

BIOL 2402 (4:3:3)

Anatomy & Physiology II

Department of Biology

Division of Arts and Sciences

SOUTH PLAINS COLLEGE

Spring 2026

2<sup>nd</sup> 8 Weeks

Dr. Megan Keith

Associate Professor of Biology

**SOUTH PLAINS COLLEGE**  
**BIOL 2402- ANATOMY & PHYSIOLOGY II**  
**SPRING 2026- 2<sup>ND</sup> 8 WEEKS**

Instructor: Dr. Megan Keith  
Office: Science Building S88  
Email: [mkeith@southplainscollege.edu](mailto:mkeith@southplainscollege.edu)

**Course Description:** Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

**Student 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. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.

**TexBook Program & Required Course Materials:** ***This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for the course (unless you opt out).***

- **What is TexBook?** The required textbook for this course is available to you in Blackboard from the first day of class. The fee for the textbook is the lowest price available from the publisher and bookstore and is included in your tuition payment.
- **How do I access my TexBook?** Access to your course material is provided by BibliU in Blackboard.
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt-out. By opting out you will lose access to the textbook and competitive pricing, and you will need to purchase the required course material on your own. If you still feel that you should purchase the course textbook/materials on your own. Send an opt-out email to [pwells@texasbook.com](mailto:pwells@texasbook.com); include your first name, last name, student ID number, and the course you are opting out of. If you need assistance with the process, contact the SPC Bookstore:  
Email: [pwells@texasbook.com](mailto:pwells@texasbook.com) / Phone: 806-716-2097
- **Required Textbook:** eText for Human Anatomy & Physiology, Marieb 12<sup>th</sup> edition
- **Required for Online Learning:** Reliable, high speed internet connection and a computer capable of accessing Blackboard, running required video proctoring software, and supporting continuous webcam and microphone use for exams. Technical limitations or equipment failures do not excuse non-compliance during proctored exams.
  - An external (USB connected) webcam with a microphone is required for a side view during testing. Integrated cameras are not sufficient. If you would like to purchase your own, the following is recommended: <https://amzn.to/4rRbUNG>.
  - **NOTE:** Mobile devices (i.e., phones) and tablets should not be used for taking quizzes or exams.
  - It is your responsibility to ensure that your device is compatible with all required course software and technology, and all programs are up to date for all components of this class, specifically exams.
  - Basic computing skills (Microsoft Office, PDF files, sending emails, professional etiquette, attaching documents to emails, uploading files).

### Online Course Content

- Blackboard is the primary source for course information. **Students need to access Blackboard regularly. Google Chrome is the preferred browser for use with Blackboard.**
- Specific course materials available include PowerPoint lecture slides, lecture videos, reading assignments, messages and announcements from the instructor, study aids, quizzes, lab exercises, etc.

### Communication

Email and course messages are the main methods that I have to communicate with you. Any announcements that I make via Blackboard will also be sent to your SPC email. Please check for messages frequently.

**The course messages option in Blackboard is my preferred method of communication because it allows me to keep track of messages from students in individual sections. Please use this as your first option for communication.** I will check my messages and email throughout the day Monday – Friday. I typically respond to all messages within 24 hours or less except on weekends and holidays.

**NOTE: If you message me, include something in the subject line that gives me an idea of the contents of the message, including your course number.**

### Copyright Notice

All material presented by the instructor in the course is copyright protected. The material presented by the instructor may not be modified or altered in any way. You have permission to download or print any material presented by the instructor in this course (ex. course information sheet, contact information, and learning module checklists). Copies must only be used for your personal educational use during this semester. The material may not be distributed in any way. If any course material is found on other websites, this is an act of academic misconduct and will be dealt with appropriately following the guidelines of the college concerning academic integrity.

### Assessment

Final grades for the course will be calculated on a weighted scale: four exams (65%), four lab practicals (25%), and weekly quizzes (10%). I follow a traditional grading scale:

90 – 100% = A      80 – 89% = B      70 – 79% = C      60 – 69% = D      ≤ 59% = F

I do not curve final grades. There are no other opportunities for bonus/extra points outside of the opportunities that are already worked into this course.

**\*Course Average:** Calculated by the weighted average of the three grade categories indicated. If a student's final average *is less than* one half percentage point away from the next higher letter grade, the instructor will consider giving the higher letter grade. Ex. a student with an 89.51 would receive a letter grade of "A" for the course.

### Exams

- Each major exam will cover lecture material. The exam format may include multiple-choice questions, definitions, matching, short answer questions, and essay questions.
- Exam dates are listed in the course schedule.
- Students should **NOT** miss exams! Any student who misses an exam will have a 0 score entered for that exam. If you have to miss the exam (for an excused reason), you must contact me **BEFORE** the exam.
- Exams 1 – 3 will be taken online. Students must meet the technology and environment requirements for online testing.
- Exam 4 is a mandatory face-to-face exam during finals week.
- Cheating will not be tolerated and will result in an automatic zero.

## Lab Practicals

- Lab practicals will cover lab material only. The question format will be primarily fill in the blank (identification of structures and functions) and connecting systems essay questions.
- Lab practicals will require the same proctoring requirements as exams.

## Quizzes

- Quizzes will be administered weekly. Quizzes will cover lecture AND lab material. Students will be given a time limit to complete each quiz. Academic dishonesty will result in an automatic zero.
- Missed quizzes CANNOT be made up unless proper documentation is provided for an excused absence.
- The lowest quiz grade (1) will be dropped at the end of the semester.

*Exam testing procedures-* Students must follow all exam conduct requirements listed below. These requirements are strictly enforced. Failure to comply will result in a grade of zero. By beginning an exam, students acknowledge that they understand and agree to comply with all exam conduct policies. An exam begins as soon as the student clicks the exam link and will be assessed for testing violations from that point.

**NOTE: Students will be informed of policies and requirements at the beginning of the course, and penalties will be minimally applied on an assignment of the professor's choosing. After this assignment, penalties will be applied in full.**

Exam Conduct Requirement	Clarification of Requirement
A valid photo ID must be shown at the start of the exam.	A government-issued ID is not required. Acceptable forms include SPC student IDs or photo IDs from other academic institutions. The name on the ID must match the name used to register for the course.
The microphone must be turned on and recording for the entire duration of the exam.	Audio must remain on and clear for the entire exam to verify exam integrity. Students are responsible for minimizing background noise. Fans blowing directly on the microphone, television audio, music, or excessive computer noise are not permitted.
Webcam placement must provide a continuous side-angle view of the student.	The webcam must be positioned to clearly show the student's face, both hands, and testing surface from a side angle. The camera may not be moved once the exam begins.
Students must complete a room and environment scan as instructed.	A complete environment scan must be performed following the instructor's posted instructions prior to beginning the exam. The scan must clearly show the testing area, desk surface, surrounding space, and absence of unauthorized materials.
A clear camera image must be maintained at all times. Both hands and face must be visible the entire time.	A zero will be given for any obstruction of the camera's view or of the student's face or eyes. Hats, sunglasses, excessive hand movements, or accessories that block the eyes are not permitted. Students may not lean out of the camera frame.
The testing environment must be well lit and fully visible.	Lighting must be sufficient for the instructor to clearly see the student's face, hands, and testing surface for the duration of the exam. Lighting conditions may not be altered once the exam has started.
The exam must be taken in a private, approved testing environment at a desk or table.	The student must be alone in a quiet, private space and seated at a desk or table. Exams may not be taken in bedrooms while seated on beds, couches, or floors. A functioning webcam and microphone are required.
No unauthorized materials may be present or within reach during the exam.	Unauthorized materials include, but are not limited to, books, notes, phones, smart devices, additional computers, papers, or writing not explicitly permitted. Only materials approved by the instructor may be present.
No talking, music, or audio of any kind is permitted during the exam.	The student may not listen to music or interact with any person during the exam. Communication with any adult for any reason is prohibited.
Professional and respectful conduct is required at all times.	Students must maintain professional language and behavior throughout the exam. Vulgar, inappropriate, or disrespectful language or gestures are not permitted.
Appropriate clothing is required during the exam.	Clothing must be consistent with standard classroom attire. Hoodies, hats, or blankets are not permitted, as they may obstruct visibility or compromise exam integrity.

- **Technical readiness is the responsibility of the student. Students must ensure a stable internet connection, a fully charged device, and functional audio and video equipment before beginning the exam. Technical issues caused by lack of preparation are not grounds for exam resets, extensions, or retakes.**
- **The instructor reserves the right to assign penalties, including a zero, for any behavior that violates academic honesty, exam security, or the spirit of these policies, even if the behavior is not explicitly listed.**
- **Any student who is concerned that a penalty was misapplied can request that the penalty be reviewed according to the grievance procedure listed below.**

### *Policies, Procedures, and Rules*

This course will be conducted according to the policies and procedures of the South Plains College Student Handbook and General Catalog.

1. **Attendance-** Regular and consistent interaction with online lessons and textbook materials is necessary for satisfactory achievement.
  - Open door policy: if you do arrive late, quietly take your seat. You may not make up quizzes or other work. Excessive tardiness will not be tolerated and may result in withdrawal from the course (3 late arrivals exceeding 10 minutes = 1 unexcused absence). **Do not be disruptive to the rest of the class.**
  - In the case of unexcused absence, the student will receive a 0 for the work submitted that day and it is the student's responsibility to obtain missed notes from classmates.
  - When unavoidable situations such as illness, weather, an official college-sponsored trip, or a death in the family causes absence, the student may make up the missed class work as long as documentation can be provided. The student will have one week from the date the makeup work is assigned to turn it in for credit.
  - The student may be administratively withdrawn from the course when absences become excessive (4 unexcused absences or more) AND the minimum course objectives cannot be met. The instructor is required to initiate a student's administrative withdrawal when the student has missed every class period for two weeks excluding holidays.
  - Should a student, for any reason, delay in reporting to a class after his/her official enrollment, absences will be attributed to the student from the first meeting of the class. A student who does not attend a class by the 12th day of classes will automatically be dropped from the course and receive a grade of "X".
  - If a student decides to stop attending class, submitting assignments, or that they want to drop the course for any reason, it is the student's responsibility to drop the course. After the second exam, I will not perform administrative drops. If you fail to drop the course, you will receive a failing grade at the end of the semester.
2. **Technical difficulties-** Please send an email immediately to notify the instructor of these difficulties. **You will be allowed one and only one reset on any assignment/exam for the semester.**

Should issues arise that are out of your control (i.e., Blackboard shuts down indefinitely) then the instructor will adjust assignment availability and due dates as appropriate.

3. **Make-up policy-** If work is missed for reasons that would not be considered an excused absence, it cannot be made up. There will be no exceptions to this rule. If, however, a student misses work due to circumstances out of their control, missed work may be made up. All make-up work is due within one week of the date that it is assigned. **It is essential that you communicate with me to ensure that you stay caught up in the class. If circumstances prevent you from making it to an exam, you must email me BEFORE the time at which the exam is administered (unless you are prevented from doing so due to an emergency).**

**DO NOT schedule other appointments or activities during class time.**

4. **Academic Integrity-** *It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity.* The attempt of any student to present any work as their own which he or she has not honestly performed is regarded at SPC as a most serious offense and renders the offender liable to serious

consequences, possibly suspension. Each student is expected to abide by absolute honesty. Infractions will result in penalties subject to an assignment of a grade of "F" for the course or expulsion from the college. Students should also regard civility online as a requirement to remain on the roll in class.

- Plagiarism violations include, but are not limited to, the following:
  1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
  2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
  3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
  4. Missing in-text citations.
- Cheating violations include, but are not limited to, the following:
  1. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, an administered test's content;
  2. Discovering the content of an examination before it is given, including bribing another person to obtain an unadministered test or information about an unadministered test;
  3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
  4. Entering an office or building to obtain unfair advantage;
  5. Taking an examination for another;
  6. Altering grade records;
  7. Copying another's work during an examination or on a homework assignment;
  8. Collaborating with or seeking aid from another person during a test;
  9. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's; or
  10. Taking pictures of a test, test answers, or someone else's paper.

**5. South Plains College policies concerning Disabilities, Non-discrimination, Title IX Pregnancy and Parenting Accommodations, CARE (Campus Assessment, Response, and Evaluation), Intellectual Exchange, Campus Concealed Carry, COVID-19, and AI (Artificial Intelligence) can be found here:**

<https://www.southplainscollege.edu/syllabusstatements/>

- 6. Privacy-** The federal law guaranteeing student privacy is the policy of this instructor as well as that of SPC. This means that I will not discuss your grade with anyone other than YOU.
- 7. Grievance procedure:** If a student is having a problem with the course policies or the instructor, he or she should ***first*** try and resolve any such problems with the instructor. If the problem is not resolved, the student may proceed to the Biology Department Chair, who can advise the student on how to resolve the problem or direct them to the appropriate office.
- 8. Student Code of Conduct Policy:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class (see the Student Guide for more information:  
<http://catalog.southplainscollege.edu/content.php?catoid=58&navoid=1931>).
- Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.**