Course Syllabus

BIO 137 45Z2: Anatomy and Physiology I w/Lab (1010)
Summer/2019, online

Instructor Contact Information
Instructor Name/Title: Diane Gibson/Associate Professor of Biology

Office Hours: TBA                        Phone Number: 859-428-8424 (Call or Text)
Office Location: JCC 255, Hazard         Email Address: diane.gibson@kctcs.edu

Course Information

Course Description
The interrelationship of structure and function of each body system will be presented in two semesters. The first semester will include basic chemistry, cell structure, cell physiology, metabolism, tissues and integumentary, skeletal, muscular, and nervous systems.

Prerequisites
Reading, English, and Mathematics assessment exam scores above the KCTCS developmental placement level or successful completion of the prescribed developmental course(s) or consent of instructor.

Start Date: 6-3-19
Midterm/Last Date to Withdraw Without Instructor Permission: 6-17-19
Last Date to Withdraw with Instructor Approval: 6-26-19

Textbook Information and Supplies
Hole’s Human Anatomy and Physiology Sheir 15th ed. w/connect plus access (McGraw-Hill)

Course Competencies/Student Learning Outcomes
Upon completion of this course, the student can:

1. Explain basic principles of inorganic and organic chemistry as they apply to physiological processes.
2. Describe basic cell structure and function.
3. Describe the structure and function of major tissue types.
4. Recognize the complementarity of structure and function.
5. Describe basic metabolic processes of organ systems.
6. Explain the interrelationships between organ systems and physiological processes.
7. Explain the major homeostatic mechanisms utilized in each body system in response to internal and external environmental changes.
8. Explain physiological and anatomical mechanisms of common dysfunctions.

General Education Course Competencies/Student Learning Outcomes
Conduct a hands-on project using scientific principles (category experience).

1. Demonstrate an understanding of the methods of science inquiry.
2. Explain basic concepts and principles in one or more of the sciences.
3. Apply scientific principles to interpret and make predictions in one or more of the sciences.
4. Explain how scientific principles relate to issues of personal and/or public importance.

**Course Structure, Evaluation, and Grading Methods**

**Registering for Connect**

This semester we will be using a program for homework and course readings called Connect from McGraw-Hill, the publisher of our textbook.

To register for Connect: go to the Blackboard course shell for BIO 225, and then go to the assignments link on the left, you will be taken to the assignments we're going to do this semester. If you click on one of them, it will take you to the Connect software. It will ask you for your e-mail (please use your school email address).

Our connect course web address is:

**Course methodology and grading:** Your grade will be determined based on the percentage you earn out of the total points possible for the course. Points are divided amongst the following categories:

**Exams (4 @ 1040 points possible)**
There will be four exams, each worth 260 points. Each exam is cumulative but will focus on topics from the chapters covered since the last exam. The cumulative final exam is exam 4 and will be set up like all previous exams. Exams are 60 questions in multiple choice and true/false format. They are timed at 50 minutes. This is a closed-resource exam.

**Chapter Reading Outlines/Notes (12 @ 600 total points possible)**
You will read the assigned chapter and submit your chapter outline/notes for manual grading. Notes from class will not earn points for this grade. Your chapter notes should be 3ish pages long. I want to see enough detail so that I know you spent time reading, but not so much that it becomes impossible to keep up with the course load. An outline should look something like this:

1. Major Topic
   a. Point 1
      i. Detail 1
      ii. Detail 2
      iii. Detail 3
      iv. Detail 4
   b. Point 2
      i. Detail 1
      ii. Detail 2
      iii. Detail 3

**Learnsmart Homework (12 @ 1200 total points possible)**

In addition to doing homework to reinforce material discussed in class, you will also be asked to do weekly LearnSmart assignments (also through Connect and available on Blackboard). These assignments go along with the reading for the material and helps you identify parts of the chapter that you didn’t understand, so you can specifically go back to those portions and re-read them rather than re-reading the whole chapter. Doing these reading assignments before class discussions and the
homework after class should put you in the best position to succeed on the tests and exposure to the material in 3 different formats – reading, class discussion, and application through homework – should ensure that you understand the material and easily recall it in your future classes and when you need it in your future jobs in the real world.

**Chapter Quizzes (12 @ 540 total points possible)**
After completing the chapter Learnsmart you will complete a chapter quiz with multiple-choice, true/false, and interactive questions. You are able to repeat this assignment as often as you want until the due date. This is a good way to practice for your timed exam.

**Chapter Animations (12 @ 150 total points possible)**
These are short videos with accompanied multiple-choice questions. These videos put chapter content into a visual and active perspective. These are typically very short assignments to complete but helpful when learning some of the more difficult processes.

**Final**- For the proctored final, it is the student’s responsibility to contact their preferred testing center information and work collaboratively with their chosen testing center to set up a time and date to take the closed-resource exam. Students need to forward me with their testing center time and date receipt and must take the initiative to contact me with this information **10 business days** before their intended test date will forfeit the chance to take the final which is worth approximately 15% of the grade. It is the student’s responsibility to **schedule the exam on or before 5pm on the exam due date.** This exam will be a 100 questions, multiple choice, computerized, and content-based with a two-hour time limit. “Content-based” means that your questions will be generated based on the topics from the course competencies. **Your final is due before 5pm on June 28th.**

**Lab Learning Content**

**APR-** Are quizzes in connect associated with the assigned APR lab and will help prepare you for exams.

**PhILS-** Completed using Ph.I.L.S. 4.0 lab software. The link to PhILS is on the bottom right of the connect page under “Links”. You will complete the assigned virtual lab before taking the quiz and attach a screenshot of your completed lab.

**Grading Policy/Scale**

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4516.8-4065</td>
<td>A</td>
</tr>
<tr>
<td>4064.9-3613</td>
<td>B</td>
</tr>
<tr>
<td>3612.9-3162</td>
<td>C</td>
</tr>
<tr>
<td>3161.9-2710</td>
<td>D</td>
</tr>
<tr>
<td>2709.9-0</td>
<td>E</td>
</tr>
</tbody>
</table>

**Assignment due dates**- Late assignments will not be accepted for any reason. Please work ahead of the schedule outlined below in case of life’s mishaps.
All work is due before 5pm on June 28th

It is your responsibility to have access to properly functioning computers with up-to-date software and plug-ins.

I grade on a weekly basis and this usually happens on Friday. I do not accept assignments via e-mail because it gets very difficult to keep track of who submitted what. Please e-mail me if you are having issues submitting assignments by clicking on the assignment name in Blackboard.

Class Policies/Procedures

Inclement Weather Class Policy/Procedure
During periods of inclement weather, HCTC will either open at 11:00 or be closed. On days that HCTC open at 11:00 a.m., all courses scheduled BEFORE 11:00 a.m., will be canceled. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information. This is an online course so inclement weather does not affect course participation.

General Class Make-up, Late Assignment Class Policy/Procedure

Late assignments or exams will not be accepted for any circumstance; therefore, I strongly encourage you to consistently complete work. If you are having issues with your computer or accessing a computer in general, you can contact your campus for information on open computer labs or work at the public library. Technology issues will not be accepted as an excuse for incomplete assignments. It is your responsibility to have access to properly functioning computers with up-to-date software and plug-ins.

Attendance Class Policy/Procedure
Consistent participation and completion of work is required.

Withdrawal Class Policy/Procedure
A student may officially withdraw from any class up to and including the date of midterm with a W grade assigned to the student’s record. After midterm a W grade will be assigned with instructor’s permission at their discretion if contacted before noon on June 26th.

Accommodations Procedure
HCTC recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student with disabilities may request appropriate course accommodations to ensure that full benefits are received and that the instructor is aware and can make the proper adjustments. Students are encouraged to meet with the Disability Services Representative to develop and complete an Accommodations Plan.

Julie Caudill, HCTC Disabilities Services Representative
Phone: 606-487-3486 and Email: jcaudill0129@kctcs.edu
Appeals Process
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Dean/Supervisor (see below for contact information) of the faculty member. For information about academic rights, academic offenses, and the student’s formal right to appeal, review the KCTCS Code of Student Conduct.

Dean/Supervisor Contact Information

<table>
<thead>
<tr>
<th>Campus/Office Location/Number</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lees Campus, Smith Admin</td>
<td>(606) 487-3504</td>
<td><a href="mailto:Leila.Smith@kctcs.edu">Leila.Smith@kctcs.edu</a></td>
</tr>
</tbody>
</table>

Student Services-Adult Basic Education Services / Supplemental Instruction: 
https://hazard.kctcs.edu/about/student-life/student-support-services.aspx

Developmental Course Emphasis:
Late assignments or exams will not be accepted for any circumstance; therefore, I strongly encourage you to consistently complete work.

Inside/Outside Classroom Interaction:
See contact information

Children in the Classroom:
Not allowed.

Cell Phone Use:
Not allowed.

Library Information:
https://hazard.kctcs.edu/current-students/student-resources/library/index.aspx

Approved Course Outline:
Posted on Blackboard

Bibliography:
N/A

Assignment/Lab Sheets/Rubrics:
Posted on Blackboard

Additional Syllabus Information:
Review the HCTC Website: (from HCTC Website Click Academics > Syllabus Information)

Print Version of URLs listed in the syllabus:
Academic Calendar: https://hazard.kctcs.edu/education-training/academic-calendar/index.aspx
HCTC Syllabus Website: https://hazard.kctcs.edu/current-students/academic-resources/syllabus_information.aspx
Student Code of Conduct: https://kctcs.edu/current_students/code_of_student_conduct.aspx