

# **Houston Community College**

## **Biology**

**Biology 2401-Anatomy and Physiology I CRN 40258**

**Spring 2015**

**Distance Education Class Instruction Online**

**Instructor: Susan K. Grigsby, Ph.D.**

**Instructor Contact Information: Online through the eagle online system**

**Office location: LHSB Central College Room 401**

**Office hours: Fridays 12:30 PM – 4:30 PM**

**Course Description: This is a course in human anatomy and physiology. It is the first in a two part series and covers the organization of the human body, integumentary, skeletal, muscular, and nervous systems.**

**Prerequisites: General Biology is recommended as some concepts in biology are helpful to students studying the human body.**

**Course Goal: The goal of this course is to prepare students for careers that involve knowledge of the structure and function of the human body.**

**Student Learning Outcomes:**

**The students will be able to:**

- 1. Describe the structure of the human body from the chemical, organelle, cellular, organ, system, and whole organism level.**
- 2. Use anatomical terminology.**
- 3. Use the concept of homeostasis when describing the function of body systems.**
- 4. Name the bones of the skeleton, superficial muscles, and the organs of the nervous system.**
- 5. Describe the function of the integumentary system, the skeletal system, the muscular system, and the nervous system.**

**Learning Objectives:**

**Students will:**

- 1. Identify the levels of organization of the human body.**

2. Learn the concept of homeostasis and how it applies to the human organism.
3. Review the structure and function of human eukaryotic cells.
4. Identify and recognize cells and tissues that comprise the organs of the body.
5. Identify the organs of the integumentary system.
6. Identify the bones and functions of the skeletal system.
7. Identify the muscles and the function of the muscular system.
8. Identify the structure and function of the nervous system.

Credit: 4 hours

All laboratory material comes from the [aprevealed](http://aprevealed.com)3. Purchase the code to enter this lab by going to [aprevealed.com](http://aprevealed.com). You will be directed to purchase this tool. The animations help with the physiology in the text so be sure to do them. Start each system with the first layer of the dissection, followed by going to the deeper layers. Next go to the histology. Last do the animations for that system. The buttons up at the top move you to these areas. The scalpel is dissection, the microscope is histology, the film strip is animation. Be sure to practice this first.

Week	Reading Assignment	Laboratory Assignment
Jan 20	<b>Unit 1:</b> Chapter 1: An Introduction to Anatomy and Physiology; Chapter 2: The Chemical Level of Organization	Lab 1: Body orientation
Jan 26	Chapter 3: The Cellular Level of Organization	Lab 2: Cells and chemistry
Feb 2	Chapter 4: The Tissue Level of Organization <b>Unit 1: Exam 1: Chapters 1-5 2/6-2/8</b>	Lab 3: Tissues
Feb 9	Chapter 5: The Integumentary System; <b>Unit 2:</b> Chapter 6: Osseous Tissue and Bone Structure	Lab 4: The Integumentary System
Feb 16	Chapter 7: The Axial Skeleton; Chapter 8: The Appendicular Skeleton	Lab 5: The Skeletal System
Feb 23	Chapter 9: Articulations <b>Unit 2: Exam 2: Chapters 6-9 2/27-3/1</b>	Lab 6: The Skeletal System
Mar 2	Unit 3: Chapter 10: Muscular Tissue	Lab 7: Joints (In skeletal system in <a href="http://aprevealed.com">aprevealed</a> at the bottom)
Mar 9	Chapter 11: The Muscular System	Lab 8: Muscular System
Mar 23	Chapter 12: Neural Tissue	Lab 9: Muscular System
Mar 30	Chapter 13: Spinal Cord, Spinal Nerves and Spinal Reflexes <b>Unit 3: Exam 3 Chapters 10-13 4/3-4/5</b>	Lab 10: Spinal Cord, Peripheral Nerves

Apr 6	<b>Unit 4: Chapter 14: The Brain and Cranial Nerves</b>	<b>Lab 11: Autonomic Nervous System</b>
Apr 13	Chapter 15: Neural Integration I: Sensory Pathways and the Somatic Nervous System	Lab 12: Brain and Cranial Nerves
Apr 20	Chapter 16: Neural Integration II: Autonomic Nervous System and Higher-Order Functions	Lab 13: Special Senses
Apr 27	Chapter 17: Special Senses	
	<b>Final Exam: Unit 4: Chapters 14-17 5/1-5/3</b>	
<b>5/8-5/10</b>	<b>Comprehensive final at testing centers: Link <a href="http://de.hccs.edu/student-services/testing-locations/">http://de.hccs.edu/student-services/testing-locations/</a></b>	

<http://imc02.hccs.edu/BiologyLabs/index.html>

Paste the URL above in the favorites of your browser for extra help.

**Assessments:** All textbook exams are online. They will be available at 12:00 PM on Friday of the exam week and through Sunday at 11:00 PM. All lab exams will be online. They will be given only once for each exam.

**Instructional Materials: Text:** Fundamentals of Anatomy & Physiology with MasteringA&P®, 10/E **Required**  
[http://media.pearsoncmg.com/bc/bc\\_martini\\_fap\\_8/cms/stools/index.html](http://media.pearsoncmg.com/bc/bc_martini_fap_8/cms/stools/index.html)  
**Frederic H. Martini**, *University of Hawaii*  
**Judi L. Nath**, *Lourdes College*  
**Edwin F. Bartholomew**

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**Lab Materials: AP Revealed3**, available from McGraw-Hill at [aprevealed.com](http://aprevealed.com). Order **aprevealed3** online at [aprevealed.com](http://aprevealed.com).

**Assignments:** Assignments are all in the syllabus.

**Welcome, students to Anatomy and Physiology I.** This semester is beginning and we will be communicating by gmail and the professor's announcements through early May. Open your eagle online course and become familiar with the course. I do not look at the class on Saturday or Sunday or any holiday in the semester so if you email me on a Friday afternoon, I may not read it until Monday.

Be sure to **buy the textbook right away**. All test material will come from that text. Read one chapter per week. Use mastering for extra quiz practice. I do not grade those. **Your course code for mastering is central31743**. There is also a quiz at the end of each chapter. I do not grade those either.

I do not have makeup exams or makeup quizzes. Be sure to keep in touch with the class. That is your responsibility. Your grades will be in the course. I also keep a separate spreadsheet for my own records. Do not ask me over and over to give you a rationale or reason for the grade you earned. It is only in points. There are 600 points for the whole class. Your grade is based on that. Divide the number of points you earn by the number of total points times 100. That percentage is your grade. Standard percentages relate to the letter grades, 89-100=A, 79-88=B, 69-78=C, 59-68=D, and below 59 is an F. If you do not finish the course and do not withdraw yourself, I will give you an F. **This refers to those who are on the roster and have not completed the course. Be sure to withdraw by the final withdrawal date if you are unable to complete the course. This is your responsibility. The final withdrawal date for Spring 2015 is March 24<sup>th</sup>**

**Total points available 600:**

**4 textbook exams= 400 pts**

**Lab exercises= 50pts**

**Lab exams= 50 pts**

**Mastering exercises =100 pts**

Take care of yourself this semester. Eat good healthy food and get adequate rest so that you do not fall behind due to illness. It is hard to catch up if you fall behind.

Make sure that you are officially registered. If your name is not on the roster you will not get a grade. If you cannot get in the eagle online course, you are not officially registered. Go to the registrar at the college to resolve the problem. I can't add, deny or remove student blocks. It is up to you to solve these problems.

Everything I have mentioned here comes from the problems that students create for themselves each semester.

Develop a curious attitude. Read and learn all you can about the structure and function of the human body. It will help you and your family to live a healthier and even possibly, a longer life.

I hope that you enjoy our study of the human body and that you become wise, choosing a healthy lifestyle.

## **Instructor Requirements**

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Provide description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments

To be successful in this class, it is the student's responsibility to:

- Participate in the class and complete learning activities
- Read and comprehend the textbook
- Complete the required assignments and exams:
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments

## **HCC DISTANCE EDUCATION POLICIES AND PROCEDURES**

**The Spring 2015 distance education student handbook covers all of the rules, regulations, policies and procedures that apply to the college and distance education. Please go to this link to see the handbook. All students are responsible for reading and understanding the DE Student Handbook. This handbook contains policies, information about conduct, and other important information. This includes information and resources (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Students should review this handbook as part of the mandatory orientation.**

<http://de.hccs.edu/media/houston-community-college/distance-education/student-services/2014-2015HCC-DE-Student-Handbook-.pdf>

## **SUCCESS TIPS:**

1. Read the text and use the resources provided online by publisher.
2. Study material after reading or computer exercises. Make pictures, lists, flow charts, flash cards – whatever works. Review the reading, notes, power-point

lectures and then bring questions to the discussion with your classmates on the discussion board.

3. Make connections between chapters such as anatomical terminology in one chapter with terms in another chapter by flipping back and forth in the text as you study.

4. Review the course **objectives** and use them as a checklist before exams to ensure you have the skills that will be tested. Also, ask yourself a general question, How does this work? If you can explain processes, you know that you have the facts, vocabulary, details and overall understanding you need.

5. Be sure to compete the lab each week. Study and review the previous week's material when you finish the assigned exercise for that week.

6. Keep up on everything, don't let yourself get behind.

**Repeat Grading:** Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. There will be four examinations based on the textbook concepts, each worth 100 points, total of 400 points. There will be lab quizzes using the checkmark tool in a revealed3. These are online within the a revealed3. The lab total number of points will be 100. Mastering exercises are another 100 points. Total points available for the class, 600. Grades will be based on percentages of points earned by the student.

Grading Scale:

89%-100% A

79%-88% B

69%-78% C

59%-68% D

0-58% F

Grading Percentages: Percentages are based on the total of 600 points. Example: Student earns 575 points out of the 600 point total. This is equivalent to a percentage of 96 (96%). The grade for the course is an A.

**95% of your grade will come from the class points. 5% will come from the comprehensive final.**

## ONLINE EXAMS POLICIES:

The course exams are conducted online via personal computer or at any HCCS Computer Laboratory within a specified time limit. Please allow adequate time to complete your exam and to resolve any unanticipated personal computer or networking problems. Any exam that is not completed on time will be considered a missed exam. Missed exams will be graded as zero, and there are no makeup exam opportunities for missed online exams. If your personal computer has a history of technical or networking problems, it is highly recommended that you plan to use an HCCS Computer Laboratory to complete your online exam. Online courses require students that are capable of budgeting time efficiently and managing the exam time limit wisely. Please note that poor planning, personal computer or networking problems are unacceptable excuses for missed online exams. In fairness to other students, these missed exams will be counted as 0 points. When computing your final grade, missed exam points (0 out of 100 available points) will be averaged into your other grades. A grade of zero will greatly jeopardize your final grade and may cause you to get an undesirable grade or fail the entire course.

- PLEASE BE ADVISED THAT ALL STUDENTS WILL RECEIVE A GRADE OF ZERO FOR MISSED ONLINE EXAMS.
- TECHNICAL PROBLEMS ARE NOT AN ACCEPTABLE EXCUSE FOR MISSED ONLINE EXAMS.

**\*The instructor reserves the right to make changes in this weekly schedule. You will be informed of these changes within reasonable time period.**