



Texas A&M University-Commerce

2600 S. Neal St, Commerce, TX

75429-3011

Biological and Environmental

Sciences

Tel) 903-886-5378 Fax) 903-886-5997

Fall 2016

BSC 2401- Human Anatomy & Physiology I

Instructor: Molly Jacobsen, MS

Email: Molly.Jacobsen@tamuc.edu

****Please note that since this is an online course, e-mail should be utilized as primary form of communication.****

Class Time: This course is 100% online. You should log-in and check the course **TWICE DAILY. I recommend once in the morning and once in the evening- aside from logging on to submit and do your assignments.** I personally check my e-mail at least once in a 24 hour period. If you need assistance with something, plan accordingly so as to allow me a 24 hour period to respond. Keep in mind that this is "normally" a very intense, face-to-face course. Just because this class is online, there will still be a lot of material covered. The work load will reflect this.

REQUIRED course materials: (posted to bookstore website on 1/5/16)

- 1) Hole's Human Anatomy & Physiology. Shier, Butler, & Lewis, 14th edition.
- 2) ConnectPlus with LearnSmart online access card for Hole's Human Anatomy & Physiology.

There are loose leaf, hard cover and e-versions of this book. It does not matter to me which you utilize. Older versions/editions of the text are also acceptable. Just make sure you have both the book and the Connect Access Card.

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution.
- You must have a:

- Sound card, which is usually integrated into your desktop or laptop computer
- Speakers or headphones.
- *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at the JAVA web site:

<http://www.java.com/en/download/manual.jsp>.

- Current anti-virus software must be installed and kept up to date.

- Run a browser check through the Pearson LearningStudio Technical Requirements website.

Browser Check:

http://help.ecollege.com/LS_Tech_Req_WebHelp/enus/#LS_Technical_Requirements.htm#Browse
t

- Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:

o Adobe Reader <https://get.adobe.com/reader/>

o Adobe Flash Player (version 17 or later): <https://get.adobe.com/flashplayer/>

o Adobe Shockwave Player: <https://get.adobe.com/shockwave/>

o Apple Quick Time: <http://www.apple.com/quicktime/download/>

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

- For additional information about system requirements, please see: System Requirements for LearningStudio at: <https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab: <http://www.tamuc.edu/myleo.aspx>

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours daily, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site: <http://247support.custhelp.com/>

The student help desk may be reached in the following ways:

- Chat Support: Click on 'Live Support' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- Phone: 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the 'Tech Support' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you.

PLEASE NOTE: Your personal computer and internet access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo: <https://leo.tamuc.edu>

Learner Support:

The **One Stop Shop** was created to serve you by providing as many resources as possible in one location: <http://www.tamuc.edu/admissions/onestopshop/>

The **Academic Success Center** provides academic resources to help you achieve academic success: <http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

University Procedures/Policies:

Student Conduct: All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.

<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette

<http://www.albion.com/netiquette/corerules.html>

TAMU-C Attendance: For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>
<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic integrity: Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Graduate Student Academic Dishonesty 13.99.99.R0.10

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Students with Disabilities: The American with Disability Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other aspects, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have disability requiring accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)
<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Access to student work: Copies of your work in this course, including copies of any submitted papers, may be kept on file for institutional research, assessment, and accreditation purposes. All work used for these purposes will remain anonymous.

Nondiscrimination Notice: Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce 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

A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url: <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A & M Commerce campuses. Report violations to the University Police Department at 903886-5868 or 9-1-1.

Course Description

Human Anatomy and Physiology I is a study of both the structure and function of various organ systems of the human body. This is a fundamental course for those pursuing careers in any medical field. Particular emphasis is placed on vocabulary pertaining to course content and anatomy of all systems covered in this course.

Student learning outcomes:

Upon completion of this course, you should be able to;

1. Have basic knowledge of the structure and function of the human body, enabling students to make responsible decisions and conclusions relating to the anatomy of other living organisms.
2. Demonstrate basic skills and knowledge which may be used in allied health science fields or upper level courses, thus preparing a person for coursework in the general sciences, biology, medicine, dentistry, veterinary science, or health and physical education.

Online Behavior: Students are expected to maintain online behavior that includes respect for other students and the instructor, regular attendance, and an attitude that seeks to take full advantage of the educational opportunity. Arguing or rudeness amongst students or with the instructor, whether through Discussion Boards, Messages, or Email, is absolutely not allowed.

Course Content: Materials provided for this course include online lectures for individual chapters, online lab exercises, occasional discussion threads, case studies and tests over online lectures and lab exercises. Other supplementary materials will be made available to you at the professor's discretion.

Exams: There will be a total of 5 exams during the course. All of which will be available through Course Connect. While there is a several day window (**Wednesday to Friday**) to complete the test, once you enter the exam, **you will only have 1 hour to complete it.** **You may only enter the exam one time.** Exams will include questions drawn from

lectures, handouts, textbook and any other supplemental material that has been provided to you. In order to be successful on the exams, read your textbook and complete all homework throughout the week to help you prepare for the test. No exam grades are dropped and no test reviews are given. Remember that each test covers multiple chapters. There will be no more than 4 chapters covered per exam. You will only be able to review questions missed after the due date. There are no make up exams unless the professor is provided, in a timely manner, with an excuse acceptable by the University Handbook (i.e. doctor's note). **The final exam (the week of December 12th) is cumulative.**

Connect Plus Online Assignments: You will have one of these assignments **due weekly by Wednesday at 11:59 pm**. No exceptions. These exercises will become available to you on Sunday evenings. You may enter the assignments as many times as you'd like. Assignments will draw questions from the chapter(s) covered in your reading from that week. Read textbook material for that week prior to completing these assignments. These assignments are completed and submitted through Connect Plus. (See instructions in syllabus on how to register for you Connect Plus).

Chapter Summaries: You will write a summary every week over the chapter(s) covered in your reading for that week. These summaries must be in your own words and depict a thorough, clear understanding of the material covered in that chapter. These summaries will be submitted to the drop box each week **as a Microsoft Word Document**. Each individual chapter summary should not exceed 5 pages (single spaced) in length. Do not attempt to cover material from a portion of the chapter, rather cover **all** major topics/concepts discussed in the entire chapter. Your grade will be reflective of your thoroughness and comprehension of each chapter. **These are NOT Chapter Reviews or Chapter Outlines.** These summaries will help you with your exams as well. If there are multiple chapters in one week, **combine all chapter summaries into one document and submit it to the "dropbox" by Friday at 11:59 pm every week- unless otherwise noted by the professor.** Any summaries received after midnight will receive a grade of "0" unless prior arrangements have been made with the professor and include an excuse acceptable by University Handbook.

If you submit a summary submitted by another student who has previously taken/is currently taking this course- you will receive a "0" for the entire semester.

Learn Smart Lab Activities: There will be online labs, via Learn Smart throughout the course. They are found in the same place your Connect assignments are found. These activities will be due by 11:59 pm on Sunday. You have at least 1 week to do them- so feel free to do them whenever is best for you. Due dates are listed in Connect as well as each week in E-college. **Some weeks, there will not be a lab activity. Please note that upon submitting these assignments, you will not be able to see what you scored on the lab until after the due date has passed.**

Connect Plus/Learn Smart Online Lab Registration:

Go to our course website at this link:

<http://connect.mheducation.com/class/m-jacobsen-fall-2016--tamuc--human-ap-i>

- 1) Open your Web browser and use the Web address above to access the Connect web site. You will see the course page appear. The course name, section and instructor name is displayed in the lower middle box.
- 2) Click on the “**Register Now**” button to the right of the “**Sign In**” area to access the “**Student Registration**” page.
- 3) Enter your email address and click “**Submit.**” Connect will then check to see if you already have an account set up with McGraw-Hill. If you have, you will be prompted to login using the email address you entered. If you cannot remember your password click the “**Forgot your password?**” link to have Connect send you an email containing your password to that email address.
- 4) Next, enter your registration code for the course (should come with your textbook if you bought it new.) You can also buy one online during Registration. If you need more time to pay for the Connect access, there is also free two week trial access. Register for this at the Registration screen under “Try before buying.”
- 5) Fill out all the required information on the “**Create an Account**” page. You will also need to accept the McGraw-Hill service agreement by checking the “**I accept**” checkbox.
- 6) Click the “**Complete My Registration**” button when you have completed the account information. A confirmation page appears letting you know you have been registered and that an email message has been sent to you containing your username and password.
- 7) Click “**Go to Connect now**” to automatically be signed in and access your course assignments.

Grading Structure:

Evaluation of the course grade will be comprised of both a lecture grade portion (80%) and a laboratory grade portion (20%). The entire grade is comprised of the following:

Exams (4 @ 10% each)	40%
Final Exam	12%
Course Connect Lab Assignments (x12 @ 1.25% each)	15%
Learn Smart Labs	18%
Chapter Summaries (x12 @ 1.25% each)	<u>15%</u>

Final grades in this course will be based on the following scale:

- A = 90%-100%
- B = 80%-89%
- C = 70%-79%

D = 60%-69%
F = 59% or Below

Tentative Course Schedule:

Week 1 (**August 29th - September 2nd**)- Chapter 1: Introduction to Human Anatomy & Physiology
Week 2 (**September 5th - September 9th**)- Chapter 2: Chemical Basis of Life
Week 3 (**September 12th - September 16th**)- Chapter 3: Cells
Week 4 (**September 19th - September 23rd**)- **Exam 1: Chapters 1, 2 & 3**
Week 5 (**September 26th - September 30th**)- Chapter 4: Cellular Metabolism
Week 6 (**October 3rd - October 7th**)- Chapter 5: Tissues
Week 7 (**October 10th - October 14th**)- Chapter 6: Integumentary System
Week 8 (**October 17th - October 21st**)- **Exam 2: Chapters 4, 5 & 6**
Week 9 (**October 24th - October 28th**) - Chapter 7: Skeletal System
Week 10 (**October 31st - November 4th**)- Chapter 8: Joints of the Skeletal System
Week 11- (**November 7th - November 11th**)- Chapter 9: Muscular System
Week 12- (**November 14th - November 18th**)- **Exam 3: Chapters 7, 8, & 9**
Week 13- (**November 21st - November 23rd**)- Chapter 10: Nervous System I: Basic Structure &
Function
Week 14- (**November 28th - December 2nd**)- Chapter 11: Nervous System II: Divisions of the
Nervous System
Week 15- (**December 5th - December 9th**)- Chapter 12: Nervous System III: Senses &
Exam 4: Chapters 10 - 12
Week 16- (**December 12th - December 15th**)- **Final Exam (Cumulative)**
***This schedule is subject to change at the Instructor's discretion.**

Learn Smart Labs:

Labs to be completed before Exam 1- Lab Safety (due **Sept 4th by 11:59 pm**)
Scientific Method (due **Sept 11th by 11:59 pm**)
Microscopy A & P (due **Sept 11th by 11:59 pm**)
Diffusion (due **Sept 18th by 11:59 pm**)
Osmosis (due **Sept 18th by 11:59 pm**)

To be completed by Exam 2- How Enzymes Function (due **Oct 2nd by 11:59 pm**)

To be completed by Exam 3- Skeletal Muscle Structure & Function (due **Nov 13th by 11:59 pm**)
Electromyography (due **Nov 13th by 11:59 pm**)

To be completed by Exam 4- Reflex Arc & Reflexes (due **Dec 4th by 11:59 pm**)
Eye & Vision (due **Dec 11th by 11:59 pm**)