BIOL-2020: Human Anatomy and Physiology II (Split/Hybrid | Fall 2019)

Instructor Information

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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**
Learning methods include 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.

You will complete assignments, participate in class discussions, and use Microsoft Word to prepare assignments. All submissions should include your first and last name. Do not submit assignments in a pdf or wps format. Instructions for each module are provided in "Course Content" and due dates for assignments are posted on the "Calendar". You should start navigating this course on the first day of class, even before you purchase your textbook and laboratory manual.

Check your Calendar and E-mails everyday. Your instructor have the capability to track each student and specifically know when you login and how much time you are spending in this course. So please, take this course seriously and always be reminded of important dates listed on your Calendar.
Go through each item on the navigation bar that includes Course Home, Content, Dropbox, Discussions, Grades, Quizzes, Links and familiarize yourself with these important tools. If a message appear that ask you to secure items displayed, respond “No” or the proper formatting to view course material will not be correct.

Do not send e-mails to your instructor’s Southwest e-mail address. You must use your course e-mail throughout the semester. Make sure your email have a subject before pressing the send button.

Textbooks, Supplementary Materials, Hardware, and Software Requirements

Required Text


Lab Manual: Human Anatomy and Physiology Laboratory II, by Carpenter and Younger.

A new unused lab book is essential for obtaining Lab points toward each lab exercise. Points will not be awarded for a used lab book.

*This is a Southwest specific Lab Manual and can only be purchased at Southwest campus bookstore.

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 titled as Tutorials and Online Registration for Students where students can register for the tutorials.

Instructions for Getting inside Connect.

- The homepage of the student tutorial has a navigation bar called Content. Once inside, you should locate the link Directions to Register For Connect. It will open in a new window that shows a page for Student Registration Instructions. Use the URL to register and purchase the access
code for Connect and/or the eBook (whole book or individual chapters) at a cheaper price. You may use your SW e-mail address and password to register. Registration will no longer be required once you establish a user name and password. Use the link Connect for Users Already Registered during your next entry to Connect.

**Recommended Interactive Programs**

- **A.D.A.M.** The user name and password is listed on the A.D.A.M. homepage. If you click on the link and the page is not large enough to enter the user name and pass word you should place your curser on the bottom right corner of the page and move downward to widen it. You should now see where to input this information.
- **APRevealed** may require you to register and establish a user name and password for the first time.

Connect provide resources that are very helpful to enhance student performance in A&P. Without the proper background most students will find it difficult to successfully pass an online course without these additional resources.

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)
Lecture Exam 2 (chapter 22)
Lecture Exam 3 (chapter 19)
Lecture Exam 4 (chapters 14,15)
Lecture Exam 5 (chapters 16, 17)
Lecture Exam 6 Final comprehensive including chapters 20 and 21)
Lab Exam 1 (endocrine, reproductive, respiratory)
Lab Exam 2 (blood, heart, vessels, EKG, Lymphatic)
Lab Final (digestive, urinary)

**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 (taken in the lab at Maxine 308 as listed in lab schedule) x 100 points each = 300 points

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

Two Dropbox Assignments (20-10) = 35 points

Eleven lab Manual Assignments = 75 points

SLO quiz 10 points

Discussion Questions = 12 points

Learning Styles Inventory Test = 5 points

Course Feedback = 5 points

Total = 1272 points (92 of these are bonus points)

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

Grading Scale
A - 90%- 100% of the possible points
B - 80%-89% of the possible points
C - 70%-79% of the possible points
D - 60%-69% of the possible points
F - Below 60% of the possible points

Do not assume that percentages will be rounded. Rounding is at the discretion of the professor.

Testing Procedure / Policy
ALL testing, except lab exams will be taken online at the times scheduled by the instructor. Lab exams will be taken in person at Maxine 308 on dates indicated in the lab schedule. 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. It is best to save questions as you answer them. Questions saved after the exam period ends will not be credited toward your final score. Exams are scheduled to give students 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.

Once a student begins their test, the timer begins. Leaving or logging out of the website does not stop the 55-minute timer. The best advice is to be sure you are in a location with a stable internet connection and if you are on a mobile device, be sure you have enough power for the entire test!

If the online module exam or assignment is closed, it will remain closed.

Remember, functional hardware, software, and internet connectivity are the responsibility of students. If you do not have a reliable home internet connection, you should make arrangements to take the exam elsewhere. Southwest has many computer labs open for student use.

Online Assignments: 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. All due dates are final.

Note: Assignments will only be accepted as a doc, docx or rtf file. All submissions should include your first and last name.

Laboratory exams will be given in the lab. The number of questions is at the discretion of your instructor and may vary depending on the amount of content previously covered in lab. Do not arrive late for any exams. A student arriving late for the exam may not be allowed to take the test or risks being counted absent from that exam. No further exams will be given out once the first student has finished.

You will be asked to refer back to this policy when you request a make-up exam from your instructor. This policy is strictly enforced to be fair to everyone.
During lab exam - No cell phones, iPhone, iWatches or any other type of watch interface, iPad, iPod, Blackberrys, camera phones, electronic notebooks etc. are permitted to be used.

**Make-up Policy: Missing exams is a serious matter.** Makeup exams for lab will only be allowed at the instructor’s discretion. To be considered for make-up exams, the student should have notified the instructor by e-mail **prior to (and not after) the exam**, the **reasons and adequate legitimate documentation must be provided for missing the exam**. The reasons (say illness, death in the family, military or jury duty) should be clearly stated. Students requesting make-up exam must provide evidence of the reason stated.

If permitted, upon instructor’s discretion, the make-up exams (for lab exams only) may be given at the end of the semester. **There will be no makeup exam for the final exam.** If the online lecture exam is closed, it will remain closed.

**The above policy on make-up exams will be strictly enforced to be fair to everyone. No exceptions.**

**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 coming to the lab, 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.

**Additional Policies**

**Policies on Recording and Photography:**

- At no point during the course is the student permitted to make video and/or audio recordings of the instructor or course materials.
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

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.

Course Topics

Tentative Schedule
Chapter 13 - Endocrine System
Chapter 14 - Blood
Chapter 14 - Cardiovascular system
Chapter 16 - Lymphatic System - Immunity
Chapter 17 - Digestive System
Chapter 19 - Respiratory System
Chapter 20 - Urinary System
Chapter 21 - water, electrolyte, Acid-base Balance
Chapter 22 - Reproductive System

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.