

Course Syllabus

NOTE: This syllabus is subject to change during the semester. Please check the syllabus on a regular basis for any updates.

Department : Biology
Course Title : Anatomy & Physiology II
Section Name : BIOL_2402_13
Start Date : 08/27/2012
End Date : 12/14/2012
Modality : WEB-ENHANCED
Credits : 4

Instructor Information:

Name : Chester P. Cooper D.C.
OC Email : ccooper@odessa.edu
OC Phone # : 432.335.6590

Course Description: BIOL2402 is the second semester of Anatomy and Physiology. This course is a continuation of BIOL2401 and assumes foundation knowledge and skills acquired therein. Students learn specific and conceptual information about the remaining seven systems of the body, cellular metabolism and fluid and electrolytes. Practical knowledge of the information and concepts about these seven systems is further gained and reinforced through the hands-on use of anatomical specimens.

Lab Description: The laboratory portion of Anatomy and Physiology II is designed to provide a "hands-on" learning experience; therefore, participation in all laboratory periods is necessary to fully meet course requirements. Excessive absences will have a direct impact on your final lab grade. Due to the seating capacity in the laboratory, students must attend the lab section for which they are registered. Due to the extensive set up required for lab practical examinations, *there can be no make-up exams*; however, a comprehensive written make-up exam will be provided for any student that contacts the instructor prior to missing a lab exam with a valid reason.

Prerequisites/Corequisites: The learner must pass reading on THEA or COMPASS and be eligible for Intermediate Algebra by passing math on THEA or COMPASS or by passing the developmental math sequence in order to take this course. Successful completion of HPRS1106 and BIOL2401 with a grade of 'C' or higher, (or permission from department chair) is also required for enrolment in BIOL2402.

ICOs: 1, 2, 4, 5

Course Objectives:

1. Learner will be able to identify the significant anatomical structures of the following organ systems: Endocrine, Cardiovascular, Immune, Respiratory, Digestive, Urinary, and Reproductive.
2. Learner will be able to explain the physiology of the following organ systems: Endocrine, Cardiovascular, Immune, Respiratory, Digestive, Urinary, and Reproductive.
3. Learner will be able to describe how each organ system interacts with the others.
4. Learner will be able to explain how the body converts various nutrients into energy for use in the body.
5. Learner will be able to explain the regulation of the acid/base balance as well as fluid and electrolytes in the human body.

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - having my work or childcare schedule changed so that my classroom attendance is affected.

3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - attend class regularly to keep up with assignments and announcements.

Student Evaluation of Instruction

The SEI process for face-to-face and online courses is scheduled for the week of November 26th.

Required Course Materials: (Available as a package in the OC bookstore)

Textbook: *Human Anatomy & Physiology*, 8th ed., by Elaine N. Marieb.

Lab Manual: *Human Anatomy & Physiology Laboratory Manual*, 9th ed., by Elaine N. Marieb

Student Access Kit: Web resources available at: www.MasteringAandP.com

Course Requirements:

Course requirements include, but are not limited to the following: Class Attendance, Participation in Lectures, Tegrity Viewing, Examinations, Lab Practical Examinations, Quizzes, Participation in Labs.

Weekly Lecture Schedule:

The following is tentative week-by-week schedule for this semester. The dates may change. If dates change an announcement and updated syllabus will be posted in Blackboard We will begin with Chapter 16 and proceed through the book until we reach Chapter 27.

Week 1	Aug. 27 – Sept. 02	Chapter 16
Week 2	Sept. 04 – Sept. 09	Chapter 16
Week 3	Sept. 10 – Sept. 16	Chapter 16
Week 4	Sept. 17 – Sept. 23	Chapter 17
Week 5	Sept. 24 – Sept. 30	Chapter 18
Week 6	Oct. 01 – Oct. 07	Chapter 19
Week 7	Oct. 08 – Oct. 14	Chapter 20
Week 8	Oct. 15 – Oct. 21	Chapter 21
Week 9	Oct. 22 – Oct. 28	Chapter 22
Week 10	Oct. 29 – Nov. 04	Chapter 23
Week 11	Nov. 05 – Nov. 11	Chapter 23
Week 12	Nov. 12 – Nov. 18	Chapter 24
Week 13	Nov. 19 – Nov. 20	Chapter 25
	Nov. 21 – Nov. 25	Thanksgiving Holiday
Week 14	Nov. 26 – Dec. 02	Chapter 26
Week 15	Dec. 03 – Dec. 07	Chapter 27
Week 16	Dec. 10 – Dec. 13	Final Exams

Exams: The follow list states the chapters included on each lecture examination. The exact examination dates will be announced in class at least one week prior to the test.

Exam 1 (Ch. 16 – Ch. 17)

Exam 2 (Ch. 18 – Ch. 21)

Exam 3 (Ch. 22 – Ch. 24)

Exam 4 (Ch. 25 – Ch. 27)

Lab Schedule

Week of	Topic
Aug 27	1 Endocrine System - Ex. 27
Sept 3	2 Holiday – No Lab
10	3 Blood - Ex. 29A, Endocrine - 28B (PhysioEx)
17	4 Practical Exam 1
24	5 Heart - Ex. 30
Oct 1	6 Blood Vessels - Ex. 32, Blood Pressure - Ex. 33A
8	7 Cardiac Conduction & ECG - Ex. 31, Heart Sounds - Ex. 33A
15	8 Practical Exam 2 ; Lymphatic System - Ex. 35
22	9 Respiratory Anatomy & Physiology - Ex. 36
29	10 Digestive Anatomy & Physiology - Ex. 38
Nov 5	11 Practical Exam 3
12	12 Urinary System A&P - Ex. 40, 41A, 41B (PhysioEx)
19	13 Thanksgiving Holiday – No Lab
26	14 Reproductive Systems - Ex. 42; Meiosis - Ex. 43
Dec 3	15 Practical Exam 4

Course Grade: Four lecture examinations and a final examination will be given. The average of these exams will make up 70% of the total Anatomy and Physiology II grade. Four practical examinations will be given in the laboratory. The average of these exams will make up the remaining 30% of the total Anatomy and Physiology II grade. Pop quizzes and other graded assignments may be added to the course at any time with a weight to be determined by the professor. The calculated percentage will be awarded a final letter grade for the course as follows:

Percentage %	Grade
90-100	A
80-89	B
70-79	C
60-69	D
≤59	F

Tutor Lab (optional): Students are encouraged to visit the tutor lab, which is called the Synapse Lab. There is no mandatory Synapse attendance in AP2, unless a student fails an exam. Any student that earns a grade below 70% on an exam must make an appointment to meet with their lecture professor within one week. Students scoring below 70% on an exam will also be required to attend Synapse for one hour per week. A student I.D. is required for participation in the Synapse. Synapse hours of operation are posted outside of the door at room WH 117. Please remember to login on the main computer when utilizing the lab.

Grievances: Odessa College policy suggests that student grievances first be discussed with the instructor. Unresolved issues may then be discussed with the instructor's immediate supervisor.

Academic integrity: Cheating in any form will not be tolerated. The first offense will result in a grade of zero for that assignment. Any subsequent offense will result in expulsion from the course with an "F".

Additional information:

1. Read material prior to coming to class.
2. Reviewing your notes immediately after class is a great way to increase your retention.
3. Tutoring is available in the Synapse Lab! If you are having difficulty, please seek assistance.
4. The last day to drop with a "W" is Wednesday, Nov. 14, 2012.
5. The exam dates will be announced in class approximately one week in advance.
6. Pop quizzes will be a regular part of this course.
7. Please keep a record of your own grades.
8. Recorded lectures from a previous semester will be available online.
9. Bring a Scantron and No.2 pencil to exams.
10. Cell phones disrupt the class; therefore, place any electronic device on silent.
11. If you need to leave a message for me, there are post-it notes in the box beside my office door or you may leave a message on my answering machine. (Ext. 6590)

Please feel free to come by my office if you have any questions during the semester. My weekly office hour schedule is posted just outside of my office door. These hours are dedicated to helping you. Please feel free to utilize them any time you need help.

Statement of Special Accommodations: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations.

Learning Resource Center (Library): The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

Student Success Coaches: The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

Student E-mail: Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College email.

Student Portal: Please access the Odessa College Portal, by following the link: <http://www.odessa.edu/portal.htm>. The Portal is a password protected website for OC students & employees. As a student you have access to the following information: Grades, Class Registration, Class Schedules, Specific Course Information, Smarthinking Tutoring and MORE.

Technical Support: Technical Support For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies: For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.