

**Biology 2401 Syllabus
Fall 2023 Section 008**

**Human Anatomy & Physiology I
Hybrid: Online Lecture with In-person Lab
Instructor: Susan Horn, M.S.**



Table of Contents

- Part 1:** Contact Information (2)
- Part 2:** Course Description & Course Materials (2-3)
- Part 3:** Attendance & Grading Policies (3-4)
- Part 4:** Proctorio Information (5)
- Part 5:** Technology Help (6)
- Part 6:** How to be Successful (7)
- Part 7:** Semester Schedule (8)

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>

Since this is a hybrid course with an online component, students need to be proficient using computers and other technology. Students need to be prepared to trouble-shoot any computer, wi-fi, and/or other technology issues

(or be aware of who to contact if issues arise). They also need to be familiar with accessing documents from Blackboard and using Microsoft Office products like Microsoft Word and PowerPoint.

⇒ **Download Chrome and Proctorio Extension**

All lecture exams will be completed online and will be monitored with webcam software from Proctorio. To use Proctorio, you must have the **Chrome browser installed on your computer** and **download the Proctorio extension**. To download this software, please go to the link posted on Blackboard or go to the website, <https://proctorio.com/support> and follow the steps to install the software. You can also use **Microsoft Edge** with the corresponding Proctorio extension.

⇒ **External Webcam**

Students will also need an **external webcam** for all online lecture exams. Most types will plug into a computer using a USB port. There are a few webcams available for students to check-out and use during the semester. Or students can purchase their own reasonably-priced webcams at places like Amazon or Walmart (around \$25).

⇒ **Textbook & Mastering A&P: 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. 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. 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:

The class will be taught in a hybrid format. Most lecture content will be delivered online, and lab content will be delivered in person. Students will complete lecture video assignments and lecture exams online. Students will need to attend class on Wednesday evenings. Each week, we will be meeting in person to study the lab models and review topics from the lecture notes. Students will also complete lab activities and lab practicals during class. 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 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, lab activities, and video assignments using the following scale:

A= 89.50 – 100.00% B= 79.50 – 89.49% C= 69.50 – 79.49% D= 59.50 – 69.49% F= 0.00 – 59.49%

Total Grade Calculation= (Lecture Exam average).**70** + (Lab Practical average).**20** + (Lab Activities average).**05** + (Video Assignment average).**05**

Course Components:

- ⇒ **Lecture Exams (70%)** - Five lecture exams will be given throughout the course. Lecture exams will be completed on Blackboard using Proctorio. 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 (20%)** - Three practical exams will be given throughout the course. Practicals will be given in class. 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.
- ⇒ **Lab Activities (5%)** - During class on Wednesday, students will complete lab assignments/activities either with their lab group or on their own. Activities include answering questions based on a case study, answering additional practice questions, answering questions about the lab models, etc... All assignments will be completed and turned in during class time. If a student is unable to attend lab, they will not be able to make-up that evening’s lab activity. However, the **two lowest lab activity grades will be dropped** before calculating the lab activity average.
- ⇒ **Lecture Video Assignments (5%)** - Videos for the lecture content will be posted on Blackboard through an application called EdPuzzle. The videos will include **review questions that will be submitted for a grade**. Students need to watch the videos and complete the questions by the assigned dates by 11:59pm. There will be around **5 multiple-choice/multiple-answer style questions** for each video. Students must answer questions on their own but are **allowed to use their notes** or other resources to answer the review questions. Video Assignments **cannot be made up**, regardless of the reason for non-completion. However, an extension will be given to students for the first time they miss a video deadline. If that is the case, send me an email.

***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 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. 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.

Part 4: Proctorio Information and Exam Testing Procedures:

Why do I require proctoring of online exams? It is the goal of the college to offer quality online and hybrid courses that are equivalent to student experiences in face-to-face courses. This includes maintaining high expectations for student performance, student conduct including complete honesty, and to maintain a high standard of integrity. Using external webcams allows the instructor to be sure each student is taking the exam without using any notes or technology. To learn more information about Proctorio, click on the following link on the SPC Instructional Technology webpage: <https://www.southplainscollege.edu/instructional-technology/students/Proctoring.php>

Recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. Various academic sites on **each SPC campus offer secure private settings and technology for recordings**. Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns.

Before starting each exam, students will need to do a room scan and **show their testing environment** using their webcam. After showing the room scan, the webcam needs to be **placed with the student in view** for the duration of the exam. The view needs to include the student's face, hands, and computer. More information about the room scan, webcam placement, and example videos are provided within Blackboard. Once the exam begins, students will **not be able to leave the room**. During the exam, the Proctorio software will **lock-down the web-browser** and prevent any internet tabs from being open. Students will not be allowed to use scratch paper during the exam. However, if needed, you will be able to access a blank white board through the Proctorio exam settings that you can use as digital scratch paper during the exam.

If you experience **technical difficulties** on a lecture exam, please immediately visit Proctorio support (<https://proctorio.com/support>) and open up a live chat with their 24/7 support staff. If they cannot resolve your problem, please email me and notify me about your difficulties, providing screenshots and other documentation as needed. After emailing me, regularly check your email over the next hour, in case of a reply.

Exam testing procedures:

The following table lists conduct requirements for online exams, as well as consequences for conduct violations. In general, behave as if you are taking the exam in a classroom with a live proctor.

| Exam conduct requirement | Consequence for violation of exam conduct |
|---|--|
| Correct placement of webcam | A 30% penalty will be given for incorrect webcam placement. See the instructional video in the course website for a demonstration of correct webcam placement. |
| Complete environment scan | A 30% penalty will be given for an incomplete or insufficient scan of the testing environment. See the list above and/or instructional video on Blackboard for a demonstration of how to completely scan your testing environment. |
| Microphone turned on and sufficient lighting of the testing environment | A 30% penalty will be given for an exam taken without the microphone being turned on and recording throughout the entire exam. A 30% penalty will be given for an exam taken without enough lighting for the instructor to assess the testing environment. |
| Student remains in webcam view during exam | A student who leaves the webcam view during an exam for any reason will receive a zero for that exam . |
| No unauthorized materials near desk area | A student who has any unauthorized materials (books, notes, blank paper, phone, another computer, etc.) near the testing area will receive a zero for that exam. |
| No talking with other adults during the exam, no playing of music or other audio recordings, no wearing headphones. | A student who has any music or audio recordings playing during exams, or who talks with any adult during the exam, will receive a zero for that exam. |

Part 5: 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. 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.

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

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 12 - 15 hours each week** learning and studying the course material.

Suggestions for how to do well in A&P 1:

- 1) **Attend class (watch lecture videos and attend lab)**. 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 watching videos.
- 2) **Review your notes frequently**. Don't wait until the day before an exam to review everything.
- 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 meet.
- 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 with each review question and answer.
- 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**. Research shows that saying things out loud helps transfer information to longer term memory.
- 8) As you are reviewing your notes, study the **hardest topics first**, and then move to easier ones.
- 9) If you have extra time, perhaps waiting in line, **practice identifying lab structures** using the PowerPoint apps.

Suggestions for how to do well in hybrid and online classes:

- 1) Set up a **dedicated workspace**. Create an area where you will go to "attend class" that is **free from distractions**.
- 2) **Schedule a time** or times throughout the day for this class. Pretend that you are still "attending" class. Perhaps set an alarm for when to start.
- 3) If it is helpful, **set a timer** for a certain amount of time like 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 hard to start difficult and long-lasting tasks without a deadline.
- 4) 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.
- 5) **Schedule your time wisely** so that you can take a **1-2 days off from this class** each week. This class will be difficult, and it will take a large amount of self-discipline to complete tasks on a regular schedule. Taking a break can help clear your brain and reduce stress throughout the semester.

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 Section 008 Schedule

*Lecture Video Assignments & Lecture Exams are due online by **11:59 pm** on the due date

*Lab Practicals will occur in person during class time

| Week | Assignment | Due Date |
|------|--|------------------------------------|
| 1 | Human Body Orientation (Ch 1) Lecture Videos | Sat. Sept 2 |
| 2 | Human Body Orientation (Ch 1) Lecture Videos | Wed. Sept 6 |
| | Biochemistry (Ch 2) Lecture Videos | Sat. Sept 9 |
| 3 | Cell Biology (Ch 3) Lecture Videos | Wed. Sept 13 |
| | Cell Biology (Ch 3) Lecture Videos | Sat. Sept 16 |
| 4 | Lecture Exam 1 (Ch 1, 2, 3) | Sun. Sept 17 – Mon. Sept 18 |
| | Tissues (Ch 4) Lecture Videos | Wed. Sept 20 |
| | Tissues (Ch 4) Lecture Videos | Sat. Sept 23 |
| 5 | Practical 1 (Axial Skeleton) | Wed. Sept 27 |
| | Integumentary System (Ch 5) Lecture Videos | Sat. Sept 30 |
| 6 | Skeletal System (Ch 6) Lecture Videos | Wed. Oct 4 |
| | Skeletal System (Ch 6) Lecture Videos | Sat. Oct 7 |
| 7 | Lecture Exam 2 (Ch 4, 5, 6) | Sun. Oct 8 – Mon. Oct 9 |
| | Joints (Ch 18) Lecture Videos | Sat. Oct 14 |
| 8 | Muscular System (Ch 9) Lecture Videos | Wed. Oct 18 |
| | Muscular System (Ch 9) Lecture Videos | Sat. Oct 21 |
| 9 | Practical 2 (Appendicular Skeleton & Joints) | Wed. Oct 25 |
| | Muscular System (Ch 9) Lecture Videos | Sat. Oct 28 |
| 10 | Lecture Exam 3 (Ch 8, 9) | Sun. Oct 29 – Mon. Oct 30 |
| | Nervous System (Ch 11) Lecture Videos | Sat. Nov 4 |
| 11 | Nervous System (Ch 11) Lecture Videos | Wed. Nov 8 |
| | Nervous System (Ch 11) Lecture Videos | Sat. Nov 11 |
| 12 | Central Nervous System (Ch 12) Lecture Videos | Wed. Nov 15 |
| | Central Nervous System (Ch 12) Lecture Videos | Sat. Nov 18 |
| 13 | Lecture Exam 4 (Ch 11, 12) | Sun. Nov 19 – Mon. Nov 20 |
| 14 | Central Nervous System (Ch 12) Lecture Videos | Wed. Nov 29 |
| | Peripheral Nervous System (Ch 13) Lecture Videos | Sat. Dec 2 |
| 15 | Practical 3 (Muscular & Nervous System) | Wed. Dec 6 |
| | Autonomic Nervous System (Ch 14) Lecture Videos | Sat. Dec 9 |
| 16 | Lecture Exam 5-Final (Ch 12, 13, 14 + Cumulative Questions) | Mon. Dec 11 – Wed. Dec 13 |

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