



Syllabus

**BIOL2402.103HY (Hybrid)
Anatomy and Physiology II Fall 2021
Online through Blackboard (Lecture)
Tuesday: 9:30 am – 12:30 pm in STEAM Building Room 340 (Lab)**

Instructor Information:

Dr. Jennifer Bieszke, email:jbieszke@com.edu, phone:409-933-8332

Student hours and location:

Monday and Wednesday: (5 pm- 6 pm) STEAM BUILDING 325.22

Important: You will need to call my office phone number in order to receive entrance into my office during evening office hours on Monday and Wednesday.

Tuesday: 1:30 pm-2:30 pm STEAM BUILDING 325.22

Thursday: 9:30 am-12:30 pm and 1:30pm-2:30pm STEAM BUILDING 325.22

Virtual Location: Online in Blackboard Collaborate Thursday (5:00 pm – 6:00 pm)

Important: Appointments upon request

Course Communication: Email preferred method of communication with me. Responses can be expected within 24 hours. Course message feature is available in Blackboard for group work and communication with fellow class members.

Required Textbook/Materials:

(etext) Marieb, E.N. & Hoehn, K., 2019. Human Anatomy and Physiology, 11th edition, Boston, MA; Pearson Education, Inc. bundled with MODIFIED Mastering A&P online component. ISBN-13: 9780134763415. **Important! The required materials listed above are purchased at the time of registration, and you will gain access to these in Blackboard when classes begin. These items are required, and you cannot choose an option to discontinue their use.**

(Lab Manual) Amerman, E., 2017. Exploring Anatomy & Physiology in the Laboratory, 3rd edition. Englewood, Colorado, Morton Publishing Company (customized for College of the Mainland) ISBN-13: 978- 1-61731-955-6

(COM Blackboard) COM Blackboard will be used for online activities, quizzes, and more. In addition, Blackboard will allow students to communicate with each other and the instructor. Many class resources will be available through [Blackboard](#). Training is not required to access Blackboard; however, the "Online Learner Workshop on Deman" for acquiring Blackboard skills is available for self-enrollment. The self-enrollment link is located on the "My Dashboard" page after logging into Blackboard. If you have any questions regarding course access or training, please submit a [Blackboard Support Request](#) to the EdTech Services department.

(Computer Requirements) You will need to access to a computer with the following resources:

- Internet access through a wired Ethernet connection
- A contemporary web browser capable of viewing flash video
- Respondus Lockdown Browser
- Java installed and updated
- An email account
- Microsoft Office (COM offers free Office 365 access to students)
- A PDF reader

You are responsible for maintaining your own online access to the course. If your computer does not allow you to complete the assignments in the course, please use the computers available on campus. Be aware that the college computers are only available during the hours of operation for the computer labs and library. It is up to you to be aware of those times and get all assignments turned in on time.

Course Description:

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body, including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

PREREQUISITES:

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 2401 with a grade of "C" or better.

Course Requirements: (For Lecture)

Lecture Exams & Final Exam (440 pts)

All Exams will be online, and you are required to use the Respondus Lockdown Browser to take the first quiz and all exams. All exams will be timed and consist of the following format: short-answer, essay, matching, multiple-choice, T/F and diagram identification. Short-answer and essay will be worth 50% of the test. In order to prepare you for the Final Exam, which will have a cumulative part of the exam, each successive test in the course will contain material from the previous test to help with the retention of material. If you experience technical difficulty when taking an online test and the test is not completed, please contact me. If I can verify the issue that interfered with the completion of the exam, I can reset test if it is before the due date.

Quizzes (80 points)

You will have four quizzes that are found in Blackboard in the Quizzes tab. Each quiz consists of two short-answer, two multiple-choice questions, and a matching section. You will have 30 minutes to answer these questions. Quizzes will be assigned the week before an upcoming exam. The first quiz will be taken using the Lockdown Browser to ensure you are familiar with the use of this software for the upcoming tests. If you experience technical difficulty, please contact me. If I can verify the technical difficulty, I can reset quiz if the due date has not passed. I advise you to try and take the quiz earlier in the week vs. the last hour on the Due date! Quiz due dates are listed in the schedule below.

Lecture Assignments (90 points)

These assignments are found in the Pearson Mastering tab in Blackboard, where you will have to click on the Assignment Button to see the list of Mastering A&P assignments. These assignments are designed specifically to help you learn and think critically about the lecture material.

Multiple Posts in Discussion Forums (50 points)

You will have five discussion forums where you are going to have to make an initial post to the discussion forum. This post will have specific criteria that you must meet when making your post. You will also have to make a second post to another student's post to extend the discussion further in a **positive** manner. It is important to recognize if the wrong information is being posted, but please be respectful of others when notifying a person of misinforming information.

Disease Group Project (40 points)

After the first lab practical, the group project will be assigned in class, and you will use this time after the examination to make plans with your group in preparing the group project. There will be a written and oral part to this project which will be presented in class after the second lab practical. Communication between group members will need to use the "Course Message" method in Blackboard.

(For Lab)

Important! Students must achieve **at least 70% of the points** offered in the following assignments in order to receive a passing grade. Refer to the **Lab Science Policy** below.

Laboratory Safety Quiz (10 points)

You will have one laboratory safety quiz. This quiz is over laboratory safety. You will learn about laboratory safety in our first in-class laboratory meeting. You must complete the online safety quiz before coming into the lab the next week to demonstrate your understanding and retention of laboratory safety. Please see the DUE date in the Schedule that follows.

Laboratory Assignments (130 points)

These assignments will be based on the Exercises that come from your lab manual or handouts posted in Blackboard. Make sure to bring these to class as they will be the basis for an in-class assignment. **Attendance is mandatory for completing these assignments.**

Lab Practicals (160 points)

There will be two laboratory practicals. The practicals consist of in-class PowerPoint examinations. The practicals are timed, so if a student comes late to this examination, they risk not being able to complete or even take this test.

(Grade Feedback)

All Assignments will be graded with grades posted on Blackboard within one week of the due date. Access your grade feedback through the "My Grades" tool located in the course menu. If you question a grade, this must be discussed within one week of the posting of the grade. Grades cannot be disputed on individual course requirements after this point.

(Determination of Course Grade/Detailed Grading Formula:

Course Assessment	Total Points	Percentage of Course
LECTURE PORTION	700	70.0%
Lecture Exams (3)	300 (100 points each)	30.0 %
On-line Quizzes (4)	80 (20 points each)	8.0%
Lecture Assignments (9)	90 (10 points each)	9.0 %
Discussion Forums (5)	50 (10 points each)	5.0 %
Disease Group Project	40	4.0%
Final Exam	140	14.0 %
LABORATORY PORTION	300	30.0%
Lab Safety Quiz (1)	10	1.0%
Lab Assignments (13)	130 (10 points each)	13.0%
Lab Practicals (2)	160 (80 points each)	16.0%
TOTAL POINTS	1000	100%

Grading Scale (based on points not percentage):

- A** A Sum of the points earned for course assessments that equals between 900 and 1000 points
- B** A Sum of the points earned for course assessments that equals between 800 and 899 points
- C** A Sum of the points earned for course assessments that equals between 700 and 799 points
- D** A Sum of the points earned for course assessments that equals between 600 and 699 points
- F** A Sum of the points earned for course assessments that equals below 600 points
- I** An incomplete may be assigned at the discretion of the instructor in accordance with the policy.
- W** A withdrawal may be assigned in accordance with college policy.

(Lab Science Policy) This course consists of both a lecture and laboratory grade component. Students must earn a 70% or better in the laboratory component to successfully pass the course. Earning less than 70% in the laboratory component will result in an F for the course regardless of the lecture 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.

Make-Up Policy:

ONLINE EXAMS AND QUIZZES:

No make-up opportunity will be allowed for missed exams unless there are documented extenuating circumstances such as illness or death in the family.

DISCUSSION FORUMS & LECTURE ASSIGNMENTS:

No make-up opportunity will be allowed for these assignments unless there is a documented extenuating circumstance such as illness or death in the family.

DISEASE GROUP PROJECT:

Each part of the course project must be completed or delivered by the due dates. There is no extension of the due dates unless you have a documented excuse approved by me.

LAB ASSIGNMENTS:

If you have an excused absence (documented proof required) approved by me, the percentage of the upcoming lab practical grade will be used to calculate the assignment score.

LAB PRACTICALS:

Make-ups will only be allowed at the discretion of the instructor and/or the presentation of documented excuses that is approved by me for the reason for which a student will miss the class date.

Attendance Policy:

Students are expected to attend all class sessions as listed on the course calendar. These attendance policies apply to the face-to-face lab portion of the class.

- **Lab Portion:** Attendance will be taken at the beginning of each lab. Leaving early from lab (without approval from the instructor) may result in an absence for that day. If you miss a lab, you will receive a zero for the lab material covered that day.
- **Online Portion:** In order to be counted as present in the online portion of this course, you must log in at least **two times per week** to participate in the class, complete assignments, print notes, or complete discussion forums.
- **Tardiness Policy:** Students arriving late (five minutes) will be noted in the daily attendance.
- **Withdrawal Policy:** If you are unable to successfully complete the course requirements, you may wish to drop this class. It is **your responsibility** to initiate a request for withdrawal from any course. It is in your best interest to visit with me before making that decision. However, if you decide to drop this class, it is **your responsibility** to withdraw by November 19th, 2021. You are still enrolled in this course until you have submitted this form. If you do not withdraw by this date, you will receive a grade of "0" (zero) for all remaining work that you did not complete, which may result in a grade of "F" for the class.

Please, if you are having trouble in the course especially early on, contact me so that we can get you the help that you need to avoid a withdrawal from the course.

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. (Faculty may add additional statements requiring monitoring and communication expectations via Blackboard or other LMS).

(Additional Policy regarding Course Communication) If you need to contact me, please use my email for reasons of tardiness as well as questions and concerns. Also, please sign the email with your name and identify your course number and section when contacting me. If you are having difficulty with the course material, come to office hours, or please contact me via phone or email to make an appointment.

General Education Core Objectives Table:

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.		Lab Practical 1 and 2
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.		Lecture Assignment 9
3. Describe the interdependency and interactions of the systems.		Disease Group Project
4. Explain contributions of organs and systems to the maintenance of homeostasis.	Critical Thinking	Urinalysis Handout
5. Identify causes and effects of homeostatic imbalances.	Communication Skills	Urinalysis Handout
6. Describe modern technology and tools used to study A&P		Lab Practical 3
7. Apply appropriate safety and ethical standards.		Lab Safety Quiz
8. Locate and identify anatomical structures.		Lab Practical 2
9. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general labware, physiology data acquisition systems, and virtual simulations.		Lab Practical 1
10. Work collaboratively to perform experiments.	Teamwork	Urinalysis Handout
11. Demonstrate the steps involved in the scientific method.		Exercise 25-1 The Model Kidney
12. Communicate results of scientific investigations, analyze data and formulate conclusions.		Exercise 19-2 Blood Typing & Exercise 19-3 Murder Mystery
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	Urinalysis Handout

Academic Dishonesty:

Disciplinary actions will be taken for students who exhibit disorderly conduct, cheat on exams, submit plagiarized work (see below), or are involved in collusion (helping others cheat or plagiarize) as defined in the Student Handbook under the heading, "Discipline and Penalties." The maximum penalty imposed for violations will be an F in the course. The student will also be referred to the Associate Vice President of Student Success and Conduct for further disciplinary action. Please read through the "Standards of Student Conduct" in the Student Handbook for a more complete discussion of these issues and your rights and responsibilities.

Student Concerns:

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

Course outline: (Tentative Schedule)

Refer to Weekly Announcements in Blackboard for updated information!

WEEK	ONLINE LECTURE MATERIAL	IN CLASS LABORATORY ACTIVITIES
1- Aug. 23- 29	MODULE 1- Chapter 16 Endocrine System - Complete Introduction Discussion Forum Lecture Assignment 1 DUE	INTRODUCTION TO THE COURSE Lab Safety Quiz DUE LAB1 DUE: Exercise 16-1 and 16-2 Endocrine Organ Anatomy and Histology
2- Aug. 30- Sep. 5	MODULE 2- Chapter 18- The Heart Lecture Assignment 2 DUE	LAB2 DUE: Ex. 17-1 Anatomy of the Heart Q&A over CHAPTER 16 & 18
3- Sep. 7-12	LABOR DAY HOLIDAY MODULE 3- Chapter 19-Cardiovascular System Lecture Assignment 3 DUE Discussion Forum 1 DUE	LAB3 DUE: Exercise 19-5 ECG & Vernier EKG Handout Exercise 19-1 (Auscultation) Exercise 19-2 Vascular Examination Q&A over CHAPTER 19
4- Sep. 13-19	MODULE 4- TEST 1 Module Practice BONUS QUIZ- using Respondus Lockdown Browser QUIZ 1 – (Respondus Lockdown Browser) TEST 1- (Respondus Lockdown Browser)	LAB4 DUE: Exercise 18-1 Major Arteries Exercise 18-2 Major Veins Exercise 18-5 Clinical Applications Exercise 14-4 ANS (Blood pressure)
5- Sep. 20- 26	MODULE 5- Chapter 17- The Blood Lecture Assignment 4 DUE	LAB5 DUE: Exercise 20-1 Formed Elements of Blood Exercise 20-2 ABO & Rh Blood Groups Q&A over CHAPTER 17
6- Sep. 27-Oct. 3	MODLULE 6 – Chapter 21 - Immunity Discussion Forum 2 DUE	LAB6 DUE: Exercise 20-3 Murder Mystery Game Exercise 21-1 Lymphatic System Anatomy Exercise 21-2 Lymphatic Organ Histology Q&A over CHAPTER 21
7- Oct. 4-10	MODLULE 7 – Chapter 20 – Lymphatic System Lecture Assignment 5 DUE	Lab Practical 1 DUE Assignment of Disease Group Projects
8- Oct. 11-17	MODULE 8 – Test 2 Module QUIZ 2 – (Respondus Lockdown Browser) TEST 2- (Respondus Lockdown Browser)	Mini- Respiratory Lecture- preview of CH22 LAB7 DUE: Exercise 22-1 Respiratory Anatomy Exercise 23-2 Measuring Pulmonary Volumes Construct a Lung Handout
9- Oct. 18-24	MODULE 9- Chapter 22- The Respiratory System Lecture Assignment 6 DUE	Mini- Digestive Lecture- preview of CH23 LAB8 DUE: Exercise 24-1 Digestive System Anatomy Exercise 2-3 Enzymes & Chemical Reactions
10- Oct. 25-31	MODULE 10- Chapter 23- The Digestive System & Chapter 24 - Nutrition Lecture Assignment 7 DUE Discussion Forum 3 DUE	LAB 9 DUE: ANIMAL DISSECTION
11- Nov. 1-07	MODULE 11- Test 3 Module QUIZ 3 – (Respondus Lockdown Browser) TEST 3- (Respondus Lockdown Browser)	Mini-Urinary Lecture-preview of CH25 LAB 10 DUE Exercise 25-1 Urinary System Anatomy Kidney Dissection
12- Nov. 8-14	MODULE 12 – Chapter 25 – The Urinary System Lecture Assignment 8 DUE	LAB 11 DUE Exercise 26-1 The Model Kidney Urinalysis Handout
13- Nov. 15-21	MODULE 13 -Chapter 26- Fluid Balance Discussion Forum 4 DUE	Mini-Reproductive Lecture-preview of CH27 LAB 12 DUE Exercise 27-1 and 27-2 Male and Female Reproductive Anatomy

14- Nov. 22-28	THANKSGIVING HOLIDAY MODULE 14 – Chapter 27- Male and Female Reproductive System Lecture Assignment 9 DUE	Mini-Development lecture-preview of CH28 LAB 13 DUE Developmental Models Pregnancy Kit/ Barrier Lab Handout
15- Nov. 29- Dec. 5	MODULE 15 – Chapter 28- Development Discussion Forum 5 DUE	Lab Practical 3 DUE DISEASE PROJECT PRESENTATIONS
16- Dec. 6-10	MODULE 16 – FINAL EXAM Module QUIZ 4– (Respondus Lockdown Browser) FINAL EXAM- (Respondus Lockdown Browser)	

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](#) under “Grade Appeal.”

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 accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement:

Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free, and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 is November 19th

F_N Grading:

The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.

COVID-19 Statement:

All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus/. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu.cornonavirus for future updates.

