

**Biology 2401 Syllabus
Fall 2023 Sections 009, 011**

**Human Anatomy & Physiology I
In-Person Lecture & Lab
Instructor: Susan Horn, M.S.**

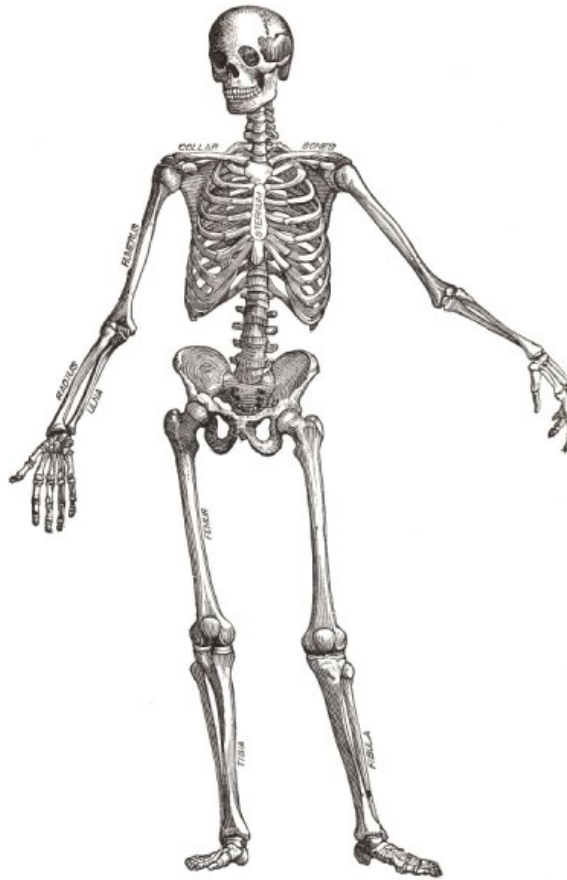


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Part 1: Contact Information

Instructor: Susan Horn

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	9:00-9:30 3:30-4:00	4:00-6:00	9:00-9:30 3:30-4:00	1:00-3:00

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.

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>

⇒ **Textbook & Mastering A&P:** Human Anatomy & Physiology 11th Edition by Marieb & Hoehn

This course is part of the **SPC TextBook program**. You do not need to purchase a textbook or access code for this course. The fee is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment. During the class, students will be able to access the e-textbook and complete assignments using the Mastering A&P courseware. The required textbook/digital for this course is **available to you in Blackboard from the first day of class**. A link to the e-textbook and Mastering A&P courseware will be located within the folder **“Course Resources”**.

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 13, 2023**), the TexBook charge will be automatically refunded to your SPC account. 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.

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. However, during class time, as we review lecture and lab material, there may be additional review diagrams made on the board and extra review materials given out. These materials will not be posted on Blackboard. If you are not able to attend class in person, you will need to watch the lecture and/or lab videos posted on Blackboard to stay on schedule. You will also still need to complete the online quizzes 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, November 30, 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).7 + (Lab Practical average).25 + (Lecture Quiz average).05

Course Components:

- ⇒ **Lecture Exams (70%)** - Five lecture exams will be given throughout the course. These exams will consist of multiple-choice, multiple-answer, matching, true-false, and/or sequence types of questions. The 5th lecture exam (final) will contain mostly new material with some cumulative questions. Out of the **4 lecture exams** taken before the final, the **lowest lecture exam grade** will be dropped before calculating the lecture exam average. **All students must take the final exam (5th lecture exam)**. That grade will not be dropped and will factor into the lecture exam average. Also, if a student is found cheating on any lecture exam and earns a "0", that grade will **not** be dropped.
- ⇒ **Lab Practicals (25%)** - 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**. All lab practical grades will count towards the lab practical average.
- ⇒ **Lecture Quizzes (5%)** - Weekly lecture quizzes will be completed on 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. Lecture Quizzes cannot be made up, regardless of the reason for absence. However, the **2 lowest quiz grades** will be dropped before calculating the lecture quiz average.

***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 will 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. If a student misses a **lecture exam**, they can either schedule a time to make-up the exam or opt to earn a "zero" and have that exam be their dropped exam. If a student misses a **lab practical**, they will need to schedule a time to make-up the practical.

The make-up exam and/or practical must be completed **within one week** of the original due date. However, the make-up exam should be taken as soon as possible (ideally within 2 days after the scheduled date) so the student does not get behind. 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.

Academic Dishonesty:

Students are expected to abide by the code of "Student Conduct" that can be found in the 2023-2024 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. 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 the QR codes listed at each room. Students can **check out anatomy models** to study within the learning center. See the main circulation desk for more information.

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**. 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:

If you are experiencing any Covid-19 symptoms, please do not attend class and either seek medical attention or get tested for COVID-19. Symptoms include: cough, shortness of breath, difficulty breathing, fever or chills, muscle or body aches, vomiting or diarrhea, new loss of taste and smell. Also, please contact DeEtte Edens, BSN, RN, Associate Director of Health and Wellness at dedens@southplainscollege.edu or at (806) 716-2376.

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/>.

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>

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.

Biology 2401 Schedule

*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	Human Body Orientation (Ch 1) Lecture Quiz	Mon. Sept 4
2	Human Body Orientation & Biochemistry (Ch 1 & 2) Lecture Quizzes	Mon. Sept 11
3	Cell Biology (Ch 3) Lecture Quizzes	Mon. Sept 18
4	Lecture Exam 1 (Ch 1, 2, 3)	Tues. Sept 19
	Tissues (Ch 4) Lecture Quiz	Mon. Sept 25
5	Practical 1 (Axial Skeleton)	Thurs. Sept 28
	Tissues & Integumentary System (Ch 4 & 5) Lecture Quizzes	Mon. Oct. 2
6	Skeletal System (Ch 6) Lecture Quizzes	Mon. Oct 9
7	Lecture Exam 2 (Ch 4, 5, 6)	Tues. Oct 10
	Joints (Ch 8) Lecture Quizzes	Mon. Oct 16
8	Muscular System (Ch 9) Lecture Quizzes	Mon. Oct 23
9	Lecture Exam 3 (Ch 8, 9)	Thurs. Oct 26
10	Practical 2 (Appendicular Skeleton & Joints)	Thurs. Nov 2
	Nervous System (Ch 11) Lecture Quizzes	Mon. Nov 6
11	Nervous & Central Nervous System (Ch 11 & 12) Lecture Quizzes	Mon. Nov 13
12	Lecture Exam 4 (Ch 11, 12)	Thurs. Nov 16
13	Central Nervous System (Ch 12) Lecture Quiz	Mon. Nov 27
14	Peripheral Nervous System (Ch 13) Lecture Quizzes	Mon. Dec 4
15	Practical 3 (Muscular & Nervous System)	Tues. Dec 5
	Autonomic Nervous System (Ch 14) Lecture Quiz	Mon. Dec 11
16	Lecture Exam 5- Final (Ch 12, 13, 14 + Cumulative Questions)	Tues. Dec 12

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