BIOL 2102 - Anatomy & Physiology II Laboratory
COURSE SYLLABUS

COURSE NUMBER AND TITLE:
BIOL 2102 (Online Anatomy & Physiology II Lab Course)

COURSE (CATALOG) DESCRIPTION:
A continuation of the study of the structure and function of the human body including the endocrine, cardiovascular, immune, respiratory, digestive, urinary and reproductive systems. Consideration is given to metabolism electrolyte and fluid balance, and human development.

Prerequisite: BIOL 2101 or BIOL 2401

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<tr>
<th>INSTRUCTOR: Dr. Cano-Monreal</th>
<th>OFFICE: Building W: Online Learning Office (104)</th>
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<tbody>
<tr>
<td>OFFICE HOURS: TBA</td>
<td>OFFICE TEL: 956-364-4361</td>
</tr>
<tr>
<td>E-MAIL: <a href="mailto:gicanomonalreal@tstc.edu">gicanomonalreal@tstc.edu</a></td>
<td>(use if can’t access Moodle Messages or Course Discussion Forums)</td>
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COURSE REQUIREMENTS: This course is divided into the following lab units:

- A. The Endocrine System
- B. Blood & The Cardiovascular System
- C. Lymphatic and Immune System
- D. The Respiratory System
- E. The Digestive System/Nutrition
- F. The Urinary System
- G. Fluid, Electrolyte, Acid Balance
- H. The Reproductive System

Each lab unit is divided into exercises which contain information, animations, experiments (physical and virtual), and assignments. Discussion forums require you to interact with course members. Performance will be assessed by lab exercises, review sheets, discussions, reports, and end-of-unit exams. Proctored mid-term and final exams required. This course will be delivered online using: two websites: 1. TSTC Moodle (https://mycourses.tstc.edu/) & 2. Mastering A&P (www.masteringaandp.com)

LEARNING OUTCOMES:
Specific learning objectives for each lab exercise are also included at the exercise level on each lab exercise introduction/task sheet. Pay close attention to the learning objectives in the introduction/task sheets as they are the basis for all exam questions. The overall objectives for the course are below.

1. Identify the principal components of the endocrine system according to their location, structure, chemical secretion, effect on body tissue, and disorders associated with malfunction.
2. Identify the primary components of the digestive system according to their basic structure, location, and physiological role in the process of digestion.
3. Identify the mechanical and the chemical process involving carbohydrate, protein, and fat foods types.
4. Identify the organs of the respiratory system and explain how they function in obtaining the oxygen needed for oxidation of nutrients and in removing the waste carbon dioxide that results from oxidation.
5. Identify the structure and function of red blood cells, white blood cells, and blood platelets, the mechanisms that serve to control the members of these cells, and various blood disorders.
6. Identify the structure of the heart, which acts to pump blood, and the structure of the blood vessels, which carry the blood between the heart, the body cells, and the various organs that communicate with external environment. Also, identify structures of the lymphatic system and its role in immunity.
7. Identify the major components of the urinary system, function, and formation on urine.
8. Identify the organs of the reproductive systems (male and female), structure and function of the organs, and explain how their functions are regulated by hormones.

CORE OBJECTIVES
1. Critical Thinking – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Empirical and Quantitative Skills – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

MAJOR COURSE TOPICS AT-A-GLANCE
Tentative Schedule (Subject to change by your instructor)

<table>
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<tr>
<th>Week</th>
<th>Lab Unit</th>
<th>Reading and Resources</th>
<th>Events</th>
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</table>
| 1    | Unit A   | Lab text; resources on Moodle & Mastering A&P Coaching Tutorials | Intro Forum  
Lab Review Assignment (LO 1) |
|      | Scientific Method  
Endocrine System |                        |        |
| 2    | Blood    | Lab text; resources on Moodle & Mastering A&P Coaching Tutorials | Lab Review Assignment (LO 5)  
Lab Discussion (LO 1 & LO5) |
| 3    | Unit B   | Lab text; resources on Moodle & Mastering A&P Coaching Tutorials | Lab Unit A Assessment (LO1 & LO5) |
|      | The Heart|                       |        |
| 4    | The Blood Vessels | Lab text; resources on Moodle & Mastering A&P Coaching Tutorials | Lab Review Assignment (LO 6) |
| 5    | Blood Vessels,  
Cardiovascular  
Physiology-Blood  
Pressure and Pulse  
Determinations | Lab text; resources on Moodle & Mastering A&P Coaching Tutorials | Lab Review Assignment (LO6)  
Lab Discussion (LO 6) |


REQUIRED TEXT AND MATERIALS:


2. **Mastering A&P:** If you are taking the lecture portion of this course (BIOL 2302) and have purchased a lecture book with Mastering A&P access then you are set - you don’t need to purchase another access code (as long as you correctly follow the login procedures I provide to you in the course). If not, you will need to purchase Mastering A&P access separately ($60). **This component is required for the online course. You will not be able to complete selected lab exercises and assignments without it.**

   **Follow the instructions found on the Mastering A&P login procedures sheet** to purchase and log-on to this component of the course. **Once you have access to Mastering A&P you can use it for multiple semesters and for both lecture and lab courses as long as you correctly follow the instructions provided to you!**

3. **Required Computer & Software:**
   - Internet accessibility (high speed)
   - Browser – Mozilla Firefox (download for free)
   - Adobe Reader - Can be downloaded for free at (http://get.adobe.com/reader/)
• Access to Moodle (https://mycourses.tstc.edu/). For questions, contact the Online Learning Office (956-364-4950) or Help Desk via phone: 1-800-592-8784, email: tstchelpdesk@tstc.edu, or Yahoo IM: tstchelpdesk.
  - On the Moodle site run the Moodle Browser check to ensure that your computer will run Moodle and course quizzes and tests properly.
  - For more information on TSTC Moodle System Requirements, access the Moodle Quick Start Guide for Students on the Moodle Homepage

GRADING CRITERIA & SCALE:
• Determined by successfully meeting course objectives, being an active participant in the course, and completing assignments and exams by deadlines.
• A set 20 extra credit points will be offered in the course throughout the semester.
• Grading Scale: A= 90-100%; B = 80-89%, C = 70-79%; D = 60-69%; F = <-59%

ACCOMODATION STATEMENT:
If you have a documented disability which will make it difficult for you to carry out classwork as outlined and/or if you need special accommodations due to a disability, please contact (956) 364-4520 or visit the Support Services Office in the Auxiliary Services Building as soon as possible to make appropriate arrangements.

CLASS POLICIES:
1. Copyright Statement:
The materials used in the course (textbooks, handouts, media files (podcast, MP3, Videos, RSS Feeds), and all instructional resources on the colleges Learning Management System (Moodle) are intended for use only by students registered and enrolled in this course, and are only to be used for instructional use, activities associated with, and for the duration of the course. By "handouts," this means all materials generated for this course, includes but not limited to syllabi, quizzes, exams, lab problems, in-class materials, review sheets, and any additional materials. These materials may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act. These materials may not be reproduced, displayed, modified or distributed without the express prior written permission of the copyright holder or TSTC. For further information contact your instructor.

2. Communication:
Your instructor will correspond with you within your TSTC Moodle course via the News Forum, Discussion Forums, and Moodle Messaging. Although you may receive messaging notifications to your personal email account, your responses should be made within the Moodle environment by responding to the appropriate Discussion Forum post or Moodle message. It is your responsibility to check Course Discussion Forums and Messages on a daily basis. In the event that Moodle is down or if the instructor advises, you may email the instructor at glcano-morreal@tstc.edu. All correspondence to the instructor at this email address must come from your TSTC student mymail.tstc.edu email address and must contain the course you are enrolled in within the email subject line.
Your instructor will make every attempt to respond to your emails within 24 hours, except on Saturdays and holidays. Any technical questions should be directed to the TSTC Help Desk at 1-800-592-8784, tstchelpdesk@tstc.edu or Yahoo IM: tstchelpdesk.

3. Course schedule and Due dates:

All assignment due dates can be found on the course calendar that I provide to you (not the Moodle calendar) on the course website under General Course Information. Alterations to assignments will be communicated to the students via Moodle announcement forums. All assignments are due on dates specified. Failure to meet deadlines will result in a 50% reduction in grade for each day late. Online quizzes and exams deactivate if not completed by the deadline. Assessments and proctored exams must be taken within the week released and cannot be made up. Extra credit assignments are not granted any extension.

4. Assessments and proctored exams:

Assessments are non-proctored exams. Proctored exams are password protected, must be scheduled with the TSTC Testing Center, and must be taken in a proctored setting in the week available. Proctored exams cover 70% new material & 30% comprehensive material since the last proctored exam.

You must register in advance for your proctored exams at https://secure.harlingen.tstc.edu/workshop/. Walk-ins are not allowed! A video on how to register can be found at: http://www.tstc.edu/harlingenol/onlinestudentsupport. Testing hours and policies can be found at: http://www.tstc.edu/harlingenol/ProctoredTesting. Please access this site before reporting for your first proctored exam as there is information that you will need to know. If you reside out of the area and need to set up proctored testing arrangements call the Online Learning Office at least 2 weeks before the test date to ensure that all necessary paperwork is faxed to and from the approved proctored testing site.

As stated in the Online Learning Student Procter Exam Agreement, no open books, notes, cell phones, extra internet windows, open purses or backpacks, or breaks are permitted during proctored exams. A student caught in this behavior will be instructed to stop the exam and the incident reported to the instructor. This will result in a grade of zero for the exam.

5. Academic Honesty:

You are responsible for submitting your own work and completing assignments on an individual basis unless stated by the instructor. Copying work from any source including another student or the instructor is plagiarism. Use of information must be properly cited. All forms of scholastic dishonesty in the TSTC handbook are forbidden in this course. See the student handbook at http://harlingen.tstc.edu. Students found engaging in forms of academic dishonesty may receive a zero on the work, and F in the course.

6. Participation:

You are responsible for being an active participant in the course by interacting with the instructor and classmates. Participation will be evaluated at mid-term (50 points) and end-of-term (50 points) and will contribute to 100 total points of your grade. See the participation rubric on the course website for point breakdown.
7. **Office Hours (virtual and f2f), E-mail, & Lab Sessions:**

I will have virtual office hours on the course website for one hour on T/Th (TBA) and from 8:30-9:30 PM on Sundays. This will hopefully accommodate your schedules. If you have not grasped a concept appropriately PLEASE ask for help; in addition, if you wish to come into the lab let me know so that we can set this up.

8. **Netiquette:** You are expected to abide by these rules of netiquette in this course.

1. Even though you are “speaking” to someone online – think about how and what you are “saying”.
2. Pay attention to spelling and grammar. Others are reading your work: do not make it difficult for them by using poor spelling and grammar. In addition, there is no place for inappropriate language in this course.
3. Share your knowledge with others. Post to discussion boards in a timely manner. Other course members may be waiting for you so they can post replies or finish an assignment – do not make them wait until the deadline. This isn’t fair and shows that you are not setting aside appropriate time for your coursework.

**NOTE:** Any changes to this course syllabus will be provided in writing to the student and updated on all posted locations.

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The Supplemental Instruction & Tutoring Program at TSTC offers free tutoring and academic support services to help you achieve your academic and career goals. You can access the most up-to-date Supplemental Instruction & Tutoring Schedule, as well as *MyTSTC Video Tutor Library*, by using your smart phone to scan over the QR code below or visiting our webpage at: [http://www.tstc.edu/harlingenoss/situtoringprogram](http://www.tstc.edu/harlingenoss/situtoringprogram)

For more information, please contact the Office of Student Success at 956.364.4163 or the Supplemental Instruction & Tutoring Program at 956.364.4170.