

**ONLINE BIOLOGY 2302.060
ANATOMY AND PHYSIOLOGY 2
COURSE SYLLABUS**

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COURSE DESCRIPTION: This course provides an overview of the structure and function of the human body.

COURSE OBJECTIVES: Upon completion of **BIOL 2302**, the student will:

1. **Critical Thinking:** Apply the concepts of human anatomy and physiology to real situations
2. **Communication:** Demonstrate the ability to communicate scientific information and theory both verbally and in writing
3. **Empirical & Quantitative Skills:** Interpret scientific graphs, tables, and charts
4. **Teamwork:** Consider different points of view and to work effectively with others to support a shared purpose or goal.
5. Define and correctly apply anatomical and physiological terminology
6. Define homeostasis and explain its role in human function, using specific examples for the sensory, endocrine, cardiovascular, pulmonary, immune, (lymphatic), digestive and renal systems
7. Describe the structure and function of the sensory, endocrine, cardiovascular, pulmonary, immune (lymphatic), digestive and renal systems
8. Discuss and apply the principles of local, neural and endocrine regulation of the body systems
9. Describe the composition and functions of blood, including all formed elements
10. Explain the regulation of acid-base balance in the body and the mechanisms of acidosis and alkalosis

REQUIRED COURSE MATERIALS:

In this course, we will be using McGraw-Hill's Connect.

McGraw-Hill's Connect is a web-based assignment and assessment solution required for this course. Connect is designed to assist you with your coursework based on your needs. As outlined in this syllabus, assignments will make up a significant portion of your overall course grade.

Connect access codes may be purchased in the UT campus bookstore or directly through your Canvas course by clicking on the McGraw Hill tab to begin registration. NOTE: You can register in Connect and have access without a code for a limited time (typically two weeks). Here is a link to [McGraw-Hill's Connect Student Quick Tips](#) and a video on [How to register and purchase access](#).

If you have any issues while registering or using Connect, please contact McGraw-Hill's Customer Experience team at <http://www.mhhe.com/support> or at 800-331-5094. To avoid problems related to unexpected technical issues, you are advised not to wait until the last moment to complete assignments. Please review your "Connect Student Quick Tips" document for further support.

Recommended: ISBN-13: 978-1-61731-066-9 Krieger, *A Visual Analogy Guide to Human Anatomy and Physiology*, 2e

A student of this institution is not required under law to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Minimum Technology Requirements

- Access to a computer (PC or Mac), personal or on campus
- Internet access (high-speed preferred; Canvas and the videos may be slow to load on satellite or dial up)
- Microsoft Office, or a Word and PowerPoint compatible program such as [Apple iWork](#) or [Apache Open Office](#) (free) to view handouts and presentations.

Plug-ins and Helper Applications

UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application and cookies. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course. Always ensure that you are using the most update version for the browser you choose to access the online learning content.

- **Adobe Reader** allows you to view, save, and print Portable Document Format (PDF) files.
<http://get.adobe.com/reader/>
- **Java Runtime Environment (JRE)** allows you to use interactive tools on the web.
<http://www.java.com/en/download/>
- **Adobe Flash Player** allows you to view content created with Flash such as interactive web applications and animations.
<http://get.adobe.com/flashplayer/>
- **QuickTime** allows users to play back audio and video files. <http://www.apple.com/quicktime/download/> •
Windows Media Player allows you to view, listen and download streaming video and audio.
<http://windows.microsoft.com/en-US/windows/products/windows-media-player>

GENERAL COURSE OVERVIEW:

In an online class, we will have a much different "classroom" experience than a face-to-face student. **However, please be aware that this course is equivalent in every way to the traditional face-to-face course section(s).**

- The amount of material covered is exactly equivalent, so if you are expecting it to be easier than a traditional course, you will be disappointed.
- The course was created for students that are unable to attend the traditional face-to-face class because of work or other scheduling difficulty; **MOST** students find it more difficult than the traditional course.
- It is most suited to students that have already had *multiple science courses (biology and chemistry)*, are *upper classmen (juniors and seniors)* or even *post-baccalaureate, with excellent study skills and reading comprehension; this course is NOT intended for Freshmen or sophomores.*
- So, if you are a sophomore, or you are concerned that an online class may not be the best choice for you, then it might be a good idea to discuss the course with me while you still have time to transfer into the face-to-face course (Biol 2302.001).

The Canvas course is organized by WEEK. Everything you need to know for a particular week will be found on or linked to that week's MODULE PAGE.

- Every weekly module consists of FIVE pages (Overview, Readings & Multimedia, Activities, Assessments and Supplemental Resources).
- Work your way through each weekly module carefully, paying attention to specified due dates.
- This is the best way to make sure that you don't miss any course activity or assessment.

The deadlines posted in Canvas for quizzes and exams are NON-NEGOTIABLE, and this is NOT a "study at your own pace" course.

- As stated elsewhere in the syllabus, if you have a problem (technical, family, work, or whatever), you need to let me know well before the assessment (quiz, exam or retake questions) becomes unavailable, or as soon as humanly possible. Email is the best way to do so.
- I am more than willing to work with you, if you have a legitimate, documented issue, but only if you follow this rule.
- Do not contact me the day after an exam or quiz is over, and expect me to give you a make-up, because unless you have an awfully good reason, it is not likely to happen.

COMMUNICATION:

- Please do not hesitate to ask questions about class material! There is no such thing as a stupid CONTENT question. It is only stupid NOT to ASK them.
- Questions about items covered on the syllabus/schedule or posted online, will NOT be answered. My response will direct you to the answer location only, so please look for the answer before contacting me.
- Questions are welcomed during office hours by phone or Zoom, or any time by e-mail. The best way to reach me is by email. Make sure that you identify yourself as an online student! I typically respond to emails sent during the week (between 8am and 8pm) within a few hours; emails sent on the weekends will usually be answered within 24 hours, as long as I have an adequate cellular signal.
- Quiz grades will be automatically recorded in Canvas and made available upon submission.
- Final Exam grades will be posted on Canvas within 48 hours.

TECHNICAL HELP:

- Taking an online class, you should be comfortable with using technology, including navigating Canvas and the Internet, sending and receiving email, downloading and saving files to your computer, and playing and viewing video and audio files. Contact the Campus Computing Center if you want help general computer literacy: [UT IT Department - Student support](#)
- You have several options for Canvas or computer technical assistance. When you contact IT Support, make sure to include the course title and number and a complete description of the problem.
 - Phone: (903) 565-5555 or extension 5555 on campus
 - Email: itsupport@patriots.uttyler.edu
 - You may also visit the Help tab in Canvas for useful information or check out UT Tyler's Video Tours of an Online Course: <http://uttyler.edu/online/online-course-videos.php>

GRADING POLICY:

This course contains material that you **MUST** know for future classes and for your profession. The grades you earn are **NOT** as important as what you actually **LEARN** in this course. Therefore, using old exams or asking other students about exam content will only hurt **YOU** in the long run. Also, keep in mind that it is **VERY** difficult to improve your course average after you fail the first exam in a course like A&P, so **PLEASE** contact me for help or studying tips **EARLY** in the semester, before it is too late to make a difference.

Your grades and course average (**TOTAL in Canvas**) are available anytime in **Grades**. Please be aware that **no extra credit** or **work** will be given at the end of the semester.

The final course grade (**TOTAL**) will be determined as follows:

- | | |
|---|------------|
| 4 Exams | 65% |
| Exam 1 – 15% of course grade | |
| Exam 2 – 15% of course grade | |
| Exam 3 – 15% of course grade | |
| Exam 4 – includes 30% from previous 3 units; 20% of course grade | |

Exam questions will be multiple-choice and short essay and will be limited to material in the text. (The great majority of multiple-choice exam questions will be taken from LECTURE content as *outlined* in the PowerPoint files for each chapter.) Essay questions (two per exam) will be pulled from the **Discussion Board** questions.

Exams will be given on Canvas using **Respondus Lockdown Browser** (see Canvas for more information) and timed (60 SECONDS per MC question plus FOUR minutes per short essay) and Canvas will **STOP** you if you go over the limit. Exams must be completed within one hour of the exam deadline posted in Canvas, or it will be considered late, and 5 percentage points will be deducted from the final score.

If you are unable to take an exam (or retake questions; see below) as scheduled, a make-up will be arranged **ONLY** if the reason is legitimate and documented, and I am notified **IN ADVANCE** of the time the exam is scheduled, by e-mail. If you fail to make appropriate arrangements, you will most likely receive a grade of "0" for the exam or retakes missed.

Following each exam, the questions answered correctly by 30% or less of the class will be posted on Canvas as **Retake Questions**, and students will have one opportunity to answer them again, using any information source other than another student, with no time limit. A point will be added back to the exam raw score for each retake question answered correctly. This provides an opportunity for every student to "earn" a curve, but it will only be done if the raw exam average is less than 70%.

Exams are to be taken **INDIVIDUALLY**, without input or assistance from anyone else (including students who have previously taken this course) or using your notes, text, or any other reference material. (See the **Academic Integrity statement**)

Chapter Quizzes

Chapter Quizzes: As we finish each chapter, you will have access to a quiz for that chapter on Canvas. Once a quiz has been opened, you will have until **the day and time of the start of your final exam to complete it**, before it is given the grade of zero. Your lowest quiz grade(s) will be dropped. The quiz average will be calculated as **15%** of the total course grade.

You may take quizzes on campus or at home. They are limited to a maximum of **1.5 MINUTES per question**. Therefore, a quiz consisting of **ten questions** will have a total time limit of **fifteen minutes**. Please note: Canvas will automatically submit your quiz when you reach the time limit.

You may take your quiz using the lecture notes or textbook; however, because the quizzes are timed, *you must know the material in order to do well*. You may NOT take the quiz with assistance from other students or any other reference material, including Internet sources.

Quizzes on Canvas should be taken on a RELIABLE Internet connection. If you are knocked offline while taking a quiz, get back in and keep going as quickly as possible. **If you lose too much time, email me and I will give you another attempt.**

Be sure to check each quiz after submission to make sure that there is a score. Contact me by email if any other icon is present.

If you are unable to take a quiz as scheduled, a make-up will be arranged ONLY if the reason is legitimate and documented, and I am notified IN ADVANCE of the deadline by e-mail. If you fail to make appropriate arrangements, you will most likely receive a grade of "0" for the quiz missed.

Connect Assignments

Connect Assignments: (Homework and SmartBook (SB)): You will study (and earn **20%** of your total grade) by completing assignments over each chapter of material in Mastering A&P. You must complete the Homework and SB assignments by the **deadlines** posted on Connect for **full credit**. SmartBook assignments CANNOT be completed after the due date, so make sure to get them done early.

Your course grade will be assigned on the following scale, based on the **TOTAL** score (which represents a weighted calculation of your average) in Canvas:

A = 89.50 or above	D = 59.5 – 69.49
B = 79.5 – 89.49	F = below 59.50
C = 69.5 – 79.49	

Grade rounding: At the end of the semester, grades will be calculated in Canvas according to the percentages in the syllabus. If the TOTAL is within **0.5 points** of the next letter grade, it will be **rounded up automatically** (see grade scale above). The only other adjustment that will be made is if the final percentage is **WITHIN ONE POINT** of the next letter grade (an, and the student has loaded an **Introduction video, participated in the Discussion Board**, missed **no more than ONE QUIZ and NO MAP Assignments**. The grade will then be **rounded up** to the **next letter grade**. Averages may only be rounded up ONCE. (Mitigating circumstances will be taken into account at the discretion of the instructor.)

SUPPLEMENTAL INSTRUCTION: Group study sessions are offered several times per week, led by specially trained students. Students that participate in these sessions regularly **score significantly higher (usually a whole letter grade) on exams**, so attend whenever possible. **Session schedules are posted on Canvas.**

A&P TUTORING: Individual tutoring is available in the **UT Tyler PASS Tutoring Center** located on the 4th floor of the Library. **Our A&P Tutors would LOVE to help you!**

ACADEMIC INTEGRITY IN A&P: EXAMINATIONS

- Exams are to be taken INDIVIDUALLY, without input or assistance from anyone else, **including students that have taken the exam, quiz or course previously.**
- The use of your **notes, text or any other reference material** during EXAMS is PROHIBITED.
- **Possession** of anything containing **course content** will be **considered cheating, whether or not you actually refer to it during the exam.**
- **TALKING during an EXAM to anyone will automatically be considered cheating.** It does not matter what you were talking about.
- ANY use of **cell phones** (even if they call YOU) or any other electronic device (**smart watches**) that could be used to **record or transmit test material** is prohibited. Phones must be **out of sight** in a pocket, purse or backpack, and turned OFF or on vibrate.

Students behaving suspiciously or accessing any other software or device while taking an online exam will earn a grade of ZERO (0) for that exam, at the instructor's discretion.

LockDown Browser Requirement

This course requires the use of LockDown Browser for online exams. Watch this video to get a basic understanding of LockDown Browser:

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions

- Select a quiz from the course
- If you have not already installed LockDown Browser, select the link to download the application and follow the installation instructions
- Return to the quiz page in a standard browser
- LockDown Browser will launch and the quiz will begin

Note: LockDown Browser only needs to be installed once per computer or device. It will start automatically from that point forward when a test requires it.

Guidelines

When taking an online exam follow these guidelines:

- Select a location where you won't be interrupted
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Turn off all mobile devices, phones, etc. and don't have them within reach
- Clear your area of all external materials - books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- Respondus has a Knowledge Base available from support.respondus.com. Select "LockDown Browser & Respondus Monitor" as the product to view helpful articles.
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it

WEEKLY QUIZZES AND MAP ASSIGNMENTS

- MAY be taken with the assistance of **lecture notes** or the **textbook**; however, because the Weekly Quizzes are **timed**, you must KNOW THE MATERIAL in order to do well. (MAP assignments are not timed.)
- May **NOT** be taken with assistance from **other students**, or any other **reference material**, including Internet sources.
- **Do NOT share the contents of a weekly quiz with other students.**

Penalties for cheating in A&P include anything from a zero on the exam or quiz during which the cheating occurred, up to an F for the course in question, at my discretion. Violators WILL be reported to the UT Tyler Judicial Officer for disciplinary proceedings.

UNIVERSITY POLICIES:

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <https://www.uttyler.edu/catalog/12-14/1491.htm>

Grade Replacement/Forgiveness and Census Date Policies:

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy:

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological

disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The **Student Accessibility and Resources** (SAR) office will contact you when your application has been submitted and an appointment with an Accessibility Case Manager. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

UT Tyler a Tobacco-Free University:

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

I RESERVE THE RIGHT TO MODIFY THIS SYLLABUS AT ANY TIME. THEREFORE, YOUR ATTENDANCE AND ATTENTION TO THE ANNOUNCEMENTS IN CANVAS ARE CRUCIAL BECAUSE IT WILL ASSIST YOU REMAIN CURRENT ON THE MATERIAL AND KNOW WHEN THE SYLLABUS MAY BE MODIFIED.