Course Syllabus

BIOL2020
Human Anatomy & Physiology II (accelerated format)
4 Credit Hours

Course Information

Course Description:
A study of the structure and function of the human body. The topics studied include fluid and electrolyte balance, the cardiovascular system, the respiratory system, the urinary system, the lymphatic and immune system, the reproduction and development system, and the endocrine system.

Course Objectives:
Upon successful completion of this course, students will:

1. The student will learn the anatomy and physiology of the endocrine system.
2. The student will learn the origin, composition and function of the human blood.
3. The student will demonstrate an understanding of the cardiovascular system.
4. The student will become familiar with the anatomy and physiology of the human respiratory system and explain the activities involved in a single respiratory cycle.
5. The student will be able to successfully explain acid-base, electrolytes and fluid balance problems.
6. The student will learn the anatomy and physiology of the urinary system.
7. The student will learn the anatomy and physiology of the reproductive and developmental system.
8. The student will learn the anatomy and physiology of the lymphatic and immune systems.

Prerequisites and Corequisites:
Passing Biol2010 with a D or better.

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 Endocrine System
- The Reproductive System
- Pregnancy and Human Development
- Blood
- Cardiovascular System: The Heart
- Cardiovascular System: Blood Vessels
- The Lymphatic System
- Nonspecific Body Defenses and the Immune System
- Respiratory System
- Urinary System
- Fluid, Electrolyte, Acid-Base Balance

Specific Course Requirements:

Detail any specific course requirements...

Textbooks, Supplementary Materials, Hardware and Software Requirements

Required Textbooks:

Please visit the [ROCC Virtual Bookstore](#) to obtain textbook information for this course. Move your cursor over the "Books" link in the navigation bar and select "Textbooks & Course Materials." Select your Program, Term, Department, and Course; then select "Submit."

You will need:

A&P textbook, Marieb, 9th edition (custom version), a custom lab manual, an access code for the premium content in D2L, and an AandP and Microbiology Laboratory Study Disk. These items are available from the RODP bookstore. There are several purchase options (See Below).

**Option #1**: You want all electronic content, and would be fine to use an eBook for the textbook, and the eBook for the lab manual. This package also includes the D2L Access code with all media resources.

ISBN: 9781256756606
Option #2: You’re an all print student and want to buy the full package which includes the hardcopy print Marieb textbook and the lab manual, all media resources in D2L access code, and both eBooks in D2L.

ISBN: 9781256715252

Option #3: You have acquired a used Marieb textbook, but need the lab manual and D2L Access Code to the Premium Content.

ISBN: 9781256716495

Option #4: You have a textbook, laboratory manual, and AandP Microbiology Study Disk, but need access to Premium content:

ISBN: 1256945218  THIS OPTION DOES NOT INCLUDE EBOOKs.

Supplementary Materials:

A&P and Microbiology Laboratory Study Disk available from the ROCC Bookstore (a recent edition)

Supplementary Materials:

See above

Hardware Requirements:

The minimum requirements can be found at http://www.rodp.org/students/hardware_software.htm.

Software Requirements:

The minimum requirements can be found at http://www.rodp.org/students/hardware_software.htm.

Additional Requirements include: Microsoft Office Word, Acrobat Reader, Shockwave and PowerPoint.

Web Resources:
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. The final examination will be proctored. No make ups of proctored exams are allowed. Use of the Respondus Lockdown browser is required for every test and quiz except for the proctored final examination.

Grading Procedures:

A student’s grade will be determined from a total of points obtained from 5 sources: (1) laboratory tests; (2) lecture tests (3) final examination; (4) laboratory quizzes ; (5) assignments.

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Point Range</th>
<th>Assigned Grade</th>
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<tbody>
<tr>
<td></td>
<td>1161 – 1290 Points</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>1032 - 1160 Points</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>903 – 1031 Points</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>774 – 902 Points</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td>under 774 Points</td>
<td>F</td>
</tr>
</tbody>
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Bonus Assignments:
• Bonus Analysis Questions, 6 @ 5 points each

<table>
<thead>
<tr>
<th>Graded Assessments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Lecture Tests, 6 @ 100 points each</td>
<td>600</td>
</tr>
<tr>
<td>Laboratory Tests, 3 @ 100 points each</td>
<td>300</td>
</tr>
<tr>
<td>Laboratory Quizzes, 6 @ 20 points each</td>
<td>120</td>
</tr>
<tr>
<td>Interactive Physiology Assignments: 1 @ 30 points each; 2 @ 20 points each</td>
<td>70</td>
</tr>
<tr>
<td>Final Exam, 1 @ 200 points</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1290</strong></td>
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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. This is an accelerated format course which is completed in half a full-term semester.

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.
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:

Exam Policy:
1. ALL exams are to be taken at times scheduled by the instructor. 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. 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. No make ups of proctored tests are allowed. Students are to use a TBR testing center for proctoring.

3. 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.

4. 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 above.

5. You are responsible for having a computer adequate for taking an online course. See 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.

6. No make up tests may be taken or assignments submitted after the last day of class. Makeup exams are not permitted during the final exam testing period.

**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: RODP Tech Support Web site. See also: Search Answers/Ask a Question (requires login)
- Observe course nettiquette at all times

**Late Policy:**

Late assignments will lose 10 points per calendar day that they are overdue.

**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.