

**Biology 2401 Syllabus
Spring 2026 Section 603**

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

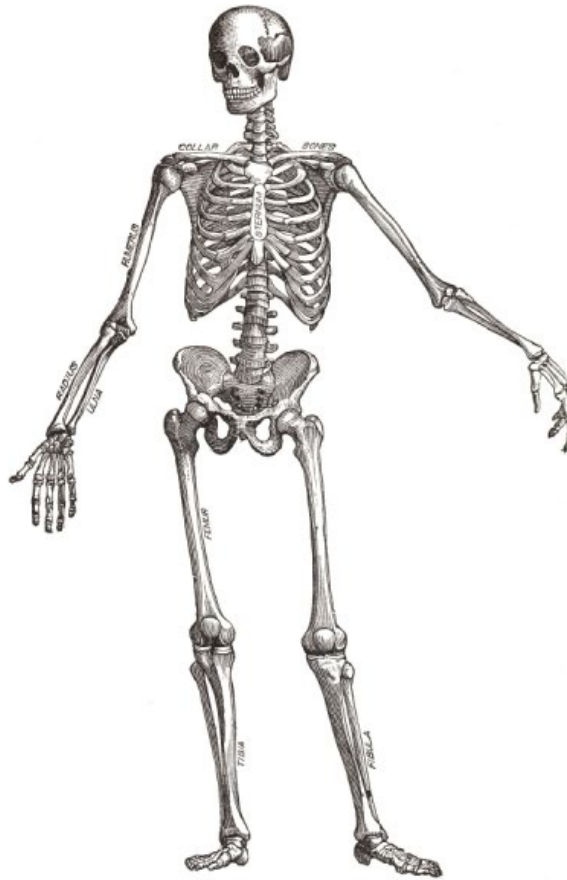


Table of Contents

- 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 (6)
- Part 6:** How to be Successful (7)
- Part 7:** Semester Schedule (8)

Part 1: Contact Information

Instructor: Susan Horn, M.S.

Email: shorn@southplainscollege.edu

Phone: 806-716-2638

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

Office Hours:

Levelland Campus

Monday / Wednesday 1:00pm – 3:00pm

Friday 11:00am – 1:00pm

Lubbock Downtown Center Campus

Tuesday / Thursday: 1:30pm – 2:30pm

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.

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 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 (using Google Chrome)**

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). Students are also able to **use their phone** as an external webcam. If using a phone, you will need to be able to physically connect the phone to your laptop (typically using your phone's charging cable).

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 any of the SPC campuses. You can save paper and money by **printing multiple slides** per page.

⇒ **Textbook**

The textbook I will be using for this class is **Human Anatomy & Physiology 12th Edition by Marieb & Hoehn**. Students can purchase digital access to the e-textbook or Mastering A&P on the **Pearson website**. The Mastering A&P courseware offers multiple study resources and additional practice questions. Or there is a free Anatomy & Physiology e-textbook students can access through the OpenStax website.

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.

If you decide it will be best to drop the course, **the last day to drop with a "W" is Thursday, December 3, 2026**. 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 completed assignments on Blackboard for two 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).65 + (Lab Practical average).25 + (Weekly Assignments).10

Course Components:

- ⇒ **Lecture Exams (65%)** - 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, and no lecture exams can be re-taken.
- ⇒ **Lab Practicals (25%)** - Three practical exams will be given throughout the course. Students will need to identify **structures** using the laboratory models. The practicals will consist of **fill-in-the-blank questions**. All lab practical scores will count towards the lab practical average. No scores will be dropped, and no practicals can be re-taken.
- ⇒ **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. All video assignments and lab activity grades will count towards the weekly assignment average.

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... Assignments will be graded at the end of lab. If a student misses lab, they will need to submit their lab activity through email by the assigned date. If the lab activity is not submitted by the due date, the student will receive a zero for that activity.

If a student misses the due date for a set of **video assignments**, 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 future assignments going forward.

***The lecture exams and practicals are CLOSED book.** The use of lecture notes, review sheets, the textbook and/or atlas, the internet, phone, 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, if a student is unable to complete the exam on the original due date for whichever reason, they are able to take **one lecture exam or lab practical** on a different date. Note: this policy is **not** to “re-take” an already attempted exam.

There will be no score penalty for the first missed exam. However, going forward, if a student misses another lecture exam or practical and needs to take it on a different date, 10% points will be taken off the overall score for any subsequent exam that is taken on a later date. Therefore, use the make-up opportunity wisely.

In order to not get too far behind in the class, the make-up exam or practical should be completed as soon as possible and **within one week** of the original due date. If the student has not completed the exam within one week or has not contacted me, they may earn a zero for that exam. The make-up exams may include different questions. All decisions regarding the make-up exams are at the discretion of the instructor.

Pro tip: To avoid missing an online exam, students should be sure their computer, internet, and external webcam are working properly before starting each exam. They should also have a back-up plan in place in case they experience computer or connection 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. 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 go through a series of authentication steps using the Honorlock software. Students must take the exam on a **desk or table-like surface**. During the entire duration of the exam, the webcam needs to be **placed with the student in view**. Students will be required to use a side-angle view which must include the following components: **The student's face, hands, computer, and surrounding desk space the computer is located on**. 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 instructional video in the course website for a demonstration of correct webcam placement.
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, 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 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 **806-716-2962**.

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 2026-2027 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 7 – Labor Day Holiday (**No Class & SPC Facilities Closed**)

September 8 – Last day to withdraw without it showing on your transcript

September 14 – Last day to receive 70% refund

September 21 – Last day to receive 25% refund

October 16 - Fall Break (**SPC Facilities Closed**)

November 25-27 – Thanksgiving Break (**No Class & SPC Facilities Closed**)

December 3 – Last day to withdraw with a 'W' on your transcript

December 7-10 – Final Exams Week

December 11 – 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 20 - 25 hours each week** learning and studying the course material.

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

- 1) **Attend class (watch lecture & lab videos)**. 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 603 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 25</i>
	Human Body Orientation (Ch 1) Lecture Videos (1.1-1.4)	Fri. Aug 28
2	Human Body Orientation (Ch 1) Lecture Videos (1.5-1.7)	Tues. Sep 1
	<i>Skull Lab Structures & Lab Activity #1</i>	<i>Tues. Sep 1 (Due by Sun. Sep 6)</i>
	Biochemistry (Ch 2) Lecture Videos (2.1-2.3)	Fri. Sep 4
3	Cell Biology (Ch 3) Lecture Videos (3.1-3.3)	Tues. Sep 8
	<i>Skull Lab Structures & Lab Activity #2</i>	<i>Tues. Sep 8 (Due by Sun. Sep 11)</i>
	Cell Biology (Ch 3) Lecture Videos (3.4-3.6)	Fri. Sep 11
4	<i>Lecture Review</i>	<i>Tues. Sep 15</i>
	Lecture Exam 1 (Ch 1, 2, & 3)	Tues. Sep 15 – Wed. Feb 16
	Tissues (Ch 4) Lecture Videos (4.1-4.4)	Fri. Sep 18
5	Tissues (Ch 4) Lecture Videos (4.5-4.8)	Tues. Sep 22
	<i>Axial Skeleton Lab Structures & Lab Activity #3</i>	<i>Tues. Sep 22 (Due by Sun. Sep 27)</i>
	Integumentary System (Ch 5) Lecture Videos (5.1-5.4)	Fri. Sep 26
6	Practical 1 (Skull & Axial Skeleton)	Tues. Sep 30
	Skeletal System (Ch 6) Lecture Videos (6.1-6.4)	Fri. Oct 2
7	Skeletal System & Joints (Ch 6) Lecture Videos (6.5-6.7)	Tues. Oct 6
	<i>Skeleton / Joints Lab Structures & Lab Activity #4</i>	<i>Tues. Oct 6 (Due by Sun. Oct 11)</i>
	Joints (Ch 8) Lecture Videos (8.1-8.4)	Fri. Oct 9
8	<i>Skeleton Lab Structures & Lab Activity #5</i>	<i>Tues. Oct 13 (Due by Sun. Oct 18)</i>
	Lecture Exam 2 (Ch 4, 5, 6, 8)	Tues. Oct 13 – Wed. Oct 14
9	Muscular System (Ch 9) Lecture Videos (9.1-9.5)	Tues. Oct 20
	<i>Skeleton / Joints Lab Structures & Lab Activity #6</i>	<i>Tues. Oct 20 (Due by Sun. Oct 25)</i>
	Muscular System (Ch 9) Lecture Videos (9.6-9.9)	Fri. Oct 23
10	Practical 2 (Appendicular Skeleton & Joints)	Tues. Oct 27
	Nervous System (Ch 11) Lecture Videos (11.1-11.4)	Fri. Oct 29
11	Nervous System (Ch 11) Lecture Videos (11.5-11.7)	Tues. Nov 3
	<i>Muscle Lab Structures & Lab Activity #7</i>	<i>Tues. Nov 3 (Due by Sun. Nov 8)</i>
	Nervous System (Ch 11) Lecture Videos (11.8-11.10)	Fri. Nov 5
12	<i>Muscle / Nerve Lab Structures & Lab Activity #8</i>	<i>Tues. Nov 10 (Due by Sun. Nov 15)</i>
	Lecture Exam 3 (Ch 9, 11)	Tues. Nov 10 – Wed. Nov 11
	Central Nervous Syst. (Ch 12) Lecture Videos (12.1-12.4)	Fri. Nov 13
13	Central Nervous Syst. (Ch 12) Lecture Videos (12.5-12.7)	Tues. Nov 17
	<i>Muscle / Nerve Lab Structures & Lab Activity #9</i>	<i>Tues. Nov 17 (Due by Sun. Nov 22)</i>
	Central Nervous Syst. (Ch 12) Lecture Videos (12.8-12.11)	Fri. Nov 20
14	Peripheral Nervous Syst. (Ch 13) Lecture Videos (13.1-13.7)	Tues. Nov 24
	<i>Lecture & Lab Review</i>	<i>Tues. Nov 24 (Thanksgiving Break Nov 25-27)</i>
15	Practical 3 (Muscles, & Nerves)	Tues. Dec 1
	Autonomic Nervous Syst. (Ch 14) Lecture Videos (14.1-14.3)	Fri. Dec 3
	Lecture Exam 4 - Final (Ch 12, 13, 14)	Tues. Dec 8 – Wed. Dec 9