

Course Syllabus

NOTE: This syllabus is subject to change during the semester. Please check the syllabus on a regular basis for any updates.

Department : Biology
Course Title : Anatomy & Physiology I
Section Name : BIOL_2401_WB/WB8
Start Date : 08/22/2011
End Date : 12/03/2011
Modality : Online
Credits : 4

Instructor Information:

Name : Chester P. Cooper D.C.
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Course Description: This is the first semester of a two-semester online course in which anatomy and physiology are integrally presented. Students learn anatomic and physiologic terminology, the principles of the relationships between form and function and basic mathematical calculations necessary to convert between the metric and English systems of measurement. Students also learn specific information and concepts of basic chemistry, cell structure and physiology, cell reproduction and tissue structure. The anatomy and physiology of four of the body's eleven systems are also presented. Laboratory investigations allow students to acquire specific anatomical knowledge of these four systems with in depth study of bones, muscular function and microscopic examination of tissues.

Prerequisites/Corequisites: The learner must pass reading on THEA or COMPASS and be eligible for Intermediate Algebra by passing math on THEA or COMPASS or by passing the developmental math sequence in order to take this course. Concurrent enrolment in HPRS1106 is also required for enrolment in BIOL2401. 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, ability to 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.

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 organ systems.

4.Learner will be able to identify the activities of various cellular structures responsible for maintaining life.

5.Learner will be able to identify the structures and functions of the first four organ systems presented in our text, as well as how each system interacts with the others.

Required Course Materials: (Available as a package in the OC bookstore)

These are the same materials required in the Anatomy & Physiology I online course last semester.

Textbook: *Human Anatomy and Physiology*, 8th edition, Elaine N. Marieb

Student Access Kit: Web resources available at: www.MasteringAandP.com

ISBN of package: 0321694155

Course Requirements:

Course requirements include, but are not limited to the following: Textbook Readings, Viewing of Recorded Lectures/Demonstrations, Quizzes, Discussion Board Postings, Worksheets, Simulated Labs, Online Examinations, and Online Lab Examinations.

Students enrolled in Odessa College must use an Odessa College student email address for correspondence in online courses. See the end of this document for information on accessing your Student Email Account.

Weekly Lecture Schedule:

The following is tentative week-by-week schedule for this semester. The dates may change depending on many factors. We will begin with Chapter 1 and proceed through the book until we reach Chapter 15. Chapters 7 and 10 will only be covered in lab.

Our typical workweek will begin on Tuesday and end on Monday. Assignments for the previous week are **DUE** Monday at **8pm**.

Week 1	Aug. 22 – Aug. 29	Introduction, Module 1 – Chapter 1
Week 2	Aug. 30 – Sep. 05	Module 1 – Chapter 2
Week 3	Sep. 06 – Sep. 12	Module 1 – Chapter 2
Exam 1	Sep. 16 – Sep. 19	(Chapter 1 and 2)
Week 4	Sep. 13 – Sep. 19	Module 2 – Chapter 3
Week 5	Sep. 20 – Sep. 26	Module 2 – Chapter 4
Week 6	Sep. 27 – Oct. 03	Module 2 – Chapter 5
Week 7	Oct. 04 – Oct. 10	Module 3 – Chapter 6
Exam 2	Oct. 07 – Oct. 10	(Chapter 3, 4, and 5)
Week 8	Oct. 11 – Oct. 17	Module 3 – Chapter 8
Week 9	Oct. 18 – Oct. 24	Module 3 – Chapter 9
Week 10	Oct. 25 – Oct. 31	Module 4 – Chapter 11
Exam 3	Oct. 28 – Oct. 31	(Chapter 6, 8, and 9)
Week 11	Nov. 01 – Nov. 07	Module 4 – Chapter 12
Week 12	Nov. 08 – Nov. 14	Module 4 – Chapter 13, 14
Week 13	Nov. 15 – Nov. 21	Testing and preparing for final
Exam 4	Nov. 15 – Nov. 18	(Chapter 11, 12, 13, and 14)
Week 14	Nov. 22 – Nov. 28	Thanksgiving Holiday
Week 15	Nov. 30 (W) – Dec. 01 (Th)	Final Exam

Exams: The following list states the chapters included on each lecture examination and systems covered on the lab examinations. The exact examination dates will be announced in class at least one week prior to the test.

Module 1 Exam (Ch. 1 – Ch. 2)
Module 2 Exam (Ch. 3 – Ch. 5)
Module 3 Exam (Ch. 6, Ch.8, Ch. 9)
Module 4 Exam (Ch. 11 – Ch. 14)

Lab Mid-Term Exam (Body Organization, Chemistry, Metric, Membrane Transport, and Histology Labs)

Lab Final Exam (Skeletal, Muscle, Nerve, and Special Sense Labs)

Makeup Exams: Since technology errors do occur from time to time, you should be aware of the following policy. If your exam does not submit properly you will be given the opportunity to take a makeup exam. All makeup exams will be proctored and must be taken in a College Testing Center without the use of a book or notes. The Makeup Exam is a different exam than the normal test. Makeup exams may be essay exams. Depending on the college in your area, there may be a fee for this service. There will be no Makeup Exam provided for students that do not attempt to take an exam within the prescribed time period (usually 3 days).

Course Grade: The Course Grade will be determined by the following weighted scale: Lab Exams 10%, Homework 20%, Final Exam 30%, Lecture Exams 40%.

Percentage %	Grade
90-100	A
80-89	B
70-79	C
60-69	D
≤59	F

Completed homework assignments are to be submitted to your instructor by email. Discussion questions will be completed online in the discussion area of the Blackboard website. A deduction of 15 points will be assessed for each day an assignment is late; therefore, assignments that are 3 days late will receive a maximum grade of 55%. Assignments will not be accepted after they are more than three days late. Typically students that get behind in A&P web courses have a difficult time catching up and passing the course. I don't want this to happen to you. This policy is here in order to motivate you to stay current in your course work.

This is not a self-paced course:

The course will be presented in Modules. A Module contains lecture assignments and materials to be covered during a specific period of time. For example: Module 1 is composed of assignments from Chapter 1 and 2, the first Module spans from Week 1 through Week 3. A Lecture Examination will be available the Friday after the Module closes. Example: Module 1 ends Monday, Sep. 12; therefore, the Module 1 Exam will open on Friday, Sep. 16 and be available through Monday, Sep. 19 at 8pm. The exception is the exam period for Module 4, which opens the day after we finish Chapter 14.

Announcements:

I use announcements on the homepage to communicate any needed information to the entire class. The student email account is used when communicating with individual students. If any updates are made to the syllabus, or other course materials an announcement will be posted specifying the change.

Just as your instructor is expected to reply to your messages in a timely manner, you are expected to reply to messages from your instructor. In the event that you are not replying to messages sent from the instructor - the Blackboard course would be made unavailable to you until you contact your instructor by email. Make sure to always contact your instructor if the website is unavailable to you or if you find a problem in the course.

Tutor Lab (optional): Students in the local area are encouraged to visit the tutor lab, which is called the Synapse Lab. There is no mandatory Synapse attendance for online courses. A student I.D. is required for participation in the Synapse. Synapse hours of operation are posted outside of the door at room WH 117. Please login on the computer when utilizing the lab.

Grievances: Odessa College policy suggests that student grievances first be discussed with the instructor. Unresolved issues may then be discussed with the instructor's immediate supervisor, followed by the Assistant Dean, Dean, Academic Vice-President, and finally the college President.

Academic integrity: Cheating in any form will not be tolerated. The first offense will result in a grade of zero for that assignment. Any subsequent offense will result in expulsion from the course with an "F".

Additional information:

1. Read a chapter in the textbook and take your own notes the week before each Tegrity lecture is assigned.
2. Reviewing your notes often is a great way to increase your retention.
3. Tutoring is available in the Synapse Lab and online through Smarthinking! If you are having difficulty, please seek assistance.
4. The last day to drop with a "W" is Wednesday, Nov. 9.
5. Grades will be available on Blackboard in the My Grades section.
6. Email is the primary means of communication in this course. If you find yourself on campus and need to leave a message for me, there are post-it notes in the box beside my office door. You may leave a message on my college voicemail.

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

Learning Resource Center (Library): The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " service provide additional help.

Student E-mail: Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College email.

Student Portal: Please access the Odessa College Portal, by following the link: <http://www.odessa.edu/portal.htm>. The Portal is a password protected website for OC students & employees. As a student you have access to the following information: Grades, Class Registration, Class Schedules, Specific Course Information, Smarthinking Tutoring and MORE.

Technical Support: Technical Support For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies: For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.