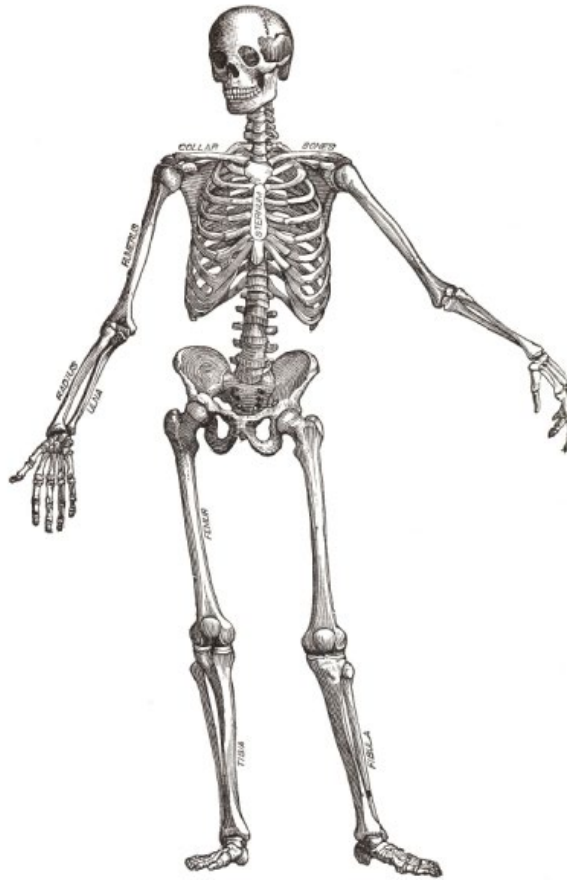


# **Biology 2401 Syllabus Fall 2025 Section 152**

**Human Anatomy & Physiology II  
Online Lecture & Lab  
Instructor: Susan Horn, M.S.**



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## Part 1: Contact Information

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

Email: [shorn@southplainscollege.edu](mailto:shorn@southplainscollege.edu)

Phone: 806-716-2638 (Levelland)

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

### Office Hours:

#### **Levelland Campus**

Monday/Wednesday: 3:30pm – 5:00pm

Friday: 1:00pm – 3:00pm

#### **Lubbock Downtown Center Campus**

Tuesday: 12:30pm – 1:00pm & 3:30pm – 5:30pm

Thursday: 12:30pm – 1:00pm

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. The best way to contact me is through email. Students can use the messaging area in Blackboard, but I am typically able to respond faster through email.

## 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. You can find more information about computer system requirements and software downloads on the SPC Instructional Technology webpage.

Since this is an online course, 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 & lab practicals 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 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 12th Edition by Marieb & Hoehn**

This course is part of the **SPC TexBook program**. You do not need to purchase a textbook or access code for this course. 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 10, 2025**), 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 download and/or 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 an online format. Students are required to log into Blackboard daily and complete coursework. Throughout the week, you will watch lecture and lab videos posted on Blackboard to learn the information presented within each unit. If the course were held with the traditional face-to-face format, you would receive the same information in person. Students will complete lecture exams, lab practicals, lecture & lab video assignments, and lab activities online. When learning lab structures, you are welcome to study the models in person at the Lubbock or Levelland campuses. If you have any questions about the content, please keep in touch! Please don't feel like you are working through this class on your own.

If you decide it will be best to drop the course, **the last day to drop with a "W" is Thursday, December 4, 2025**. 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, and weekly 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 + (Weekly assignments average).10**

### Course Components:

- ⇒ **Lecture Exams (70%)** - Four lecture exams will be given throughout the course. Lecture exams will be completed on Blackboard using Honorlock proctoring software. These exams will consist of multiple-choice, multiple-answer, matching, true-false, and/or sequence types of questions. The 4<sup>th</sup> lecture exam (final) will contain new material for that unit. It will not be a cumulative exam. All lecture exam grades will count towards the lecture exam average. No scores will be dropped.
- ⇒ **Lab Practical (20%)** - Three practical exams will be given throughout the course. Practicals will be completed on Blackboard using Honorlock proctoring software. The practicals will consist of fill-in-the-blank and multiple-choice questions asking to identify structures shown in a picture. The images used will be pictures taken of the models and/or screenshots from a 3-D image database. All lab practical scores will count towards the lab practical average. No scores will be dropped.
- ⇒ **Weekly Assignments (10%) – Videos for the lecture and lab** content will be posted on Blackboard through an application called EdPuzzle. The videos will include **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 will also complete **lab activities worksheets** which will be submitted on Blackboard by the assigned dates by 11:59pm. All video assignments and lab activity grades will count towards the weekly assignment average.

If a student misses the due date for a set of video assignments or the lab activity, they will have up to 3 days to complete those assignments for a partial grade. To request an extension, they need to send me an email. If they are not completed by that point, they may earn a zero on those assignments. If a student misses the due date for more than 2 sets of video assignments, they may not be able to make up those assignments going forward.

**\*The lecture exams and practicals are CLOSED book.** The use of a phone or other technology, lecture notes, review sheets, the textbook, lab 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. This policy is not to “re-take” an already attempted exam.

In order to not get too far behind in the class, the make-up exam and/or practical should be completed **within one week** of the original due date. However, the make-up exam should be taken as soon as possible. The make-up exams may include different questions. All decisions regarding the make-up exams are at the discretion of the instructor.

To avoid missing an online exam, students should be sure their computer and internet are working properly before starting each exam. They should also have a back-up plan in place in case they experience computer problems.

#### **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. For the **first lecture exam**, students will need to show a **valid photo ID** before starting the exam. 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.

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.

<b>Exam conduct requirement</b>	<b>Consequence for violation of exam conduct</b>
Correct placement of webcam	A <b>30% penalty</b> 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 <b>30% penalty</b> 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 <b>30% penalty</b> 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 <b>will receive a zero for that exam</b> .
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 <b>will receive a zero</b> 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, <b>will receive a zero</b> for that exam.
Valid photo ID shown (for first exam only)	A <b>zero</b> will be given for the exam unless student identity is confirmed by a valid photo ID.

## Part 4: 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](mailto: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](mailto:blackboard@southplainscollege.edu) or calling **806-716-2180**.

### 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.
- 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 2025-2026 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

### 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/>.

### Important SPC Dates:

September 1- Labor Day (**No Class & SPC Facilities Closed**)

September 10 - Last day to withdraw without it showing on your transcript & last day to opt-out of TexBook program

September 15 - Last day to receive 70% refund

September 22 - Last day to receive 25% refund

October 17 - Fall Break (**SPC Facilities Closed**)

November 26-28 - Thanksgiving Break (**No Class & SPC Facilities Closed**)

December 4 - Last day to withdraw with a 'W' on your transcript

December 8-11 - Final Exams Week

December 12- 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.

- ⇒ Each week, you will spend a couple hours attending lecture and lab.
- ⇒ Then you will need to spend a couple hours processing and learning that information in way that makes sense to you.
- ⇒ Finally, the last step is to spend any additional time memorizing the information well enough to take the exams (where you will not be able to check your notes).

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

- 1) **Attend class (watch lecture and lab videos).** 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 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 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 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 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 152 Schedule**

\*Video Assignments, Lab Activities, Lecture Exams, and Lab Practicals are due by **11:59 pm** on the due date

<u>Week</u>	<u>Assignment / Material Covered</u>	<u>Due Date / Date Covered</u>
1	Syllabus & Blackboard Videos	Tues. Aug 26
	Human Body Orientation (Ch 1) Lecture Videos	Fri. Aug 29
2	Human Body Orientation (Ch 1) Lecture Videos	Tues. Sep 2
	Biochemistry (Ch 2) Lecture Videos	Fri. Sep 5
3	Cell Biology (Ch 3) Lecture Videos	Tues. Sep 9
	<i>Skull Lab Videos &amp; Lab Activity #1</i>	Wed. Sep 10
	Cell Biology (Ch 3) Lecture Videos	Fri. Sep 12
4	<b>Lecture Exam 1 (Ch 1, 2, &amp; 3)</b>	<b>Sun. Sep 14 – Mon. Feb 15</b>
	<i>Skull Lab Videos &amp; Lab Activity #2</i>	Wed. Sep 17
	Tissues (Ch 4) Lecture Videos	Fri. Sep 19
5	Tissues (Ch 4) Lecture Videos	Tues. Sep 23
	<i>Axial Skeleton Lab Videos &amp; Lab Activity #3</i>	Wed. Sep 24
	Integumentary System (Ch 5) Lecture Videos	Fri. Sep 26
6	<b>Practical 1 (Skull &amp; Axial Skeleton)</b>	<b>Tues. Sep 30 – Wed. Oct 1</b>
	Skeletal System (Ch 6) Lecture Videos	Fri. Oct 3
7	Skeletal System & Joints (Ch 6, 8) Lecture Videos	Tues. Oct 7
	Joints (Ch 8) Lecture Videos	Fri. Oct 10
8	<b>Lecture Exam 2 (Ch 4, 5, 6, 8)</b>	<b>Sun. Oct 12 – Mon. Oct 13</b>
	<i>Skeleton Lab Videos &amp; Lab Activity #4</i>	Wed. Oct 15
	Muscular System (Ch 9) Lecture Videos	Fri. Oct 17
9	Muscular System (Ch 9) Lecture Videos	Tues. Oct 21
	<i>Skeleton Lab Videos &amp; Lab Activity #5</i>	Wed. Oct 22
	Muscular System (Ch 9) Lecture Videos	Fri. Oct 24
10	Nervous System (Ch 11) Lecture Videos	Tues. Oct 28
	<i>Skeleton Lab Videos &amp; Lab Activity #6</i>	Wed. Oct 29
	Nervous System (Ch 11) Lecture Videos	Fri. Oct 31
11	<b>Practical 2 (Skeleton &amp; Joints Systems)</b>	<b>Tues. Nov 4 – Wed. Nov 5</b>
	Nervous System (Ch 11) Lecture Videos	Fri. Nov 7
12	<b>Lecture Exam 3 (Ch 9, 11)</b>	<b>Sun. Nov 9 – Mon. Nov 10</b>
12	<i>Muscle Lab Videos &amp; Lab Activity #7</i>	Wed. Nov 12
	Central Nervous System (Ch 12) Lecture Videos	Fri. Nov 14
13	Central Nervous System (Ch 12) Lecture Videos	Tues. Nov 18
	<i>Muscle &amp; Nerve Lab Videos &amp; Lab Activity #8</i>	Wed. Nov 19
	Central Nervous System (Ch 12) Lecture Videos	Fri. Nov 21
14	Peripipheral Nervous System (Ch 13) Lecture Videos	Tues. Nov 25
	<i>Muscle &amp; Nerve Lab Videos &amp; Lab Activity #9</i>	Tues. Nov 25
15	<b>Practical 3 (Muscles &amp; Nerves)</b>	<b>Tues. Dec 2 – Wed. Dec 3</b>
	Autonomic Nervous System (Ch 14) Lecture Videos	Fri. Dec 5
16	<b>Lecture Exam 4 - Final (Ch 12, 13, 14)</b>	<b>Sun. Dec 7 – Tues. Dec 9</b>

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