

**BSC 2402.02E HUMAN ANATOMY & PHYSIOLOGY (CRN: 20393)**

**Course:** Anatomy and Physiology II Lecture and Laboratory, Spring 2024

**Meeting Time:** Tu. & Thursday 9:30 to 10:45 am in McFarland Science Building (STC) room 127

**Please review the instructional methods and be sure this course is a good fit for your learning style. This course requires you to read the book prior to each working class session.**

**Instructor:** Cindy Jones

**Email:** [cindy.jones@tamuc.edu](mailto:cindy.jones@tamuc.edu)

\*Email is the best way to contact me.

**Office:** STC 241

**Office Hours:** I will be available after class on Tu. & Th. 11:00 to 12:00 or by appointment.

**Textbook (Required):** Hole's Human Anatomy and Physiology, 16<sup>th</sup> edition, Charles J. Welsh and Cynthia Prentice-Carver ISBN: 9781264961009

You will have assigned reading and will be quizzed over the reading requirements.

**Lab Manual (Required):** Human Anatomy and Physiology Laboratory Manual, 13th edition, Fetal Pig Version. ISBN 13: 9780134806365. You can use the lab manual from your A&P I coursework. You don't need a new one.

**Course Supplies:** Recommend 3X5 Notebook Cards for flash cards

**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 Overview:** After completing the course, students should be able to describe structures and functions of the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance) and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

**Learning Outcomes:** Upon successful completion of this course, students will:

- Use anatomical terminology to identify and describe locations of major organs of each system covered.
- Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
- Describe the interdependency and interactions of the systems.
- Explain contributions of organs and systems to the maintenance of homeostasis.
- Identify causes and effects of homeostatic imbalances.
- Describe modern technology and tools used to study anatomy and physiology.

(From the ACGM Spring 2023 Texas Higher Education Coordinating Board)

**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

### Be sure to read this!

Learning will start with weekly chapter readings as outlined on the tentative schedule. In-class time (scheduled course time) will consist of in-class work sessions and brief lectures. **You should expect to work as a group member while in class. You should expect to contribute to your learning and other students' learning. This will be achieved with critical thinking and reading reviews during class time. Class time will not consist of traditional lectures (I talk you listen), you will be expected to learn from readings and other students. You will have graded learning activities to complete each session. If you are not the type of student that goes to class, then you will not do as well. This course requires in-person learning.** Lab and class time are both activities based. PowerPoints of chapter notes will be made available in the D2L Learning Management System at myLeo Online, posted after each classroom activity session. You will get a section of an exam study guide at each lab and classroom session. You are expected to have read prior to the class, a start of class reading quiz will be given. You will then work as a group to ensure you understand the material.

### Student Responsibilities:

- Prepare for each class by reading chapters before the in-class sessions, and making notes for quizzes and work.
- Regularly check both myLEO Online and university email accounts for announcements or class emails.
- Attend and participate in twice weekly in-class (lecture) work sessions, grades will be taken in every session.
- You must study the course materials outside of lecture and lab. The required materials will be clearly provided, what you retain/learn is up to your study habits. Your grades will reflect your preparation. Health careers have high expectations for learning and retention.
- Other responsibilities will be detailed/described in the laboratory component of the course by the laboratory instructor.

### How to stay Current:

Class and Lab announcements for important events will be regularly posted through the D2L course website. You should check it daily for important information. Course progress and grades can be monitored through the online D2L system.

### Student Requirements for Completion of the Course and Dates

This course will follow the Hole's textbook and cover chapters 13-23. The lecture exams will be taken from assigned readings, lecture notes, and other assigned material.

### Student Assessments:

- Lecture is 75% of your grade
- Laboratory is 25% of your grade with student assessment detailed on the lab syllabus.
- You can calculate your current grade with this formula:

Current Lecture Grade x .75 =

Current Lab Grade x .25 =

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Add the above calculations for your current grade.

**Tentative\* Schedule for Units and Exams:**

Week 1-2 Jan 10 <sup>th</sup> -	Syllabus and Class Overview Chapter 13 – The Endocrine System	Syllabus Review & Online Review 1
W3 Jan 21 <sup>st</sup>	Chapter 14: Blood	Online Review 2 Unit 1 Word Bits
W4 Jan 28 <sup>th</sup>	The Cardiovascular System: Chapter 15 – The Heart	1/30 <sup>th</sup> Exam 1 in class Online Review 3
W5 Feb 4 <sup>th</sup>	The Cardiovascular System: Chapter 15 – Heart and Vessels	Online Review
W6 Feb 11 <sup>th</sup>	The Cardiovascular System: C15 Heart & Vessels Continue	Online Review Unit 2 Word Bits
W7 Feb 18 <sup>th</sup>	Chapter 16 - The Lymphatic and Immune System	2/20 <sup>th</sup> Exam 2 In Class Online Reviews
W8 Feb 25 <sup>th</sup>	Chapter 16 – Lymphatics Cont. Chapter 19 – The Respiratory System	Online Reviews
W9 March 3 <sup>rd</sup>	Chapter 19 – The Respiratory System Exam 3 is Online Due March 10 <sup>th</sup>	Online Reviews Unit 3 Word Bits
W 0	Spring Break March 11 <sup>th</sup> to 15 <sup>th</sup>	
W10 March 17 <sup>th</sup>	Chapter 17 – The Digestive System	Online Reviews
W11 March 24 <sup>th</sup>	Chapter 18 – Metabolism & Nutrition	Online Reviews Unit 4 Word Bits
W12 March 31 <sup>st</sup>	Chapter 20 The Urinary System	4/2 <sup>nd</sup> Exam 4 In-class
W13 April 7 <sup>th</sup>	Chapter 20 The Urinary System Chapter 21 Fluids & Electrolyte	Online Review
W14 April 14 <sup>th</sup>	Chapter 21 F&E + Acid/Base Balance C22 Reproductive System	Online Review
W15 April 21 <sup>rd</sup>	C22 Reproductive System, C23 Growth and Development & C24 Genetics	Online Review Unit 5 Word Bits
W16 April 28 <sup>th</sup>	<b>Wrap up and Final Exam Review</b>	<b>Exam 5 is Online</b>
Finals May 4 <sup>th</sup> – 10 <sup>th</sup>	Comprehensive Final Exam Chapters 13 - 23	Final Thursday May 9 <sup>th</sup> 8:15 to 10:00 AM

\* This class schedule is subject to change. Changes will be announced in class &/or through your D2L course announcements.

Your lecture grade is distributed as follows:

48% from 5 Unit Exams

7% from the Comprehensive Final Exam

5% Start of class reading quizzes.

15% from grades earned from in class work/reviews.

Total 75% of your final grade for the course. The other 25% is the lab grade.

### Exams:

- There will be a total of 5 Unit Exams that are worth 48% of your grade. These five exams will be weighted EQUALLY. Some are online and most are in class.
- The final exam is comprehensive and is worth 7 % of your grade. It will be given per the final exam schedule that is set by the university.
- Exams will have some multiple choice, matching, short answer and 1-3 essay questions. The short answers and essays are critical, must know, material and will carry heavy weighting or point value.
- *All in-class exams are taken in one session/sitting. Once a student has left the exam room, the exam will be considered complete, and the student may no longer make changes or return and continue the exam.*
- Some exams will be administered on the myLeo D2L learning module and some in class. See the tentative schedule for a detailed breakdown of units and exams.
- There won't be a make-up for missed online exams. If you fail to take the exam by the deadline, a grade of ZERO will be recorded in the gradebook. You must set your own schedule to get the exam completed on time. Missed in class exams will follow university guidelines for absences and make up work. Official excuses will be required.
- Do NOT wait until the last minute to take the exam. If you fail to complete the exam on time, or you have computer problems, the questions you were able to answer will be your grade. The timing is YOUR RESPONSIBILITY so give yourself plenty of time for the exam and any problems.
- No Exams will be dropped. You should prepare for each one as they all have a high impact on your overall grade.

### In-Class Assignments and Quizzes total 15% of your grade.

- ✓ You must be in attendance to take the quiz or complete the assignment. There are NO make-up quizzes or assignments for daily class work.
- ✓ The best way to make sure you do not miss any in-class assignments is to always be in class.
- ✓ Some in-class assignments may include responses to an electronic response system, and/or learning collaboration during class time.
- ✓ I use Nearpod for reviews and class quizzing/work. You should bring a computer to class.
- ✓ The lowest in-class assignment will be dropped.

### Reading reviews will total 5% of your grade.

- ✓ The reading quiz will cover the prereading for that day.
- ✓ These reading quizzes are to ensure you are doing your part to prepare for each class. The class sessions will have lots of work that must be done in that session. Pre-reading is required.
- ✓ You can use preapproved flash cards for the reading quiz. The cards are specific 3x5 cards.
- ✓ If you are late for class, you will miss the reading quiz. It will have a very specific and narrow window for completion.
- ✓ The lowest online assignment will be dropped.

### Grade Questions or Disputes

Once grades have been posted you have one week to question a grade or request a grade review.

Grades and attendance are viewed on the myLeo D2L course page.

After a one week review period the grades will be "locked" and no changes will be made. Review your work on a timely basis, and don't expect me to review or change a grade that is not current.

### **Bonus Work or Extra Credit**

I will have some bonus questions on some exams. You can expect these questions to be from lecture discussions. The bonus material will be the more *detailed or critical thinking work* and represents your attention to detailed learning. Knowledge gained from reading, participation, and frequent repeated study sessions. Use your flashcards and review them daily.

It often happens that a student will send an email during the last days of class and ask for extra work to bring their grade up to the next grade level. *There is nothing you can do during the last week to make-up for a semester of great study habits.* Your job is to learn the material throughout the course. I understand that it can be frustrating when you earn an 89, but B will be your grade. There are not any +s or -s in college and the grade scale follows.

### **Grading Scale**

<b>Letter Grade</b>	<b>Percentage Distribution</b>
<b>A</b>	89.5 to 100
<b>B</b>	79.5 - 89.5
<b>C</b>	69.5 -79.5
<b>D</b>	59.5 – 69.5
<b>F</b>	59.5 and below

Be sure to check the gradebook on D2L frequently.

Earn your grade and don't expect a "bump-up". How is an instructor to decide who deserves a bump and who does not? What is the bump level, a 69 or 68? If you make a 69.1 that is listed as a D grade, expect to make a D.

*Once a grade has been entered, you will have 1 week to dispute that grade.*

After the timeframe has passed for disputes, the grade will locked and will no longer be subject to change.

### **TECHNOLOGY REQUIREMENTS – Learning Management System (LMS)**

You need to bring a laptop or tablet computer to class.

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

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.

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/>

## 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](mailto: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

### Technical Support, Brightspace D2L Support - Need Help?

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.

<https://community.brightspace.com/support/s/contactsupport>

### 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.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Interaction with Instructor Statement

The grading of the assignments, quizzes, and exams will be completed within 1-5 working days depending on the length of the assignment or test.

### Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor. *Students are encouraged to make an appointment with the instructor to discuss any issue related to the course individually or in groups. The instructor should be your first contact for course questions or concerns.*

### 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.

### 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>

### Electronic Devices/Mobile Phone Policy

During lab or lecture mobile phones should be on silent (not vibrate). Never take a call during lecture or lab, step out of the room so you don't disrupt others.

During testing, cell phones should NOT be VISIBLE and must be turned OFF. If a cell phone or any other electronic device is visible, regardless of use, it will result in a zero for the assignment and reported to the Dean of Students as academic dishonesty and could lead to being withdrawn from the course with a grade of "F".

You are not allowed to disrupt the testing environment for others.

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

### Attendance and Absences:

You are expected to attend ALL scheduled lectures and take the exams as scheduled. You will be held responsible for all information covered in the lecture.

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>

**Makeup Policy:** The student is responsible for requesting a makeup exam when they are unable to attend the regularly scheduled in-class 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. Online exams DO NOT HAVE MAKEUPS.

#### 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](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

#### Students with Disabilities-- ADA Statement

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

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto: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.

### **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)