

**Human Anatomy & Physiology
Course Syllabus
Valencia College
Spring Term 2024**

This course will use remote proctored testing; a webcam is required.

I. General Information

Course Number: BSC 2094C CRN 20962

Lecture: Online

Lab: Online

Credit hours: 4

Professor: Dr. Kelly M. Moore

Office: Email Office Hours: Use Canvas Messenger

Monday and Wednesday 12:45 pm – 2:45 pm

Friday 10:30 am – 12:30 pm

Saturday 8:00 am - 10:00 am

Sunday 8:00 am - 10:00 am

Phone Number: 407.582.1197

E-mail address: kmmoore@valenciacollege.edu

Prerequisites – BSC 2094C (or Equivalent) – required

DISCLAIMER- The Course Syllabus and/or Course Schedule may be altered at the discretion of the instructor.

II. Course Description

BSC 2094 is the second of a two-sequence dealing with the Anatomy and Physiology of the human body. In this course we use the systems approach, meaning that the anatomy and physiology of each body system will be covered together.

The chapters: studied in A & P 2 are:

Ch.19	Cardiovascular System: The Blood -
Ch.20	Cardiovascular System: The Heart -
Ch.21	Cardiovascular System: Blood Vessels and Hemodynamics
Ch.22	The Lymphatic and Immune Systems
Ch.23	The Respiratory System
Ch.24	The Digestive System
Ch.25	Metabolism
Ch.26	The Urinary System

Ch.27	Fluid, Electrolyte, and Acid-Base Homeostasis
Ch.28	The Reproductive Systems
Ch.29	Development and Inheritance

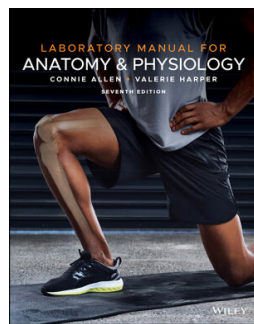
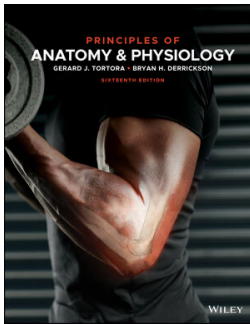
III. Course Materials

Textbooks:

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Textbooks: Principles of Anatomy and Physiology 22' W/ Laboratory Manual for Anatomy & Phys Tortora /Allen **ISBN 9781119829799 Copyright: 21 Publisher: Wiley Binding: Shrink Wrapped**

The set of Principles of Anatomy & Physiology 16e with both loose-leaf text and WileyPLUS Canvas and the lab manual ISBN: 9781119829799



Whether you purchase a printed, a rental, an electronic or a pdf version you are required to **handwrite** in your answers on the assignment pages of the laboratory manual, **no typing or separate sheets**. No tablet writing. No exceptions.

If you do not have a reliable printer available to print out your RYK (Reviewing Your Knowledge) and UYK (Using Your Knowledge) assignments then you will **need to purchase the printed paper edition**. Each and every page of your homework assignments must have your handwritten name in the upper right corner. To submit for credit, your homework must be photographed with a scanning application from a smartphone like Microsoft lens and uploaded to Canvas before submission deadlines. Do not upload multiple individual jpeg images. **No late assignments will be accepted**. First assignments are due at the end of this week. Purchase ebook now do not wait on shipping, get it online now. Exams will not be extended.

Make sure you also thoroughly understand your answers to the lab manual questions. **You will be tested on the content of this lab manual during timed lab practical exams.**

Wiley Plus will require a registration code to enroll, this code is included with the set as specified above. It may be purchased separately if you did not purchase the set, for instance if you purchased your laboratory manual separately. When you attempt to complete a Wiley Plus assignment you will be prompted for a registration code if you do not have one there will be a link provided where one can be purchased online.

IV. Course Evaluation

Grading Policy – to determine your final grade, divide the number of points you earned by the total number of points possible.

1. Lecture Exams:	#1	Ch.	19 + 21	50 points	_____
	#2	Ch.	20	50 points	_____
	#3	Ch.	22 – 23	50 points	_____
	#4	Ch.	24 – 25	50 points	_____
	#5	Ch.	26 – 27	50 points	_____
	#6	Ch.	28 – 29	50 points	_____
2. Lab Exercises: RYK and UYK	15 @ 4 points			60 points	_____
3. Lab Exams:	3 x 75 points each			225 points	_____
4. Wiley Plus assignments				100 points	_____
				= 685 points	

Lab Book Extra Credit Project exercises **26-40** (ch**19-29**)100 slide ppt 30 points

Assignment Relative Group Weight percent of course grade

Laboratory Manual Written Assignments 12%
Wiley Plus Adaptive Assignments (Required) 4%
Wiley Plus Lecture Assessments (Required) 4%
Wiley Plus Lab Practice (Required) 4%
Wiley Plus Lab Practice Identification (Required) 4%
Drawings and Lecture Exam Study Worksheets (Required) with Extra Credit 5%
Lecture Exams (Please take your time) 35%
Lab Exams (Please take your time) 30%
Cardiac Cycle (Please take your time) 2%

Total 100%

Grading:

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = Below 60%

Online Requirements and Policies

If you cannot meet the requirements listed below there will be no special accommodations for your particular situation, you should drop the course and select another section.

1. **Technology Requirements:** The college uses the Canvas learning management system (LMS). The following link provides answers to common questions students may have about Canvas: <https://valenciacollege.edu/faculty/canvas-resources/student>
The following link lists the minimum computer requirements to successfully run Canvas: <https://community.canvaslms.com/docs>

If you have any concern about whether your computer system is sufficient to support Canvas, please read this document.

In addition to the minimum requirements you are also **required to have a webcam**, either integral to your system or as an addition to your system.

You will also need to download, and install, the smartphone app CamScanner and install it on your smartphone. This app turns your smartphone into a document scanner and saves your document into a single pdf document you can upload to Canvas. It is available for both Android and iOS phones and you will need it to turn in your chapter study guides (see below) and any other paper-based assignment this semester.

Exams with HonorLock

Exams are proctored online through HonorLock. This requires you to have a computer/laptop with Google Chrome browser installed. You also need to have a microphone and webcam for the computer. These may be external add-ons (they do not have to be built in).

Students are required to show a valid ID and record a video scan of their entire room desk / table with a complete 360-degree view of their environment using webcam via HonorLock immediately before starting every exam. We should be able to see 100% of your exam environment. Failure to provide an adequate room scan may result in failing an exam. Please plan to sit at the computer for the duration of the exam without leaving the room. No resources are allowed during the exam. HonorLock will have a calculator for you to use. You are Not allowed to use your phone, notes, books, websites, people, or other types of resources during the exam. No pencils, no pens and no note taking are permitted. Do not read exam questions and or answer choices out loud, if you do your exam will recorded as a zero. Read exam questions and answer choices silently. Your eyes should be looking directly at your computer screen not off at the ceiling, the floor, secondary computer monitors, laptops, tablets, phones, posters etc. failure to do so may result in failure of your exam. There will be no warnings about next time ...just a potential zero in the grade book. If it is obvious that you are looking off screen during your exam repeatedly from reviewing your HonorLock recording it will be perceived that you are using restricted resources and there will be no debate. Please do not provide cause to question your integrity.

Computer/Technology requirements:

Exam HonorLock Requirements. HonorLock is used for all exams. There is a one-time Google Chrome extension you must install for HonorLock to work.

- Computer/Laptop with **WEBCAM** and **MICROPHONE**.
- Operating System: Windows 8, 10; MacOSX 10.11 and higher; or ChromeOS

- Browser: Google Chrome (minimum version 79)
 - Internet: Speed 1.5 Mbps download, 750 Kbps upload
- To electronically verify your system is compatible with [HonorLock](#) and scroll to "simple single click test."
- How to use [HonorLock](#) for students.

Valencia Laptop Rental

Valencia College has laptops to loan students who are in financial need. Since HonorLock requires a computer, you may want to consider [applying for a laptop](#). If you are not able to obtain a laptop or webcam, please contact me so we can find a reasonable way to administer exams.

Privacy policies

YouTube - [privacy policy](#)

HonorLock - [privacy policy](#)

You will also need to download, and install, the smartphone app Microsoft Lens and install it on your smartphone. This app turns your smartphone into a document scanner and saves your document into a single pdf document you can upload to Canvas. It is available for both Android and iOS phones and you will need it to turn in your chapter study guides (see below) and any other paper-based assignment this semester.

2. **Netiquette:** The term "netiquette" refers to the awareness of the need for a certain code of behavior (etiquette) in electronic environments (the net) ... Net + Etiquette = netiquette. Netiquette, while a general term, is complex at specific levels because there are so many different kinds of electronic environments, and so many different situations in which we may find ourselves in those environments.

Classes focusing on areas where electronic communication play a key, if as yet undefined, role in technical and professional communication, and it is our responsibility to be aware of our textual presence as it reflects upon our professional responsibilities, to ourselves and to our parents and students.

In order to maintain a positive online environment, we all need to follow the netiquette guidelines summarized below.

All students are expected to:

- show respect for the instructor and for other students in the class
- respect the privacy of other students
- express differences of opinion in a polite and rational way
- maintain an environment of constructive criticism when commenting on the work of other students
- avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities.

The following list summarizes the kind of behavior that is not acceptable. Each item listed below is grounds for removal from the class.

Students should not:

- Show disrespect for the instructor or for other students in the class
- Send messages or comments that are threatening, harassing, or offensive
- Use inappropriate or offensive language

- Convey a hostile or confrontational tone when communicating or working collaboratively with other students
 - USE ALL UPPERCASE IN THEIR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!!
3. **Attendance:** The College believes that regular attendance and class participation are significant factors which promote success in college. Canvas, our course management system, logs your online activities and this record will be used to monitor your attendance. You are expected to participate in the weekly activities of the class, beginning during the first week of the semester and for the remainder of the semester, to remain in good standing in the class. Failure to participate in the activities of the first week of class will identify you as a “no show” for attendance purposes and **will result** in an administrative withdrawal from class.

V. CLASSROOM RULES AND EXPECTATIONS!!!

1. Humans are extremely complex organisms. **The pace of this course is rigorous and requires your full participation and effort.** Take this course very seriously. You are learning Anatomy and Physiology for your future career and this may be the only exposure to it that you will ever receive.
2. **REGULAR ATTENDANCE IN BOTH LECTURE AND LAB IS REQUIRED.** ARRIVING LATE OR LEAVING EARLY = ABSENT. BE ON TIME FOR CLASSES. ATTENDANCE WILL BE TAKEN PERIODICALLY, MORE THAN TWO UNEXCUSED ABSENCES, (ONE DAY A WEEK COURSES EACH LECTURE AND LAB COUNTS AS A DAY) YOU MAY BE DROPPED FROM THE COURSE BY THE INSTRUCTOR.
3. Tardiness will NOT be tolerated. It is extremely rude and disruptive to arrive late. MAKE ADJUSTMENTS TO YOUR PERSONAL SCHEDULE SO THAT YOU CONSISTENTLY ARRIVE ON TIME FOR LECTURES AND LABS. Chronic tardiness will be taken into consideration when assigning a final grade.
4. THERE WILL BE **NO** LAB EXAM MAKE-UPS. THERE WILL ALSO BE **NO** LECTURE EXAM MAKE-UPS. **AN UNEXCUSED MISSED EXAM WILL COUNT AS ZERO (0) POINTS.** ASSIGNMENTS TURNED IN LATE WILL **NOT** BE ACCEPTED. Exams are open for several hours for you to complete them early and leave time for emergencies. If you wait until the last couple hours to complete your exams and your internet or computer has an issue that will not matter. Please make changes to your personal or work schedule to find time within the exam window no other dates will be given.
5. Keep an accurate ongoing record of the total number points as you earn them. Computerized progress reports will be provided on a regular basis during the semester.
6. College policy forbids children and/or pets from attending lectures and/or labs.
7. College policy forbids foods and/or drinks in lecture rooms and laboratories.
8. Beepers and/or cellular telephones that emit an audible sound are not allowed in lectures or lab. No sending or receiving text messages is permitted in lectures or lab.
9. BECAUSE OF PRIVACY ISSUES, TAPE RECORDERS AND ANY OTHER DEVICES THAT CAN RECORD THE INFORMATION IN THIS COURSE ARE **NOT** ALLOWED. Instructor has all lectures and lab reviews pre-recorded in modules.

10. Grades on lecture exams or lab are discussed only between the student earning them and the Professor. Grades will not be discussed over the telephone or via email.
11. Academic dishonesty will **not** be tolerated. **Incidents of cheating and/or plagiarism will result in severe academic penalties.** A **Zero Tolerance** policy is in effect which means failure of course as a result for first violation. Disruptions in lecture and/or lab will not be tolerated. Recorded Honorlock exam sessions will be reviewed throughout the course and cheating will not be tolerated. Incidence of cheating discovered later in the course will still be penalized. Please do not do this and you will not have any problems.
12. Students are expected to be familiar with all policies, rules, and regulations stated in the Valencia College Student Handbook.
13. Consultation with the professor is available by appointment and maybe arranged on an individual basis in person or by telephone.

WITHDRAWAL DEADLINE

The date for withdrawal **without penalty** for this session is: **April 12, 2024 for a “W”**

The professor **will not** drop you from the course. **You are solely responsible for initiating the withdrawal process. Please refer to your College Catalog for further information on VC WITHDRAWAL policies.**

STUDENTS WITH DISABILITIES

Students with disabilities who qualify for academic accommodations **MUST provide the professor with a letter from the Office of Students with Disabilities at the first day of the term.** The Office of Students with Disabilities determines accommodation based on appropriate documentation of disabilities.

VALENCIA CORE COMPETENCIES

This course will help you reinforce the Valencia Core Competencies. These competencies are: Think, Value, Communicate and Act.

Clast Competencies:

Writing skills: Use of proper grammar and punctuation.

Reading: Comprehension, recognition of main ideas and supporting details, understanding vocabulary from context.

Logic: Discerning fact from opinion, drawing conclusions and inferences from facts, recognition of valid arguments and bias.

LABORATORY PROCEDURE

No food or drink in the labs! When using microscopes, be sure to handle them with care. Laboratory specimens **MAY NOT** be removed from the lab – that is considered **THEFT!** Do not mark anatomical specimens (for example bones) with pencils or pens. Clean up your lab station and wash your hands before leaving the lab.

COURSE OBJECTIVES

1. To understand and apply the basic concepts of anatomy and physiology
2. To develop critical thinking, analytical and problem-solving skills
3. To model professional career attitudes and behaviors

VI. SUCCESSFUL STRATEGIES

1. **Attend every class and bring your text and lab manual with you to class. Prepare before class by scanning the assignments that will be covered that day.**
2. **Study every day – you should plan to study 2-3 hours outside of class for every hour you spend in class. Review notes after class to convert information from short-term to long-term memory. Study TWO HOURS EACH DAY in order to successfully pass this class.**
3. **Be sure to ORGANIZE the notes to make studying easier. Use a magic marker to highlight the important points.**
4. **Learning anatomical terms is like learning a new language and it is very important that you learn and UNDERSTAND definitions. Try creating flash cards with the term on one side and its definition on the other and run through them frequently. These are great study tools prior to an exam.**
5. **Join a study group. Meet frequently, compare notes and try testing each other.**
6. **Do not just blindly memorize material – try and understand it. On exams, I will not simply ask you to spit back what you have memorized but expect you to be able to explain what is going on.**
7. **Keep on pace – don't fall behind.**
8. **If you do not understand something in lecture or lab, don't be afraid to ask questions in class. Alternately set up an appointment with the professor.**
9. **There is a lot to learn in a short time. You will need to maintain a positive attitude and maintain a high level of motivation**

II. Course Schedule
BSC 2094C Human Anatomy & Physiology Spring Term 2024
Professor Kelly M. Moore, Ph.D., MBA

DISCLAIMER: *Syllabus and/or course schedule may be altered at the discretion of the professor.* This is a Tentative Schedule (Exams will be available on Saturday 10:00 am and will close Sunday – 11:59 pm) No Extensions please plan and work ahead

Week	<u>Textbook Chapters</u>	Lab Exercise	Lab Exercise Due date (must be uploaded into Canvas) <u>before</u> deadline)	<u>Exams</u> Open date Saturday 10:00 am	<u>Exams</u> Due date Sunday 11:59 pm
1. 2/29 Thurs	Ch. 19 Blood,	RYK UYK 26, WBC Diagram	3/10 before 9:00 am		
2. 3/04 Mon	Ch. 21 Blood Vessels and Blood Pressure	RYK UYK 29-30 Capillary Exchange Diagram	3/10 before 9:00 am	Lecture Exam 1 Ch 19 and 21 Opens 3/9 10:00 am	Lecture Exam 1 Ch 19 and 21 Closes 3/10 before 11:59 pm
3. 3/11 Mon	Spring Break				
4. 3/18 Mon	Ch. 20 The Heart	RYK UYK 27, 28 EKG & SA Node Diagrams	3/24 before 9:00 am	Lecture Exam 2 Ch 20 and Lab Exam 1 Opens 3/23 10:00 am	Lecture Exam 2 Ch 20 and Lab Exam 1 Closes 3/24 before 11:59 pm
5. 3/25 Mon	Ch. 22 The Lymphatic system & Immunity Ch. 23 The Respiratory system	RYK UYK 31-33 3 Lines of Defense Diagram, Gas Laws, Spirograph	3/31 before 9:00 am	Lecture Exam 3 Ch 22 and 23 Opens 3/30 10:00 am	Lecture Exam 3 Ch 22 and 23 Closes 3/31 before 11:59 pm
6. 4/01 Mon	Ch. 24 The Digestive system Ch. 25 Metabolism	RYK UYK 34, 35	4/07 before 9:00 am	Lecture Exam 4 Ch 24 and 25 Lab Exam 2 Opens 4/06 10:00 am	Lecture Exam 4 Ch 24 and 25 Lab Exam 2 Closes 4/07 before 11:59 pm

7. 4/8 Mon	Ch. 26 The Urinary System Ch. 27 Fluid, Electrolyte and Acid / Base balance	RYK & UYK 36-37 Nephron Diagram and Notes Extra Credit project. See Canvas CourseSite for details. (Please start early)	4/14 before 9:00 am 4/16 before 9:00 am	Lecture Exam 5 Ch 26 and 27 Opens 4/13 10:00 am	Lecture Exam 5 Ch 26 and 27 Closes 4/14 before 11:59 pm
8. 4/15 Mon	Ch. 28 The Reproductive system Ch. 29 Human Development	RYK & UYK 38-40	4/21 before 9:00 am	Lab Exam 3 Opens 4/20 10:00 am	Lab Exam 3 Closes 4/21 before 11:59 pm
9. 4/22 Mon				Lecture Exam 6 Ch 28 and 29 Opens 4/23 Tues 10:00 am	Lecture Exam 6 Ch 28 and 29 Closes 4/24 Wed 11:59 pm