COURSE SYLLABUS

INSTRUCTOR: Suzanne Pundt MS, MT (ASCP)
Senior Lecturer in Biology and A&P Coordinator
UTT Academy of Distinguished Teachers, Founding Member
Office – HPR 117; 903-566-7274
Campus Student Hours – Tues 10am-1pm; Thurs 10am-1pm, or by appointment
Email – spundt@uttyler.edu

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. Critical Thinking: Apply the concepts of human anatomy and physiology to real situations
2. Communication: Demonstrate the ability to communicate scientific information and theory both verbally and in writing
4. Teamwork: Consider different points of view and to work effectively with others to support a shared purpose or goal.
5. Define and correctly apply anatomical and physiological terminology
6. Define homeostasis and explain its role in human function, using specific examples for the sensory, endocrine, cardiovascular, pulmonary, immune, (lymphatic), digestive and renal systems
7. Describe the structure and function of the sensory, endocrine, cardiovascular, pulmonary, immune (lymphatic), digestive and renal systems
8. Discuss and apply the principles of local, neural and endocrine regulation of the body systems
9. Describe the composition and functions of blood, including all formed elements
10. Explain the regulation of acid-base balance in the body and the mechanisms of acidosis and alkalosis

REQUIRED COURSE MATERIALS:

Human Anatomy and Physiology, Erin C. Amerman, Pearson, 2nd ed.; Purchasing Options:

ISBN: 9780134754239 3 Hole Punch book with Modified Mastering with E-book, Photo Atlas and Student Workbook; cheaper than hardbound, but CANNOT BE SOLD BACK to the bookstore; good option for nursing majors that need to save money and will keep their texts for use during nursing school.
ISBN: 9780134788074 Standalone Modified Mastering with E-book; can be purchased at http://www.pearsonmylabandmastering.com/ or in the bookstore

NOTE: if you are also taking Biol 2101 A&P1 Lab, your CHEAPEST alternative is to buy a text bundle at UTT Bookstore:

ISBN: 9780135243824 Amerman ALC (3 hole punch) + Amerman Modified Mastering Ebook + Marieb Lab Main + Modified Mastering Marieb Lab


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.

Minimum Technology Requirements
- Access to a computer (PC or Mac), personal or on campus with WEBCAM for taking exams with Tegrity
- Internet access (high-speed preferred; Canvas and the videos may be slow to load on satellite or dial up)
- Microsoft Office, or a Word and PowerPoint compatible program such as Apple iWork or Apache Open Office (free) to view handouts and presentations.
Plug-ins and Helper Applications
UT Tyler online courses use Java, JavaScript, browser plug-ins, helper application and cookies. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course. Always ensure that you are using the most update version for the browser you choose to access the online learning content.

- **Adobe Flash Player** allows you to view content created with Flash such as interactive web applications and animations. [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)

GENERAL COURSE OVERVIEW:
In an online class, we will have a much different "classroom" experience than a face-to-face student. **However, please be aware that this course is equivalent in every way to the traditional face-to-face course section(s).**

- The amount of material covered is exactly equivalent, so if you are expecting it to be easier than a traditional course, you will be disappointed.
- The course was created for students that are unable to attend the traditional face-to-face class because of work or other scheduling difficulty; MOST students find it more difficult than the traditional course.
- It is most suited to students that have already had multiple science courses (biology and chemistry), are upper classmen (juniors and seniors) or even post-baccalaureate, with excellent study skills and reading comprehension; this course is NOT intended for Freshmen or sophomores.
- So if you are a sophomore, or you are concerned that an online class may not be the best choice for you, then it might be a good idea to discuss the course with me while you still have time to transfer into the face-to-face course (Biol 2302.001).

The Canvas course is organized by WEEK. Everything you need to know for a particular week will be found on or linked to that week's MODULE PAGE.

- Every weekly module consists of FIVE pages (Overview, Readings & Multimedia, Activities, Assessments and Supplemental Resources).
- Work your way through each weekly module carefully, paying attention to specified due dates.
- This is the best way to make sure that you don't miss any course activity or assessment.

The deadlines posted in Canvas for quizzes and exams are NON-NEGOTIABLE, and this is NOT a "study at your own pace" course.

- As stated elsewhere in the syllabus, if you have a problem (technical, family, work, or whatever), you need to let me know well before the assessment (quiz, exam or retake questions) becomes unavailable, or as soon as humanly possible. Email is the best way to do so.
- I am more than willing to work with you, if you have a legitimate, documented issue, but only if you follow this rule.
- Do not contact me the day after an exam or quiz is over, and expect me to give you a make-up, because unless you have an awfully good reason, it is not likely to happen.

COMMUNICATION:

- Please do not hesitate to ask questions about class material! There is no such thing as a stupid CONTENT question. It is only stupid NOT to ASK them.
- Questions about items covered on the syllabus/schedule or posted online, will NOT be answered. My response will direct you to the answer location only, so please look for the answer before contacting me. I just have too many students to spend time answering questions about things that can easily be found.
Questions are welcomed during office hours by phone or Zoom, or any time by e-mail. The best way to reach me is by email. Make sure that you identify yourself as an ONLINE STUDENT! I typically respond to emails sent during the week (between 8am and 10pm) within an hour; emails sent on the weekends will usually be answered within 2-3 hours, as long as I have an adequate cellular signal.

Quiz grades will be automatically recorded in Canvas and made available upon submission; you will be able to re-access each quiz at 10 am on the day after the quiz is over.

Final Exam grades will be posted on Canvas within 48 hours.

TECHNICAL HELP:

- Taking an online class, you should be comfortable with using technology, including navigating Canvas and the Internet, sending and receiving email, downloading and saving files to your computer, and playing and viewing video and audio files. Contact the Campus Computing Center if you want help general computer literacy: http://www.uttyler.edu/ccs/ccc/
- You have several options for Canvas or computer technical assistance. When you contact IT Support, make sure to include the course title and number and a complete description of the problem.
  - Phone: (903) 565-5555 or extension 5555 on campus
  - Email: itsupport@patriots.uttyler.edu
  - You may also visit the Help tab in Canvas for useful information or check out UT Tyler’s Video Tours of an Online Course: http://uttyler.edu/online/online-course-videos.php

GRADING POLICY:

This course contains material that you MUST know for future classes and for your profession. The grades you earn are NOT as important as what you actually LEARN in this course. Therefore using old exams, or asking other students about exam content will only hurt YOU in the long run. Also, keep in mind that 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.

Your grades and course average (TOTAL in Canvas) are available anytime in Grades. Please be aware that no extra credit or work will be given at the end of the semester.

The final course grade (TOTAL) will be determined as follows:

4 Exams 65%
Exam 1 – 15% of course grade
Exam 2 – includes 10% from first unit; 15% of course grade
Exam 3 – includes 10% from second unit; 15% of course grade
Exam 4 – includes 30% from previous 3 units; 20% of course grade

Exam questions will be multiple-choice and short essay and will be limited to material in the text. (The great majority of multiple choice exam questions will be taken from LECTURE content as outlined in the PowerPoint files for each chapter.) Essay questions (two per exam) will be pulled from the Discussion Board questions.

Exams will be given on Canvas. They will be recorded with ProctorU (see Canvas for more information) and timed (90 SECONDS per MC question plus FOUR minutes per short essay) and Canvas will STOP you if you go over the limit. Exams must be completed within one hour of the exam deadline posted in Canvas, or it will be considered late, and 5 percentage points will be deducted from the final score.
If you are unable to take an exam (or retake questions; see below) as scheduled, a make-up will be arranged ONLY if the reason is legitimate and documented, and I am notified IN ADVANCE of the time the exam is scheduled, by e-mail. If you fail to make appropriate arrangements, you will most likely receive a grade of “0” for the exam or retakes missed.

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%.

Exams are to be taken INDIVIDUALLY, without input or assistance from anyone else (including students who have previously taken this course) or using your notes, text, or any other reference material. (See the Academic Integrity statement)

**Weekly Quizzes 20%**

Quizzes will be available in Canvas from 9am on Monday until 9pm on Wednesday over material covered the previous week. The top 12-14 quiz scores will be averaged together for this part of the total course grade.

You may take your quiz using the lecture notes or textbook; however, because the quizzes are timed, you must know the material in order to do well. You may NOT take the quiz with assistance from other students or any other reference material, including Internet sources.

Quizzes will be named in Canvas using the Week number. They are limited to a total time in minutes equal to 2 times the number of questions, so a quiz consisting of ten questions will have a total time limit of twenty minutes. Please note that Canvas will STOP YOU if you go over the time limit on Quizzes.

Quizzes on Canvas should be taken on a RELIABLE Internet connection. If you are knocked offline while taking a quiz, get back in and keep going as quickly as possible. If you lose too much time, email me and I will give you another attempt.

Be sure to check each quiz after submission to make sure that there is a score. Contact me by email if any other icon is present.

If you are unable to take a quiz as scheduled, a make-up will be arranged ONLY if the reason is legitimate and documented, and I am notified IN ADVANCE of the deadline by e-mail. If you fail to make appropriate arrangements, you will most likely receive a grade of “0” for the quiz missed. Also, please be aware that after the quiz opens to the class, reposting the quiz is no longer possible. All issues must be resolved before then.

The weekly quizzes will become available at approximately 10am on the day after the deadline is past so that you can check to see what you missed. This is important because topics covered in quizzes often reappear on exams.
Mastering A&P (MAP) Assignments (Homework and Dynamic Study Modules) 15%

You will study (and earn 15% of your total grade) by completing assignments over each chapter of material in Mastering A&P. There will be a Homework assignment and a Dynamic Study Module for EVERY chapter we cover. You must complete the Homework assignments by the deadlines posted on MAP for full credit. Dynamic Study Modules CANNOT be completed after the due date, so make sure to get them done early. Homework can be done late, with a 20% penalty.

Your course grade will be assigned on the following scale, based on the TOTAL score (which represents a weighted calculation of your average) in Canvas:

\[
\begin{align*}
A & = 89.50 \text{ or above} & D & = 59.5 - 69.49 \\
B & = 79.5 - 89.49 & F & = \text{below 59.50} \\
C & = 69.5 - 79.49
\end{align*}
\]

Grade rounding: At the end of the semester, grades will be calculated in Canvas according to the percentages in the syllabus. If the TOTAL is within 0.5 points of the next letter grade, it will be rounded 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 loaded an Introduction video, participated in the Discussion Board, missed no more than ONE WEEKLY QUIZZES and NO MAP Assignments. The grade will then be rounded up to the next letter grade. Averages may only be rounded up ONCE. (Mitigating circumstances will be taken into account at the discretion of the instructor.)

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 on the 4th floor of the Library. Our A&P Tutors would LOVE to help you!

ACADEMIC INTEGRITY IN A & P:

EXAMINATIONS
- All students must have an operable webcam/camera on their computer prior to testing.
- Each exam on Canvas will begin with the student holding up their picture ID to the camera
- All students must use Chrome as their test-taking browser, and they must download the Proctorio Extension to allow remote proctoring of their exams.
- It is critical that the student’s face and torso remains clearly visible in the recording throughout the entire exam. Students must NOT look down or away from the camera for any reason or it will be FLAGGED by the software.
- Proctorio will
  - flag any noise, so I encourage you to read your questions out loud, but you must do it softly to avoid being it being marked as suspicious behavior
  - prevent you from exiting Canvas and using any other software
  - prevent you from downloading or printing the exam
  - ask you to unplug any extra monitors attached to your computer
  - allow access to a whiteboard and a calculator during exams
- Exams are to be taken INDIVIDUALLY, without input or assistance from anyone else, including students that have taken the exam, quiz or course previously.
- 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 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 (smart watches) 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.

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 MAP ASSIGNMENTS
• MAY be taken with the assistance of lecture notes or the textbook; however, because the Weekly Quizzes are timed, you must KNOW THE MATERIAL in order to do well. (MAP assignments are not timed.)
• 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.

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.

UNIVERSITY POLICIES:
Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: https://www.uttyler.edu/catalog/12-14/1491.htm

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.

Disability Services
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://hood.accessiblelearning.com/UTTyler and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with an Accessibility Case Manager. For more information, including filling out an application for services, please visit the SAR webpage at http://www.uttyler.edu/disabilityservices, the SAR office located in the University Center, # 3150 or call 903.566.7079.

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.

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 www.uttyler.edu/tobacco-free.

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.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPICS</th>
<th>CHAPTER</th>
</tr>
</thead>
</table>
| 1-JAN 13-17 | Syllabus  
The Special Senses                | 15      |
| 2-JAN 20-24 | The Special Senses  
The Endocrine System   | 15, 16  |
| 3-Jan 27-31 | The Endocrine System                        | 16      |
| 4-FEB 3-7  | EXAM 1  
The Cardiovascular System: The Heart | 17      |
| 5-FEB 10-14 | The Cardiovascular System: The Heart  
The Cardiovascular System: Blood Vessels | 17, 18  |
| 6-FEB 17-21 | The Cardiovascular System: Blood Vessels    | 18      |
| 7-Feb 24-28 | The Cardiovascular System: Blood            | 19      |
| 8-MAR 2-6  | MIDTERM EXAM  
The Lymphatic System and Immunity | 20      |
| 9-MAR 9-13 | SPRING BREAK                                |         |
| 10-MAR 16-20 | The Lymphatic System and Immunity  
The Respiratory System | 20      |
| 11-MAR 23-27 | The Respiratory System  
The Digestive System | 21      |
| MAR 30     | LAST DAY TO WITHDRAW                        |         |
| 12-MAR 30-3 | The Digestive System                        | 22      |
| 13-APRIL 6-10 | Metabolism and Nutrition                    | 23      |
| 14-APRIL 13-17 | The Urinary System                          | 24      |
| 15-APRIL 20-24 | Fluid, Electrolyte and Acid-Base Balance Homeostasis | 25      |
| 16-April 27-May 1 | FINAL EXAM                                  | 23, 24, 25      |

REMEMBER: Weekly quizzes are Mon 9am to Weds 9pm EACH week, in Canvas.  
MAP Assignments are due at 9pm the day BEFORE each exam opens.