Course Syllabus

BIOL 2010

Human Anatomy and Physiology I

4 Credit Hours

Course Information

Course Description:

A study of the structure and function of the human body with laboratory experiences. The topics studied include a general introduction to anatomy and physiology, cells, tissues, basic chemistry, mitosis, osmosis, diffusion, the anatomy and physiology of the skeletal system, the integumentary system, the muscular system, introduction to the nervous system, and the central nervous system.

Course Objectives:

Upon successful completion of this course, students will:

- Have learned basic chemical concepts and apply them to a better understanding of physiological phenomena.
- Be able to describe the growth, development, anatomy and physiology of the skeletal system.
- Be able to explain the anatomical structures and physiological actions of the human muscular system.
- Be able to explain the anatomy and physiology of the nervous system.
- Be able to demonstrate and understand cell structure and function.

Prerequisites and Corequisites:

- None for BIOL2010, Human Anatomy & Physiology I

NOTE: The following guidelines should be used when signing up for these courses: Human Anatomy and Physiology (Biol 2010 and Biol 2020) or Microbiology (Biol 2230):

- Biology 2010 has no prerequisites.
- Biol 2010 and 2020 may not be taken in the same semester since passing Biol 2010 with a grade of D or better is required for taking Biol 2020.
- Biology 2230 has no prerequisites and may be taken concurrently with Biol 2010 or Biol 2020. However, it is strongly recommended that students take no more than one of these courses (Biol 2010, Biol 2020, or Biol 2230) in a given semester.
Course Topics:

- The Human Body: An Orientation
- Chemistry
- Cells
- Metabolism
- Bones and the Bone Tissue
- Muscles and Muscle Tissue
- Fundamentals of the Nervous System
- The Central Nervous System
- The Peripheral Nervous System
- The Autonomic Nervous System

Specific Course Requirements:

There are no specific course Requirements.

Textbooks, Supplementary Materials, Hardware and Software Requirements

See syllabus inside course

Hardware Requirements:

For information on the minimum hardware requirements visit ROCC Technical Support.

Software Requirements:

For information on the minimum software requirements visit ROCC Technical Support.

Common applications you might need:

- To read a PDF file download the latest version of Adobe Reader here.
- Don't have Microsoft Word? Explore an alternative OpenOffice here.

Web Resources:

- The Everyday Writer
- The Writing Center Online Writer's Handbook
Instructor Information

Please see "Instructor Information" in the Getting Started Module for instructor contact information, virtual office hours, and other communication information.

A student can expect to receive a response from the instructor within 24-48 hours of a student's email to the instructor unless notified of extenuating circumstances.

Participation, Assessments & Grading

Testing Procedures:

Testing will be done online during a specified time period. A laboratory test at midterm and the final examination will be proctored. There are no make ups of proctored exams. Except for the proctored exams, all tests and quizzes require use of the Respondus Lockdown Browser.

Grading Procedures:

A student's grade will be determined from a total of points obtained from 5 sources:

1. Laboratory Quizzes
2. Laboratory Tests
3. Lecture Tests
4. Assignments
5. Final Examination

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Assigned Grade</th>
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<tbody>
<tr>
<td>1224-1360 Points</td>
<td>A</td>
</tr>
<tr>
<td>1088-1223 Points</td>
<td>B</td>
</tr>
<tr>
<td>952-1087 Points</td>
<td>C</td>
</tr>
<tr>
<td>816 - 951 Points</td>
<td>D</td>
</tr>
<tr>
<td>under 816 Points</td>
<td>F</td>
</tr>
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Assignments and Projects:

Graded Assessments

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Module Lecture Tests</td>
<td>@ 100 points each 600 Points</td>
</tr>
<tr>
<td>4 Laboratory Tests</td>
<td>@ 100 points each 400 Points</td>
</tr>
<tr>
<td>3 Laboratory Quizzes</td>
<td>@ 20 points each 60 Points</td>
</tr>
<tr>
<td>5 Assignments</td>
<td>@ 20 points each 100 Points</td>
</tr>
<tr>
<td>1 Final Examination</td>
<td>@ 200 points 200 Points</td>
</tr>
<tr>
<td>Total Points</td>
<td>1360 Points</td>
</tr>
</tbody>
</table>

Class Participation:

You are expected to participate in all interactive aspects of the course. For example, you must communicate with other students via emails and discussion board exchanges. You are expected to communicate with your instructor on a regular basis and check the course frequently for announcements. You must actively participate in threaded discussion events. Students are expected to work at a pace conducive to collaborative learning - that is, don't work too far ahead or too far behind the group. The class is designed to support student interaction. You will be responsible for meeting all deadlines.

Punctuality:

You are encouraged to work at your own pace. However, deadlines are placed on threaded discussions, quizzes and tests. You should become familiar with the Class Calendar to determine when materials are due and adjust your study schedule accordingly. Once a deadline has passed you will be "locked out" of the material.
Course Ground Rules

The following two statements (1., 2.) were derived from the TBR Systemwide Student Rules document, released January 2012:

RULES OF THE TENNESSEE BOARD OF REGENTS STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE SYSTEMWIDE STUDENT RULES
CHAPTER 0240-02-03 STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

Read the document in its entirety here.

1. Standards of Conduct:

Students are required to adhere to the same professional, legal and ethical standards of conduct online as on campus. In addition, students should conform to generally accepted standards of "netiquette" while sending e-mail, posting comments to the discussion board, and while participating in other means of communicating online. Specifically, students should refrain from inappropriate and/or offensive language, comments and actions.

2. Academic Integrity/Academic Honesty:

In their academic activities, students are expected to maintain high standards of honesty and integrity. Academic dishonesty is prohibited.

Such conduct includes, but is not limited to:

- an attempt by one or more students to use unauthorized information in the taking of an exam,
- to submit as one's own work, themes, reports, drawings, laboratory notes, computer programs, or other products prepared by another person,
- or to knowingly assist another student in obtaining or using unauthorized materials.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Read more about How to Avoid Plagiarism.

Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are subject to disciplinary action through the regular procedures of the student's home institution. Start here to find your institution's policy on student conduct.

In addition to other possible disciplinary sanctions that may be imposed, the instructor has the authority to assign an "F" or zero for an activity or to assign an "F" for the course.
Other Course Rules:

Students are expected to:

- Participate in all aspects of the course
- Communicate with other students
- Learn how to navigate in D2L
- Keep abreast of course announcements
- Use the assigned course management (D2L) e-mail address rather than a personal e-mail address
- Address technical problems immediately:
  - Tech Support Hotline: 866-550-7637 (24/7, excluding holidays). [View Term Calendar here](#);
  - [Search Answers/Ask a Question (requires login)](#)
- Observe course nettiquette at all times
- Violations of academic integrity will not be tolerated. You are responsible for making yourself aware of and understanding the policies and procedures that pertain to Academic and Classroom Misconduct. These policies include plagiarism, cheating and other forms of academic dishonesty.

  For further clarification see the RODP Statement of Academic Honesty (below).

You are responsible for having a computer adequate for taking an online course. See [http://www.rodp.org/current-students/orientation#tr](http://www.rodp.org/current-students/orientation#tr)

A penalty will be assessed if a test is reset due to a computer or lockdown browser malfunction.

Late Policy:

1. ALL exams are to be taken at times scheduled by the developer. Exact dates for each assignment are posted on the course calendar. It is essential that you do all assignments, quizzes, tests, etc in a timely manner. Late assignments will lose 10 points per calendar day that they are overdue.

2. No make ups of proctored exams are allowed.

3. Make-up exams will be given for excused absences only (excused absences include illness, death in immediate family, and military or jury duty). Makeup exams will be different from exams taken at scheduled times and will require documentation of the problem causing the missed test.

4. Should a makeup be allowed, tests must be taken before the next scheduled test. If you fail to make up a test before the next scheduled test, you must obtain permission from the Walters State Academic Dean in order to make up the test.

5. No make up tests may be taken or assignments submitted after the last day of class.
6. Violations of academic integrity will not be tolerated. You are responsible for making yourself aware of and understanding the policies and procedures that pertain to Academic and Classroom Misconduct. These policies include plagiarism, cheating and other forms of academic dishonesty.

For further clarification see the RODP Statement of Academic Honesty (below).

7. You are responsible for having a computer adequate for taking an online course. See http://www.rodp.org/current-students/orientation#tr

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Guidelines for Communications

Email:

- Always include a subject line.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members

Discussions:

- Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.
- Try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others' ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in discussions.
- Respond to discussion topics or questions in a thoughtful, helpful timely and thorough manner.

Library

The Tennessee Virtual Library is available to all students enrolled in the Regents Degree Program. Links to library materials (such as electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, and librarian support) and Internet resources needed by learners to complete online assignments and as background reading must be included in all courses.
Students with Disabilities

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services staff at their home institution. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services staff at the home institution. It is the student's responsibility to initiate contact with their home institution's disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

Syllabus Changes

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

Technical Support

Please visit the "Get Help" page in the Getting Started Module of this course to find technical support information.