

## **Human Anatomy and Physiology Syllabus**

### **Biology 131 Lecture**

**Summer 2022**

**Course:** Human Anatomy and Physiology

**Language:** English

**Time Zone:** Central

**Meeting Times:** This is a web course. All materials will be delivered via computer. If you do not have access to a computer that supports Respondus lock-down browser or are not comfortable using a computer, please take this course during a different term. Students who are officially enrolled in this course should be able to access the course at: The dropdown menu (Blackboard) from [www.wku.edu](http://www.wku.edu) homepage.

This is an asynchronistic class but you will need to take your exams at the Testing Center. If you are not located near campus during the summer, you can contact the Testing Center (or its website) to find an approved Testing Center near you. The dates of the lecture exams are:

- Test 1- will open on Tuesday, June 7<sup>th</sup> and close on Thursday, June 9<sup>th</sup> at the Testing Center
- Test 2- Opens Monday, June 20<sup>th</sup> through Wednesday, June 22<sup>nd</sup> at the Testing Center
- Final Exam (Test 3)- Wednesday, June 29<sup>th</sup> through Friday, July 1<sup>st</sup>.

Biology 131 lecture and lab must be taken concurrently.

Students will need to log-in to the WKU Blackboard system using the first part of their NET ID and their WKU email password as the password. If you have difficulty, the WKU support Line is 270-745-7000 OR you can email the blackboard help at [bbhelp@wku.edu](mailto:bbhelp@wku.edu) (please include your full name, WKU ID #, course ID, and instructor's full name).

**Contact Information/emails:** Dr. Kerrie McDaniel

**Office:** KTH 3045

**Email:** [Kerrie.mcdaniel@wku.edu](mailto:Kerrie.mcdaniel@wku.edu)

Emails will be answered 8:00-5:00 on weekdays. **I will NOT respond to emails unless reference to 131 lecture is included in the subject.** Before sending an email to ask a question such as “when is our final?” or “where is your office?”, check your syllabus or Blackboard. Most of the answers to general questions can be found in these places.

**Office Hours:** by appointment- Since this is an online course, most questions will be handled via email.

### **Required Materials:**

**For lecture in Biol 131:** Saladin, (WKU) BIOL131/231: MHHE DIRECT PPK ECOMM Connect with APR and Phils for Anatomy and Physiology: The Unity of Form and Function with VS EBOOK, 9th ed. (2021)  
ISBN: 1265190275 / 9781265190279

**For lab:** Martin, Terry, Laboratory Manual for Human Anatomy and Physiology, 3<sup>rd</sup> edition. McGraw Hill  
ISBN: 978-259-29885-3.

**Ability to use technology:** The ability to use technology is required. This is a web course where all material will be delivered via computer. Use of technology is absolutely REQUIRED to take this course. If you are uncomfortable using technology then you should choose a different section of this course.

In addition, as a future professional, you will need to be able to use technology in a variety of ways in your job. Many workplaces are becoming paperless and depend on the use of technology. Hand-outs, Power

Points, lectures and homework will be administered via Blackboard. You **MUST** be able to use a computer to access materials in this course.

### **READ BEFORE PURCHASING TEXT/MATERIALS:**

The Biology Department at WKU has worked over the past two year to develop a new model for textbook adoption. In order to save you some money, maximize your effective use of your textbook, increase learning and evaluate the best ways of teaching you difficult topics, we've entered into a partnership with McGraw-Hill publishers. **By enrolling in this course, you agree to purchase the digital materials associated with this course.** If you want a printed copy (loose-leaf printed version), you must order that through the WKU Store during the first week of class. In order to make these savings available to you, WKU must institutionalize the purchasing process. **As a result, about two weeks into the semester, you will be billed the cost of the materials for the course.** The nice thing about this is that you will have access to all the course materials from day one, without doing a thing! If you choose to drop the course during the regular add-drop period, you won't be charged for the book. **You should note that for this course, you WILL be charged for the digital materials.** Do NOT buy a copy of the book from online or local vendors. ONLY the digital format will be used in this course.

**General Education Statement:** This course fulfills the Natural Science Explorations Category of Colonnade. Students will gain the ability to:

1. Demonstrate and understand the methods of scientific inquiry in biology
2. Explain basic concepts and principles in biology
3. Apply scientific principles to interpret and make predictions in biology
4. Explain how scientific principles relate to issues of personal and/or public importance

**Goals:** The general goals of this course are:

*Students will have an understanding of:*

1. the relationship between form and function in the human body
2. the mechanisms for maintenance of homeostasis in the human body
3. the hierarchy of organization of the human body
4. The major organ systems structure and function
5. how anatomy and physiology are used in real-life settings

**Objectives:**

*Students will be able to:*

1. Describe the body plan and organization of the human body.
2. Explain homeostatic mechanisms in the human body.
3. Integrate chemical concepts with physiological processes.
4. Compare structures of cell anatomy with regards to form and function.
5. Illustrate membrane transport.
6. Label structures of the integumentary, circulatory, urinary, respiratory, reproductive, and digestive system.
7. Discuss bone growth in length and width.
8. Contrast types of joints.
9. Detail the physiology of muscle contraction.
10. Explain the physiology of the integumentary, skeletal, muscular, nervous, endocrine, circulatory, respiratory, urinary, reproductive, and digestive systems.

**Topics Covered in this Course Include:**

- Body Plan and Organization
- Course Themes including Homeostasis
- General and Organic Chemistry of Living Things
- Cell Anatomy
- The Plasma Membrane
- Membrane Transport
- Integumentary System
- Osseous Tissue
- Articulations
- Muscle Tissue and Physiology
- Nervous Tissue and Physiology
- Endocrine System
- Blood
- The Heart and Circulatory System
- The Respiratory System
- Male and Female Reproductive Systems
- The Urinary System
- Digestive System

**Grading:** Your final grade for Human Anatomy and Physiology is a combination of your lab grade and lecture grade. Your laboratory average will be calculated and then forwarded to me. I will use your lab average along with your lecture average to determine your overall grade for the course. The laboratory average will represent 40% of your overall course grade and your lecture average will constitute the remaining 60%. This means you will receive ONE overall grade for both lecture and lab.

You can calculate your overall grade by:

- Taking your lab average and multiplying it by 0.4
- Taking your lecture average and multiplying it by 0.6
- Adding the 2 products together

$$(\text{Lecture average} \times 0.6) + (\text{lab average} \times 0.4)$$

**Grading Scale for Lecture/Lab Combination:**

A= 90-100%

B=80-89%

C=70-79%

D=60-69%

F= Below 60%

**Assessment Table**

Type of Assignment	Number of Assignments	Points/assignment	Total points
Homework: Completed BEFORE lecture	20	5-10	110
Exams: Completed at the Testing Center	3	100	300
Total points			410

Lecture grades will be calculated by taking the total number of points you have earned and dividing it by 500.

***\*\*Remember: Grades are not given. We simply record the grade that you have earned.***

## **Explanation of Assignments/Quizzes/Exams**

- **Course Schedule:** Once you access the course in Blackboard, you will find a tab for “Schedule”. This will contain a detailed schedule of every assignment and when they are due. You will also find announcements that will guide you through the course. Use this schedule as your guide. Do not get behind. Anatomy and Physiology moves extremely fast in the summer.
- **Media Site Lectures:** MediaSite lectures are lectures that I have recorded to explain class material. They usually follow a Power Point (that you will have access to via Blackboard). You will have a Media Site lecture to listen to almost every day of the semester. These will help to focus your study of the information. To access these choose the “Media Site Videos” tab at the left of Blackboard. The nice thing about these lectures is that you can watch them at your own pace. I encourage you to watch and take notes for 30 minutes, then get up and move around, read your book and come back to continue the lecture.
- **Reading:** You will find the chapter and the sections of the chapter that we will be covering in your schedule. The readings are a very important part of the course and have been selected to help you learn. Research shows that students who come prepared for class perform better than those who do not. We want you to do well!
- **Homework:** There are 20 homework assignments each worth 5 points. You can earn a total of 100 points by simply doing your homework! Not only is this equivalent to a test grade, but you can learn a lot about anatomy through your assignment and be more prepared for class! Due dates for these assignments can be found under each assignment in Blackboard. It is your responsibility to keep up with these assignments and dates! You have much time to do these, so **no extensions** will be granted.
  - **LearnSmart Homework Assignments:** LearnSmart homework assignments are based on the readings that are assigned in the e-text. These assignments will help you determine if you understand what you are reading or if you need to review. They are adaptive. This means that if you do not understand a section you will be referred to a reading selection in your text and then retested on that item. So a student who understands the reading will spend less time on homework than a student who is trying to answer the questions without doing the reading or comprehending the material. Within the LearnSmart homework you will find the Smartbook. This version of your e-textbook will highlight important parts of the text in yellow. When you have mastered a section the color of the highlight will turn to green. You will want to go through the tutorial on how to use the Smartbook before you start your homework.
  - **Conceptual Interactive Overview Assignments (COVI):** There are a couple of your homework assignments that are not from LearnSmart. These are Conceptual Interactive Overview Assignments. These are interactive assignments that help to explain more complex physiology. You will have more of these when you take Advanced Human Anatomy and Physiology (Biology 231). Read/listen to the introduction and then follow the instructions in the simulation. After the simulation you will have questions to answer over what you did during the animation.
  - **Prep Anatomy:** Prep anatomy is a review of basic concepts you need to understand in order to be successful in anatomy. There are prep sessions dealing with study skills, chemistry and the cell. **You will not receive points for completing these assignments**, however, you may find them useful to help you prepare for the course. These are just another resource to help you succeed.

- **Exams:** Lecture Exams will be at the Testing Center during the dates listed below. You will find the dates for the lab exams on the lab syllabus. Please arrange your schedule to accommodate being available to take these exams. If these times do not work, consider taking the course a different semester.
  - Test 1- will open on Tuesday, June 7<sup>th</sup> and close on Thursday, June 9<sup>th</sup> at the Testing Center
  - Test 2- Opens Monday, June 20<sup>th</sup> through Wednesday, June 22<sup>nd</sup> at the Testing Center
  - Final Exam (Test 3)- Wednesday, June 29<sup>th</sup> through Friday, July 1<sup>st</sup>.

Exam questions may include true false, multiple choice, matching, short answer, labeling diagrams or explaining figures. You will need to prepare for these exams as you would during any other semester and make sure that you actually understand the material. This course is the building unit for several other courses that you will take in your program. Failure to grasp this first course will jeopardize your chances of success in these future courses. Each test comes from a random pool of questions and so each exam is unique. You will not be able to review your exams or “see what you missed” after the exams.

- **Testing Center Information:**

**We will be using the DELO Testing Center, or another approved testing center to take exams in this class.**

**Link to DELO Testing Center:** <https://www.wku.edu/testing/>

Contact DELO Testing Center

*For testing questions or issues, please call or email:*

(270) 745-5122

Toll Free: 1-800-544-2280

[delo.onsite@wku.edu](mailto:delo.onsite@wku.edu)

*WKU DELO Testing Center does not charge a fee; however, the WKU Remote Proctoring Network includes proctor locations who charge for the proctoring services as well as those who do not charge. Students are responsible for payment of any proctoring fees if they choose to use a proctor who charges a fee for this service. Students are also responsible for any additional fees that might be associated with the use of a particular proctoring site, such as parking fees.*

**Instructions for Exams at Testing Center:**

1. There will be a window of time when each test/exam is available in the testing center.
  2. You will need to register for a time to take your exam in the Testing Center. This will be an online registration process through their website.
  3. You will be asked to provide an ID at the testing center and your test will be proctored.
- **General Policies:** General policies are simple and based on respect. Learning should be a fun and positive experience. Students are expected to act in a civil manner by being polite, respectful, and courteous with others. From the Student Conduct code: “*Students are encouraged to actively support ethical behavior in all aspects of*

*University and community living; civil discourse among all members of the campus community, treating each student with dignity and respect regardless of personal differences.”*

**Academic Integrity and Misconduct:** Don’t cheat. Cheating is not only disrespectful (violating general policies) but it is also dishonest. Cheating on quizzes, exams or assignments will result in a failing grade for the course and could result in expulsion from the university. It is not worth it. Do your own work.

*“Dishonesty, such as cheating, plagiarism, misrepresenting of oneself or an organization, knowingly furnishing false information to the University, or omitting relevant or necessary information to gain a benefit, to injure, or defraud is prohibited.”* WKU Student Conduct Code.

**Attendance:** Experience has shown that poor attendance in class results in poor grades. Attendance in an online course is equal to listening to the Tegrity lectures, doing the readings and the homework every day! If you get behind, this course will be difficult. The secret to success is to keep up with the schedule, make sure that you understand material as you work through it and work hard!

**Deadlines:** The University designated deadlines for withdrawal from a class or the university are firm. Credit for the course will not be changed to an audit after the university-designated time due to a poor grade in the class. Please make note of these dates. Dropping the class after the university deadline requires a written explanation by you and signatures from the Instructor, the department head and the dean of Ogden College. These exceptions are only granted in extreme circumstances. So ABIDE by the deadlines!

Other deadlines can be found at the following location:

<https://www.wku.edu/regISTRATIONguide/>

### **End of Semester Policies:**

- There is no formal “extra credit” for the course. Do not ask. Study hard, do well on the tests and quizzes. However, if relevant campus activities such as seminar lectures related to A&P become available, I often make some extra credit available for students who participate.
- Grades are not completed until final grades are posted in TOPNET, so please do not email and ask if grades are finished. It takes time to get your lab grades integrated with lecture grades.
- The grading scale is posted on this syllabus. If you have an 89.45876, then you are guaranteed at least a B in the course. If grades are not posted in TOPNET, then they are not complete (see above bullet), so please do not email and ask if there is “rounding up”. You will know if any adjustments were made when grades are posted on TOPNET. Emails asking about “rounding up” or about what final grades will be until after they are posted in TOPNET will be ignored.
- There is absolutely no “making up” missed homework assignments.

### **Blackboard Entry**

www.wku.edu (choose "Blackboard" from the pull down menu)

### **Family Educational Rights and Privacy Act:**

Due to the Family Educational Rights and Privacy Act (FERPA), if you are 18 years old or older, I cannot discuss your grades, etc. with your parents or anyone else outside the necessary university academic community without your written permission.

### **Title IX Misconduct/Assault Statement**

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU’s Title IX Sexual Misconduct/Assault Policy (#0.2070) at

<https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and

Discrimination and Harassment Policy (#0.2040) at [https://wku.edu/policies/hr\\_policies/2040\\_discrimination\\_harassment\\_policy.pdf](https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf).

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and **MUST** report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s Counseling and Testing Center at 270-745-3159.

### **Student Disability Services**

We take student success very seriously and want to provide an environment where every student can reach their full potential. Because of this I require that you discuss accommodations with me so that we can agree on a plan that provides parameters for success while not jeopardizing the integrity of the course. If you require extra time on exams, you will need to arrange to take your exams at WKU’s Student Success Center. I will not “just sign the form”. In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in DUC A-200 of the Student Success Center in Downing University Center. Please **DO NOT** request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.