horn, M.S.

Email: shorn@southplainscollege.edu

Phone: 806-716-2638 (Levelland)

Offices: Room 147 (Levelland) & B029 (Lubbock Center)

In-person Class Times:

Monday/Wednesday: 9:30 – 12:00 (Levelland Campus)

Tuesday: 6:00 – 8:30 (Lubbock Center Campus)

Office Hours:

Levelland Campus:

Monday: 1:00 – 2:30

Wednesday: 1:00 – 2:30

Friday: 1:00 – 2:30

Lubbock Center Campus:

Tuesday: 4:00 – 6:00

Thursday: 10:30 – 12:00

If you would like to come ask any questions or go over course material during office hours, **let me know if you plan on attending** if possible. If none of these times work for you, send me an email to **arrange a different time**. If you are unable to meet in person, we can plan to meet through Zoom or communicate by phone.

Communication:

For this course, I will communicate mostly through Blackboard announcements. I may also send individual emails to your SPC email address (outside of Blackboard). It is imperative that students **check Blackboard announcements and their SPC email multiple times throughout the week**. It is the student's responsibility to contact the instructor regarding any questions or concerns they have related to the course.

Part 2: Course Information and Course Materials

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. Students must be **TSI complete in Reading, Writing, and Math** before taking this class. Completion of CHEM 1406 or an equivalent course is recommended prior to taking this course.

Purpose and Objectives:

To provide a general understanding of human anatomy and physiology for those students in the allied health fields and to meet requirements for an Associate of Arts Degree or Associate in Science Degree.

1. To help the students acquire knowledge of normal development, structures, and functions of the human body
2. To provide a foundation for understanding deviations from the normal in physiological function
3. To provide a foundation for the undergraduate college and university student

Required Materials:

⇒ **Computer with reliable internet service and access to Blackboard**

Students must have access to a computer that meets the specifications for this course. If needed, there are **computer labs available** for student use on all campuses. A student that does not have access to a working computer will **not be an acceptable excuse** for the inability to receive course content and complete exams and assignments. For more information about computer system requirements and software downloads for your computer, click on the following link on the SPC Instructional Technology webpage: <http://www.southplainscollege.edu/instructional-technology/students/System.php>

*Since this is a hybrid course with an online component, students need to be proficient using computers and other technology. Students need to be prepared to trouble-shoot any computer, wi-fi, and/or other technology issues (or be aware of who to contact if issues arise). They also need to be familiar with accessing documents from Blackboard and using Microsoft Office products like Microsoft Word and PowerPoint.

⇒ **Download Honorlock Extension**

All lecture exams will be completed online and will be monitored with webcam software from Honorlock. You must have the **Chrome browser installed on your computer** and **download the Honorlock extension**. To download this extension, please go to the link posted on Blackboard and follow the steps to install the software.

⇒ **External Webcam**

Students will also need an **external webcam** for all online lecture exams. (This is different than the webcam that comes embedded within a laptop). Most types will plug into a computer using a USB port. There are a few webcams available for students to check-out and use during the semester. Or students can purchase their own reasonably-priced webcams at places like Amazon or Walmart (around \$25).

⇒ **Textbook & Mastering A&P: Human Anatomy & Physiology 11th Edition by Marieb & Hoehn**

This course is part of the **SPC TextBook program**. You do not need to purchase a textbook or access code for this course. This content is provided for you at the lowest price available from the publisher. The links to access the e-textbook and Mastering A&P Courseware will be **available to you in Blackboard from the first day of class**.

Opting out of TexBook: Participating in the TexBook program is not mandatory, and you can choose to opt-out. However, by opting-out you will lose access to the competitive pricing for the e-book and Mastering A&P courseware. If you drop the class or opt-out before the deadline (**September 11, 2023**), the TexBook charge will be automatically refunded to your SPC account. To opt-out, click the banner displayed when you open the Bibliu platform.

Recommended Materials:

⇒ **Printouts of Lecture and Lab Material**

All content will be available on Blackboard. Students can print out Power Point lecture slides, Review handouts, Lab handouts, etc... **All students have printing credit** to use at one of the Technology Centers. You can save paper and money by printing **multiple slides per page**. Before clicking "print", adjust the printing settings on your computer.

Part 3: Attendance and Grading Policies

Attendance Policy:

The class will be taught in a hybrid format. Most lecture content will be delivered online, and lab content will be delivered in person. Students will complete lecture video assignments and lecture exams online. Each week, we will be meeting in person to study the lab models and review topics from the lecture notes. Students will also complete lab activities and lab practicals during class. In order for you to master the material presented, it is essential that you attend class each Tuesday. I will take attendance towards the beginning of class. If you come to class later, be sure to notify me of your attendance so that you are not marked absent. If you are not able to attend class in person, you will need to watch the lab videos posted on Blackboard. You can also arrange to study the lab models at a different time. During class time, as we review lecture and lab material, there may be additional review diagrams made on the board and extra review materials given out. Those materials will not be posted on Blackboard.

If you decide it will be best to drop the course, **the last day to drop with a "W" is Monday, December 2, 2024**. I encourage all students to email or meet with me before dropping the class. Students need to **submit the drop form** to the administration office either in person or online. It is your responsibility to take the proper action to have this course dropped from your schedule. If you are **receiving financial aid**, be sure to visit with your financial aid advisor to determine how dropping this course will affect your present and future financial aid eligibility. **I may drop a student administratively with an "X"** if they have **missed two exams** without contacting me or if they have not logged into Blackboard for **three weeks**.

Exams and Grades:

Grades will be posted throughout the semester on **Blackboard**. Your final grade will be determined from the lecture exams, lab practicals, lab activities, and video assignments using the following scale:

A= 89.50 – 100.00% B= 79.50 – 89.49% C= 69.50 – 79.49% D= 59.50 – 69.49% F= 0.00 – 59.49%

Total Grade Calculation= (Lecture Exam average).**70** + (Lab Practical average).**20** + (Lab Activities average).**05** + (Video Assignment average).**05**

Course Components:

- ⇒ **Lecture Exams (70%)** - Five lecture exams will be given throughout the course. Lecture exams will be completed on Blackboard using Honorlock. These exams will consist of multiple-choice, multiple-answer, matching, true-false, and/or sequence types of questions. The 5th lecture exam (final) will contain mostly new material with some cumulative questions. Out of the **4 lecture exams** taken before the final, the **lowest lecture exam grade** will be dropped before calculating the lecture exam average. **All students must take the final exam (5th lecture exam)**. That grade will not be dropped and will factor into the lecture exam average. Also, if a student is found cheating on any lecture exam and earns a “0”, that grade will **not** be dropped.
- ⇒ **Lab Practicals (20%)** - Three practical exams will be given throughout the course. Practicals will be given in class. You will need to identify **structures** using the laboratory models. The practicals will consist of **fill-in-the-blank questions**. All lab practical grades will count towards the lab practical average.
- ⇒ **Lab Activities (5%)** - During class, students will complete lab assignments/activities either with their lab group or on their own. Activities include **answering questions about the lab models, case studies, or additional practice questions**, etc... All assignments will be submitted on Blackboard and due on the assignment dates by 11:59 pm. A portion of the lab activity grade (30%) will be based on attendance. If a student misses lab, they can still submit the lab activity for up to 70%. Lab activities cannot be submitted after the due date, regardless of the reason for non-completion. However, the **1 lowest lab activity grade** will be dropped before calculating the lab activity average.
- ⇒ **Lecture Video Assignments (5%)** - Videos for the lecture content will be posted on Blackboard through an application called EdPuzzle. The videos will include **review questions that will be submitted for a grade**. Students need to watch the videos and complete the questions by the assigned dates by 11:59pm. Students are allowed to use their notes or other resources to answer the review questions. All video assignment grades will count towards the video assignment average. If a student misses a set of video assignments, they may be able to makeup those videos, but they must email me.

***The lecture exams and practicals are CLOSED book.** The use of lecture notes, review sheets, the textbook and/or atlas, the internet or working with another person during the exam constitutes cheating.

Missed Exam & Policy:

We will be covering material very quickly in this class. All lecture exams and lab practicals should be taken by the **scheduled due date**. However, I understand that unexpected life events and/or computer problems occur. Therefore, students are able to make up **one lecture exam** and/or **one lab practical**. Any other missed exams may result in a zero, regardless of the reason. Therefore, use the make-up opportunity wisely. Please let me know within 24 hours of the scheduled exam about such emergencies. If a student misses a **lecture exam**, they can either schedule a time to make-up the exam or opt to earn a “zero” and have that exam be their dropped exam. If a student misses a **lab practical**, they will need to schedule a time to make-up the practical.

The make-up exam and/or practical must be completed **within one week** of the original due date. However, the make-up exam should be taken as soon as possible (ideally within 2 days after the scheduled date) so the student does not get behind. If the lecture exam is **not completed within one week**, the **grade on that exam will be assigned as a “zero”** and this exam will count as the dropped exam score. (Unless there is an extended absence, and the student provides documentation).

The make-up exams may include different questions. And the make-up practical may be structured differently where a student would identify the structures by looking at a picture of the labeled model. All decisions regarding the make-up exams are at the discretion of the instructor.

Part 4: Honorlock Information and Exam Testing Procedures:

Why do I require proctoring of online exams? It is the goal of the college to offer quality online and hybrid courses that are equivalent to student experiences in face-to-face courses. This includes maintaining high expectations for student performance, student conduct including complete honesty, and to maintain a high standard of integrity. Using external webcams allows the instructor to be sure each student is taking the exam without using any notes or technology. You can learn more information about Honorlock on the SPC Instructional Technology webpage.

Recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. Various academic sites on **each SPC campus offer secure private settings and technology for recordings**. Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns.

Before starting each exam, students will need to do a room scan and **show their testing environment** using their webcam. After showing the room scan, the webcam needs to be **placed with the student in view** for the duration of the exam. The view needs to include the student's face, hands, and computer. Students should take the exam on a **desk or table-like surface**. More information about the room scan, webcam placement, and example videos are provided within Blackboard. Once the exam begins, students will **not be able to leave the room**. During the exam, the Honorlock software will **lock-down the web-browser** and prevent any internet tabs from being open. Students will not be allowed to use scratch paper during the exam. However, you will be able to access "digital scratch paper" through Honorlock.

If you experience **technical difficulties** on a lecture exam, please immediately visit Honorlock support and open up a live chat with their 24/7 support staff. If they cannot resolve your problem, please email me and notify me about your difficulties, providing screenshots and other documentation as needed. After emailing me, regularly check your email over the next hour, in case of a reply.

Exam testing procedures:

The following table lists conduct requirements for online exams, as well as consequences for conduct violations. In general, behave as if you are taking the exam in a classroom with a live proctor.

Exam conduct requirement	Consequence for violation of exam conduct
Correct placement of webcam	A 30% penalty will be given for incorrect webcam placement. See the instructional video in the course website for a demonstration of correct webcam placement.
Complete environment scan	A 30% penalty will be given for an incomplete or insufficient scan of the testing environment. See the list above and/or instructional video on Blackboard for a demonstration of how to completely scan your testing environment.
Correct testing environment, microphone turned on, and sufficient lighting of the testing environment	A 30% penalty will be given for an exam taken in an incorrect testing environment, an exam taken without the microphone being turned on and recording throughout the entire exam or without enough lighting for the instructor to assess the testing environment.
Student remains in webcam view during exam	A student who leaves the webcam view during an exam for any reason will receive a zero for that exam .
No unauthorized materials near desk area	A student who has any unauthorized materials (books, notes, blank paper, phone, another computer, etc.) near the testing area will receive a zero for that exam.
No talking with other adults during the exam, no playing of loud music or other audio recordings, no wearing headphones.	During the exam, a student who has any loud music or audio recordings playing, who is wearing headphones, or who talks with any adult for an extended period of time, will receive a zero for that exam.

Part 5: Technology Help & General Syllabus Statements

Computer Problems or Blackboard Server Problems:

- ⇒ For general computer or technical Issues: Contact the **Help Desk** by emailing helpdesk@southplainscollege.edu or calling **806-716-2600**.
- ⇒ For any questions or issues concerning Blackboard, you can contact **Blackboard Technical Support** through email at blackboard@southplainscollege.edu or calling **806-716-2180**.

Helen DeVitt Jones Student Learning Center (Levelland Campus):

There are multiple study areas and resources available for students on all campuses. At the Student Learning Center in the Science Building (Levelland), students can print course materials and make copies within the **printing station located in Room 099** (across from the coffee bar). To reserve a **study room**, you can use the QR codes listed at each room. Students can **check out anatomy models** to study within the learning center. See the main circulation desk for more information.

Other Helpful Tips:

- 1) **Download Office 365** to your computer for free. All SPC students are able to download Microsoft Office programs to their computer using their SPC email address. Click on the following link and follow the instructions: <https://www.microsoft.com/en-us/education/products/office>
- 2) **Download the Blackboard app** to your phone or tablet. This can help you see new class announcements and access course materials more easily. You can also complete lecture quizzes on your phone using the app.
- 3) **Download Microsoft Office apps** to your phone or tablet, especially **PowerPoint**. Downloading documents into the actual app on your phone will prevent certain images from getting distorted.
- 4) Download **Pearson+ app** to your phone or table. This will allow you to have access to the e-textbook and other study resources.

Academic Dishonesty:

Students are expected to abide by the code of "Student Conduct" that can be found in the 2024-2025 SPC General Catalog. Students are expected to do their own work on all assignments and examinations. **Cheating in any form is inexcusable** and will result in serious consequences, including, but not limited to being dropped from the class with an "F". Academic dishonesty will be subject to the maximum penalties allowed by College policy.

Cheating violations include, but are not limited to, the following:

1. Obtaining an exam or discovering the content of an exam before it is given
2. Sharing information about the exam to another student
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an exam or practical
4. Copying another's work during an exam or on a homework assignment
5. Taking pictures of an exam, exam answers, or someone else's paper

Covid-19 Statement:

If you are experiencing any Covid-19 symptoms, please do not attend class and either seek medical attention or get tested for COVID-19. Symptoms include: cough, shortness of breath, difficulty breathing, fever or chills, muscle or body aches, vomiting or diarrhea, new loss of taste and smell. Also, please contact DeEtte Edens, BSN, RN, Associate Director of Health and Wellness at dedens@southplainscollege.edu or at (806) 716-2376.

General Syllabus Statements:

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit <https://www.southplainscollege.edu/syllabusstatements/>.

Part 5: How to be Successful in A&P

Medicine is very detail oriented. Therefore, the **memorization of very detailed information**, as well as **comprehension of that information** is required to establish a basic knowledge of anatomy and physiology. Due to the nature of this class, there will be a large amount of material presented each week. In order to learn the material and be successful in the course, you must be prepared to spend **around 12 - 15 hours each week** learning and studying the course material.

Suggestions for how to do well in A&P 1:

- 1) **Attend class (watch lecture videos and attend lab)**. There is a lot of material to cover in this course. Even missing one day of class will set you behind. Be sure to have your notes and lab materials ready before watching videos.
- 2) **Review your notes frequently**. Don't wait until the day before an exam to review everything.
- 3) As you are watching the lecture and lab videos, **write down any questions you have**. If you are unable to find the answers in the notes or textbook, send me an email with your questions or set up a time to meet.
- 4) Re-watch lecture videos at **1.25 speed**. Find other videos posted on **YouTube** to help explain difficult topics.
- 5) Complete the **chapter reviews** posted on Blackboard. Try to write the answers **in your own words** (do not just copy the lecture notes). Reviews can be completed before, during, or after each lecture. Or make flash cards with each review question and answer.
- 6) **Write your own test questions** from the lecture notes. Create a multiple-choice style question for each lecture slide or group of slides.
- 7) Pretend you are the teacher and **teach the lesson to yourself or fellow classmates**. Go through each slide and be sure you can explain all the information on each slide. Actually **say it out loud**. Research shows that saying things out loud helps transfer information to longer term memory.
- 8) As you are reviewing your notes, study the **hardest topics first**, and then move to easier ones.
- 9) If you have extra time, perhaps waiting in line, **practice identifying lab structures** using the PowerPoint apps.

Suggestions for how to do well in hybrid and online classes:

- 1) Set up a **dedicated workspace**. Create an area where you will go to "attend class" that is **free from distractions**.
- 2) **Schedule a time** or times throughout the day for this class. Pretend that you are still "attending" class. Perhaps set an alarm for when to start.
- 3) If it is helpful, **set a timer** for a certain amount of time like 45 minutes. Try to get as much studying done within that time period. Sometimes our **brains work better when we know there is an end-goal in sight**. It can be hard to start difficult and long-lasting tasks without a deadline.
- 4) Set your phone on **"do-not-disturb"**. Or **turn off notifications** for your phone apps. Chances are, you already check those apps throughout the day on a regular basis.
- 5) **Schedule your time wisely** so that you can take a **1-2 days off from this class** each week. This class will be difficult, and it will take a large amount of self-discipline to complete tasks on a regular schedule. Taking a break can help clear your brain and reduce stress throughout the semester.

SPC Tutors

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link for more information:

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

Brainfuse Online Tutoring

Students also have access to free online tutoring. Hours are Monday – Thursday 8:00 pm – 8:00 am; 6:00 pm Friday – 8:00 am Monday. Other study resources can be found in the "Books and Tools" area on Blackboard.

Biology 2401 Section 602 Schedule

*Lecture Video Assignments, Lab Activities, & Lecture Exams are due online by **11:59 pm** on the due date

*Lab Practicals will occur in person during class time

Week	Assignment	Due Date
1	Human Body Orientation (Ch 1) Lecture Videos	Thurs. Aug 29
2	Human Body Orientation (Ch 1) Lecture Videos	Tues. Sept 3
	<i>Lab Activity #1</i>	<i>Tues. Sept 3</i>
	Biochemistry (Ch 2) Lecture Videos	Thurs. Sept 5
3	Cell Biology (Ch 3) Lecture Videos	Mon. Sept 9
	<i>Lab Activity #2</i>	<i>Tues. Sept 10</i>
	Cell Biology (Ch 3) Lecture Videos	Thurs. Sept 12
4	Lecture Exam 1 (Ch 1, 2, 3)	Sun. Sept 15 – Mon. Sept 16
	<i>Lab Activity #3</i>	<i>Tues. Sept 17</i>
	Tissues (Ch 4) Lecture Videos	Thurs. Sept 19
5	Tissues (Ch 4) Lecture Videos	Mon. Sept 23
	Practical 1 (Axial Skeleton)	Tues. Sept 24
	Integumentary System (Ch 5) Lecture Videos	Thurs. Sept 26
6	Skeletal System (Ch 6) Lecture Videos	Mon. Sep 30
	Skeletal System (Ch 6) Lecture Videos	Thurs. Oct 3
7	Lecture Exam 2 (Ch 4, 5, 6)	Sun. Oct 6 – Mon. Oct 7
	<i>Lab Activity #4</i>	<i>Tues. Oct 8</i>
	Joints (Ch 8) Lecture Videos	Thurs. Oct 10
8	Muscular System (Ch 9) Lecture Videos	Mon. Oct 14
	<i>Lab Activity #5</i>	<i>Tues. Oct 15</i>
	Muscular System (Ch 9) Lecture Videos	Thurs. Oct 17
9	Muscular System (Ch 9) Lecture Videos	Mon. Oct 21
	<i>Lab Activity #6</i>	<i>Tues. Oct 22</i>
10	Lecture Exam 3 (Ch 8, 9)	Sun. Oct 27 – Mon. Oct 28
	Practical 2 (Appendicular Skeleton)	Tues. Oct 29
	Nervous System (Ch 11) Lecture Videos	Thurs. Oct 31
11	Nervous System (Ch 11) Lecture Videos	Mon. Nov 4
	<i>Lab Activity #7</i>	<i>Tues. Nov 5</i>
	Nervous System (Ch 11) Lecture Videos	Thurs. Nov 7
12	Central Nervous System (Ch 12) Lecture Videos	Mon. Nov 11
	<i>Lab Activity #8</i>	<i>Tues. Nov 12</i>
	Central Nervous System (Ch 12) Lecture Videos	Thurs. Nov 14
13	Lecture Exam 4 (Ch 11, 12)	Sun. Nov 17 – Mon. Nov 18

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Week	Assignment	Due Date
13	<i>Lab Activity #9</i> Central Nervous System (Ch 12) Lecture Videos	<i>Tues. Nov 19</i> Thurs. Nov 21
14	Peripheral Nervous System (Ch 13) Lecture Videos <i>Lab Activity #10</i> Peripheral Nervous System (Ch 13) Lecture Videos	Mon. Nov 25 <i>Tues. Nov 26</i> Mon. Dec 2
15	Practical 3 (Muscular & Nervous System) Autonomic Nervous System (Ch 14) Lecture Videos	Tues. Dec 3 Thurs. Dec 5
16	Lecture Exam 5-Final (Ch 12, 13, 14 + Cumulative Questions)	Sun. Dec 8 – Tues. Dec 10

The instructor reserves the right to make changes to this schedule as necessary.