

COURSE INFORMATION DOCUMENT OR SYLLABUS

Biology 2401

Human Anatomy and Physiology I

FALL 2022

Instructor:

Sandra Carter DVM
Office S 146 LVL/ PC 108 PLV
806-716-2495
e-mail: scarter@southplainscollege.edu

Fall 2022 A&P 1 Classes:

Biol 2401 LVL Sec 003 MW 11 am- 1:30 pm S143/ S151; Sec 005 MW 2:30 pm- 5 pm S143/S151
PLV Sec 501 MW 2:30- 5 pm PC 128/PC 118

Office Hours: Levelland Monday 1:30-2:30 pm; 5 pm-5:30 pm
Wednesday 1:30-2:30 pm; 5 pm- 5:30 pm
Friday 10:30 am- 12:30 pm
Plainview Tuesday 1:30 -2:30 pm; 5 pm- 5:30 pm
Thursday 1:30 -2:30 pm; 5 pm- 5:30 pm

General Course Syllabus

Available on Blackboard

Purpose:

To provide a general understanding of human anatomy and physiology for those students in the allied health fields
To meet requirements for an Associate in Arts degree or Associate in Science degree
To meet the requirements of transfer students working toward a Bachelor of Arts or Bachelor of Science degree

Human Anatomy and Physiology 2401 is a sophomore-level class. One semester of college chemistry is **strongly recommended as a prerequisite**, as is a general biology or zoology class. **In order to enroll in Biol 2401, students must be TSI compliant in Reading, Writing and Math.**

NOTE: Chemistry 1406 is **required** as a prerequisite for admission to the Covenant School of Nursing and is required for a BSN, so pre-nursing students planning to apply to Covenant School of Nursing should take Chem 1406 prior to enrollment in Biol 2401. A less advisable option is to take Chem 1406 concurrently with Biol 2401. For students enrolled in other health career programs such as Rad Tech, HIS, Surg Tech, etc. where Chem 1406 is not required for these programs, you are strongly urged to take Biol 1308, Chem 1301 or Chem 1406 prior to enrollment in Biol 2401. A strong background in chemistry is essential for understanding anatomy and physiology and will increase your chance of succeeding in the course.

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 volume of information covered and the rapid pace of this course, you must be prepared to**

spend lots of time outside of class studying the text, lecture notes and the lab materials!!! You should be prepared to study in the lab outside of your regular class period (especially when we are learning bones and bone markings and skeletal muscles), and be aware that many resources (the Reese campus and Levelland campus SPC Libraries, A&P Labs on the Levelland campus and the Plainview Center, etc.) have limited hours of operation during the semester.

Because of the volume of material you need to learn and limited lecture and lab time, you **must read and study the information presented in the textbook**. I expect you to learn this material even though we may not cover it in class. I have prepared outlines of the Power Point presentations- they are **not** complete! They will assist you in following along in lecture and studying the textbook.

Required Materials for Biol 2401:

1. **Textbook**- you will need a good anatomy and physiology textbook for the course, for Biol 2402 and as a reference text provided you are destined for a career in medicine. There are numerous options for acquiring a text. Options include:
 - a. Marieb, Elaine N. and Hoehn, Katja, Human Anatomy and Physiology, 11th Edition (NEW)- comes in a BUNDLE packaged with A Brief Atlas of the Human Body, 2nd Edition, Student access kit with access code for Mastering A&P website including PAL, Interactive Physiology, Get Ready for A&P by Lori K. Garrett \$\$\$
-the new text (hard cover or loose leaf) BUNDLE should be available at the SPC bookstore- LVL
 - b. Marieb, Elaine N. and Hoehn, Katja, Human Anatomy and Physiology, 11th Edition (USED) \$\$
-you can purchase a used textbook at the SPC bookstore, or online, so check eBay, Amazon, B&N
 - c. Marieb, Elaine N. and Hoehn, Katja, Human Anatomy and Physiology, 11th Edition (NEW OR USED) RENT from SPC Bookstore, or Chegg, Amazon \$
 - d. Marieb, Elaine N. and Hoehn, Katja, Human Anatomy and Physiology, 11th Edition e-text \$
-you can purchase an online subscription to the e-text at www.masteringaandp.com
 - e. Marieb, Elaine N. and Hoehn, Katja, Human Anatomy and Physiology, 11th Edition loose-leaf text \$\$
-you should be able to purchase the loose-leaf text at the SPC bookstore
 - f. Marieb, Elaine N. and Hoehn, Katja., Human Anatomy and Physiology, 10th Edition (USED). ISBN-13: 978-0321927040 or ISBN-10: 0321927044 \$
-you can purchase a used textbook online, so check eBay, Amazon, B&N
-you may also be able to “rent” a copy at Chegg, Amazon, etc. \$
 - g. Alternate Anatomy and Physiology text- such as Martini, Tortora, Saladin text
-as long as the textbook has been printed within the past 5-6 years, it should be acceptable for this course. If you have questions, ask me about your text.
2. **Access to Mastering A&P**
The Mastering A&P website includes a host of resources that you can use to study and learn the material presented in the course. Depending on the chapter and topic, there are practice tests, quizzes, labeling exercises, animations, audio tutor sessions, lab materials and videos that can be very helpful in studying anatomy and physiology. Check out the various study materials available at masteringaandp.com during the first week of the semester to determine which materials will prove most helpful to you, and utilize those study materials consistently during the semester. Options include:
 - a. the NEW text in the BUNDLE includes an access code to website
 - b. Human Anatomy and Physiology- Modified Access- you can purchase an Access Code at the SPC Bookstore- LVL
 - c. If using used text or different text, you will need to purchase access at www.masteringaandp.com .

Course ID: _____

3. Photographic Lab Atlas

Options include:

- a. An atlas is packaged with NEW Marieb 11th ed. text BUNDLE
- b. A Brief Atlas of the Human Body, 2nd Ed. Marieb, Hutchinson, Mallat. ISBN: 978-0321662613
-you can purchase a used copy at the SPC LVL bookstore, or located a new or used copy on Amazon or eBay
- c. Van de Graaff's Photographic Atlas for the Anatomy and Physiology Laboratory, 8e 8th Edition. Morton, David A. and Crawley, John L. 2016. ISBN-13: 978-1617312779 or ISBN-10: 1617312770 (NEW, USED OR RENTAL) Available at SPC Bookstore, online at Amazon, B&N
- d. Van de Graaff's Photographic Atlas for the Anatomy and Physiology Laboratory, 7e 7th Edition. Morton, David A. and Crawley, John L. 2011. ISBN-13: 978-0895828750 or ISBN-10: 0895828758 (USED) Available online at Amazon, B&N

4. Lecture notes, lecture handouts and lab handouts for Blocks 1-5- available on Blackboard

Attendance Policy:

SPC General Attendance Policy:

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students that enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Biol 2401 Attendance Policy:

Attendance at all lectures and labs is **mandatory**. In order for you to master the material presented, it is essential that you attend every class. I routinely take attendance at the start of each class meeting. **If you are not in attendance when roll is taken but come in later, it is imperative that you notify me that you are in attendance, as my records will indicate that you are absent.** A student may be administratively dropped after missing a total of 4 absences during the semester. I will closely monitor your attendance and if you accrue 4 absences during the semester, I may drop you from the course for non-attendance. It is your responsibility to discuss with me any situations that preclude you from attending class and cause you to accrue numerous absences, including COVID illness or quarantine, to avoid being dropped from the course for non-attendance.

If a student is administratively (i.e. instructor initiated) withdrawn from the class for non-attendance, the grade on transcript will be an **"X" or "F"**.

NOTE: If you cannot attend class in person because of COVID illness or quarantine, a funeral, official school function, etc. you are still required to stay up-to-date with course content. I will be posting lecture and lab videos over the material we cover each day in class to Blackboard. You will need to watch the lecture and lab videos on your own to obtain and learn course content.

The last day to drop a class with a “W” is Thursday, December 1, 2022. If you decide to stop attending class, it is your responsibility to take the proper action to have this course officially dropped from your schedule immediately, to avoid being administratively dropped (by me for non-attendance) with an “X” or “F”.

If you are receiving financial aid, it is your responsibility to visit with your financial aid advisor to determine how dropping this course will affect your present and future financial aid eligibility.

Arrive to class on time. If you have a situation that causes you to be habitually late to this class, you need to discuss the situation with the instructor, as we may be able to make other arrangements. If you are habitually late, you may be administratively dropped from the course after 8 tardies. Come to class prepared by reading lecture and lab assignments and studying previous notes.

For additional information regarding: the semester calendar, registration schedule, and drop/withdrawal policy and procedures, class attendance, drops and withdrawals, academic probation and suspension, academic integrity, student conduct, student records, etc. please refer to the SPC General Catalog 2022-23, which is available online at www.southplainscollege.edu.

Grading Policy:

There will be **six exams** administered this semester that will test students’ knowledge of the five blocks of course content. Four of the exams (Exams 1, 3, 4, 5) will cover primarily lecture material but may also include material covered in lab and two exams, the bone practical (Exam 2) and muscle practical (Exam 6), will cover lab material only. Exams 1, 4, 5 and 6 will be worth 100 points each while Exams 2 and 3 will be worth 50 points each. The six exams will be administered face-to-face during class time.

There will be **12 weekly quizzes** administered this semester via Blackboard, each worth 10 points. At the end of the semester, the two lowest quiz score(s) will be dropped. The weekly quizzes are designed to help you test your knowledge of some of the material covered the previous week, and they will also help you practice answering questions about the material, practice using the information you have learned to solve problems and enable you to get a “feel” for the wording of questions on the exams. The quizzes will cover the anatomy and physiology information presented after the previous quiz or exam. The weekly quizzes will be administered online using Blackboard on the date designated by the class schedule and will be available for 24 hours.

Therefore, your course grade will be determined by your cumulative point total from the 6 exams (maximum total points 500), and 10 weekly quizzes, (remember there are 12 weekly quizzes but the two lowest quiz scores will be dropped) each worth 10 points (maximum total points 100). Thus, the maximum number of points that can be earned in the course is **600 points**.

Course grade	Course Average	Total number of points (accounts for rounding)
A	>90%	537-600 pts
B	80-89.5	477-536
C	70-79.5	417-476
D	60-69.5	357-416
F	<59.5	<357

You will be expected to bring a #2 pencil and a good eraser to all exams. It is your responsibility to keep track of grades earned in the course. You will be able to view your grades on Blackboard by clicking on the link to “Course Grades”.

Missed Exam Policy:

All exams should be taken on the scheduled day and class time. Make-up exams will be given only in certain circumstances. If you miss an exam due to extenuating circumstances such as a serious illness like COVID, quarantining due to COVID illness or exposure, death of an immediate family member, or official school business you may be required to provide **written** proof and the appropriate documentation regarding the absence. The student is responsible for notifying the instructor **within 24 hours** of the date of the scheduled exam about such emergencies. **The make-up exam must be taken within 7 days after the date the student returns to class. It will be your responsibility to make arrangements to be present for the make-up exam. All decisions regarding make-up exams are at the discretion of the instructor.** A grade of zero for the missed exam will be recorded if these conditions are not met. Any other missed exams will receive a grade of zero.

Make-up exams are often different from the regularly scheduled exams and tend to be more difficult.

Lab Safety:

Information and instructions regarding safe laboratory procedures and potentially hazardous chemicals will be presented in lab. **No food or drinks are allowed in the laboratories at any time. You may not remove items from the lab to take home to study (i.e. bones, models, etc).**

Technology Center:

The computer labs at Levelland, Reese, Plainview, and the Lubbock Center are scheduled to be open this fall with computers available for student use.

Levelland Campus: Technology Center
Monday – Thursday 7:30 am – 8:00 pm
Friday 8:00 am – 4:00 pm

Reese Center:

Lubbock Center:

Plainview Center: 1920 W. 24th St. in Plainview, Texas
Computer Lab
Monday – Thursday 8:00 am – 4:00 pm
Friday

Study Materials:

In order to assist you in studying Anatomy and Physiology 1 and 2, the Levelland and Reese SPC campus libraries have models, bones and other lab materials on reserve at the circulation desk. You can check-out these items for study in the library during the hours of operation of the library.

The Student Learning Center in the Science building has models, bones and lab materials available for check-out for use in the center. Students can also reserve study rooms in the Student Learning Center.

The TTU main library has bones and models on reserve for SPC students to use. You will need to go to the reserve desk and use your SPC ID card to check out models for a 2-hour time period for study IN the library only.

Tutoring:

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 below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

Students also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tutor.com link on the left-hand tool bar and grab a session with a tutor. Students can access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am

6pm Friday – 8am Monday morning

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.

Academic Dishonesty:

"Cheating" will NOT be tolerated. Students are expected to do their own work on all projects, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
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. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Cell Phone Policy:

Please make sure that your cell phone is off or silenced and **does not ring in class**. **Texting is not allowed during class or lab**. **All cell phones must be put away and cannot be used when taking an exam or during the review of a graded exam**.

Disability 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 Health and Wellness Center. 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 the Health and Wellness Center at 806-716-2529 or email dburleson@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.

Diversity Statement:

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

COVID-19 Information:

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 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.

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.

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. course syllabus, lecture notes and lab handouts). 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.

Note: The instructor reserves the right to modify the course syllabus and policies at any point during the semester.

Biology 2401 Tentative Schedule Fall 2022

Week	M/W (003, 006)	T/TH (501)	Lecture	Text	Lab	Text
1	Aug. 29	Aug. 30	Intro to A&P	Ch. 1		
	Aug. 31	Sept. 1	Intro to A&P	Ch. 1		
2	Sept. 5		Labor Day Holiday			
			Quiz 1- 9/5/22 12 am- 12 pm			
		Sept. 6	Intro to A&P	Ch. 1		
	Sept. 7		Intro to A&P	Ch. 1		
3		Sept. 8	Cell- Plasma Membrane I	Ch. 3		
	Sept. 12		Cell- Plasma Membrane I	Ch. 3		
		Sept. 13	Quiz 2- 9/12/22 12 am- 12 pm			
		Sept. 13	Cell- Plasma Membrane II	Ch. 3		
	Sept. 14		Cell- Plasma Membrane II	Ch. 3		
4		Sept. 15	Histology-Introduction	Ch. 4		
	Sept. 19		Histology-Introduction	Ch. 4		
		Sept. 20	Quiz 3- 9/19/22 12 am- 12 pm			
		Sept. 20	Histology- Epithelium	Ch. 4	Lab- Histology I	Ch. 4
	Sept. 21		Histology- Epithelium	Ch. 4	Lab- Histology I	Ch. 4
5		Sept. 22	Histology- Conn. Tissues	Ch. 4	Lab- Histology II	Ch. 4
	Sept. 26		Histology- Conn. Tissues	Ch. 4	Lab- Histology II	Ch. 4
		Sept. 27	Quiz 4- 9/26/22 12 am- 12pm			
		Sept. 27	Exam 1	Ch. 1, 3, 4	Lab- Skull Study	
	Sept. 28		Exam 1	Ch. 1, 3, 4	Lab- Skull Study	
6		Sept. 29	Skeletal Tissues I	Ch. 6	Lab- Skull Cranial Bones	Ch. 7
	Oct. 3		Skeletal Tissues I	Ch. 6	Lab- Skull Cranial Bones	Ch. 7
		Oct. 4	Quiz 5- 10/3/22 12 am- 12 pm			
		Oct. 4	Skeletal Tissues II	Ch. 6	Lab- Skull Facial Bones	Ch. 7
	Oct. 5		Skeletal Tissues II	Ch. 6	Lab- Skull Facial Bones	Ch. 7
7		Oct. 6	Skeletal Tissues III	Ch. 6	Lab- Spine and Bony Thorax	Ch. 7
	Oct. 10		Skeletal Tissues III	Ch. 6	Lab- Spine and Bony Thorax	Ch. 7

			Quiz 6- 10/10/22 12 am- 12p			
		Oct. 11	Skeletal Tissues IV	Ch. 6	Lab- The App. Skel. Upper Limb	Ch. 7
	Oct. 12		Skeletal Tissues IV	Ch. 6	Lab- The App. Skel. Upper Limb	Ch. 7
		Oct. 13			Bone Study	
8	Oct. 17	Oct. 18	The Joints I	Ch. 8	Lab- The App. Skel. Lower Limb	Ch. 7
			Quiz 7- 10/17/22 12 am- 12pm			
	Oct. 19	Oct. 20	The Joints II	Ch. 8	Lab- Bones/Joints study	Ch. 7, 8
9	Oct. 24	Oct. 25	Nervous System I	Ch. 11	Lab- Bones/Joints study	Ch. 7, 8
			Quiz 8- 10/24/22 12 am- 12pm			
	Oct. 26	Oct. 27	Bone Practical- Exam 2	Chs. 6, 7, 8		
			Nervous System II	Ch. 11		
10	Oct. 31	Nov. 1	Exam 3/ Nervous System III	Ch. 11		
	Nov. 2	Nov. 3	Nervous System IV	Ch. 11	Lab- Neuron Anatomy	Ch. 11
11	Nov. 7	Nov. 8	Muscle Tissue I	Ch. 9	Lab- Muscle Fiber Anatomy	Ch. 9
			Quiz 9- 11/7/22 12 am- 12pm			
	Nov. 9	Nov. 10	Muscle Tissue II	Ch. 9		
12	Nov. 14	Nov. 15	Muscle Tissue III/ CNS I	Chs. 9, 12		
			Quiz 10- 11/14/22 12 am- 12pm			
	Nov. 16	Nov. 17	Exam 4	Ch. 9, 11	Lab- The CNS I	Ch. 12
13	Nov. 21	Nov. 22	Central Nervous System II	Ch. 12	Lab- The CNS II	Ch. 12
			Quiz 11- 11/21/22 12 am- 12pm			
	Nov. 23	Nov. 24	Thanksgiving Holiday			
14	Nov. 28	Nov. 29	Peripheral Nervous System	Ch. 13		
			Quiz 12- 11/28/22 12 am- 12pm			
	Nov. 30	Dec. 1	Autonomic Nervous System	Ch. 14	Lab- PNS/ANS	Ch. 13, 14
15	Dec. 5	Dec. 6	Exam 5	Chs. 12-14	Lab- Muscular System	Ch. 10
	Dec. 7	Dec. 8			Lab- Muscular System	Ch. 10
16			Final Exam- Exam 6- Muscle Practical	Ch. 10		

Sec 003- Monday Dec. 12 10:15 am-12:15 pm

Sec 006- Monday Dec. 12 1-3 pm

Sec 013- Tuesday Dec. 13 1-3 pm

NOTE: This schedule may be changed as deemed necessary by the instructor.