



Texas A&M University-Commerce

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Biological and Environmental Sciences
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Fall 2019

BSC 2401 11W & 1LW (81204 & 81224)- Human Anatomy & Physiology I

Virtual Office Hours: Thursdays, 7:00 p.m. - 8:00 p.m.
Office: Department Office STC 260

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. You can expect to dedicate at least 10 hours a week to this course in order to succeed.

REQUIRED course materials:

- Hole's Human Anatomy & Physiology. Shier, Butler, & Lewis, 15th edition.
- ConnectPlus with LearnSmart online access card for Hole's Human Anatomy & Physiology. **This Connect code should be purchased from the book store or Connect website ONLY. I can not guarantee it will work otherwise.**

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 but, please note that you must register for Connect with a 15th edition version that includes Learn Smart Lab access. This means you can only purchase the Connect code from University bookstores, or the McGraw Hill Connect website to guarantee correct access. Make sure you have both the book and the Connect Access Card with a code.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- 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: [JAVA web site](http://www.java.com/en/download/manual.jsp)
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.

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:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <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.

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: 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.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "click here" to submit an issue via email.



System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Expectations for Interaction with Instructor:

Primary communication will be through e-mail and announcements made in the course. Please read every e-mail I send completely.

Tests will be graded within 48-72 hours. Students should e-mail me after submitting any work that needs to be graded. I check my e-mail every 24-48 hours.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Expectations/Procedures:

Participation from students regularly is encouraged. There will be optional discussions, and assignments that are not required. Students are encouraged to participate as regular exposure to course content will result in a better chance at successful completion of the course. The only required assignments in this course are the pre-tests for each Competency (there are 3 competencies which means 3 pre-tests). While pre-tests are required to pass the course, the grade does not count toward your final grade. A grade of 80% or higher is required to test out of each of the 3 competencies. You have 3 attempts to achieve a grade of 80% or higher in each of the 3 competencies. Aside from the tests, there is one mandatory discussion that each student is required to participate in.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

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/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

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>

TAMUC 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>

ADA Statement

Students with Disabilities

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

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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 903-886-5868 or 9-1-1.

Course Description

Human Anatomy and Physiology I is a study of both the structure and function of various organ systems within 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 window of several days (**Monday to Friday**) to

complete the test, once you enter the exam, **you will only have 1 hour to complete it, unless otherwise noted. You may only enter the exam one time, no exceptions.** So be sure your computer systems are compatible with the requirements of the course and Connect. 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 on an exam missed after the due date. There are no makeup 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 9th – December 13th) is cumulative.**

Connect Plus Online Assignments: You will have one of these assignments **due weekly by Friday at 11:59 pm**. No exceptions, unless otherwise noted by the professor in that week. These exercises will become available to you on the Sunday evening before the week begins, at the latest. 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. (See instructions in syllabus on how to register for your Connect Plus, which you will do one time- and then use your log-in to access it thereafter.) **DO NOT share your log-in information with other students.**

Quizzes: You will have a quiz weekly (excluding Exam weeks). Quiz questions will come from reading material for the week, lecture/power points, content from You Tube videos each week, and your Connect assignments. Each quiz (there are 12 total) is worth 1.25 points of your final grade. The quizzes will be timed and you will only be allowed 1 minute per question. There will be anywhere from 10-20 questions maximum each week. (i.e. quizzes will take you no longer than 20 minutes each week). You should read the chapter and complete all assignments prior to taking the quiz. **Quizzes will become available by at least Wednesday and will be due weekly by Friday at 11:59 pm**, unless otherwise noted by the professor that week.

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 Wednesday**. 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 here in the syllabus. I will post announcements in the course to remind you of upcoming due dates as well. **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, unless you score 100%.** If you would like to know your grade after submitting it, please e-mail me. That way you don't spend too much time re-doing a lab that you scored a 99% on.

Connect Plus/Learn Smart Online Lab Registration:

Go to our course website at this link:

<https://connect.mheducation.com/class/m-jacobsen-fall-2019--bsc-2401--human-anatomy--physiology-1>

- 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 (85%) and a laboratory grade portion (16%). The entire grade is comprised of the following:

Exams (4 @ 8% each)	32%
Final Exam	10%
Course Connect Lab Assignments (x12 @ 1.5% each)	18%
Learn Smart Labs (x10 @ 1.6 each)	16%
Quizzes (x12 @ 2.0% each)	<u>24%</u>
	100%

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 (Aug 26th – Aug 30th)- Chapter 1: Introduction to Human Anatomy & Physiology

Week 2 (Sept 2nd - Sept 6th)- Chapter 2: Chemical Basis of Life

Week 3 (Sept 9th - Sept 13th)- Chapter 3: Cells

SEPTEMBER 11TH IS FALL CENSUS DATE.

Week 4 (Sept 16th – Sept 20th)- **Exam 1: Chapters 1, 2 & 3**

Week 5 (Sept 23rd – Sept 27th)- Chapter 4: Cellular Metabolism

Week 6 (Sept 30th – Oct 4th)- Chapter 5: Tissues

Week 7 (Oct 7th – Oct 11th)- Chapter 6: Integumentary System

Week 8 (Oct 14th – Oct 18th)- **Exam 2: Chapters 4, 5 & 6**

Week 9 (Oct 21st - Oct 25th)- Chapter 7: Skeletal System

Week 10 (Oct 28th – Nov 1st) – Chapter 8: Joints of the Skeletal System

Week 11 (Nov 4th – Nov 8th)- Chapter 9: Muscular System

Week 12- (Nov 11th – Nov 15th)- **Exam 3: Chapters 7, 8, & 9**

Week 13- (Nov 18th – Nov 22nd)- Chapter 10: Nervous System I: Basic Structure & Function Week

Week 14- (Nov 25th – Nov 29th)- Chapter 11: Nervous System II: Divisions of the

Nervous System (begin Ch 12 reading)

Nov 28th & 29th- THANKSGIVING BREAK

Week 15- (Dec 2nd – Dec 6th)- Chapter 12: Nervous System III: Senses

& Exam IV- Chapters 10, 11 & 12

Week 16- (Dec 9th – Dec 13th)- **Final Exam (Cumulative)**

***This schedule is subject to change at the Instructor's discretion.**

Learn Smart Labs:

To be completed before Exam 1-

Lab Safety (due **August 30th by 11:59 pm**)

Scientific Method (due **Sept 4th by 11:59 pm**)

Microscopy A & P (due **Sept 4th by 11:59 pm**)

Diffusion (due **Sept 11th by 11:59 pm**)

Osmosis (due **Sept 11th by 11:59 pm**)

To be completed before Exam 2- How Enzymes Function (due **Sept 26th by 11:59 pm**)

To be completed before Exam 3- Skeletal Muscle Structure & Function (due **Nov 6th by 11:59 pm**)

Electromyography (due **Nov 6th by 11:59 pm**)

To be completed before Exam 4- Reflex Arc & Reflexes (due **Nov 27th by 11:59 pm**)
Eye & Vision (due **Nov 27th by 11:59 pm**)