

<b>INSTRUCTOR:</b> Elizabeth McElrath <b>email:</b> <a href="mailto:Elizabeth.McElrath@etamu.edu">Elizabeth.McElrath@etamu.edu</a>	<b>Office:</b> Virtual Office <b>Course Website:</b> at MyLeo Online (D2L)
<b>Office Hours:</b> Virtual, By Appointment Only	
<b>Forms of Communication:</b> Message via Email	
<b>Communication Response Time:</b> 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 for Hole's Human Anatomy & Physiology is required for this course.** 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. You can 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.*

### **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 16<sup>th</sup> 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 (your lab instructor will determine if there are set times with the lab). 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.***

## **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 - Hum Anatomy/Physiology I**

Hours: 0-4

Study of the structure and functions of human organ systems. Students must register for both lecture and lab sections.

***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. ***Your lab instructor will give you directions regarding when the lab course begins and due dates.***

## TENTATIVE LECTURE SCHEDULE: SPRING 2026

<u>Week</u>	<u>Start Date</u>	<u>Topic</u>	<u>Other Notes</u>
1	1/12	Chapter 1: Introduction to Anatomy & Physiology	
2	1/19	Ch. 2: Chemical Basis of Life	<b>Monday Holiday</b>
3	1/26	Ch. 3: Cells	
4	2/02	Ch. 4: Cellular Metabolism	<b>Exam 1 (Ch 1-3)</b>
5	2/09	Ch. 4: Cellular Metabolism (cont.)	
6	2/16	Ch. 5: Tissues	
7	2/23	Ch. 6: Integumentary System	
8	3/02	Ch. 7: Skeletal System	<b>Exam 2 (Ch 4-6)</b>
	<b>3/09</b>	<b>SPRING BREAK – NO CLASSES</b>	
9	3/16	Ch. 7: Skeletal System (continued)	
10	3/23	Ch. 8: Joints of the Skeletal System	
11	3/30	Ch 9: Muscular System	
12	4/06	Chapter 10: Nervous System I: Basic Structure & Function	<b>Exam 3 (Ch 7-9)</b>
13	4/13	Chapter 11: Nervous System II: Divisions of the Nervous System	
14	4/20	Chapter 12: Nervous System III: Senses	
15	4/27	Buffer/Study Week	<b>Exam 4 (Ch 10-12)</b>
16	5/04	<b>Comprehensive Final Exam</b>	

\* This schedule is a general outline for your reference and is subject to change.

## **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** with all exam dates included in the calendar at the beginning of the semester, as well as an announcement being posted at least 3 days prior to an exam opening. Exams 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.**

## **MAKEUP 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. For those without a valid excuse/have made arrangements ahead of time, makeup work will only be accepted for one week after the initial assignment due date.

In the case of a missed exam, with presentation of a valid and documented excuse, you may arrange for a make-up exam. Such makeups MUST be scheduled with **me** within 7 days of the missed test.

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>
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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.

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

#### 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](http://mhhe.com/support)

## **McGRAW HILL CONNECT ACCESS (cont.)**

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>

## **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.

Last bit of advice: **Get a Calendar. Learn how to use it.** ☺

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## **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 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.

### **EARLY INTERVENTION FOR FIRST YEAR STUDENTS:**

Early intervention for freshmen is designed to communicate the University's interest in their success and a willingness to participate fully to help students accomplish their academic objectives. The university through faculty advisors and mentors will assist students who may be experiencing difficulty to focus on improvement and course completion. This process will allow students to be knowledgeable about their academic progress early in the semester and will provide faculty and staff with useful data for assisting students and enhancing retention. Grade reports will be mailed by the end of the sixth week of the semester.

## ***TECHNOLOGY REQUIREMENTS***

### **Minimal Technical Skills Needed**

Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

### **Learning Management System (LMS) – D2L**

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

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

### **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 on the [Brightspace Support Webpage](#).

## **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](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=universalme nu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalme nu)

## ***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@etamu.edu](mailto:helpdesk@etamu.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>

### ***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 online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

#### **ETAMU Attendance**

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

#### **Academic Integrity**

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

[Undergraduate Academic Dishonesty University Procedure 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

[Graduate Student Academic Dishonesty University Procedure 13.99.99.R0.10](#)

[Graduate Student Academic Dishonesty Form](#)

#### ***Use of Artificial Intelligence***

East Texas A&M University 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

#### ***Academic Honesty***

Plagiarism is a criminal activity. You must cite all sources of information. Copying material, whether parts of sentences, whole sentences, paragraphs, or entire articles, will result in a score of zero for your assignment and can result in further disciplinary action. If you are caught cheating you will receive a score of zero for the class – not just the assignment.

### **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**

East Texas A&M University  
Velma K. Waters Library Rm 162  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148  
Email: [studentdisabilityservices@etamu.edu](mailto:studentdisabilityservices@etamu.edu)  
Website: [Office of Student Disability Services](#)



### **Nondiscrimination Notice**

East Texas A&M University 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 East Texas A&M University 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 ETAMU 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.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.