

**BIOLOGY 2302.001**  
**ANATOMY AND PHYSIOLOGY, II**  
**COURSE SYLLABUS**

**INSTRUCTOR:** **Sara Rumbelow MS, Lecturer in Biology and A&P Coordinator**  
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**REQUIRED COURSE MATERIALS:**

*Human Anatomy and Physiology*, Erin C. Amerman, Pearson, 3rd ed.; **Purchasing Options:**

**1. At the Campus Bookstore:** ISBN: 9780135361566 - What you purchase is an access code that will give you digital access to the lecture text above, plus the lab manual.

Once you link to your lecture course in Canvas, follow these steps to redeem your lab manual:

*Steps to follow to receive the loose-leaf lab manual*

1. Click on eTextbook on the left hand column in Mastering
2. Scroll to the bottom to Redeem a Prepaid Print Textbook
3. Select the correct lab manual ([Marieb, Human Anatomy and Physiology Lab Manual \(Main Version\), 12/e](#))
4. Enter shipping address

**2. Via the Access Pearson link in your Canvas course.** You will sign up and pay during the Pearson registration process. Once complete you will need to pay separately for the lab manual. Please watch the short video providing instructions on how to complete this purchase.

<https://share.vidyard.com/watch/uVcSv3G94b1i98mCKPyj82>

**Recommended:** ISBN-13: 978-1-61731-066-9 Krieger, *A Visual Analogy Guide to Human Anatomy and Physiology*, 2e

*A student of this institution is not required under law to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.*

**COURSE DESCRIPTION:** This course provides an overview of the structure and function of the human body.

**COURSE OBJECTIVES:** Upon completion of **BIOL 2302**, the student will

1. Define and correctly apply anatomical and physiological terminology
2. Describe the structure and function of the sensory, endocrine, cardiovascular, pulmonary, immune (lymphatic), digestive and renal systems
3. Define homeostasis and explain its role in human function, using specific examples for the sensory, endocrine, cardiovascular, pulmonary, immune, (lymphatic), digestive and renal systems
4. Discuss and apply the principles of local, neural and endocrine regulation of the body systems
5. Describe the composition and functions of blood, including all formed elements
6. Explain the regulation of acid-base balance in the body and the mechanisms of acidosis and alkalosis
7. Demonstrate the ability to communicate scientific information and theory both verbally and in writing
8. Interpret scientific graphs, tables, and charts
9. Apply the concepts of human anatomy and physiology to real situations

**GENERAL:**

As soon as possible, log onto **Canvas** and **spend some time exploring the materials available**. Check **Canvas** and your **student email DAILY** for **new announcements or messages**.

**To get the most out of class, you should:**

- **Read** the assigned **text chapter** **before** we get to it in class

If we finish a chapter **with class time remaining**, then we will start the **next scheduled chapter**, because every minute is precious. We will discuss the majority of the **anatomy** in the **LABORATORY**, and **NOT** in the **lecture**. **In the lecture**, we will focus on **physiological principles**.

I welcome questions in person or if more convenient, you can call or e-mail. Please do not hesitate to ask questions about class material! **There is no such thing as a stupid CONTENT question. Honestly, it is only stupid NOT to ASK them.** It is VERY difficult to improve your course average after you fail the first exam in a course like A&P, so PLEASE contact me for help or studying tips **EARLY** in the semester, before it is too late to make a difference.

### **Recording of Class Sessions:**

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

**GRADING POLICY:** Your final course grade will be determined as follows (Extenuating circumstances such as weather-related schedule changes may result in changes to these percentages.):

#### **Exams: Four (4) exams:**

**Exam 1 - 15%** of final course grade

**Midterm Exam – 15%** of final course grade

**Exam 3 – 15%** of final course grade

**Final Exam – 20%** of final course grade; includes 30% from previous 3 units

**Exam questions will be multiple-choice and short essays and will be limited to material in the text. (The majority of questions will be taken from LECTURE content.)**

Following each exam, the questions answered correctly by 30% or less of the class will be posted on Canvas as **Retake Questions**, and students will have one opportunity to answer them again, using any information source other than another student, with no time limit. A point will be added back to the exam raw score for each retake question answered correctly. This provides an opportunity for every student to “earn” a curve, but it will only be done if the raw exam average is less than 70%.

**Weekly Quizzes:** You will take a quiz (worth ten points) over every chapter. As we complete each chapter a quiz will open on canvas, and will be due by 11:59pm the night before the next scheduled exam. Once the exam opens, late quizzes will not be accepted. The number of quizzes per semester will vary, and several may be dropped at the end of the semester. The quiz average will be calculated as **15%** of the total course grade.

Quizzes will be named in Canvas using the chapter. You may take them on campus or at home. They are limited to a maximum of **1.5 MINUTES per question**. Therefore, a quiz consisting of **ten questions** will have a total time limit of **fifteen minutes**. Please note: Canvas will automatically submit your quiz when you reach the time limit.

**Quizzes** on Canvas should be taken on a **RELIABLE Internet connection**. If you are knocked offline while taking a **quiz**, I may have to **clear** the quiz before another attempt can be made. Also, be sure to **check the quiz** after submission to make sure that there is a **score**. Email me if you have any sort of quiz problem.

**Pearson Assignments:** (Homework and Dynamic Study Modules (DSM's)): You will study (and earn **20%** of your total grade) by completing assignments over each chapter of material in Pearson's MyLab and Mastering. You must complete the Homework and DSM assignments by the **deadlines** posted on Connect for **full credit**. DSM assignments *CANNOT be completed after the due date, so make sure to get them done early.*

**Letter grades** will be assigned according to the following scale, based on the **Total** in Canvas:

**A = above 89.5      B = 79.5-89.49      C = 69.5-79.49      D = 59.5-69.49      F = below 59.5**

**All your course grades will be in Canvas (under Grades), so you will be able to view your current course grade at any time.** Please be aware that I cannot give you EXTRA CREDIT OR WORK at the end of the semester. Your average (**Total**) shown in Canvas will determine your final course grade.

**Grade rounding:** At the end of the semester, grades will be calculated in Canvas according to the \*percentages in the syllabus. If your Total grade is within **0.5 points** of the next letter grade, I will **round it up automatically** (see grade scale above). The only other adjustment that will be made is if the final percentage is **WITHIN ONE POINT** of the next letter grade (and NO more), and the student has missed **Two OR LESS WEEKLY QUIZZES**. If you meet these criteria, then I will **round up** to the **next letter grade**. (Mitigating circumstances will be taken into account at the discretion of the instructor.)

### **EXAM/QUIZ MAKE-UP POLICY:**

Unfortunately, illnesses, deaths in the family, and other traumatic events are part of life. I understand how difficult these times are, so if you contact me by phone or email within 24 h of the event and provide **documentation** (letters from family members

are NOT acceptable), I will be happy to give you a make-up exam.

If you are unable to take an **exam** as scheduled for some sort of non-emergency issue, then you must let me know well **in ADVANCE**. **Students who fail to make timely arrangements will most likely receive a grade of "0" for the exam missed.**

### ACADEMIC INTEGRITY IN A & P:

**The UT Tyler Honor Code: I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.**

### **EXAMINATIONS**

- Exams are to be taken INDIVIDUALLY, without input or assistance from anyone else, **including students that have taken the exam, quiz or course previously**. This course contains material that you MUST know for future classes and for your profession. Therefore, using old exams, or asking other students about exam content will only hurt YOU in the long run. The grades you earn are NOT as important as what you actually LEARN in this course.
- The use of your **notes, text or any other reference material** during EXAMS is PROHIBITED.
- Possession of anything containing **course content** will be considered cheating, whether or not you actually refer to it during the exam.
- **TALKING during an EXAM to anyone other than the instructor or proctor will automatically be considered cheating.** It does not matter what you were talking about.
- ANY use of **cell phones** (even if they call YOU) or any other electronic device that could be used to **record or transmit test material** is prohibited. Phones must be **out of sight** in a pocket, purse or backpack, and turned OFF or on vibrate.
- Hats worn during exams must be **turned** or **removed** so that the face is not covered in any way.

### **LockDown Browser Requirement**

This course requires the use of Respondus LockDown Browser for exams. Watch this video to get a basic understanding of LockDown Browser:

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

### **Download Instructions**

- Select the practice quiz from within your Canvas course
- If you have not already installed LockDown Browser, select the link to download the application and follow the installation instructions
- Return to the quiz page in a standard browser
- LockDown Browser will launch and the quiz will begin

Note: LockDown Browser only needs to be installed once per computer or device. It will start automatically from that point forward when a test requires it.

### **Guidelines**

When taking an online exam follow these guidelines:

- Before starting the test, know how much time is available for it (full class time), and also that you've allotted sufficient time to complete it
- Turn off all mobile devices, phones, etc. and don't have them within reach
- Clear your area of all external materials - books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

### **Getting Help**

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- Respondus has a Knowledge Base available from support.respondus.com. Select "LockDown Browser & Respondus Monitor" as the product to view helpful articles.

- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

***Students behaving suspiciously or accessing any other software or device while taking an online exam will earn a grade of ZERO (0) for that exam, at the instructor's discretion.***

#### **WEEKLY QUIZZES AND MASTERING ASSIGNMENTS**

- MAY be taken with the assistance of **lecture notes** or the **textbook**; however, because the quizzes are **timed**, you must **KNOW THE MATERIAL** to do well.
- May **NOT** be taken with assistance from **other students**, or any other **reference material**, including Internet sources.
- Do **NOT** share the contents of a weekly quiz with other students; they are **NOT** group assignments!

**Penalties for cheating in A&P include anything from a zero on the exam or quiz during which the cheating occurred, up to an F for the course in question, at my discretion. Violators WILL be reported to the UT Tyler Judicial Officer for disciplinary proceedings.**

#### **UT Tyler Resources for Students**

- **Supplemental Instruction:** Group study sessions are offered several times per week, led by specially trained students. Students that participate in these sessions regularly **score significantly higher (usually a whole letter grade) on exams**, so attend whenever possible. **Session schedules are posted on Canvas.**
- **A&P Tutoring:** Individual tutoring is available in the [\*\*UT Tyler PASS Tutoring Center\*\*](#) located in **LIB 401**. Our Tutors would LOVE to help you! (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- **Library Support:** The Robert R. Muntz Library strives to serve as a center of discovery, exchange, and advancement of ideas. <http://www.uttyler.edu/library/>
- [\*\*UT Tyler Writing Center\*\*](#) (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- [\*\*UT Tyler Counseling Center\*\*](#) (903.566.7254)

#### **UNIVERSITY POLICIES:**

##### **Students Rights And Responsibilities At UT Tyler:**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

##### **Campus Carry**

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

##### **UT Tyler a Tobacco-Free University:**

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit <http://www.uttyler.edu/tobacco-free>

##### **Grade Replacement/Forgiveness and Census Date Policies:**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

#### **State-Mandated Course Drop Policy:**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

#### **Student Accessibility and Resources**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources (SAR) office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to [cstaples@uttyler.edu](mailto:cstaples@uttyler.edu)

#### **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

#### **Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

#### **Social Security and FERPA Statement:**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

#### **Emergency Exits and Evacuation:**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

#### **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;

- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by
- the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to
- obtain an unadministered test, test key, homework solution, or computer program
- or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

- i. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- ii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iii. All written work that is submitted will be subject to review by Turnitin, available on Canvas.

**I RESERVE THE RIGHT TO MODIFY THIS SYLLABUS AT ANY TIME. THEREFORE, YOUR ATTENDANCE AND ATTENTION TO THE ANNOUNCEMENTS IN CANVAS ARE CRUCIAL BECAUSE IT WILL ASSIST YOU REMAIN CURRENT ON THE MATERIAL AND KNOW WHEN THE SYLLABUS MAY BE MODIFIED.**

**The Course Schedule can be found on Canvas.**