



TENTATIVE—SUBJECT TO CHANGE
BIOL 2113: Anatomy & Physiology I
COURSE SYLLABUS

Online

Summer Semester 2021 : LECTURE

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Online

Course Reference Number (CRN): 60097

Preferred Method of Contact: email [Sadia Ajohda \(sajohda@southeasterntech.edu\)](mailto:sajohda@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Sadia Ajohda

Campus/Office Location: Vidalia Campus, Gillis Building, Office 723

Office Hours: By appointment

Email Address: [Sadia Ajohda \(sajohda@southeasterntech.edu\)](mailto:sajohda@southeasterntech.edu)

Phone: office 912-538-3216, Cell 912-293-8040

Fax Number: 912-538-3156

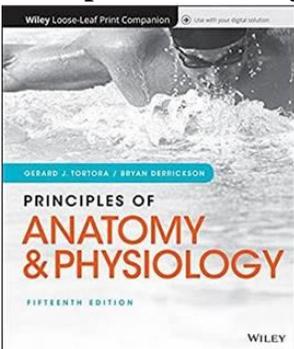
Tutoring Hours: By appointment

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Principles of Anatomy and Physiology, Tortora/Grabowski, 15th Edition, John Wiley and Sons, Incorporated.



REQUIRED SUPPLIES & SOFTWARE

¹ Laptop with functional camera

² Reliable Internet connection

Note: Although students can access their online course using their smart phones and tablets, graded activities such as exams, discussions, assignments, etc. should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Course introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include: body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

MAJOR COURSE COMPETENCIES

1. Body Organization and Chemical Basis of Life
2. Cell Structure and Function
3. Tissue Classifications
4. The Integumentary System
5. The Skeletal System
6. The Muscular System
7. The Nervous and Sensory Systems

PREREQUISITE(S)

Pre-requisite: Regular admission

Co-requisites: BIOL 2113L, ENGL 1101

COURSE OUTLINE

Body Organization and Chemical Basis of Life

1. Define the terms anatomy and physiology
2. Describe the basic biological functions necessary for survival.
3. Define anatomical position.
4. Identify descriptive body terms, planes, abdominopelvic regions and quadrants, directional terms as they relate to anatomical position, body membranes and cavities.
5. Discuss complementarity between structure and function
6. Describe the various organizational levels of the human body.
7. Define homeostasis and metabolism.
8. Define positive and negative feedback cycles and provide examples of each.
9. Describe basic atomic structure. Cognitive Knowledge
10. Define the terms molecule, element, compound, mixture, solution, solvent and solute and give examples of each.
11. Describe and give examples of covalent (non-polar and polar), ionic and hydrogen bonding.
12. Describe water as an inorganic compound and universal solvent.
13. List the major elements present in the body.

14. Discuss and give examples of the most important carbohydrates, proteins, lipids and nucleic acids found in the body and relate these substances to specific body structures or functions.
15. Describe intermediary metabolism and cognitive knowledge.
16. Describe the potential of Hydrogen (pH) scale, acids and bases.

CELL STRUCTURE AND FUNCTIONS:

1. Describe the structure of a typical cell.
2. List the organelles and discuss the functions of each.
3. Describe types of movement of materials across cell membranes and relate functions of body cells.
4. Discuss the molecular structure of deoxyribonucleic acid (DNA) in relation to hereditary characteristics.
5. Discuss mitosis and meiosis.

TISSUE CLASSIFICATIONS:

1. Define the term tissue and histology.
2. Identify the four major types of tissue in the body and their basic functions.
3. Describe the structure, function, and location of epithelial tissues in the body.
4. Describe the structure, function, and location of connective tissues in the body and contrast these to epithelial tissues.
6. Compare and Contrast the three forms of muscle tissue: skeletal, smooth and cardiac.
7. Describe the structure, function, and location of nervous tissue in the body.
8. Classify the membranes of the body and provide examples of each.
9. Describe the basic steps in tissue repair.

THE INTEGUMENTARY SYSTEM:

1. Functions of the skin as an organ system and role in homeostasis of body temperature.
2. Discuss Describe layers, structural components, and functions of epidermis dermis and hypodermis.
3. Describe the basic structure and function of epidermal derivatives such as hair, nails, sweat, sebaceous and ceruminous glands.
4. Discuss the classification of burns by degree and surface areas involved.
5. Discuss the three principal types of skin cancer and differentiate among them.

THE SKELETAL SYSTEM:

1. Discuss the components and functions of the skeletal system.
2. Discuss the basic anatomy of long and flat bones.
3. Describe the histological features of compact and spongy bone tissue.
4. Compare and Contrast intramembranous ossification and endochondral ossification.
5. Define interstitial and appositional bone growth.
6. Describe the process of bone remodeling and fracture repair.
7. Classify the principal types of bones on the basis of shape and location.
8. Describe the various markings on the surface of bones.
9. Identify the bones and principal markings of the bones of the axial skeleton.
10. Identify the bones and principal markings of the bones of the appendicular skeleton.
11. Define an articulation and identify the factors that determine the types and degree of movement at a joint.
12. Classify joints based on their structure and function using proper terminology.
13. Describe the major movements allowed by synovial joints. Cognitive Knowledge
14. Describe selected articulations of the body with respect to the bones that enter into their formation, structural classification, and anatomical components. Discuss selected bone diseases and common fractures.

THE MUSCULAR SYSTEM:

1. List the characteristics and functions of muscle tissue.

2. Discuss the organization of muscle tissue and its components.
3. Discuss the anatomy of the muscle (cell) fiber and the microscopic anatomy of the muscle cell including the sarcomere as the basic unit of muscle contraction.
4. Discuss the sliding filament theory of muscle contraction.
5. Discuss the structure and function of the neuromuscular junction.
6. Describe the movement of the action potential in skeletal muscle.
7. Describe adenosine triphosphate (ATP) needs and the energy sources used by skeletal muscle.
8. Explain concepts in muscle physiology such as twitch, motor unit, tetanus, as well types of muscle fibers and muscle contractions.
9. Define origin and insertion.
10. Describe the relationship between bones and skeletal muscles in producing body movements. Cognitive Knowledge
11. Discuss most body movements as activities of groups of muscles by explaining the roles of the prime movers, synergist, antagonist and fixator.
12. Define the criteria employed in naming skeletal muscles.
13. Identify the principal skeletal muscles in selected regions of the body and their functions.
14. Discuss selected muscle disorders.

THE NERVOUS AND SENSORY SYSTEM:

1. Identify the basic functions of the nervous system in maintaining homeostasis.
2. Describe the components of the central and peripheral divisions.
3. Describe the structure of a neuron.
4. Identify the major supporting cells of neurons in the Central Nervous System (CNS) and Peripheral Nervous System (PNS).
5. Compare and Contrast structural and functional classifications of neurons.
6. Define a synapse and describe all of the events that occur at the synapse.
7. Describe the action potential, its generation, and transmission of action potential in neuron.
8. Discuss concepts in neurophysiology such as excitatory postsynaptic potential (EPSP), Inhibitory Postsynaptic Potential (IPSP), summation, all-or-none law, and neuron regeneration.
9. Discuss common neurotransmitters.
10. Describe the layers of meninges and longitudinal anatomy of the spinal cord.
11. Describe cross sectional anatomy of spinal cord including location of sensory and motor neurons.
12. Identify major sensory and motor tracts in the spinal cord.
13. Describe components of a reflex arc, patellar, Golgi tendon, stretch, and withdrawal reflexes.
15. Identify the major plexuses in the spinal cord as well as major spinal nerves and their functions.
16. Discuss the immediate and long-range effects of spinal cord injury.
17. Identify the principal parts of the brain.
18. Explain the function of the cerebrospinal fluid, its composition, and the pathway of cerebro-spinal Flow (CSF).
19. Describe the blood supply to the brain and the blood-brain barrier.
20. Identify major structural and functional areas of the cerebral cortex and cerebrum including basal nuclei.
21. Identify the parts of the diencephalon and explain their roles in homeostasis.
22. Identify the three major components of the brain stem, their substructures and functions.
23. Discuss the structure and function of the cerebellum.
24. Discuss common disorders of the central nervous system.
25. Identify twelve pairs of cranial nerves: name, number, function and classify sensory, motor or mixed.
26. Identify the major nerves of the brachial plexus.
27. Identify the major nerves of the lumbosacral plexus.
28. Describe exteroceptors, interoceptors, and proprioceptors.

29. Compare the structure and functional differences between somatic efferent and autonomic **nervous system** (NS).
30. Compare the Contrast structure and function of parasympathetic and sympathetic **nervous system** (NS) and effects on organs.
31. Discuss acetylcholine and norepinephrine as the major neurotransmitters in the **autonomic nervous system** (ANS).
32. Discuss olfactory sensations and receptors.
33. Discuss gustatory sensations and receptors.
34. Describe external and internal anatomy of the eye.
35. Discuss the visual pathway and common errors of refraction.
36. List the major structures and functions of the external ear, middle ear and internal ear.
37. Discuss selected disorders of the special senses.

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

PROCTORED EVENT REQUIREMENT

Due to the uncertainties of COVID-19, this event will not be proctored for this Semester. Students will complete the event, but will not be required to come on campus to do it.

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Events will be given after the 65% point of the semester. **Students who do not complete the event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the event is scheduled during final exams, any student who misses the event will be issued an "F" (Failing) for the course.**

STUDENT REQUIREMENTS

Students are responsible for the policies and procedures in the Southeastern Technical College's (STC's) Catalog and Handbook. Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 2 hours per day during the semester doing the required homework, assignments, and assessments. Students are expected to complete all work required by the instructor and follow online testing instructions and guidelines.

STC Email: Students are expected to communicate frequently through STC email. The instructor will utilize **ONLY STC email** for correspondence and share pertinent information to enable successful completion of the course.

Blackboard/Online Proctored Tests and Final Exam: All Tests and Final Exam will be completed and proctored using Blackboard with LockDown Browser and Respondus Monitor (see instructions below Lesson Plan on how to download LockDown Browser). This allows your test to be proctored by an online analytical program. In order to validate student identity for this online course, you must hold up your STC photo ID, which will be scanned by the webcam to access the test. The program will verify a match between your ID and webcam photo. If cheating is detected, the program will automatically flag your test and you will be locked out, resulting in a grade of zero. You will be recorded while testing and analytics are used to detect suspicious

behaviors. The program will detect if you are looking away from your screen such as using a textbook or other resource next to your computer. It will also record sound to detect if someone in the room is providing you with answers. Video segments with potential test violations are flagged for the instructor, with an overall risk level assigned to the test session. You cannot print, capture screen contents, go to other web pages, copy, access other applications, or visit other websites during an online test. You will be locked out of the test. Your test will be flagged with common and advanced methods of digital cheating, such as the use of Virtual Machines, remote desktops, screensharing, instant messaging, keystroke combinations, launching applications with timers/alerts, browser cache exploits, etc. These are normal protocols for proctored online testing.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College.

This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student’s refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus. If you have experienced the **symptoms listed below** or have a **body temperature 100.4°F or higher**, we encourage you to self-quarantine at home and contact a primary care physician’s office, local urgent care facility, or health department for further direction. **Please notify your instructor(s) by email and do not come on campus for any reason.**

COVID-19 Key Symptoms
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students taking classes on campus, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the **COVID 19 Health Reporting Form**. Report all positive

cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete assignments. Assignments are due by 8am on Mondays each week. Tests are completed on stipulated day and time listed on Lesson Plan. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Students will be given a grade zero for any assignment submitted late.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

It is strongly encouraged that requests be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the

course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his or her course does not satisfy the approved withdrawal procedure outlined above.

FINAL ELIGIBILITY AND FINAL EXAMINATION

A comprehensive final examination will be given at the end of the semester. All students in the course will complete the Final Exam on the specified date and time as stipulated in lesson plan outline. Final Exam will be timed. There will be **no make-up exam** for the final examination. To determine if you are eligible to take the finals, a student must maintain a **Lecture and Lab Test average of seventy percent (70%) or above prior to the date of the scheduled final exam.** Grades of 69.9% will not be rounded up. If the student has below a 70% average, the student will be given a letter grade based on Tests average. Blackboard assignments, Learning Objectives, Discussion Boards etc. are not included in Test average, **only** Test grades. There will be no drop grade for this class.

MAKEUP GUIDELINES FOR MISSED EXAMS

Students will be allowed to make-up **one** examination (one lecture and one lab), **EXCLUDING** the final examination, due to an extenuating circumstance. This should be discussed with the instructor. Please submit official copy of medical, court documentation/jury duty, or any other formal written documents supporting the reason for missing a test. **Any other test missed will result in an automatic grade of zero.** If Internet or browser failure occurs while testing, contact instructor immediately via phone (leave a message if necessary) and email later after internet connection is resolved. A decision will be made at that time if the assignment/test will be reset. Note: If student notifies instructor regarding inability to complete assignments/tests because of technical problems **after due date**, the student will NOT be allowed to make-up assignments/tests.

EVALUATION PROCEDURES

All examinations/tests will be conducted online on scheduled date and stipulated time listed on lesson plan. All examinations/tests will be completed via **Blackboard** using LockDown Browser and Respondus Monitor (see Student Quick Start Guide below Lesson Plan for more details). If you do not have a laptop, or unable to make arrangements to borrow one, please contact your instructor immediately. In order to take the final exam, a student must maintain a **Lecture and Lab Test average of seventy percent (70%) or above prior to the date of the scheduled final exam.** Grades of 69.9% will not be rounded up. If the student has below a 70% average, the student will be given a letter grade based on Tests average. Blackboard assignments, Learning Objectives, Discussion Boards etc. are not included in Test average, **only** test grades. There will be no drop grade for lecture or lab.

Students will need a laptop with functional camera or desktop computer with working webcam to complete tests/exams. You **cannot** take tests on a smart phone or iPad. You must have your STC photo ID, which will be scanned by the webcam, in order to access the test. At the beginning of each test, students will hold up STC photo ID to the camera and the program will verify a match between ID and webcam photo. Students will use Google Chrome browser only. All Tests/Exams should be completed on the specified date and time as stipulated in lesson plan outline below. Tests will be timed.

Grades will be available on Blackboard **48 hours** after test deadline stated on the lesson plan. Final grades will be available on blackboard **1 week** after final exam deadline stated on the lesson plan. Students will not receive feedback online from Blackboard on test/exam questions after a test, this will be done face to face during lab sessions. For feedback or concerns on test questions, you may contact your instructor via STC email with details. Your instructor will then set up a time to discuss and provide feedback if necessary.

BLACKBOARD DISCUSSION ASSIGNMENTS

Students will be assigned weekly discussion questions on Blackboard. Discussion questions will account for **5%** of final grade. If discussion assignments are not completed by deadline, points will be deducted. After reading chapter material, each student will answer discussion questions as assigned in the lesson plan below (total of 6 discussion questions). Discussion assignments **require that you post your contribution FIRST**, read answers posted by your classmates, and give at least **ONE** response to another posting from a classmate **by deadline**. VERY IMPORTANT reminder: Points will be deducted if Discussions and not completed by deadline listed on lesson Plan. Please see Rubric for more details on grading for Discussions (rubric attached below lesson plan). Your responses should be clear, accurate, and **4-5 complete sentences** (points are deducted if this criteria is not met). Do not wait until the last minute to post discussions. Posting early allows you to write thoughtful answers and to be the first one to make important points. Posting early also ensures that you will not miss deadlines. Remember, discussion questions will account for 5% of final grade. If discussion assignments do not meet criteria points will be deducted.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" (zero) for the test or assignment. Instructor keeps a record in course or program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner Web for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" (withdrawn Failing) has been issued as a result of second offense. The Registrar will input the incident into Banner Web for tracking purposes.

3. Third Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" (Withdrawn Failing) has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or

belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone : 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate

employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Chapter Tests (4 Tests total)- Blackboard/Proctored	50%
Learning Objectives (LO) Assignment – Blackboard	10%
Discussion Board (6 Discussions total)	10%
Comprehensive Final Exam – Blackboard/proctored	30%
TOTAL	100%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Disclaimer Statement: Instructor reserves the right to change the syllabus and/or lesson plan as necessary. The syllabus displayed in advance of the semester in any location is for planning purposes only.

COMPETENCY (COMP) AREAS:

1. Body Organization and Chemical Basis of Life
2. Cell Structure and Function
3. Tissue Classifications
4. The Integumentary System
5. The Skeletal System
6. The Muscular System
7. The Nervous and Sensory Systems

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

The COVID-19 is a rapidly evolving situation, and we are staying alert to new information and recommendations coming from the Centers for Disease Control and Prevention and the Georgia Department of Public Health. Our current national and state situation is continuously changing, and the administration of Southeastern Technical College (STC) is meeting regularly to respond and act accordingly. Please monitor your **STC student email** account for updates, **class cancellations**, health/safety guidance etc.

BIO 2113 Anatomy and Physiology I – **SUMMER 2021**

Lesson Plan (**Monday** (Mon) **ONLINE LECTURE**). *Subject to change at Instructor's discretion*

Date	Chapters (Ch.) Content	Assignments (Assgts.)/ Homework (HW)	Comp Area
Mon 5/17	Introduction (Intro.), Syllabus outline, Policies, course organization (org.), Body Systems (Sys.), Chapter (Ch.) outlines & Competency (Comp.) areas. Ch. 1: Intro. to the Human Body Ch. 2: Chemical level of Org. <i>It is very important to check STC email daily.</i>	<ol style="list-style-type: none"> 1. Login to BLACKBOARD and go to the "Getting Started" tab on left menu. Complete STC Pledge Acknowledgement and COVID assignment. This must be done today. It reserves your spot in class. 2. Download LockDown Browser - see instructions below. 3. Complete Blackboard Online BIO Test Trial & get familiar with Lockdown Browser/Respondus Monitor. Read the online test rules/guidelines below. 4. Lectures are recorded with PowerPoints for visual aid on Blackboard. Listen to Chapters 1-2 recorded lectures today. 5. Complete Learning Objectives (LOs) assignment for Ch. 1-2 via Blackboard. <p>All weekly assignments are due before next class date listed on this lesson plan by 8am. If assignments are not completed by deadline, Blackboard will assign an automatic zero.</p>	1,2,3 a-c
Mon 5/24	Ch. 3: The Cellular Level of Org. Ch. 4: Tissue Level Ch. 5: The Integumentary System	<ul style="list-style-type: none"> • Listen to chapters 3-5 recorded lectures on Blackboard. • Complete Learning Objectives (LOs) assignment for Ch. 3-5 via Blackboard • Complete Discussion Board Assignment #1 (See rubric guidelines below) 	1-5 a-c
5/31	Memorial Holiday	No assignments	1-5,a-c
Mon 6/7	Lecture Test #1 (Ch. 1-3) Ch. 6: Skeletal Sys: Bone Ch. 7: Skeletal Sys: Axial Ch. 8: Skeletal Sys: Appendicular	<p>Test #1-Available on Blackboard 7am-7pm today. Test will not be accessible after 11pm deadline each week.</p> <ul style="list-style-type: none"> • Listen to chapters 6-8 recorded lectures on Blackboard. • Complete LOs Ch 6-8 via Blackboard. This is due before next class sess. • Complete Discussion Board assignment #2 (See rubric guidelines below) <p>Deadline: submit Test by 7pm today. Blackboard will assign a grade zero if Test is not submitted by deadline.</p>	1-6 a-c
Mon 6/14	Lecture Test #2 (Ch. 4-6) Ch. 9: Joints Ch. 10: Muscle Tissue Ch. 11: Muscular System	<p>Test #2-Available on Blackboard 7am-7pm today. Test not accessible after 7pm</p> <ul style="list-style-type: none"> • Listen to chapters 9-11 recorded lectures on Blackboard. • LOs Ch. 9-11 via Blackboard. Due before next class session. • Complete Discussion Board assignment #3 	1-7 a-c
Mon 6/21	Lecture Test #3 (Ch. 7-9) Ch. 12: Nervous Tissue Ch. 13: Spinal Cord and Nerves Ch. 14: Brain and Cranial Nerves 65% Point Final Eligibility	<p>Test #3-Available on Blackboard 7am-7pm today. Test not accessible after 7pm</p> <ul style="list-style-type: none"> • Listen to chapters 12-14 recorded lectures on Blackboard. • LOs Ch. 12-14 via Blackboard. Due before next class session. • Discussion Board assignment #4 & #5 (See rubric guidelines below) <p>Final Eligibility: Test average must be 70% or above to take finals (See syllabus details on Final Eligibility above).</p>	1-7 a-c
Mon 6/28	Lecture Test #4 (Ch. 10-12) Ch. 15: Autonomic Nervous Sys. Ch. 16: Sensory and Motor Ch. 17: The Special Senses	<p>Test #4-Available on Blackboard 7am-7pm today. Test not accessible after 7pm</p> <ul style="list-style-type: none"> • Listen to chapters 15-17 recorded lectures on Blackboard. • LOs Ch. 15-17 via Blackboard. Due before next class session. • Complete Discussion Board assignment #6 (See rubric guidelines below) 	1-7 a-c
7/5	Summer Break	No assignments	1-7,a-c
7/12	Lecture Test #5 (Ch. 13-15)	Test #5-Available on Blackboard 7am-7pm today. Test not accessible after 7pm	1-7,a-c
Mon 7/19	FINAL EXAM: (Ch. 1-17)	COMPREHENSIVE FINAL EXAM Available on Blackboard 7am-7pm today. Test not accessible after 7pm	1-7,a-c
Mon 7/26	Make up exam	Students must present written excuse and receive permission from instructor for make up exam. See syllabus for details.	1-7,a-c

BLACKBOARD ONLINE TEST RULES/GUIDELINES

Tests/Exams will be proctored on Blackboard Learn using **LockDown Browser and Respondus Monitor**. This is an online testing analytical program. Please follow guidelines carefully. If cheating is detected, the program will automatically flag your test & you will be locked out. Only your instructor can reset the test for you to continue. The program will detect if you are looking away from your screen such as using a textbook or other resource next to your computer. It will also record sound to detect if someone in the room is providing you answers. These are normal protocols for proctored online testing.

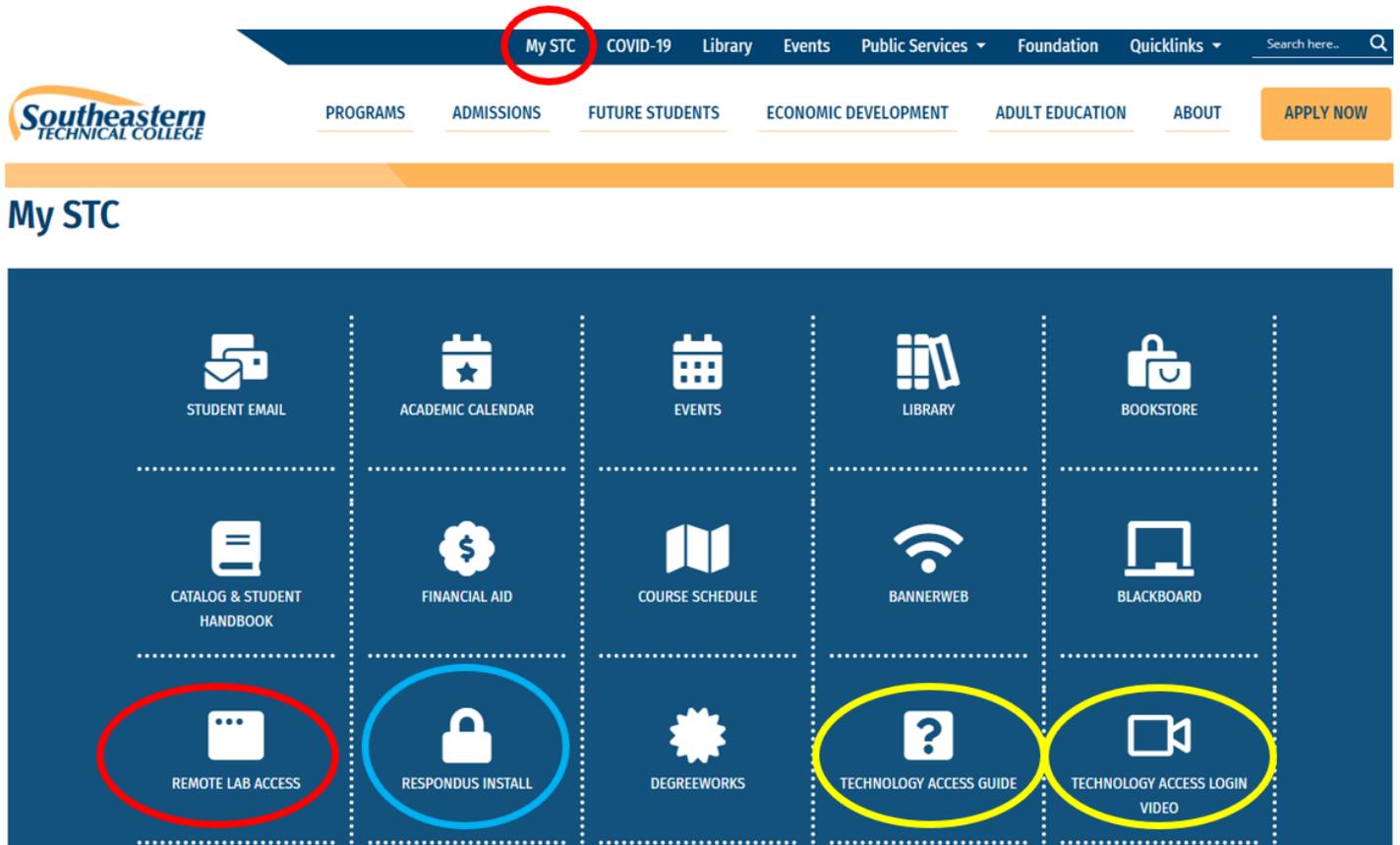
Test Requirements & Pre-Test Checklist

- Need laptop or desktop computer with working webcam. You **cannot** take test on a smart phone or iPad.
- Use Google Chrome browser only.
- **Complete Trial Test on Blackboard & download the free LockDown Browser program. Instructions on how to access/download LockDown Browser AND how to access a test is provided below.** This Trial Test will help you get familiar with the online testing procedure.
- You must have STC photo ID, which will be scanned by the webcam to access the test.
- You will hold up your STC ID as instructed on screen and the program will verify a match between ID and webcam photo. Please do not adjust the camera after starting the test. You must ensure your complete face is always visible and in frame (do not veer off or move away from camera view).
- No hats allowed while testing or any other attire that will obscure facial recognition.
- No one should be at your computer station while you are testing. Please sit alone.
- Ensure that you are in an appropriate testing environment. Do not take the test on a bed or sofa. Position yourself at a desk or table with proper lighting and avoid excessive movements which will be flagged as suspicious behavior. Remember, you must stay in frame the entire time while testing. If flagged, this alert could possibly lock you out of the test.
- A system diagnostics check will run to make sure the webcam is working & all applications are closed.
- If you encounter a problem, click on the “it’s not working link” for troubleshooting tips. This built in support allows you to have access 24/7 with a chat support team to help troubleshoot any technical issues.
- No eating or drinking while testing. The test is timed. Your goal is to focus on answering all questions in specified time.
- No scratch sheets, textbooks, notes, power points, **ear buds or other resources permitted while testing.**
- You will be recorded while testing & analytics are used to detect suspicious behaviors. Video segments with test violations are flagged for the instructor, with an overall risk level assigned to the test session.
- You cannot print, capture screen contents, go to other web pages, copy, access other applications, or visit other websites during an online test. You will be locked out of the test. Your test will be flagged with common and advanced methods of digital cheating, such as the use of Virtual Machines, remote desktops, screensharing, instant messaging, keystroke combinations, launching applications with timers/alerts, browser cache exploits etc.
- Do not close/reopen your browser or refresh your screen. This will lock you out of the test.
- Stay in full screen mode until the test is completed
- You cannot start the test, leave the test and return. The test must be completed in one sitting. Therefore, please use the bathroom etc. before the test & arrange for you to not be interrupted during the test.
- Be sure to start the test with a fully charged device or plug in charger.
- Login 15 minutes before the test starts to avoid any technology set back which could cost you time.
- Grades will be available on Blackboard **48 hours** after test deadline stated on the lesson plan. Final grades will be available on blackboard **1 week** after final exam deadline stated on the lesson plan.

Discussion Board (DB) Grading Rubric

# of DB posts	# of DB replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	<p>Students who post their initial discussion board response to the discussion board topic and reply to at least one other student's post will be given a 100 on the assignment IF:</p> <ul style="list-style-type: none"> • Initial post and response turned in by the due date on Lesson Plan. • Students must have thorough and thoughtful replies to another student's post. Response must contain 4-5 sentences. Ten (10) points will be deducted for responses that is not 4-5 sentences in length. • No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." • Replying to your own post is NOT considered a reply.
1	0	70	<p>Any student that does not respond to at least one other student's post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion response and complies with instructions below:</p> <ul style="list-style-type: none"> • Initial post and response turned in by the due date on Lesson Plan. • Students must have thorough and thoughtful replies to another student's post. Response must contain 4-5 sentences. Ten (10) points will be deducted for responses that is not 4-5 sentences in length. • No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." • Replying to your own post is NOT considered a reply.
0	1	50	<p>Students who only respond to one other student's post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response and complies with instructions below:</p> <ul style="list-style-type: none"> • Initial post and response turned in by the due date on Lesson Plan. • Students must have thorough and thoughtful replies to another student's post. Response must contain 4-5 sentences. Ten (10) points will be deducted for responses that is not 4-5 sentences in length. • No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." • Replying to your own post is NOT considered a reply.
0	0	0	<p>Students will receive a 0 on the discussion question if the student does not post an answer or response to one other students' post by the due date. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Students must have 4-5 sentences in their thorough and thoughtful reply to another student's post. Replying to your own post is NOT considered a reply.</p>

How to find the M Drive via Remote Lab Access



To access Remote Lab, complete the following steps:

1. Go to STC website, click “My STC”, then click the “Remote Lab Access” icon.
2. Enter: students\Student ID and your password.
3. Select **File Explorer** to gain access to STC’s M Drive.
You also have access to other applications. Example, Word, PowerPoint, etc.
4. Select M Drive, then “S. Ajohda” folder to gain access to course work.



This is the link to download “Lockdown browser and Respondus Monitor”.

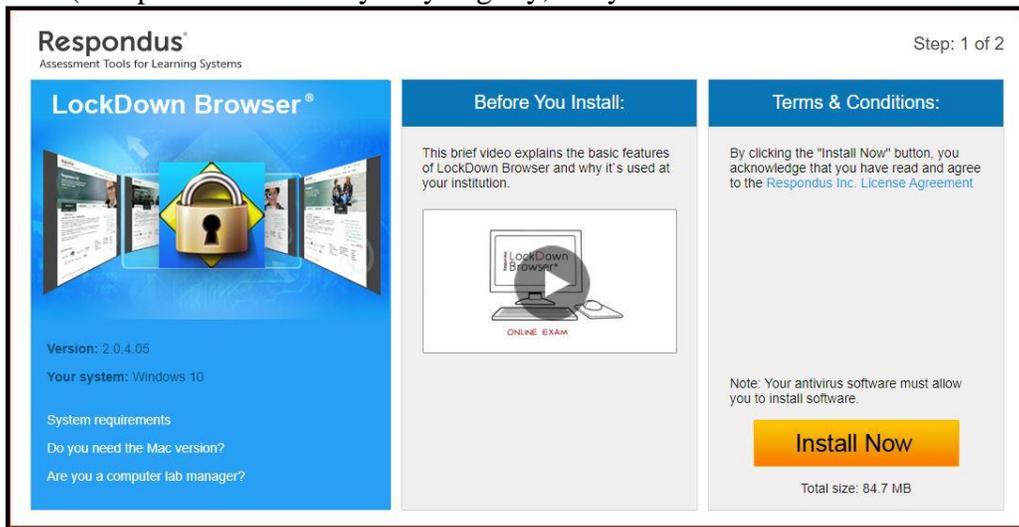


These two links will provide a Technology Access Guide and a Technology Video Guide to assist with Technology login and questions.

How to access/download LockDown Browser AND access a test on Blackboard

Students using laptops or not on campus who are taking an online exam using the Respondus LockDown Browser can still access the browser icon by going to the STC website. Follow these steps to access the Respondus Install link:

1. Access the **STC** website.
2. Click **mySTC** at the top of the screen.
3. Scroll down to the **HELP CENTER** box.
4. Click the **Respondus Install** link in the **HELP CENTER** box. **Watch the video and download the product** to pc/laptop. Once downloaded, double click to install the Respondus LockDown Browser and follow the onscreen prompts: **Note:** This link is unique to **STC** and should be used to access the Lockdown Browser install screen. (The picture below may vary slightly, but you should still see a video and **Install** button.)



FOR MAC USERS:

1. On the install screen, click the *Do you need the Mac version?* link if you are using a Mac computer.
2. Click the **Install Now** button and follow the onscreen prompts. Once installed, you are set to access tests on Blackboard. DOWNLOAD IS ONLY NECESSARY ONCE. HOWEVER, IF YOU SWITCH PC/LAPTOPS YOU WILL NEED TO DOWNLOAD AGAIN BEFORE TESTING.

HOW TO ACCESS A TEST ON BLACKBOARD

- First locate and open the LockDown Browser icon on your PC/laptop 
- This will take you to the normal Blackboard login page.
- Key Blackboard username and password as usual.
- Access course as usual.
- Access exam from left menu, click on **“Test/Assessments”**. This will take you to the page where you can access link for your test. You will notice the Respondus LockDown Browser security is enabled.
- Follow your instructor’s directions on the test, complete and submit the test as usual.
- Follow your instructor’s directions on the test, complete and submit the test when completed as usual.
- When finished, to resume operations using a standard browser (Chrome, Firefox, etc.), click the X on the Respondus LockDown Browser tab.

Student Quick Start Guide

LockDown Browser® and Respondus Monitor®

WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a locked browser for taking tests in Blackboard Learn. It prevents you from printing, copying, going to another URL, or accessing other applications during a test. If a Blackboard test requires that LockDown Browser be used, you will not be able to take the test with a standard web browser.

LockDown Browser should only be used for taking Blackboard tests. It should not be used in other areas of Blackboard.

INSTALLING LOCKDOWN BROWSER

If LockDown Browser has already been installed, skip to the next section. If not, LockDown Browser must be installed to each computer (Windows or Mac) being used to take a test.

- › Your institution or instructor will provide the link for downloading and installing LockDown Browser.
- › Follow the onscreen instructions to complete the install.

TAKING A TEST

1. Close all programs, unless one is used to connect you to the Internet.
2. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)
3. If prompted, either close a blocked program (e.g. screen capture, instant messaging) by choosing **Yes**. Or, close LockDown Browser and close the blocked program before restarting.
4. Log into Blackboard.
5. Navigate to the test within the course and select Begin Exam.
6. The test will then start. (Note, once a test has been started with Respondus LockDown Browser, you cannot exit until the Submit button is clicked.)

USING WITH A WEBCAM (Respondus Monitor)

You may be required to use LockDown Browser with a webcam, which will record you during an online, nonproctored exam. (The webcam feature is sometimes referred to as "Respondus Monitor.")

Your computer must have a functioning webcam and microphone. A broadband connection is also required.

If a quiz requires LockDown Browser **and** a webcam, follow steps 1-6 in the previous "Taking A Test" section. At this point the Startup Sequence for the webcam begins.

- › You will first need to review and agree to the Terms of Use.
- › The **Webcam Check** will confirm that your webcam and microphone are working properly.
- › The remaining steps of the Startup Sequence will depend on settings chosen by your instructor. Follow the instructions and note your progress along the left side of the screen.
- › If you encounter a problem, select the **It's not working** link for troubleshooting tips.

The test will begin after the Startup Sequence is complete. You cannot exit LockDown Browser until the quiz is submitted for grading.

PROBLEMS?

If you have problems downloading, installing, or taking an assessment with Respondus LockDown Browser, contact your instructor or your institution's help desk.

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To be Successful in this Course



As with most college level courses, you must be prepared to allocate and invest the proper amount of time outside of the classroom to be successful. Online students must be self-motivated because **online courses are not easier than traditional courses**. In fact, many times, the opposite is true! You must take a very active role in the process to be successful. The responsibility is yours to keep up with dates, assignments, video meeting sessions, online exams, communicating weekly with your instructor etc. Not completing work on time may result in a grade of zero! **Online courses are NOT self-paced**. You will have finite deadlines and due dates just as you do in the classroom. It has been shown that learners who are well-organized, self-motivated, and able to prioritize and manage time effectively are better able to succeed in online courses. Here are some tips to be successful in this course:

- Please print this syllabus and lesson plan (from day 1 of this course). It is important that you keep a hard copy. It is your map that will help you successfully complete this course.
- Follow and stay ahead of your assignments and due dates. Look at your lesson plan **daily** to make sure that you are not missing something important. Pay special attention to chapters tested on each week and ensure you are studying the correct chapter material for weekly tests.
- Complete homework and assignments on **Blackboard** before you take an exam. Assignments are designed to prepare you for the exams. Completing any pre-assignments prepares you for similar type of material you will likely see on exams.
- Follow all rules on blackboard online testing listed above in this lesson plan. It will prevent you from being locked out of the test and flagged as suspicious behavior when testing online.
- One of the goals in this online course is to make the course available from a variety of places. That makes email an "asynchronous" form of communication, and an ideal way to interact. Please use STC email as your first contact option for this class.
- Check e-mails daily. Instructor may send vital information, updates, reviews or changes concerning the course and it is important that you are aware to make adjustments accordingly.
- Send e-mails to your instructor as soon as you incur technical problems. This is important and should not wait until the assignment is due or past due.
- Your personal computer problems are not valid issues for late work. It is the responsibility of the student to maintain functioning equipment for an online course. No excuses accepted.
- You are required to log into the Blackboard system and post an acknowledgement of STC policies and procedures by the third day of the semester. Failure to do so can result in being No Showed from your online course(s). Online instructors may require you to perform additional tasks in order to reserve your seat in their class so be sure you understand requirements.
- If you are taking an exam in BLACKBOARD and lose connection for any reason, you are responsible for contacting your instructor ASAP. How might you contact your instructor if Internet connection is down? By **printing your syllabus/lesson plans from day 1** and then calling your instructor on the number listed on the syllabus. If your instructor doesn't answer his/her phone, leave a voicemail. As soon as your Internet connection is active again, you should also email your instructor to make them aware of the problem.
- "Attendance" is required for this course and will be recorded at each video class meeting. Please plan to attend all video class sessions on time scheduled to avoid missing any pertinent information.
- Students receiving financial aid should be aware that withdrawing from a course may affect their financial aid.