

FALL 2024

Biol 2401: Human Anatomy & Physiology I

Ms. Letitia Simpson

Sections: .002, .003

M/W HYBRID—F2F Lecture, Online Lab

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HUMAN ANATOMY & PHYSIOLOGY

Biology 2401 Fall 2024

Professor: Ms. Letitia Simpson

Office: S-148

Phone: 716-2155

Email: lsimpson@southplainscollege.edu

Office Hours:*

M: 10 A.M. – 11 A.M.

T: 10 A.M. – 11 A.M.; 1:30 P.M. – 4:30 P.M.

W: 10 A.M. – 11 A.M.

R: 10 A.M. – 11 A.M.

F: 9:30 A.M. – 10:30 A.M.

Please email/call for to set up an appointment during office hours

Purpose: To provide a general understanding of human anatomy and physiology for those students in the allied health fields and to meet requirements for an Associate of Arts Degree or Associate in Science Degree.

Objectives:

1. To help the students acquire knowledge of normal development, structures, and functions of the human body.
2. To provide a foundation for the undergraduate college and university student
3. To provide a foundation for understanding deviations from the normal in physiological function.

Basic Class Requirements:

1. **5 Scantrons:** Red and white; 100 questions on 1 side; DataLink 3000/Sidekick
2. **Textbook:** Provided by BibliU: Virtual copy of Hoehn, K., et. al. (2024). *Marieb Human Anatomy and Physiology*. (12th ed.) Pearson.
* A fee has already been charged to you for this. If you would like to opt out and be refunded the fee, you must do so by **SEPTEMBER 15**. Contact Christian Bruno - christian.bruno@bibliu.com and include your first and last name, student ID number, and the course number including section.
3. **Atlas:** FREE from PDFROOM.com: Hutchinson, M., et al. (2007). *A Brief Atlas of the Human Body*. (2nd ed.) Pearson Benjamin Cummings.
4. **Computer with reliable internet service, including:**
 - a. Blackboard access
 - b. Webcam (external preferred)
 - c. Microphone
 - d. HonorLock for online lab exams (practicals)—Ready-to-go on Blackboard

HOW THIS HYBRID CLASS WORKS:

Everything on Blackboard should be used to be successful in class.

1. LECTURES will be Face-to-Face (F2F).

ALL lecture exams will be F2F.

On Blackboard, you will find modules for each lecture exam which contain all the lecture materials you need.

The Lecture Exam Modules will contain these study materials for lecture:

- 1) Lecture Notes—MUST BE PRINTED AND BROUGHT TO LECTURE
- 2) Lecture Powerpoints
- 3) Lecture Exam Reviews
- 4) Lecture Screencasts—If necessary

Lecture Exam Reviews provide additional practice and will help you with what type of exam questions will be asked. (Lecture reviews do not cover every type of possible question, but they do point to major concepts.)

Start using lecture exam reviews as soon as we begin the lecture notes and be sure to study reviews at least 3 times. You should memorize the review *along with* the lecture notes to get the most benefit from it (instead of looking at it the night before the test).

2. LABS will be studied completely ONLINE.

ALL lab exams (practicals) will be ONLINE.

On Blackboard, you will find modules for each lab practical exam which contain all the lab materials you need.

The Lab Exam Modules will contain these study materials for lab:

- 1) Lab Handouts (a list of all the information to be learned for the lab)
- 2) Lab Screencasts
- 3) Lab Powerpoints
- 4) Lab Reviews

*****HOW TO STUDY LAB ONLINE:*****

* **Lab Handouts** *should be printed and used along* with the Screencasts & Powerpoints.
Handouts are a list of everything you need to know for each lab.

* **Lab Screencasts** should be studied for each lab. They are video with audio.
In these you will be taught the lab.

* **Lab Powerpoints** should also be studied for each lab.
They have the same images as the Screencasts, except with no audio.

* **Lab Reviews** should be used to test yourself. They usually cover several labs.

BIOL 2401: Lecture & Lab Schedule

LECTURE NOTE TOPICS & EXAM DATES:

LECTURE NOTES:

HISTOLOGY
INTEGUMENT
SKELETAL SYSTEM
MUSCULAR SYSTEM (Plus BRAIN AREAS)
NERVOUS SYSTEM

LECTURE EXAM DATES:

HISTOLOGY EXAM-----SEPTEMBER 11-----F2F
INTEGUMENT EXAM----OCTOBER 2-----F2F
SKELETAL SYS. EXAM----OCTOBER 21-----F2F
MUSCULAR SYS. EXAM---NOVEMBER 11-----F2F
NERVOUS SYS. EXAM-----DECEMBER 4-----F2F

All lecture exams will be FACE-to-FACE.

Lecture exams will be primarily multiple choice and matching questions, but may also include True/False and short answer.

LAB TOPICS & EXAM DATES:

LABS:

HISTOLOGY (Lab 1)
BODY TERMINOLOGY (Lab 2)
The SKULL (Lab 3)
The SKELETON (Labs 4, 5, 6)
SKELETAL MUSCLES (Labs 7, 8, 9)
BRAIN & CRANIAL NERVES
(Lab 10)

LAB EXAM (PRACTICAL) DATES:

LAB EXAM #1: (Labs 1, 2, 3)---SEPTEMBER 23-25---ONLINE*
LAB EXAM #2: (Labs 4, 5, 6)---OCTOBER 28-29-----ONLINE
LAB EXAM #3: (Labs 7, 8, 9, 10)---DECEMBER 9-10---ONLINE

All lab practicals (exams) will be ONLINE, from 8 A.M. to 11:59 P.M. on test days.

Lab practicals will be primarily fill-in-the-blank questions.

The questions will be from images/photos found in the Lab PowerPoints/Screencasts.

IMPORTANT LAB PRACTICAL #1 INFORMATION:

Lab Practical #1 has 2 online parts: PART A: Labs #1 and #2 and PART B: Lab #3

You do NOT have to take both parts of Lab Practical #1 at the same time.

Be prepared to spend 30 minutes to an hour for each part.

You will have 3 days to complete both parts, from 8 A.M. September 23 until 11:59 P.M. September 25.

Lecture Exams (70%)-- 5 Lecture Exams given F2F, in class
Lab Exams/Practicals (25%)—3 Lab Practical given ONLINE
Attendance (5%)—Details are provided in the “Attendance Policy” below

*Lecture exams are mostly multiple-choice.
Lab practicals are always fill-in-the-blank.*

A= 90-100; B= 80-89; C=70-79; D=60-69; F=0-59

To calculate your class average, use the following equation:
Lecture Exam Average (0.70) + Lab Practical Average (0.25) + Attendance (0.05)= Class Average

Attendance Policy:

Please Note: CLASS ATTENDANCE DOES AFFECT YOUR FINAL AVERAGE IN CLASS.

Students are expected to attend EVERY class period. *Students are allowed 3 absences without penalty.* After the third absence, 15 points will be taken off the attendance grade for every additional absence. Unfortunately, the attendance grade can go below zero with excessive absences.

In order to be completely fair with everyone, there are certain reasons for missing class that will ALWAYS count as an absence. *Missing any exam will ALWAYS count as an absence. **A missed exam will mean -15 from your attendance grade.** See page 6 for more important information about missed exams.*

Missing any exam due to a diagnosis of Covid-19 will not count as an absence ONLY IF DeEtte Edens has verified a positive Covid-19 test for you.

ALSO: At the end of the semester there will be a "GRADE BOOST OPP" (opportunity) for those of you who have 3 or fewer absences. This will be an opportunity to significantly improve your grade. You will have to work hard for this grade boost, but it will be worth it! This can make a *huge* difference in your final average if you take advantage of it. *This chance to do the GRADE BOOST OPP will happen when we get to the Nervous System Lecture Exam (the last lecture exam of the semester).*

Please be aware that the following WILL always count as an absence:

- *Leaving class early for any reason
- *A Covenant interview or similar during class time
- *Missing class due to childcare issues or child illness issues
- *Missing a test of any kind

I hope you can understand that I need to be fair and consistent with everyone when it comes to absences. Please do not ask for special treatment regarding absences. It is not fair to the rest of the class.

MISSED EXAM POLICY

A. PLEASE READ CAREFULLY!

*****ONLY 1 MISSED EXAM CAN BE MADE UP*****

This means ONLY 1 missed lecture exam OR 1 missed lab exam (practical) can be made up. The second missed exam (of any type) will be a ZERO.

B. MISSED F2F LECTURE EXAMS:

- 1) **Only ONE missed lecture exam can be made up. The second missed lecture exam will be a ZERO.**
- 2) Missed lecture exams will be made up on paper at the end of the semester Monday, December 2 through Friday, Dec. 6.

OR can be made up by taking a paper comprehensive final Monday, December 2 through Friday, Dec. 6.
- * **The comprehensive lecture final covers all lecture exam materials for the semester. This can ONLY replace ONE missed lecture exam (but cannot replace a missed lab practical). The second missed lecture exam will be a ZERO.**
- 3) Taking a lecture exam late WILL count as an absence.
- 4) A missed lecture exam will mean -15 on your attendance grade.

C. MISSED ONLINE LAB PRACTICALS:

- 1) **Only ONE missed lab practical can be made up UNLESS you have missed a lecture exam. In that case, a missed lab practical will be a ZERO.**
- 2) Missed lab exams will be made up online at the end of the semester Monday, December 2 through Friday, Dec. 6.
- 3) Taking a lab practical late WILL count as an absence.
- 4) A missed lab practical will mean -15 on your attendance grade.
- 5) Taking a lab exam LATE due to technical difficulties with HonorLock will not affect your attendance grade UNLESS you are not making reasonable steps to correct the problem, such as: 1) finding another computer to use or 2) coming to the Levelland or Reese campuses to take the exam.

USING HONORLOCK FOR ONLINE LAB EXAMS (PRACTICALS):

All lab practicals (exams) will be taken ONLINE (at home) using a program called Honorlock. Students will be required to use this webcam software that records video & audio. Some guides you should review are [Honorlock MSRs](#), [Honorlock FAQs for Test Takers](#), [Honorlock Knowledge Base](#), and [How to Use Honorlock](#).

A. You will need the following to use Honorlock:

- 1) A **webcam** (embedded or external)
- 2) A **computer microphone**
- 3) **Chrome browser** installed on your computer
- 4) **Honorlock** installed on your computer
- 5) **Your Driver's License (or other I.D.)** to show at the beginning of the exam

B. At the START of the online exam, you will be required to do a ROOM SCAN:

- 1) The room scan means you will **show your desk surface, room, and walls** using a webcam. This can be done using the embedded webcam itself or a with a large hand-held mirror if the webcam is external.
- 2) You may be flagged for a room scan that is not done properly.
- 3) If you do not do the room scan properly, penalties on the test grade may be taken.

C. The ROOM SCAN must show the following:

- That the area you are taking the exam is clean- **no notes, class materials, phones, or other technology** is close by. Please flatten out any covers if you are sitting on a bed.
- The **desk surface is clean** with no notes, reviews, phones, etc. of any kind.
- The walls in the room do not contain notes.
- There are no other adults in the room.

D. If you run into any problems during an exam: Contact Honorlock support *through live chat within the exam itself*. Honorlock support is available 24/7/365.

Some guides you should review are [Honorlock MSRs](#), [Honorlock FAQs for Test Takers](#), [Honorlock Knowledge Base](#), and [How to Use Honorlock](#).

E. While Taking the Exam:

- 1) After showing the room scan, the webcam needs to be **able to see your head and arms** for the duration of the exam. Your **full face must be visible**.
- 2) Once the exam begins, you will not be able to leave the room.

F. PENALTIES for Certain Conduct During Online Testing:

The following table lists conduct requirements for online exams, as well as consequences for conduct violations:

Exam conduct requirement	Consequence for violation of exam conduct
Correct placement of webcam	A 30% penalty will be given for incorrect webcam placement. See the instructional video in the course website for a demonstration of correct webcam placement.
Complete room scan	A 30% penalty will be given for an incomplete or insufficient scan of the testing environment. See the list above and/or instructional video on Blackboard for a demonstration of how to completely scan your testing environment.
Exam conduct requirement	Consequence for violation of exam conduct
Microphone turned on and recording	A 30% penalty will be given for an exam taken without the microphone being turned on and recording throughout the entire exam.
Sufficient lighting of the testing environment	A 30% penalty will be given for an exam taken without enough lighting for the instructor to assess the testing environment.
Student remains in webcam view during exam	A student who leaves the webcam view during an exam for any reason will receive a zero for that exam.
No unauthorized materials near desk area	A student who has any unauthorized materials (books, notes, phone, another computer, etc.) near the testing area will receive a zero for that exam.
No talking with others during the exam or playing of music or other audio recordings.	A student who has any music or audio recordings playing during exams, or who talks with any adult for any reason during the exam, will receive a zero for that exam.
The exam is taken in an approved proctored environment	Any exam taken without the webcam software will receive a zero.

COVID-19 Statements and Protocol:

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19:

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please immediately notify me AND DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

- * Proof of a positive test is required.
- * A home test is sufficient, but students must submit a **photo** of the positive result. The **date** of test must be written on the test result and an **ID included in the photo**.
- * If tested at a clinic, pharmacy, etc., please submit a **copy of the doctor's note or email notification**.
- * All tests results MUST be emailed to dedens@southplainscollege.edu.
- * Students are required to complete a **3 day isolation period** (quarantine) starting the day after testing positive.
- * Students are clear to return to class after isolation if: 1) Symptoms have improved and 2) they have been without fever for 24 hours without use of fever-reducing medication.
- * Students must communicate with DeEtte Edens, BSN, RN prior to their return date if symptomatic at the end of the 5-day isolation.

Class Requirements While in Quarantine:

PLEASE BE AWARE that while you are in quarantine:

- 1) You are EXPECTED TO TAKE LECTURE EXAMS ON TIME, AT THE SCHEDULED EXAM DATES. I will provide you with lecture screencasts to allow you to study online while in isolation/quarantine. PLEASE ask me to send you the screencasts. *This will mean you'll take the exam ONLINE (at home) using HonorLock.* There will be very few exceptions made.
- 2) You are EXPECTED TO TAKE LAB EXAMS (practicals) ON TIME, AT THE SCHEDULED EXAM DATES. Since labs are studied completely online, you are expected to study and prepare for exams while in isolation/quarantine. This will mean you'll take the exam online (at home) using HonorLock just like you normally would. There will be very few exceptions made.

Dropping/Withdrawal from a Class:

If you stop coming to class and do not drop yourself from the class, you will receive an "F."

Please do not assume your professor will drop you if you stop attending class.

It is your responsibility to drop yourself from a course.

Drop forms are submitted online using the Student Initiated Drop Form.

The link for this can be found on the SPC webpage under Student Services, Admission & Records.

An instructor signature is not required to drop a class.

ADDITIONAL STATEMENTS:

Academic Integrity:

Students who are caught cheating (see full definition of cheating in the SPC Catalog under Academic Integrity) will receive a grade of zero for the exam and may be dropped from the course with an F or face possible suspension from SPC.

Student Code of Conduct Policy:

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Intellectual Exchange Statement

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disability Statement:

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

CARE (Campus Assessment, Response, and Evaluation) Team

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a [CARE Team referral](#). You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

Nondiscrimination Policy:

South Plains College does not discriminate based on race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement:

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a [Title IX pregnancy accommodations request](#), along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

Campus Concealed Carry:

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

SPC Bookstore Price Match Guarantee Policy:

If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book must be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by Amazon*, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

Artificial Intelligence Statement:**• Purpose of Artificial Intelligence (AI) Applications:**

AI applications such as ChatGPT, OpenAI, Bard, Grammarly, WordTune and others are advanced language models designed to aid and engage in meaningful conversations, as well as, generate and revise content. AI is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.

• **Academic Integrity:**

Using AI to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of SPC academic integrity policies. Plagiarism undermines the learning process and is strictly prohibited. Students must ensure that their work reflects their own ideas, research, synthesis, and analysis and appropriately cites all sources, including AI.

• **Collaboration and Consultation:**

While AI can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on AI for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Utilizing AI as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.

• **Critical Thinking and Originality:**

AI usage can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on AI for answers deprives students of the opportunity to develop their analytical and problem-solving skills. In assignments where originality, creativity, and independent thinking are valued, AI would be detrimental to the student learning process. Critical thinking and originality emphasize the importance of independent thinking in all academic endeavors as part of the student's learning experience apart from outside influence and offers the student the opportunity to refine their unique, individual voice through academic discourse with other students and faculty.

• **Ethical Use and Bias Awareness:**

AI is trained on large amounts of data from the internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by AI. Therefore, when using AI, just like with using any other database, students must verify that the information is from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.

• **Responsible Engagement:**

Students should engage with AI in a respectful and responsible manner and avoid using offensive language, discriminatory remarks, or engaging in any form of harassment or inappropriate behavior. Students should also uphold the standards of respectful communication in addressing both AI and fellow classmates.

• **Compliance with South Plains College Policies:**

Policies regarding the appropriate use of AI in South Plains College courses are set by instructional departments and individual instructors. Appropriate use of AI may range from strict prohibition to assignments they may require the use of AI. Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties. Students are expected to familiarize themselves with the specific course policies regarding the use of AI and adhere to them throughout the semester.

• Remember, AI can be a tool to support your learning in certain courses and assignments, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Disclaimer:

I reserve the right to modify the information, schedules, assignments, deadlines, and policies in this syllabus if and when necessary. Whenever possible I will announce such changes in a timely manner during regularly scheduled lecture or lab periods.