BIOL 221 Anatomy and Physiology II
3 Credits

Course Description

The second semester in the study of structure and function of the human body as an integrated whole.

Pre-requisite: BIOL 220
Co-requisite: BIOL 221L

Required Text

***Principles of Human Anatomy and Physiology,* 14th edition** by Tortora and Derrickson

Contact Coleen at the NDSCS Bookstore for the most current textbook information (1-800-342-4325, ext. 2239 or coleen.thoe@ndscs.edu). You may also visit the NDSCS Bookstore web site at www.ndscsbookstore.com and search for book information by class by clicking the "Textbook" tab.

Course Objectives

Upon satisfactory completion of this course the student will:
1. Develop a working vocabulary of terms related to the above systems.
2. Explain the functions and component parts of the endocrine, respiratory, cardiovascular, lymphatic, digestive, urinary, and reproductive organ systems in humans and evaluate how they interact in the whole organism.
3. Describe how the above systems allow the human body to function as an integrated whole constantly striving to maintain homeostasis.

Course Policies and Procedures

Access Policy: Computer Failures and Viruses

Online students must maintain computer access at all times to the online course. Lack of computer access as an excuse for late work or missed exam/quiz will NOT be accepted. Review the Computer Access Policy to learn how you can take a proactive approach to your online success.

Student Attendance

Regular attendance and completion of all assignments, on time and as scheduled, is important to your success in this course. An online student who does not regularly attend their online class for a period of seven consecutive days may be dropped from the course. Attendance is evidenced by weekly completion of assignments and/or participation in online discussions. Efforts to contact inactive students are attempted as soon as each semester begins; however, if there is no response from the student and inactivity continues, a drop will be enacted. See the entire NDSCS Attendance Policy at www.ndscs.edu/online-attendance.

If your instructor is unexpectedly unavailable and may be delayed in reviewing or correcting assignments, you will be notified of this as a sign of courtesy and respect.

Online Student Participation and Conduct Guidelines

The practices of courtesy and respect that apply in the traditional classroom also apply online. However, the expectations and practice differ in the online classroom to greater extent. Review the Online Student Participation and Conduct Guidelines (**Appendix A**) to learn of these expectations.

Assignments

Please follow the order of units as each unit will build onto the next one and will be accessible according to the schedule posted within the online course.

Assignments and quizzes within each chapter are **due within specified time frames**. Refer to the Schedule for specific due dates.

Assignments not completed by the specified deadline but submitted late will have **10% of grade points deducted** at instructor's discretion.

No points will be assigned for incomplete assignments. Be prepared to spend **at least three (3) hours per credit per week** in the online class, studying, and completing assignments. For example, a three-credit class may require approximately nine hours of work time a week for the student. This amount may vary by class and by student.

Submitting Assignments

All assignments should be turned in via **Dropbox** unless otherwise specified. You are **strongly encouraged** to make hard copies of your assignments and communications with the instructor to avoid losing data in the case of technical issues. *At the first sign* of problems, contact your Internet Service Provider (ISP) immediately.

It is your responsibility to access the class on another computer in the event of hardware or software problems. If your problems are not cleared up within 12 hours, contact the instructor to make other arrangements.

Grading Policy

The student's grade will be based on a percentage of total points earned during the semester versus the total points possible. Assessment measures include exams, quizzes, writing assignments and group discussion. There is no extra credit and no curve.

Grading Criteria

Discussions- The online discussions are required activities, and full participation is essential for your success in this course. These discussions are an equivalent to the traditional classroom discussions. You are expected to read all postings, and interact with each other. You are expected to post an answer to one discussion question and reply to two of your classmates as assigned. Discussions are worth 10 points (5 for the post and 5 points for the response). You will be graded according to the rubric below:

	Needs Improvement (0-59%)	Satisfactory (60%)	Good (80%)	Exemplary (100%)
Post (5 Points)	One or more of the following criteria are met: -student does not post -post is less than **50** words –more than one part of the question is left **unanswered**-post does not contain a **source.**	Student's post is **less than 50** words in length or **neglects** to answer a part of the question. A source of information is listed.	Student's post is **50-75** words in length, answers all parts of the question, and contains a source of information.	Student's post is at least **75** words in length, correctly **answers** all parts of the question, and contains a **source** of information.
Response (5 Points)	Student **fails to respond** to another student's post.	Response made by the student neither adds to the discussion nor offers another source of information.	The response adds to the discussion in some way and offers another source of information.	Student responds to a post made by another student. The response adds to the **discussion** in some way and offers another **source** of information

Writing assignments- Writing assignments are another way of expanding your knowledge of the course topics and, perhaps, explore topics of more interest to you. These assignments are required for each unit in the course, and should contain a cover page with student name, instructor name, course title, and topic title, followed by at least 650 words of researched content with appropriate citations, and at least 3 sources listed on a references page. Each writing assignment is worth 40 points. You will be graded according to the rubric below.

	Needs Improvement (0-59%)	Satisfactory (60%)	Good (80%)	Exemplary (100%)
Content (30 Points)	**Topic** has already been covered during discussions or other course materials or the Main body of information contains **fewer than 450** words.	**Topic** has not been covered in any other materials during class (ex. discussions) and is pertinent to the current unit of study. Main body of information contains **at least 450** words.	**Topic** has not been covered in any other materials during class (ex. discussions) and is pertinent to the current unit of study. Main body of information contains **at least 550** words.	**Topic** has not been covered in any other materials during class (ex. discussions) and is pertinent to the current unit of study. Main body of information contains **at least 650** words.
Grammar/ Spelling (5 Points)	Assignment contains **5 or more** grammar or spelling errors. **General format** suggestions (below) are not followed.	Assignment contains **3 or 4** grammar or spelling errors. **General format** suggestions (below) are followed.	Assignment contains **2 or fewer** grammar or spelling errors. **General format** suggestions (below) are followed.	Assignment contains **no grammar** or **spelling errors**. **General format** suggestions (below) are followed.

	No resource list is provided or material is not cited in text.	A resource list containing **1** source is provided. Sources are cited using parenthesis (Brejcha, 2015) or another acceptable form of citation.	A resource list containing **2** sources is provided. Sources are cited using parenthesis (Brejcha, 2015) or another acceptable form of citation.	A resource list containing at **3 or more sources** is provided. Sources are cited using parenthesis (Brejcha, 2015) or another acceptable form of citation
Resources (5 points)				

Quizzes & Exams- Assessments are all automatically graded upon submission. If you feel that an error has occurred, please contact your instructor immediately so the issue can be resolved. All exams will utilize ExamGuard© software, which will lock your computer during the exam & prevent unauthorized web browsing and other functions. You must download ExamGuard© prior to beginning the first unit exam. Academic integrity is very important, so an approved proctor is also required for all exams. The necessary forms must be submitted to the instructor within 10 days of the first day of class or 10% of each Exam will be deducted.

Grading Scale

Letter grades will be awarded as follows:

LETTER GRADE	PERCENT
A	89.5-100%
B	79.5-89.4%
C	69.5-79.4%
D	59.5-69.4%
F	Below 59.4%

Student-Instructor Communications

While an online class is available 24 hours a day and offers greater flexibility for the student and instructor, keep in mind that your instructor will not be available 24 hours a day. Instructors will check email, voicemail, and Cyber Office messages on a regular basis, but there may be times when they are unavailable due to other commitments and job responsibilities. Email, voicemail, or Cyber Office Messages will be responded to as time allows. As a general rule, you can expect your direct questions to be answered within 24 hours during week days.

When sending an email, please include your full name so your instructor knows who they are responding to. Often, the email address does not indicate who is sending the message.

Student E-Mail Accounts

NDSCS students are to use an NDSCS email account exclusively to ensure the lines of communication with your instructor and NDSCS are not broken, which often happens with other email providers. You can access your email account by following instructions at www.ndscs.edu/It-Setup. If you need help accessing your NDSCS email, contact the NDSCS IT Service Desk at 800-342-4325 ext 3333 or ndscs.servicedesk@ndscs.edu.

To make your NDSCS email account your preferred email address, log into your CampusConnection account and check the "preferred" box by campus email.

The NDSCS e-mail system provides students with an entire suite of services such as:

- 10 GB storage for email
- Instant messaging through Skype for Business
- Rich calendaring
- Photo sharing
- Multi-browser support
- SMS alerts to mobile phones

Academic Integrity

Integrity is an NDSCS core value and there is an expectation that all students, as members of the college community, adhere to the highest levels of academic integrity.

Dishonesty in class, laboratory, shop work or tests is regarded as a serious offense and is subject to disciplinary action by the instructor and dean of the respective division. For more information, refer to the NDSCS Student Planner or College Catalog under College Policies and Basic Regulations of Conduct (page 32).

Types of Misconduct

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids n any academic exercise.

Fabrication: Intentionally and unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Disabilities and Special Needs

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the **Student Accessibility Coordinator** (phone 671-2623, or toll-free 1-800-342-4325 ext. 3-2623) as early as possible in the term.

APPENDIX A
ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES

Online courses are based on the premise that students learn best in a community. The instructor plays an important role, but this is a different role than most instructors play in the traditional, face-to-face classroom. While you may see a shift in the way classes work, you'll also notice that some things don't change: the practices of courtesy and respect that apply in the ordinary classroom also apply online, and may actually require more attention in this venue. Here are some guidelines:

1. **Get involved**. In the online environment, it's not enough to show up! Your voice must be heard in order to show your presence. Your comments are needed to add to the information, the shared learning, and the sense of community in each class.

2. **Be persistent**. Remember that for many this is a fairly new environment. Each instructor still sets the rules, and you need to abide by them; however, if you run into any difficulties, don't wait! Send your instructor an email immediately or post in the Discussion Area. Most problems are easily solved, but your instructor and your fellow students need to hear from you before they can help.

3. **Share tips, helps, and questions**. For many, taking online courses is a new experience. There are no dumb questions, and even if you think your solution is obvious, please share it by posting it in the Discussion Area. For every student who asks a question, there are 10 others wanting to know the same thing.

4. **Think before you push the Send button**. Did you say just what you meant? How will the person on the other end read the words? While you can't anticipate all reactions, do read over what you've written before you send it.

5. **Consider the context**. Remember that we can't see the grin on your face when you make a sarcastic comment, we can't see the concern on your face if you only say a couple of words, and we can't read your mind and fill in the gaps if you abbreviate your comments. So: help us "see" you by explaining your ideas fully.

6. **Ask for feedback**. Not sure how your ideas and comments will be taken? Remember there's a person on the other side. If you disagree with what someone has said, practice all your communication skills as you express that disagreement. "Flaming," or flying off the handle and ranting at someone is unacceptable; it is the equivalent of having a tantrum, something most of us wouldn't do in an onsite, face to face classroom.

7. **Act with respect**. Any discriminatory, derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the face to face classroom. If you have concerns about something that has been said, please contact your instructor.

8. **Exercise integrity**. Plagiarism, cheating, and other violations of ethical student behavior are serious actions in a learning community. See Academic Integrity Policy in the course syllabus.

9. **Recognize the consequences**. Consequences of online student behavior that contradicts the NDSCS Academic Integrity policy will be addressed on an individual basis and in accordance with NDSCS Academic Integrity policy. Refer to the NDSCS Student Planner or College Catalog for more information.

*Adapted with permission from Dr. C. A. Keller, San Antonio College