

GRAYSON COLLEGE

Course Syllabus

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

Course Information

SURVEY OF HUMAN ANATOMY & PHYSIOLOGY ONE SEMESTER COURSE BIOLOGY 2404 Section:

This is an Online only course that includes an integrated online lab component.

Professor Contact Information

Professor name: **Katrinka Bartush**
Office Phone: **(903) 463-8702**
E-mail: **bartushk@grayson.edu**
Office Location: **S205B**
Office Hours:

Science Department Program Assistant: 903-463-8797 (Karen Sheffield)

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Prerequisite: College readiness in reading required.

Course Description – from college catalog

BIOL 2404. Survey of Human Anatomy and Physiology. (3-3-4). Study of the structure and function of human anatomy, including neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. This is a one semester course studying the structure and function of the human organism including molecular, cellular, and tissue levels along with study of the organ systems. Emphasis is on the human body as an integrated whole. Prerequisite: College readiness in reading required. (R)

Note: The Academic Course Guide Manual does not allow this course to be split into lecture and lab components, i.e. run under two separate numbers.

Note: There are no Student Learning Outcomes for this class listed in the Academic Course Guide Manual

Student Learning Outcomes Met in this Integrated Lecture and Lab Course:

Outcome 1: Students will associate anatomical terminology with organ or structure location.

Outcome 2: Using proper terminology, students will be able to discuss the structure and function of the body organs and systems.

Outcome 3: Students will be able to explain contributions of organs and systems to the maintenance of homeostasis.

State Core Objectives Met in this Integrated Lecture and Lab Course:

1. Communication Skills, CS1 – Students will develop, interpret, and express ideas through written communication.
2. Critical Thinking Skills, CT2 – Gather and assess information relevant to a question.
3. Critical Thinking Skills, CT3 – Analyze, Evaluate, and Synthesize Information.
4. Empirical and Quantitative Skills, EQS2 – Students will describe, explain, and predict natural phenomena using the scientific method.
5. Teamwork, TW1 – Students will work cooperatively with their peers and leaders to more effectively solve problems by utilizing insights from multiple perspectives.

Course Competencies

A student completing this course can expect lectures and laboratories covering the following topics, and will be tested over each section as announced by the instructor. Within each section of BIOL 2404, content may or may not be covered in the sequence presented here. Content topics need not be taught in single blocks, yet may be integrated. Unifying themes, such as homeostasis, are emphasized throughout. Students should be able to discuss/define/ explain:

- Anatomical terminology as it relates to the human organism and communication with other professionals
- The structure and function of the integumentary system and how the system functions in temperature control
- The structure and function of the skeletal system and how the parts function to allow body movement (joints)
- The structure and function of the muscular system and how the system allows body movement
- The structure and function of the nervous system and how organisms interact with the environment
- The structure and function of the sense organs and how sight and hearing occur
- The structure and function of the endocrine system and how hormones are involved in the control of metabolism
- The structure and function of the cardiovascular system and how blood circulates through the body
- The structure and function of the digestive system and the manner in which the nutrients are broken down and absorbed
- The structure and function of the respiratory system and how gases are exchanged
- The structure and function of the urinary system and the manner in which the body is cleansed
- The structure and function of the reproductive system

Required Textbooks (ISBN # included) and Materials **Note: Both options include the eBook.**

Lecture/Lab: WileyPLUS: 9781119498520

OR

WileyPLUS + Loose-leaf Print: 9781119498575

Methods of Instruction

In general, the “lecture” portion of the course will include power points and assigned reading from the text. Various online assignments are utilized to reinforce lecture concepts. Class discussions are required. Students are expected to do the assigned laboratory homework utilizing labeled images and other materials provided by the instructor. Tests will cover material from appropriate chapters in the text. Laboratory testing is separate and based on the lab materials provided online by the instructor. There will be no make-up quizzes and exams. Late work will not be accepted.

Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

Important Days:

First day of classes:

Census Date

Professional Development (no class)

Last day to drop/withdraw from course:

Lecture Final Exams:

SEQUENCE OF INSTRUCTION:

Schedule is subject to change as determined by the instructor.

Students will receive advance notice of the changes

Week	Date	Text/Lecture	Lecture Exams (By 11:59 pm)	Discussion	Lab (Practical Exams due by 11:59 pm)
1		Unit 1: Chapters 1, 5-8		1 – Due ____ & Reply by ____	
2				2- Due 9/6	
3					Ch. 8 3DPhys – Neuromuscular Junction
4			Exam 1 – Due _____		Lab Practical #1 – _____
5		Unit 2: Chapters 9 - 13			
6					
7				3 – Due _____	Ch. 13 3D Phys – Hormone Function
8			Exam 2 – Due _____		Lab Practical #2 – Due _____
9		Unit 3: Chapters 14 - 17			Ch. 15 3D Phys – Cardiac cycle
10					Ch. 16 3D Phys – (there are 2) Bl. Pressure & Capillary Exchange
11				4 – Due _____	Ch. 17 3D Phys – Adaptive Immunity
12			Exam 3 – Due _____		Lab Practical #3 – Due _____
13		Unit 4: Chapters 18-24		5 – Due _____	
14				6 – Due _____	
15			Exam 4 – Due _____	Extra Cr. -Due _____	Lab Practical #4 – Due _____
16		Optional Comprehensive Final Exam	Due _____		

Methods of Evaluation

The lecture average will constitute ~60% of the final grade and the lab average will constitute ~40% of the final grade. The manner in which the average is determined is discussed below.

Four major examinations will be given at scheduled times throughout the semester, one for each “Unit”. Dates of the examinations will be announced on the calendar. There will be no make-ups taken after the time allotted for the exam has expired. Students not taking an exam will receive a "0". Exams may only be taken ONCE. Exams may be taken early by request of the student and at the discretion of the instructor, but must be completed by the due date. Exams may consist of multiple choice, matching, short answer, fill-in-the-blank, and true/false questions. A comprehensive final will be given at the time scheduled by the college. Students who have not taken all four exams must take the final. Students who have taken all four exams have the option of taking the final to replace the lowest exam grade.

WileyPlus assignments include “Adaptive Practice”, “Assessments”, and 3D Physiology assignments by chapter. Chapters 2-4, 20, & 22 have been omitted from these requirements. Only 6 selected chapters are assigned for 3D Physiology. All WileyPlus assignments are available as soon as the course opens through week 15 (week prior to final exams) – therefore, you may work ahead. “Adaptive Practice” works like an individualized tutorial, “Assessments” are more like quizzes and allow 2 attempts (keeping the highest score), 3D Physiology are lab assignments and allow 2 attempts (keeping the highest score). Technology issues are not acceptable excuses for incomplete or missing work. Late work is NOT accepted.

Assignments will also consist of Discussion Board postings and lab practical exams. For full credit on Discussion Postings, all instructions should be followed and posts should meet the length requirement and contain proper grammar and spelling.

Exams will be timed – going over the time limit will result in loss of points by not completing all questions. *NOTE: The exam will close at the designated time without regard to when you began. Give yourself the full amount of time in which to complete the assignment.

There is one (1) extra credit assignment posted under Discussions. It is optional and is set to “0 points” so that it does not negatively impact your grade should you choose not to do it. Those attempting extra credit will be awarded the appropriate points earned for their work. There are 20 possible extra credit points available.

<u>Lecture:</u>		<u>Lab:</u>	
Discussions (6 @ 30 each)	180 pts	3D Physiology (6 labs @ 20 each)	120 pts
Adaptive Practice (19 @ 5 each)	95 pts	<u>Lab Practicals (4 exams @ 100 each)</u>	<u>400 pts</u>
Assessments (19 @ 5 each)	95 pts	Total Points	520 pts
<u>Exams (4 @ 100 each)</u>	<u>400 pts</u>		
Total Points	770 pts		

Lecture points + Lab points = 1290 total points

*To calculate your grade take your points divided by the total points possible then multiply by 100:

Your Points/1290*100.

In the event that the total number of points on a test does not equal 100, the grade will be normalized to 100. For example, a score of 62 out of 80 would be a 77.5 ((62/80)*100).

All Exams will be completed online and do not require a testing center. Only ONE attempt is allowed per exam. Chromebooks are NOT compatible with Respondus Lock-Down Browser.

By posting your Discussion 1, you are acknowledging that you have read the entire syllabus. This posting is worth thirty points.

Course averages may be rounded up or down. For example, an 89.5 will be rounded up to a 90 and 89.4 will be rounded down to an 89.

Letter grades will be assigned as follows:

100 - 89.5	=	A
89.4 - 79.5	=	B
79.4 - 69.5	=	C
69.4 - 59.5	=	D
Below 59.4	=	F

Grades to be posted on Canvas

Course & Instructor Policies

Class Attendance

Academic success is closely associated with regular classroom attendance and course participation.

All successful students, whether on campus or online, are expected to be highly self-motivated.

All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as mini-mester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

In order for students to be counted as having attended a class before the census date, the following guidelines are to be used:

- Physical attendance in class with an opportunity for instructor and student interaction
- Submission of an academic assignment
- Completion of an exam, interactive tutorial, or computer-assisted instruction
- Attendance at a study group assigned by the faculty
- Participation in an online discussion in the class
- Contact with a faculty member to ask a question

Student Conduct & Discipline

Online Instruction Requirements:

Communication should be through Canvas INBOX. You have access to classmates through inbox as well. Correspondence with students and instructor should be courteous and respectful. If there are any complaints about fellow students, please contact me through Canvas Inbox and describe the situation and people involved. If it is a straight forward conflict, difference of opinion or motivational issue with the group. I will look to resolve this quickly and may need to change group members. If the problem is more serious, I may need to involve the chairperson, dean and vice president of instruction. If it is a potential violation of Title IX, I will refer the incident to the coordinators. Please feel free to report any problems that you think will interfere with your success in this course.

While there is no “participation grade” in the course, you are expected to participate in the quizzes, additional activities, and discussions that arise. I will check your online activity to ensure that you are taking advantage of the materials. During lecture tests you will use a webcam with a functioning microphone to ensure academic integrity. I will be able to view video and listen to audio after the test is completed, if there is a problem or concern. If you do not have a webcam, you will be able to take the test at the testing center by appointment.

If you have computer/internet problems, it is your responsibility to locate another computer/location to complete the course work for lecture and lab. Grayson College has several areas that have computers available for you to use. There is an open computer lab available for GC students during the regular operating hours of the GC Library. Library hours are Monday through Friday 8:00a.m. to 5:00p.m. One example of an alternant location would be public libraries that usually have community computers with high speed internet that are free to use.

Please do not wait until the last minute to submit assignments and to take exams! Allow enough time before the due date to submit your assignments/discussions. Should there be a technical problem, immediately notify the instructor via Canvas Inbox. Alternative arrangements, if permitted, will be discussed at that time. You may always submit photos and files as attachments through Canvas Inbox if necessary. File uploads can be pdf, doc, docx, txt, rtf or odt.

Classroom Behavior

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance and an attitude that seeks to take full advantage of the educational opportunity.

Defacing College Property

Anyone caught defacing property in the lab will be responsible for cleaning, repairing or replacing the defaced property. The individual will also receive a zero (0) for the current assignment. Defacing property includes, but is not limited to, writing, marking or scratching on the tables, tabletops, chairs, cabinets, countertops, shelving or walls.

Cell Phone/Electronic device Policy

All cell phones and other electronic devices must be turned off before entering the classroom unless otherwise informed by your instructor. Text messaging is not permitted during class. If you have an emergency and need to take a call during class, you must inform the instructor before the beginning of class. Turn your ringer to vibrate, and when your call comes in, pick up all of your belongings and leave the classroom. You may return to class the next time the class meets. ***Watching videos, viewing**

social media sites, reading/sending emails, etc. are not effective use of class time and are a distraction to your classmates and the instructor. Abuse of electronic devices may result in you being asked to turn off the device, or to leave class. Please be considerate.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include *minor* instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:

- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper),
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else,
- Quoting or copy/pasting phrases of three words or more from someone else without citation,
- Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original,
- Submitting an assignment with a majority of quoted or paraphrased material from other sources, even if correctly cited, when original work from the student is expected,
- Copying images or media and inserting them into a presentation or video without citation,
- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation,
- Giving incorrect or nonexistent source information or inventing source information,
- Performing a copyrighted piece of music in a public setting without permission,
- Composing music based heavily on someone else's musical composition.

Please refer to your course syllabus. Infractions may result in disciplinary options on behalf of the faculty member and/or dean.

The policy of the Science Department: Any instance of a) plagiarism, b) collusion, c) cheating, or d) falsifying records, may result in a “0” for the assignment. The “0” assigned for cheating cannot be dropped or replaced by another grade when calculating the course average.

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

Title IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

Dr. Molly M. Harris, Title IX Coordinator (903)463-8714

Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646

Mr. Mike McBrayer, Title IX Deputy Coordinator (903) 463-8753

Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>

GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 - South Campus)

GC Counseling Center: (903) 463-8730

For Any On-campus Emergencies: 911

Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html>

These descriptions and timelines are subject to change at the discretion of the Professor.

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