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: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Content may be either integrated or specialized. This is a transferable course intended for those seeking to complete a Bachelor's Degree. (3Lec. 3Lab)

Required Material

Textbook (Lecture and Lab): El Centro CLG Dallas Connect LearnSmart Labs AC Anatomy & Physiology: INTEG

You have two options for purchasing the book and online materials:
1. Purchase directly through McGraw-Hill (you will have this option when you register for the course on McGraw-Hill Connect).
2. Purchase an access code from the El Centro bookstore.

Please note:
- Access comes with an eBook. An actual, hard copy of the textbook is NOT required.
- Access comes with most lab content so a lab manual or lab kit is NOT required.
- McGraw-Hill Connect is different than eConnect. Although their names are very similar, do not confuse the two.

A student of El Centro College is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer. THECB TAC Rule 4.218 (c)
## Course Prerequisites

BIOL 2401. You must have college-level reading and writing skills. Previous experience with on-line courses is highly recommended.

## Course Activities

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Orientation Quiz</strong></td>
<td>This quiz covers information in the “Start Here” section of eCampus. You will be allowed 2 attempts.</td>
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<tr>
<td><strong>Introductory Email</strong></td>
<td>You will be asked to reply to an introductory email sent out on or before the first day of class.</td>
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<tr>
<td><strong>Lab Homework</strong></td>
<td>Lab homework will consist of one or more of the following: 1) Identification of structures from Anatomy and Physiology Revealed (APR); 2) Completion of lab simulation. Only the lab simulations will be turned in for a grade. Refer to your schedule for weekly lab homework assignments and the Course Activities video for more information.</td>
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<tr>
<td><strong>Lecture Assignments</strong></td>
<td>Each week, a case study or a concept overview interactive (COV) that consists of 3-7 modules is due. You will be allowed 3 attempts.</td>
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<tr>
<td><strong>Weekly Lecture/Lab Quiz</strong></td>
<td>Weekly quizzes are a combination of lecture and lab material and are designed to be taken at home with your book closed. These quizzes are timed, and are designed to gauge your understanding of the material prior to taking the Proctored Exams. You will be allowed 1 attempt.</td>
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<tr>
<td><strong>Proctored Exams</strong></td>
<td>Proctored Exams are composed of questions covering lab (1/3) and lecture (2/3) material and are available only on the days noted in the schedule. Proctored Exams will consist of multiple choice, true/false, definition, short answer, short essay and/or labeling questions. See more information in the syllabus under “Course Policies” regarding approved proctored locations.</td>
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<tr>
<td><strong>Semester Project</strong></td>
<td>The semester project assesses the QEP and THECB/Core Curriculum skills, such as teamwork, written communication, empirical and quantitative, and critical thinking. The semester project is worth a total of 100 points.</td>
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<tr>
<td><strong>LearnSmart Assignments</strong></td>
<td>LearnSmart Assignments are optional. These will NOT be graded. Make sure you do not confuse these with LearnSmart Labs (remember-LearnSmart Labs are required and graded).</td>
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## Grading Policy

The grade for the course will be based on a total of 1000 points. It will be a combination of the following:

- Exams with lab and lecture material
- Lab assignments and simulations
- Lab and lecture quizzes
- Connect assignments
- Semester Project
**Letter Grade Conversion**

Your current grade can be calculated by 1) adding all of your points, 2) adding the points you would have received if you had made perfect scores on the same assignments, 3) dividing the number earned by the points possible, then 4) multiplying by 100.

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = below 60%

**Late work policy**

- The orientation quiz, introductory email, lecture assignments, and weekly quizzes: late work will receive with a 10% deduction for each day after the due date.
- Proctored exams: late work will receive a 10% deduction for each day late with the exception of Exam 6. Not late exams are accepted for Exam 6.
- Lab simulations: No late work accepted.

For the Semester Project: Any worksheets turned in through e-mail or in the wrong format will be subject to a 50% point deduction.

**Make-up Work Policy**

Make-up work is not accepted unless the following circumstances occur:

- severe illness
- death of a family member
- other emergency situation

In order to be able to make up work (and not occur a late penalty), documentation must be shown and you must contact me within 24 hours to discuss the issue. I will be happy to work with you so that you can succeed in this course. However, in the interests of fairness, you will lose points on any work submitted late without prior arrangement or a documented emergency. Some issues that are not considered for make-up work are: technical issues, traffic, work, minor illnesses, vacations or business trips, forgetfulness, or not enough time.

**Other Course Policies**

**Proctored Exams**

Proctored exams must be taken at an approved testing center (ECC, MVC, NLC, BHC or EFC Assessment/Testing Center), not at home. Richland and Cedar Valley are NOT approved proctoring locations. **It is the student’s responsibility to verify the Testing Center hours as well as any testing center closures and to adjust their schedule accordingly to take the exam within the prescribed time.**

Distance education students may arrange to take their exams at a local university, military base (if applicable), college Testing Center, or at home using ProctorU. Arrangements must be made within the first week of class. Please contact me regarding this.

**Time Commitment & Individual Accountability**

Successful performance in the course will take a time commitment of approximately 9-12 hours each week (some students require more time, some less). It is up to you, and only you, to earn your grade in this class. Grades are not given by the instructors, but instead earned by the student. Only you are responsible for your success in this class by putting the time and effort into this class.

**Drop Date**

The drop date for this course is Wednesday, April 17, 2019.
**Attendance/Participation**
Students are required to document attendance and participation in this course through participation and completing assignments and exams on time. Initial information regarding the class will be posted on the Announcements page on eCampus and through e-mail. It is your responsibility to make sure that the college has the current e-mail address.

**Technical Support**
Although the system that you will be using for this course can be reached through the computer labs at any DCCCD campuses, you are responsible for required equipment and contacting technical support if needed. If you are having problems with:
- *Connect*, please call 800.331.5094
- eCampus, please call 972.669.6402

**Technical Issues**
If you have a technical issue while completing an assignment, you must first call Tech Support. If you are completing an assignment in Connect, you must contact the Connect Tech Support. If you are having an issue with eCampus, you must contact the eCampus Tech Support.

If a technical issue prevents you from completing an assignment, you must take a picture of your screen and e-mail this to me within 24 hours. The picture must clearly show the date and time, your name, and the issue you are having. Once all of the required information has been sent, I will consider giving you another attempt for the assignment. If any of the required information is not seen on the picture, you will not be allowed to have another attempt.

**Contacting Instructor**
The best way to reach me is by email. I will reply by email within 24-48 hours, Monday through Friday. I may not be available on weekends or holidays. An email sent Friday afternoon may not be read until Monday morning.

When sending an e-mail to me, you must include your full name, class and section number, and the problem or issue you are having. Do not simply write “online class” since there is more than one section of the online class. If your email does not include these items, I may not respond back.

**Video Lectures and Study Guide**
Video lectures are available for all 13 chapters along with objectives. These are your primary study tools for the exams. Video lectures cover all materials that are outlined on the objectives and what you need to know for lecture quizzes and exams.
Texas Core Curriculum

http://www.thecb.state.tx.us/index.cfm?objectid=6F049CAE-F54E-26E4-ED9F0DAC62FABF7D

- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

BIOL 2402 Student Learning Outcomes (SLOs)

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.
7. Apply appropriate safety and ethical standards.
8. Locate and identify anatomical structures.
9. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
10. Work collaboratively to perform experiments.
11. Demonstrate the steps involved in the scientific method.
12. Communicate results of scientific investigations, analyze data and formulate conclusions.
13. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions.

Academic Dishonesty

Academic dishonesty (cheating) will not be tolerated in this course. If cheating is observed, points for that activity will be disallowed, and grades of zero given for cheating will not be dropped. Academic dishonesty includes activities such as copying answers from other students, collaboration with students who have completed Proctored Exams, plagiarism, and/or using outside resources during proctored exams.

The instructor reserves the right to schedule separate testing times for students. Accessing unauthorized websites, any other unauthorized electronic resources, or any outside resources (books, notes, people, etc) during lab quizzes or exams is not allowed. This is considered cheating and will be dealt with accordingly.

Institutional Policies and Course-Related Institutional Policies

Institutional Policies relating to this course can be accessed from the following link:
www.elcentrocollege.edu/syllabipolicies
http://alt.elcentrocollege.edu/admissions/schedule/syllabus/Course-Related-Policies.pdf
Disclaimer

The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.

The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.