

Spring 2024

BSC 2401.01W – Human Anatomy & Physiology I

INSTRUCTOR INFORMATION

Instructor: Elizabeth McElrath

Office: Virtual

Office Hours: By Appointment

Email: Elizabeth.Mcelrath@TAMUC.edu

Preferred Form of Communication: Message via Discord or Email

(Discord: Eliza_Mac#2906, Discord Server url: <https://discord.gg/x75vh79Ehw>),

Communication Response Time: Responds within 24 - 48 hrs.

REQUIRED TEXTBOOK AND SUPPORT MATERIALS

Hole's Human Anatomy & Physiology. Welsh, C. & Prentice-Craver, C., 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. You cannot pass the course without Connect access to complete required assignments.

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 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.

**The laboratory that goes with this lecture will also require the Connect program. You will only need to purchase the Connect program ONCE for both courses. There is no pre-printed laboratory manual for this course; materials (other than Connect) will be available via your MyLeo Online Lab section page.*

TEXTBOOK OPTIONS:

Please note that you will need the **textbook and Connect** for both Human Anatomy & Physiology I and II. There are many ways to obtain your text and Connect, just be SURE to get the 16th edition textbook AND Connect! Do note that you don't NEED both the paper text and eBook- as long as you have at least one of them. This is the newest edition- it is much easier on you in the long run if you get it, and not an older edition of the textbook.

Important! In many cases in which you save some money getting a text (online, etc.) you will have to purchase Connect (currently access to this program is NOT separate from a textbook), so be careful you don't end up paying more! If you purchased your textbook new, make sure it contains an access code for Connect.

CLASS FORMAT: LECTURE AND LAB

We will be conducting the lecture and lab portion of this course completely online, with no face-to-face meetings. There is no set “lecture” time. There will be blocks of material posted to correspond with each assigned chapter which will include lecture notes, videos, and assorted guidance for what to study. Testing will be conducted online, through D2L and Connect. There will be due dates for blocks of material, so you will need to keep up with work through the semester.

NOTE: *You are expected to allot adequate time to regularly study the material on your own - this material forms the foundation for your advanced classes in the coming terms. You are expected to read all textbook chapters corresponding to topics covered in lecture. It is also strongly recommended that you read the preface of the textbook, with hints on how to best use it. If you have difficulty with the material, feel free to contact me as soon as you can for advice on how best to improve.*

THE ONLINE ENVIRONMENT

You will be required to regularly login to your D2L course and the online class resources (details to come). You **MUST** take email communication seriously- it’s the only way I can ensure you are able to access all your materials. There will be no “attendance” recorded in the traditional sense, but I will check for your activity at the website and email communication- but I will rely on YOU to communicate in a timely fashion *especially* if you are having any problems.

COURSE DESCRIPTION:

BSC 2401 – Human Anatomy & Physiology I - Four semester hours (4 lec. / 1 lab). This course is the first half of the Human Anatomy & Physiology series. This course 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. Emphasis is placed on vocabulary pertaining to course content and anatomy of all systems covered in this course.

Note: *Students must register for both lecture and lab section (Please note that this is for BSC 2401.01W and 2401.1LW which are online only courses.)*

COURSE OBJECTIVES:

Upon completion of this course, students should be able to:

- 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.
- 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.

LABORATORY:

You **must** be enrolled in the BSC 2401.1LW laboratory section in order to receive credit for the course. The laboratory will account for **25%** of your final grade. ***The laboratory sessions will begin the SECOND week of classes.*** You will receive a complete schedule, syllabus, and further instructions the first day of lab. The lab assignments for materials not in Connect will be available for download at MyLeo Online (D2L).

TENATIVE LECTURE SCHEDULE: SPRING 2024

<u>Week</u>	<u>Start Date</u>	<u>Topic</u>	<u>Other Notes</u>
1	1/10	Syllabus Chapter 1: Introduction to Human Anatomy & Physiology	
2	1/15	Ch. 2: Chemical Basis of Life	<i>Monday Holiday</i>
3	1/22	Ch. 3: Cells	
4	1/29		Exam 1
5	2/5	Ch. 4: : Cellular Metabolism	
6	2/12	Ch. 5: Tissues	
7	2/19	Ch. 6: Integumentary System	
8	2/26		Exam 2
9	3/4	Ch. 7: Skeletal System	
10	3/11		<i>Spring Break</i>
11	3/18	Ch. 8 : Joints of the Skeletal System	
12	3/25	Ch 9: Muscular System	
13	4/1		Exam 3
14	4/8	Chapter 10: Nervous System I: Basic Structure & Function	
15	4/15	Chapter 11: Nervous System II: Divisions of the Nervous System	
16	4/22	Chapter 12: Nervous System III: Senses	
17	4/29	All Make-up Work Due	Exam 4
18	5/6	Final Exam Week (5/4 – 5/10)	

* This schedule is a general outline for your reference and is subject to change. Actual exam dates will be announced a minimum of one week in advance. **Final Exams** are assigned to dates by the University.

EXAMS AND GRADING:

Grades will be computed based on a "10-point scale" such that a total of 90% or higher of possible points will result in a grade of A, between 80% and 89.9% a B, and so on. If your total is lower than 60% of the class points you will fail the class (yes, that's an F). The points are planned to be as follows:

Connect	25%
Exams (4)	25%
Comprehensive Final Exam	25%
Lab grade *	<u>25%</u>
	100%

**Note that lecture counts for 75% of the total course points, while lab counts for the other 25%.*

Exams dates will be posted at D2L and emailed to the class at least one week in advance, and will include questions drawn from readings, PowerPoint / lecture notes, handouts, or Connect assignments over the stated chapter content. All exams will be conducted online. The format will allow a set amount of time to complete the exam once started, but a few days period in which to take said exam- you will not need to take exams at a single specified time.

No exam grades will be dropped.

MAKE-UP WORK:

In this online format, all assignments will be posted such that you have some time (usually a couple of weeks) to complete the material. You will NOT be able to do it all if you wait until the day before it's due- plan your time. It's ok to finish early, even. So really, just get stuff done **before** the due date. If for some reason you are unable to do so, contact me ASAP.

In the case of a missed exam, with presentation of a valid and documented excuse you may arrange for a make-up exam. Such make-ups MUST be scheduled with **me** within 7 days of the missed test and may be mainly short answer or essay in nature. Make-up exams will be given during the week before finals ONLY.

Extreme circumstances will always be taken into consideration – Communicate with me before you assume anything.

McGraw Hill Connect Access

You are ***required*** to purchase the **Connect** online course component and complete all of the homework assignments listed. The bulk of your support material for studying each chapter will be located at this site, which is NOT the same as your D2L site.

Registration on the Website

Step One

1. Enter your course URL provided:

<u>COURSE SECTION</u>	<u>REGISTRATION URL</u>
BSC 2401.01W - Spring 2024 Lecture	https://connect.mheducation.com/class/e-mcelrath-bsc2401---lecture---s2024

2. Enter your email address and click Begin.
3. If you receive the message, you have a Connect Account but have forgotten your password, click Forgot Password.

Step Two

1. Create your account: Enter email, First and Last Name, create a password and select security questions.
2. We recommend using your school email address when creating an account.
3. To receive text alerts, enter your mobile number. Agree to the Terms and Conditions and then click Continue.

Step Three

You have three registration options.

- Connect Code: Enter a Connect access code and click Redeem.
- Purchase Online: Click Buy It to use a credit card or PayPal.
- Temporary Access: Click Access Now for two-week temporary access.

**Confirm Access once registered.*

McGraw Hill Connect ACCESS (cont.)

Step Four

1. You have successfully joined the class. Click **GO TO CONNECT**.

TECH SUPPORT & FAQ:

CALL: (800) 331-5094

EMAIL & CHAT: mhhe.com/support

Once enrolled, you will see a window that shows Recent and Upcoming Assignments (you may need to scroll down). Please note that assignments have due dates (the Calendar can help you keep track of these) – they do not receive credit if turned in late. It is the student's responsibility to keep track of due dates - failure to complete assignments by the due dates will result in a zero for the assignment. You will have assignments for each chapter covered in lecture. Each assignment consists of several activities, multiple-choice questions, and quizzes; your grade will be based upon the total of all of those scores combined (that is, you will have one grade for each assignment). Assignments will remain available for students to use to study for tests, although points cannot be earned after the due date.

RESOURCES:

There are a variety of resources at your disposal to aid with your studies. This lecture is “Web Enhanced” - it has MyLeo Online (D2L) site that you will be expected to use regularly. There are also a wide variety of study aids available at most text's websites- check your textbook's introductory pages for links and other such information.

You may also find useful the **Academic Success Center** services, which include tutoring and workshops (including such topics as “Managing Test Anxiety”):

<http://www.tamuc.edu/CampusLife/CampusServices/AcademicSuccessCenter/default.aspx>

Try out these features early, while they have time to help you!

And of course, the Academic Calendar, which does include information regarding University holidays, deadlines to add, drop, withdraw, and other such activities. This page also includes the link to each semester's Final Exam schedule (which may also be useful for your other courses): <http://www.tamuc.edu/admissions/registrar/academicCalendars/final-exam-schedule.aspx>

OTHER NOTES (INCLUDING OFFICIAL UNIVERSITY STATEMENTS/AKA: THE FINE PRINT)

It is the responsibility of the student to inform me of any problems you may have that are affecting your performance in class, be it due to professionally diagnosed disability, personal or work-related problems, or anything else that comes up, so that appropriate adjustments can be made.

FINAL NOTE:

Computer access is assumed of all students. If you do not have one of your own (or your online access is limited), there are computer labs available all-around campus- Waters Library most notably, and more locally Science building room 210. There are even kiosks for checking out a laptop. You may need to provide your own paper for printing or pay a charge. Also, places like Staples and Office Depot will print materials for a reasonable fee if you bring your flash-drive. Last bit of advice: **Get a Calendar (or dry erase board). Learn how to use it.** 😊

TECHNOLOGY REQUIREMENTS

LMS

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

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

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. Other support options can be found here:

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

Interaction with Instructor Statement

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

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: <https://www.britannica.com/topic/netiquette>

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](#)

[Undergraduate Student Academic Dishonesty Form](#)

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

[UndergraduateStudentAcademicDishonestyForm.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>

Artificial Intelligence, Chat Bots, and Text Software

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

<https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesprocedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

13.99.99.R0.10 Graduate Student Academic Dishonesty

<https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesprocedures/13students/graduate/13.99.99.R0.10.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 Services

Texas A&M University-Commerce Library- Room 162

Phone (903) 886-5930

Fax (903) 468-8148

Email: StudentDisabilityServices@tamuc.edu

Website: <http://inside.tamuc.edu/campuslife/campusServices/StudentDisabilityServices/default.aspx>

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

Counseling Center Services

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