

HUMAN ANATOMY AND PHYSIOLOGY I COURSE POLICY  
LECTURE  
BIO 2513

INSTRUCTOR: Dr. Bobby Glenn

COURSE DESCRIPTION:

Prerequisite: High school Biology or BIO 1133 or 2412, CHE 1224 recommended. Fundamental principles in the anatomy and physiology of the human body. Cell physiology, skeletal, integumentary, and muscular and nervous systems.

COURSE GOALS:

1. To learn the fundamental principles of the structure and function of the human body.
2. To understand the physical basis of life
3. To study various levels of organization within the human body.
4. To prepare you for making informed decisions regarding your body or others.

UNIT GOALS:

Objectives are stated in the beginning of each chapter of the text. See Course Syllabus.

INSTRUCTIONAL TECHNIQUES:

Students will have weekly assignments to promote learning of the objectives. Test will be given at the completion of each Unit.

OUTCOME COMPETENCIES:

After completion of the course students should have a basic knowledge of human anatomy & physiology.

METHODS OF EVALUATION:

1. First assignment is a on the Course Policy Sheet. It will be worth 10 points.
2. You will be assigned 13 Weekly Assignments. There is a total of 440 assignment points for the semester. Each assignment will be in the form of a Matching and True or False test. It is the responsible of each student to check the ---Assignment Folder and the Test Folder---daily to find what assignments and test are due. You will be responsible for submitting the assignment before the dead line date. Assignment test may be taken any time during the scheduled time frame. Assignment test may be open, closed and re-opened. It must be submitted by the deadline due date. The assignment will not be available after the dead line date. **If you do not submit the assignment by the scheduled time, you will receive a zero (0) for that assignment.**
3. Seven (7) Unit tests will be given during the semester. Each test is worth 100 points for a total of 700 points. Three (3) of the seven tests will be proctor test and four (4) non-proctor test. A proctor test is a test give at a proctor site and under supervision. A non-proctor test is taken at home. You are not allowed to use books, notes or any other aid in taking the proctor and non-proctor Unit Test. You are on the honor system. These tests are timed test, usually 40 minutes. Once the test has been open you can not close the test and return to complete the test. It must be completed within the scheduled time once the test has been open. **If you do not submit the Unit Test by the scheduled time, you will receive a zero (0) for that Unit Test.**

#### **4. PROCTOR TEST RULE:**

- a. *Students are required to take all scheduled test. Including all proctor test.*
  - b. *Student's final grade is depending on their proctor grade.*
  - c. *If a student makes 59 or below on all proctor test. Their grade will be an "F" regardless of their course average.*
  - d. *If a student makes no higher than a 69 on all proctor test, their grade will be a "D" regardless of their course average.*
  - e. *If a student makes a 70 or higher on any one (1) proctor test, their grade will be what they have earned in the courses.*
5. Remember- The schedule time to take the on-line test and proctor test is Sunday until the following Sunday Students are expected to adhere to the course schedule. Test will NOT be available after the scheduled time.
6. Total points for the semester equals- 1150 points
7. Grades are based on percentages.
- a. Syllabus Sheet Test and Assignments count 40% of grade.
  - b. 7 unit test count 60% of the grade

#### Grade Scale:

- A- 90% OR HIGHER
- B- 80 TO 89%
- C- 70 TO 79%
- D- 60 TO 69%
- F- 59% AND BELOW

#### Summary:

Your grade will be based on:

1. Policy Sheet Test- 10 points
2. Assignments -440 points
3. 7 lab test- 700 ( 3 proctor and 4 non- proctor)
4. Total points= 1150

The due dates for assignments and unit test can be found in folder Module → Assignment OR in folder "Quizzes" OR in folder "Syllabus" found on the left. Students are expected to adhere to the course schedule. Test will NOT be available after the due date.

**Remember- all assignments and Unit Test not submitted by the due date will be counted as a zero (0)!**

#### TEXTBOOK AND MATERIALS REQUIRED:

*Human Anatomy & Physiology, Hole's*

*Laboratory Manual Human Anatomy & Physiology, Hole's*

#### RECOMMENDED MATERIALS:

*A Guide to Anatomy and Physiology Lab, Thomas G. Rust*

*Student Study Guide an Accompany Human Anatomy & Physiology*

## ATTENDANCE POLICY:

Attendance is taken by whether the student completing the test by the scheduled due date. If a student fails to submit three (3) assignments and /or tests, that student may be dropped from the class due to excessive absences.

## ACADEMIC HONESTY POLICY:

Students are expected to conduct themselves with honesty and integrity throughout the course, in other words, to do your own work. Any indication of scholastic dishonesty or plagiarism will receive a "0" for that grade.

## TESTING POLICY:

Each test is a non-comprehensive unit test over selected chapters; there is no comprehensive exam. All students are required to take all tests; no students are exempt from any tests, as there are no comprehensive exams.

Some tests will be taken online by the "honor system" and some tests will be "proctored". Proctored tests are taken at a school campus or designated site and supervised by a facilitator called a proctor. It is each student's responsibility to make an appointment with the proctor to take the test during its available time. You will need a photo ID. Dates are assigned for proctored exams and will be on the course schedule.

## VI. Hinds Withdrawal Policy

- Procedure Defined Within Your Course
- Understanding Other College Procedures

### Procedure Example:

The deadline for withdrawing from this online course is **November 8, 2013**. After this date, course withdrawals will not be possible. Please note that this is earlier than the withdrawal deadline for traditional classes. If you are a HINDS student, you will need to go by one of the Hinds campuses and complete a form, or call the Distance Learning Office 601-857-3257 and request to have a form faxed to you, or a form may be emailed to you provided you have Adobe Acrobat and are able to access the form and fax it. If you are NOT a Hinds student, please adhere to your colleges withdrawal procedures.

## I. Official Hinds CC Notice of Non-discrimination Statement:

Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Debra Mays-Jackson, Vice President for Administrative and Student Services, 34175 Hwy. 18, Utica, MS 39175; 601.885.7001.

## II. Video Surveillance

Hinds Community College utilizes Video Surveillance Cameras in order to enhance security and personal safety on its campuses. It has been determined that use of this equipment may prevent losses and aid in the law enforcement activities of the Hinds Campus Police. To ensure the protection of individual privacy rights in accordance with the law, a formal Policy on the Use and Installation of Video Surveillance Equipment has been written to standardize procedures for the installation of this type of equipment and the handling, viewing, retention, and destruction of recorded media. Under no circumstances shall the contents of any captured audio or video recordings be exploited for purposes of profit or commercial publication, nor shall recordings be publicly distributed except as may be required by law.

### III. Netiquette

The term "netiquette" is a compound of the words "network" and "etiquette". It refers to acceptable codes of practice for interacting with others while online. In order to prevent misunderstandings and promote engaging and meaningful collaboration, extra care must be taken into how you express yourself in your written communication.

#### How to Communicate

- a. Be professional as you communicate. Reread your written text before posting or emailing. In much of the corporate world, writing in all caps is considered yelling and, therefore, is not acceptable in any online communication, nor is texting lingo.
- b. Be considerate. Think about how your words affect others.
- c. Be respectful of the opinions of others and respect your instructor.
- d. Be calm. Try to keep your emotions out of class.
- e. Humor and sarcasm. Because there are no visual cues in distance education, humor and sarcasm are impossible to discern. Be very careful when interjecting humor and refrain from using any remarks that are sarcastic in nature.
- f. Harassment and other offensive behavior. The online learning environment is no place to harass, threaten, or embarrass others. Comments that can be viewed, as offensive, sexist, or racially motivated will not be tolerated.
- g. Offensive material. Students may not post, transmit, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, otherwise potentially offensive.
- h. Copyrights and intellectual property. Plagiarism will not be tolerated. Ideas that are copied should always be cited correctly.