Midland College Syllabus
2018 - 2019
BIOL 2404 Lecture and Lab WEB
Anatomy and Physiology
4 Semester Credit Hours
Online

Instructor Information:
Instructor: Click here to enter text.
Office: Click here to enter text.
Phone: Click here to enter text.
Email: Click here to enter text.
Office Hours: Click here to enter text.

Notice: Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

Course Description: Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. This includes a variety of required home lab activities including partial dissection of a chicken. Pre-Requisite: TSI complete in reading or equivalent verifiable reading level.

Core Objectives:
This course fulfills four hours of the Life and Physical Science requirement in the Midland College Core Curriculum. The Core Curriculum is a set of courses that provide students with a foundation of knowledge, skills and educational experiences that are essential for all learning. Please visit the Midland College Catalog for any questions about the core. As part of the core, this course addresses the following four objectives:

**Critical thinking skills** – Students will demonstrate critical thinking by analyzing and applying appropriate terminology and knowledge of various levels of organization and of the interdependence of organ system physiology and anatomy as they pertain to both human anatomy and physiology and the interrelatedness of each in the maintenance of homeostasis.

**Communication skills** – Students will demonstrate communication skills in written, oral, and visual form within the online setting through instructor posed questions, collaborative peer assignments, and exams.

**Empirical and Quantitative skills** – Students will demonstrate empirical and quantitative skills by analyzing real world examples of applied anatomy and physiology and testing hypotheses utilizing the scientific method through course assignments, exams, and lab activities.
Teamwork – Students will demonstrate teamwork skills by functioning in collaborative and cooperative participation through the discussion board and other lab activities verified by submitted reports or visual confirmation by the instructor.

Text, References and Supplies:
Text Package with ACCESS CODE. (Required to access course material.)


Computer: Access to a working computer throughout the course with the ability to access the internet and Canvas. Students taking online courses are responsible to have access to a computer for submission of assignments and postings. Please see the file detailing specific computer requirements for this course. It is listed in Module Introduction on Canvas under “Course set up and Student and Computer Requirements”

Student Learning Outcomes:
It is expected that the student will demonstrate knowledge of anatomical terminology, structure and organization of the human body, molecular biology, cytology, histology, the human skeletal system, musculature and muscle actions, the human nervous system, endocrine system, the cardiovascular system, lymphatic organs; digestive, respiratory, urinary and reproductive systems.

Student Contributions, Responsibilities and Class Policies:
It is the student’s responsibility to read and understand the official Midland College attendance and withdrawal policies as stated in the Midland College catalog. The last day for withdrawal is published in the catalog and the current course schedule. To drop a course, the student must complete an official withdrawal form with Student Services before the last day to withdraw with a grade of “W”. Students are strongly encouraged to seek extra help if they are having difficulty with the assigned material.

Midland College does not tolerate scholastic dishonesty or academic misconduct in any form. Please read the MC Student Handbook on this subject for more information on the definitions and consequences of cheating, plagiarism, and collusion. Any student found cheating in this course will be removed and a letter grade of “F” will be posted for the course along with a letter of explanation added in the student file for the offense.

Attendance
Because this is strictly an internet course, attendance will be documented throughout the course by participation in academically related activities at stated deadlines. (See notice at beginning of syllabus).
Testing:
The midterm and non-comprehensive final must be completed in a secure, approved proctored testing center. You must take the midterm and final exams when they are scheduled. The Midland College Testing Center is open from 8-5 Monday through Friday. Students not taking the course through Midland College will need to arrange for testing at a secured testing site. Please share the contact information with me by the second week of class so that I may contact these sites prior to the scheduled exam dates.

Course Schedule:
A copy of the tentative course schedule is listed as a separate file in Module Introduction on Canvas. The course schedule has due dates and each student is expected to submit assignments on or before the due date. The schedule is subject to change at the discretion of the instructor. There is no formal provision for make-up work or extra credit in this course. It is imperative that you keep up and submit all assignment on or before the due date. Work submitted after the deadline will not be accepted unless arranged ahead of time. Once the assignment date closes, assignments cannot be submitted. A zero will be placed in the grade book for late assignments. Please do not wait until the last minute to attempt assignments. Computers and computer networks have a bad habit of crashing at the very time you need them the most.

Evaluation of Students: A description of these grading elements is posted in Module Introduction under the file “Assessment”

Grading:
Total exams 60%
Total labs 40%
Total grade 100% Specific breakdown is given below.

Lecture grade
Proctored Exams (2) 50%
Section Exams (6) 10%
Total exams 60%

Lab grade
Evolve Activities (22) 10%
Discussion Boards 10%
Specific Lab activities 10%
Section Lab Activities 10%
Total labs 40%

Grades will be assigned as follows: A=90-100; B=80-89; C=70-79; D=60-69; F=below 60. There will be no exceptions to these grade ranges.
ADA Statement:
Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. For more information, please contact: Advising/Counseling Office; e-mail address is advising@midland.edu. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 242, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu; Natasha Morgan, Director Human Resources/Payroll, 3600 N. Garfield, PAD 104, Midland, TX 79705, (432) 685-4534, nmorgan@midland.edu. For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm or call 1 (800) 421-3481.

Spanish
Midland College no discrimina por motivos de raza, color, nacionalidad, sexo, discapacidad, o edad en sus programas o actividades. Las siguientes personas han sido designadas para responder a cualquier pregunta o duda sobre estas políticas no discriminatorias: Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 242, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu; Natasha Morgan, Director Human Resources/Payroll, 3600 N. Garfield, PAD 104, Midland, TX 79705, (432) 685-4534, nmorgan@midland.edu. Para más información sobre estas políticas no discriminatorias, visite http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm o llame al 1 (800) 421-3481.

Math/Science Division Information:
Division Dean: Dr. Margaret Wade 125 AHSF 685-4615
Program Chair Dr. Miranda Poage 155 FSB 685-6754
Division Secretary: Mrs. Carol Prichard 124 AHSF 432-685-6404
Division Clerk: Ms. Sarah Anderson 124 AHSF 432-685-6896

Contents
Midland College Syllabus...........................................................................................................................................1
Instructor Information:..............................................................................................................................................1
Course Description:.....................................................................................................................................................1
Core Objectives:.............................................................................................................................................................1
Critical thinking skills......................................................................................................................................................1
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication skills</td>
<td>1</td>
</tr>
<tr>
<td>Empirical and Quantitative skills</td>
<td>1</td>
</tr>
<tr>
<td>Teamwork</td>
<td>2</td>
</tr>
<tr>
<td>Text, References and Supplies:</td>
<td>2</td>
</tr>
<tr>
<td>Student Learning Outcomes:</td>
<td>2</td>
</tr>
<tr>
<td>Student Contributions, Responsibilities and Class Policies:</td>
<td>2</td>
</tr>
<tr>
<td>Attendance</td>
<td>2</td>
</tr>
<tr>
<td>Testing:</td>
<td>3</td>
</tr>
<tr>
<td>Course Schedule:</td>
<td>3</td>
</tr>
<tr>
<td>Grading:</td>
<td>3</td>
</tr>
<tr>
<td>ADA Statement:</td>
<td>4</td>
</tr>
<tr>
<td>Math/Science Division Information:</td>
<td>4</td>
</tr>
</tbody>
</table>