

Fall 2020

Biol 2401: Human Anatomy & Physiology I

Ms. Letitia Simpson
Sections: 001, 005, 009



Human Anatomy & Physiology I

Biology 2401 Fall 2020

Professor: Ms. Letitia Simpson

Office: S-120—Check here first (2nd check: S-148)

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Email: lsimpson@southplainscollege.edu

Office Hours:*

M/W: 3:30 – 4:30 P.M.

T: 10 – 11 A.M.; 2:30 – 3:30 P.M.

R: 10 – 11 A.M.

F: 9 A.M. - 12 P.M.

I am on campus more than this looks like!

Please email/call for an appointment

Purpose: 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.

Objectives:

1. To help the students acquire knowledge of normal development, structures, and functions of the human body.
2. To provide a foundation for the undergraduate college and university student.
3. To provide a foundation for understanding deviations from the normal in physiological function.

Required for Class:

1. **Textbook:** Marieb, E.N. and Hoehn, K. (2018). *Human Anatomy and Physiology*. (11th ed.) Pearson.
2. **Atlas:** Hutchinson, M., *et al.* (2007). *A Brief Atlas of the Human Body*. (2nd ed.) Pearson Benjamin Cummings.
3. **7 Scantrons:** Red and white; 100 questions on ONE side; DataLink 3000 #29240-RR.
4. **Computer with reliable internet service, including:**
 - a. **Blackboard access**
 - b. **Webcam (external preferred)**
 - c. **Microphone**
 - d. **Proctorio software download** (Link will be provided on Blackboard)

Special Statement for COVID-19:

It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

Lecture & Lab Materials:

You will need to obtain many class materials from **Blackboard**.

***** Please pay attention to announcements made in class telling you what to print from Blackboard to bring to class. *****

The **Lecture and Lab Schedule** (pages 6 & 7 of this syllabus) tells you some important information, including all **test dates** for the semester.

It is your responsibility to have the materials that you need each class day.

HELPFUL HINTS:

Learning to study effectively and study regularly is key in this class. I can offer you tips and ideas on how to study better if you'd like.

Everything on Blackboard should be used to be successful in class. Besides studying Lecture Notes, Lecture Screencasts and Lab Screencasts, it is **extremely important to study all Lecture Exam Reviews** and **Lab Practical Reviews** found on Blackboard.

Lecture Exam Reviews provide additional practice and will help you with what type of exam questions will be asked. (Lecture reviews do not cover every type of possible question, but they do point you to major concepts).

Start using lecture exam reviews as soon as we begin the lecture notes, and be sure to study reviews at least 3 times. You should memorize the review *along with* the lecture notes to get the most benefit from it (instead of looking at it the night before the test).

UPDATED CLASS FORMAT: Hybrid/Flex Class

Our class will be taught differently from what was originally posted because of the Covid-19 pandemic.

Hybrid/Flex Class: This means some of the class will be online, but other parts will be face to face.

ONLINE: LECTURES will be online. You will study using Lecture Notes and Lecture Screencasts (audio recordings with PowerPoints) in Blackboard.

FACE to FACE/ In Person:

1) LABS

We will meet twice a week to do labs. It will be *ESSENTIAL* to study Lab Screencasts before coming to class. You will need to print Lab Handouts to bring to class.

2) ALL EXAMS—Both lecture exams and lab exams will take place face to face/in person.

The only planned exception is that Lab Practical #3 will be online

FORE EACH CLASS PERIOD, we will have 2 GROUPS of 16 students coming in for an hour each. (There will be a 30 minute break between groups). Each week we will meet in person for 2 hours total.

For the M/W 9:30 AM to 12 PM Class:
(On both Monday & Wednesday)

Group 1—9:30 AM to 10:30 AM
Group 2—11 AM to 12 PM

For the M/W 1 PM to 3:30 PM Class:
(On both Monday & Wednesday)

Group 1—1 PM to 2 PM
Group 2—2:30 PM to 3:30 PM

For the T/R 11 AM to 1:30 PM Class:
(On both Tuesday & Thursday)

Group 1—11 AM to 12 PM
Group 2—12:30 PM to 1:30 PM

IMPORTANT: Groups 1 and 2 will be determined alphabetically, by last name. I.e., Group 1 will be the first 16 students on the roll.

Group 1:

Group 2:

Also: “FLEX” means the class format can be changed as we go along if needed (such as if we have to transition to completely online).

Grading Criteria:

Lecture Exams (70%)-- There will be 5 lecture exams.

Lab Exams/Practicals (25%)—There will be 3 lab practicals.

Attendance (5%)—Details are provided in the next section and on Blackboard.

Lecture exams are mostly multiple-choice but may also include short answer.

Lab practicals are always fill-in-the-blank.

A= 90-100; B= 80-89; C=70-79; D=60-69; F=0-59

To calculate your class average, use the following equation:

Lecture Exam Average (0.70) + Lab Practical Average (0.25) + Attendance (0.5)=
Class Average

Attendance Policy:

Students are expected to attend EVERY class period. *Students are allowed **3** absences without penalty.* After the third absence, 10 points will be taken off of the attendance grade for every additional absence.

In order to be completely fair with everyone, there are certain reasons for missing class that will ALWAYS count as an absence. *Missing an exam (of any kind) will ALWAYS count as an absence (with 10 points taken off).* The only exception would be missing an exam due to a diagnosis of Covid-19. In that situation, certain documentation will be necessary to 1) verify that you have tested positive for coronavirus and 2) have been told to quarantine. If you are diagnosed with Covid-19, I will provide a way for you to make up those absences. Please contact all of your professors as soon as possible if you get sick.

*Please see the **Attendance Policy** on our **Blackboard** page for important additional details about Covid-19 related absences & other reasons for missing class that will always be counted as an absence.*

The General SPC Attendance Policy is also in effect: *A student may be administratively dropped after **3 unexcused absences**.* If the student is administratively dropped (by the instructor) a grade of "X" or "F" will be assigned to the student. *Two tardies* are equal to one absence.

Dropping/Withdrawal from a Class:

If you stop coming to class and do not drop yourself from the class, you will receive an "F." Please do not assume your professor will drop you if you stop attending class. It is your responsibility to drop yourself from a course.

Drop forms will be submitted online: [Student Initiated Drop Form](#)

An instructor signature is not required to drop a class.

There will be no charge for drops for the Fall or Spring 2020 semesters.

BIOL 2401: Lecture & Lab Schedule

What you will find on BLACKBOARD for Lecture:

Lecture Exam Materials:

- 1) Lecture Notes
- 2) Lecture PowerPoints
- 3) Lecture Screencasts
- 4) Lecture Exam Reviews

LECTURE NOTE TOPICS & EXAMS:

LECTURE NOTES:

HISTOLOGY
INTEGUMENT
SKELETAL SYSTEM
MUSCULAR SYSTEM
NERVOUS SYSTEM

LECTURE EXAM DATES:

HISTOLOGY EXAM----- SEPT. 8/9
INTEGUMENT EXAM----- SEPT. 28/29
SKELETAL SYS. EXAM----- OCT. 14/15
MUSCULAR SYS. EXAM----- NOV. 9/10
NERVOUS SYS. EXAM----- DEC. 2/3

Lecture exams will be primarily multiple choice and matching questions (but may also include True/False and short answer).

What you will find on BLACKBOARD for Lab:

Labs: (Numbered #1-10)

- 1) Lab Handouts---****Print & bring to class;**** Make sure the file has "Handout" in its name.
- 2) Lab Screencasts (Tutorials) ****You will need to study these before coming to class****
- 3) Lab PowerPoints ****Important: Bring a tablet or laptop to use Lab PowerPoints in lab****
- 4) Lab Practical Reviews

LAB TOPICS & EXAMS:

LABS:

HISTOLOGY (Lab 1)
BODY TERMINOLOGY (Lab 2)
The SKULL (Lab 3)
The SKELETON (Labs 4, 5, 6)
SKELETAL MUSCLES (Labs 7, 8, 9)
BRAIN & CRANIAL NERVES (Lab 10)

LAB EXAM (PRACTICAL) DATES:

LAB PRACTICAL #1: (Labs 1, 2, 3)----- SEPT. 21 & 23
SEPT. 22 & 24
LAB PRACTICAL #2: (Labs 4, 5, 6)----- OCT. 21/22
LAB PRACTICAL #3: (Labs 7, 8, 9, 10) SEE NEXT PG!

IMPORTANT DETAILS FOR LAB PRACTICALS #1 AND #3 ON THE NEXT PAGE

***LAB PRACTICAL #1 DATES-- M/W Classes—Group 1: Sept. 21; Group 2: Sept. 23**
T/R Class—Group 1: Sept. 22; Group 2: Sept. 24

*** LAB PRACTICAL #3 DAYS/TIMES:** (Labs 7-10; *ONLINE*)

M/W 9:30 AM Class: Monday, DEC. 7, 9:30 AM (Online)

M/W 1 PM Class: Monday, DEC. 7, 1 PM (Online)

T/R 11 AM Class: Tuesday, DEC. 8, 11 AM (Online)

Lab exams (lab practicals) will be primarily fill-in-the-blank questions.
These questions are usually from bones & models but may also be from images/photos.

Lab Practicals #1 & #2 will be F2F/In Person while Lab Practical #3 will be online.

***** MISSED EXAM POLICY***:**

*** MISSED LECTURE EXAMS CAN ONLY BE MADE UP BY:**

- 1) Taking a **comprehensive final** at the end of the semester OR
- 2) Taking the lecture exam with another class period.
You may only do this for ONE lecture exam.
Taking a lecture exam with another class WILL count as an absence.

* The comprehensive lecture final covers all lecture exam materials for the semester. This can ONLY replace ONE missed lecture exam (but cannot replace a missed lab practical). The second missed lecture exam will be a ZERO.

*** MISSED LAB PRACTICALS CANNOT BE MADE UP.**

- 1) A missed lab practical is automatically a ZERO, which will lower your average by at least one letter grade. I also reserve the right to drop you from class if you miss a lab practical.
- 2) **The only exception to this rule is—**
If you know you will miss a lab practical, you MUST contact me **IN ADVANCE** and *you must take the exam with another class period.*

For example, if you miss the M/W 9:30 A.M. practical, you must make it up with the M/W 1:00 P.M. class.

You may only do this for ONE lab practical.

Taking the lab practical with another class WILL count as an absence.

ONLINE EXAMS WILL BE TAKEN USING PROCTORIO:

Any online exams will be taken using a program called Proctorio. Students will be required to use this webcam software that records video & audio while taking exams.

You will need the following to use Proctorio:

- 1) An **embedded webcam** (as long as you have a hand-held mirror to scan the testing environment) OR you're welcome to use an **external webcam**, which is one that you will plug into your computer using an USB port.
- 2) A **computer microphone**
Most computers have an embedded microphone.
- 3) **Chrome browser installed on your computer**
- 4) **Proctorio installed on your computer**
To download this software, please go to <https://proctorio.com/support> and follow the steps listed there to install the software. If you run into technical problems, scroll down the page and open a live chat with a 24/7 Proctorio support staff.

Prior to the start of the online exam, students will be required to:

- 1) Show **official picture identification**
- 2) Show **the testing environment (room scan)** using a webcam.
This can be done using the webcam itself or a hand-held mirror.

The room scan must show the following:

- That the area you are taking the exam is clean- **no notes, class materials, phones, or other technology** is close by. Be sure to show under the desk or flatten out any covers if you are sitting on a bed.
- The walls in the room (including behind the computer) do not contain notes.
- There are no other adults in the room.
- If using scratch paper, show 1 piece of blank paper (front and back).
This will need to be shown at the end of the exam as well.

To watch examples of a webcam room scan, click on the following YouTube links:

- Using an embedded webcam: <https://www.youtube.com/watch?v=HAbnOt0cNOs>
- Using an external USB webcam: <https://www.youtube.com/watch?v=P1euOWRpTzA>

Other important details about using Proctorio:

After showing the room scan, the webcam needs to be **placed with the student in view** for the duration of the exam. It can be placed either on top of the computer or attached to something else to the side. 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 **be able to use 1 piece of blank scratch paper** which must be shown during the room scan and again at the end of the exam.

Exam testing procedures:

The following table lists conduct requirements for online exams, as well as consequences for conduct violations:

Exam conduct requirement	Consequence for violation of exam conduct
Valid photo ID shown	A zero will be given for the exam until student identity is confirmed by a valid photo ID.
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 recording	A 30% penalty will be given for an exam taken without the microphone being turned on and recording throughout the entire exam.
Sufficient lighting of the testing environment	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, phone, another computer, etc.) near the testing area will receive a zero for that exam.
No talking with others during the exam or playing of music or other audio recordings.	A student who has any music or audio recordings playing during exams, or who talks with any adult for any reason during the exam, will receive a zero for that exam.
The exam is taken in an approved proctored environment	Any exam taken without the webcam software will receive a zero.

****If you encounter technological problems when starting and exam or while taking an exam, here are a couple steps to take first:***

- 1) Check to make sure that you are using the Chrome browser and have the proper extension installed.

2) If you continue to experience technical issues, **Proctorio offers 24/7 technical support** to students via email support@proctorio.com, or phone at (480) 428-4089 or toll-free (866) 948-9248.

If a problem persists while taking an exam, be sure to email or call me as soon as possible. **Internet problems and/or the crash or inoperability of a computer will not be an acceptable excuse for being late for or missing an exam.** *It is the responsibility of the student to have a backup plan in place.* If the Blackboard server goes down, the appropriate time extensions will be determined and announced by the instructor.

ADDITIONAL STATEMENTS:

Academic Integrity:

Students who are caught cheating (see full definition of cheating in the SPC Catalog under Academic Integrity) will receive a grade of zero for the exam, and may be dropped from the course with an F, or face possible suspension from SPC.

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.

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, Reese Center (Building 8) 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 Director of Health and Wellness. 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 Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Diversity Statement:

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences 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.

Nondiscrimination Policy:

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.

Campus Concealed Carry:

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php> Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

SPC Bookstore Price Match Guarantee Policy:

If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by Amazon*, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

Disclaimer:

I reserve the right to modify the information, schedules, assignments, deadlines, and policies in this syllabus if and when necessary. Whenever possible I will announce such changes in a timely manner during regularly scheduled lecture or lab periods.