



RANGER COLLEGE
STEPHENVILLE, TEXAS

COURSE SYLLABUS

ANATOMY AND PHYSIOLOGY I

BIOL 2401

4 credit hours

INSTRUCTOR:

Dr. Kathy Baxter

EMAIL: katbaxnd@yahoo.com; kbaxter@rangercollege.edu
OFFICE: Online
PHONE: 602.300.5659 (Preferred method of contact is TEXT)
HOURS: As needed via text message @ 602-300-5659

I. Texas Core Curriculum Statement of Purpose

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

II. Course Description

Anatomy and Physiology I 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 the interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

III. Required Background or Prerequisite

Recommended prerequisite: Medical terminology is strongly recommended but not required.

IV. Required Textbook and Course Materials

Hole's Human Anatomy & Physiology, 16th Edition

David N. Shier, Washtenaw Community College; Jackie L. Butler, Grayson Community College; Ricki Lewis, Contributing Editor.

The required textbook package includes an eBook version of the textbook and is included in your tuition.

For those of you who prefer a hard copy of the textbook, it is available in hard copy with Connect PLUS included as well at the college bookstore.

McGraw offers an upgrade to 'loose leaf' pages when you enter your access code for Connect PLUS at a very low rate. The bookstore may also have this option.

Required Lab Access: Anatomy & Physiology Revealed 3.0 and is included in with your course tuition.

V. Course Purpose

The purpose of this course is to complete the two-part Anatomy & Physiology series required for advancement into allied health programs.

VI. Learning Outcomes

Upon successful completion of the course, students will have demonstrated proficiency in the following areas:

1. Practical and working knowledge of basic human anatomy.
2. Understanding the inter-relations of the human body systems.
3. Basic anatomy of human body is taught in this half of the course.
4. A General understanding of medical terminology.

VII. Core Objectives

This course meets the following of the six Core Objectives established by Texas:

- ☒ **Critical Thinking Skills (CT)** – Creative thinking, innovation, inquiry, and analysis; evaluation and synthesis of information
- ☒ **Communication Skills (COM)** – effective development, interpretation and expression of ideas through written, oral, and visual communication
- ☒ **Empirical and Quantitative Skills (EQS)** – The manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- ☒ **Teamwork (TW)** – The ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- ☒ **Social Responsibility (SR)** – Intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- ☒ **Personal Responsibility (PR)** – The ability to connect choices, actions, and consequences to ethical decision-making

VIII. Methods of Instruction

This course is completely online in an asynchronous class with flexible activity time therefore, completion of assignments can be done prior to due dates in order to accommodate schedules and responsibilities. All assignments and exams are

completed utilizing Blackboard and McGraw Hill Connect PLUS. Proctored exams will be taken at an approved testing facility or via Proctor U online.

IX. Methods of Assessment

Grades and Completing Assignments:

Graded items consist of 12 lab assignments (found in McGraw Hill Connect utilizing Anatomy & Physiology 3.0), 12 Lecture assignments (Learn Smart - also in Connect) and 4 major exams (taken in the McGraw Hill Connect program), one of which are proctored.

The Final Exam must be taken at a proctored testing facility or via Proctor U - NO EXCEPTIONS. Proctor U allows you to take exams for a fee from your desired location utilizing an online proctor.

Exams cover three chapters each and the final is NOT comprehensive.

If you are a distance learning student, you need to provide me with the testing facility information for your college so that I can send them the exam information.

All assignments will be due on the assigned due date that can be found in this syllabus.

Point deductions for late assignments will be as follows: lecture assignments – 10% deducted for each day late, lab assignments – 10% deducted for each day late. You will not receive credit for assignment submitted more than 10 days late, but it is in your best interest to complete all assignments.

Please communicate with your instructor if you have extenuating circumstances that you would like to have considered regarding the late policy. Exceptions to this policy are at the discretion of the instructor and will be made on an as-needed basis.

Overall Grading Policy:

Students are graded primarily on the degree to which they meet learning outcomes, not just how much time and effort is put forth in the course.

Grade distribution will be as follows:

Lecture Assignments	20%	89.5%-100% = A
Lab Assignments	25%	79.5%-89.4% = B

3 Section Exams—10% ea.	30%	69.5%-79.4% = C
Final Exam	<u>25%</u>	59.5%-69.4% = D
	100%	59.4% or < = F

X. Course/Classroom Policies

GENERAL POLICIES AND PROCEDURES:

Major Course Requirements:

1. Do your own work! If you have someone else do your work for you, you will not be prepared for the exams. Study groups are encouraged. It sometimes helps to understand a topic when another person is there to dialog with. Copying another person's assignment is discouraged as you will fail to benefit from not doing your own work, and once again, it is considered intentional plagiarism. Sharing the responsibility is also discouraged. This means one person doing half the assignment and another doing the other half, then sharing answers (once again, plagiarism on both parties involved). If you are going to work together, work on the same question together and discuss any questions that arise along the process. Attempt to understand the material you are working on as you can be assured that you will likely see it again on exams and possibly a future board exam. *Be prepared, learn as you learn!*
2. All students are expected to turn in assignments by the due date. Any student who cannot turn in an assignment by the due date must communicate with the instructor *before* the due date, except in case of an emergency.
3. Makeup assignments and tests are at the discretion of the instructor. I understand that unforeseen circumstances occur that inhibit completion of assignments by the due dates or interfere with test scheduling. It is the responsibility of the student to inform me when such circumstances arise.
4. Assignments that are received more than 12 hours past the due date will be considered late and will be subject to point deduction. (In other words, you have a 12-hour grace period on assignment submissions). Exceptions to this rule will be addressed on an as-needed basis.
5. The final exam is proctored and must be taken at an approved testing center or via Proctor U; the others may be taken from your home computer. It is the student's responsibility to schedule his or her own testing arrangements at the testing center. **DO NOT** wait until the last minute to schedule your testing times!! Students are

responsible for providing me with contact information to the testing center of choice *if it is a location other than a Ranger testing site.*

All exams must be taken in order to pass this course.

6. If you are not doing well in the class and you think you might need to drop it, please contact me first. If you choose to drop, it is *your* responsibility to complete the necessary paperwork and submit it to the registrar. Do not expect *me* to drop you or ask *me* to drop you. *You* must initiate the drop. If you don't initiate the drop and you are on my final roster, the only choices I have, as far as a final grade, is F and WF. If you want a W, you must do the paperwork and drop the class.

7. If no assignments are received and you do not respond to email messages, I will assign a grade of F as your final grade in the class. If you wish to avoid this showing up on your transcript, please drop the class as soon as you know you can't handle the required work.

8. I will give incomplete grades (I) under special circumstances only. Additionally, you must have completed 90% of all the assignments and the first three exams must have been taken. Exceptions will be considered on an as-needed basis.

9. Should you or a family member become ill during the semester or if you are involved in any event that might prevent you from completing your work on time; you need to let me know immediately. If you miss an exam or need to drop the course with a grade of incomplete because of this, you will need to supply documentation of the injury, accident, etc., in the form of a doctor's note or hospital admission/release forms.

Communications:

It is vital that students read the DISCUSSION BOARD and new ANNOUNCEMENTS every time the course is entered. ALL OF IT PLEASE!! I read every single comment and I request that students do the same. This practice will prevent me from repeatedly answering the same question, but only if students read all posts and announcements. Please do not post in multiple venues but use the discussion board as the venue if other students may benefit from the response. I read all posts, emails and text messages therefore I sometimes end up reading the same message 4 times. Should urgent issues arise, remember that **text message is the quickest way to reach me and is always acceptable as a means of contact.** ALWAYS CONTACT ME VIA TEXT IF YOU HAVE AN ISSUE WITH AN EXAM so I get the message right away.

Plagiarism:

Ranger College recognizes the seriousness of plagiarism, which is defined as turning in someone else's work and calling it your own. At Ranger College, plagiarism is treated as a dishonest action, an issue of dishonorable behavior. There are two types of plagiarism to beware of--intentional and unintentional plagiarism. Intentional plagiarism is an obvious type of cheating that includes turning in work that you are falsely presenting as your own. It may be work that was produced by a roommate, a spouse or material copied from the Internet. Copy and Paste is considered intentional plagiarism. Allowing another student to copy your work is another type of intentional plagiarism. Unintentional plagiarism will not be addressed for this course. Penalties for plagiarism, according to Ranger College's Violations of the Student Code of Conduct, can be severe. They may range from failure of an assignment to failure of a course, to referral to the Dean, to dismissal from a program of study. These actions are not meant to be threatening, but to ensure that students understand that the school takes plagiarism seriously. The underlying message of the Ranger College plagiarism policy is that instructors are committed to encouraging students to use source material correctly.

Prior to beginning each course, a required plagiarism quiz is to be taken. The plagiarism quiz is found under the Plagiarism Quiz tab in Blackboard. The quiz is not counted as a course grade but is instead awarded as extra credit toward your lowest exam score (excluding the final) at the rate of 1 point for every 10 points scored on the quiz.

Early Alert Report:

This class uses the Early Alert Report service. By week six of the semester, I will notify the Retention Coordinator if you have struggled with excessive absences, incomplete work, or difficulty with the course content. This warning is not an official grade, yet it indicates concerns about your progress that need to be addressed immediately. If you are contacted about an Early Alert Report, please respond to the Retention Coordinator and respective campus personnel (i.e., athletic coach, Dean of Students, instructor, campus administrator) to discuss action strategies and resources for academic improvement and, ultimately, success.

XI. Course Outline/Schedule

The Due Dates Calendar specifies ACTUAL DUE DATES, they are **NOT** suggested due dates. Due dates are 'DUE BY DATES' so don't wait till the day they are due to start assignments, or you may not have time to complete them by midnight. Many are lengthy and require several hours to complete. Waiting till a few hours before they are due to begin working on them is not advised.

First Day of Class: The plagiarism quiz needs to be taken immediately upon entering the course and prior to beginning assignments.

MAKE SURE TO SCHEDULE YOUR FINAL EXAM WITH THE TESTING CENTER - Testing Center Available Dates and Times will be presented in an announcement close to midterm and final exam times. Make sure to be aware of and schedule exams on the dates and at times available at the testing centers. If you choose to take your exam via Proctor U, your time options are much broader as they offer proctoring 24/7.

**Assignments and exams are accepted early. All assignments and exams are available/open beginning the first day of class. You may submit any and all assignments early, but submissions received after 10 days late will not be given a grade unless prior arrangements have been negotiated with the instructor.

Note to Students: The Instructor reserves the right to change the delivery of course content based upon the needs of the class.

XII. Non-Discrimination Statement

Admissions, employment, and program policies of Ranger College are nondiscriminatory in regard to race, creed, color, sex, age, disability, and national origin.

XIII. ADA Statement

Ranger College provides a variety of services for students with learning and/or physical disabilities. Students are responsible for making initial contact with the Ranger College Counselor, Gabe Lewis (glewis@rangercollege.edu). It is advisable to make this contact before or immediately after the semester begins.