**Biology 2401 Course Information/Syllabus**

Human Anatomy and Physiology I

**Fall 2021 Section 009**

**Instructor: Susan Horn, M.S.**



**Table of Contents**

**Part 1**: Contact Information & Covid-19 Statement (2)

**Part 2**: Course Description and Course Materials (3)

**Part 3**: Technology Help (4)

**Part 4**: Attendance, Grading Policies, & Schedule (5-7)

**Part 5**: How to be Successful in A&P 1 (8)

**Part 6**: General SPC Syllabus Statements (9)

**Part 1: Contact Information**

**Instructor: Susan Horn**

Email: shorn@southplainscollege.edu Phone: (806) 716-2638

**Class Times:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 2:30 – 5:00 6:00 – 8:30  | 1:00 – 3:30  | 2:30 – 5:00 6:00 – 8:30 | 1:00 – 3:30  |  |

**Office Hours:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 1:00 – 2:30  | 12:00-1:003:30-4:00 | 1:00 – 2:30  | 12:00-1:003:30-4:00 | 1:00 – 3:00 |

\*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 the times listed above 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 their SPC email and Blackboard announcements regularlyduring the semester. It is the student’s responsibility to contact the instructor regarding any questions or concerns they have related to the course.

**Covid-19 Statement:**

If you are **experiencing any of the following symptoms** please do not attend class and either seek medical attention or get tested for COVID-19.

* Cough, shortness of breath, difficulty breathing
* Fever or chills
* Muscles or body aches
* Vomiting or diarrhea
* New loss of taste and smell

Please also notify **DeEtte Edens**, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.eduor 806-716-2376.

Any individual who has a **positive COVID-19 test** should contact DeEtte Edens and their faculty immediately. Those with a positive test will be required to quarantine for the recommended timeframe. DeEtte Edens, BSN, RN will advise in consideration with CDC and DSHS guidelines.

Individuals who are **exposed to someone with a known positive COVID-19 test** are encouraged to either self-quarantine for the recommended time period identified by the CDC or wear a face covering for the same time period while in an SPC building. Neither of these will be required but are strongly encouraged. Please contact DeEtte Edens to determine the best plan of action based on your symptoms, vaccination status, covid test results, etc…

Please refer to the SPC COVID Response page for the latest information and policies in place at South Plains College. Follow the link to view the most current SPC COVID-19 resources: <https://www.southplainscollege.edu/emergency/covid19-faq.php>.

\*If needed, this course may change to a flex or online class, in response to COVID-19 safety requirements.

**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 are not required to purchase their own computer but **must have access to one** that meets the specifications for this course. There are **computer labs available** for student use on our Levelland, Reese, Lubbock, and Plainview campuses. Students can also checkout Chromebooks from the Levelland library. Students are expected to log in to Blackboard weekly. **A student that does not have access to a working computer will not be an acceptable excuse for the inability to receive course content.** For more information about computer system requirements and additional links to 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>

* **Computer Webcam/ Download Chrome and Proctorio Extension**

Lecture exams and lab practicals are planned to be given in person, but will be moved to an online format if required. Or if a student will be required to quarantine or miss class for an extended period of time, an online exam may be given. When taking the exam online, students will be required to use webcam proctoring software called Proctorio. To use Proctorio, you will need to download the Proctorio extension and have a computer with a webcam and microphone. More information about setting up and using Proctorio will be given to the students individually if they need to take an exam online.

**Recommended Materials:**

* **Anatomy and Physiology Textbook**

The textbook I will be using for this class is Human Anatomy and Physiology by Elaine Marieb 11th edition. However, any A&P textbook from the last 5-6 years will still work well.

* **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.

**Part 3: Technology Help**

**Computer Problems or Blackboard Server Problems:**

If a student’s internet connection goes down, or a student’s computer crashes or otherwise becomes inoperable for blackboard, **it is the responsibility of the student** to have their internet connection and/or computer repaired as soon as possible in order to avoid getting behind in the class. While the computer and/or internet connection is repaired, the student should seek an alternate computer.

* 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.**
* **Chrome is the preferred browser** for using Blackboard. (Do NOT use Internet Explorer). To learn more information about Blackboard, click on the following link on the SPC Instructional Technology webpage:

<https://www.southplainscollege.edu/instructional-technology/students/students.php>

# Computer Labs:

Students can use these computers to access Blackboard, print course materials, watch lecture and lab videos, etc... On the Levelland campus, there are computers available in the **Science Building and Technology Center**. There are also computers available on the Reese campus (**Building 8**), Plainview campus, and Lubbock Center campus. The hours at most locations is Mon-Thurs 8:00 am – 4:00 pm and Fri 8:00 am -4:00 pm. The Levelland Technology center has extended hours on Mon -Thurs 7:30 am – 9:00 pm.

**Library Resources:**

Chromebooks are available for students to checkout. Contact the Library for additional information at **Levelland** (806-716-2330 or library@southplainscollege.edu) or at **Reese** (806-716-4682 or referencelub@southplainscollege.edu).

**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>

1. **Download the Blackboard app** to your phone or tablet. This can help you see new class announcements and access course materials more easily. However, taking lecture quizzes will need to be done on a desktop computer or laptop.
2. **Download Microsoft Office apps** to your phone or tablet, especially **PowerPoint**. Sometimes the formatting of certain images gets distorted when downloading PowerPoints to your phone using the default settings (especially on iPhone). Instead, if you download a PowerPoint document from Blackboard to your phone, choose to open it through the PowerPoint app. Then the images and formatting will be preserved correctly.
3. You can **save any materials** posted on Blackboard **to your computer or device**. This can help save time when accessing the course materials throughout the week. For example, the lecture PowerPoint slides will be a sizable document. It may take a couple minutes to download to your computer initially, but you can save them to your computer so that you can re-access them more easily.
4. **Print multiple PowerPoint “slides” per page**. If you would like to print out the lecture notes, you can save paper and money by printing multiple slides per page. The steps to do so will be different for each computer. The settings can be adjusting before clicking “print”.

**Part 4: Attendance and Grading Policies**

**Biol 2401 Attendance Policy- Fall 2021:**

Each week, we will be meeting on Tuesdays and Thursdays to cover lecture and lab information. Students will also complete weekly lecture quizzes online. During exams days, **attendance will be mandatory**. During non-exam days, **attendance is encouraged, but will not be mandatory**. I will be providing lecture and lab videos over the material we cover each day in class. If you would prefer, you can watch those videos on your own. You can also arrange to study the lab models at a different time.

If a student cannot attend class in person because of covid-19 related reasons, they will still be required to stay up-to-date in the class. You will need to watch the lecture and lab videos on your own and complete the online quizzes by their due dates. If the illness is more severe, you will need to submit a note from your doctor or hospital indicating the severity of the illness.

If a student has missed 4 class days or has not logged into Blackboard for 2 weeks, **without consulting me about their reason for absence**, that student may be administratively dropped. (If a student needs to miss class for quarantine, those days will not count towards their absences). Additionally, **failure of a student to take an exam without contacting the instructor** may result in the student being administratively dropped from the course. If a student is administratively (i.e. instructor initiated) withdrawnfrom the class for non-attendance, the grade on the transcript will be an **“X” or “F”.**

**The last day to drop a course with a “W” is Thursday December 2, 2021.** Students need to submit the drop form either in person to the administration office or online**.** If you drop the class before the drop date, the grade on your transcript will be a “W”. If you decide to stop attending class, it is your responsibility to take the proper action to have this course dropped from your schedule, to avoid being administratively dropped with an “X” or “F”. If you are **receiving financial aid**, it is your responsibility to visit with your financial aid advisor to determine how dropping this course will affect your present and future financial aid eligibility.

**Exams and Grades:**

Grades will be posted throughout the semester on **Blackboard**. Your final grade will be determined from the lecture exams, lab practicals, and lecture quizzes. The final grade will be determined 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)**.7** + (Lab Practical average)**.25** + (Lecture Quiz average)**.05**

* **Lecture Exams (70%)-** Four lecture exams will be given throughout the course. These exams will consist of **multiple-choice, multiple-answer, matching, true-false, and/or sequence types of questions**. The 4th exam (final) is not cumulative and will be taken on the last day of class.
* **Lab Practicals (25%)-** Three practical exams will be given throughout the course. You will need to identify **structures** using the laboratory models. The practicals will consist of **fill-in-the-blank questions**.
* **Lecture Quizzes (5%)-** Weekly lecture quizzes will be given throughout the course. The **lowest quiz grade** will be dropped. Lecture quizzes will be completed **using Blackboard**. They will be available throughout the week and will be due on the assigned dates by 11:59pm. The questions will consist of **multiple-choice, multiple-answer, and true-false types of questions.** Students must answer questions on their own but are **allowed to use their notes** or other resources to complete the quizzes. No proctoring software will be used when completing the quizzes.

\***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 student or non-student during the exam constitutes cheating.

**Missed Exams:**

All exams and practicals should be taken on the **scheduled day and class time**. If there is a conflict with the date/time, it is the students’ responsibility to contact the instructor prior to the scheduled date/time of the exam. Make-up lecture exams and practicals may be given only under extenuating circumstances, i.e. illness, death of an immediate family member, etc. Please let me know within 24 hours of the scheduled exam about such emergencies. You must also provide some form of proof to verify the emergency.

If you do not feel well or are showing symptoms of Covid-19, do not come to class on an exam day. **Contact both me and DeEtte Edens, RN** if that occurs. If you will need to stay in quarantine, we will make arrangements for the makeup exam. Or if you have been exposed to a positive Covid-19 case, also contact me and Dette Edens, RN. Based on your circumstances, she will let you know if you need to stay in quarantine or are able to return to class.

To complete a missed lecture exam or lab practical, students can wait until they are able to return and take the exam in-person. Or if a student will be required to quarantine or miss class for an extended period of time, an online exam may be given. Students will need to use Proctoring software. Students will need to scan their testing environment and will need to have the webcam recording the whole time they are completing the exam. The online exam will be made available during a specific day and time window. More information about setting up and using Proctorio will be given to students individually. There will be a chance to practice using the software if needed.

All make-up exams must be takenat an agreed-upon time between the student and instructor. All decisions regarding make-up exams are at the discretion of the instructor.

**Academic Dishonesty:**

Students are expected to abide by the code of “Student Conduct” that can be found in the 2021-2022 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

|  |  |
| --- | --- |
|  |  |

**Biology 2401 Schedule**

\*Lecture Quizzes are due by **11:59 pm** on the due date

\***Lecture** **Exams & Lab Practicals are shown in bold** (will occur during class time)

Week Assignment Due Date

1 Human Body Orientation (Ch 1) Lecture Quiz Sun. Sept 5

2 Biochemistry & Cell Biology (Ch 2 & 3) Lecture Quiz Sun. Sept 12

3 Cell Biology & Epithelial Tissue (Ch 3 & 4) Lecture Quiz Sun. Sept 19

 Extra Credit Assignments Sun. Sept 19

4 **Lecture Exam 1 (Ch 1, 2, 3, & 4) Tues. Sept 21**

 Connective Tissue (Ch 4) Lecture Quiz Sun. Sept 26

5 **Practical 1 (The Skull)**   **Thurs. Sept 30**

 Integumentary System (Ch 5) Lecture Quiz Sun. Oct. 3

6 Skeletal System (Ch 6) Lecture Quiz Sun. Oct 10

7 Joints (Ch 8) Lecture Quiz Wed. Oct 13

 **Lecture Exam 2 (Ch 4, 5, 6, 8) Thurs. Oct 14**

8 Nervous System (Ch 11) Lecture Quiz Sun. Oct 24

9 **Practical 2 (The Skeleton)**   **Thurs. Oct 28**

 Nervous System (Ch 11) Lecture Quiz Sun. Oct 31

10 Muscular System (Ch 9) Lecture Quiz Sun. Nov 7

11 Muscular System (Ch 9) Lecture Quiz Wed. Nov 10

 **Lecture Exam 3 (Ch 9, 11) Thurs. Nov 11**

12Central Nervous System (Ch 12) Lecture Quiz Sun. Nov 21

13 Central Nervous System (Ch 12) Lecture Quiz Sun. Nov 28

14 **Practical 3 (Muscles and Nerves)**   **Thurs. Dec 2**

Peripheral Nervous System (Ch 13) Lecture Quiz Sun. Dec 5

15 Peripheral & Autonomic Nervous Systems (Ch 13 & 14) Lecture Quiz Sun. Dec 12

**16** **Lecture Exam 4- Final Exam (Ch 12, 13, 14) Tues. Dec 14**

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

***Other Important Dates:***

September 6 - Labor Day **(No Class)**

September 15 - Last day to withdraw, without it showing on your transcript

September 20 - Last day to receive 70% refund

September 27 - Last day to receive 25% refund

October 15 - Fall Break **(SPC Facilities Closed)**

November 24-25 - Thanksgiving Break **(No Class)**

Dec 2 - Last day to withdraw with a ‘W’ on your transcript

December 13-16 - Final Exams Week

December 17- Final Grades Due

**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 10 - 15 hours each week** (outside of class) learning and studying the course material.

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

1. **Attend class** (if you are feeling alright). If you aren’t able to make it to class, watch the lecture and lab videos as soon as possible.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 coming to class.
2. **Review** **your notes frequently**. Don’t wait until the day before an exam to review everything. There will be too much material covered on each exam. Additionally, you want to have studied previously in case an emergency arises a couple days before the exam.
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 call or meet through Zoom or in person.
4. **Re-watch lecture videos** or listen to the audio. 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 for specific review questions and answers.
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**. You will see how much information you truly know from memory.
8. As you are reviewing your notes, study the **hardest topics first**, and then move to easier ones.
9. When studying, **set a timer** for a specific amount of time (example: 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 challenging to start on difficult and long-lasting tasks without a deadline.
10. If you are waiting somewhere, **practice identifying lab structures** using the PowerPoint apps.
11. 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. When a notification appears, we like to clear that notification away. When doing that, we can become distracted from our current task at hand.

**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 below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations.

[**http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php**](http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php)

**Tutor.com**

You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am

6pm Friday – 8am Monday morning

**Part 6: SPC General Syllabus Statements**

**Diversity Statement:** In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**Disabilities Statement:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Non-Discrimination Statement:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX  79336. Phone number 806-716-2360.

**Title IX Pregnancy Accommodations Statement:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education.  To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness.  Once approved, notification will be sent to the student and instructors.  It is the student’s responsibility to work with the instructor to arrange accommodations.  Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

Student Code of Conduct Policy:  Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others’ behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

**Copyright Notice:** All material presented by the instructor in the course is copyright protected. The material presented by the instructor may not be modified or altered in any way. You have permission to print out one copy of any material presented by the instructor in this course (ex. Class information sheet, course orientation, and chapter module PowerPoint Presentations or videos). The one copy must only be used for your personal educational use during this semester. The material may not be altered or modified in any way. The material may not be distributed in any way. You have permission to download the same material to your computer hard drive or other medium in order to print out the material needed. Any material downloaded may not be altered or modified in any way. The downloaded material may not be distributed in any way.

**Final Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.**