

Biology 2401 Syllabus Fall 2025 Section 602

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

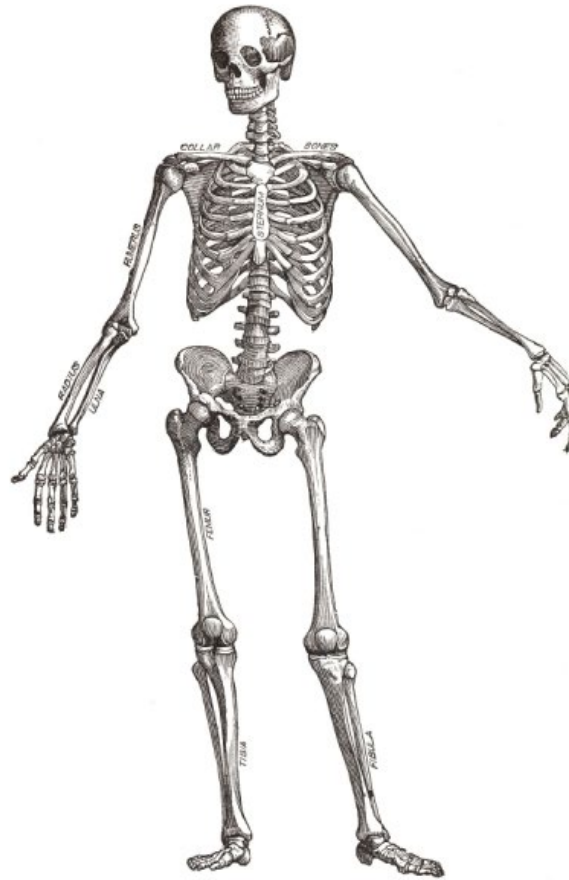


Table of Contents

Part 1: Contact Information (2)

Part 2: Course Description & Course Materials (2-3)

Part 3: Attendance & Grading Policies (3-4)

Part 4: Honorlock Information (5)

Part 5: Technology Help & SPC Syllabus Statements (6)

Part 6: How to be Successful (7)

Part 7: Semester Schedule (8-9)

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)

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 a hybrid 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 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 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**. However, if you need to miss class, students will not have points deducted. You will also still need to submit lab activities and complete all assignments by their due dates.

During class time, as we review lecture and lab material, there will be additional review diagrams made on the board and extra review materials given out. Those materials will not be posted on Blackboard. 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.

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 4th 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. You will need to identify **structures** using the laboratory models. The practicals will consist of **fill-in-the-blank questions**. Students cannot use a wordbank. All lab practical grades will count towards the lab practical average. No scores will be dropped.
- ⇒ **Weekly Assignments (10%) – Video Assignments** for the lecture 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.

During class on Tuesday evenings, students will complete **lab 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.

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 makeup 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. All makeup exams must be scheduled **during the instructor's office hours**. 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. 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.

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.
Valid photo ID shown (for first exam only)	A zero 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 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**.

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.** 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 602 Schedule

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

*In-person Lab Activities & Lab Practicals will occur in person during class time

<u>Week</u>	<u>Assignment / Material Covered</u>	<u>Due Date / Date Covered</u>
1	<i>Course & Syllabus Information</i>	<i>Tues. Aug 26</i>
	Human Body Orientation (Ch 1) Lecture Videos	<i>Fri. Aug 29</i>
2	Human Body Orientation (Ch 1) Lecture Videos	<i>Tues. Sep 2</i>
	<i>Skull Lab Structures</i>	<i>Tues. Sep 2</i>
	Biochemistry (Ch 2) Lecture Videos	<i>Fri. Sep 5</i>
3	Cell Biology (Ch 3) Lecture Videos	<i>Tues. Sep 9</i>
	<i>Skull Lab Structures</i>	<i>Tues. Sep 9</i>
	<i>Lab Activity #1</i>	<i>Wed. Sep 10</i>
	Cell Biology (Ch 3) Lecture Videos	<i>Fri. Sep 12</i>
4	Lecture Exam 1 (Ch 1, 2, & 3)	Sun. Sep 14 – Mon. Feb 15
	<i>Skull Lab Structures</i>	<i>Tues. Sep 16</i>
	<i>Lab Activity #2</i>	<i>Wed. Sep 17</i>
	Tissues (Ch 4) Lecture Videos	<i>Fri. Sep 19</i>
5	Tissues (Ch 4) Lecture Videos	<i>Tues. Sep 23</i>
	<i>Axial Skeleton Lab Structures</i>	<i>Tues. Sep 23</i>
	<i>Lab Activity #3</i>	<i>Wed. Sep 24</i>
	Integumentary System (Ch 5) Lecture Videos	<i>Fri. Sep 26</i>
6	Practical 1 (Skull & Axial Skeleton)	Tues. Sep 30
	Skeletal System (Ch 6) Lecture Videos	<i>Fri. Oct 3</i>
7	Skeletal System & Joints (Ch 6, 8) Lecture Videos	<i>Tues. Oct 7</i>
	<i>Tissue & Skin Lab Activities</i>	<i>Tues. Oct 7</i>
	<i>Lab Activity #3.5</i>	<i>Wed. Oct 8</i>
	Joints (Ch 8) Lecture Videos	<i>Fri. Oct 10</i>
8	Lecture Exam 2 (Ch 4, 5, 6, 8)	Sun. Oct 12 – Mon. Oct 13
	<i>Skeleton Lab Structures</i>	<i>Tues. Oct 14</i>
	<i>Lab Activity #4</i>	<i>Wed. Oct 15</i>
	Muscular System (Ch 9) Lecture Videos	<i>Fri. Oct 17</i>
9	Muscular System (Ch 9) Lecture Videos	<i>Tues. Oct 21</i>
	<i>Skeleton & Joints Lab Structures</i>	<i>Tues. Oct 21</i>
	<i>Lab Activity #5</i>	<i>Wed. Oct 22</i>
	Muscular System (Ch 9) Lecture Videos	<i>Fri. Oct 24</i>
10	Nervous System (Ch 11) Lecture Videos	<i>Tues. Oct 28</i>
	<i>Skeleton & Joints Lab Structures</i>	<i>Tues. Oct 28</i>
	<i>Lab Activity #6</i>	<i>Wed. Oct 29</i>
	Nervous System (Ch 11) Lecture Videos	<i>Fri. Oct 31</i>
11	Practical 2 (Skeleton & Joints Systems)	Tues. Nov 4
	Nervous System (Ch 11) Lecture Videos	<i>Fri. Nov 7</i>
12	Lecture Exam 3 (Ch 9, 11)	Sun. Nov 9 – Mon. Nov 10

(Continued to next page...)

Week	Assignment / Material Covered	Due Date
12	<i>Muscle lab Structures</i>	<i>Tues. Nov 11</i>
	<i>Lab Activity #7</i>	<i>Wed. Nov 12</i>
	Central Nervous System (Ch 12) Lecture Videos	Fri. Nov 14
13	Central Nervous System (Ch 12) Lecture Videos	Tues. Nov 18
	<i>Muscle & Nerve Lab Structures</i>	<i>Tues. Nov 18</i>
	<i>Lab Activity #8</i>	<i>Wed. Nov 19</i>
	Central Nervous System (Ch 12) Lecture Videos	Fri. Nov 21
14	Peripheral Nervous System (Ch 13) Lecture Videos	Tues. Nov 25
	<i>Muscle & Nerve Lab Structures</i>	<i>Tues. Nov 25</i>
	<i>Lab Activity #9</i>	<i>Wed. Nov 26</i>
15	<i>Practical 3 (Muscles & Nerves)</i>	<i>Tues. Dec 2</i>
	Autonomic Nervous System (Ch 14) Lecture Videos	Fri. Dec 5
16	Lecture Exam 4 - Final (Ch 12, 13, 14)	Sun. Dec 7 – Tues. Dec 9

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