

Name _____

Date _____

Syllabus
BIOL 2402—Anatomy and Physiology II
Fall 2021: August 23 – December 12

Course Information

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|----------------------|---|
| Campus: | This course is an online <u>DLS course</u> (instruction is fully online with required online meetings during the specified days and times listed). See specifics under “Instructional Methodology” below. |
| Online Classes: | We will be meeting online during our scheduled class times using <u>Zoom</u> . (See “Instructional Methodology” below.). The Zoom meeting ID and password are posted on <u>Blackboard</u> . |
| Online Lecture Room: | “Zoom” classroom |
| Online Lab Room: | “Zoom” classroom |
| Online Lecture Time: | TTh 9:00-10:20 a.m. |
| Online Lab time | TTh 10:30-11:50 a.m. |
| Section Number: | 021 |
| Synonym Number: | 27488 |

Instructor Information

| | |
|---------------------------------|--|
| Instructor: | Dr. Laura Juárez de Ku |
| Office: | Online in our “Zoom” classroom |
| Phone Number: | 512-223-9217 |
| Email: | ljuarez@austincc.edu |
| Website: | www.austincc.edu/ljuarez |
| Blackboard: | http://acconline.austincc.edu |
| Biology Innovation Lab Website: | www.austincc.edu/bioinnovation |

Office Hours (Online)

Call me at 512-223-9217 and we can then meet online in our “Zoom classroom.”

Mondays and Wednesdays 2:30 p.m.-5:00 p.m.

Also by appointment.

Please call or email me to schedule time to meet with me outside of my usual office hours.

Best Way to Contact Me

The best way to contact me when I am not teaching online is to **call me at 512-223-9217**. If I am helping another student or away from my desk and don't answer, then either try to call again a little later, leave me a voicemail, or send me an email with a specific subject line.

IMPT: **You cannot send text messages to 512-223-9217** as this is my office phone number, forwarded to my cell phone.

IMPT: If you leave a voicemail and you want me to call you back, you must **leave me your full cell phone number** as the number will only appear on my cell phone as 512-223-????, with ???? being the last 4 digits of your cell phone.

Departmental Course Description

Credit Hours: 4 hours

Online Lecture Contact Hours: 2 hours and 40 mins per week

Online Lab Contact Hours: 2 hours and 40 mins per week

BIOL 2402-Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology.

Course Rationale

This course is designed for students entering professional programs. It provides a foundation for the clinical topics covered in those courses by requiring mastery of factual material, laboratory techniques, and problem-solving skills. This course is intended to adequately prepare students for these courses and for health sciences programs.

Course Prerequisite

BIOL 2401 with minimum grade of C (or equivalent with lab).

Student Learning Outcomes: See pg. 22.

Required Textbook, Hardware, Software, and Supplies

REQUIRED TEXTBOOK AND ONLINE WEBSITE

Our class is a **First Day Class**. This means that when you paid your tuition, you paid for our textbook and access to an excellent website called My Lab and Mastering (ML&M).

The advantage of this is that you should have received a substantial discount in price.

Click [here](#) to view step-by-step instructions on how to access the textbook and website from our Blackboard course.

REQUIRED HARDWARE AND SOFTWARE

As discussed below in "Instructional Methodology," we will meet online on [Zoom](#) during our twice per week scheduled lecture and lab times. To complete the class you will need the following:

1. Access to [Zoom](#) (free)
2. Respondus Lockdown Browser software (free)
3. Respondus Monitor software (free)
4. A computer, laptop, or tablet with Windows 7, 8, or 10 or Mac OS X 10.10 or higher and with a webcam or integrated camera.

If needed, you can [borrow an iPad from ACC](#).

For more information and instructions for how to download and use Respondus Lockdown Browser and Monitor, click [here](#).

REQUIRED SUPPLIES

Studies continue to indicate that students retain more information if they take notes by hand vs. typing or vs. just receiving a set of notes. Thus, as described below under “Instructional Methodology,” I have prepared “Guided Notes” and other documents that students fill in as we go through lecture material during our online class times.

Students that do not have access to a printer and/or money for ink to print the Guided Notes or other documents can try the following instead:

1. [Borrow an iPad and smart pen from ACC](#)
2. Use one of the many note-writing apps such as Microsoft One Notes (free), Apple Notes (free) Notability or GoodNotes.

Using the iPad, smart pen, and a note-writing app is an excellent, less expensive, and easy alternative to printing all of our documents. Call me as needed for help with this.

If you choose or prefer the hard copy option for handouts, then you will also need the following:

1. Three notebook binders: 1 ½-inch three-ring binders.

I recommend buying **one** [good binder](#) with clear plastic on the front & back and with one-touch easy open. The other 2 binders can be cheap binders that you just use to transfer your notes when the “good” binder gets full.

My previous students do NOT recommend ring binders larger than 1½-inch as they are usually too bulky to carry easily in backpacks and to then later to store at home.

2. [Tab dividers](#) (you will need at least 40 or so) or, at minimum, a pad of Post-It notes to use as tab dividers.

I promise that down the road you will be very glad you organized your binder.

I posted a document on Bb (under the “Course Information & Office Hrs” menu item) that you can use with the tab divider labels. Print the labels, cut each label, fold each over so that it can be viewed from front or from back, and then insert each into a tab divider. You can revise this document to vary the width and depth of the labels to fit the specific tab dividers you buy.

3. Access to a printer or your own printer (make sure you have enough printer ink)
4. Printer paper

SUPPLIES RECOMMENDED BY MY PREVIOUS 2402 STUDENTS:

1. Blue, red, and green pens are handy when taking notes. My previous students have recommended the [G2 pilot pens](#), but any pens will work.
2. [White out correction tape](#).
3. A set of earbuds or headphones. We will often watch short videos. These will give you the flexibility of watching the video without disturbing others in your household.

Instructional Methodology

Our course includes both a lecture and a lab. Course instruction will be online in a combination of synchronous and asynchronous methods. Students will use Blackboard learning management system for accessing all course materials and for completing and submitting all assignments, quizzes, exams, and other course materials.

Lecture: All lectures will be taught synchronously (live) on [Zoom](#) during our listed lecture time. I will try to record all lectures. If for some reason you cannot join live on a given day, you can instead watch the recorded Zoom lecture after I have had a chance to upload the video to YouTube. The link to the recorded video will be posted on Blackboard under the “Lecture Materials” button.

Lectures include completing Guided Notes (notes that you will fill in as the lecture proceeds), answering practice questions, watching animations and short videos, and completing various types of activities such as case studies, concept maps, and online interactive activities.

For lecture homework, students will be expected to complete various activities such as view lecture videos on specific lecture topics, answer objectives corresponding to the topics covered in class, complete online interactive activities, complete case studies, complete Lecture Assignments, and answer practice questions posted on the My Lab and Mastering website.

Lab: All labs will be taught synchronously (live) on [Zoom](#) during our listed lab time. I will try to record all labs. Again, if for some reason you cannot join live on a given day, you can instead watch the recorded video after I have had a chance to upload it to YouTube. A link to the recorded video will be posted on Blackboard under the “Lab Materials” menu item.

Labs include labeling images on models, drawings, and histology images, simulating physiology processes, watching animations and short videos, and completing various types of activities. You will often view short videos beforehand that guide you through the models, tissues, and dissections

For lab homework, students will be expected to complete various activities such as finish any part of the lab we were not able to finish during the designated lab time, practice the objectives for each lab, complete Lab Assignment questions, view videos, practice online interactive activities, and answer practice questions on My Lab and Mastering.

Skills Requirements

The skills required for this course are reading, writing, and mathematics proficiency as determined by the COMPASS or ASSET test, or by the statewide THEA test, or by providing an official transcript from another college.

You do not have to bring proof of your skill levels—they are provided to the instructor during the first week of classes.

If you do not have the skill and course prerequisites you will have to withdraw from the class. If you do not withdraw, the instructor will withdraw you, and, depending on the date, you may lose your tuition for the course.

Managing the Prerequisite Course Load

Many ACC Health Sciences programs require BIOL 2401, BIOL 2402, and BIOL 2420 as prerequisites. Due to the rigorous nature of each of these courses, it is NOT recommended to take two of them in one semester. The Biology Department recommends taking these courses in the following sequence in order to balance the course load:

Semester 1: BIOL 2401 – A&P I

Semester 2: BIOL 2402 – A&P II

Semester 3: BIOL 2420 – Microbiology for the Health Sciences

More specifically, this course is designed to enable students to:

- identify anatomical features of the body, including cells, tissues, organs and organ systems on models, preserved tissues, microscopic samples and charts
- understand the relationships between the microscopic anatomy of the cells and tissues and the overall structure and function of the organs and systems.
- demonstrate basic skills regarding laboratory safety, dissection, and the use of the microscope.
- demonstrate higher level critical thinking skills
- work effectively in a group and safely in a lab setting
- improve their ability to follow directions
- engage in self-directed learning

Departmental Common Course Objectives

The ACC Biology Department has specified the content for this course in the departmental common course objectives. The departmental objectives are located at <http://sites.austincc.edu/biology/common-course-objectives/>.

I will provide this same list of objectives, but with a little more specific guidance, for each lecture topic and each lab. I encourage you to physically write out/type out the answers to these specific lecture objectives after each lecture and the specific lab objectives (where appropriate) after each lab. The objectives are meant to help you prepare for our lecture and lab exams.

You are responsible for and will be tested on **all** of these objectives, whether or not the objective is covered during scheduled lecture or lab times.

Distance Education

Research indicates that successful completion of an online course requires many skills including solid time management and study skills. If you are new to distance education, please review the [ACC Distance Education General Information](#) website. Please see “Instructional Methodology” above for more information about our synchronous online course. In addition to Zoom, students will extensively and regularly use [Blackboard](#) learning management system to access course materials and complete exams and quizzes, and to submit assignments.

Student Technology Support

Austin Community College now provides free, secure drive-up Wi-Fi to students and employees in the parking lots of all campus locations. Wi-Fi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at <https://www.austincc.edu/coronavirus/drive-up-wifi>

Students who do not have the necessary technology to complete their ACC courses can request to [borrow devices from Student Technology Services](#). Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit <http://www.austincc.edu/sts>.

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit <http://www.austincc.edu/sts>.

Please regularly check this [ACC Coronavirus Updates website](#) for the latest support services.

COURSE POLICIES

Course Outline/Calendar (Lecture and Lab Schedule)

The lecture and lab schedule are posted on Blackboard under the “Course Information & Office Hrs” menu item. The schedule indicates all exam and assignment due dates. ****Please note: Schedule changes, including due dates, may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement***

Attendance/Class Participation

Your performance depends heavily on your lecture and lab attendance and participation.

Regular and punctual attendance and regular participation will improve your chances for success. Poor attendance and participation usually results in poor grades!

You should be online and ready to participate 5 minutes before the scheduled beginning of each class.

You are responsible for all materials, activities, assignments, or announcements covered in class, regardless of your reason for being absent. If you do miss a class, it is your responsibility to watch the recorded videos of the missed material.

If attendance or compliance with this and other course policies is unsatisfactory, the instructor may withdraw students from the class.

Instructors are now required by the Department of Education (for financial aid purposes) to monitor and report attendance of all students up a specified date in the semester. **Thus, attendance will be closely monitored for the first two weeks. The instructor has the right, but not the responsibility, to drop a student who has missed 4 or more classes (see Withdrawal section below).**

In the event of ACC closures due to weather, pandemic, or other emergencies, the student is responsible for communicating with their professor during the closure.

GRADING SYTEM

Summary

- 5 Lecture Exams worth a total of 550 pts.
- 5 Lab Exams worth a total of 250 pts.
- 5 Lecture Assignments worth a total of 100 pts.
- 5 Lab Assignments worth a total of 75 pts.
- 4 Pre-Lecture Quizzes worth a total of 10 pts
- Lecture Video HW worth a total of 15 pts.

Total Possible Points: 1000 pts

- A = 900-1000 pts
- B = 800-899 pts
- C = 700-799 pts
- D = 600-699 pts
- F = 0-599 pts

Due to ACC policies concerning the [Family Education Rights and Privacy Act](#) (FERPA), I **cannot call or e-mail you with information about your grades.**

Grades will be posted on Blackboard (you will only be able to see your own grades, not those of your classmates). There is also a document posted on Blackboard (under the "Course Information & Office Hrs" menu item) that will allow you to keep track of your grades on a hard copy.

Lecture Exams, Assignments, PLQ's, and Lecture Video HW: ~75% of final course grade
Lab Exams and Assignments: ~25% of final course grade

As exams, assignments, quizzes, and completion points are completed throughout the semester, the corresponding grades will be posted on Blackboard. I will include a column that automatically calculates your percent average as grades are added so that you know where you stand at any point in the semester.

Please revisit frequently throughout the semester 1) the "Tips for Success" document posted on Blackboard and 2) the "Expectations" outlined below. These two documents will provide guidance for success.

Most importantly, contact me immediately (before the first round of exams if possible) if you sense that you are struggling to either understand the material, apply the material, or retain information. I will do my best to help get you on track.

GRADE DETAILS

Lecture Exams

You will have 5 lecture exams. The first 4 exams are worth 100 pts. **The last exam includes 50 pts of comprehensive material, as required by the Biology Department.** Thus, for Lecture Exam #5, 100 pts will test on new topics and 50 pts. will test on topics covered on Lecture Exams #1-4. (NOTE: I will give you a set of “comprehensive objectives” for you to focus on for the 50 points of comprehensive material! I do not expect you to remember every single detail previously covered on Lecture Exams #1-4!) **The comprehensive material is NOT optional.**

The Lecture Exam dates are indicated on the Lecture and Lab Schedule which is posted on Blackboard under the “Course Info & Office Hrs” menu item. The lecture exams are completed online using Respondus Lockdown Browser and Respondus Monitor software. The lecture exams are completed during the designated time and date indicated on the Lecture & Lab Schedule.

The specific topics covered on each exam are posted on Blackboard under the “Course Information” menu item. The lecture exams are based 100% on your Lecture Objectives and are designed to assess your understanding of the basic principles of anatomy and physiology and your ability to apply those principles to clinical applications.

The lecture exams usually include about 40-50 multiple choice questions, about 1-4 sets of matching questions, and about 1-4 “ordering” questions. You will have access to an online calculator (if needed) when you take the exam.

Once you submit the online lecture exam, you will immediately receive your score.

Makeup Lecture Exams: You must contact me as soon as possible if you must miss a lecture exam AND you must provide appropriate verification for your absence.

ONLY ONE makeup lecture exam will be given to any student during the semester, IF the student shows appropriate verification for the absence.

Missing a lecture exam because you “are not ready” is not a valid reason for taking a make-up exam.

Note: For each lecture exam, I will RANDOMLY contact several students to give a quick oral exam. I will also give a quick oral exam to any student tagged by Respondus as possibly having cheated. If a student is determined to have cheated, I will follow the procedures outlined under the “Scholastic Dishonesty” section below. Just try your best given your individual situation at this moment in your life.

Lab Exams

You will have 5 lab exams. Each lab exam is worth 50 pts. The last lab exam is NOT comprehensive.

The Lab Exam dates are indicated on the Lecture/Lab Schedule which is posted on Blackboard under the “Course Information” menu item. The lab exams are completed online using Respondus Lockdown Browser and Respondus Monitor software. The lab exams are completed during the designated time and date indicated on the Lecture & Lab Schedule.

A document indicating the specific labs covered on each lab exam is posted on Blackboard under the “Lab Handouts” menu item. The lab exams are based 100% on the Lab Objectives and are designed to assess your ability to identify anatomical structures in both preserved materials and human anatomical models, identify tissues and their associated structures and layers, and understand physiological concepts and the equipment used to study those concepts.

Each lab exam consists of about 50-75 questions. The “anatomy” questions (identify specific structures on model, specimens, and slides) will be fill-in-the-blank. The “physiology” questions will include calculations, matching, and multiple choice. There will not be a word list on the lab exams. You will have access to an online calculator (if needed) when you take the exam.

Once you submit the online lab exam, you will immediately receive your score.

Makeup Lab Exams: You must contact me as soon as possible if you must miss a lab exam and you must provide appropriate verification for your absence.

ONLY ONE makeup lab exam will be given to any student during the semester, if the student shows appropriate verification for the absence.

Missing a lab exam because you “are not ready” is not a valid reason for taking a make-up lab exam.

Note: For each lab exam, I will RANDOMLY contact several students to give a quick oral exam. I will also give a quick oral exam to any student tagged by Respondus as possibly having cheated. If a student is determined to have cheated, I will follow the procedures outlined under the “Scholastic Dishonesty” section below. Just try your best given your individual situation at this moment in your life.

Lecture Assignments

The Lecture Assignments are meant to help you prepare for your Lecture Exams. They help you to assess your readiness and they provide practice questions.

The Lecture Assignment due dates are indicated on the Lecture and Lab Schedule posted on Blackboard under the “Course Information” menu item. In general, the Lecture Assignments are due two days before Lecture Exams (before midnight).

You will have 5 Lecture Assignments throughout the semester. Each Lecture Assignment is worth 20 pts. The assignments will be completed online on Blackboard (under the “Lecture Assignments” button). Once you submit the assignment you will receive immediate feedback and your grade. Please be sure to read the feedback!

Late Work: Lecture Assignments submitted after the deadline will be considered late. If you submit work after the deadline, the total grade will be reduced by one point for each day late.

Lab Assignments

The Lab Assignments are meant to help you prepare for your Lab Exams. They help you to assess your readiness and they provide practice questions.

The Lab Assignment due dates are indicated on the Lecture/Lab Schedule which is posted on Blackboard under the “Course Information” menu item.

You will have 5 Lab Assignments throughout the semester. Each Lab Assignment is worth 15 pts. The Lab Assignments will be completed online on Blackboard (under the “Lab Assignments” button). Once you submit the assignment you will receive immediate feedback and your grade. Please be sure to read the feedback!

Late Work: Lab Assignments submitted after the deadline will be considered late. If you submit work after the deadline, the total grade will be reduced by one point for each day late.

Pre-Lecture Quizzes

The Pre-Lecture Quizzes are indicated on the Lecture and Lab Schedule which is posted on Blackboard under the "Course Information" menu item. These quizzes will test you on basic information you should know BEFORE we begin lecture (information you are expected to already know from having passed the A&P I assessment test and from having successfully completed your A&P I course).

I will give you objectives that will help you prepare for these quizzes. I will also provide links to videos, links to websites, or pages to read in your textbook to help you prepare for these quizzes. If you truly know this information, it will really make lecture much easier.

You will have 4 pre-lecture quizzes throughout the semester worth 2, 2, 3, 3 pts, respectively. The quizzes will consist of a variety of multiple choice, matching, ordering, and/or fill-in-the blank questions.

The Pre-Lecture Quizzes will be completed online on Blackboard during your own time before the deadline indicated on the schedule and on Blackboard (before midnight of the day before the lecture corresponding to the quiz). Once you submit the Pre-Lecture Quiz you will receive immediate feedback and your grade.

The Pre-Lecture Quizzes are to be completed ON YOUR OWN and WITHOUT USING YOUR LECTURE NOTES. Otherwise, I will consider that as cheating and you will receive a 0 on that quiz.

Late Work Pre-Lecture Quizzes submitted after the deadline will be considered late. **If you submit work after the deadline, the total grade will be reduced by one point for each day late.**

Lecture Video Homework Points

You will be required to watch specific videos by specific deadlines as part of the class. You will fill out the Guided Notes that correspond to the video as you watch the video.

Lecture Video HW will be announced during class and on Blackboard. The completed Guided Notes pertaining to the Lecture Video HW points are due before the beginning of the class period of the deadline. Students will upload a scan, picture, or pdf of their Lecture Video HW under the "Submit Here" button on Blackboard.

Late Work: **Lecture Video HW submitted after the deadline will be considered late. If you submit the Guided Notes for the Lecture Video HW during the next class period after the deadline, you will receive ½ of the point value. After that, you will not receive any points.**

Extra Credit

I will occasionally offer opportunities for extra credit points to the entire class. These will be announced during class and on Blackboard.

You will NOT be allowed to do any other extra credit assignments separate from these.

Retests

There are no retest exams. Once you take an exam, you may not take it again to try for a better grade.

Spelling

Spelling must be correct on all lab exams. However, you will have the opportunity to get the points for misspelled words "back" after the lab exam is returned to you when you demonstrate you can correctly spell the words by memory.

Curves

There will be NO curve on any of the exams or assignments. There will be NO curve on any of the final course grades.

Lab Cleanup

Not applicable for this online course.

Missed or Late Work

See specific policies under each type of assessment in the “Grading” section.

Blackboard

I will post all grades, all course documents, PowerPoints, announcements, homework, and assessments on Blackboard (<http://acconline.austincc.edu>). You will also have links to useful animations and to practice questions.

Please check Blackboard daily for announcements and all needed materials.

You can also use Blackboard to communicate with your fellow classmates. Go to the “Tools” menu item to send emails (to one student, specific students, or the entire class) and to communicate with each other on a Discussion Board.

Timely Return of Graded Materials

As stated above under “Grading,” you will immediately receive your grade after submitting your online lecture and lab exams. You will immediately receive a grade (and feedback) after submitting the following items online: online portion of our Lecture Exams, Lecture Assignments, Lab Assignments, and Pre-Lecture Quizzes.

Smart Phones, Smart Watches, Pagers, and Other Electronic Devices

As a courtesy to me and other students, when we meet online please silence your smart phones, smart watches, pagers, laptops, tablets and all other electronic devices. **Do NOT text or browse while we are meeting online.** It is very distracting to me and those around you each time you glance at your phone

I DO encourage you to use your smart phones to take pics of helpful information on the computer screen. **I encourage you to keep your cell phone face down during class so that you are not tempted to look when notifications appear on the phone screen.**

If you must glance at your phone because you are anticipating an important call (for example, your child was not feeling well when you dropped them off at school and so you anticipate a possible call from your child’s school), please let me know before class begins.

Cheating: Statement on Academic Integrity (Scholastic Dishonesty)

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements, and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college’s information technology resources. Further information is available at <https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process>

Any student caught cheating during a lecture or lab exam will:

- 1) receive a grade of zero on the exam with no opportunity for makeup
- 2) have the incident reported by the instructor to the Biology Department Chairperson and Assistant Chair for Faculty Advising.

To avoid any problems that may arise from misunderstandings, **you should follow these procedures during lecture and lab exams:**

- Take the exam in a well-lit room. Do not talk during exams.
- Sit in a chair during the exam and place your computer or device on a flat, hard surface (not on your lap, bed, or the floor).
- Keep your eyes focused on the computer screen at all times.
- Turn off and store all cell phones AND watches, TVs, radios, music, etc.
- Clear your workspace of all materials other than your computer/laptop/tablet.
- Close all nearby books and notebooks and make sure there are no nearby loose papers.
- Remove sunglasses and hats while taking the exam.
- Do not communicate with any other person in person or electronically.
- Stay in your seat and focus on the screen until the exam is complete.
- Do not leave the room until you have finished the exam.
- If an interruption occurs, briefly explain by speaking directly to your webcam.
- During the Respondus “Environmental Check” you must SLOWLY SHOW the following:
 - All pockets on your clothing are empty
 - Your watch has been taken off
 - If you use scratch paper, hold it up close to the camera and show me the front and back.
 - **The entire area of your laptop, your chair, and the floor and walls around you. (If you are using a laptop with a fixed camera, you must use a MIRROR to show me the front, back, and surrounding area of your laptop.)**
 - The entire area surrounding your laptop. **You must use a mirror if you have a laptop.**

Tutoring and Open Lab (Specific Support Services For This Course)

I will of course be available to help you as needed during my office hours. In addition, online biology tutors are available **for free**. Click [here](#) to request a tutor. Click [here](#) for more information.

There is lots of online tutoring available with tutors specifically prepared to help with BIOL 2402. The hours and links are posted on our Blackboard course under the “Office Hrs & Tutoring” menu item.

Student Discipline

Classroom behavior should support and enhance learning. Behavior that disrupts the learning process will be dealt with appropriately, which may include having the student leave class for the rest of that day. In serious cases, disruptive behavior may lead to a student being withdrawn from the class. ACC's policy on student discipline can be found on the ACC website at <http://www.austincc.edu/current/needtoknow/>.

Expectations

- Attend our synchronous Zoom classes regularly.
- Be online and ready to participate **5 minutes before** the scheduled beginning of each class.
- Spend a *MINIMUM* of 3 hours outside of class for each hour spent in class in order to pass the course with a grade of C. More time may be needed to pass or to get a higher grade, depending on the background and preparation of the student coming into the course. Most students need to spend MUCH MORE time to obtain a grade higher than a C. Short study periods every day are much more effective than one long study session.
- Be prepared for each lecture. For example:
 - Complete the objectives corresponding to the PREVIOUS day's lecture

- Come prepared with questions.
- Complete all homework I assign such as videos, objectives, online interactive activities, case studies, practice questions, etc.
- Be prepared for each lab. For example:
 - For “anatomy” labs you should scan over the lab handout BEFORE we meet for that lab. Look at the images referred to in the lab handout and even highlight the specific structures in the images in your textbook. Read the corresponding parts of your lecture notes so that you make connections. Watch pre-recorded videos.
 - For “physiology” labs you should carefully read the Introduction and Methods sections of the lab. Review the corresponding parts of your lecture notes so that you make connections.
- Check your ACC gmail and Blackboard daily for announcements.
- **Actively read your textbook.** For example,
 - Read the sections in the textbook that were covered in lecture as soon as possible AFTER each lecture and **while you are answering the lecture objectives**. The specific pages to read and questions to answer for each topic are posted on Blackboard under the “Readings” menu item.
 - Look for any concept maps or tables or images that may help you summarize and better understand the information covered in class.
 - Look carefully at any images that are in your Guided Notes or on the PowerPoints. Read the corresponding information about the image.
- **ACTIVELY** participate in all class and lab activities. I know your time is precious and I try very hard to respect that. If I give you an activity to do, it is because my teaching experience in previous classes has shown the activity will help improve your understanding. I try very hard not to give you “busy” work.
- Form a study group. Three people per group is the maximum recommended and one person in the group should have a strong background in basic biology and solid performance on the lecture and lab exams. **So many studies indicate improved success when you are part of a study group.**
- Come see me if you need help. You can also get the help of an ACC online A&P tutor (see the “Tutoring Help” menu item on Blackboard).

LAB POLICIES

ACC Safety and Lab Safety Statements

Although we will NOT be meeting in lab for this semester, here is the safety info you would normally receive:

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at <http://www.austincc.edu/ehs>. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at <http://www.austincc.edu/emergency/>.

Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

You will receive safety training in your lab room prior to working with any hazards such as chemicals or microbes. If you miss in-class safety training and do not make it up as scheduled by your instructor you will be dropped from the class and not reinstated. If you show up on lab days without appropriate safety eyewear and shoes you will not be able to participate in lab or remain in the room during class.

For safety reasons, students should wait outside of the lab room until the instructor is present. Do not enter the lab room until your instructor arrives.

Any labs involving chemicals require the use of safety glasses or goggles and closed-toe shoes. You must have these safety items to attend the lab. Otherwise, you will have to leave the lab and you will not earn any points for the lab.

Official Biology Department Policy Concerning Student Use of Organisms in the Classroom and Laboratory

Although we will NOT be meeting in lab for this semester, and therefore not completing dissections, here is the info regarding use of organisms that you would normally receive:

Most ACC biology classes, particularly those with laboratory components, use actual organisms during instruction in addition to images and models. ACC students generally are preparing for real-world careers requiring workers with hands-on experience. These careers include health care, veterinary work, horticultural and agricultural work. Other students plan to transfer to four-year colleges and will be participating in biological research where hands-on experience is equally important.

Organisms used at ACC are fundamental in biology instruction and they are utilized to teach specific skills and knowledge. Their condition and usage varies from course to course. Students will be expected to actively participate in these activities. Students with particular concerns in this matter should consult with their instructor and/or departmental officials before enrolling in a course so that they can know what will be required of them.

Some organisms are observed alive while others are dead and preserved in various ways. Student manipulation of organisms ranges from culturing living organisms to dissecting preserved ones. Some examples include, but are not limited to: bacterial culturing for microbiology courses; cat, pig or rat dissection for anatomy courses; skeleton and pelt examination for field biology; and use of frogs in physiology experiments

Student Injury Insurance

Although we will NOT be meeting in lab for this semester, here is the insurance info you would normally receive:

Students enrolled in face to face lab and field courses are covered by student insurance if they are injured as a result of the lab or field activity. The instructor will provide the student with the necessary forms and complete an injury report for the office of Environment Health, Safety and Insurance. There is a small deductible.

Withdrawals

The College defines withdrawals as occurring after the official reporting date of the semester, typically the 12th class day. In addition, the Legislature has mandated the Rule of Six (see below). There may also be financial aid issues.

It is the responsibility of each student to ensure that their name is removed from the roll should the student decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should the instructor feel it is necessary (excessive absences, etc).

If a student decides to withdraw, the student should also verify that the withdrawal is submitted **before** the Final Withdrawal Date (see withdrawal date below **in red**). The student is also strongly encouraged to retain paperwork in case a problem arises

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals."

You can withdraw by filling out the appropriate form and submitting it to the ACC Admissions and Records office on any campus before the stated deadline. You do **not** need my signature on this form.

Last day to withdraw without a W on your transcript: Wednesday, September 8, 2021

Last day to withdraw with a W on your transcript: Thursday, November 18, 2021

Withdrawal courses appear on the student's record with a grade of W. *If you stop attending class and do not withdraw yourself from the course, you will end up with a grade of F for the semester.*

You should consider withdrawing if you miss more than 2 classes. If you have 2 or more successive absences, I may withdraw you for failure to progress satisfactorily toward completion of the course objectives.

In order to be reinstated in the class after having been withdrawn, the student must have been enrolled in the course on the state reporting date, as demonstrated by the twelfth-day class roll, must have been withdrawn from the course in error, must show evidence of being capable of passing the course within the time remaining in the semester, and the instructor must have documentation that the student is eligible to be reinstated in the course.

Students are responsible for understanding the impact withdrawing from a course may have on their financial aid, veteran's benefits, international student status, and academic standing. Students are urged to consult with their instructor or an advisor or counselor before making schedule changes.

Per state law, students enrolling for the first time in Fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses and contact an advisor or counselor for assistance.

The instructor has the right, but not the responsibility, to drop a student from the course at any time, without prior warning, for any of the following reasons:

- you miss the first two days of class
- you do not have the necessary course prerequisites
- you do not complete the student safety training before the first lab that requires the training (in face to face courses) or by the first day of class for online courses
- you miss more than 4 lectures or labs during the semester
- you miss more than one lecture and lab exam
- you have more than 3 incomplete assignments, pre-lecture quizzes, or lecture video HW
- disciplinary issues (e.g. scholastic dishonesty, violating safety policies, disruptive /aggressive behavior, unsafe conduct etc.)

Reinstatement

In order to be reinstated in the class after having been withdrawn, the student must have been enrolled in the course on the state reporting date, as demonstrated by the twelfth-day class roll, must have been withdrawn from the course in error, must show evidence of being capable of passing the course within the time remaining in the semester, and the instructor must have documentation that the student is eligible to be reinstated in the course.

Incomplete Grades

An incomplete (grade of "I") will only be given for extenuating circumstances. What constitutes "extenuating circumstances" is left to the instructor's discretion. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the following semester. A grade of I also requires completion and submission of the [Incomplete Grade form](#) to be signed by the faculty member and, if possible, by the student and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not.

The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.
3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted.

Incomplete grades are rarely given in this class and will be given entirely at my discretion.

A grade of incomplete (I) will be assigned only if:

- You have a valid reason and I agree to give you an incomplete grade.
- You request a grade of I in writing, with written documentation.
- You have completed at least 60% of the course work.
- You have at least a C (70%) average on completed work.
- The reason for your request has occurred after the official drop deadline for the course.
- You provide all documentation and sign the required form prior to the last day of class.

Be aware that incompletes that are not finished convert to F grades automatically, regardless of your grade average when you request the incomplete. It is your responsibility to keep track of the deadlines of automatic conversion and to request scheduling of incomplete assessments prior to those dates.

Course Schedule/Outline/Calendar

The course schedule is in a document separate from this syllabus. The schedule is posted on Blackboard. Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement.

HEALTH AND SAFETY PROTOCOLS

Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. While some health & safety protocols are no longer mandatory, the college encourages its staff, faculty, and students to be mindful of the well-being of all individuals on campus. If you feel sick, feverish, or unwell, please do not come to campus. Some important things to remember:

- If you have not done so, ACC encourages all students, faculty, and staff to get vaccinated. COVID-19 vaccines are now widely available throughout the community. Visit www.vaccines.gov/ to find a vaccine location near you.
- If you are experiencing COVID-19-related symptoms, please get a COVID-19 test as soon as possible before returning to an ACC facility. Testing is now widely available.
- If you test positive, please report it on the [ACC self-reporting tool located here](#).
- ACC continues to welcome face masks on campus. Per CDC guidelines, face masks remain a good way to protect yourself from COVID-19. The college cannot mandate indoor masking, but is encouraging it during this spike in cases as a result of the Delta variant.
- The college asks that we all continue to respect the personal space of others. We are encouraging 3 feet of social distancing.
- Please be sure to carry your student, faculty, or staff ID badge at all times while on campus.

Because of the everchanging situation, please go to ACC's Covid website located [here](#) for the latest updates and guidance.

ACC COLLEGE POLICIES

Campus Operations

To limit the spread of COVID-19, ACC campuses remain closed to all but faculty, essential staff, and students who are enrolled in certain Career and Technical Education courses. Face-to-face classes and services are limited.

Statement on Academic Integrity-Cheating (Scholastic Dishonesty)

- See pg. 11.

Student Rights and Responsibilities

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state and federal laws. www.austincc.edu/srr

As a student of Austin Community College you are expected to abide by the Student Standards of Conduct. <https://www.austincc.edu/students/students-rights-and-responsibilities/student-standards-of-conduct>

Senate Bill 212 and Title IX Reporting Requirements

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct. This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentially, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online: <https://www.austincc.edu/students/counseling> .

While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu .

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at: <http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures>

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. **Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student.**

All grades will be posted on Blackboard.

Recording Policy

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through Blackboard Collaborate or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at <http://www.austincc.edu/emergency>

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or a outbreak of illness, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-1231. Please refer to the concealed handgun policy online at <http://austincc.edu/campuscarry>

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at:

<https://drive.google.com/file/d/1o55xINAWNvTYgl-fs-JbDyuaMFDNvAjz/view>

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college-related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at:

<http://www.austincc.edu/help/accmail/questions-and-answers>

Use of the Testing Center

For Fall, 2021, the Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours. Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests
- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC.

All exams will be taken online on Blackboard using Respondus Lockdown Browser and Respondus Monitor.

ACC STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at <http://www.austincc.edu/students>. A comprehensive array of student support services is available online at:

<https://www.austincc.edu/coronavirus/remote-student-support>

Student Accessibility Services

Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS).

Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of each semester they are enrolled, otherwise, the provision of accommodations may be delayed. Students who have received approval for accommodations from SAS for this course must provide the instructor with the legal document titled "Notice of Approved Accommodations" (NAA)" from SAS.

Until the instructor receives the NAA from the student accommodations should not be provided. Once the NAA is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student's best interest to deliver the NAA on the first day of class.

Please contact SAS@austincc.edu for more information.

Academic Support

ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

[An online tutor request can be made here: https://de.austincc.edu/bbsupport/online-tutoring-request/](https://de.austincc.edu/bbsupport/online-tutoring-request/)

[Additional tutoring information can be found here: austincc.edu/onlinetutoring](https://austincc.edu/onlinetutoring)

Library Services

ACC Library Services will be offering both in-person and extensive online services for Fall 2021, with research and assignment assistance available in-person during limited hours of service. Although all college services are subject to change this fall, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians. In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- Library Website: <http://library.austincc.edu>
- Library Information & Services during COVID-19: <https://researchguides.austincc.edu/LSinfoCOVID19>
- Ask a Librarian 24/7 chat and form: <https://library.austincc.edu/help/ask.php>
- Library Hours of Operation by Location: <https://library.austincc.edu/loc/>
- Email: library@austincc.edu

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at <http://sites.austincc.edu/sl/>.

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here: <https://www.centraltexasfoodbank.org/food-assistance/get-food-now>
- Assistance with childcare or utility bills is available at any campus Support Center: <http://www.austincc.edu/students/support-center>.
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: <http://www.austincc.edu/SEF>.
- Help with budgeting for college and family life is available through the Student Money Management Office: <http://sites.austincc.edu/money/>.

A full listing of services for student parents is available at: <https://www.austincc.edu/students/child-care>

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns: <http://www.austincc.edu/students/counseling> .

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24 hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24 hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)**
- Crisis Text Line: **Text “home” to 741741**
 - Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline: **1-800-950-NAMI (6264)**

Student Discipline

Classroom behavior, whether face to face or online should support and enhance learning. Behavior that disrupts the learning process will be dealt with appropriately, which may include having the student leave class for the rest of that day. In serious cases, disruptive behavior may lead to a student being withdrawn from the class. ACC's policy on student discipline can be found in the Student Handbook at <http://www.austincc.edu/handbook/> (pages 30-35).

ACC Policy Concerning Copyrighted Materials

All class materials provided on the instructor's web page, Blackboard, CD, and/or in printed form (labs, objectives, assignments, etc.) are copyrighted and may not be reproduced without the written consent of the copyright holder (this may be the instructor, ACC, or a publisher). Reproduction consists of photocopying, scanning and copying files, or posting on a server or web site. Students currently registered for this section have permission to print one copy of course materials for their own personal use. **No permission is given for posting any course materials on web sites.**

Student Learning Outcomes & General Education Competencies

Course-Level

Specific skills and competencies expected of students who complete this course include the following:

Learning Outcomes for Lecture

Upon successful completion of this course, students will:

- Use anatomical terminology to identify and describe locations of major organs of each system covered.
- Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
- Describe the interdependency and interactions of the systems.
- Explain contributions of organs and systems to the maintenance of homeostasis.
- Identify causes and effects of homeostatic imbalances.
- Describe modern technology and tools used to study anatomy and physiology.

Learning Outcomes for Lab

Upon successful completion of this course, students will:

- Apply appropriate safety and ethical standards.
- Locate and identify anatomical structures.
- Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
- Work collaboratively to perform experiments.
- Demonstrate the steps involved in the scientific method.
- Communicate results of scientific investigations, analyze data and formulate conclusions.
- Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions.

General Education

As a Core Curriculum course, students completing this course will demonstrate competence in:

- **Critical Thinking** - Gathering, analyzing, synthesizing, evaluating and applying information.
- **Interpersonal Skills** - Interacting collaboratively to achieve common goals.
- **Quantitative and Empirical Reasoning** - Applying mathematical, logical and scientific principles and methods.
- **Written, Oral and Visual Communication** - Communicating effectively, adapting to purpose, structure, audience, and medium.