
Instructor Information

Name: Dr. Thomas S. Crawford, DC, DACNB
E-mail: tcrawford@odessa.edu

Office location: Wilkerson Hall, 127
Odessa College
201 W. University
Odessa, TX 79764
432-335-6805



Office hours: Office hours will be added...

Location of class: Online – wherever you are connected to the Internet...

Keep in mind that taking an online course typically requires more overall time and effort on the student's part than taking the same course on campus. The main benefit of taking this course online is the flexibility you will have to access the course materials according to your own weekly schedule. The policies and procedures in this course may seem quite rigid, but I assure you they are in place to assist you. Staying on pace and organized is critical to your success in this fascinating yet difficult course.

Course Information

Course:

Title: BIOL 2401.WB/WB9 (lecture/laboratory)

Course Credits: 4 hours with lab included online

Course Description/Goals/Objectives:

Anatomy and Physiology I Online is the first section of a two-semester course. During this course, the student will gain an understanding of the basic building blocks of the human body, learn the chemistry needed to conceptualize the inner workings of the body's organ systems, become familiar with the various cellular structures/functions responsible for maintaining life, and be introduced to the terminology and mathematical conversions necessary for exploration in the scientific and medical fields. The student will examine four of the eleven organ systems in depth, as well as learning how the systems interact. The laboratory portion of this course will provide the student with additional resources for understanding the anatomy and physiology of the body. The anatomical structures will be presented through the use of images and short video clips. The physiology will be presented in various simulated experiments.

Prerequisites and Basic Skills: In order to take this course online, you must pass the Math and Reading portions of the Compass exam or successfully complete the developmental sequence of each. You must be enrolled in Medical Terminology (HPRS 1106) or have previously passed a Medical Terminology course. Additionally, you should not attempt to take this course online unless you are very comfortable using a computer. You are expected to have the following basic computer skills: website navigation, word processing, send/receive/save emails, organize/backup computer files, view online videos/tutorials, download software, cut and paste between a word processor and email program, change subject/title of email message, compose/reply to email messages in complete sentences.

Successful Online Learner

The following statement describes certain attributes of the most successful online learners. It was taken from a book that I read as part of an online education workshop. Feel free to contact me if you would like information about the book. "The successful online student can work fairly well independently, engaging the course materials with minimal intervention on the part of the instructor. The student who needs significantly more input from the instructor and is not willing or able to engage in collaborative discussions and activities with peers is less likely to succeed online."

Required Materials:**Textbook –****Package includes –**

Human Anatomy & Physiology, 8th edition, Marieb
InterActive Physiology® 10-System Suite (CD-ROM),
Atlas of the Human Body, 8th edition; Martini
Student Access Kit for MasteringA&P (Course ID: MAPCOOPER01888)
Online Resources listed below:

InterActive Physiology® 10-System Suite
Practice Anatomy Lab 2.0

Get Ready for A&P, 2nd edition, Garrett

ISBN of package: 978-0-321-55964-7 (OC Bookstore); 0-321-55967-9 (Pearson)

Hardware/Software requirements

Computer:

A minimum of 512 MB RAM, 1 GB of free disk space, 866 MHz or higher recommended, and a monitor capable of at least 800 x 600 resolution.

Peripherals:

Speakers or headphones will be needed to listen to audio files. You should have access to a microphone or webcam that provides you with the ability to record your voice for a possible assignment later in the semester.

Anti-virus software/firewall:

Anti-virus software is highly recommended. Online courses involve a significant amount of file sharing, which increases your risk of getting a virus. Anti-virus software will help protect your computer in case of exposure to a computer virus. You may also consider using a firewall as added protection.

Other software:

You may need to view course content that is in the form of Microsoft Word and Microsoft PowerPoint documents. There are videos in the course, which will view using [Windows Media Player](#), [QuickTime](#) or [Real Player](#). There are also short videos on the publisher's website that require [Adobe's Shockwave Player](#).

Internet connection:

A high-speed (Cable or DSL) connection is necessary for this course. If you do not have a broadband connection you may use a computer on campus for certain assignments.

Browser and settings:

You may use Mozilla's Firefox, Microsoft's Internet Explorer, or Apple's Safari for web browsing within Blackboard. Microsoft's Internet Explorer seems to work best for viewing the Tegrity lectures on your computer. Whichever platform you use, make sure to enable Cookies.

Email Information

Email:

Students enrolled in Odessa College must use an Odessa College student email address for correspondence in online courses. The college has already created this email address for you. DO NOT use the email link in Blackboard. Follow the Student Email link on the OC Homepage for information on how to access your email account. Detailed instructions for naming assignments, etc. can be found within the Course Information Tab on Blackboard within a document titled "Student Email Information AP1". Keep in mind that Email is the primary method of contact in this course; therefore, students should check their student email account multiple times per week. Additionally, many assignments will be submitted as emails from your student account.

Please note: your assignments should NOT be sent as attachments... the assignment/information should be included within the main body of the email message.

Tentative Course Schedule

Important Dates:

The census day for this course is June 15, 2011. The last day to drop or withdraw from the course with a "W" on your transcript is **July 26, 2011**.

Weekly Schedule:

The following is tentative week-by-week schedule for this semester. The dates may change depending on many factors. We will begin with Chapter 1 and proceed through the book until we reach Chapter 15. Chapters 7 and 10 will only be covered in lab.

Week 1	June 6 – June 12	Introduction
Week 2	June 13 – June 19	Module 1 – Chapter 1
Week 3	June 20 – June 26	Module 1 – Chapter 2
<u>Week 4</u> <u>Test Ch.1-2</u>	June 27 – July 3	Module 1 – Chapter 3
Week 5 <u>Lab Exam</u>	July 5 – July 10	Module 2 – Chapter 4, 5
Week 6 <u>Test Ch 3-5</u>	July 11 – July 17	Module 2 – Chapter 6, 8
Week 7	July 18 – July 24	Module 3 – Chapter 9
Week 8 <u>Test Ch 6,8,9</u>	July 25 – July 31	Module 3 – Chapter 11
Week 9 <u>Lab Final</u>	August 1 – August 7	Module 3 – Chapter 12, 13
Week 10 <u>Test 12-14</u>	August 8 – August 10	Module 3 – Chapter 14
Week 10	August 11	Final Exam

Modules: *This is not a self-paced course:*

The course will be presented according to the syllabus above. Please note there are 2 lab tests, 4 lecture exams, 1 final exam and an abundant amount of quizzes after each chapter. The actual lecture test questions are taken from the questions presented in the quizzes. The lab portion of the course **does not** come from the chapter quizzes.

Assignment Due Dates:

Our typical workweek will begin on Tuesday and end on Monday. Assignments for the week are due each Monday at **7am**. For Example: Week 1 begins on Tuesday, January 18 and ends on Monday, January 24. Week 2 will begin on Tuesday, January 25 and end on Monday, January 31. Having course materials online gives the student the flexibility to utilize the full-week in our course. The accommodation of various student schedules is an essential part of the online method of education. With this in mind you should be aware that there is a significant deduction for each day an assignment is late. Assignments will not be accepted after they are more than three days late. I highly suggest you DO NOT wait until the day assignments are due to submit them.

If you consider dropping this course, please discuss your reasons with me prior to withdrawing from the course. Students that began their college experience as freshman in the Fall 2007 or later can only withdraw from 6 classes in their entire undergraduate college career.

Course Evaluation

Quiz Assignments:

Each chapter has quizzes associated with that chapter. Some chapters may have 5 or more quizzes tied to that chapter's information. Your quiz grades are part of your final course grade and may be attempted up to two times if you like within the 6 days the quiz(s) is/are available. Once the quiz closes the last score is the one I will use in calculating your grade for each quiz. **Embedded in the quiz are the actual questions you will be seeing on your lecture tests so it is important that you understand the questions and research all incorrect answers.** You will not be able to copy or print the quiz questions and each quiz is time so you won't have time to write down a question or research an answer so it is important to write down the page referenced in the feedback given for incorrect answers so you may research the correct answer. I believe you will find your success this semester will be strongly correlated to the way you approach the course. The discipline, organization, and attitude that you put into this semester will pay off. The opposite is also true – a lack of the previously mentioned attributes will certainly prevent success in this course.

Exams:

An online Lecture Exam will be given during the 6 day period listed above in the calendar. There will also be two lab exams during the semester. Exams may be taken from your home computer. You may use your book and notes on an exam. All exams are timed and there is a significant penalty for going over the time limit. You are not allowed to copy or print exams or use another person for help - including, but not limited to telling students what questions to expect on the exam. Doing so will be considered cheating and you will be removed from the course.

Makeup Exams:

Since technology errors do occur from time to time, you should be aware of the following policy. If your exam does not submit properly you will be given the opportunity to take a makeup exam. All makeup exams will be proctored and must be taken in a College Testing Center without a book or notes. The Makeup Exam is a different exam than the normal test. Makeup exams may be essay exams. Depending on the college in your area, there may be a fee for this service.

Final Exam:

The Final Exam is a comprehensive exam covering both the lecture and laboratory portion of the course. The Final Exam must be taken on the exact date listed without exception. The Final Exam consists of all of the information presented throughout the entire semester. No official review is provided for the final exam, since everything that is presented during the semester is important to your knowledge of the body. Keeping organized notes throughout the semester will really help you when it comes time to study for the Final Exam.

Discussion Requirements:

Discussion items will be posted in the discussion area weekly. Details will be given within the discussion area for each assignment.

Grade Scale

90% – 100%	A
80% – 89.9%	B
70% – 79.9%	C
60% – 69.9%	D

Below 59.9% F

Course Grade

Your Course Grade will be determined by the following: Lab Exams 10%, Quizzes 20%, Final Exam 30%, and Lecture Exams 40%. There is no extra credit in the web course, since 20% of your grade is based on correct submission of Quizzes.

Study Groups

I highly recommend that you try to find other students in this course to get together with for the purpose of learning the course material. This is a difficult course, but no more difficult than the same course that is taught on campus. Through the years I have seen the students that make connections with other students consistently perform at a higher level than the students who stay isolated. This is true of online courses as well. Of course, there are always exceptions. This brings up another important issue. There is a difference between studying together and cheating – there will be a statement of academic integrity that each student must acknowledge and agree to follow in order to participate in this course.

Tutoring

The Student Success Center located on the first floor of the LRC is the tutoring center. Distance ed. students can access the tutoring center website by following this link: [Student Success Center](#). Online Tutoring services are available.

This semester we are planning tutoring sessions for online students utilizing tutors from our “Synapse Lab” on Skype and/or WebEx.

Local students are encouraged to personally visit the tutor lab called Synapse in room 117 of Wilkerson Hall. A student I.D. is required for participation in the Synapse lab. Synapse lab hours of operation will be posted outside of the door at room WH 117. If you attend the Synapse lab, please ask a tutor to help you log in and identify yourself as a web student.

Policies and Procedures

Announcements:

I primarily utilize announcements on the homepage to communicate any needed information to the entire class. The student email account is used when communicating with individual students. If any updates are made to the syllabus, or other course materials an announcement will be posted specifying the change.

Assignments:

Completed quizzes are scored after the quiz closes. Since quizzes are available for 6 days, no late quizzes will be offered or accepted. Discussion questions will be completed online in the discussion area of the Blackboard website. Typically students that get behind in the A&P web courses have a difficult time catching up and passing the course. I don't want this to happen to you. This policy is here in order to motivate you to stay current in your course work.

Tegrity/Audio Lectures:

This is a Tegrity course. Tegrity provides me with the technology to capture the classroom lecture and sync it with PowerPoint files, image files, or videos that will be available online to students in traditional and web courses. Make sure you go to the Tegrity tab each week and listen to the assigned lectures for that week. You may listen to these lectures on a computer or download the lectures to an iPod or other mp3 player. Listening to these lectures is a required course activity. Most students that have taken the course state that they would not have succeeded without listening to the lectures.

Instructor's response time:

I will generally respond to the emails I receive Monday – Thursday within 24 hours (usually much sooner than this when asked a question). Email messages sent after 3pm Thursday may not be answered until the following Monday. However, I usually check my email a couple of times during the weekend just to check for emergency situations, but cannot be held to this schedule each weekend of the semester. I generally send email receipts for assignments received twice per week. Please don't email me the day after you sent in an assignment to ask if I have received it. If you aren't sure if you sent in an assignment, check your sent messages box in your email account.

Long-Term absence policy:

Students are expected to make contact with the instructor each week by submitting their assignments. If you are absent from the course for more than ten days without contacting the instructor, the course may be made unavailable to you. If this occurs, you will need to contact your instructor by email explaining the reason for your absence in order to have an opportunity to regain access to the course website. It is your responsibility to participate in the course on a regular basis.

Student response time:

Just as your instructor is expected to reply to your messages in a timely manner, you are expected to reply to messages from your instructor. In the event that you are not replying to messages sent from the instructor - the Blackboard course may be made unavailable to you until you contact your instructor by email. Make sure to always contact your instructor if the website is unavailable to you or if you find a problem in the course.

Student Evaluation of the Course:

Odessa College provides an online evaluation process at the end of each semester. Students that complete the course will have an opportunity to evaluate the course.

Academic Integrity is a fundamental tenet of the college experience. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion on exams will receive an "F" in the course. All persons involved in academic dishonesty will be disciplined in accordance with Odessa College's regulations and procedures. For complete information on student conduct and discipline procedures, please consult the handbook. Academic dishonesty will not be tolerated in this course. Each student will be required to read and agree to follow a statement of academic integrity in order to participate in this course.

In this course you are not allowed to copy or print exams, use another person for help - including, but not limited to telling students what questions to expect on the exam. Doing so will be considered cheating and you will be removed from the course.

Statement of special accommodations:

Please notify the instructor of any disabilities that require special accommodations for taking this class. This information is required on the information sheet that is completed during the first week of class. Students with disabilities may request reasonable accommodations and modifications as addressed under Section 504/ADA regulations. Students needing assistance because of a disability may contact the counseling office no later than 30 days prior to the start of the semester.

The definition of a disability for purposes of ADA is that she or he (1) has a physical or mental impairment that substantively limits a major life activity, (2) has a record of such an impairment or (3) is regarded as having such an impairment. Students who have provided all documentation and are eligible for services will be advised of their rights regarding academic accommodations and responsibilities. Odessa College is not obligated to pay for diagnosis or evaluations nor is it obligated to pay for personal services or auxiliary aids. If you need accommodations because of a disability, please inform the instructor of the course.

Grievances:

Odessa College policy suggests that student grievances first be discussed with the instructor. Unresolved issues may then be discussed with the instructor's department chairperson, followed by the academic dean, and the academic vice-president.

Preparation for Emergencies

Computer Problems

According to Murphy's Law, anything that can go wrong will. While I don't really subscribe to this philosophy, I do realize that online courses present students with various technological challenges. You may not be a member of the Geek Squad and should not have to be in order to succeed in an online course. With this in mind there are a few basic preparations that you can make in order to ensure your semester goes smoothly, regardless of the technological glitches that may occur.

Organize/Organize/Organize

Organizing your files into folders will make it much easier for you in the event of an untimely computer problem. Plus, you can simply drag the main folder to a thumb drive/etc. and all subfolders will also be copied.

Save early/Save often

Get into the habit of saving your files early and often. Most software programs even allow you to set it up so that your work is automatically saved at a specified interval of time. Even so, save early/save often is an excellent mantra for computer users.

Backup Data

Definitely produce a backup of all assignments/documents/emails that you produce during the semester. It is highly suggested that you utilize a thumb drive or external hard drive in addition to saving all course files on your computer. Thumb drives provide a very convenient method of storage. A 2GB model is a great investment in your peace of mind for around \$10. You never know when lightning may strike and render a computer useless. Backing up files is necessary in the virtual world.

Alternate Computer

Make arrangements to have access to another computer that you can use in the event you have computer problems. Identify a college, library, Internet café, employer, friend, or other source that would provide you with computer access in case of emergency. Always be prepared for waking up to a non-functional computer.

If you take care with these few simple suggestions you will understand why technology problems are NOT acceptable reasons for deadline extensions.

Server Problems

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing you of the time and the date. If the server experiences unforeseen problems you will be notified by email.

Complete Loss of Contact

If you lose the ability to contact your instructor from your primary computer, you should contact your instructor via email from another computer. If you lose the ability to contact your instructor from your student email account, you should contact your instructor via another email account. I would only suggest trying to reach your instructor by telephone as a last resort.

Support Services

ADA Accommodation/Support

Rivera-Weiss, Becky 432-335-6861 brivera@odessa.edu

Admissions & Registration & Transcripts

Beard, Becky - Director	432-335-6443	bbeard@odessa.edu
<i>Blackboard Technical Support</i>		
Conway, Derrick	432-335-6682	dconway@odessa.edu
<i>Bookstore</i>		
Stevens, Heather - Manager	432-335-6654	hstevens@odessa.edu
<i>Business Office</i>		
Pollock, Debbie - Manager	432-335-6600	dpollock@odessa.edu
<i>Computer Services</i>		
Carson, David (Director)	432-335-6649	dcarson@odessa.edu
<i>Counseling</i>		
Aguilar, Rosie – Director	432-335-6741	raguilar@odessa.edu
<i>Director of Distance Education</i>		
Davis, Corey	432-335-6781	cdavis@odessa.edu
<i>Financial Aid and Scholarship</i>		
Nesmith, Dee - Director	432-335-6429	dnesmith@odessa.edu
<i>Library</i>		
Petersen, Carolyn - Director	432-335-6641	cpetersen@odessa.edu
<i>Student Success Center</i>		
Carlson, Chip	432-335-6714	ccarlson@odessa.edu
<i>Testing Center</i>		
Pease, Terri - Coordinator	432-335-6816	tpease@odessa.edu
<i>Vice President of Instruction</i>		
Tunstall, Dr. Ken	432-335-6701	ktunstall@odessa.edu
<i>Vice President of Student Services</i>		
Bauske, Dr. David	432-335-6683	dbaуска@odessa.edu

Access to Odessa College Library Online Catalog

<http://www.odessa.edu/dept/library/>

Access to Student Success Center Website

<http://www.odessa.edu/dept/ssc/>

Additional Information

Tentative Nature of Course Information Sheet

This Course Information Sheet is tentative and subject to revision at any time during the semester. If any changes are made, an announcement will be posted on Blackboard informing you of the change. It is possible that some changes will occur.

I realize there is a lot to “digest” in this document; therefore, I highly suggest that you print the Course Information Sheet and read through it periodically. This document is more like a reference manual than a traditional Course Information Sheet. There are some sections that you may want to become more familiar with than others. The purpose of this document is to provide you with as much information about the course as possible at the beginning of the semester.

I hope you have a great semester learning about the fascinating human body!