BSC 2402.01W HUMAN ANATOMY & PHYSIOLOGY (CRN: 85126)

Instructor: Hunkar Gizem Yesilyurt
Email: HunkarGizem.Yesilyurt@tamuc.edu
Office: STC 255
Office Hours: TR 2-4 PM by virtual appointment

Textbook (Required):
• Hole's Human Anatomy & Physiology. Shier, Butler, & Lewis, **16th edition**.
• Connect online access code for Hole's Human Anatomy & Physiology. This Connect code should be purchased from the bookstore or Connect website ONLY. I cannot guarantee it will work otherwise. There are loose leaf, hardcover 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 16th edition version**. This means that you can only purchase the Connect Code from University bookstores, or the McGraw Hill Connect website to guarantee access. Make sure you have both the book and the Connect Access Card.

Course Description: This course studies the structure and function of human organ systems. Specific topics covered in A&P II include the endocrine, cardiovascular, lymphatic, respiratory, urinary, and reproductive systems (including basic genetic processes and human development).

Learning Outcomes: After completing the course, students should be able to describe structures and functions of the endocrine, cardiovascular, lymphatic, respiratory, urinary and reproductive systems. Students should be able to describe how nutrition, water, electrolyte, and metabolite balance relates to metabolic processes of the 11 human organ systems. Students should be able to describe the process of pregnancy, growth and early development, with examples of simple gene expression.

Course Requirements:
- Proficiency in using the D2L Brightspace Learning Management System through myLeo Online
- Proficiency in use of Microsoft Word, Excel, and PowerPoint
- Potential usage or installation of relevant graphics programs or third-party programs for viewing PowerPoint slides

Instructional Methods: Instruction will consist of in-class lectures and discussions. Learning will also be achieved through at-home reading of relevant chapters in the textbook and laboratory exercises and observations. PowerPoints of all lectures will be made available in the D2L Learning Management System at myLeo Online, posted within 24 hours after that day's lecture. Class announcements and reminders for important events will also be regularly posted through

this system. They will also be announced in class. Course progress can be monitored through the online system.

Student Responsibilities:
- Read chapters in the textbook for relevant materials covered each week in class as noted in course schedule.
- Regularly check both myLEO Online and university email accounts for announcements or class emails.
- Attend and participate in discussions during lecture
- Attend quizzes and exams
- Other responsibilities as described in the laboratory component of the course by the laboratory instructor

Grading Scale:
A = 89.5-100%
B = 79.5-89.49%
C = 69.5-79.49%
D = 59.5-69.49%
F = <59.5%

Assessments (total of 600 points)
3 exams - 80 points each = 240 points
Comprehensive Final Exam = 120 points
Connect LearnSmart Assignments = 90 points
Human A&P II Connect LearnSmart Labs = 150 points

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, D2Lsupports 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:

      o 512 MB of RAM, 1 GB or more preferred

      o Broadband connection required courses are heavily video intensive

      o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

• **For Zoom Meeting sessions *8 Mbps* is required.** You must have a:

      o Sound card, which is usually integrated into your desktop or laptop computer

      o Speakers or headphones.

      o *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

• 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:

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.

ACCESS AND NAVIGATION
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
D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

Interaction with Instructor Statement
The grading of the assignments, quizzes, and exams will be completed within 1-5 days depending on the length of the assignment or test. In most cases the grading will be completed within 24 hours and the questions will be discussed during the next class period. Students are encouraged to make an appointment with the instructor outside the office hours to discuss any issue related to the course individually or in groups.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Assignments: Assignments will be announced via D2L. Make sure to check D2L for announcements and use Connect page (link in D2L) to see the assignments.

Exams: The exams consist of multiple-choice questions online. The final exam will follow the university final exam schedule.
There will be three term exams covering approximately four chapters each and one final comprehensive exam. Some questions for quizzes and exams from a given chapter may be derived from the same Test Pool and repeated.

Attendance and Absences: This is a web-based but not a self-paced class. You are expected to stay updated via D2L and email. All exams and assignments including lab will have due dates and make-up will be at the discretion of the instructor. If you cannot make any due date, please let the instructor know asap.

Makeup Policy: The student is responsible for requesting a makeup when they are unable to attend the regularly scheduled examination and must schedule the makeup within 2 days of the absence. Makeup exams will be scheduled only in the event of an EXCUSED absence (as defined in the Student's Guidebook). If the test is not made-up, the student will receive a zero for that exam.

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.

Tentative Course Schedule (Subject to Change)

Due Dates	Connect (Book Chapters)
9/8	Lab 1-LS13 →Endocrine System (Ch. 13)
9/15	Lab 2-LS14 →Blood (Ch. 14)
9/22	Lab 3-LS15 →Cardiovascular System (Ch. 15)
9/29	Lab 4-LS16 →Immune System (Ch. 16)
9/30	**Exam #1 (Sep 30-Oct 3, Ch. 13-16)**
10/8	Lab 5-LS17 →Digestive System (Ch. 17)
10/15	Lab 6-LS18 →Nutrition (Ch. 18)
10/22	Lab 7-LS19 →Respiratory System (Ch. 19)
10/29	Lab 8-LS20 →Urinary System (Ch. 20)
11/2	**Exam #2 (Oct 30-Nov 3, Ch. 17-20)**
11/10	Lab 9-LS21 →Electrolytes (Ch. 21)
11/17	Lab 10-LS22 →Reproductive System (Ch. 22)
12/1	Lab 11-LS23 →Growth and Development (Ch. 23)
12/5	**Exam # 3 (Dec 2-5, Ch. 21-23)**
12/10	Lab 12-LS24 →Genetics (Ch. 24)
	Final Exam – Dec 11-17 Cumulative on Ch. 13-24