

**BIOLOGY 2302**  
**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. Define and correctly apply anatomical and physiological terminology
2. Describe the structure and function of the sensory, endocrine, cardiovascular, pulmonary, immune (lymphatic), digestive and renal systems
3. Define homeostasis and explain its role in human function, using specific examples for the sensory, endocrine, cardiovascular, pulmonary, immune, (lymphatic), digestive and renal systems
4. Discuss and apply the principles of local, neural and endocrine regulation of the body systems
5. Describe the composition and functions of blood, including all formed elements
6. Explain the regulation of acid-base balance in the body and the mechanisms of acidosis and alkalosis
7. Demonstrate the ability to communicate scientific information and theory both verbally and in writing
8. Interpret scientific graphs, tables, and charts
9. Apply the concepts of human anatomy and physiology to real situations

**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:**

As soon as possible, log onto **Canvas** and **spend some time exploring the materials available**. Check **Canvas** and your **student email DAILY** for **new announcements or messages** so that you don't miss something important!

**To get the most out of class, you should:**

- **Read** the assigned **text chapter** before we get to it in class.

If we finish a chapter **with class time remaining**, then we will start the **next scheduled chapter**, because every minute is precious. We will discuss the majority of the **anatomy** in the **LABORATORY**, and **NOT** in the **lecture**. **In lecture** will focus on **physiological principles**.

I welcome questions in person or if more convenient, you can call, e-mail, or Zoom. Please do not hesitate to ask questions about class material! **There is no such thing as a stupid CONTENT question. Honestly, it is only stupid NOT to ASK them.** 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.

**GRADING POLICY:** Your final course grade (**Total** in Canvas) will be determined as follows (Extenuating circumstances such as weather-related schedule changes may result in changes to these percentages.):

**Exams: Four (4) exams:**

**Exam 1 - 15%** of final course grade

**Midterm Exam – 15%** of final course grade

**Exam 3 – 15%** of final course grade

**Final Exam – 20%** of final course grade; includes 30% from previous 3 units

**Exam questions will be multiple-choice and short essay and will be limited to material in the text.** (The majority of questions will be taken from **LECTURE content**.)

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%.

**Chapter Quizzes:** As we finish each chapter, you will have access to a quiz for that chapter on Canvas. 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 non 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.

**Quizzes** on Canvas should be taken on a **RELIABLE Internet connection**. If you are knocked offline while taking a **quiz**, I may have to **clear** the quiz before another attempt can be made. Also, be sure to **check the quiz** after submission to make sure that there is a **score**. Email me if you have any sort of quiz problem.

## 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 4<sup>th</sup> floor of the Library. **Our A&P Tutors would LOVE to help you!**

## EXAM MAKE-UP POLICY:

Unfortunately, illnesses, deaths in the family, and other traumatic events are part of life. I understand how difficult these times are, so if you contact me by phone or email within 24 h of the event and provide **documentation** (letters from family members are NOT acceptable), I will be happy to give you a make-up exam. If you are unable to take an **exam** as scheduled for some sort of non-emergency issue, then you must let me know well in **ADVANCE**. **Students who fail to make timely arrangements will most likely receive a grade of “0” for the exam missed.**

## ACADEMIC INTEGRITY IN A & P:

**The UT Tyler Honor Code: *I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.***

## 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**. This course contains material that you **MUST** know for future classes and for your profession. Therefore, using old exams, or asking other students about exam content will only hurt **YOU** in the long run. The grades you earn are **NOT** as important as what you actually **LEARN** in this course.
- 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 other than the instructor or proctor 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 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.
- ❑ **Hats** worn during exams must be **turned** or **removed** so that the face is not covered in any way.

### **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 MASTERING ASSIGNMENTS**

- ❑ MAY be taken with the assistance of **lecture notes** or the **textbook**; however, because the quizzes are **timed**, you must KNOW THE MATERIAL in order to do well.
- ❑ 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.**

### **UT Tyler Resources for Students**

- **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 in **LIB 401**. Our Tutors would LOVE to help you! (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- **Library Support:** The Robert R. Muntz Library strives to serve as a center of discovery, exchange, and advancement of ideas. <http://www.uttyler.edu/library/>
- **UT Tyler Writing Center** (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- **UT Tyler Counseling Center** (903.566.7254)

### **UNIVERSITY POLICIES:**

#### **Students Rights And Responsibilities At UT Tyler:**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

#### **Campus Carry**

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

#### **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 <http://www.uttyler.edu/tobacco-free>

#### **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.

### **Student Accessibility and Resources**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources (SAR) office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to [cstaples@uttyler.edu](mailto:cstaples@uttyler.edu)

### **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.

### **Emergency Exits and Evacuation:**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

### **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
  - copying from another student's test paper;
  - using, during a test, materials not authorized by the person giving the test;
  - failure to comply with instructions given by the person administering the test;
  - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;

- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
  - collaborating with or seeking aid from another student during a test or other assignment without authority;
  - discussing the contents of an examination with another student who will take the examination;
  - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by
    - the student;
    - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
    - paying or offering money or other valuable thing to, or coercing another person to
      - obtain an unadministered test, test key, homework solution, or computer program
      - or information about an unadministered test, test key, home solution or computer
        - program;
        - falsifying research data, laboratory reports, and/or other academic work offered for credit;
        - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
        - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- i. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
  - ii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
  - iii. All written work that is submitted will be subject to review by Turnitin, available on Canvas.

**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.**