COURSE NUMBER AND TITLE:
BIOL 2301 Anatomy & Physiology I (Online Lecture Course)

COURSE (CATALOG) DESCRIPTION: Study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses. Pre-requisite: Recent high school Biology, Chemistry or BIOL 1309 is recommended.

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OFFICE HOURS: TBA
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MAJOR COURSE REQUIREMENTS: This course is divided into the following:
Module 1: Organization of the Body
   A. An Introduction to Human Anatomy & Physiology
   B. The Chemical Basis of Life
   C. The Cell
Module 2: Tissues and The Integumentary System
   A. Tissues
   B. The Integumentary System
Module 3: Support and Movement of the Body
   A. The Skeletal System
   B. Joints
   C. The Muscular System
Module 4: Regulation and Integration of the Body
   A. The Nervous System I
   B. The Nervous System II
   C. The Special Senses

Each module is divided into lessons containing information, animations, practice exercises and assignments. Some assignments are discussion forums which require interaction with other course members. At the end of each module you will be assessed by an exam. Proctored mid-term and final exams are 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 OBJECTIVES: Overall Student Learning Objectives for BIOL 2301
Specific learning objectives are included at the lesson level on each lecture lesson 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. You will be able to:
1. Describe the structure and function of the human body.
2. Describe the five levels of organization that make up the body: chemical, cellular, tissue, organ and system.
3. Identify the body at the cellular and chemical levels of organization and define the various biological processes that occur at the cellular level.
4. Identify the structure and function of the epidermis and dermis layers of the skin. Also describe the skin in health and disease.
5. Identify bones, types of cartilage, and joints of the skeletal system, and identify the microscopic structure of bone cartilage.
6. Identify the major muscles and explain contraction at the anatomical physiological and chemical levels.
7. Identify the major components of the nervous system. Also identify the structure and function of various cell types and physiological aspects of nerve impulse transmission, regeneration, and reflex arc.

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 (Subject to change by your instructor)

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### REQUIRED TEXT AND MATERIALS:

1. **Textbook & Online Resource:** Marieb, Elaine N. *Human Anatomy & Physiology* 9th edition. San Francisco, CA: Pearson Benjamin Cummings, 2013. You will also need the online component: Mastering A&P. There are various book purchasing options for you:

   **A.** The **printed** textbook has ISBN: **9780321743268**. This is available in the TSTC bookstore.

   **B.** Mastering A&P access may be purchased online through the Mastering A&P website.

   **C.** You can purchase access to Mastering A&P with the **ebook**. The ebook is the online version of the textbook and can be used instead of a print copy of the book. This is definitely an option as it is cheaper as long as you are okay with not having a printed version of the textbook.

   **D.** It is fine for you to use an older version or used copy of the text. You will just need to purchase access to Mastering A&P. **This is required for your success in the online course!**

Follow the instructions found on the Mastering A&P login procedures sheet to purchase and log-on to Mastering A&P (the sheet can be found on the Moodle course site under General Course Information). Please note that once you have access to Mastering A&P that you can use it for multiple semesters and for both lecture and lab courses.

2. **Required Computer & Software:**
   - Internet accessibility (high speed)
   - Browser – Mozilla Firefox (download for free)
   - Access to Moodle (https://mycourses.tstc.edu/). For questions, contact the Distance Learning Department (956-364-4950) or Help Desk via phone: 1-800-592-8784, email: tstchelpdesk@tstc.edu, or Yahoo IM: tstchelpdesk.
o On the Moodle site run the Moodle Browser check to ensure that your computer will run Moodle and course quizzes and tests properly.

o For more information on TSTC Moodle System Requirements, access the Moodle Quick Start Guide for Students:
https://mycourses.tstc.edu/file.php/1/docs/quickstartstudent.pdf

GRADING CRITERIA & SCALE:

- Determined by successfully meeting course objectives, being an active participant in the course, and completing assignments and exams by deadlines.
- Various assignments for 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, which includes but are 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. Communicating with your instructor

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 cmwimberley@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 email and announcement features. 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 during the week on Wednesday from 10:00-11:00 AM and from 9:00-10:00 PM on Sunday. This will hopefully accommodate your schedules. If you have not grasped a concept appropriately PLEASE ask for help. I am available in my office as well for those of you in the area.

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.