

FALL 2021

Biol 2401: **Human Anatomy & Physiology I**

Ms. Letitia Simpson
Sections: 002, 005, 008



Human Anatomy & Physiology I

**Biology 2401
Fall 2021**

Professor: Ms. Letitia Simpson

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Office Hours:*

M/W: 9:45 A.M. – 10:45 A.M.

T: 11 A.M. – 12 P.M.; 1:30 P.M. – 3:30 P.M.

R: 11 A.M. – 12 P.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.

Basic Class Requirements:

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. **2 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 provided on Blackboard)

COVID-19 Statements:

THE BASICS:

- *Face coverings are optional this semester.
- *We will be sanitizing the desktops after each lab.
- *There is FREE TESTING for Covid-19 at the Health and Wellness Clinic (Levelland).
- *FREE VACCINATIONS on September 1, 2021 (Levelland).

STATEMENT FROM SPC:

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19:

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN. See contact information below.

COVID-19 Protocol:

If You are Exposed to a COVID-19 Positive Person or You Test Positive:

If you have been exposed or may be COVID-19 positive, immediately contact me and the rest of your professors.

I will get you in touch with DeEtte Edens (BSN, RN) at (806) 716-2376 or dedens@southplainscollege.edu.

Mrs. Edens is the Associate Director of Health & Wellness at SPC.

Mrs. Edens will tell you how long you will need to quarantine and the date you can return to class (with certain conditions). She will also ask you to provide documentation that you have tested positive for COVID-19.

Students who test positive for COVID-19 are required to quarantine for 10 weekdays.

Students who have been exposed to COVID-19 are not required to quarantine by SPC.

These students have two options:

- 1) **Wear a mask while attending class for 14 weekdays OR**
- 2) **Self-quarantine for 14 weekdays.**

Class Requirement While in Quarantine:

PLEASE BE AWARE that while you are in quarantine (for either reason):

- 1) You are EXPECTED TO TAKE ONLINE LECTURE EXAMS ON TIME, AT THE SCHEDULED EXAM DATES. Since lectures are studied completely online, you are expected to study and prepare for exams while in quarantine. There will be very few exceptions made.
- 2) You may be given a delay for lab practical exams, but this will be determined by how many labs you have missed. If you have been present for the majority of the labs, you will be expected to take the lab practicals on time with the rest of the class as scheduled. All lab practicals will be given face-to-face (with one special difference for Lab Practical #1). For more information, see pages 8 and 9 of this syllabus.
- 3) We have **take-home bone boxes** that I can lend to you while in quarantine, but you will have to make the effort to have someone pick them up for you. Please be aware that if bone boxes are returned with missing bones or with damage (or not returned at all) a hold may be put on your SPC account and/or you may be charged fees.

HOW THIS HYBRID CLASS WORKS:

I.e., HOW WE WILL DO LECTURE & LAB and How You will Use Blackboard

***** Please pay attention to weekly screencasts, announcements made in class, AND announcements made on Blackboard telling you what to print from Blackboard to bring to lab.*****

Everything on Blackboard should be used to be successful in class.

LECTURES will be studied completely ONLINE.

ALL lecture exams will be ONLINE.

On the Blackboard Course Content page, Weekly Lecture Folders will be posted which will contain all the lecture materials you need for the week.

The Weekly Lecture Folders will contain these study materials for lecture:

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

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 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).

LABS will be studied ONLINE and in FACE-to-FACE labs that meet twice a week.

ALL lab exams (practicals) will be FACE-to-FACE *with 1 difference for Lab Practical #1.*

On the Blackboard Course Content page, Weekly Lab Folders will be posted which will contain all the lab materials you need for the week.

The Weekly Lab Folders will contain these study materials for lab:

- 1) Lab Handouts
- 2) Lab Powerpoints
- 3) Lab Screencasts
- 4) Lab Reviews

Lab Handouts MUST be printed and brought to our f2f labs.

Lab Screencasts MUST be studied before coming to our f2f labs. These will teach you what we will be practicing /learning during lab.

Lab Powerpoints MUST be used during our f2f labs. This means that, if possible, you will need to bring a ***laptop or iPad***, etc. to lab OR have a ***printed copy*** of the Lab Powerpoint needed for lab each day.

Grading Criteria:

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

Lab Exams/Practicals (25%)—There will be 3 lab practicals given f2f/IN PERSON.

Attendance (5%)—Details are provided in the “Attendance Policy” section of the syllabus and on Blackboard in the Blackboard **Course Resources** page.

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 (0.05)=
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 any exam (online lecture exams and f2f lab exams) will ALWAYS count as an absence (with 10 points taken off).*

Missing a lab exam due to a diagnosis of Covid-19 will not count as an absence ONLY IF DeEtte Edens has verified a positive Covid-19 test for you.

*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 are submitted online using the Student Initiated Drop Form.

An instructor signature is not required to drop a class.

BIOL 2401: Lecture & Lab Schedule

LECTURE NOTE TOPICS & EXAM DATES:

LECTURE NOTES:

HISTOLOGY
INTEGUMENT
SKELETAL SYSTEM
MUSCULAR SYSTEM (Plus BRAIN AREAS)
NERVOUS SYSTEM

LECTURE EXAM DATES:

HISTOLOGY EXAM-----SEPT. 15/16---- Online
INTEGUMENT EXAM-----OCT. 6/7-----Online
SKELETAL SYS. EXAM-----OCT. 20/21-----Online
MUSCULAR SYS. EXAM---NOV. 10/11----Online
NERVOUS SYS. EXAM----- DEC. 6/7-----Online

All lecture exams will be ONLINE.

Online lecture exams will be given for M/W groups usually on Wednesdays (see dates above) from 8 AM to 11 PM and for T/R groups usually on Thursdays (see dates above) from 8 AM to 11 PM.

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

LAB TOPICS & EXAM DATES:

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 EXAM #1: (Labs 1, 2, 3)-- SEPT. 27-30 F2F & ONLINE*
LAB EXAM #2: (Labs 4, 5, 6)--NOV. 1-4 F2F*
LAB EXAM #3: (Labs 7, 8, 9, 10)--DEC. 13-16 F2F*

All lab practicals (exams) will be given FACE-to-FACE (with one difference for Lab Practical #1).

Lab practicals will be primarily fill-in-the-blank questions.

These questions are usually from bones & models but may also be from images/photos.

****See the next page for important details
on the days/times and groups
for Lab Practicals #1 through #3!***

IMPORTANT LAB PRACTICAL INFORMATION:

All of our Lab Practicals will take 2 days to complete.

Each class will be split into two groups, with Group 1 taking the exam on the first class day of the week and Group 2 taking the exam on the second class day of the week.

The groups are determined alphabetically, by last name.

***LAB PRACTICAL #1 DATES/TIMES**-----ONLINE (Labs #1 & #2) and F2F (Lab #3)

The ONLINE part (testing over Labs #1 & #2) will be open to take from Sept. 27 – 30, 8 AM to 11 PM each day.

The FACE-to-FACE part (testing over Lab #3) will take place at your class time using groups:

SEPT. 27—F2F testing over Lab #3: M/W 10:45 AM Class: G1; M/W 1 PM Class: G1

SEPT. 28—F2F testing over Lab #3: T/R 12:15 PM Class: G1

SEPT. 29—F2F testing over Lab #3: M/W 10:45 AM Class: G2; M/W 1 PM Class: G2

SEPT. 30—F2F testing over Lab #3: T/R 12:15 PM Class: G2

***LAB PRACTICAL #2 DATES/TIMES**-----ALL Face-to-Face; Labs #4, #5, #6

Notice the entire exam will take place at your class time using groups.

There is NO online part of this exam.

Notice that Group 2 for all classes gets to take the exam first for this exam.

NOV. 1—F2F testing over Labs #4, #5, #6: M/W 10:45 AM Class: G2; M/W 1 PM Class: G2

NOV. 2—F2F testing over Labs #4, #5, #6: T/R 12:15 PM Class: G2

NOV. 3—F2F testing over Labs #4, #5, #6: M/W 10:45 AM Class: G1; M/W 1 PM Class: G1

NOV. 4— F2F testing over Labs #4, #5, #6: T/R 12:15 PM Class: G1

***LAB PRACTICAL #3 DATES/TIMES—-----ALL Face-to-Face; Labs #7, #8, #9, #10**

Notice the entire exam will take place at your class time using groups.
There is NO online part of this exam.

DEC. 13—F2F testing over Labs #7,8,9,10: M/W 10:45 AM Class: G1; M/W 1 PM Class: G1

DEC. 14—F2F testing over Labs #7,8,9,10: T/R 12:15 PM Class: G1

DEC. 15—F2F testing over Labs #7,8,9,10: M/W 10:45 AM Class: G2; M/W 1 PM Class: G2

DEC. 16— F2F testing over Labs #7,8,9,10: T/R 12:15 PM Class: G2

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.
This absence will mean 5-10 points off your attendance grade.

* 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.*
Taking a lab exam at another classes group time WILL count as an absence.
This absence will mean 5-10 points off your attendance grade.
You may only do this for ONE lab practical.

USING PROCTORIO FOR ONLINE EXAMS:

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.

A. You will need the following to use Proctorio:

- 1) An **embedded webcam** (You must use a hand-held mirror to do the room scan for the test)
OR you're welcome to use an **external webcam**.
- 2) A **computer 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.

See the Blackboard **Course Resources** page to download this link.

B. At the START of the online exam, you will be required to do a ROOM SCAN:

- 1) The room scan means you will **show your desk surface, room, and walls** using a webcam. This can be done using the embedded webcam itself or a with a large hand-held mirror if the webcam is external.
- 2) You **MUST** do the parts of the room scan **SLOWLY** and do the scan at least **TWICE**.
- 3) If you do not do the room scan properly, penalties on the test grade may be taken.

C. 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. Please flatten out any covers if you are sitting on a bed.
- The **desk surface is clean** with no notes, reviews, phones, etc. of any kind.
- 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.

D. To watch examples of a webcam room scan, see 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>
- These links are available on the Blackboard **Course Resources** page.

E. If you run into technical problems during an exam: Contact me (Ms. Simpson) first. If I don't respond within a few minutes, go to the Blackboard link to download Proctorio, scroll down the page and open a live chat with a 24/7 Proctorio support staff. Please be patient but

definitely contact the Proctorio support staff if I don't reply after about 15 minutes. With many students taking the exam, there may be a delay in my response.

F. While Taking the Exam:

- 1) After showing the room scan, the webcam needs to be **able to see your head and arms** for the duration of the exam. Your **full face must be visible**.
- 2) Once the exam begins, you will **not be able to leave the room**.
- 3) During the exam, the Proctorio software will **lock-down the web-browser** and prevent any internet tabs from being open.

G. PENALTIES for Certain Conduct During Online Testing:

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
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 room 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.

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.