

North Carolina Agricultural and Technical State University

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2021

### Human Anatomy and Physiology I

North Carolina Agricultural and Technical State University

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# NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

## COURSE SYLLABUS

College Name: **College of Science and Technology**

Department Name: **Biology**

Course Name: **Anatomy and Physiology I**

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## COURSE INFORMATION

- Course Number/Section: BIOL-350
- Term:
- Semester Credit Hours: 4
- Times and Days:
- Class Location:

## INSTRUCTOR CONTACT INFORMATION

- Instructor:
- Office Location:
- Office Phone:
- Email Address:

## COMMUNICATION POLICY

As your instructor, I commit to:

- Provide feedback on your assignments within **3-7** days past the due date.
- Respond to emails within 48 hours during business days
- Use blackboard announcement and discussion board to communicate with students

**As students, I encourage you to:**

- Email me your concerns
- Post your questions on discussion board

*If there is a graduate teaching assistant assigned to work with this course, please include their names(s).*

## STUDENT HOURS

*These are times students may visit the professor without an appointment to request the assistance they need.*

*NOTE: Students are responsible for reading, understanding and following the syllabus.*

: AM ☐ / PM ☐ – : AM ☐ / PM ☐

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

## **COURSE PREREQUISITES**

Bio 102, Chem 106

## **COURSE DESCRIPTION**

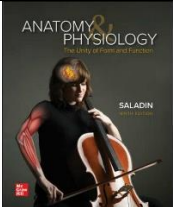
BIOL350 (A&P I) is the first part of the two semester Anatomy and Physiology course, which provides a comprehensive study of the anatomy and physiology of the human body with an emphasis on health and medical issues. The course is designed for biology majors and/or students preparing for careers in the health professions. It will include an overview of organ systems, basic chemical organization, cell structure and function, and tissues; followed by the study of the skeletal, muscular, and nervous systems. The laboratory includes studies of histology, analysis of virtual cadavers and anatomical models, and multimedia presentations by students in groups. Most physiology experiments will use computer simulations. The remaining systems (Sense Organs, Endocrine System, Cardiovascular System, Lymphatic and Immune System, Respiratory System, Urinary System, Digestive System, Reproductive System) will be covered in BIOL351 (A&P II). Open to biology majors and student in the health sciences programs (e.g pre-physical therapy and pre-nursing) or permission of the instructor. Students must get a passing grade (C or better) in BIOL350 to progress on to BIOL351.

## **STUDENT LEARNING OBJECTIVES/OUTCOMES (SLO)**

1. Students will discuss anatomical and physiological features of the endocrine, circulatory, respiratory, urinary, digestive, and reproductive systems. Students will know the components of the different organs and organ systems at both the gross and microscopic levels, and how the different organ systems work with each other in the organism. Students will be able to identify components of these organ systems on models of the human body and virtual cadavers. Students will evaluate select pathological conditions as they relate to normal functioning of the above-named systems. Particular emphasis will be placed on general features of biochemical and cellular physiology, as well as neuronal integration of various body processes.
2. Students will understand the concept of homeostasis and apply the concept of homeostasis to human physiological activity relating to the covered systems. They will also understand the contributions of the different organs and organ systems in maintaining homeostasis, and disease conditions that result when the feedback mechanisms that maintain homeostasis are disrupted.
3. Students will apply knowledge in the topics studied to critically analyze and interpret data generated in laboratory experiments, both wet bench and computer simulations. They will also be able to relate results from laboratory procedures/experiments to common medical situations that apply for the organ systems studied.
4. Students will acquire written and oral communication skills using terminology and vocabulary relevant for the health sciences.

## REQUIRED TEXTBOOKS AND MATERIALS

### REQUIRED TEXTS:

	<b><u>Lecture and lab materials:</u></b> Anatomy & Physiology: The Unity of Form and Function, by Kenneth Saladin, 9 <sup>th</sup> edition, ISBN: <u>9781260791464</u> . McGraw-Hill.
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### REQUIRED MATERIALS:

McGraw Hill Connect access for both lecture and lab assignments

### ADDITIONAL REQUIRED MATERIALS

1. Lockdown browser need to be installed on the computer
2. Web camera is required on the computer
3. Chrombook doesn't work for the blackboard and students should be another type of computer.
4. Valid Ncat email and blackboard account.

## MINIMUM TECHNICAL SKILLS

To succeed in this course, it is strongly recommended that you have (or learn) these skills: Using Blackboard; using lockdown browser, using webcam, using email with attachments, creating, storing, organizing, and submitting files commonly used in word processing program formats, copying, pasting, and editing in word processing programs, downloading and installing software onto your computer, using spreadsheet programs, logging into various Internet applications, linking to YouTube videos.

## SUGGESTED COURSE MATERIALS

### SUGGESTED READINGS/TEXTS:

### SUGGESTED MATERIALS:

## GRADING POLICY

### ASSIGNMENTS AND GRADING POLICY

94% and above	A		76% - 74%	C
93% - 90%	A-		73% - 70%	C-

89% - 87%	B+		69% - 67%	D+
86% - 84%	B		66% - 64%	D
83% - 80%	B-		63% - 61%	F
79% - 77%	C+			

## GRADING ALLOCATION

Course grades are based on a weighted grading scale of 100%. The breakdown for the course is as follows: *[Faculty, please adjust according to your course.]*

Category	# of Activities	Percentage Grade Weight
Lecture Exams	4	40%
Lab Exams	2	15%
LearnSmart Reading Assignments		10%
End of Chapter Quizzes		10%
Lab Assignments		10%
Lab Quiz		10%
Discussion Board/Attendance		5%
<b>Total</b>		<b>100%</b>

## COURSE POLICIES

### USE OF BLACKBOARD AS THE LEARNING MANAGEMENT SYSTEM

Blackboard is the primary online instructional and course communications platform. Students can access the course syllabus, assignments, grades, and learner support resources. Students are encouraged to protect their login credentials, complete a Blackboard orientation and log in daily to course.

**Note:** Uploading assignments through Blackboard presents a challenge for Chromebook users in locating the files for submission. If you use a Chromebook, please be sure you also have access to a Mac computer or Windows computer so you can fully participate in your Blackboard class. For more information about student computer recommendations, please visit <https://hub.ncat.edu/administration/its/computer-recommendations.php>.

## COMMUNICATION POLICY

As your instructor, I commit to:

- Provide feedback on your assignments within **3-7** days past the due date.
- Respond to emails within 48 hours during business days
- Use blackboard announcement and discussion board to communicate with students

**As students, I encourage you to:**

- Email me your concerns
- Post your questions on discussion board

## MAKE-UP EXAMS

There is **NO Make UP** for assignments, quizzes, exams, and discussion board questions. Since all above items will be given a certain period of time (3-7 days) to complete. **No Late Work will be accepted.**

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See 2021-2022 *Undergraduate Bulletin*:

<https://www.ncat.edu/provost/academic-affairs/bulletins/index.php>

## EXTRA CREDIT

## LATE WORK

There is **NO Make UP** for assignments, quizzes, exams, and discussion board questions. Since all above items will be given a certain period of time (3-7 days) to complete. **No Late Work will be accepted.**

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## SPECIAL ASSIGNMENTS

Students are expected to attend class and participate on a regular basis in order to successfully achieve course learning outcomes and meet federal financial aid requirements ([34 CFR 668.22](#)). Class attendance in online courses is defined as active participation in academically-related course activities. Active participation may consist of course interactions with the content, classmates, and/or the instructor. Examples of academically-related course activities include, but are not limited to:

- Completing and submitting assignments, quizzes, exams, and other activities within Blackboard or through Blackboard (3rd-party products).
- Participating in course-related synchronous online chats, discussions, or meeting platforms such as Blackboard Collaborate in which participation is tracked.

## CLASSROOM CITIZENSHIP

Courtesy, civility and respect must be the hallmark of your interactions.

## COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

North Carolina A&T State University (N.C. A&T) is committed to following the requirements of the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act.

If you need an academic accommodation based on the impact of a disability, you must initiate the request with the Office of Accessibility Resources (OARS) and provide documentation in accordance with the Documentation Guidelines at N.C. A&T. Once documentation is received, it will be reviewed. Once approved, you must attend a comprehensive meeting to receive appropriate and reasonable accommodations. If you are a student registered with OARS, you must complete the Accommodation Request Form to have accommodations sent to faculty.

OARS is located in Murphy Hall, Suite 01 and can be reached at 336-334-7765, or by email at [accessibilityresources@ncat.edu](mailto:accessibilityresources@ncat.edu). Additional information and forms can be found on the internet at <https://www.ncat.edu/provost/academic-affairs/accessibility-resources/index.php>.

**Please note:** Accommodations are not retroactive and begin once the Disability Verification Form is provided to faculty.



## TITLE IX

North Carolina A&T State University is committed to providing a safe learning environment for all students—free of all forms of discrimination and harassment. Sexual misconduct and relationship violence in any form are inconsistent with the university’s mission and core values, violate university policies, and may also violate federal and state law. Faculty members are considered “Responsible Employees” and are required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator. If you or someone you know has been impacted by sexual harassment, sexual assault, dating or domestic violence, or stalking, please visit the Title IX website to access information about university support and resources <https://www.ncat.edu/legal/title-ix/index.php>. If you would like to speak with someone confidentially, please contact the Counseling Services at 336-334-7727 or the Student Health Center at 336-334-7880.

## TECHNICAL SUPPORT

If you experience any problems with your N.C. A&T account, you may call Client Technology Services (formerly Aggie Tech Support and Help Desk) at 336-334-7195, or visit <https://hub.ncat.edu/administration/its/dept/ats/index.php>.

## Mcgraw Hill Higher Ed Technical Support

-  Hours of Operation:  
Sunday: 12:00 PM to 12:00 AM EST  
Monday-Thursday: 24 hrs  
Friday: 12:00 AM to 9:00 PM EST  
Saturday: 10:00 AM to 8:00 PM EST
-  Phone: [\(800\) 331-5094](tel:8003315094)  
Online: [Submit a Support Request](#)  
Chat: [Chat with a Representative](#)

## FIELD TRIP POLICIES / OFF-CAMPUS INSTRUCTION AND COURSE ACTIVITIES

*If applicable:*

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and university policies and procedures regarding travel and risk-related activities. Information

regarding these rules and regulations may be found at <https://www.ncat.edu/campus-life/student-affairs/index.php>.

## **STUDENT HANDBOOK**

<https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php>

## **STUDENT TRAVEL PROCEDURES AND STUDENT TRAVEL ACTIVITY WAIVER**

[https://hub.ncat.edu/administration/student-affairs/staff-resources/studen\\_activity\\_travel\\_waiver.pdf](https://hub.ncat.edu/administration/student-affairs/staff-resources/studen_activity_travel_waiver.pdf)

## **OTHER POLICIES** (e.g., Copyright Guidelines, Confidentiality, etc.)

### **STUDENT HANDBOOK**

<https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php>

[Graduate Catalog](#)

### **SEXUAL MISCONDUCT POLICY**

<https://www.ncat.edu/legal/title-ix/sexual-harassment-and-misconduct-policies/index.php>

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

<https://www.ncat.edu/registrar/ferpa.php>

### **STUDENT COMPLAINT PROCEDURES**

<https://www.ncat.edu/current-students/student-complaint-form.php>

### **STUDENT CONDUCT AND DISCIPLINE**

North Carolina A&T State University has rules and regulations that govern student conduct and discipline meant to ensure the orderly and efficient conduct of the educational enterprise. It is the responsibility of each student to be knowledgeable about these rules and regulations.

Please consult the following about specific policies such as academic dishonesty, cell phones, change of grade, disability services, disruptive behavior, general class attendance, grade appeal, incomplete grades, make up work, student grievance procedures, withdrawal, etc.:

- Undergraduate Bulletin  
<https://www.ncat.edu/provost/academic-affairs/bulletins/index.php>
- Graduate Catalog  
<https://www.ncat.edu/tgc/graduate-catalog/index.php>
- Student Handbook  
<https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php>



## ACADEMIC DISHONESTY POLICY

Academic dishonesty includes but is not limited to the following:

1. Cheating or knowingly assisting another student in committing an act of cheating or other academic dishonesty;
2. Plagiarism (unauthorized use of another's words or ideas as one's own), which includes but is not limited to submitting exams, theses, reports, drawings, laboratory notes or other materials as one's own work when such work has been prepared by or copied from another person;
3. Unauthorized possession of exams or reserved library materials; destroying or hiding source, library or laboratory materials or experiments or any other similar actions;
4. Unauthorized changing of grades, or marking on an exam or in an instructor's grade book or such change of any grade record;
5. Aiding or abetting in the infraction of any of the provisions anticipated under the general standards of student conduct;
6. Hacking into a computer and gaining access to a test or answer key prior to the test being given. N.C. A&T reserves the right to search the emails and computers of any student suspected of such computer hacking if a police report of the suspected hacking was submitted prior to the search; and
7. Assisting another student in violating any of the above rules.

A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but may also affect the evaluation of a student's level of performance. Any student who commits an act of academic dishonesty is subject to disciplinary action.

In instances where a student has clearly been identified as having committed an act of academic dishonesty, an instructor may take appropriate disciplinary action, including a loss of credit for an assignment, exam or project; or awarding a grade of "F" for the course, **subject to review and endorsement by the chairperson and dean.**

## ASSIGNMENTS AND ACADEMIC CALENDAR

Include topics, reading assignments, due dates, exam dates, withdrawal dates, pre-registration and registration dates, all holidays and convocations.\*

The Week of MM/DD/YY	SUBJECT	Unit Learning Objectives	READING IN TEXT, ACTIVITY, HOMEWORK, EXAM

The Week of MM/DD/YY	SUBJECT	Unit Learning Objectives	READING IN TEXT, ACTIVITY, HOMEWORK, EXAM

*\* These descriptions and timelines are subject to change at the discretion of the instructor.*