The mission of Motlow State Community College is to enrich and empower its students and the community it serves.

BIOL 2010: Human Anatomy and Physiology I Fall 2014/Spring 2015

This Course Outline is subject to change with notice.

Credit Hours: 4 semester hours (3 hours lecture; 3 hours laboratory)

Prerequisites: Exemption from or completion of ENGL 0810, READ 0810, and MATH 0810; BIOL 1110 is strongly recommended

Catalog Description: This course is a study of the organization, structure and function of the human body emphasizing the integumentary, skeletal, muscular, and nervous systems (including the special senses).

Group for Whom the Class is Intended: This course is intended for students pursuing the following degrees and programs of study: Nursing A.A.S.; Pre-Occupational Therapy TTP A.S., and Pre-Physical Therapy TTP A.S. It may also be an elective for students entering Pre-Health Professions (Dentistry, Medicine, Optometry, Pharmacy, and Veterinary Medicine). In addition, it may be used to help fulfill the General Education science requirement for students in other academic programs such as the General Studies Area of Emphasis A.S. and A.A.

Instructor Information:

Course Developer and Maintainer: Cheri Gregory, Associate Professor, Biology
Office Location: SH214A (Simon Hall, Moore County Campus)
Virtual Office Hours (10 per week for full-time faculty)
On-ground Office Hours (5 per week for full-time faculty)
Academic Advising Hours (2 per week for full-time faculty)
Office Phone: (931) 393-1721    FAX: (931) 393-1814
Email: cgregory@mscc.edu

Required Texts:

Principles of Anatomy and Physiology e-book with WileyPLUS access code (Tortora and Derrickson; 14th edition; Wiley Publishing; 2014)

Supplemental Materials:

Recommended:
Distance Education Technology:

**Hardware/Software Requirements:** To successfully participate in online courses, a *reliable* computer and *dependable* internet connection are necessary. The recommended minimum System and Software Requirements for MSCC Online are:

- Operating System: Windows 7 or Mac OS X
- Browser (PC): Internet Explorer 9 or 10
- Browser (Mac): Safari 5.1 or 6.0
- Video: Video SVGA monitor; resolution of 1024 X 768 or greater
- Internet Speed: 56K modem, cable modem, or DSL
- Sun Java Runtime Environment: JRE v1.4.2.x, 1.5.x, 1.6.x (update 10 and above is NOT supported)
- JavaScript and Cookies: Must be enabled

In addition to the minimal requirements listed above, the requirements for WileyPLUS can be found at [http://help.wileyplus.com/browsercheck/index.html](http://help.wileyplus.com/browsercheck/index.html). The requirements for *Anatomy & Physiology Revealed* can be found at [http://www.mhhe.com/sem/apr3/support-requirements.php](http://www.mhhe.com/sem/apr3/support-requirements.php)

**Accessing Campus Computers or the MSCC Library from off Campus:**
Your Username format is your First Initial, Last Name and Month and Day Birthday in the Format of MMDD. Example: Marcia Smith born on April 11, 1992 - Username: msmith0411. Your PIN (Personal Identification Number) will be the numeric pin you created when you initially applied to Motlow College.

**Using D2L:**
For help with D2L including how to submit materials to a Dropbox, see this page: [https://www.youtube.com/channel/UCEYDh3_-1zHMD0agpVaxnAg](https://www.youtube.com/channel/UCEYDh3_-1zHMD0agpVaxnAg)

**Technical Support/Assistance:**
Students having problems logging into a course, timing out of a course, using course website tools, or any other technical problems, should contact the MSCC Technology Help Desk at 931-393-1510 or toll free 1-800-654-4877, Ext. #1510 (or d2lhelp@mscc.edu)

**Program Learning Outcomes:** After completing the requirements in the Natural Sciences Program, students will be able to use an enhanced scientific literacy to…

1). Define and solve problems;
2). Reason with an open mind;
3). Think critically and creatively;
4). Suspend judgment; and
5). Make decisions that may have local or global significance.
**Student Learning Outcomes:**

By the end of the course, students will be able to …

1). Conduct an experiment, collect and analyze data, and interpret results in a laboratory setting;
2). Analyze, evaluate, and test a scientific hypothesis;
3). Use basic scientific language and processes, and be able to distinguish between scientific and non-scientific explanations;
4). Identify unifying principles and repeatable patterns in nature, the values of natural diversity, and apply them to problems or issues of a scientific nature; and
5). Analyze and discuss the impact of scientific discovery on human thought and behavior.

**Course Objectives:**

1). Describe the physical organization of the human body and explain how interaction between body components is critical for the maintenance of homeostasis.
2). Name, locate, and explain the physiological functions of the major anatomical components of the skeletal system.
3). Name, locate, and explain the physiological functions of the major anatomical components of the muscular system.
4). Name, locate, and explain the physiological functions of the major anatomical components of the nervous system.
5). Name, locate, and explain the physiological functions of the major anatomical components of the integumentary system.
6). Name, locate, and explain the physiological functions of the major anatomical components of the organs of the special senses.

**Major Assignments/Projects and Method for Calculating the Final Grade:**

The final course grade is determined as follows:
- Lecture Exam Average (5 exams)—50%
- Lab Exam Average (4 exams)—25%
- Comprehensive Final Exam—10%
- WileyPLUS Assignments (study questions, activities)—15%

**Grading Policies:**

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-90%</td>
</tr>
<tr>
<td>C</td>
<td>70-80%</td>
</tr>
<tr>
<td>D</td>
<td>60-70%</td>
</tr>
<tr>
<td>F</td>
<td>below 60%</td>
</tr>
</tbody>
</table>

**Course Policies:**
**Academic Misconduct Policy:** Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. Based on their professional judgment, instructors have the authority to impose the following academic sanctions: (a) require the student to repeat the assignment for full or partial credit; (b) assign a zero, an F, or any other grade appropriate for the assignment or examination; (c) assign an F for the course. In addition, disciplinary sanctions may be imposed through the regular institutional procedures. For more information, see MSCC Policy 3:02:00:03.

**Classroom Misconduct Policy:** The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.

Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.). For more information, see MSCC Policy 3:02:00:03.

**Class Cancellation Policy:** If class is cancelled for any reason, you will be notified via our D2L page and will be told there how to prepare for the next class period. Students are advised to take advantage of the Motlow Rave system in order to receive text messages when classes are canceled campus-wide. For more information, see [https://www.getrave.com/login/mscc](https://www.getrave.com/login/mscc).

**Emergency Procedures Policy:**
In case of a medical emergency we will immediately dial 9-911 and report the nature of the medical emergency to emergency response personnel. We will try to stay with the person(s) in need and maintain a calm atmosphere. We will talk to the person as much as possible until response personnel arrive on campus, and we will have someone go outside to meet emergency personnel and direct them to the appropriate location.

In the event of an emergency (drill or actual), a signal will be sent. Based on that signal, students will follow the procedures below for that specific type of emergency:

**Loud warbling sound throughout Building (FIRE)**
Collect purses and coats and proceed immediately out of your room and exit through the closest emergency exit. Proceed to the Designated Assembly Area
closing windows and doors as you exit. Remain there until the "All Clear" signal is given by an Emergency Management Team member. (Instructors—Provide your Designated Assembly Area and its location to students)

Tornado Siren (SEVERE WEATHER): Proceed to the closest designated severe weather shelter on the 1st floor and proceed all the way into the shelter. Crouch down on the floor with your head between your knees facing away from the outside walls. Remain there until the "All Clear" Signal is given. (Instructors- Provide the recommended room number or hallway location to students)

Air Horn (1 Long Blast) and Face to Face All Clear (INTRUDER/HOSTAGE): Ensure door is closed, locked and lights turned off. If your door will not lock, move some tables and chairs in front of the door quickly. Move immediately to the rear of the room away from the door and sit on the floor—out of sight if possible. Remain calm and quiet and do not respond to any inquiries at the door unless you have been given the "All Clear" and a member of law enforcement or your campus Emergency Management Team member makes face-to-face contact at your door.

Classroom Locked-door Policy: In order to adhere to MSCC Emergency Preparedness Policy and to facilitate effective classroom management, the classroom door will remain closed and locked for the duration of the class period.

Makeup Exams: Failure to take an exam within the designated time period will result in a grade of zero for that exam. It is the responsibility of the student to keep track of all exam dates and have a backup plan in case of technical issues. A student should not assume that he/she is automatically allowed to make up a missed exam. There are only certain situations in which a student may be given a make-up exam (examples---physician-documented illness or hospitalization, documented death of immediate family member), and generally only one exam can be made up per semester. In addition, the instructor MUST be notified within 48 hours of the ending time and date of the exam by phone, voice mail, or email as to the circumstances surrounding the missed exam. Based on the circumstances, the instructor will determine if a makeup exam will be given.

Class Participation: Active participation in the class is expected of all students. Students are expected to regularly login to the course (several times a week), check and respond to email, and read and reply to discussion postings. In addition, students should utilize the Anatomy & Physiology Revealed lab software and supplemental practice activities (WileyPLUS) as often as possible. Course activity will be monitored. Anatomy and Physiology is a course in which repetition and practice are critical.

Guidelines for Communications:
Email: Always include a subject line. Remember, without facial expressions some comments may be taken the wrong way. Please be considerate of the feelings of others, and be careful in wording your emails. Use standard fonts. Do not send extremely large attachments without prior permission. Use standard formatting unless necessary to complete an assignment or for special communication. Respect the privacy of other class members.

Discussion Groups: Review the discussion threads thoroughly before entering the discussion. Try to maintain threads by using the “Reply” button rather than starting a new topic. Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of the ideas of others. Be patient and read the comments of other group members thoroughly before responding. Be positive and constructive in group discussions. Respond in a thoughtful and timely manner.

Web Resources: Library: All students enrolled at the college may access the Clayton-Glass Library online. Links to library materials, e.g., electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, and library support services, are available at: http://www.mscc.edu/library/index.aspx


Disability Services/Accommodations: Motlow College is committed to meeting the needs of qualified students with disabilities by providing equal access to educational opportunities, programs, and activities in the most integrated setting appropriate. This commitment is consistent with the College's obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Together, these laws prohibit discrimination against qualified persons with disabilities. To this end, the Director of Disability Services for Motlow College coordinates services and serves as an advocate and liaison for students with disabilities attending Motlow College. Contact the Director of Disability Services at: http://www.mscc.edu/disability/index.aspx
Confidentiality of Student Records: The education records of current and former students at Motlow State Community College are maintained as confidential records pursuant to The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. For further information, see MSCC Policy No. 3:02:03:00.

Student Success:

Tutoring: MSCC Instructors can guide students to specific resources regarding Tutoring in their discipline. For additional help, see the Student Success page: [http://www.msc.edu/student_success/index.aspx](http://www.msc.edu/student_success/index.aspx).

Academic Advisement: MSCC Instructors can guide students to specific resources regarding Advisement. For additional help, see the Academic Advisement page: [http://www.msc.edu/advisement/index.aspx](http://www.msc.edu/advisement/index.aspx).

Schedule of Assignments:

The content covered in a hybrid Anatomy and Physiology course is the same as that covered in a traditional face-to-face course. Students should expect to spend a significant amount of time on course-related study outside of the regularly scheduled class meetings as indicated below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Number</th>
<th>Estimated Time for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture class meetings</td>
<td>14 @ 75 minutes each</td>
<td>1050 minutes</td>
</tr>
<tr>
<td>Lab class meetings</td>
<td>14 @ 75 minutes each</td>
<td>1050 minutes</td>
</tr>
<tr>
<td>Lecture exams (online)</td>
<td>5 @ an average of 60 minutes each</td>
<td>300 minutes</td>
</tr>
<tr>
<td>Lab exams (online)</td>
<td>4 @ an average of 60 minutes each</td>
<td>240 minutes</td>
</tr>
<tr>
<td>Comprehensive final exam (online)</td>
<td>1 @ 120 minutes</td>
<td>120 minutes</td>
</tr>
<tr>
<td>Reading from text and posted online content</td>
<td>14 weeks @ 90 minutes</td>
<td>1260 minutes</td>
</tr>
<tr>
<td>Anatomy and Physiology Revealed 3.0 lab work</td>
<td>14 weeks @ 90 minutes</td>
<td>1260 minutes</td>
</tr>
<tr>
<td>WileyPLUS study question assignments</td>
<td>14 weeks @ 60 minutes</td>
<td>840 minutes</td>
</tr>
<tr>
<td>WileyPLUS interactive exercises</td>
<td>14 weeks @ 60 minutes</td>
<td>840 minutes</td>
</tr>
</tbody>
</table>

TOTAL: 6960 minutes

This course is subdivided into units or “modules,” each covering a particular human body system. Assignments include text readings, study questions and interactive activities assigned within WileyPLUS, and a variety of supplemental exercises designed to reinforce and assist with
understanding of the material. The laboratory portion of the course involves use of *Anatomy & Physiology Revealed* activities and diagrams from the textbook to help students learn the location and special features of anatomical structures listed on “lab checklists” for each body system. Through lecture and lab experiences, students should realize the interrelated nature of anatomy and physiology—structure relates to function. At the end of each module, students will generally take both a lab and lecture exam. A comprehensive final exam will be given at the conclusion of the course.

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Lab</th>
</tr>
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<tbody>
<tr>
<td>Week 1</td>
<td>Introduction to A&amp;P; General Biology Review-- Chapters 1, 2, 3, and 4</td>
</tr>
<tr>
<td>Week 2</td>
<td>General Biology Review Lecture Exam; Skeletal System--Chapters 6, 7, 8, and 9</td>
</tr>
<tr>
<td>Week 3</td>
<td>Skeletal System--Chapters 6, 7, 8, and 9</td>
</tr>
<tr>
<td>Week 4</td>
<td>Skeletal System--Chapters 6, 7, 8, and 9</td>
</tr>
<tr>
<td>Week 5</td>
<td>Skeletal System Lecture Exam</td>
</tr>
<tr>
<td>Week 6</td>
<td>Muscular System--Chapters 10 and 11</td>
</tr>
<tr>
<td>Week 7</td>
<td>Muscular System--Chapters 10 and 11</td>
</tr>
<tr>
<td>Week 8</td>
<td>Muscular System--Chapters 10 and 11</td>
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<tr>
<td>Week 9</td>
<td>Muscular System Lecture Exam</td>
</tr>
<tr>
<td>Week 10</td>
<td>Nervous System--Chapters 12, 13, 14, 15, and 16</td>
</tr>
<tr>
<td>Week 11</td>
<td>Nervous System--Chapters 12, 13, 14, 15, and 16</td>
</tr>
<tr>
<td>Week 12</td>
<td>Nervous System Lecture Exam</td>
</tr>
<tr>
<td>Week 13</td>
<td>Integumentary System and Special Senses--Chapters 5 and 17</td>
</tr>
<tr>
<td>Week 14</td>
<td>Integumentary System and Special Senses Lecture Exam</td>
</tr>
<tr>
<td>Week 15</td>
<td>Comprehensive Final Exam</td>
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</tbody>
</table>