BIOL-2020: Anatomy and Physiology II (Online | Fall 2019)

Instructor Information

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<thead>
<tr>
<th>Instructor Name</th>
<th>Amanda Banker</th>
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<tr>
<td>Instructor Rank</td>
<td>Associate Professor</td>
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<tr>
<td>Instructor Email</td>
<td><a href="mailto:ambanker@southwest.tn.edu">ambanker@southwest.tn.edu</a></td>
</tr>
<tr>
<td>Instructor Website</td>
<td><a href="http://faculty.southwest.tn.edu/ambanker">http://faculty.southwest.tn.edu/ambanker</a></td>
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<td>Instructor Office</td>
<td>UNS-118G</td>
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<td>Office Hours</td>
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<tr>
<td>Instructor Phone</td>
<td>901-333-5124</td>
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<td>Department Phone</td>
<td>901-333-5220</td>
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Course Information

Course Description
This course is a continuation of Principles of Anatomy & Physiology I. Students will study the structure and function of the endocrine, reproductive, respiratory, cardiovascular, lymphatic, digestive, and urinary systems. Fluid, electrolytes, and acid-base homeostasis are also examined.

**Student Learning Objectives**

This course meets the outcomes 1-5 as issued by the TBR. It provides scientific information equipping students for informed decision-making and analytic thinking on topics related to the human body. These topics are important to the general education of students based on the idea that knowledge of one’s own body will forever be a critical factor in the quality, length, informed decision-making processes, and analysis of factors affecting human life. The course also guides students towards becoming scientifically literate about topics that have global economic and cultural importance. Their ability to define and process such issues will be enhanced, and their knowledge will enable them to reason critically and creatively with an open mind on various topics associated with the human body.

**TBR General Education Outcomes:** Students will demonstrate the ability to . . .

- Conduct an experiment, collect and analyze data, and interpret results in a laboratory setting.
- Analyze, evaluate and test a scientific hypothesis.
- Use basic scientific language and processes, and be able to distinguish between scientific and non-scientific explanations.
- Identify unifying principles and repeatable patterns in nature, the values of natural diversity, and apply them to problems or issues of a scientific nature.
- Analyze and discuss the impact of scientific discovery on human thought and behavior.

**Prerequisites**

BIOL 2010

**Corequisites**

None

**Instructional / Learning Methods**

This course is entirely online. It consists of reading and writing assignments, voice lectures, research assignments, lab simulations, identification and name recognition, interactive cadaver dissections and video simulations.

**Specific Course Requirements**
It is critical that you have access to a computer and the internet. In order to successfully complete this course in an online environment. Students must also possess basic computer skills, the ability to follow written directions and be able to read for comprehension.

Textbooks, Supplementary Materials, Hardware, and Software Requirements

Required Text


Lab Manual: Human Anatomy and Physiology II Laboratory Manual by Carpenter and Younger, 2nd ed

*This is a Southwest specific Lab Manual and can only be purchased at Southwest. There have been two revisions of the edition. Be sure your book is copyrighted in 2015. This will be on the back of the first page, in bottom half.

Supplementary Materials

A free online Student Tutorial is available to all students. Please follow the directions below. Make sure you turn off your pop-up blocker when asked. Instructions for Getting to the Student Tutorials for A&P

- There is a link on the PAWS My Homepage located as a widget on the left side of the page entitled Tutorials and Online Registration for Students where both faculty and students can register for the tutorials. Users will register with their STCC username and password. Once you register, a link to the tutorial should appear with your list of courses for that semester. All users will be registered as a 'student'.

Instructions for Getting Inside Connect

- The homepage of the student tutorial has a navigation bar called Content located at the top of the page. Once inside, you should locate and follow the Directions to Login to Connect. Registration is required to gain access; you may use your STCC e-mail address. Once you’ve established a username and password, registration is no longer required. You can now gain access simply by going to the Connect link where you must enter your username and password (listed under the
Directions to Login to Connect). The tutorial is now visible and ready to use.

Interactive Programs that Require a Username and Password

- **APRevealed** requires you to register and establish a username and password for the first time. You may use the same username and password established when you registered for Connect.
- **A.D.A.M.** The username and password for this program is listed on the A.D.A.M. homepage. If you click on the link and the page is not large enough to enter your username and password you should place your cursor at the bottom right corner of the page and move downward to widen it. You should now see where to input this information. Copy and paste it in the area provided.

If you have trouble with your user name you may attempt using your outside e-mail address and password to see if it works. Contact the **helpdesk** if you have problems during this process.

Hardware Requirements

If this course requires the use of a computer, these are general recommendations for accessing any of the services that Southwest offers on the Web (e.g. **My.Southwest**, etc.).

- minimum Pentium IV or higher processor (recommended)
- SVGA monitor, minimum resolution 800x600 (1024x768 strongly recommended)
- CD-ROM or DVD drive
- floppy drive, zip drive, or CD-RW drive
- Mouse or compatible pointing device
- at least 512 MB of RAM (recommended)
- (optional) printer

Software Requirements

The software listed below is recommended for any student accessing Southwest services through the Internet. Your course may have specific software requirements.

- Windows 10 or 7
- Mac OS X (up to 10.12) (OS 10.14 recommended)
- Firefox (latest)
- Microsoft Edge
- Chrome (latest)
- Internet Explorer: DO NOT USE WITH PAWS
- Current Anti-Virus protection
- Reliable Internet connection (broadband recommended but not required)
Many instructors may require assignments to be submitted using Microsoft Excel or Microsoft Word. To learn how to obtain discounted software from Microsoft, visit [http://southwest.tn.onthehub.com](http://southwest.tn.onthehub.com).

**Assessment and Grading**

**Method of Evaluation**

Lecture Exam 1 (chapter 13) (55 minutes, 50 questions)

Lecture Exam 2 (chapter 22) (55 minutes, 50 questions)

Lecture Exam 3 (chapter 19) (55 minutes, 50 questions)

Lecture Exam 4 (chapters 14, 15) (110 minutes, 100 questions)

Lecture Exam 5 (chapters 16, 17) (80 minutes, 75 questions)

Lecture Exam 6 Final (comprehensive) (110 minutes, 100 questions)

Lab Exam 1 (endocrine, reproductive, respiratory) (55 minutes, 50 questions)

Lab Exam 2 (blood, heart, vessels, EKG) (55 minutes, 50 questions)

Lab Final (digestive, urinary) (55 minutes, 50 questions)

**Points will be distributed as follows:**

Four lecture exams (Modules 1, 2, 3, and 5) x 100 points each = 400 points

Lecture Exam 4 (Module 4) = 200 points

Final Comprehensive Final = 200 points

Three lab exams x 100 points each = 300 points

Four Simulation Quizzes x 20 points each = 80 points

Six Analysis Assignment Questions (5 points each) = 30 points

Three Dropbox Assignments (20 - 10 points each) = 45 points
Ten Lab Manual Assignments (15 - 10 points each) = 70 points

Getting Started = 5 points

SLO Quiz = 5 points

Discussion Questions = 12 points

Learning Styles Inventory Test = 5 points

Course Feedback = 5 points

Total = 1357 points (92 of these are bonus points)

Student requests for outside assignments for extra credit points will be denied.

Grading Scale

90%- 100% (1138-1265 points)

80%-89% (1012-1137 points)

70%-79% (885-1011 points)

60%-69% (759-884 points)

Below 60% (758 points and below)

The instructor reserves the right to round up scores to the nearest whole number.

Testing Procedure / Policy

ALL testing will be taken online at the times scheduled by the instructor. It is essential that all assignments, quizzes, and lab exams are taken in order for the student to receive a passing grade. Exact dates are posted on the course calendar. All testing should be done on a computer and not by phone.

Module lecture exams are chosen randomly from a question pool and will consist of 50 questions, except for lecture exam 4 and the final which will consist of 100 questions. Module laboratory exams will consist of 50 multiple choice questions that are randomly chosen. While taking your exams, you must remember to save your answers after they are selected. Questions saved after the exam period end will not be credited toward your final score. Exams are scheduled to give a one minute grace period
before submission.

Most exams are self-graded with visible scores made available after completion. Only answers to incorrect questions are made available to students after testing.

Your instructor will grade the Analysis Questions (AQ), Dropbox Assignments and Required Discussions Questions. Dropbox Assignments should be prepared in Microsoft Word before submitting them to the dropbox. If accepted, late assignments will be accessed with a penalty of 10 points for each day it is late.

Make-up exams may be given if the student notify the instructor by e-mail at the time (and not after) of illness, death in family, and military or jury duty. If the exam is closed, it will remain closed. If a make-up is allowed, points may be deducted for each day you fail to take the exam and it must be taken before the next scheduled exam date.

**Participation / Attendance Policy**

Students are expected to log into PAWS, preferably everyday or at least five to six times per week.

Attendance is determined by the submission of assignments, not by simply logging on to the course.

Regular contact with the instructor regarding questions is necessary to eliminate misunderstandings.

Students are expected to make regular visits to the tutorial lab in room UM-240 at the Union campus for assistance with test preparation for lecture and laboratory material.

**Policy on Student Professional Conduct**

Violations of academic integrity will not be tolerated. These policies include plagiarism, cheating and other forms of academic dishonesty.

**Guidelines for Communications**

**Email Guidelines**

Each student has been provided a Southwest email account. Please do not email your classmates unless the topic relates specifically to this course. Emails that contain advertisements, solicitations, personal interests, etc. are strictly forbidden. Below are a few guidelines that you should keep in mind when sending email:
Always include a subject line.

Typing in all CAPS is considered SHOUTING in Cyberspace. So please use upper and lower case characters when sending emails.

Remember, without facial expressions some comments may be taken the wrong way. Be careful in wording your emails and use good Netiquette.

Use standard fonts.

Do not send large attachments without permission.

Respect the privacy of other class members.

Online instructors will respond to all emails within 48 hours.

Discussion Guidelines

Below are a few guidelines that should be adhered to when using the Discussion forum. Messages that contain advertisements, solicitations, personal interests, etc. are strictly forbidden.

- Review the discussion threads thoroughly before entering the discussion.
- Please try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the class. Be respectful of others' ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

Technical Support

Technical Support

My.Southwest: Submit a Student Technical Support Request. Please provide a full detailed explanation of the problem.

PAWS: For course related questions, contact your instructor. For technical issues with the PAWS website, contact the College Helpdesk at (901) 333-4357 or Digital Learning at (901) 333-4612.

Student Services
Embedded Librarian Service

This service may be found inside PAWS courses.

Two Southwest Librarians are assigned to work with you and your instructor throughout the course for the entire semester. The Librarians will suggest library resources and answer questions sent to "Ask A Librarian."

To contact a Librarian by email, go to the Classlist and select "Ask A Librarian."

Student Services Links

- Academic Support Centers / Tutoring
- Advising
- Campuses, Centers, and Site
- Student Disability Services Southwest Tennessee Community College is committed to serving all students, including students with disabilities, and adheres to the guidelines set forth in Title II of the Americans with Disabilities Act (ADA).
- Additional Links: Student Information & Services

Academic Support

The Academic Support Center (ASC) provides free services and resources to help Southwest students successfully reach their academic and career goals. These services include tutoring by peer and master tutors, computer labs, success workshops, academic coaching, early alerts from your instructors and areas for individual or group study at numerous locations. The ASC also provides Supplemental Instruction in some of our general education classes and the Center is also responsible for Academic Progress Reporting so that you will be aware of your academic standing during the 5th-6th week of the semester. Online tutoring services are offered through Smarthinking 24 hours a day, 7 days a week. Simply login to your PAWS to access this online tutoring resource.

Additional Information

Drop/Withdrawal Dates

See the current official college academic catalog for the withdrawal policies. Important semester drop and withdrawal dates can be found on the Cashier's Office Important Dates page.

Academic Misconduct
Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly, through participation or assistance, is immediately responsible to the instructor of the class. The instructor has the authority to assign an "F" grade or a zero for the exercise or examination, or to assign an "F" for the course. College sanctions for academic misconduct may include suspension or dismissal from the College. Please see the section in the current Catalog on Academic Misconduct.

**Classroom Behavior:** Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to temporarily leave the classroom. Extended or permanent exclusion from the classroom can be achieved only through appropriate procedures of the College.

**Open Labs**

**Macon Cove Campus**

- Bert Bornblum Library: Available during library hours
- Farris Building, Room 2131: Monday-Thursday 8 a.m.-5:30 p.m., Friday 8 a.m.-4:30 p.m.

**Union Avenue Campus**

- Jess Parrish Library - Available during library hours
- M Building, Room 105, 8 a.m.-6:30 p.m.

**Gill Center**

- Computer Lab, Room 101 (Please note this room is available when classes are not scheduled. Schedule fluctuates each semester.)
- Library - Available during library hours

**Maxine A. Smith Center**

- Open Lab, Room 101
- Library - Available during library hours

**Whitehaven Center**

- Open Lab, Building 6, Room 127
- Library - Available during library hours

**Syllabus Updates**
The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes.