

**Biology 2401 Syllabus  
Human Anatomy and Physiology I  
Fall 2022 Sections 007 & 009  
In-person Lecture and Lab  
Instructor: Susan Horn, M.S.**



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## Part 1: Contact Information

**Instructor: Susan Horn**

Email: [shorn@southplainscollege.edu](mailto:shorn@southplainscollege.edu) Phone: (806) 716-2638 Office: Room 147

### **Class Times:**

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

### **Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday
12:30-1:00	3:30-5:00	4:00-6:00	3:30-5:00	12:30 – 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 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](mailto: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.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication. Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

## 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:

⇒ **Five** red, 100 question-Scantrons (**Form No. 29240**). Scantrons can be purchased at any campus bookstore.

⇒ **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 (**Sept. 14, 2021**), 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 [tfewell4texasbookcompany@gmail.com](mailto:tfewell4texasbookcompany@gmail.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: [tfewell@texasbook.com](mailto:tfewell@texasbook.com) / 806-716-2399 or [agamble@texasbook.com](mailto: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 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 not able 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 cannot attend class in person because of Covid-19 related reasons, you will still be required to stay up-to-date in the class. You will need to watch the lecture and lab videos on your own and complete the online quizzes by their due dates. If the illness is more severe, you will need to submit a note from your doctor or hospital indicating the severity of the illness.

If you decide it will be best to drop the course, **the last day to drop with a "W" is Thursday December 1, 2022**. 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. I will **not drop a student administratively for non-attendance**. If you decide to stop attending class, and do not submit a drop form by the deadline, **you will receive an "F"** at the end of the semester. 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.

#### 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**

- ⇒ **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 5<sup>th</sup> exam (final) is not cumulative and will be taken during finals week.
- ⇒ **Lab Practical (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**.
- ⇒ **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.

**\*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 cannot be made up**, regardless of the reason for absence. However, the **lowest exam grade** will be dropped before calculating the lecture exam average. If you miss one exam, you will receive a score of "0". However, that grade will be dropped and your overall grade will not be affected.

**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. If you miss two quizzes, you will receive a score of "0" on both quizzes. However, those grades will be dropped and your overall grade will not be affected.

**Lab Practicals can be made up.** Make-up practicals may be given only under extenuating circumstances, i.e. illness, death of an immediate family member, etc. Please let me know within 24 hours of the scheduled exam about such emergencies. You must also provide some form of proof to verify the emergency. The make-up practical will be structured differently. Students will not use the actual lab models. Instead, they will need to identify the structures by looking at a **picture of the labeled model**. The make-up practical needs to be taken as soon as possible so the student does not get behind. All decisions regarding the make-up practicals 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 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

### **Important SPC Dates:**

September 5- Labor Day **(No Class)**

September 14 - Last day to withdraw without it showing on your transcript & last day to opt-out of TexBook program

September 19 - Last day to receive 70% refund

September 26 - Last day to receive 25% refund

October 14 - Fall Break **(SPC Facilities Closed)**

November 23-24 - Thanksgiving Break **(No Class)**

December 1 - Last day to withdraw with a 'W' on your transcript

December 12-15 - Final Exams Week

December 16- Final Grades Due

## Part 4: Technology Help

### Computer Problems or Blackboard Server Problems:

If a student's internet connection goes down, or a student's computer crashes or otherwise becomes inoperable for blackboard, **it is the responsibility of the student** to have their internet connection and/or computer repaired as soon as possible in order to avoid getting behind in the class.

- ⇒ For general computer or technical issues: Contact the **Help Desk** by emailing [helpdesk@southplainscollege.edu](mailto: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](mailto:blackboard@southplainscollege.edu) or calling **806-716-2180**.
- ⇒ To learn more information about Blackboard, click on the following link on the SPC Instructional Technology webpage: <https://www.southplainscollege.edu/instructional-technology/students/students.php>

### 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.

## 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.

## Part 6: SPC General Syllabus Statements

**Covid-19 Statement:** If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19: Cough, shortness of breath, difficulty breathing, Fever or chills, Muscles or body aches, Vomiting or diarrhea, New loss of taste and smell

Please also notify **DeEtte Edens, BSN, RN**, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication. Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

**Disabilities Statement:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Title IX Pregnancy Accommodations Statement:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email [cstraface@southplainscollege.edu](mailto:cstraface@southplainscollege.edu) for assistance.

**Non-Discrimination Statement:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

**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.

**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 print out one copy of any material presented by the instructor in this course (ex. Class information sheet, course orientation, and chapter module PowerPoint Presentations or videos). The one copy must only be used for your personal educational use during this semester. The material may not be altered or modified in any way. The material may not be distributed in any way. You have permission to download the same material to your computer hard drive or other medium in order to print out the material needed. Any material downloaded may not be altered or modified in any way. The downloaded material may not be distributed in any way.

**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 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)

Week	Assignment	Due Date
1	Human Body Orientation (Ch 1) Lecture Quizzes	Mon. Sept 5
2	Biochemistry & Cell Biology (Ch 2 & 3) Lecture Quizzes	Mon. Sept 12
3	Cell Biology (Ch 3) Lecture Quiz	Wed. Sept 14
	<b>Lecture Exam 1 (Ch 1, 2, 3)</b>	<b>Thurs. Sept 15</b>
4	Histology (Ch 4) Lecture Quizzes	Mon. Sept 26
5	<b>Practical 1 (The Skull)</b>	<b>Tues. Sept 27</b>
	Integumentary & Skeletal System (Ch 5 & 6) Lecture Quizzes	Mon. Oct. 3
6	Skeletal System (Ch 6) Lecture Quiz	Wed. Oct 5
	<b>Lecture Exam 2 (Ch 4, 5, 6)</b>	<b>Thurs. Oct 6</b>
7	Nervous System (Ch 11) Lecture Quizzes	Mon. Oct 17
8	Nervous & Central Nervous System (Ch 11 & 12) Lecture Quizzes	Mon. Oct 24
9	<b>Practical 2 (The Skeleton)</b>	<b>Tues. Oct 25</b>
	Central Nervous System (Ch 12) Lecture Quiz	Mon. Oct 31
10	<b>Lecture Exam 3 (Ch 11, 12)</b>	<b>Tues. Nov 1</b>
	Central Nervous System (Ch 12) Lecture Quiz	Mon. Nov 7
11	Peripheral Nervous System (Ch 13) Lecture Quizzes	Mon. Nov 14
12	Autonomic Nervous System (Ch 14) Lecture Quiz	Wed. Nov 16
	<b>Lecture Exam 4 (Ch 12, 13, 14)</b>	<b>Thurs. Nov 17</b>
13	Muscular System (Ch 9) Lecture Quiz	Mon. Nov 28
14	Muscular System (Ch 9) Lecture Quizzes	Mon. Dec 5
15	<b>Practical 3 (Muscles and Joints)</b>	<b>Tues. Dec 6</b>
	Joints (Ch 8) Lecture Quiz	Mon. Dec 12
16	<b>Lecture Exam 5- Final Exam (Ch 8, 9)</b>	<b>Tues. Dec 13</b>

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