



BIOL 2401: Anatomy & Physiology I

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Instructor Information

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Office hours: Campus office hours are not held during summer.
Location of class: Online – wherever you are connected to the Internet.

I have enjoyed teaching Anatomy and Physiology online for over a decade. During this time I have learned that the successful completion of an online course requires more time and effort from faculty and students than taking the same course on campus would require. This fact surprised almost everyone until recently, but now with the ever-expanding world of online education many students come to my course fully aware of this. The main benefit experienced by those taking or teaching an online course is the flexibility of not having to go to a scheduled class. This gives you, the student the freedom to interact with the course materials according to your own weekly schedule and it gives me, the teacher the opportunity to do things like creating multimedia presentations at 3am.

The policies and procedures in this course may seem quite rigid, but I assure you they are in place to assist you. **I am committed to your success** and to helping you on your journey through A&P.

I believe the most critical elements to your success in this fascinating, yet difficult course are committing yourself to the following:

- being organized or becoming organized, if you have never been organized
- staying on pace by meeting each deadline or submitting work early
- completing every assignment - including readings and multimedia/Tegrity presentations
- making/maintaining connections with other students
- reading each faculty and student posting within the discussion boards
- participating in the course at least five of every seven days with no two consecutive days away from the course website/materials/email

Now is the time... Make these commitments with me and let's enjoy the journey!

Attributes of the Successful Online Learner:

The following statement (Palloff & Pratt, 2001) describes specific attributes that the most successful online learners have been shown to possess. "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." Teaching online has led me to the same conclusions as these researchers. To be truly successful, an online learner must take sole responsibility for his/her education.

Course Information

Course:

Title: BIOL 2401.Wb/Wb9 (lecture/laboratory)

Course Credits: 4 hours with lab

Course Description/Goals/Objectives:

Anatomy and Physiology I is the first part of a two-semester course. During this first semester, 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 video clips. The physiology will be presented by means of various simulated experiments.

Prerequisites and Basic Skills: In order to take this course online, the student must have passed the Math and Reading portions of the Compass exam or successfully completed the developmental sequence of each. You must be enrolled in Medical Terminology (HPRS 1106) or have previously passed a Medical Terminology course. A student should not attempt to take this course online unless you are very comfortable using a computer. The learner is expected to have the following basic computer skills: website navigation, word processing, send/received/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.

Course Materials:

Textbook: Human Anatomy and Physiology, 8th edition, Elaine N. Marieb

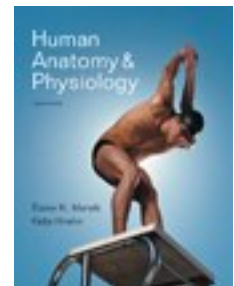
Web resources: Access to Mastering A&P (contains all web resources)

Package sold by the OC Bookstore includes a textbook and online resources:

Price of package: \$245.10

Package sold on Mastering A&P website includes an eText and online resources:

Price of package: \$110.00



Access to the eText and online resources is limited to 12 months from date of purchase.

Hardware/Software requirements

Computer/ Internet connection:

Each learner should have daily access to a computer with a high-speed Internet connection. It is important that your system is capable of playing online videos without significant buffering. Speakers, headphones, or ear buds may be useful. Students should have access to a microphone or webcam that provides the ability to record speech for possible collaborative sessions.

Browser and settings:

Learners may use Mozilla's Firefox or Camino, Microsoft's Internet Explorer, Apple's Safari, or Google's Chrome for web browsing within Blackboard. Whichever platform you use, make sure to enable Cookies and to disable any pop-up blockers, especially those that come with Yahoo and Google toolbars. This is especially important when viewing online recordings through Tegrity.

Email Information

Email:

Students enrolled in Odessa College must use their Odessa College Student Gmail accounts for correspondence in online courses. The college has created an email address for each student. Follow the OC Gmail Account link below for setup information and/or to access your email account:

[OC Student Gmail Account](#)

DO NOT use the email link that is available within Blackboard when sending email to your professor.

Email is an important method of contact within this course; therefore, students should check their Student Gmail account on a regular basis. Detailed instructions for naming assignments, etc. will be found on Blackboard.

Failure to use your student email account may cause your message to end up being directed away from the professor's email account by the college's SPAM/JUNK filters.

Please note: any assignments requested as emails should **NOT** be sent as attachments. The assignment or requested information should always be included within the main body of the email message.

Tentative Course Schedule

Important Dates:

This semester the course spans both summer sessions (June 4 – August 9). I am fully committed to my students and **DO NOT** expect anyone to withdraw from this course; however, I am required to let you know that the last day to drop this course and receive a "W" on your transcript is Tuesday, July 24.

Weekly Schedule:

The following is a tentative week-by-week schedule for this semester. The dates do not typically change in my web courses. If a date is changed, I will post an announcement in Blackboard. We will begin with Chapter 1 and proceed through the book in order until we reach Chapter 15. Chapters 7, 10, and 15 will not be covered in the lecture portion of this course; these three chapters will be studied in lab.

Lecture Schedule:

Week 1	June 04 – June 10
Week 2	June 11 – June 17
Week 3	June 18 – June 24
Week 4	June 25 – July 01
Week 5	July 02 – July 08
Week 6	July 09 – July 15
Week 7	July 16 – July 22
Week 8	July 23 – July 29
Week 9	July 30 – Aug. 05
Week 10	Aug. 06 – Aug. 08

Introduction
Module 1 – Chapter 1
Module 1 – Chapter 2
Module 2 – Chapter 3; Chapter 4
Module 2 – Chapter 5
Module 3 – Chapter 6; Chapter 8
Module 3 – Chapter 9
Module 4 – Chapter 11; Chapter 12
Module 4 – Chapter 13; Chapter 14
Study and Review

Lab Schedule:

Week 1	June 04 – June 10
Week 2	June 11 – June 17
Week 3	June 18 – June 24
Week 4	June 25 – July 01
Week 5	July 02 – July 08
Week 6	July 09 – July 15
Week 7	July 16 – July 22
Week 8	July 23 – July 29
Week 9	July 30 – Aug. 05
Week 10	Aug. 06 – Aug. 08

Introduction
Body Organization Lab
Chemistry Lab
Histology Lab
Membrane Transport Lab
Skeletal Lab
Muscle Lab
Nervous System Lab
Special Senses Lab
Study and Review

Exam Schedule:

Exam 1	June 25 – June 28	Chapter 1 and 2
Exam 2	July 09 – July 12	Chapter 3, 4, and 5
Exam 3	July 23 – July 26	Chapter 6, 8, and 9
Exam 4	Aug. 06 – Aug. 08	Chapter 11, 12, 13, and 14
Lab Midterm	July 09 – July 12	Body Org. Lab – Membrane Transport Lab
Lab Final	Aug. 06 – Aug. 08	Skeletal Lab – Special Senses Lab
Final Exam	Aug. 09	

Modules: This is not a self-paced course:

The lecture portion of this course will be presented within weekly Modules. A Module contains lecture assignments and lab materials to be covered during a specific period of time. For example: Module 1 is composed of the lecture assignments dealing with Chapter 1 and 2. The first Module spans from Week 2 through Week 3. A Lecture Examination will become available the day after the Module closes and remain open through Thursday of that week. Example: Module 1 ends Sunday, June 24th; therefore, the Module 1 Exam will open at 8am on Monday, June 25th and be available through Thursday, June 28th at 8:00pm. The last week of the semester we will deviate from this pattern due to time constraints.

Assignment Due Dates:

Our workweek will begin each Monday and end each Sunday. Major assignments for the week are due each Sunday night at 8pm. For Example: Week 1 officially begins on Monday, June 04 and ends on Sunday, June 10; therefore, assignments from Week 1 are due before 8pm Sunday, June 10. Week 2 will begin on Monday, June 11 and end on Sunday, June 17. The assignments from Week 2 are due on Sunday, June 17 at 8pm. This schedule provides the student with the flexibility to utilize the entire seven-day week. I highly suggest learners **DO NOT** wait until Sunday night to submit homework or take an exam.

Please note: Discussion Board assignments may have multiple assignment due dates.

Late Assignment Policy:

There is a 15% deduction for each day an assignment is late, beginning at 8:01pm each Sunday night. Assignments will not be accepted after they are more than three days late.

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

Homework Assignments:

There are many types of homework assignments within each Module. The types of assignments may include, but are not limited to: crossword puzzles, computer simulations, artwork labeling, listening to recorded lectures (Tegrity), textbook readings, lecture quizzes, lab quizzes, discussion board postings, projects, etc. You are expected to complete all assignments whether or not they need to be turned in to your instructor. I believe you will find your success this semester will be strongly correlated to the way you approach the course. Discipline, organization, and a proactive approach lead to success. The opposite is also true – students lacking the previously mentioned attributes find success difficult to achieve.

Discussion Requirements:

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

Exams:

An online Lecture Exam will be given after each of the four Modules. There will also be two lab exams during the semester: a Lab Midterm and Lab Final. Each exam may be taken from your home computer with the exception of makeup exams. Learners may use books and notes, while taking exams. All exams are timed and there is a significant penalty for going over the time limit. Students 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 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 the use of 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.

Please note: A Makeup Exam will **NOT** be given to any student that misses an exam deadline.

Final Exam:

The Final Exam is a comprehensive exam covering both the lecture and laboratory portion of the course. The Final Exam consists of all of the information presented throughout the entire semester. The Final Exam will be available online on Thursday, August 09. No official review will be provided for the final exam; however, you will be able to review your quizzes and exams. Everything that is presented during the semester is important to your knowledge of the body, which is why you need to prepare for the Final Exam by studying all of your notes. I'm sure you can understand that keeping organized notes throughout the semester will benefit the learner, when it comes time to prepare for the Final Exam.

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%, Homework 20%, Final Exam 30%, Lecture Exams 40%. There is no extra credit in the web course, since 20% of your grade is based on the correct submission of homework.

Study Groups

I highly recommend learners reach out to fellow students in this course. Collaboration through sharing notes, creating quizzes, and studying together can greatly aid the learning process for most students. This is a difficult course, but no more difficult than the same course, when taught on campus. Through the years I have observed students who make connections with other students consistently perform at a higher level than the students remain isolated.

This brings up another important issue. There is a difference between studying together and cheating. Collaborating on group work and projects is required; however, lecture and lab exams are individual tests.

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.

Students local to the Midland/Odessa metropolitan area 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:

Announcements on the homepage are utilized 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 homework assignments are usually submitted to your professor by email or posted to a discussion board. A deduction of 15 points will be assessed for each day an assignment is late. Assignments will not be accepted after they are more than three days late. I find students, who fall behind in A&P web courses, have a difficult time catching up. During the previous year over 90% of the students that stayed current in the course work ended up passing the course. Hopefully, this helps you understand why I adopted this policy.

Tegrity/Recorded Lectures:

Tegrity provides me with the technology to capture classroom conversations, including any drawings, pics, or other files that I display to my classes. Tegrity even records the drawing that I create on my tablet. I recommend students go to the Tegrity tab each week to view the assigned talks. You may listen to these recordings on a computer, iPad, iPhone, Android, etc. You can even download the files or listen directly from iTunes. Most students that have taken this course stated Tegrity was the most valuable resource.

Instructor's response time:

During the summer I respond to the emails received by 5 pm Monday – Thursday within a few hours. I check my email a couple of times per day during the weekend just to check for emergency situations, but cannot be held to this schedule each weekend. I generally send email receipts for assignments I receive only twice per week. Please don't email me the day after you send in an assignment to ask if I have received it. If you aren't certain that you sent an assignment, check your Gmail sent items folder.

Long-Term absence policy:

Students are expected to make contact with the instructor each week by submitting assignments, posting to the Discussion Board, and/or asking the professor questions. This is not a self-paced course. Students that neglect to log in to Blackboard and/or submit assignments each week are setting themselves up for failure. Please understand it is your duty as a student to participate in the course on a daily basis.

Student response time:

Just as your instructor is expected to reply to your messages in a timely manner, you are expected to check your student email account and reply to email messages from your instructor.

Student Evaluation of the Course:

Odessa College provides an online evaluation process at the end of most semesters.

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. 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 Online Student Handbook.

Academic dishonesty shall include, but is not limited to the following:

- Copying material from another student's test or assignment.
- Informing other students, which questions to expect on an exam.
- Collaborating with or seeking aid from another student during a test.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of a test.
- Removing without permission, in whole or in part, of the contents of a test.
- Taking an exam for another student, or permitting another student to take your exam.
- Bribing another person to obtain a test or information about a test.

- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in as one's own.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

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 your instructor to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations. Students needing assistance because of a disability must contact the counseling office no later than 30 days prior to the start of the semester.

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. For complete information on grievance procedures, please consult the Online Student Handbook.

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. You can simply drag the main folder to a USB drive/etc. and each subfolder 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 USB drive or external hard drive in addition to saving all course files on your computer. Flash drives provide a very convenient method of storage. A 4GB 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.

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 or look me up on Facebook @ <http://www.facebook.com/ChetCooper>

Support Services

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.

Access to Odessa College LRC Online Catalog

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

School Policies

Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

Access to Online Student Handbook

http://www.odessa.edu/dept/studenthandbook/Student_Handbook_2011-12.pdf

Student Email

Access your Odessa College Student Gmail account at <http://www.odessa.edu/gmail>. Many assignments and/or correspondence in online courses will be submitted using your Student Gmail account.

Student Portal

Access the Odessa College Portal at <http://www.odessa.edu/portal.htm>. The Portal is a password protected website for OC students & employees. The Portal provides access to the following information: Grades, Class Registration, Class Schedules, Specific Course Information, Smarthinking Tutoring and MORE.

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.

Technical Support

Technical Support for help with Blackboard username or passwords, online course availability, and student email accounts is available through the Student Success Center at 432-335-6673, 432-335-6538, or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Testing Center

Make sure to contact your professor before making arrangements with any Testing Center. The OC Testing Center can be reached at 432-335-6622.

Access to Student Success Center Website

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

Additional Information

Tentative Nature of the Syllabus

The Syllabus is tentative, which means this document is subject to revision at any time during the semester. If any change is made to the Syllabus, an announcement will be posted on Blackboard informing the learner of the change.

I realize there is a lot to "digest" in this document; therefore, I highly suggest that you print the Syllabus and glance back at it periodically. In online courses a syllabus becomes more like a reference manual than a traditional syllabus. 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 during the first week of the semester.

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