

*ENMU Ruidoso Branch Community College*

Biology 210/210L – Human A&P II/Human A&P II Lab

Spring 2010

CRN 22861/22862

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<u>Office hours</u>	Due to the online nature of this course I do not have office hours per se. However, feel free to contact me via email anytime! We can also schedule an appointment to “meet” in one of the course chat rooms anytime that is convenient for us both.
<u>Textbook</u>	<i>Hole’s Human Anatomy and Physiology</i> , 12 <sup>th</sup> edition (McGraw Hill) <i>Anatomy and Physiology Revealed 2.0</i> (online access code comes with textbook)
<u>Course Rationale</u>	Human Anatomy and Physiology II is a core course requirement for the nursing program.
<u>Course Description</u>	This course is a survey of the anatomy and physiology of the human body from the nervous system through the reproductive system. It is designed to familiarize the student with the anatomy of the human body through lecture, laboratory activities and critical thinking activities.
<u>Prerequisites</u>	Human Anatomy and Physiology I lecture and lab (BIOL 209 and BIOL 209L).
<u>Goals/Objectives</u>	By the end of this course, the student should be able to achieve a minimum of 70% proficiency in the following areas: <ol style="list-style-type: none"><li>1. Identify/describe major anatomical features of the nervous system, cardiovascular system, lymphatic system, endocrine system, respiratory system, urinary system, and reproductive system.</li><li>2. Physiological roles the above systems have in maintaining homeostasis in the human body.</li></ol>

### Critical Skills

The five critical skills are critical thinking, writing, computer use, public speaking, and group work. Class discussions, laboratory activities, assignments, quizzes, and exams are designed to give students the opportunity to practice and perform in each of these areas.

### Considerations

This online course is not self-paced! You still have to meet deadlines and complete work throughout the week. The online course is more flexible in that you can do your work from wherever you have Internet access and you can do it at anytime during the day. Keep in mind that you should be spending approximately 9-12 hours a week on this course. Also, because this is an online course you should not expect for it to be any "easier" than a traditional face-to-face course. On the contrary, it may be more demanding because with an online course, you are forced to be more active in your learning versus passively attending a face-to-face class and just taking it in. All communication in this class is done via reading and writing for the most part.

### Requirements

Each student is expected to read the weekly chapter in a timely manner. The weekly quizzes are based on both the book chapter and lecture notes. A firm understanding of the material is suggested before attempting a quiz or exam.

This is an online course and regular participation in the discussion board is necessary and allows your instructor and classmates to get to know you. Each week you will be required to respond to two critical thinking questions asked from the weekly chapter. Your responses must be original and thought provoking. These questions are designed to engage students in a discussion regarding pertinent information from the assigned chapter. They are also designed to help further the understanding of key points from the chapter.

There will be weekly discussions (each worth 20 points), quizzes (each worth 20 points), exams (each worth 100 points), and a cumulative final (worth 200 points).

### Grading Policy

Lecture grades will be based on the percentage of points earned from the total of 1180 points (90% = A, 80% = B, 70% = C, 60% = D, 50% = F).

Weekly Discussions	280
Quizzes	200
Exams (5)	500
Final Exam	200
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Total	1180

### Quizzes/Exams

There will be a total of **TEN** 20 point quizzes, **FIVE** 100 point exams, and a 200 point **CUMULATIVE FINAL** in this class. Quizzes and exams may contain multiple choice, true/false, matching, and short answer questions regarding information discussed in the book chapter and chapter notes.

Make sure you understand the concept of availability and duration (discussed on the Start Here page). Quizzes and exams will be available for **ONE FULL WEEK** (Monday 12:00 pm – Monday 12:00 pm). If you miss a quiz or exam deadline, you will NOT be given an extension! If you go beyond the assessment limit (quiz = 60 minutes, exam = 90 minutes), the computer will NOT allow you to submit more answers. You cannot stop a quiz or exam once you have started it, so make sure you are ready before you start!

All assessments will be taken online. Blackboard will grade the multiple choice, matching, and true/false questions and I will grade the short answer questions.

At the end of the semester I will drop your lowest **QUIZ** score. This will only be done with ONE quiz score. So, if you miss a quiz from some unforeseen reason do not panic. It will be replaced with a perfect score (20/20) in the end. This also means that you will not be given an extension if you miss a quiz, so please do not ask. The replacement of your lowest quiz score **DOES NOT** apply to exams. If you miss an exam you will not be given an extension. You have to make sure you keep on schedule and complete the assessments when they are assigned!

### Discussion Board

Students are required to **ACTIVELY** and **REGULARLY** participate in the discussion area of the course! **Each** week there will be two – three critical thinking questions for you to read, analyze, and critique. You must post a response for **TWO** questions. The responses you post will be your opinion, so **DO NOT** copy and paste (i.e., plagiarize) from the book, a website, or another student!! If you plagiarize your response in any fashion, I will remove it from the discussion area and you will not receive credit for that post. Once you have posted your original responses to two of the questions, you must respond to **TWO** other students. Each of your four postings per week will be graded according to the rubric discussed in the Discussion Board Guidelines (so read them thoroughly!).

Each student must respond to at least ONE critical thinking question by Thursday 12:00 pm! If you do not post a response in the discussion board by the middle of the week (Thursday 12:00 pm) you will automatically lose 5 points off of your total discussion score for that week. The discussion board is how topics are explained and discussed

amongst the class. Waiting until the last minute to participate negates the entire purpose. It also denies students the chance to discuss important topics amongst their classmates. Please be an active participant!

When you have read the question and are ready to add your response to the thread, you **MUST REPLY** to the original question. **DO NOT** start your own message! This causes great confusion among students as to which question they should be responding to. When you have found a student you wish to respond to (i.e., further the conversation), you **MUST REPLY to their posting**. Your discussion postings should enhance and further discussion. **DO NOT** post simplistic responses such as “I agree” or “I don’t know”.

Discussions will be active for **ONE WEEK** (Monday 12:00 pm – Monday 12:00 pm). After that, the discussion area will be locked and points assessed. Please check the discussion area more than once per week so that you can respond to those students responding to you.

## Lecture EC

Active and regular participation is expected of each student. When there is a lack of participation, grades drop and students find it hard to understand the material (especially during assessments).

Each week I track the activities and participation of each student. I can see everything from which links you opened to how many discussion postings you read. This provides me with a good idea of how much time and effort you are putting into this class.

For the students who actively and regularly participate during the **ENTIRE** semester, I will add a 10% point curve onto the overall final grade. For example, if your final grade is a 75 and you have met all of the extra credit requirements (discussed below), I will add 7.5 points to your final grade. This means your 75 goes to 82.5.

You must meet **ALL** of the requirements listed below to qualify for this extra credit opportunity. Exceptions **WILL NOT** be made for any student, under any circumstance...either you meet the requirements or you do not.

1. You must log into the course a minimum of three times per week every week (total of 15 weeks). This includes the first week of the semester but excludes the week of finals! If you miss a week you will be automatically removed from this option, regardless of your participation prior to or after the week you missed.
2. Each time you log in, you must be actively participating for a minimum of 30 minutes. This means you must be doing some

type of activity, whether it is taking an assessment, posting a response to a discussion question, reading discussion postings made by others, chatting with a classmate in the chat rooms, and so forth. You cannot simply log in and let your computer idle for 30 minutes. I can (and will) track your activities, so attempting to “pull a fast one” will not work! Be productive and active in this class...it is in your benefit!

### Laboratory

Each week there will be an at home lab activity to be completed. There are several weeks where you will need a partner to complete the lab, so make sure you have someone available when necessary. You will find a detailed description of the week’s lab and required materials in the lab section for this class. For each lab you will be required to submit your answers from the completed lab. This will be done by copying and pasting them into the submission box for the assignment. There will be **FOUR** 60 point lab exams throughout the semester that will cover material learned in the labs. The time limit for lab exams is 60 minutes. If you go beyond this limit, the computer will NOT allow you to submit more answers. You cannot stop an exam once you have started it, so make sure you are ready before you start. Deadline extension will not be given and late lab reports will not be accepted!

At the end of the semester I will drop you lowest **LAB** assignment grade. This will only be done for ONE lab assignment. So, if you miss an assignment from some unforeseen reason do not panic. It will be replaced with a perfect score (20/20) in the end. This also means that you will not be given an extension if you miss an assignment, so please do not ask. The replacement of your lowest assignment grade **DOES NOT** apply to lab exams. If you miss a lab exam you will not be given an extension. You have to make sure you keep on schedule and complete the assessments when they are assigned!

Lab grades will be based on the percentage of points earned from the total of 500 points (90% = A, 80% = B, 70% = C, 60% = D, 50% = F).

Assignments	260
Exams (4)	240
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Total	500

### Attendance

Attendance in an online course should be approached the same as you would a face-to-face class. Plan to be an active participant in course discussions and communication. It is NOT the instructor’s responsibility to withdrawal students. A “W” will not be given as a final grade. In the

event you will be unable to complete the course, contact Student Services to officially withdraw from the course.

### Course Behavior

As this is an online class, all classroom communication will be through the written word. With this in mind, please make sure that you remain respectful and tolerant of others' opinions. Tone cannot be deciphered from writing. All opinions are valid in this classroom. Diversity and open-mindedness is valued and expected!

You may become discouraged with taking an online course, especially if this is your first one. I hope this does not happen!! However, if it does please talk to me immediately!

### Response Time

I will do my best to answer emails within 24 hours of receiving them. After an assignment or quiz deadline has passed, I will begin grading. You can expect to have your graded assignments and quizzes returned by the following week. Please give me the FULL week to complete grading BEFORE you inquire about your grade. If more than a week has passed, I may have forgotten to release the grades and a reminder email would be appreciated.

### FERPA

As an institute of higher education, there are certain laws that ENMU Ruidoso and its instructors are regulated by. The most important law college instructors must follow is called FERPA. FERPA (Family Educational Rights and Privacy Act) protects the privacy student education records. I **CANNOT** (by law) discuss any information about a student, their situation, or their progress with anyone *except* the student themselves. If you are taking this course with a spouse, sibling, or relative I cannot discuss anything with them except issues that pertain to them personally. Please so not ask someone else to contact me in regards to a situation you are experiencing. You must discuss your issues or personal situations with me yourself! If you have any questions regard FERPA, please contact Student Services.

### Course Policies

*No make-up assessments* will be given!! Quizzes and exams must be taken during the week stated on the syllabus. A missed quiz or exam receives a score of zero.

*No late work* (of any kind) will be accepted!!

*No deadline extensions* will be given!! All deadlines stated on the syllabus must be observed (unless changed by the instructor).

All students will abide by the academic integrity standards described in the ENMU Ruidoso catalog. **DO YOUR OWN WORK!!** Cheating will not be tolerated!! If you are caught cheating or plagiarizing, you will be given a zero for that exam and/or assignment!!

For the complete Student Code of Conduct please refer to the Student Handbook. ENMU-Ruidoso will not tolerate poor student behavior including plagiarism. Plagiarism is:

- Offering the work of another as one's own
- Offering the work of another without acknowledgment
- Failing to give credit for quotations or essentially identical expressions of material taken from books, encyclopedias, magazines, other reference works, term papers, reports or sources of any other individual

Punishment is left up to the instructor and may range from a written warning to expulsion from the university.

Sexual harassment directed toward students or employees is an intolerable conduct that disrupts the learning environment. Such conduct will not be tolerated.

If you have physical or learning needs that require accommodation, contact the Student Services Coordinator (575-257-2120) at the beginning of the semester. All efforts will be made to accommodate these needs or to provide equipment necessary to accomplish the requirements for this course. Discussions and documentation will be kept confidential.

### Are You Ready?

In the online environment YOU are responsible for your learning. I am here to help and guide you, but ultimately you must control your schedule to read the material, complete the assignments, take the quizzes, and participate in the discussions. So, are you ready to take an online course? To see, take this online readiness quiz at [http://ideal-nm.org/highered/get-content/content/self\\_evaluation](http://ideal-nm.org/highered/get-content/content/self_evaluation). If you do not score at least 38 points, please contact me immediately!

*Tentative Lecture Schedule*

Week 1 (01/18/10 – 01/25/10): Course Introduction...**course overview quiz**

Week 2 (01/25/10 – 02/01/10): Chapter 10...**quiz 1**

Week 3 (02/01/10 – 02/08/10): Chapter 11 (11.1-11.5)...**quiz 2**

Week 4 (02/08/10 – 02/15/10): Chapter 11 (11.6-11.7)... **quiz 3**

Week 5 (02/15/10 – 02/22/10): Chapter 12 (pg.437-450)... **Exam I (Ch.10 and 11)**

Week 6 (02/22/10 – 03/01/10): Chapter 12 (pg.450-477)...**quiz 4**

Week 7 (03/01/10 – 03/08/10): Chapter 14... **quiz 5**

Week 8 (03/08/10 – 03/15/10): Chapter 15 (15.1-15.3)... **Exam II (Ch.12 and 14)**

Week 9 (03/22/10 – 03/29/10): Chapter 15 (15.4-15.8) and Chapter 16...**quiz 6**

Week 10 (03/29/10 – 04/05/10): Chapter 13... **quiz 7**

Week 11 (04/05/10 – 04/12/10): Chapter 19... **Exam III (Ch.15, 16, 13)**

Week 12 (04/12/10 – 04/19/10): Chapter 20... **quiz 8**

Week 13 (04/19/10 – 04/26/10): Chapter 21... **Exam IV (Ch.19 and 20)**

Week 14 (04/26/10 – 05/03/10): Chapter 22...**quiz 9**

Week 15 (05/03/10 – 05/10/10): **Exam V (Ch.21 and 22)**

Week 16 (05/10/10 – 05/15/10): **Cumulative Final**

*Tentative Lab Schedule*

Week 1 (01/18/10 – 01/25/10): Lab introduction

Week 2 (01/25/10 – 02/01/10): Lab 1 (Nervous Tissue and Nerves)

Week 3 (02/01/10 – 02/08/10): Lab 2 (Spinal Cord, Meninges, and Reflexes)

Week 4 (02/08/10 – 02/15/10): Lab 3 (Brain and Cranial Nerves)

Week 5 (02/15/10 – 02/22/10): **Lab Exam I (Labs 1, 2, 3)**...Lab 4 (Receptors, General Senses, Smell, and Taste)

Week 6 (02/22/10 – 03/01/10): Lab 5 (Ear and Eye)

Week 7 (03/01/10 – 03/08/10): Lab 6 (Blood Cells and Blood Typing)

Week 8 (03/08/10 – 03/15/10): **Lab Exam II (4, 5, 6)**...Lab 7 (Heart Structure and Cardiac Cycle)

Week 9 (03/22/10 – 03/29/10): Lab 8 (Blood Vessels, Pulse Rate, and Blood Pressure)

Week 10 (03/29/10 – 04/05/10): Lab 9 (Lymphatic and Endocrine Systems)

Week 11 (04/05/10 – 04/12/10): **Lab Exam III (Labs 7, 8, 9)**...Lab 10 (Respiratory Organs and Breathing)

Week 12 (04/12/10 – 04/19/10): Lab 11 (Kidney Structure)

Week 13 (04/19/10 – 04/26/10): Lab 12 (Reproductive System)

Week 14 (04/26/10 – 05/03/10): **Lab Exam IV (10, 11, 12)**

Week 15 (05/03/10 – 05/10/10): Lab 13 (Human Cadaver Dissection)