

FALL 2023

# Biol 2401: Human Anatomy & Physiology I

Ms. Letitia Simpson

Section: .010

**T/R—F2F Lecture and F2F Lab**

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# ***HUMAN ANATOMY & PHYSIOLOGY***

## **Biology 2401 Fall 2023**

**Professor:** Ms. Letitia Simpson  
**Office:** S-148  
**Phone:** 716-2155  
**Email:** lsimpson@southplainscollege.edu

### **Office Hours:\***

M: 12 P.M. – 1 P.M.; 2:15 P.M. – 4:15 P.M.  
W: 12 P.M. – 1 P.M.  
T: 1:30 P.M. – 3:30 P.M.  
R: 1:30 P.M. – 2:30 P.M.  
F: 1 P.M. – 2 P.M.

*\*Please email/call for an appointment to meet outside of these times\**

**Purpose:** To provide a general understanding of human anatomy and physiology for those students in the allied health fields and to meet requirements for an Associate of Arts Degree or Associate in Science Degree.

**Objectives:**

1. To help the students acquire knowledge of normal development, structures, and functions of the human body.
2. To provide a foundation for the undergraduate college and university student
3. To provide a foundation for understanding deviations from the normal in physiological function.

### **Basic Class Requirements:**

1. **5 Scantrons:** Red and white; 100 questions on 1 side; DataLink 3000/Sidekick
2. **Textbook:** Provided by TexBook: Virtual copy of Marieb, E.N. and Hoehn, K. (2018). *Human Anatomy and Physiology*. (11<sup>th</sup> ed.) Pearson.  
\* A fee has already been charged to you for this. If you would like to opt out and be refunded the fee, you must do so by **September 13**. Contact pwells@texasbook.com and include your first and last name, student ID number, and the course number including section.  
OR FREE from PDFRoom.com: Saladin, K. (2003). *Anatomy & Physiology: The Unity of Form and Function*. (3rd ed.) McGraw-Hill Companies.
3. **Atlas:** FREE from PDFRoom.com: Hutchinson, M., et al. (2007). *A Brief Atlas of the Human Body*. (2<sup>nd</sup> ed.) Pearson Benjamin Cummings.
4. **Computer with reliable internet service, including:**
  - a. Blackboard access
  - b. Webcam (external preferred)
  - c. Microphone
  - d. PROCTORIO download for online lab exams (practicals)

## HOW THIS CLASS WORKS:

Everything on Blackboard should be used to be successful in class.

1. **LECTURES will be Face-to-Face (F2F).**  
**ALL lecture exams will be F2F.**

**On the Blackboard Course Content page, Weekly Lecture Folders** will be posted which will contain all the lecture materials you need for the week.

**The Weekly Lecture Folders will contain these study materials for lecture:**

- 1) Lecture Notes---\*MUST BE PRINTED AND BROUGHT TO LECTURE
- 2) Lecture Powerpoints
- 3) Lecture Exam Reviews
- 4) Lecture Screencasts—If necessary

**Lecture Exam Reviews** provide additional practice and will help you with what type of exam questions will be asked. (Lecture reviews do not cover every type of possible question, but they do point to major concepts.)

Start using lecture exam reviews as soon as we begin the lecture notes and be sure to study reviews at least 3 times. You should memorize the review *along with* the lecture notes to get the most benefit from it (instead of looking at it the night before the test).

2. **LABS will be F2F but MUST be studied ONLINE before coming to lab.**  
**ALL lab exams (practicals) will be F2F.**

**EXCEPT:** For an important difference with Lab Practical #1---See pg. 4 of this syllabus

**On the Blackboard Course Content page, Weekly Lab Folders** will be posted which will contain all the lab materials you need for the week.

**The Weekly Lab Folders will contain these study materials for lab:**

- 1) Lab Handouts (a list of all the information to be learned for the lab)
- 2) Lab Screencasts
- 3) Lab Powerpoints
- 4) Lab Reviews

### \*\*\*THREE “MUST” STATEMENTS FOR LAB: \*\*\*

\* **Lab Handouts** MUST be printed and brought to our f2f labs.

\* **Lab Screencasts** MUST be studied before coming to our f2f labs.

These will teach you what we will be practicing /learning during lab.

\* **Lab Powerpoints** MUST be used during our f2f labs.

If possible, you will need to bring a *laptop or iPad*, etc. to lab.

I often provide printed Powerpoints for you to use in lab—but please do not take them home!  
OR print the Powerpoint yourself and bring it to lab.

# BIOL 2401: Lecture & Lab Schedule

## **LECTURE NOTE TOPICS & EXAM DATES:**

### LECTURE NOTES:

HISTOLOGY  
INTEGUMENT  
SKELETAL SYSTEM  
MUSCULAR SYSTEM (Plus BRAIN AREAS)  
NERVOUS SYSTEM

### LECTURE EXAM DATES:

HISTOLOGY EXAM-----SEPTEMBER 14-----F2F  
INTEGUMENT EXAM----OCTOBER 5-----F2F  
SKELETAL SYS. EXAM----OCTOBER 24-----F2F  
MUSCULAR SYS. EXAM---NOVEMBER 14-----F2F  
NERVOUS SYS. EXAM-----DECEMBER 7-----F2F

*All lecture exams will be FACE-to-FACE.*

*Lecture exams will be primarily multiple choice and matching questions (but may also include True/False and short answer).*

## **LAB TOPICS & EXAM DATES:**

### LABS:

HISTOLOGY (Lab 1)  
BODY TERMINOLOGY (Lab 2)  
The SKULL (Lab 3)  
The SKELETON (Labs 4, 5, 6)  
SKELETAL MUSCLES (Labs 7, 8, 9)  
BRAIN & CRANIAL NERVES  
(Lab 10)

### LAB EXAM (PRACTICAL) DATES:

LAB EXAM #1: (Labs 1, 2, 3)---SEPT. 28-30---F2F & ONLINE\*  
LAB EXAM #2: (Labs 4, 5, 6)---NOVEMBER 2-----F2F  
LAB EXAM #3: (Labs 7, 8, 9, 10)---DECEMBER 12-----F2F

*Lab practicals will be primarily fill-in-the-blank questions.*

*The questions will be from models (like the skull and other bones) and images/photos.*

## **IMPORTANT LAB PRACTICAL INFORMATION:**

**\*LAB PRACTICAL #1 DATES/TIMES---F2F (Lab #3) and ONLINE (Labs #1 & #2)**

*The FACE-to-FACE part (testing over Lab #3) will take place SEPTEMBER 28.*

***The ONLINE part (testing over Labs #1 & #2) will take place from 8 AM September 28 through 11 PM September 30.***

**Lab Practical #2 and #3 will be ALL F2F (no online part of exam).**

*Lab Practical #1 has 2 parts: PART A will be done F2F on September 28.*

*PART B will be done ONLINE (at home) using Proctorio software September 28 - 30. 4*

## Grading Criteria:

**Lecture Exams (70%)**-- 5 Lecture Exams given F2F

**Lab Exams/Practicals (25%)**—3 Lab Practical given F2F

**Attendance (5%)**—Details are provided in the “Attendance Policy” below

All lecture exams at the TC are computer-based, using Respondus software.

**EXCEPT:** For an important difference with Lab Practical #1---See pg. 4 of this syllabus

*Lecture exams are mostly multiple-choice.*

*Lab practicals are always fill-in-the-blank.*

A= 90-100;    B= 80-89;    C=70-79;    D=60-69;    F=0-59

To calculate your class average, use the following equation:

Lecture Exam Average (0.70) + Lab Practical Average (0.25) + Attendance (0.05)= Class Average

## Attendance Policy:

**Please Note: CLASS ATTENDANCE DOES AFFECT YOUR FINAL AVERAGE IN CLASS.**

Students are expected to attend EVERY class period. *Students are allowed 3 absences without penalty.* After the third absence, 15 points will be taken off the attendance grade for every additional absence. Unfortunately, the attendance grade can go below zero with excessive absences.

In order to be completely fair with everyone, there are certain reasons for missing class that will ALWAYS count as an absence. *Missing any exam will ALWAYS count as an absence. **The first missed exam will mean -15 from your attendance grade. Additional missed exams will mean -20 from your attendance grade.***

Missing any exam due to a diagnosis of Covid-19 will not count as an absence ONLY IF DeEtte Edens has verified a positive Covid-19 test for you.

**ALSO:** At the end of the semester there will be a "GRADE BOOST OPP" (opportunity) for those of you who have 3 or fewer absences. This will be an opportunity to significantly improve your grade. You will have to work hard for this grade boost, but it will be worth it! This can make a *huge* difference in your final average if you take advantage of it. *This chance to do the GRADE BOOST OPP will happen when we get to the Nervous System Lecture Exam (the last lecture exam of the semester).*

**Please be aware that the following WILL always count as an absence:**

- \*Leaving class early for any reason
- \*A Covenant interview or similar during class time
- \*Missing class due to childcare issues or child illness issues
- \*Missing a test of any kind

*I hope you can understand that I need to be fair and consistent with everyone when it comes to absences. Please do not ask for special treatment regarding absences. It is not fair to the rest of the class.*

## Dropping/Withdrawal from a Class:

**If you stop coming to class and do not drop yourself from the class, you will receive an "F."** Please do not assume your professor will drop you if you stop attending class. It is your responsibility to drop yourself from a course.

**Drop forms are submitted online using the Student Initiated Drop Form.** The link for this can be found on the SPC webpage under Student Services, Admission & Records.

**An instructor signature is not required to drop a class.**

## MISSED EXAM POLICY:

### \* MISSED F2F LECTURE EXAMS:

- 1) Missed lecture exams will be made up online or on paper at the end of the semester Monday, December 4 through Thursday, December 7.

OR can be made up by taking a paper comprehensive final December 4 through December 7.

- \* **The comprehensive lecture final covers all lecture exam materials for the semester. This can ONLY replace ONE missed lecture exam (but cannot replace a missed lab practical). The second missed lecture exam will be a ZERO.**

- 2) Taking a lecture exam late WILL count as an absence.

- 3) The first missed lecture exam will be -15 on your attendance grade. Additional missed lecture exams will be -20 on your attendance grade.

### \* MISSED F2F LAB PRACTICALS:

- 1) Missed F2F lab practicals will be made up F2F AS SOON AS POSSIBLE after the original test date. This means they will be made up **immediately** because the lab test will have to remain in the lab room past the test date.

- 2) **Only ONE missed lab practical can be made up. The second missed lab exam will be a ZERO.**

- 3) Missed lab practicals CANNOT be made up online.

- 4) Taking a lab practical late WILL count as an absence.

- 5) The first missed lab practical will be -15 on your attendance grade. Additional missed lab practicals will be -20 on your attendance grade.

## **USING PROCTORIO FOR PART A (Labs #1 & #2) of LAB PRACTICAL #1:**

Part A of Lab Practical #1 will be taken ONLINE (at home) using a program called Proctorio. Students will be required to use this webcam software that records video & audio.

### **A. You will need the following to use Proctorio:**

- 1) An **embedded webcam** (You must use a hand-held mirror to do the room scan for the test)  
OR you're welcome to use an **external webcam**.
- 2) A **computer microphone**
- 3) **Chrome browser installed on your computer**
- 4) **Proctorio installed on your computer**  
To download this software, please go to <https://proctorio.com/support> and follow the steps listed there to install the software.  
See the Blackboard **Course Resources** page to download this link.

### **B. At the START of the online exam, you will be required to do a ROOM SCAN:**

- 1) The room scan means you will **show your desk surface, room, and walls** using a webcam. This can be done using the embedded webcam itself or a with a large hand-held mirror if the webcam is external.
- 2) You MUST do the parts of the room scan SLOWLY and do the scan at least TWICE.
- 3) If you do not do the room scan properly, penalties on the test grade may be taken.

### **C. The ROOM SCAN must show the following:**

- That the area you are taking the exam is clean- **no notes, class materials, phones, or other technology** is close by. Please flatten out any covers if you are sitting on a bed.
- The **desk surface is clean** with no notes, reviews, phones, etc. of any kind.
- The walls in the room (including behind the computer) do not contain notes.
- There are no other adults in the room.
- If using scratch paper, show 1 piece of blank paper (front and back).  
This will need to be shown at the end of the exam as well.

### **D. To watch examples of a webcam room scan, see the following YouTube links:**

- Using an embedded webcam: <https://www.youtube.com/watch?v=HAbnOt0cNOs>
- Using an external USB webcam: <https://www.youtube.com/watch?v=P1euOWRpTzA>
- These links are available on the Blackboard **Course Resources** page.

**E. If you run into technical problems during an exam:** Contact me (Ms. Simpson) first. If I don't respond within a few minutes, go to the Blackboard link to download Proctorio, scroll down the page and open a live chat with a 24/7 Proctorio support staff. Please be patient but contact the Proctorio support staff if I don't reply after about 10 minutes. With many students taking the exam, there may be a delay in my response.

**F. While Taking the Exam:**

- 1) After showing the room scan, the webcam needs to be **able to see your head and arms** for the duration of the exam. Your **full face must be visible**.
- 2) Once the exam begins, you will **not be able to leave the room**.
- 3) During the exam, the Proctorio software will **lock-down the web-browser** and prevent any internet tabs from being open.

**G. PENALTIES for Certain Conduct During Online Testing:**

The following table lists conduct requirements for online exams, as well as consequences for conduct violations:

<b>Exam conduct requirement</b>	<b>Consequence for violation of exam conduct</b>
Correct placement of webcam	A 30% penalty will be given for incorrect webcam placement. See the instructional video in the course website for a demonstration of correct webcam placement.
Complete room scan	A 30% penalty will be given for an incomplete or insufficient scan of the testing environment. See the list above and/or instructional video on Blackboard for a demonstration of how to completely scan your testing environment.
<b>Exam conduct requirement</b>	<b>Consequence for violation of exam conduct</b>
Microphone turned on and recording	A 30% penalty will be given for an exam taken without the microphone being turned on and recording throughout the entire exam.
Sufficient lighting of the testing environment	A 30% penalty will be given for an exam taken without enough lighting for the instructor to assess the testing environment.
Student remains in webcam view during exam	A student who leaves the webcam view during an exam for any reason will receive a zero for that exam.
No unauthorized materials near desk area	A student who has any unauthorized materials (books, notes, phone, another computer, etc.) near the testing area will receive a zero for that exam.
No talking with others during the exam or playing of music or other audio recordings.	A student who has any music or audio recordings playing during exams, or who talks with any adult for any reason during the exam, will receive a zero for that exam.
The exam is taken in an approved proctored environment	Any exam taken without the webcam software will receive a zero.



## COVID-19 Statements and Protocol:

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19:

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

**Please immediately notify me AND DeEtte Edens**, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376.

- \* Proof of a positive test is required.
- \* A home test is sufficient, but students must submit a **photo** of the positive result. The **date** of test must be written on the test result and an **ID included in the photo**.
- \* If tested at a clinic, pharmacy, etc., please submit a **copy of the doctor's note or email notification**.
- \* All tests results **MUST** be emailed to [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).
- \* Students are required to complete a 5 day isolation period (quarantine) starting the day after testing positive.
- \* Students are clear to return to class after isolation if: 1) Symptoms have improved and 2) they have been without fever for 24 hours without use of fever-reducing medication.
- \* Students must communicate with DeEtte Edens, BSN, RN prior to their return date if symptomatic at the end of the 5-day isolation.

## Class Requirements While in Quarantine:

**PLEASE BE AWARE that while you are in quarantine:**

1) You are EXPECTED TO TAKE LECTURE EXAMS ON TIME, AT THE SCHEDULED EXAM DATES. I will provide you with lecture screencasts to allow you to study online while in isolation/quarantine. PLEASE ask me to send you the screencasts. *This will mean you'll take the exam online (at home) using Proctorio.* There will be very few exceptions made.

2) If you must take LAB EXAM (practical) during isolation/quarantine, the exam will be handled based on the individual situation. The same basic policy will be followed for missed lab exams, as seen on page 6 of this syllabus, #1). Numbers #2) to #5) of the policy do not apply. Since labs can be studied online, you are expected to study and prepare for exams while in isolation/quarantine to the best of your ability. I can also give you take-home bone boxes if you have someone come pick them up for you.

## **ADDITIONAL STATEMENTS:**

### **Academic Integrity:**

Students who are caught cheating (see full definition of cheating in the SPC Catalog under Academic Integrity) will receive a grade of zero for the exam and may be dropped from the course with an F or face possible suspension from SPC.

### **Student Code of Conduct Policy:**

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

### **Disability Statement:**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### **Title IX Pregnancy Accommodations Statement:**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

### **Diversity Statement:**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**Nondiscrimination Policy:**

South Plains College does not discriminate based on race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

**Campus Concealed Carry:**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College 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 South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php> Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

**SPC Bookstore Price Match Guarantee Policy:**

If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book must be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by Amazon*, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

**Disclaimer:**

I reserve the right to modify the information, schedules, assignments, deadlines, and policies in this syllabus if and when necessary. Whenever possible I will announce such changes in a timely manner during regularly scheduled lecture or lab periods.