



BIOL 2401.109C3
Human Anatomy and Physiology I
Fall 2025
Tue/Thu (STE-339) – Lecture & Lab 2:00 pm-4:50 pm

Instructor Information: Dr. Raymond Nwachukwu; RNwachukwu@com.edu; (409) 933-8502

Student (Office) hours and location:

Office Hours: M/W 9:00-10:45am; 5:30-7:30pm; or by appointment.
Location: STE 325-24

Required Textbook/Materials:

Textbook: Marieb, E.N. & Hoehn, K., 2019. *Human Anatomy and Physiology, 11th edition* (e-Text), Boston, MA; Pearson Education, Inc. Publisher bundled with MODIFIED Mastering A&P on-line component. ISBN13: 978-0-13-458099-9. This e-book and the Modified Mastering A&P are purchased at the time of registration, and you gain access to them in D2L on the first day of class.

Lab manual: Amerman, E., 2022. *Exploring Anatomy & Physiology in the Laboratory, 4th edition*; Englewood, Colorado, Morton Publishing Company (customized for College of the Mainland). ISBN-13: 978-1-64043-620-6. This is **not** part of registration payments. You have to purchase it for yourself. It is available at COM bookstore.

Scantrons: Two types of computer answer forms, called scantrons, are needed for this class. They are available at the bookstore. Everyone is responsible for their scantrons: I don't keep them, or any learning materials, for students.

- ❖ Ten (10) Quiz Scantron Forms 815-E – for quizzes. Not needed if you take the quizzes online.
- ❖ Five (5) Exam Scantron Forms 888-E – for lecture exams and final exam.

Hardware & Software: – The computer and internet configurations needed for this class include:

- ❖ **Computer/PC** with up-to-date operating systems (Windows, Apple/Mac, Chrome, etc.)
- ❖ **Microsoft Office** (Word, PowerPoint, etc.) from Office 365, free for COM students. Use your COM ID to access it. Contact COM IT [helpdesk](#) for assistance if you have problems.
- ❖ **Adobe Acrobat Reader DC**. Probably already on your computer; if not, it is available for free installation at <https://get.adobe.com/reader/otherversions/>.
- ❖ Brightspace-supported **web browser** (e.g., Chrome)
- ❖ **Java** installed and updated.
- ❖ Your **COM e-mail** account
- ❖ **Wi-fi/Internet access**
- ❖ **Respondus Lockdown Browser**. For online test taking, if necessary. For download and installation instructions, See [Respondus Lockdown browser and monitor](#) below.
- ❖ **Webcam**. Usually inbuilt into your computer/laptop. Not required unless taking a test online.

- ❖ Phone **Scan app**, e.g., **Adobe Scan** (free) – allows you to scan/convert assignments into PDFs using your phones (if you want to submit assignments online). This is necessary but not required.

Course Description:

Anatomy and Physiology I (A&P 1) is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Course Prerequisite:

TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. BIOL 1408 with a grade of "C" or better is strongly recommended as a prerequisite, but is not required.

Course Requirements:

Lecture and Laboratory Exams – You will have three lab practical exams, four lecture exams, and one final exam over the duration of the course. The lab exams will consist primarily of identification of human anatomical & cellular structures and their functions. ***The spelling of any structure should be correct to receive credit.*** The lecture (and final) exams will be multiple-choice format, reflecting fill-in-the-blank, matching, identification, and true/false questions. If you meet the [requirement](#), your lowest lecture exam may be dropped or replaced by a higher final exam, whichever is better for your grade. (**Exception:** a zero received for cheating or for missing the exam without excused absence will not be dropped/replaced.) The final exam will test the comprehension of the entire course. All exams will be taken in class. However, the lecture exams may, at the discretion of the instructor, be taken at COM Testing Center or made available online in D2L, under special circumstances at the instructor's discretion, to be taken via Respondus Lockdown Browser+webcam if the student meets any one of these 2 conditions:

1. *The student qualifies for accommodation and specifically requests not to take the exam in class.*
2. *The student is not (or may not be) present on the scheduled test date due to excused absence.*

Each test must be done by the due date (or end date if taken online). Any test not completed by the due/end date will receive a "0" grade. The dates listed in the course schedule of this syllabus may not be exact but only provisional; therefore, follow the D2L [calendar](#) and [announcements](#) for authentic due and end dates.

I retain all exams. To review your test, you need to make an appointment with me within one week after the test to review it. For a test taken online, the review is available immediately after you finish.

Quizzes – You will have ten (10) lecture quizzes and one (1) syllabus quiz. The syllabus quiz must be taken online via D2L and doesn't require Respondus. The lecture quizzes may be taken in class (within the first 15 minutes) or online, if you so prefer, via Respondus lockdown browser + webcam. Each lecture quiz reflects 1-2 chapters or a subject. The quiz with lowest grade will be dropped. If you choose to take the quizzes online, then you don't need the quiz scantrons (form 815-E).

Lab activities – All lab activities (Lab acts) are mandatory (see the [Attendance policy](#)), and there will be seventeen or more (17+) of them, including lab safety. These Lab Acts will be done in groups of 3-4

students called teams, except Lab Act 1. Every student must sign up to a team by the 1st week of class. Each team will turn in one completed lab report per lab act, with the names of participating team members on the front page. (For details, see “*How to Join a Lab Team*” in “Read Me First” module of D2L.) If a student does not follow proper lab safety protocol during any lab experiment, he/she will be penalized by points deduction from the lab report. There is an individual activity, called Pre-Lab Act (also in “Read Me First” module), that everyone should complete in the 1st week of the class. This Pre-Lab Act is a syllabus & Brightspace (D2L) orientation exercise.

Mastering A&P assignments – There will be two sets of assignments in the Mastering A&P component of this course namely, Chapter homework (Homework) and lab quizzes (LabOn). With your e-textbook purchased during registration, you have access to the Mastering component on the first day of class. Please access it through the D2L! see “*Instructions for Registering Mastering A&P*” in “My Mastering” module of D2L.

Homework: There are 16 Mastering homework assignments, one per chapter, including an introduction. You are required to do the introduction and any 10 chapters. But if you do more than 10 chapters, which I strongly recommend, your poorest five grades will be dropped.

LabOn: There are 14 Mastering lab quizzes, called LabOn, but you are required to do any 10. However, if you do more, which I strongly recommend, your lowest four (4) grades will be dropped.

Extra credits – There will be opportunities to earn bonus points if you meet the eligibility requirement (see the [extra credit policy](#)). The extra credits are optional: they will not affect your grade if you do not do them, but they will improve your final grade if you do them.

- An extra credit worth 20+ points on cells and DNA structure & function (chapter 3 of textbook).
- An extra credit worth 10+ points on nervous conduction (chapter 11).
- An extra credit worth 20+ points by making an article journal containing news stories related to Anatomy and Physiology.
- Miscellaneous bonuses worth 20+ points for various acts including active participation in class.

Respondus lockdown browser and monitor – This software is necessary but not required for the class. It is only required to take a test online. It may not be compatible with mobile devices. To download, install, and use it, log into D2L, click on “**Quizzes**” tab, click on “**practice test**” (or any quiz that requires Lockdown Browser), scroll down to the end and click on “**Download and Install Lockdown Browser**”. Follow the prompts to complete the installation. To watch the video guide, click on this [COM Student Guide to Lockdown Browser](#). You may also watch this [short video](#) to get a basic understanding of the Lockdown browser and the webcam feature.

To ensure the Lockdown browser and webcam are set up properly, do the following:

- ❖ Click on “**Practice test**” or any quiz you want to take that requires lockdown.
- ❖ Scroll down to the end and click on “**Launch Lockdown Browser**”.
- ❖ Locate and click on the “**Help Center**” button on the lockdown browser toolbar.
- ❖ Select “**I’m using Lockdown browser and monitor**”
- ❖ Run the **Webcam Check** and, if necessary, resolve any issues. Also Run the **System & Network Checks**. If a problem is indicated, see if a solution is provided in the Knowledge Base.
- ❖ If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
- ❖ Exit the Help Center and return to your quiz.
- ❖ Exit Lockdown browser upon completing and submitting the test/quiz.

Any online test a student fails to take through Respondus lockdown browser + webcam **will not be accepted.** (*I will award a zero for such test*).

Determination of Course Grade/Detailed Grading Formula: Grades for this class are based on weight, not points.

Course Assessment	Total Points	Weight (Percentage)
LECTURE PORTION	950	70.0%
Quizzes (10+1)	150	10.0 %
Mastering Homework (16)	300	15.0%
Lecture Exams (4)	400	30.0 %
Final Exam	100	15.0 %
LABORATORY PORTION	570	30.0%
Lab Activity (19)	170	8.0%
Lab Quiz (14)	100	4.0%
Lab Practical (3)	300	18.0%
TOTAL POINTS	1520	100%

Grading Scale – The grade scales are weighted to the nearest whole number.

A – A weighted earned grade that equals 90% or more

B – A weighted earned grade that is between 80% and 89% inclusive

C – A weighted earned grade that is between 70% and 79% inclusive

D – A weighted earned grade that is between 60% and 69% inclusive

F – A weighted earned grade that equals 59% or less, or that fails to meet either the [lab science policy](#) or the [lab attendance policy](#).

FN – A weighted earned grade that equals 59% or less due to discontinued attendance & participation.

I – An incomplete grade assigned at the discretion of the instructor in accordance with the college policy.

W – A withdrawal assigned when a student formally drops a class in accordance with COM policy.

Lab Science Policy:

The grade for this course consists of both lecture and laboratory components. Students must earn a 70% or better in the laboratory component to pass the course. Earning less than 70% in the laboratory component will result in an **F** for the course, regardless of the lecture or overall grade. Passing the laboratory component and failing the lecture component will not guarantee a passing grade for the course. Deviations from this policy will be at the sole discretion of the instructor.

Late Work, Make-Up, and Extra-Credit Policy:

Late work – Do not turn in any assignment late. A substantial number of points, up to 100%, may be deducted.

Make-up – There may be, at the instructor's discretion, a maximum of one (1) make up for lecture exam missed due to an excused absence supported with **documented** evidence. If you must miss a lecture exam because of an emergency, you must contact the instructor **before** the start of the scheduled exam and

provide documentation as legitimate proof of the absence. Arrangements may be made for you to take the exam, either online or at the Testing Center, at a time not later than 48 hours after the scheduled date. To take the exam at the Testing Center, you are required to first book an appointment [here](#) (or at link: <https://departmentexams.youcanbook.me/>) before going to the Testing center to take the test. If you know in advance that you will be unable to attend an exam, you may take the exam earlier than scheduled. There is no make-up for any missed lab practical, online assessment, or final exam. If you must miss a quiz (with or without reason), you may take it online **before** the scheduled date. An assignment or quiz to be taken online will be available and accessible for at least 5 days prior to the due date. Therefore, there are no excuses for missing a due assessment. The instructor could make exceptions to this policy on an individual basis under special circumstances.

Extra credit – Bonus assessments are dependent on attendance. If you have a combined lecture and lab attendance below 80%, you may not be eligible for extra credit. This implies that any extra credit you earned, except bonus for course evaluation, may not be applied in the final grade calculation.

Attendance Policy:

Attendance and participation are critical to success in this class. I do know that circumstances such as illness, death in the family, etc. come up unexpectedly and may cause you to be tardy or miss a class. I expect that you would make every effort to come to class/lab on time, and that I would be contacted if you are running late or need to miss class. This **does not** automatically grant or guarantee excused absence. For any absence that would lead to missing a test or lab to be excused, you must provide documentable evidence, such as a doctor's note, written in the English Language. Then, you may be exempted from the missed lab or, where possible, be rescheduled for the missed lab activity or lecture exam.

- Attendance may be taken twice a day: one for lecture, another for lab.
- If you accumulate 2 consecutive absences, or miss a required due assessment, I may submit your name to the Early Elert System to visit with the Student Success Center.
- Total attendance (combined Lecture & Lab attendance) below 70% may disqualify you from taking the final exam.
- Total attendance (Lecture & Lab) below 80% may disqualify your earned extra credit from being applied in the final grade, except for extra credit awarded for completing course evaluation.
- If your total attendance (Lecture & Lab) is below 90%, you may be disqualified from having the lowest exam grade dropped or replaced by a higher final exam grade.

Lab attendance – A student is required to come to lab and participate in the activities to complete the laboratory exercises or reports required in the laboratory component of this course. Failure to complete 80% of the required in-person lab meetings will result in an "F" grade for the course unless there is a documented excuse approved by the instructor.

Lecture attendance – Lecture attendance is taken at the beginning of class (about 15 minutes after class begins). A student who misses lectures risks missing quizzes, which are usually taken at the beginning of class. Moreover, excessive lecture absence may disqualify you from taking the final exam.

Tardiness and early leave – Unexcused tardiness, recorded in the attendance register as partial attendance, may become a complete absence if the student was not present 45 minutes after class has started. Similarly, unexcused early leaving is recorded as partial attendance, and may be downgraded to a complete absence if the student left more than 45 minutes before end of class/lab.

Additional Policies:

Miscellaneous policies regarding classroom conduct, lab use and test-taking – If you are having difficulty with the course material, discuss with me during office hours. You may also contact me via email to discuss or to make an appointment.

The following rules apply to all students during lectures, lab, or test-taking in class.

- No restroom trips during any quiz, exam, or practical.
- Do not wear caps or hats with brims during any exam or lab practical.
- All phones & electronic accessories must be turned off and put away during **every** test.
- Use of phones or other electronic devices for texting, chatting, etc. during class/lab is not allowed. The device may be confiscated for the rest of the day, or the student dismissed for the day. If dismissed, the student will receive a “0” for any graded activity of that day, and the attendance will be recorded as “absent”.
- If you fail to obey these rules, you violate the civility and [academic integrity](#) codes. If the violation happens during a test, you will get a “0” for the test. A repeat violation may get you ultimately withdrawn from class.

When taking a test online, remember the following guidelines:

- ❖ If the computer or networking environment is different from what was used previously with the webcam check in [Lockdown browser](#) above, run the check again prior to starting a test.
- ❖ Ensure you are in a noise-free location where you will not be interrupted. **No sound from people, television, radio, or other sound-producing gadgets and appliances** must be heard. Your test may be rejected for noncompliance and a “zero” grade awarded.
- ❖ Be sure that the room is well-lit. Avoid backlighting, such as sitting with your back to a window.
- ❖ Turn off all other devices (tablets, phones, ipads, etc.) and place them outside of your reach.
- ❖ Remove, and put outside of your reach, any apple watches you wear.
- ❖ Clear your desk of all external resources or materials not permitted – books, papers, notes, etc.
- ❖ Do not wear baseball caps or hats with brims.
- ❖ Do not block/mask/cover the camera with your palm or anything else.
- ❖ Ensure your computer/tablet is on a firm, flat surface (desk or table). Do not have it on your lap, bed, or other surfaces where the device is (or you are) likely to move.
- ❖ If you use a built-in webcam, avoid tilting the screen after the webcam setup is complete.
- ❖ Know how much time is available for the test; ensure you have allotted enough time to finish it.
- ❖ Remain at your computer for the duration of the test. The test review is available immediately.

Technology outage – Students are responsible for maintaining their hardware, software, and/or Wi-Fi. No additional time may be provided for hardware, software, or Internet connection problems that interfere with your ability to access the course and/or complete online assessments. If you are incapable of maintaining your own system, use the computers available on campus. The Tutoring Center and Library are open during the week for you to access the computers. Be mindful that access to college computers is limited by the hours of operation for the tutoring center and library. You are responsible for staying abreast of these times. (Note, **Respondus Lockdown Browser & monitor may not be available on the COM computers.**) If a verifiable interruption in access to the D2L lasts for 15 minutes or longer and occurs within twenty-four hours of an assignment/test, that assessment deadline may be extended at the discretion of the instructor.

If you need a quiet place to study and/or take a test, the Tutoring center and the Library are open through the week for you. Remember to go with your laptop if the purpose is to take an online test that requires lockdown browser+webcam.

Navigating the Course on Brightspace – The first place to begin on the D2L for this course is the “Read Me First” module. There, locate and complete the *Pre-lab Exercise (orientation & syllabus exercise)*. It is the best navigation resource, and it is a graded assignment.

Technical and tutorial assistance – For technical assistance or to report a problem with D2L, contact the Educational Technology Services (ETS) by clicking on “Course Resources” tab on the course homepage and selecting “DE Support Request” from the drop-down menu. For technical assistance with campus Wi-Fi, COM user ID or password, and other campus related IT needs, visit COM [helpdesk](#). The **tutoring center** provides face-to-face and online tutoring sessions in a welcoming environment, and it is open to students Monday through Saturday. It provides free tutoring services to students, staff, and faculty seeking assistance for writing, reading, and oral presentations for academic and non-academic assignments/projects. The center also provides free printing for students, and tutoring for science classes. It is located in the Industrial Careers Building, room 109 (ICB-109). To sign up for the online tutoring, click [here](#) or visit the link <https://com.mywconline.com/>.

Counselling help – If you have any challenges with mental health, depression, etc. do not hesitate to ask for help by calling 409-933-8379. For further information, see the Resources to Help with Stress below on the last page.

Communicating with your instructor:

ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. **Note:** Email is the preferred method of communication to reach me. Expect responses within 24 hours during weekdays or 48 hours on weekends.

Student Learner Outcome (SLO)	Maps to Core Objective(s)	Assessed via this Assignment
1. Use anatomical terminology to identify and describe locations of major organs of each system covered.		Exams 1 to 3 Diagram Questions
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.		Lab Act 1 & 2 (Ex.1 & 4) Body regions & cavities; Cellular structures & functions
3. Describe the interdependency and interactions of the systems.		Exam 1
4. Explain contributions of organs and systems to the maintenance of homeostasis.	Critical Thinking (CT)	Bone Forensic Analysis Lab; Journal Critique paper
5. Identify causes and effects of homeostatic imbalances.		Exams 1 & 2; Journal papers review
6. Describe modern technology and tools used to study anatomy and physiology.		Muscle Fatigue Lab
7. Apply appropriate safety and ethical standards.		Lab Safety Discussions
8. Locate and identify anatomical structures.		Lab Practicals 1, 2 & 3; Sheep Brain Dissection

9. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.		Ex. 11-1 Muscle Histology microscopy Muscle Fatigue activity Ex.13-1 Brain Models & Sheep Brain Dissection
10. Work collaboratively to perform experiments.	Teamwork (TW)	Bone Forensic Analysis Lab; Cytology lab (Ex. 4)
11. Demonstrate the steps involved in the scientific method.		Conductivity experiment pH lab (Ex. 2-1)
12. Communicate results of scientific investigations, analyze data and formulate conclusions.	Communication Skills (CS)	Bone Forensic Analysis Lab Journal Critique paper
13. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions.	Empirical & Quantitative Skills (EQS)	Bone Forensic Analysis Lab; Conductivity & pH lab Exercise 2-1

Academic Dishonesty: Academic dishonesty is a violation of academic integrity, and disciplinary actions will be taken on students who engage in it or exhibit disorderly conduct. It includes activities and behaviors such as cheating on tests, plagiarism (the practice of taking someone else's work or ideas and passing them off as one's own), and collusion (helping others cheat and/or plagiarize). Cheating also includes using AI/ChatGPT to write assignments and/or papers. The consequence of academic dishonesty may include one or more of a zero score for the test/assignment, an “F” grade in the course, and withdrawal from the class. The student may also be referred to the Vice President of Student Success and Conduct for further disciplinary action including dismissal from the college.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information provided on the first page. If, after discussing your concern with me, you continue to have questions, please contact Prof. Abernathy, the Science Department Chair, at 409-933-8330 or sabernathy@com.edu.

Course outline (Tentative schedule):

WK	DATE	LECTURE (STE-339)	LABORATORY (STE-339)	Assignments
1	8/18 – 8/23	Ch 1 –Introduction to A&P Ch 2 – Chemistry Syllabus quiz	Lab Safety; Lab Act 1 Ex 1-3 & 1-4: Directional & Regional Terms Ex 1-5 & 1-6; Cavities, Membranes & Planes	Pre-Lab Act Lab Safety quiz Intro to Mastering
2	8/24 – 8/30	Ch 2 – Chemistry (cont.) Quiz 1 (Ch.1)	Conductivity Lab Demo Ex 2-1: pH Lab (Acids, Bases, and pH)	Lab Act 2 LabOn 1 Ch 01 hw
3	8/31 – 9/06	Ch 3 – The Cell Quiz 2 (Ch.2)	Ex 4-1: Cell organelles; Cell Lab Bonus Diffusion Lab (Dialysis Handout)	Lab Act 3 LabOn 2 Ch 02 hw
4	9/07 – 9/13	Ch 3 – The Cell (cont.) Ch 4 – Tissues Exam 1 (Ch.1-2)	Ex 4-4: Cell Cycle & Mitosis Ex 5-1 through 5-4: Histology (Tissues)	Lab Act 4 LabOn 3 Ch 03 hw
5	9/14 – 9/20	Ch 4-Tissues (cont.) Ch 5- Integumentary System Quiz 3 (Ch.3)	Ex 5-1 through 5-4: Histology (cont.) Ex 6-1 Skin Anatomy Ex 6-2 Histology of Integument Ex 6-3 Touch Receptor Distribution	Lab Act 5 Lab 5 bonus Lab Act 6 LabOn 4

			Ex 6-4 Fingerprinting	Ch 04 hw
6	9/21 – 9/27	Ch 6- Bones & Skeletal Tissue Quiz 4 (Ch.4)	Lab Practical 1 (Ex.1-1 through Ex.5-4) Ex 7-1 Histology of Osseous Tissue Ex 7-3 Bone Markings and Shapes Ex 7-4 Anatomy of Long Bones	Lab Act 7 LabOn 5 Ch 05 hw Extra credit 1
7	9/28 – 10/04	Ch 7- The Skeleton Quiz 5 (Ch.5) (T) Exam 2 (Ch.3-5)	Ex. 8-1 through 8-3: The Skeleton Ex 8-4: Disarticulated Skeleton	Lab Act 8 LabOn 6 Ch 06 hw
8	10/05 – 10/11	Quiz 6 (Ch.6-7) Ch 8- The Joints Ch 10-The Muscular System	Forensic Lab (Handout) Ex 9-1 Classification of Joints Ex 9-2 Synovial Joints Ex 9-3 Knee Joint	Lab Act 9 (Forensic report) LabOn 7 Ch 07 hw
9	10/12 – 10/18	Quiz 7 (Ch.8) Ch 9 – Muscles Exam 3 (Ch.6-8)	Ex 10-1 Skeletal Muscle Anatomy Ex 11-1 Microscopic Muscle Anatomy Ex 11-3 Smooth & Cardiac Muscle Tissues	LabOn 8 Ch 08 hw
10	10/19 – 10/25	Ch 9 – Muscles (cont.) Ch 11- Nervous Tissue	Muscle Fatigue/Function Lab (Handout) Lab Practical 2 (Ex.6-1 through Ex.9-3)	Lab Act 10 LabOn 10 Ch 10 hw
11	10/26 – 11/01	Quiz 8 (Ch.9-10) Ch 11- Nervous Tissue (cont.) Ch 12- Central Nervous System	Ex 12-1 Neurons and Neuroglia Ex. 12-2 Nervous Tissue Physiology Neural Synapse Lab Exercise (Handout)	Lab Act 11 Lab Act 12 Lab Act 13 LabOn 9 Ch 09 hw
12	11/02 – 11/08	Ch 12- CNS (cont.) Ch 13- Peripheral Nervous Sys	Ex 13-1 Brain Anatomy & Sheep Brain Dissection Ex. 13-2 Spinal Cord Anatomy	LabOn 11 Ch 11 hw Extra credit 2
13	11/09 – 11/15 **11/14	Quiz 9 (Ch.11-12) Ch 13- PNS (cont.) Ch 14- Autonomic Nervous Sys	Ex. 13-2 Spinal Cord Anatomy (cont.) Ex 14-2 Cranial Nerves Ex 14-3 Spinal Nerves & Reflexes Ex 14-4 Autonomic Nervous System	Lab Act 15 Lab Act 16 LabOn 12 Ch 12 hw
14	11/16 – 11/22	Exam 4 (Ch.9-12) Chapter 15- Eyes & Ears	Ex 15-1 Anatomy of Eye & Dissection Ex 15-2 Anatomy of Ear, Hearing & Balance	LabOn 13 Ch 13 hw
15	11/23 – 11/29 11/27-28	Chapter 15- Eyes & Ears Quiz 10 (Ch.13-15) Thanksgiving Holiday – No Class	Lab Practical 3 (Ex 10-1 through 15-2) (T) Thanksgiving Holiday – Campus closed	LabOn 14 Ch 14 hw
16	11/30 – 12/05	Final Exam (Ch.1-15), Dec 2nd	Final Grades available in WebAdvisor by 5 th	Ch 15 hw Extra credit 3

****W-Day (Friday, November 14th) – Last day to drop a class w/o an F**

NB: The due dates for assessments on this schedule may not be exact. They are tentative/provisional and, therefore, are subject to change. Pay attention to the due dates on D2L **Calendar** and **Announcements**.

Syllabus Disclaimer: Course policies and schedule are subject to change. Any changes will be posted/uploaded in the D2L. It is the student's responsibility to check the D2L for amendments or updates to the syllabus.

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook <https://www.com.edu/student-services/student-handbook.html>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodation is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click

here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.