

**Biology 2402 Syllabus
Fall 2023 Section 152**

**Human Anatomy & Physiology II
Online Lecture & Lab
Instructor: Susan Horn, M.S.**

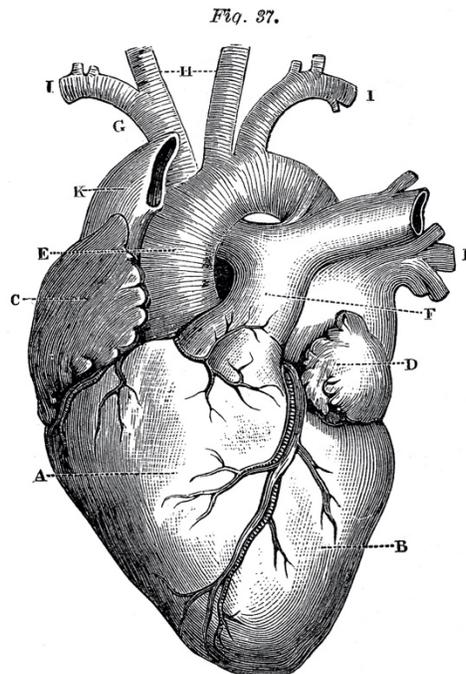


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Part 1: Contact Information

Instructor: Susan Horn, M.S.

Email: shorn@southplainscollege.edu Phone: (806) 716-2638 Office: S-147 (Levelland Campus)

In-Person 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 II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: cardiovascular, immune, lymphatic, respiratory, digestive, urinary, reproductive, and endocrine. 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. Students must also **complete BIOL 2401** with a D or better. However, it is highly recommended that students complete BIOL 2401 with a C or better before taking BIOL 2402.

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 an online course, 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 & lab practicals 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 & lab practicals. 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).

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 any of the SPC campuses. You can save paper and money by **printing multiple slides** per page.

⇒ **Anatomy and Physiology Textbook**

The textbook I will be using for this class is Human Anatomy and Physiology by Elaine Marieb 11th edition. You can purchase a printed, loose-leaf version of the textbook at the SPC bookstore. Or you can purchase the e-text online through Pearson's website. In addition, other A&P textbooks from the last 5-6 years will also work well.

Part 3: Attendance and Grading Policies

Attendance Policy:

The class will be taught in an online format. Students are required to log into Blackboard weekly and complete coursework. Throughout the week, you will watch lecture and lab videos posted on Blackboard to learn the information presented within each unit. If the course were held with the traditional face-to-face format, you would receive the same information in person. Students will complete lecture exams, lab practicals, and lecture video assignments online.

⇒ If you have any questions about the content, please keep in touch! I am available during office hours or we can arrange a different time to meet, either in-person or using Zoom. Please don't feel like you are working through this class on your own.

When learning lab structures, you are welcome to come study the models **in person at the Levelland Science Building** either at the Student Learning Center or Lab 137. In addition to studying models, we will also be using a 3-D image database called **Primal Pictures**. This is a **free resource** available through the SPC library. More information will be provided on Blackboard.

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** without contacting me.

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 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).7 + (Lab Practical average).25 + (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 not be cumulative. The **lowest lecture exam grade** will be dropped before calculating the lecture exam average. (However, if a student is found cheating on a lecture exam and earns a “0”, that grade will **not** be dropped.)

- ⇒ **Lab Practical (25%)** - Five lab practicals will be given throughout the course. Practical will be completed on Blackboard using Proctorio and will be due on the same day as the lecture exams. The practicals will consist of fill-in-the-blank questions asking to identify structures shown in a picture. The images used will be pictures taken of the models and/or screenshots from Primal Pictures. The **lowest lab practical grade** will be dropped before calculating the lab practical average. (However, if a student is found cheating on a lab practical and earns a “0”, that grade will **not** be dropped.)

- ⇒ **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. 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 questions. All video assignment grades will count towards the video assignment average.

***The lecture exams and practicals are CLOSED book.** The use of a phone or other technology, lecture notes, review sheets, the textbook, lab atlas, the internet, or working with another person during the exam constitutes cheating.

Missed Exam & Assignment 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 **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. To avoid missing an exam, students should be sure their computer and internet are working properly before starting each exam. They should also have a back-up plan in place in case they experience computer problems.

If a student misses a **lecture exam and/or lab practical**, 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. The make-up exam and/or practical must be completed **within one week** of the original due date. However, the make-up exam should be taken as soon as possible (ideally within 2 days after the scheduled date) so the student does not get behind. All decisions regarding the make-up exams are at the discretion of the instructor.

Lecture 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.

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.
Valid photo ID shown (for first exam only)	A zero will be given for the exam unless student identity is confirmed by a valid photo ID.

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.
- 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, phone, 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 any in-person classes and either seek medical attention or get tested for COVID-19. 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 6: 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. 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 2:

- 1) **Attend class (watch lecture and lab videos)**. There is a lot of material to cover in this course. Even missing one day of videos and/or 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) 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 watching the lecture videos. Or make flash cards with each review question and answer.
- 5) Re-watch lecture videos at **1.25 speed**. Find other videos posted on **YouTube** to help explain difficult topics.
- 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 app on your phone.

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.

Assignment and Exam Due Dates

*Video Assignments, Lecture Exams, and Lab Practicals are due by **11:59 pm** on the due date

Week	Assignment	Due Date
1	<i>Syllabus & Blackboard Videos (Extra Credit)</i>	Wed. Aug 30
	The Heart (Ch 18) Lecture Videos	Sat. Sept 2
2	The Heart (Ch 18) Lecture Videos	Wed. Sept 6
	The Heart (Ch 18) Lecture Videos	Sat. Sept 9
3	Blood Vessels (Ch 19) Lecture Videos	Wed. Sept 13
	Blood Vessels (Ch 19) Lecture Videos	Sat. Sept 16
	<i>A&P 1 Review Quiz – Proctorio Practice (Extra Credit)</i>	Sat. Sept 16
	<i>Heart Lab Videos (Extra Credit)</i>	Sat. Sept 16
4	Lecture Exam 1 & Practical 1	Sun. Sept 17 – Mon. Sept 18
	Blood (Ch 17) Lecture Videos	Sat. Sept 23
5	Blood (Ch 17) Lecture Videos	Wed. Sept 27
	Lymphatic & Immune Systems (Ch 20) Lecture Videos	Sat. Sept. 30
6	Immune System (Ch 21) Lecture Videos	Wed. Oct 4
	<i>Blood Vessel Lab Videos (Extra Credit)</i>	Sat. Oct 8
7	Lecture Exam 2 & Practical 2	Sun. Oct 8 – Mon. Oct 9
	Respiratory System (Ch 22) Lecture Videos	Wed. Oct 11
	Respiratory System (Ch 22) Lecture Videos	Sat. Oct 14
8	Respiratory System (Ch 22) Lecture Videos	Wed. Oct 18
	Digestive System (Ch 23) Lecture Videos	Sat. Oct 21
9	Digestive Nervous System (Ch 23) Lecture Videos	Wed. Oct 25
	Digestive Nervous System (Ch 23) Lecture Videos	Sat. Oct 28
	<i>Respiratory & Digestive Lab Videos (Extra Credit)</i>	Sat. Oct 28
10	Lecture Exam 3 & Practical 3	Sun. Oct 29 – Mon. Oct 30
	Urinary System (Ch 25) Lecture Videos	Sat. Nov 4
11	Urinary System (Ch 25) Lecture Videos	Wed. Nov 8
	Urinary System (Ch 25) Lecture Videos	Sat. Nov 11
12	Balance (Ch 26) Lecture Videos	Wed. Nov 16
	Balance (Ch 26) Lecture Videos	Sat. Nov 18
	<i>Urinary System Lab Videos (Extra Credit)</i>	Sat. Nov 18
13	Lecture Exam 4 & Practical 4	Sun. Nov 19 – Mon. Nov 20
14	Reproductive System (Ch 27) Lecture Videos	Wed. Nov 29
	Reproductive System (Ch 27) Lecture Videos	Sat. Dec 2
15	Endocrine System (Ch 16) Lecture Videos	Wed. Dec 6
	Endocrine System (Ch 16) Lecture Videos	Sat. Dec 9
	<i>Reproductive & Endocrine Lab Videos (Extra Credit)</i>	Sat. Dec 9
16	Lecture Exam 5 & Practical 5	Mon. Dec 11 – Wed. Dec 13

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