

## Faculty & Course Information

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**Office Hours:** You are welcome to request an appointment outside the listed times with at least 48 hours' notice. I typically respond to emails by the next business day.

**Mondays & Wednesdays:** 12:30–3:00 PM

**Fridays:** 10:00 AM–1:00 PM

For online meetings, email me to schedule an appointment; I'll then send a Microsoft Teams link.

### **Required Materials:**

1. **Textbook:** Human Anatomy & Physiology, 11th ed., Marieb & Hoehn.  
A Blackboard-accessible e-text is available starting the first day of class and was already paid for with your tuition fees. Opt-out instructions are posted on Blackboard.
2. **Study Guide:** Human Anatomy & Physiology I: Study & Note-Taking Guide, Amanda Rakhshandeh (272 pages). Download from Blackboard and print for free.
3. **Hardware:** An external webcam is required for one quiz and all major exams. Check out from the SPC library or purchase on your own (typical cost - \$20 to \$30).
4. **A&P Model Kit:** Instructions for obtaining the kit are found on Blackboard.

**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. The lab provides hands-on learning experience for exploration of human system components and basic physiology.

### **Learning Outcomes:**

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.
7. Apply appropriate safety and ethical standards.
8. Locate and identify anatomical structures.
9. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems and virtual simulations.
10. Work collaboratively to perform experiments.
11. Demonstrate the steps involved in the scientific method.
12. Communicate results of scientific investigations, analyze data and formulate conclusions.
13. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing and summarizing to make decisions, recommendations and predictions.

### **Essential questions we will ask together this semester:**

1. How does the shape of a body part (from the smallest to the largest) cause it to function in a specific way?
2. What new functions can be seen once different anatomical structures begin working together?
3. How do different parts of the body sense their environment? How does it then respond?
4. How do different parts of the body obtain and use energy?
5. How do biologists describe the body to one another?
6. How are different biological structures similar? How are they different? How are different biological functions similar? How are they different?

## How do I succeed in this class?

**Spend enough time studying.** Expect to spend approximately

- 12 hours per week for a 16-week course
- 20 hours per week for an 8-week course
- 30 hours per week for a 5-week course.

Plan to complete assignments every day for the entire course. Avoid cramming. Plan your study schedule at the start of each week by blocking out non-negotiable commitments first, then scheduling specific study times and locations. Choose a low-distraction environment and work in smaller, regular sessions.

**Watch videos, complete tutorials and fill out the note-taking guide.** Print the note-taking guide and actively take notes while watching videos and completing tutorials. Pause often. Details matter, so write them down. Write down questions.

**Ask questions early.** Enter questions in the Discussion Board. The more specific you are, the better I can help. Ask questions until you fully understanding everything and your note-taking guide is fully filled out. Email me or set up a time to meet with me for extra help.

**Use the provided course tools.** I post learning aids for every section in the weekly folders and in the Course Resources section:

- *Videos:* Rewatch course videos anytime *via* the course YouTube channel (linked in Course Resources).
- *Primal Pictures:* A free, 3D, rotatable anatomy database available through the SPC Library.
- *Online tutorials and games:* Required chapter tutorials replace in-class activities; additional games in Course Resources help reinforce difficult topics.
- *PowerPoint slides:* Included in the Note-Taking Guide and Course Resources.
- *Lecture exam reviews:* Exams test only the topics listed on the reviews in the Note-Taking Guide.
- *Practical exam “terms to know”:* Only listed structures will be tested.
- *Instructor-made flashcards:* Provided for the practical exam structures.
- *Hands-on models:* Online students have access to an A&P kit; kits may be mailed to students living more than 30 minutes from Levelland or Lubbock. Campus models are also available for checkout.

**Quiz your memory repeatedly.** Make your own study aids, such as outlines, drawings, diagrams or mind maps as you review your notes. Quiz your memory over and over again using any of the following: blank versions of the note-taking guide, practical exam flash cards, extra online tutorials, lecture exam reviews. Only use your notes to briefly jog your memory when you forget something. Then, close them and continue testing your memory. **Re-reading notes or slides repeatedly is the LEAST EFFECTIVE strategy and typically results in poor exam performance.**

**Use SPC resources as needed.** Life can impact learning, but SPC can help. The SPC Health & Wellness Center has several resources that can help you, should unexpected emergencies arise, including food assistance, help paying bills, medical care, mental health counseling and referrals, other free or reduced cost programs. Visit this link to learn more: <https://www.southplainscollege.edu/health/studenthealth.php>

**Car break down?** Don't worry, there's a shuttle service between Lubbock & Levelland. Visit this link to learn more: <https://spartanpublictransit.com/spc-express.php>

## What are the assignments for this class?

**Lecture Exams (65%):** Five lecture exams assess your understanding of physiology concepts and anatomical “mental maps.” Exams are primarily multiple-choice. One due-date extension is allowed for a missed exam. If you begin an exam online, you may not exit the exam and then request a due-date extension. Re-takes are not permitted. No lecture exam grades are dropped; however, an optional comprehensive final lecture exam may replace your lowest lecture exam score.

**Lab (Practical) Exams (25%):** Four lab practical exams assess your ability to identify anatomical structures. Exams are fill-in-the-blank with no word bank; correct spelling is required for full credit. One due-date extension is allowed for a missed exam. If you begin a practical exam online, you may not exit the exam and then request a due-date extension. Re-takes are not permitted. No lab practical grades are dropped; however, an optional comprehensive final lab exam may replace your lowest practical exam score.

**Videos, Tutorials, and Model Kit Assignments (6%):** Each chapter includes instructional videos with graded questions and required online tutorials. Videos allow two attempts per question, and tutorials may be repeated until a score of 100% is earned. This category also includes model kit photo assignments, which require labeling assigned structures using non-permanent methods (e.g., sticky notes) and uploading clear photos of your work. No due-date extensions are allowed; the lowest two grades are dropped.

**Discussion Board (2%):** Post one Discussion Board entry each week with at least two content-specific questions from the week’s videos. Questions must refer to specific concepts; general statements, general questions, or course logistical questions do not earn credit. Posts are typically due Fridays at 11:59 PM (earlier when Friday is a holiday). No due-date extensions are allowed; the lowest one discussion grade is dropped.

**Orientation to the Course Assignments (2%):** Orientation assignments introduce the course structure, expectations, and learning tools. These include materials in the Start Here section and required Chapter 1 quizzes. Quizzes for later chapters are available in Course Resources but are optional. No due-date extensions are allowed; the lowest one orientation grade is dropped.

**Do you curve grades or offer extra credit?** Grades are not curved, and extra credit is not offered. Several easy assignments are due during the first days of the course in the Orientation section; these provide an early grade cushion, so do not miss them. All exam keys are reviewed for accuracy, and all fill-in-the-blank exam questions are hand-graded.

**Grading Scale:** A = 90–100% B = 80–89% C = 70–79% D = 60–69% F = <60%

**What if I’m on the borderline?** Because grades are dropped, cutoffs are strict. An 89.49 earns a B. An 89.50 earns an A.

## What are the other policies for your course?

**Engagement.** Regular engagement with course material is required. If you accumulate four days of non-submitted assignments, I may drop you from the course, resulting in a grade of “X,” not “W.” If you stop participating, it is your responsibility to immediately drop the course through the registrar; otherwise, you will be assigned the letter grade you earn at the end of the semester.

**Technical Difficulties.** If you experience technical difficulties during a major exam, ***immediately*** contact HonorLock support using either the in-exam chat feature (bottom right of the screen) or the live chat at <https://HonorLock.com/support>. For non-exam technical issues, contact the SPC Help Desk at 806-716-2600.

**Major Exam Proctoring Requirements.** All major exams are given online and ***must*** be proctored using HonorLock with an ***external*** webcam. I personally review exam recordings to ensure grading accuracy and to verify flagged misconduct. You are responsible for meeting all requirements below.

- **Valid photo ID shown.** The exam software prohibits taking the exam until your identity is verified.
- **Complete room/environment scan.** Incorrect or incomplete scans result in a zero.
- **Correct webcam placement.** Your computer, both hands, and face must be visible throughout the exam. Incorrect placement results in a zero.
- **Microphone on and recording.** A zero will be awarded if the microphone is not on and recording for the entire exam. Ensure clear audio (no fans, TVs, or excessive background noise).
- **Sufficient lighting.** Insufficient lighting results in a zero on the exam.
- **Remain in webcam view.** Leaving the webcam view for any reason results in a zero. If you need to take care of a childcare mid-exam, take the camera/computer with you so you remain on screen.
- **Approved testing environment and surface.** Exams taken on a bed receive a zero. You are not required to test at home. Contact me for troubleshooting help about your testing location.
- **No unauthorized materials.** Any unauthorized materials (books, notes, blank paper, phones, additional devices, headphones/earbuds or AI tools) near the testing area result in a zero.
- **Autofill and spellcheck disabled.** Use of autofill, predictive text, or spellcheck results in a zero.
- **Do not close or exit the exam.** Once you begin an exam, you may not close it unless instructed by HonorLock support for technical reasons (with chat verification). A 10% penalty per instance applies.
- **Appropriate attire.** Dress as you would for a face-to-face class. Inappropriate attire results in a zero.
- **No talking, music, or audio.** Talking with any adult, playing music, or playing audio recordings results in a zero. Communication with children for childcare reasons is permitted if you remain on camera.
- **Professional conduct.** Vulgar or disrespectful language regarding the exam or course results in a zero.

Consequences for violations are suspended on the prior knowledge quiz only, which is used to identify and correct issues. Feedback will be provided after this quiz. Penalties apply to all subsequent exams.

**Academic Integrity.** Honesty and ethical behavior are expected, and South Plains College Student Conduct guidelines apply to all work in this course. Violations will result in a zero and may be referred to the college for additional disciplinary action. If you are unsure whether something is allowed, ask before submitting work or beginning an exam.

**Institutional Policies.** Disabilities, Non-Discrimination, Title IX Pregnancy & Parenting Accommodations, CARE (Campus Assessment, Response & Evaluation), Intellectual Exchange, Campus Concealed Carry, COVID-19, and AI policies can be found at: <https://www.southplainscollege.edu/syllabusstatements/>

# Biology 2401.153 Tentative Assignments Schedule Spring 2026

All assignments are due at 11:59 PM CST. You are welcome to work ahead at any time!

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

| Due Date    | Week 1 assignments   | Webcam needed? | Done? |
|-------------|--|----------------|-------|
| T – Jan 13  | Orientation Videos   | ---            |       |
|             | Am I Ready? Quiz   | ---            |       |
|             | Study Schedule   | ---            |       |
|             | Prior knowledge quiz   | Yes            |       |
|             | Course messages quiz   | ---            |       |
|             | Student learning survey  | ---            |       |
| W – Jan 14  | Chapter 1 videos (#1, 2, 3 & 4)  | ---            |       |
| Th – Jan 15 | Chapter 1 videos (#5, 6, 7 & 8)  | ---            |       |
| F – Jan 16  | Chapter 1 online tutorial, Chapter 1 lab quiz, Chapter 1 quiz & Discussion Board | ---            |       |

| Due Date    | Week 2 assignments                           | Webcam needed? | Done? |
|-------------|--|----------------|-------|
| T – Jan 20  | Chapter 2 videos (#1 & 2)                    | ---            |       |
| W – Jan 21  | Chapter 2 videos (#3 & 4)                    | ---            |       |
| Th – Jan 22 | Chapter 2 videos (#5, 6 & 7)                 | ---            |       |
| F – Jan 23  | Chapter 2 online tutorial & Discussion Board | ---            |       |

| Due Date    | Week 3 assignments   | Webcam needed? | Done? |
|-------------|--|----------------|-------|
| M – Jan 26  | Chapter 3 videos (#1 & 2)  | ---            |       |
| T – Jan 27  | Chapter 3 videos (#3, 4 & 5)                                     | ---            |       |
| W – Jan 28  | Chapter 3 videos (#6 & 7)  | ---            |       |
| Th – Jan 29 | Chapter 3 videos (#8 & 9)  | ---            |       |
| F – Jan 30  | Chapter 3 online tutorial & Discussion Board                     | ---            |       |
| Sun– Feb 1  | Lecture Exam 1: Chs. 1, 2 & 3 and Lab Practical Exam: Chs. 1 & 3 | Yes            |       |

| Due Date   | Week 4 assignments  | Webcam needed? | Done? |
|------------|---|----------------|-------|
| M – Feb 2  | Chapter 4 videos (#1, 2 & 3)                                      | ---            |       |
| T – Feb 3  | Chapter 4 videos (#4 & 5)   | ---            |       |
| W – Feb 4  | Chapter 4 videos (#6)   | ---            |       |
| Th – Feb 5 | Chapter 4 videos (#7 & 8)   | ---            |       |
| F – Feb 6  | Chapter 4 videos (#9, 10 & 11), Kit assignment & Discussion Board | ---            |       |

| Due Date    | Week 5 assignments                           | Webcam needed? | Done? |
|-------------|--|----------------|-------|
| M – Feb 9   | Chapter 4 online tutorial (#1)               | ---            |       |
| T – Feb 10  | Chapter 4 online tutorial (#2)               | ---            |       |
| W – Feb 11  | Chapter 5 videos (#1 & 2)                    | ---            |       |
| Th – Feb 12 | Chapter 5 videos (#3 & 4)                    | ---            |       |
| F – Feb 13  | Chapter 5 videos (#5 & 6) & Discussion Board | ---            |       |

| Due Date    | Week 6 assignments   | Webcam needed? | Done? |
|-------------|--|----------------|-------|
| M – Feb 16  | Chapter 5 online tutorial                                    | ---            |       |
| T – Feb 17  | Chapter 6 videos (#1 & 2)                                    | ---            |       |
| W – Feb 18  | Chapter 6 videos (#3 & 4)                                    | ---            |       |
| Th – Feb 19 | Chapter 6 videos (#5 & 6)                                    | ---            |       |
| F – Feb 20  | Chapter 6 online tutorial, Kit assignment & Discussion Board | ---            |       |
| Sun– Feb 22 | Lecture Exam: Chs. 4, 5 & 6                                  | Yes            |       |

| Due Date    | Week 7 assignments                            | Webcam needed? | Done? |
|-------------|---|----------------|-------|
| M – Feb 23  | Chapter 7 videos (#1 & 1a)                    | ---            |       |
| T – Feb 24  | Chapter 7 videos (#1b & 1c), Kit assignments  | ---            |       |
| W – Feb 25  | Chapter 7 videos (#1d & 1e), Kit assignments  | ---            |       |
| Th – Feb 26 | Chapter 7 online tutorial (#1)                | ---            |       |
| F – Feb 27  | Chapter 7 videos (#2 & 2a) & Discussion Board | ---            |       |



| Due Date   | Week 8 assignments                             | Webcam needed? | Done? |
|------------|--|----------------|-------|
| M – Mar 2  | Chapter 7 videos (#3 & 3a)                     | ---            |       |
| T – Mar 3  | Chapter 7 video (#3b), Kit assignments         | ---            |       |
| W – Mar 4  | Chapter 7 online tutorial (#2)                 | ---            |       |
| Th – Mar 5 | Chapter 7 videos (#4 & 4a)                     | ---            |       |
| F – Mar 6  | Chapter 7 videos (#4b & 4c) & Discussion Board |                |       |

| Due Date    | Week 9 assignments  | Webcam needed? | Done? |
|-------------|---|----------------|-------|
| M – Mar 9   | Chapter 7 videos (#5 & 6), Kit assignments                    | ---            |       |
| T – Mar 10  | Chapter 7 online tutorial, Kit assignments                    | ---            |       |
| W – Mar 11  | Chapter 8 videos (#1 & 2)                                     | ---            |       |
| Th – Mar 12 | Chapter 8 videos (#3 & 4)                                     | ---            |       |
| F – Mar 13  | Chapter 8 online tutorial, Kit assignments & Discussion Board | ---            |       |
| Sun– Mar 22 | Lecture Exam: Chs. 7 & 8 and Lab Practical Exam: Ch. 7        | Yes            |       |

| Due Date    | Week 10 assignments                           | Webcam needed? | Done? |
|-------------|---|----------------|-------|
| M – Mar 23  | Chapter 11 videos (#1 & 2)                    | ---            |       |
| T – Mar 24  | Chapter 11 videos (#3 & 9)                    | ---            |       |
| W – Mar 25  | Chapter 11 videos (#4 & 5)                    | ---            |       |
| Th – Mar 26 | Chapter 11 video (#6)                         | ---            |       |
| F – Mar 27  | Chapter 11 videos (#7 & 8) & Discussion Board | ---            |       |

| Due Date   | Week 11 assignments  | Webcam needed? | Done? |
|------------|--|----------------|-------|
| M – Mar 30 | Chapter 11 online tutorial   | ---            |       |
| T – Mar 31 | Chapter 12 videos (#1, 2 & 12)   | ---            |       |
| W – Apr 1  | Chapter 12 videos (#3 & 4), Kit assignments                                | ---            |       |
| Th – Apr 2 | Chapter 12 videos (#5, 6 & 7), Chapter 12 tutorial (#1) & Discussion Board | ---            |       |

| Due Date   | Week 12 assignments             | Webcam needed? | Done? |
|------------|---------------------------------|----------------|-------|
| M – Apr 6  | Chapter 12 videos (#8, 9 & 13)  | ---            |       |
| T – Apr 7  | Chapter 12 videos (#10 & 11)    | ---            |       |
| W – Apr 8  | Chapter 12 online tutorial (#2) | ---            |       |
| Th – Apr 9 | Chapter 13 videos (#1, 2 & 6)   | ---            |       |
| F – Apr 10 | Discussion Board                | ---            |       |

| Due Date    | Week 13 assignments   | Webcam needed? | Done? |
|-------------|---|----------------|-------|
| M – Apr 13  | Chapter 13 videos (#3, 4, & 5), Kit assignments                             | ---            |       |
| T – Apr 14  | Chapter 13 online tutorial  | ---            |       |
| W – Apr 15  | Chapter 14 videos (#1 & 2)  | ---            |       |
| Th – Apr 16 | Chapter 14 online tutorial  | ---            |       |
| F – Apr 17  | Discussion Board  |                |       |
| Sun– Apr 19 | Lecture Exam: Chs. 11, 12, 13 & 14 and Lab Practical Exam: Chs. 11, 12 & 13 | Yes            |       |

| Due Date    | Week 14 assignments                                | Webcam needed? | Done? |
|-------------|--|----------------|-------|
| M – Apr 20  | Chapter 9 videos (#1 & 2)                          | ---            |       |
| T – Apr 21  | Chapter 9 videos (#3, 4 & 5)                       | ---            |       |
| W – Apr 22  | Chapter 9 videos (# 6 & 7)                         |                |       |
| Th – Apr 23 | Chapter 9 online tutorial                          |                |       |
| F – Apr 24  | Chapter 10 videos (#1, 1a & 1b) & Discussion Board |                |       |

| Due Date    | Week 15 assignments                                      | Webcam needed? | Done? |
|-------------|--|----------------|-------|
| M – Apr 27  | Chapter 10 videos(#1c & 1d), Kit assignments             | ---            |       |
| T – Apr 28  | Chapter 10 videos (#1e, 1f & 1g)                         | ---            |       |
| W – Apr 29  | Chapter 10 videos (#1h, 1i & 1j), Kit assignments        | ---            |       |
| Th – Apr 30 | Chapter 10 videos (#2 & 3)                               | ---            |       |
| F – May 1   | Chapter 10 online tutorial & Discussion Board            | ---            |       |
| Sun– May 3  | Lecture Exam: Chs. 9 & 10 and Lab Practical Exam: Ch. 10 | Yes            |       |

| Due Date  | Week 16 assignment   | Webcam needed? | Done? |
|-----------|--|----------------|-------|
| W – May 6 | Optional comprehensive final exams – lecture and lab (Chs. 1 through 14) | Yes            |       |

## Other important dates

|             |   |
|-------------|---|
| Jan 12      | First day of class  |
| Jan 19      | Martin Luther King, Jr. holiday – All SPC campuses closed |
| Jan 27      | Last day to drop without it showing on your transcript    |
| Mar 16 – 20 | Spring break holiday – All SPC campuses closed            |
| Apr 3       | Easter Break holiday – All SPC campuses closed            |
| Apr 23      | Last day to drop with a “W” on your transcript            |
| May 6       | Final exams day   |