



## BIOL 2404: Human A & P

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432/335-6533

### Instructor information

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### Course Information

#### Course

Title: Human Anatomy and Physiology, BIOL 2404.WB  
Course Dates: August 22, 2010 – December 12, 2010  
Course Credits: 4 credits – lecture and lab  
Prerequisites – Pass reading on THEA or COMPASS and be eligible for College Algebra by passing math on THEA or COMPASS or by passing the developmental math sequence.

**Course Description:** In this one-semester course, learners learn scientific terminology, specific information and concepts about the anatomy and physiology of the 11 body systems. In laboratory exercises learners learn mathematical calculations for conversions between the metric and English systems of measurement, the anatomy of muscles, bones, nervous organs, blood vessels and endocrine glands, plus various organs of other systems. (SCANS 1, 3, 6, 9)

#### Course Objectives

1. Learner will be able to recognize and use the language and mathematical conversions required for exploration in the scientific and medical fields.
2. Learner will be able to identify the molecules that are the building blocks of the human body.
3. Learner will learn the basic chemistry needed to conceptualize the inner workings of the body's organ systems.
5. Learner will be able to identify the activities of various cellular structures responsible for maintaining life.
4. Learner will be able to identify the structures and functions of the eleven organ systems, as well as how each system interacts with the others.

This course is a core course for Emergency Medical Services Professional, Medical Office Technology Specialist – Level III, and Radiology.

This course meets the general education requirements for an Associate in Science degree in Exercise and Sports Science and Athletic Training, Associate in Applied Science in Occupational Safety and Health Technology and Associate in Arts in Teaching.

### **Required Materials**

Textbook: *Essentials of Human Anatomy and Physiology, 9th ed.*, by Elaine Marieb

Lab Manual: *PhysioEx 9.0*, by Stabler

**Prerequisites and Basic Skills:** In order to take this course online, you must have successfully passed the Reading and Math components of the Compass or THEA and be eligible for MATH 0375. Additionally, you should not attempt to take this course online unless you are very comfortable using a computer. You are 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.

**Successful Online Learner:** The following statement describes certain attributes of the most successful online learners. It was taken from a book that I read as part of an online education workshop. Feel free to contact me if you would like information about the book. "The successful online learner can work fairly well independently, engaging the course materials with minimal intervention on the part of the instructor. The learner 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."

**Email Information for non-assignments:** For general email questions or comments please use the following format.

**Title your email with the following in the subject area: BIOL2404 – brief description of message.**

Always include your name in body of the email message. I won't recognize you by your email address. If your name is not in the message it will be returned to you unanswered.

Please do not send assignments in an email message.

**Importance of Email Rules:** Why does OC require you to use the student email account instead of your regular email account? One reason is that messages from companies such as Yahoo, Google, AOL, and others commonly end up getting filtered out and placed in a junk folder. Using the OC email also helps to protect the faculty from receiving email which contains viruses, Trojan horses, worms, etc. that may damage our computers. The IT department has access to both learner and faculty email accounts and not to your regular email account, so they can aid learners in the event of a problem. While this policy may seem inconvenient to you it is in place for your protection and ours.

I know the email rules may seem cumbersome to you at first, but keep in mind that I have around 100 learners in my various courses at any given time. If half of the learners send me a message missing a name, title, course, or some other basic information, I would either have to look up the information or send an email asking for clarification. This would require many unnecessary hours of extra emailing, just to get basic information that should have been included in the header or subject area. I'm not sure about you, but I don't have an extra couple of hours in my day. **It is for this reason that received email messages that do follow the email rules will be returned to you unanswered with an explanation of what needs to be added.**

**Dropping the Course:** If you consider dropping this course, please discuss your reasons with me prior to withdrawing from the course. Learners 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.

**Review of Online Exams:** Unfortunately, there is no way for me to make the exams available to online learners for review. Due to the way BlackBoard features operate; doing so would compromise the integrity of the tests in this course.

**Study Groups:** I highly recommend that you try to find other learners in this course to get together with for the purpose of learning the course material. This is a difficult course, but no more difficult than the same course that is taught on campus. Through the years I have seen the learners that form study

groups consistently perform at a higher level than the learners who stay isolated and try to do it on their own. This is observed in online courses as well. Of course, there are always exceptions. This brings up another important issue. There is a difference between studying together and cheating – there will be a statement of academic integrity that each learner must acknowledge and agree to follow in order to participate in this course.

### **Course Evaluation:**

**Announcements:** Various bits of information are placed here throughout the course. Please check it frequently because I place important information here that often arises suddenly.

**Tegrity/Audio Lectures:** This is a Tegrity course. Tegrity provides me with the technology to capture the classroom lecture and sync it with Powerpoints, image files, or videos that will be available online to learners in traditional and web courses. Make sure you go to the Tegrity tab each week and listen to the assigned lectures for that week. You may listen to these lectures on a computer or download the lectures to an iPod or other mp3 player. Please keep in mind that I do not offer this course on campus, so the lectures actually come from my A & P I and II courses. There may be a bit more information than you require, but what you do need will be in there. At this time, this is the best that I can do to assist you with learning the information.

**PhysioEx Assignments:** PhysioEx is a lab simulation software program. You should have an access code in your textbook bundle. There is a manual online and you use the 9.0 version. It will walk you through each step. You must follow directions exactly or you will not get the correct answers. Move through each section in order from “Overview” through “Lab Report”. At the Lab Report screen click on the “Save to PDF” button. This will be the file you submit for grading.

**CourseCompass:** Although there is no grade for this, it is expected that you will work through the activities for each chapter. Your access code is in your textbook bundle. **The course ID is griffin11553.**

**Discussion Board:** There will be at least one discussion question for each unit. You will be graded on your responses. Each learner should post an original response of at least 100 to 300 words to the posted question. Then provide a substantial response to at least one other learner. A substantial response is a minimum of 50 words and furthers the academic dialogue. Responses such as “I agree” or “Good job” do not constitute appropriate responses. Any late postings will result in a reduction of points, but you will receive points, so it is better to do them late than not at all.

Each learner should check the discussion board frequently for new postings. As situations arise, I will post information. There will also be a general discussion area for each unit. This is where questions you have can be posted and answered. This will allow you to help each other during the course. I will monitor the board to lend my assistance, but another learner can usually help out before I get to the board myself. If you are unclear about a subject, post a question. If you can clarify an idea for someone who has posted a question, post an answer. Participation in the discussion board is extremely beneficial in a distance education course. Before emailing a question to me, check the discussion board to see if an answer has already been posted.

**Please do not start a new thread each time.** If you are replying to a previous post, use the reply feature rather than beginning a new thread. This will keep the discussion board much more organized and easier for everyone to follow.

**Exams:** There is a lecture and separate laboratory exam for each unit. Once the exams have been closed, they will not be reopened, so be sure to take them by the due date. You may take them any time before they are due, but once the due date has passed, you may not take it. Should there be a known conflict prior to the exam, make arrangements with the instructor to before the due date. Each exam has a set time limit. When the exam opens you will be notified of the time allowed. Generally, the lecture exam is one hour and the lab practical is half an hour. Do not wait until the last minute to take the exam in case there are any technical difficulties. Please manage your time accordingly.

Allow each exam to completely load before clicking on anything. Otherwise, the exam will lock up and you will not be able to reenter it. Once you begin an exam, you must complete it. It will not allow you to reenter the exam at a later time.

There will be a comprehensive lecture final covering the entire semester's material.

**Assignment Submission:** All assignments will be submitted through the assignment in Black Board. It functions like adding an attachment to an email. I strongly suggest that you save your assignment first to your computer and KEEP it. This way, if there is a problem with submission, you can resend it to me without having to complete the assignment again.

**Tutor Lab:** Learners residing in this area are encouraged to visit the tutor lab which is called the Synapse. Student I.D. is required for participation in the Synapse. Synapse hours of operation are posted outside of the door at room WH 117. 335-6881

There is also "SmartThinking" tutoring available through the OC portal. Professional tutors are available for assistance through the internet.

**Grievances:** Learner grievances should first be discussed with the instructor. Unresolved issues may then be discussed with the instructor's immediate supervisor.

### **Policies and Procedures**

**Incomplete Policy:** Incomplete grade may be given only if (1) the learner has passed all work completed, and (2) he/she has completed a minimum of 75% of the required coursework. A grade of "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the learner. An Incomplete Contract must be signed and submitted by the learner before an incomplete can be given.

**Instructor's Response Time:** The instructor will check email every day (M-F). You will get response to your email within 48 hours. If the instructor is unable to do so (for some reason) you will be informed.

**Long-Term absence policy:** Learners are expected to make contact with the instructor each week by completing their assignments. If you are absent from the course for more than **1 week** without contacting the instructor, the course will be made unavailable to you. You will need to contact your instructor by email explaining the reason and request access to the course website. It is not the responsibility of the instructor to ensure your participation in the course.

**Statement of Academic Dishonesty:** In cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure as stated in the *Student Handbook* under the heading titled *Student Right to Due Process* on page 31.

**Statement of cheating/plagiarism and Copyright – disciplinary actions:** The instructor has the right to drop a learner with a grade of "F" if the learner is found to **plagiarize someone else's work in the class or someone else's work from the internet. This also applies to any learner's found to be re-using work from having previously taken the course!**

**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 me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations.

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### **Hardware/Software Requirements**

**Computer:** A minimum of 64 MB RAM, 1 G of free disk space, 150 MHz or higher recommended, a monitor capable of at least 800 x 600 resolution

**Peripherals:** Speakers to be able to listen to audio files.

**Software: Anti-virus software** is highly recommended for learners and instructors. Online courses involve much file sharing, which increases your risk of computer virus infection. Anti-virus software will help protect your computer in case of exposure to a computer virus.

**Other software:** You are required to submit assignments typed in Microsoft Word document, and I will ask you to view course content that is in the form of Microsoft Word. In this case, you must have access to Microsoft Word (2003), and documents must be sent in that format. You may need to download a free MS 2007 conversion package from [www.microsoft.com](http://www.microsoft.com)

There will be audio/video files in the course for which you will need [Windows Media Player](#) or [QuickTime](#) or [Real Player](#).

**Internet connection:** 56 K modem or better

**Browser and settings:** Microsoft Internet Explorer 6" (IE 6) works best with Blackboard on computers running the Microsoft Windows operating system.

Java and Cookies must be enabled. To enable Java:

1. In Internet Explorer 6, go to the "Tools" menu and choose "Internet Options".
2. Choose the "Privacy" tab and move the slider to "Medium" (which is the default setting) to enable Cookies.
3. To enable Java (if not installed, first see next item "Java Plug-in for Windows..." or Java Plug-in for Macintosh" below), while remaining in the "Internet Options" window choose the "Advanced" tab.
4. Scroll down until you see the "Java (Sun)" item and check the box beside "Use Java...".
5. Click "OK".
6. You may need to close your browser and all other applications and restart your computer before this setting takes effect.

**Email:** Learners enrolled in Odessa College must use Odessa College email address. Go to <http://www.odessa.edu/gmail/> to set up your email account. Your account was set up for you at registration. Do not create a new account. Simply follow the instructions.

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### **Preparation for Computer Emergencies**

**Computer Crash:** Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer that you can use when/if your personal computer crashes.

**Server problems:** When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email.

**Complete Loss of Contact:** If you lose contact with me completely (i.e. you cannot contact me via Blackboard or email), you need to call me at my office, 335-6533, and explain the reason you cannot contact me and leave me a way to contact you.

**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 thumb drive or external hard drive in addition to saving all course files on your computer. Thumb drives provide a very convenient method of storage. A 2GB model is a great investment in your peace of mind for around \$5-10. 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.

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## Student Support Services

### **ADA Accommodation/Support**

Rivera-Weiss, Becky 432-335-6861 [brivera@odessa.edu](mailto:brivera@odessa.edu)

### **Admissions & Registration & Transcripts**

Beard, Becky (Director) 432-335-6443 [bbeard@odessa.edu](mailto:bbeard@odessa.edu)

### **Blackboard Technical Support**

Lujan, Dianna 432/335-6538 [dlujan@odessa.edu](mailto:dlujan@odessa.edu)

### **Bookstore**

Stevens, Heather (Manager) 432-335-6654 [smolder@odessa.edu](mailto:smolder@odessa.edu)

### **Business Office**

Pollock, Debbie (Manager) 432-335-6600 [dpollock@odessa.edu](mailto:dpollock@odessa.edu)

### **Computer Services**

Carson, David (Director) 432-335-6649 [dcarson@odessa.edu](mailto:dcarson@odessa.edu)

### **Counseling**

Aguilar, Rosie 432-335-6741 [raguilar@odessa.edu](mailto:raguilar@odessa.edu)

### **Help Desk (Student Success Center)**

Ferrini, Susan 432-335-6876 [sferrini@odessa.edu](mailto:sferrini@odessa.edu)

### **Financial Aid and Scholarship**

Nesmith, Dee (Director) 432-335-6429 [dnesmith@odessa.edu](mailto:dnesmith@odessa.edu)

### **Library**

Petersen, Carolyn (Director) 432-335-6641 [cpetersen@odessa.edu](mailto:cpetersen@odessa.edu)

### **Testing Center/Career Center**

Pease, Terri (Coordinator) 432-335-6816 [tpease@odessa.edu](mailto:tpease@odessa.edu)

### **Dean of Arts and Sciences**

Keen, Kathryn 432-335-6544 [kkeen@odessa.edu](mailto:kkeen@odessa.edu)

### **Vice President of Student Services**

Bauske, Dr. David 432-335-6683 [dbauske@odessa.edu](mailto:dbauske@odessa.edu)

**Access to Odessa College Library Online Catalog**

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

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	<b>Name</b>	<b>Type</b>	<b>Description</b>	<b>Due Date</b>
Week 1	Introduction	Discussion	Get to know your fellow learners	8/28/11
	Get Ready for A & P Chapter 1 & 2	Assignment	Learn about learning styles and review basic math skills, Submit Post Test 1 & 2	8/28/11
	Navigation Assignment	Assignment	Learn to navigate the course	8/28/11
Week 2	Chapter 1	Study	Basics of A & P	9/4/11
	Chapter Activities	Study	Do chapter activities in Mastering A & P	9/4/11
	Chapter 1 Quiz	Quiz	Take Quiz over Chapter 1	9/4/11
	Lab Handout	Lab	Anatomical Regions and Terms	9/4/11
	Metrics Handout	Lab	Metric System and Conversions	9/4/11
Week 3	Chapter 2	Study	Learn chemical structure and properties	9/11/11
	Chapter Activities	Study	Do chapter activities in Mastering A & P	9/11/11
	Chapter 2 Quiz	Quiz	Take Quiz over Chapter 2	9/11/11
	Chemistry Handout	Lab	Learn chemical structure and properties	9/11/11
Week 4	Chapter 3	Study	Cell and tissue structure and metabolism	9/18/11
	Chapter Activities	Study	Do chapter activities in Mastering A & P	9/18/11
	Chapter 3 Quiz	Quiz	Take Quiz over Chapter 3	9/18/11
	Cells and Tissues	Lab	Learn cell and tissue structure and characteristics	9/18/11
	Diffusion	Lab	PhysioEx Lab Simulation #1	9/18/11
	Organelles	Discussion	Participate in Discussion Question 1	9/18/11
Week 5	Chapter 4	Study	Integumentary System	9/25/11
	Chapter Activities	Study	Do chapter activities in Mastering A & P	9/25/11
	Chapter 4 Quiz	Quiz	Take quiz over Chapter 4	9/25/11
	Integument	Lab	Learn structures of integumentary system	9/25/11
	Unit 1 Exams	Exam	Take Unit 1 Lecture and Lab Exams	9/25/11
Week 6	Chapter 5	Study	Skeletal System	10/2/11
	Chapter Activities	Study	Do chapter activities in Mastering A & P	10/2/11
	Chapter 5 Quiz	Quiz	Take quiz over Chapter 5	10/2/11
	Axial & Appendicular	Lab	Learn structures of skeletal system	10/2/11
Week 7	Chapter 6	Study	Muscular System	10/9/11
	Chapter Activities	Study	Do chapter activities in Mastering A & P	10/9/11
	Muscle Contraction	Lab	PhysioEx Lab Simulation #2	10/9/11
	Chapter 6 Quiz	Quiz	Take quiz over Chapter 6	10/9/11
	Muscles	Lab	Learn structures of muscular system	10/9/11
	Bones and Muscles	Discussion	Participate in Discussion Question 2	10/9/11
Week 8	Chapter 7	Study	Nervous System	10/16/11
	Chapter Activities	Study	Do chapter activities in Mastering A & P	10/16/11
	Chapter 7 & 8 Quiz	Quiz	Take quiz over chapter 7	10/16/11
	Nervous & Special Senses	Lab	Learn structures of nervous system	

	Unit 2 Exams	Exam	Take Unit 2 Lecture and Lab Exams	10/16/11
Week 9	Chapter 8	Study	Special Senses	10/16/11
	Chapter Activities	Study	Do chapter activities in Mastering A & P	10/16/11
	Chapter 7 & 8 Quiz	Quiz	Take quiz over chapters 8	10/16/11
	Nervous & Special Senses	Lab	Learn structures of special senses	
Week 10	Chapter 9	Study	Endocrine System	10/23/11
	Chapter Activities	Study	Do chapter activities in Mastering A & P	10/23/11
	Chapter 9 Quiz	Quiz	Take quiz over Chapter 9	10/23/11
	Endocrine System	Lab	Learn the components of endocrine system	10/23/11
	Hormone Activity	Lab	PhysioEx Lab Simulation #4	10/23/11
	Homeostatic Imbalances	Discussion	Participate in Discussion Question 3	10/23/11
Week 11	Chapter 10 and 11	Study	Blood and Cardiovascular System	10/30/11
	Chapter Activities	Study	Do chapter activities in Mastering A & P	10/30/11
	Chapter 10 and 11 Quiz	Quiz	Take quiz over Chapter 10 and 11	10/30/11
	Blood & Cardiovascular	Lab	Learn components of blood and structures of cardiovascular system	10/30/11
	Blood Typing	Lab	PhysioEx Lab Simulation #11	10/30/11
	Unit 3 Exams	Exam	Take Unit 3 Lecture and Lab Exams	10/30/11
Week 12	Chapter 12	Study	Lymphatic and Immune System	11/6/11
	Chapter Activities	Study	Do chapter activities in Mastering A & P	11/6/11
	Chapter 12 Quiz	Quiz	Take quiz over Chapter 12	11/6/11
	Lymphatic & Immunity	Lab	Learn tissues of lymphatic system and components of immune system	11/6/11
Week 13	Chapter 13	Study	Respiratory System	11/13/11
	Chapter Activities	Study	Do chapter activities in Mastering A & P	11/13/11
	Respiratory System	Lab	Learn structures of respiratory system	11/13/11
	Chapter 13 Quiz	Quiz	Take quiz over Chapter 13	11/13/11
Week 14	Chapter 14	Study	Digestive System	11/20/11
	Chapter Activities	Study	Do chapter activities in Mastering A & P	11/20/11
	Chapter 14 Quiz	Quiz	Take quiz over Chapter 14	11/20/11
	Digestive System	Lab	Learn structures and chemicals of Digestive System	11/20/11
	Chemical Digestion	Lab	PhysioEx Lab Simulation #8	11/20/11
	Unit 4 Exams	Exam	Take Unit 4 Lecture and Lab Exams	11/20/11
Week 15	Chapter 15 & 16	Study	Urinary System and Reproductive System	12/4/11
	Chapter Activities	Study	Do chapter activities in Mastering A & P	12/4/11
	Chapter 15 & 16 Quiz	Quiz	Take quiz over Chapter 15 and 16	12/4/11
	Urinary & Reproductive System	Lab	Learn structures of Urinary and Reproductive Systems	12/4/11
	Unit 5 Exams	Exam	Take Unit 5 Lecture and Lab Exams	12/4/11
	Week 16	Reflections	Discussion	Participate in Unit Discussion

Course Evaluation	Bonus	Evaluate course	12/8/11
Final Exam	Exam	Covers all course lecture material	12/8/11



