

Biology 2402 Syllabus
Human Anatomy and Physiology II
Spring 2023 Sections 003 & 004
In-person Lecture and Lab
Instructor: Susan Horn, M.S.

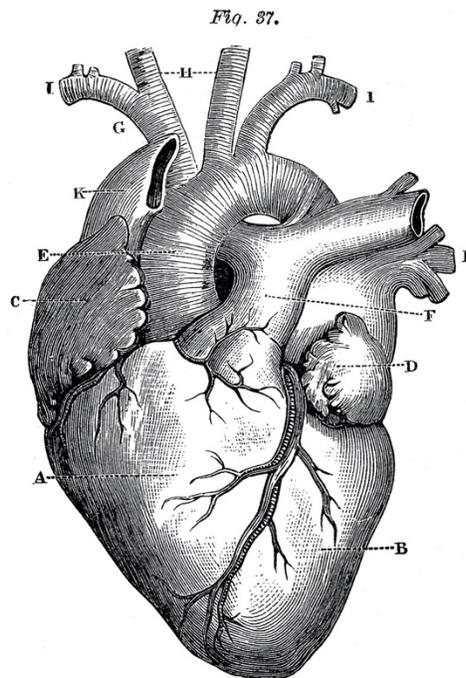


Table of Contents

- Part 1:** Contact Information (2)
Part 2: Course Description and Course Materials (2-3)
Part 3: Attendance and Grading Policies (4-5)
Part 4: Technology Help & General Syllabus Statements (5)
Part 5: How to be Successful in A&P 2 (6)
Part 6: Semester Schedule (7)

Part 1: Contact Information

Instructor: Susan Horn, M.S.

Email: shorn@southplainscollege.edu

Phone: (806) 716-2638

Office: Room 147

Class Times:

Monday	Tuesday	Wednesday	Thursday	Friday
	9:30-12:00 1:00-3:30	6:00 – 8:30	9:30-12:00 1:00 – 3:30	

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
1:00-3:00	3:30-5:00	4:00-6:00	3:30-4:00	9:30-11:30

*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 regularly** throughout the week. It is the student's responsibility to contact the instructor regarding any questions or concerns they have related to the course.

Covid-19 Statement:

If you are experiencing any of the symptoms associated with Covid-19, please do not attend class and either seek medical attention or test for COVID-19. Please also notify **DeEtte Edens, BSN, RN**, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. See the general syllabus statements for more information about submitting test results.

Part 2: Course Information and Course Materials

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: cardiovascular, immune, lymphatic, respiratory, digestive, urinary, reproductive, and endocrine. 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. Students must also **complete BIOL 2401** with a D or better. However, it is highly recommended that students complete BIOL 2401 with a C or better before taking BIOL 2402.

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 are not required to purchase their own computer but **must have access to one** that meets the specifications for this course. **Chrome is the preferred browser** for using Blackboard. (Do NOT use Internet Explorer). There are **computer labs available** for student use on all campuses. Students can also checkout Chromebooks from the Levelland library. Students are expected to log in to Blackboard weekly. **A student that does not have access to a working computer will not be an acceptable excuse for the inability to receive course content.** For more information about computer system requirements and additional links to 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>

⇒ **Textbook:** Human Anatomy & Physiology 11th 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.

What is TexBook? The required textbook/digital content for this course is **available to you in Blackboard from the first day of class** in the form of an **e-textbook**. The fee is the lowest price available from the publisher and bookstore and is **included in your tuition/fee payment**.

How do I access my TexBook? Access to your course material is provided **either by VitalSource or other links inside your Blackboard course (Course Resources)**. Your e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access.

Opting out of TexBook: Participating in TexBook is not mandatory, and you can choose to opt-out. However, by opting-out you will lose access to the ebook and competitive pricing. If you drop the class or opt-out before the deadline (**Feb 1, 2023**), the TexBook charge will be automatically refunded to your SPC account. Please feel free to consult with me before deciding to opt-out. If you decide to opt-out, send an email to pwells@texasbook.com. Include your first name, last name, student ID number, and the course you are opting out of. You will then receive a confirmation email.

If you need further assistance with the process, contact the SPC Bookstore: pwells@texasbook.com / 806-716-2097 or agamble@texasbook.com / 806-716-4610

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 one of the Technology Centers.

Helpful tips when accessing materials on Blackboard:

- 1) You can **save any materials** posted on Blackboard **to your computer or device**. This can help save time when accessing the course materials throughout the week.
- 2) **Print multiple PowerPoint "slides" per page**. If you would like to print out the lecture notes, 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:

Each week, we will be meeting to cover lecture and lab information. Students will also complete weekly lecture quizzes online. During exams days, **attendance will be mandatory**. During non-exam days, **attendance is strongly encouraged, but will not be mandatory**. Lecture and lab videos will be posted on Blackboard covering the material we discuss in class each week. If you are unable to attend class in person, you can watch those videos on your own. 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 April 27, 2023**. 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 lecture quizzes 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).25 + (Lecture Quiz average).05

- ⇒ **Lecture Exams (70%)**- Five lecture exams will be given throughout the course in-person during class time. These exams will consist of **multiple-choice, multiple-answer, matching, true-false, and/or sequence types of questions**. The 5th lecture exam is not cumulative and will be taken during finals week.
- ⇒ **Lab Practical (25%)**- Five practical exams will be given throughout the course in-person during class time. Most practicals will be completed on the same day as the lecture exams. You will need to identify **structures** using the laboratory models and some images using Primal Pictures (3-D image database). The practicals will consist of **fill-in-the-blank questions**. The 5th practical is not cumulative and will be taken during finals week.
- ⇒ **Lecture Quizzes (5%)**- Weekly lecture quizzes will be completed online using Blackboard. They will be available throughout the week and due on the assigned dates by 11:59pm. The questions will consist of **multiple-choice, multiple-answer, and true-false types of questions**. Students must answer questions on their own but are **allowed to use their notes** or other resources to complete the quizzes. Students can complete the quizzes using their computer, tablet, or phone.

***The lecture exams and practicals are CLOSED book.** The use of lecture notes, review sheets, the textbook and/or atlas, the internet or working with another student or non-student during the exam constitutes cheating.

Missed Exam Policy:

Lecture Exams and Lab Practical cannot be made up, regardless of the reason for absence. However, the **lowest lecture exam grade** will be dropped before calculating the lecture exam average. And the **lowest lab practical grade** will be dropped before calculating the lab practical average. If you miss a lecture exam and/or practical, you will receive a score of "0" on those exams. However, those grades will be dropped and your overall total will not be affected as much.

Lecture Quizzes cannot be made up, regardless of the reason for non-completion. However, the **2 lowest quiz grades** will be dropped before calculating the lecture quiz average. If you miss a quiz, you will receive a score of "0" on those quizzes. However, those two grades will be dropped and your overall total will not be affected as much.

Academic Dishonesty:

Students are expected to abide by the code of “Student Conduct” that can be found in the 2022-2023 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

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**.

Helen DeVitt Jones Student Learning Center:

There are multiple study areas and resources available for students within the Student Learning Center in the Science Building. Hours of operation: Monday – Thursday: 7:45 am - 9:00 pm & Friday: 7:45 am – 4:00 pm

Students can print course materials and make copies within the **printing station located in Room 099** (across from the coffee bar). To reserve a **study room**, you can use this link: <https://southplainscollege.libguides.com/sciencecenter>. Or you can use the QR codes listed at each room. Students can **checkout anatomy models** to study within the learning center. See the main circulation desk for more information. There are also coffee and snacks available at the coffee bar.

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. You can also complete lecture quizzes on your phone using the app.
- 3) **Download Microsoft Office apps** to your phone or tablet, especially **PowerPoint**. Sometimes the formatting of certain images gets distorted when downloading PowerPoints to your phone using the default settings (especially on iPhone). Instead, if you download a PowerPoint document from Blackboard to your phone, choose to open it through the PowerPoint app. Then the images and formatting will be preserved correctly.

Covid-19 Statement: For information and resources about COVID-19, please visit: <https://www.southplainscollege.edu/emergency/covid19-faq.php>.

General Syllabus Statements: For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.

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 2:

- 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) Re-watch lecture videos at **1.25 speed**. Find other videos posted on **YouTube** to help explain difficult topics.
- 4) 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.
- 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.

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>

Tutor.com

You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. The link to sign in will be posted on Blackboard.

Final 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.

Biology 2402 Schedule - Sections 003, 004

*Lecture Quizzes are due by **11:59 pm** on the due date

***Lecture Exams & Lab Practicals are shown in bold** (will occur during class time)

<u>Week</u>	<u>Assignment</u>	<u>Due Date</u>
1	The Heart (Ch 18) Lecture Quiz	Mon. Jan 23
2	The Heart (Ch 18) Lecture Quizzes	Mon. Jan 30
3	Blood Vessels (Ch 19) Lecture Quizzes	Mon. Feb 6
4	Lecture Exam 1 (Ch 18, 19) & Practical 1 (The Heart)	Tues. Feb 7
	Blood (Ch 17) Lecture Quiz	Mon. Feb 13
5	Blood & Lymphatic / Immune Systems (Ch 17, 20, 21) Lecture Quizzes	Mon. Feb 20
6	Immune System (Ch 21) Lecture Quizzes	Mon. Feb 27
7	Lecture Exam 2 (Ch 17, 20, 21)	Tues. Feb 28
	Practical 2 (Blood Vessels)	Thurs. Mar 2
	Respiratory System (Ch 22) Lecture Quiz	Mon. Mar 6
8	Respiratory & Digestive Systems (Ch 22, 23) Lecture Quizzes	Mon. Mar 20
9	Digestive System (Ch 23) Lecture Quizzes	Mon. Mar 27
10	Lecture Exam 3 (Ch 22, 23) & Practical 3 (Respiratory & Digestive Systems)	Tues. Mar 28
	Urinary System (Ch 25) Lecture Quiz	Mon. Apr 3
11	Urinary System (Ch 25) Lecture Quizzes	Mon. Apr 10
12	Acid-Base, Fluid, Electrolyte Balance (Ch 26) Lecture Quizzes	Mon. Apr 17
13	Lecture Exam 4 (Ch 25, 26) & Practical 4 (Urinary System)	Tues. Apr 18
	Reproductive System (Ch 27) Lecture Quiz	Mon. Apr 24
14	Reproductive System (Ch 27) Lecture Quizzes	Mon. May 1
15	Endocrine System (Ch 16) Lecture Quizzes	Mon. May 8
16	Lecture Exam 5 (Ch 27, 16) & Practical 5 (Reproductive & Endocrine Systems)	Tues. May 9

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