



BIOL 2401.088 TR Anatomy & Physiology I (Online)

Course Syllabus: Fall 2023

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	Online	Online	Online	Online	Online	Online

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities. Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 4 credit hours. Lecture/Lab/Clinical: Three hours of lecture and three hours of lab each week.

Anatomy & Physiology I is intended for students entering a field of study in health sciences or kinesiology. This course is the first semester of a two-semester sequence and includes a study of basic cell biology, histology, the integument, skeletal, muscular, and nervous systems. Animal dissection is a required component of laboratory activity in both face-to-face and online format. Successful completion of BIOL 2401 with a C or better allows the student to continue to BIOL 2402.

Note: Additional course fee(s) required.

Prerequisite(s): TSI complete in reading and writing.

Required Instructional Materials:

Inclusive Access: We have negotiated with the Publisher to obtain a discounted price for your lecture course materials. Your eBook and **Connect Access Code** are included with your tuition and will be available through Blackboard on the first-class day (use the link found on the Bb course homepage). The materials are required for your class and essential in your success. If you also determine that you would like a print copy of your text in addition to your inclusive access loose-leaf copies will be available in the College Store at a discounted price. You may opt out of purchasing your materials from the College Store through the Census Date for the course. If you choose to opt out, you will be responsible for purchasing your Connect Access Code from another vendor. You will receive a refund for the Inclusive Access if you opt out.

Biol 2401 Access Code Shier’s A&P McGraw Connect Inclusive, Publisher McGraw
Digital Content

Required Lab Kit:

Custom A & P I Lab Kit from **Carolina Distance Learning:** SKU581875DV.

The lab kit redemption card or kit can be purchased directly from NTCC's College Store. Please see the College Store Website for information on obtaining your lab kit: <http://www.ntccbookstore.com/>

Recommended Reading(s): Appropriate chapters in textbook as assigned.

Optional Instructional Materials: Print Upgrade: Hole's Human Anatomy & Physiology Shier Copyright 22 Publisher McGraw Edition 16 Binding Loose-leaf

Minimum Technology Requirements:

Laptop or computer with webcam using **Chrome browser and Proctorio extension**
Access to high-speed daily internet
Microsoft Office 365 (available as a free download for all NTCC students)
Calculator such as TI-30Xa or equivalent. No programmable calculators or cell phones are allowed on exams.

Required Computer Literacy Skills:

Ability to use a Chrome web browser to access NTCC Blackboard System for course information, eBook and Connect assignments and Proctorio extension on Chrome.

Ability to access NTCC student email system and communicate professionally and competently with instructor.

Ability to create and complete Word documents, save on your computer and upload into Bb assignment links.

Student Learning Outcomes:

Anatomy and Physiology is the first part of the 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 basis physiology.

OUTCOME_NAME_	OUTCOME_DESCRIPTION_1
Anatomy and Physiology	Define anatomy and physiology, explain the importance of the relationship between structure and function and be able to describe and identify directional terms, anatomical positions, and anatomical structures.
Nature of A Human Cell	Explain the nature of a human cell.
General Makeup of Tissue	Describe the general make-up of a tissue and be able to recognize the primary tissue types and examples of each type.
Integumentary System	Describe the general structure, function, and interaction of the integumentary system.
Skeletal System	Describe the general structure, function, and interaction of the skeletal system inclusive of joints.
Characteristics and Function of Muscles	Summarize the major characteristics and functions of skeletal, smooth, and cardiac muscle. Be able to identify the major superficial muscles of the human body.
Structure and Function of Nervous System	Describe the general structure, function, and interaction of the nervous system.
Laboratory Skills	Work safely and collaboratively in the laboratory using appropriate equipment and tools to communicate results of scientific investigations, analyze data and formulate conclusions using critical thinking and scientific problem-solving skills.

Core Curriculum Purpose and Objectives:

Through the core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance

intellectual and practical skills that are essential for all learning. Courses in the foundation area of life and physical sciences focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

College Student Learning Outcomes:

Critical Thinking Skills

CT.1

Students will demonstrate the ability to 1) analyze complex issues, 2) synthesize information, and 3) evaluate the logic, validity, and relevance of data.

Communication Skills

CS.1

Students will effectively develop, interpret, and express ideas through written communication.

Empirical and Quantitative Skills

EQS.1

Students will manipulate numerical data or observable facts by organizing and converting relevant information into mathematical or empirical form.

EQS.2

Students will analyze numerical data or observable facts by processing information with correct calculations, explicit notations, and appropriate technology.

Teamwork

TW2. Students will work with others to support and accomplish a shared goal.

Tentative Course Timeline (*note* instructor reserves the right to adjust this timeline at any point in the term):

Lectures & Discussions for ONLINE A&P:

Week 1-	Chapters 1/2
Week 2-	Chapters 1/2
Week 3-	Chapter 3
Week 4-	Chapter 4
Week 5-	Unit assessment 1 (Chps. 1-4)/ Chapter 5
Week 6-	Chapter 5
Week 7-	Chapter 7
Week 8 -	Chapter
Week 9-	Unit assessment 2 – Chapters 5,7,8
Week 10-	Lab Practical 1 & Midterm/ Chapter 9
Week 11-	Chapter 6
Week 12-	Unit assessment 3 (Chps. 9, 6) / Chapter 10
Week 13-	Chapter 11
Week 14-	Chapter 12
Week 15-	Unit assessment 4 (Chps. 10-12)
Week 16-	FINAL EXAM / Lab Practical 2

Evaluation/Grading Policy:

Lecture Average 70% of final course grade

Lab Average 30% of final course grade

The “lecture” component of this course will consist of online homework/quizzes through McGraw-Hill Connect and examinations with the following weight in calculating final lecture average:

10% online homework and quizzes

20% Unit Assessment 1-4 -5% each (proctored utilizing Proctorio)

20% Midterm Test (proctored at approved testing center)

20% Final Test (proctored at approved testing center)

The “lab” component of this course will consist of online and hands-on laboratory activities Kit for A&P I:

10% Carolina Distance Learning A&P Lab Kit Online and hands-on Labs

20% Lab Practicals 1-2 (proctored at approved testing center)

Final Grades will be determined as follows:

90.0 --- 100 = A

80.0 --- 89.9 = B

70.0 --- 79.9 = C

60.0 --- 69.9 = D

59.9 and < = F

Course Structure and Overview:

Through the core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Courses in the foundation area of life and physical sciences focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

Assignments, Unit Tests, Lab practicals and Final Exam:

- Homework, quizzes, and Learn Smart are assigned using McGraw-Hill Connect. Each assignment or quiz will be due at a specific time in the semester related to the lecture schedule.
- There are 4-unit assessments. Each unit assessment will be taken through Proctorio.
- You are required to use Proctorio. Read the information in the “Start Here” folder and at the end of the syllabus to familiarize yourself with the process for utilizing.
- There are 2 lab practicals. Each lab practical will be proctored at an approved proctoring location as well as your midterm & final exam for the course.
- The midterm, final exam and 2 lab practicals are proctored exams at approved testing centers. Approved proctoring facility, other than NTCC, is the responsibility of the student to procure. Failure to take the final exam will result in a grade of “F” for the course. BioSig will provide your instructor with an independent report identifying the IP address of the computer and the internet provider of your proctored test. Mobile hot spots are not acceptable when taking the final exam.

Laboratory:

- The Carolina Lab Kit contains almost all the materials that you will need. There are a few items that you should be prepared to supply to complete some labs (sticky notes for labeling, etc.).
- Lab Reports are graded based on documented evidence of completion of the lab exercise (photos included in your lab report) and successful answering of questions presented. Submitted photos of labs are worth 40% of the lab report grade.

Communications: Turnaround time for email responses will be 24 hours and typically less but if I do not respond within the 24 hours, please email me again. The best and fastest way to communicate with me is via the NTCC email address...dhardeman@ntcc.edu. This is the official form of communication used by the college.

Institutional/Course Policy:

- Northeast Texas Community College is a “community of scholars.” Please remember that you and all the students in this class are pursuing very important goals in your lives. As scholars, I expect every student to be courteous to other students and the instructor in all online experiences.
- All colleges and universities must remain diligent in their pursuit of assuring the academic integrity of their courses to maintain their accreditation status with Southern Association of Colleges and Schools and the Texas Higher Education Coordinating Board. The academic integrity of NTCC’s online courses is maintained with the documented use of Proctorio and/or an approved testing center for completing lab practicals, mid-term, and final examinations.
- As your instructor, I will make a conscientious effort to provide you with a variety of teaching and learning formats to help you in your efforts to be successful in anatomy and physiology. I deeply care about your learning experience and your success in this course, however that ultimate success does depend largely on **YOU**. Your success can be maximized, and your potential achieved by making the commitment to meet these online expectations:
 - ✓ Schedule and plan to complete all lecture and laboratory assignments and submit them when they are due. Be sure to print off the calendar to help you keep up with assignment due dates. **No extensions will be made.**
 - ✓ Be sure to do all your own work. Collusion and plagiarism are acts of academic dishonesty. Work that is copied and pasted directly from any website is not acceptable in any form on any assignment, lab, or test. See the Student Handbook, p. 90 for definitions of collusion, plagiarism, and cheating. Infractions can result in severe grading penalties or failure.
 - ✓ Provide the instructor with your testing facility name, address, phone number and contact person and their email by the second week of the semester. You will be required to schedule appointments at these facilities for testing.
- The last day to drop the course with a grade of W is **Tuesday, November 21st, 2023**. If circumstances require you to withdraw from this course, you must do so by that date. It is the **student’s responsibility** to initiate the withdrawal with the registrar’s office. **Failure to officially withdraw will result in your receiving a grade of F.**

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC’s website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action.

This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Proctorio Syllabi Description - US Higher Education

Proctorio is a Learning Integrity resource

This course will use Proctorio, a browser-locking and remote proctoring solution designed to protect the integrity of this course's assessments, within some of your Connect assignments. As your instructor, I've chosen the secure exam settings required by this course, and only I will make a judgment as to any potential academic integrity violation.

Assignments with Proctorio

You'll be able to see which assignments in Connect include Proctorio settings because they will be clearly labeled with "Proctoring Enabled" in the assignment title. The settings that I use may vary depending on the assignment. When you start a proctored assignment, the settings in use will be indicated.

Proctorio Minimum System Requirements

Proctorio offers a flexible service, which may include recording of video, audio, and screen activity or none of the above. The [Proctorio system requirements](#) are dependent on the exam settings and may require a webcam and a microphone. Test takers are encouraged to use a practice exam to test their system prior to taking an exam. Virtual machines and proxy connections will not work.

Equity and Fairness

The reason I've chosen to enable Proctorio settings for specific assignments in this course is to make education more equal by allowing each student to earn the grades they deserve. The US Federal Government also requires that all schools have a process in place for verifying student identity to protect against Federal Student Aid (FSA) fraud.

Privacy

Proctorio is a trusted resource for remote proctoring because of the company's commitment to student

privacy. Proctorio uses single sign-on through Connect, and only I or approved individuals, here at our institution, will have access to your exam data. Proctorio never requires personally identifiable information from students, and Proctorio will never sell your data to third parties. Read more about [Proctorio's approach to privacy](#).

Security

Proctorio only runs as an extension in your Chrome browser. This means that Proctorio works within a sandbox and has limited access to your computer system, unlike traditionally installed software applications that have complete access to your computer's hard drive, or other resources.

Proctorio does not continuously run in Connect. Proctorio only runs while you are taking your proctored Connect assignment. After your proctored assignment ends, you may uninstall the extension by right-clicking on it, to bring you peace of mind. Just remember, if you choose to do this, you'll need to reinstall the extension again before starting your next proctored assignment.

All student data is kept safe using zero-knowledge encryption, meaning student data is scrambled and unreadable by anyone outside of our institution's learning platform. Proctorio cannot see your proctored assignment data. Read more about [Proctorio security](#).

Getting Started

Before getting started on your first proctored assignment, please watch the Student Orientation Video on Proctorio, and then make sure to follow the instructions in [Proctorio's Quick Start Test Taker Guide](#) for the extension. To verify your computer system meets the requirements, take the practice quiz. This will ensure that everything will run smoothly on the day of the proctored assignment.

If, after reading the Quick Start Test Taker Guide, you have any trouble while using Connect & Proctorio, you can access quick help guides or reach out to Connect or Proctorio support for troubleshooting. Support can assist in troubleshooting any extension related issues before, during, and after your proctored assignment.