BIOL 2401: HUMAN ANATOMY AND PHYSIOLOGY
ONLINE COURSE SYLLABUS
SPRING, 2016

Instructor: Beth Stall
Email: sbstall@dcccd.edu
Technical Support: Connect 800.331.5094

Course Description
Biology 2401 is the first course of a two-semester sequence. Major topics include body organization, cell structure and function, tissue, organ, and the following organ systems: skeletal, muscular and nervous. Emphasis is on structure, function, and the interrelationships of the human body systems.

Textbooks (Lecture and Lab)
  o Access comes with an eBook so an actual textbook is NOT required.
  o Access comes with most lab content so a lab manual is NOT required.

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
Biology 1406. In order to register for BIOL 2402, you must pass BIOL 2401 with at least a “C” grade.

Time Commitment
Successful performance in the course will take a time commitment of approximately 12-15 hours/week of your time.

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

Attendance/Participation
Students are required to document attendance and participation in this course through participation and completing assignments, tests and exams on time. Changes and other important information will be posted via e-mail or by Remind, and being unaware of the available information will not be accepted as an excuse for failing to comply with it.

Contacting Instructor
The best way to reach the instructor is by email. The instructor will reply by email within 24-48 hours, Monday through Friday. The instructor is not available on weekends or holidays. An email sent Friday afternoon may not be read until Monday afternoon.
Extra Credit Policy
Please do not ask, no extra credit points are allowed. I must treat everyone the same due to the competitive nature of this course.

Study Guides
- With the exception of the chapters 8 and 11, a study guide is listed for each chapter. This is your primary study tool for the exams. It outlines what you need to know for lecture and lab. Do NOT turn in for a grade.

Assignments and Tests

Learn Smart Assignment
- **Required** for each chapter. Learn Smart assignment MUST be completed within the week assigned for full credit of 10 points. **No late work accepted.**
- Due at **11:59 PM Sunday** at the end of the week assigned

Lab Homework
- **APR** - Most of the lab homework will consist of APR. APR Lab Homework is **NOT** submitted directly for a grade. However, APR lab work questions will comprise 1/3 of Chapter and Proctored Test points.
- **Learn Smart Labs** - In addition to APR, 4 chapters contain LS Labs worth 10 points each. Like LS Assignments, they can **NOT** be submitted late. **Late work will receive a zero.** Questions from those labs will also be located on the chapter and proctored tests.

Chapter / Lab Quizzes
- **Required** for each chapter. Quizzes consist of 10 questions/10 points possible for each quiz. The quizzes are designed to be taken at home WITH YOUR BOOK CLOSED!! A **15% deduction** will be taken for exceeding the time limit and **10% deduction will be taken for each day late.** Quizzes are due the week they are assigned. No late assignments will be accepted after the last day of class.
- Quizzes are designed for you to gauge your understanding of the material prior to taking the Proctored Tests. Students that score below 80% on the quizzes are strongly encouraged to review the material again before proceeding to the next chapter’s material. Should you have repeated difficulty with quizzes, you will be required to take them at a specified location, including under the instructor’s direct supervision at El Centro College.
- The quizzes may include multiple choice, true/false, labeling, identification, and classification questions. Lab quiz questions are taken directly from Anatomy and Physiology Revealed (APR) or Learn Smart Labs.

Proctored Tests
- Each Proctored Test consists of 60-70 questions @ 1-2 points each worth a total of 120 points. The questions are composed of lab (1/3) and lecture (2/3) material questions. The tests can be accessed through the **Proctored Tests** title at the top of eCampus or the Connect course page. When you click on the desired test, you will be prompted for a password that a testing center employee will enter for you. This testing procedure will allow the program instructor to effectively verify enrolled student completion. The results for the proctored tests are score only. If you wish to review the questions with correct answers, please make an appointment with your instructor.
- Typically, unless otherwise noted, proctored exams are proctored at the **ECC, NLC, MVC, BHC or EFC Assessment/Testing Center.** Cedar Valley and Richland are **NOT** an approved proctoring location. **Proctor U** is also an option if your computer meets the required specifications. Please note there is a fee associated with Proctor U.
- Proctored tests will only be available during the days scheduled in the syllabus. It is the student’s responsibility to verify the Testing Center hours and to adjust their schedules accordingly to take the tests within the prescribed time. **Any test taken beyond the due date will receive a 10% deduction for each day late.** No late tests will be accepted after the last day of class. Should you have repeated difficulty with tests, you will be required to take them at a specified location, including under the instructor’s direct supervision at El Centro College.
- Unless otherwise indicated, tests are available all day Saturday, Monday and Tuesday.
- Distance education students may arrange to take their tests at a local university, military base (if applicable), or
college Testing Center. Distance notification, eligibility, and alternate testing location information must be arranged with the instructor within the **first week of class**. You are responsible for locating a proctor and any fees involved. You must contact the instructor with the name, title, telephone number, and email address of the contact person at the testing center that has agreed to proctor.

**Chemistry Project**
- Project in chapter 2 designed to familiarize students with team based projects.

**Integument Project**
- Project designed to meet THECB required assessment of student’s ability to communicate, think critically, and use empirical and quantitative reasoning. Project will be completed during chapter 6 in lieu of the lab assignment.

**Nerve Project**
- Project designed to meet THECB required assessment of student’s ability to communicate and work in teams. Project will be completed during chapter 13 in lieu of the lab assignment.

**Grade Determination**
The grade for the course will be based on a total of 1000 points distributed as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
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<tbody>
<tr>
<td>Orientation Quiz</td>
<td>16 points</td>
</tr>
<tr>
<td>Learn Smart</td>
<td>130 points (lowest dropped)</td>
</tr>
<tr>
<td>Learn Smart Labs</td>
<td>30 points</td>
</tr>
<tr>
<td>Chapter/Lab Quizzes</td>
<td>130 points (lowest dropped)</td>
</tr>
<tr>
<td>Chemistry Project</td>
<td>10 points</td>
</tr>
<tr>
<td>Integument Project</td>
<td>24 points</td>
</tr>
<tr>
<td>Nerve Project</td>
<td>60 points</td>
</tr>
<tr>
<td>Proctored Tests (6)</td>
<td>600 points (lowest dropped)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,000 points</td>
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The total number of points will be translated into a letter grade as follows:

- **A = 90 - 100%**
  - 900 - 1000 points
- **B = 80 - 89.9%**
  - 800 - 899 points
- **C = 70 - 79.9%**
  - 700 – 799 points
- **D = 60 - 69.9%**
  - 600 – 699 points
- **F = below 60%**
  - Below 600 points

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

**Core Curriculum Objectives**

**BIOL 2401 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.

Institutional Policies

Academic Honesty
Academic dishonesty (cheating) will not be tolerated in either lecture or laboratory sections of the course. If cheating is observed, points for that activity will be disallowed, and grades of zero given for cheating may not be dropped. Academic dishonesty includes activities such as copying lab report answers from other students and collaboration with students who have completed Chapter Tests and Proctored Exams. It can be assumed that tests/exams showing the same or similarly missed questions as evidence of dishonesty. All tests involved can receive a score of zero. Also, students missing similar questions when taking the test at or near the same time will be more closely scrutinized. Instructor reserves the right to schedule separate testing times for students.

Withdrawal Policy
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office before the last drop day. It is YOUR responsibility to withdraw from a course. Your instructor cannot initiate this procedure for you. Failure to drop by the deadline will result in your receiving your actual performance grade, usually a grade of “F”. If you drop a class before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. The last day to drop for this semester is April 14, 2016.

Financial Aid Certification of Attendance
You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

Please review additional policies at:
http://www.elcentrocollege.edu/college-policies-procedures

Course Schedule
This is found below:
<table>
<thead>
<tr>
<th>WEEK</th>
<th>#</th>
<th>ASSIGNMENTS</th>
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</table>
| Jan. 20 | 1 | Complete the Course Orientation under Start Here.  
  - Orientation Quiz Due 11:59 pm Friday, Jan. 22  
  - Chapter 1: The Study of Anatomy and Physiology  
    - Complete Ch 1 Learn Smart  
    - Complete APR Lab Homework  
    - Complete Ch 1 / Lab Quiz  
    - Assignments due 11:59 pm Sunday, Jan. 24 |
| Jan. 25 | 2 | Chapter 2: Atoms, Ions, and Molecules  
  - Complete Ch 2 Learn Smart  
  - Complete Chemistry Project  
  - Complete Ch 2 / Lab Quiz  
  - Assignments due 11:59 pm Sunday, Jan. 31 |
| Feb. 1 | 3 | Chapter 3: Energy, Reactions, & Cellular Respiration  
  - Complete Ch 3 Learn Smart  
  - Complete LS Lab Homework  
  - Complete Ch 3 / Lab Quiz  
  - Assignments due Sunday, Feb. 7  
  - Proctored Test 1  
    - Material from chapters 1, 2, and 3  
    - Must be taken from 2/6 - 2/9 (Saturday, Monday, or Tuesday)  
    - Proctored test must be taken at a Testing Center |
| Feb. 8 | 4 | Chapter 4: Biology of the Cell  
  - Complete Ch 4 Learn Smart  
  - Complete LS Lab  
  - Complete Ch 4 / Lab Quiz  
  - Assignments due Sunday, Feb. 14 |
| Feb. 15 | 5 | Chapter 5: Tissue Organization  
  - Complete Ch 5 Learn Smart  
  - Complete APR Lab Homework  
  - Complete Ch 5 / Lab Quiz  
  - Assignments due Sunday, Feb. 21 |
| Feb. 22 | 6 | Chapter 6: The Integumentary System  
  - Complete Ch 6 Learn Smart  
  - Complete Integument Project  
  - Complete Ch 6 / Lab Quiz  
  - Assignments are due Sunday, Feb. 28  
  - Proctored Test 2  
    - Material from chapters 4, 5, and 6  
    - Must be taken from 2/27 - 3/1 (Saturday, Monday, or Tuesday)  
    - Proctored test must be taken at a Testing Center |
| Feb. 29 | 7 | Chapter 7: The Skeletal System: Bone Structure and Function  
  - Complete Ch 7 Learn Smart  
  - Complete APR Lab Homework  
  - Complete Ch 7 / Lab Quiz  
  - Assignments are due Sunday, Mar. 6 |
| Mar. 7 | 8 | Chapter 9: The Skeletal System: Articulations  
  - Complete Ch 9 Learn Smart  
  - Complete APR Lab Homework  
  - Complete Ch 9 / Lab Quiz  
  - Assignments are due Sunday, Mar. 13  
  - Proctored Test 3—Testing Center Closed during Spring Break  
    - Material from chapters 7 and 9  
    - Must be taken from 3/12 Saturday, or 3/21-22, Monday, Tuesday  
    - Proctored exam must be taken at a Testing Center |
<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment Details</th>
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<tbody>
<tr>
<td>Mar. 14-18</td>
<td>Spring Break</td>
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</tbody>
</table>
| Mar. 21  | 9 Chapter 10: Muscle Tissue  
|          | Complete Ch 10 Learn Smart  
|          | Complete APR Lab Homework  
|          | Complete Ch 10 / Lab Quiz  
|          | Assignments are due Sunday, Mar. 27  |
| Mar. 28  | 10 Chapter 12: Nervous System: Nervous Tissue  
|          | Complete Ch 12 Learn Smart  
|          | Complete APR Lab Homework  
|          | Complete Ch 12 / Lab Quiz  
|          | Assignments are due Sunday, Apr. 3  
|          | Proctored Test 4  
|          | Material from chapters 10 and 12  
|          | Must be taken from 4/2 - 4/5 (Saturday, Monday, or Tuesday)  
|          | Proctored test must be taken at a Testing Center  |
| Apr. 4   | 11 Chapter 13: Nervous System: Brain and Cranial Nerves  
|          | Complete Ch 13 Learn Smart  
|          | Complete APR Lab Homework  
|          | Assignments are due Sunday, Apr. 10  |
| Apr. 11  | 12 Chapter 13: Nervous System: Brain and Cranial Nerves Continued…  
|          | Complete Nerve Project  
|          | Complete Ch 13 / Lab Quiz  
|          | Assignments are due Sunday, Apr. 17  |
| Apr. 18  | 13 Chapter 14: Spinal Cord and Spinal Nerves  
|          | Complete Ch 14 Learn Smart  
|          | Complete LS Lab  
|          | Complete Ch 14 / Lab Quiz  
|          | Assignments are due Sunday, Apr. 24  
|          | Proctored Test 5  
|          | Material from chapters 13-14.  
|          | Must be taken from 4/23 - 4/26 (Saturday, Monday, or Tuesday)  
|          | Proctored test must be taken at a Testing Center  |
| Apr. 25  | 14 Chapter 15: Nervous System: Autonomic  
|          | Complete Ch 15 Learn Smart  
|          | Complete APR Lab Homework  
|          | Complete Ch 15 / Lab Quiz  
|          | Assignments are due Sunday, May 1  |
| May 2    | 15 Chapter 16: Nervous System: Senses  
|          | Complete Ch 16 Learn Smart  
|          | Complete APR Lab Homework  
|          | Complete Ch 16 / Lab Quiz  
|          | Assignments are due Sunday, May 8  |
| May 9    | 16 Proctored Test 6  
|          | Material from chapters 15-16.  
|          | Must be taken from 5/7 - 5/10 (Saturday, Monday, or Tuesday)  
|          | Proctored test must be taken at a Testing Center.  
|          | No late tests accepted  
|          | Last Class Day is Tuesday May 10  |

Note: 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 Biology Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.