Hazard Community and Technical College
Course Syllabus

Bio 137 45Z3: Anatomy and Physiology I (1079)
Summer 2019, Online

Instructor Contact Information
Instructor Name/Title: Rex Medlin
Office Hours: M-F 8:00 – 10:00 AM EST
Office Location: TBA
Phone Number: TBA
Email Address: rmedlin0006@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
As stated in the current KCTCS Catalog found on-line at http://www.kctcs.edu/catalog/

Start Date: July 1, 2019
Midterm/Last Date to Withdraw Without Instructor Permission: July 15, 2019
End of Regular Class: July 28, 2019
Final Exam: July 29, 2019

Textbook Information and Supplies – Included with tuition.

This course requires McGraw-Hill Connect digital content, through the Course Charge program, where a discounted charge will be placed directly on your tuition. You will not be asked for payment when you register into your Connect course. Your course will automatically come with an eBook, but there is also a value edition text available in the bookstore if you prefer a paper copy of the text.

Course Competencies/Student Learning Outcomes
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

Natural Sciences (NS)
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

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<th>Method</th>
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<td>Timed Exams</td>
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<td>Final Exam</td>
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<tr>
<td>Connect (LearnSmart) Modules</td>
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<td>Practice Quizzes</td>
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<td>Lab Assignments</td>
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Grading Policy/Scale
90% - 100% = A, 80% - 89% = B, 70% - 79% = C, 60% - 69% = D, Below 60% = E

Course Calendar
Unit I  July 6
Unit II July 13
Unit III July 20
Unit IV July 27
Final Exam July 29

* All due dates expire at 5:00 PM Eastern
** Each unit contains three chapters and an exam. Each chapter contains one Learnsmart assignment, one practice quiz, and at least one lab.

Descriptions/Procedures
Timed Exams are single attempt assessments covering 3 chapters each with a 1 hour time limit (the clock starts when you open the exam and does not pause). There are four such regular exams for the class, plus a final.

Final Exam: This exam is comprehensive and must be proctored. It is your responsibility to find and arrange for a proctor at your home campus testing center (the earlier the better).
Participation in the proctored final exam is required.
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Connect (LearnSmart) Modules will guide the students through the chapter in a structured Questions and Answer format using Connect. Activities will be found throughout the lesson to test your knowledge. **These may be repeated as often as you like.**

Practices Quizzes are assignments that will help you practice for the exams and are found in the lesson folders in Connect. Questions on practice quizzes will be both from lab and chapter exercises. Each practice quiz has a 45 minute time limit (the clock starts when you open the quiz and does not pause). **These may be repeated as often as you like.**

Lab Assignments will be Anatomy and Physiology Revealed (APR) activities. See the “Getting Started” and “Resource” areas of our Blackboard shell for more information. Directions for each lab activity are found in their respective chapter folders in Learning Content. **Please note: Post Lab quiz results must be attached to the Blackboard grade book in PDF or MS Word form for full credit.**

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.

As this is an online class, the inclement weather policy does not apply.

General Class Make-up, Late Assignment Class Policy/Procedure
Assignments may be completed early, but will not be accepted late. Failure to complete items on time will result in a zero for the assignment. See Learning Content and the Course Calendar in Blackboard for more details.

Attendance Class Policy/Procedure
Attendance will be assessed by the completion of assignments. In accordance with HCTC’s “no-show” policy, students not completing the Policy and Procedure Agreement during the first week of class will be reported as a “no-show”. Please be advised that financial aid availability can be affected by such a report!

Withdrawal Class Policy/Procedure
A student may officially withdraw from any class up to and including the date of mid-term with a W grade assigned to the student’s record. Students may withdraw with a grade of W after midterm and until the last regular day of class with the instructor’s permission.

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
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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 Student Code of Conduct found online at https://kctcs.edu/current_students/code_of_student_conduct.aspx

Dean/Supervisor Contact Information
Dean/Supervisor: Leila Smith
Office Location: Lees Campus, Smith Admin Building, Room 101A
Phone Number: (606) 487-3504
Email Address: Leila.Smith@kctcs.edu

Additional Syllabus Information on the HCTC Website:
(From HCTC Website Click Academics > Syllabus Information)
Print Version of URLs listed in the syllabus:
Academic Calendar: https://hazard.kctcs.edu/academics/academic_calendar.aspx
HCTC Syllabus Website: http://hazard.kctcs.edu/Academics/Syllabus_Information.aspx
Student Code of Conduct: https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx

Policy and Procedure Agreement
I hereby state that I have read and agree to all policies and procedures described in this syllabus.

Printed Name:_________ Signed Name:_________ Date:_________

I understand and agree that assignments must be completed and turned in before 5:00 PM EST of the last regular day of class or they will become automatic zeros.

Printed Name:_________ Signed Name:_________ Date:_________

Please fill out and attach this Policy and Procedure Agreement to the grade book following directions posted at the top of Learning Content. Please include a copy of your photo ID as well.