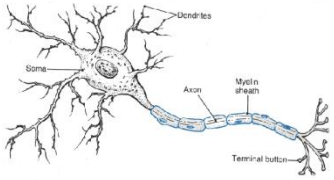
**Biology 220: Anatomy and Physiology I (Online) Fall 2015**

***Details:*** Online courses will be structured and you will have access to "units" of material as they open. You will NOT be able to finish all of this material in one week. 3 Credits




***Instructor:*** Dr. Joseph Mehus
**Office:** -
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**Office Hours:** Arranged via appointment, if you foresee an upcoming emergency please plan ahead of time. Email is the preferred means of contact.

**Greetings Everyone!!!** Please take your time while working through the material in this course, but remember that this is a semi-structured course. Before the exams open, you will **need** to have read the chapters, reviewed the lectures, done the study guides and complete the online quizzes. If you have not completed the necessary tasks, the exam will NOT open for you until you have completed the necessary tasks. **Failure to do this will result in missing a test.** Tests will not be re-opened because you were "too busy" to take an exam or finish the necessary materials. It is possible to take a test early if you have finished all prerequisite materials and the test has been uploaded.

This class will test your abilities to be responsible. I will not send individual reminders to students to take exams, complete study guides, take quizzes, or review lectures. If an emergency occurs and you miss a test (emergencies count as accidents requiring hospitalization, death of IMMEDIATE (grandparent, parent, spouse, sibling, child) family member, sickness that requires hospitalization, military deployment, legal (court appointments)), it is possible to make up ONE exam. Documentation for all excused absences is REQUIRED. I reserve the right to change the format of the make-up test. **You are 100% responsible for fitting in the course material and meeting deadlines all while maintaining your personal obligations.** Please plan this course accordingly for your successful completion.

***Instructor Response Time:***
Under most circumstances, student emails will be answered with 72 hours (email may not be checked over the weekends).

***Course Description:***
This course acquaints students with the structure, function, and disease processes of cellular physiology, homeostasis, integumentary, lymphatic system, immunity, heart, blood, joints, skeletal and muscular systems in the human body. This course also investigates the impact of environmental influences on the human body as well as the effects of the environment and genetics on disease processes. This course assists students in developing a basic understanding of the normal structure and function of the body.

***Study Guides:***
Study guides will be provided for each chapter. These study guides will be submitted ONLY in Microsoft Word format. Study guides will be delivered to students via Moodle. Students may use the textbook or any other resource available to determine the correct answers or to fill out/explain concepts on the study guides. **Every single question/idea answered on a study guide needs to be put into your own words. Copy and paste is plagiarism.** Study guides for each chapter are to be filled out and submitted into the Moodle "Drop Boxes." You are REQUIRED to fill out study guides before taking chapter quizzes. Once you have submitted the study guide for a chapter, a quiz will open. Take the quiz and, when you are ready, the exam should be open for you to take. Remember, you need to proceed through the material in the following order for each unit of this course:

Lecture/Video Lecture
Study Guide
Quiz
Exam

***Course Objectives*** and intent of the course are that successful students will:
• Understand the organization of the human body and anatomical terminology
• Understand the chemical basis of life, cell structure and organization
• Understand the characteristics of the four tissue types.
• Understand the organization and function of the skeletal system.
• Be able to identify the bones of the body.
• Be able to identify the major muscles found in the body.
• Understand the organization and function of the circulatory system, including tracing the path of blood through the heart.
• Understand the organization and function of the lymphatic system and its role in the immune system.
• Understand the inner workings of the immune system and the function of the different cell types.
• Understand the organization and function of the respiratory system.

The entire Academic Program Student Learning Outcomes (SLO) document can be found in your Moodle course shell. The document has an index so you can quickly find the degree you are pursuing. **These learning objectives are in support of the institutional student learning objectives, especially SLO#3, which have been established for a biology majors and essential studies.**

- SLO #1: Students will demonstrate knowledge of human cultures and the physical and natural world through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts. This is focused by engagement with big questions, both contemporary and enduring.
- SLO #2: Students will demonstrate intellectual and practical skills, practiced extensively across the curriculum, in the context of progressively more challenging problems, projects, and standards for performance.
- **SLO #3: Students will demonstrate personal and social responsibility, anchored through active involvement with diverse communities and real-world challenges.**
- SLO #4: Students will demonstrate Integrative and Applied Learning, including synthesis and advanced accomplishment across general and specialized studies. This is demonstrated through the application of knowledge, skills, and responsibilities to new settings and complex problems.

***Required Texts:***
Visual Anatomy and Physiology 2nd ed. Martini & Ober, Pearson Publishing

***Moodle Class Material:***
We will utilize the Moodle website (http://lms.ndus.edu/course/view.php?id=6191 ) to distribute Powerpoint slides, study guides, and other materials. It will also be used to administer quizzes in addition to exams. All assignments will be submitted through moodle.

***Grading:***
Grades will be based on exams, quizzes, pop quizzes, and possible critical thinking questions. Quizzes/study guides/supplementary materials/lecture power points/video lectures will be offered through Moodle. Chapters covered on each exam will each have their own quiz. They need to be completed before the exam will open to you. Class activities may include class discussions (in Moodle), where participation will be required. Some activities may be announced in advance and supporting material will be made available. Exams can only be made up in extreme circumstances, and each student is only allowed to make up one exam during the semester. In the event that a makeup is needed, the student must take the exam within one week. Make up exams may be offered in a different format than the original exam, including but not limited to essay or short answer. Late assignments of any kind will not be accepted. **IT IS IMPORTANT FOR YOU TO CHECK YOUR GRADES ON MOODLE. IF YOU FIND THAT I HAVE MADE A MISTAKE WHILE ENTERING YOUR GRADE, YOU WILL HAVE ONE WEEK TO BRING IT TO MY ATTENTION, AFTER THAT GRADES ARE LOCKED IN MOODLE.**

***Enrollment Verification/Proctor Notification***
Students will be required to submit introductions and Tegrity video statements to confirm their enrollment in the course. This course does NOT use proctors as the instructor is the proctor. Students will record their computer screen, audio and themselves using the Tegrity program found in Moodle.

***Grading***
The final grade for the semester will be composed of the following:



| | |
|---|---|
| Exams (5) | 500 points |
| Quizzes (10) | 150 points |
| Study Guides (10) | 200 points |
| Total | 850 points |

| Grades (%): | | |
|---|---|---|
| | 90-100 | A |
| | 80-89 | B |
| | 70-79 | C |
| | 60-69 | D |
| | < 60 | F |

***Required Work:***
***This is not a course where you can expect to succeed without reading from the textbook. Lectures have been composed from the textbook that you can use to help you through the reading. These lectures will allow you to focus on main points in the chapters. There will be video/audio lectures as well that are recordings of me giving the lectures during the courses. These videos will help students who want to cover the material but are audio/visual learners. You are expected to utilize either the lectures or the video lectures. They will help when you are filling out the required study guides. Study guides must be completed and submitted to the appropriate Moodle "Drop boxes" before the corresponding exams will open. Likewise, all quizzes in a given section must be taken before the exam will open.***

***Exams:***
***There will be 5 exams during this course. Exam 1 will cover chapters 1-2, exam 2 will cover chapters 3-4, exam 3 will cover chapters 5-6, and exam 4 will cover chapters 8-9 and exam 5 will cover chapters 17 & 19. Exam 5 may also contain information from previous chapters, thus being semi-cumulative. Proctors for this course will NOT be used. Instead, we will be using a proctoring tool in Moodle called Tegrity (also the tool used to record lectures). Please see the Tegrity file for instructions for using Tegrity. You will need a valid photo ID prior to taking exams. You are REQUIRED to have a webcam for recording yourself while taking exams.***

***Course Improvements Based on Most Recent Assessment Findings:***
During previous offerings of this course, students have done well. Even though students have met expectations in the course, I will be spending more time explaining diagrams that are pertinent to the education of students. I would prefer to see structure identification and function scores to be higher. In addition, oral communication skills of

students were assessed for content knowledge, vocabulary, presentation skills and preparation. Students exceled in oral communication as long as they took the time to use their own words to explain terminology.

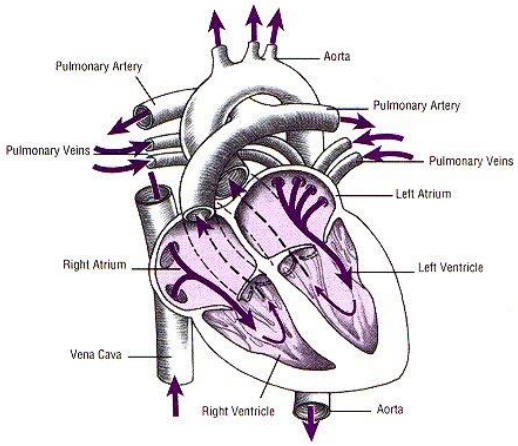
***Classroom Environment:***
I believe that an open and inviting classroom environment is the best way to promote learning. For that reason I encourage questions and class discussions on Moodle, but I expect everyone to respect one another and each other's opinions. ***Vulgar language/images on message boards in Moodle WILL NOT be tolerated.***
**INTASC:**

| | **INTASC PRINCIPLES** |
|---|---|
| **1** | The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he/she teaches and can create learning experiences that make these aspects of subject matter meaningful for the student. |
| **2** | The teacher understands how children learn and develop, and can provide learning opportunities that support their intellectual, social, and personal development. |
| **3** | The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to the diverse learner. |
| **4** | The teacher understands and uses a variety of instructional strategies to encourage students' development of critical thinking problem solving, and performance skills. |
| **5** | The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation. |
| **6** | The teacher uses knowledge of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom. |
| **7** | The teacher plans instruction based upon knowledge of subject matter, students, the community, and curriculum goals. |
| **8** | The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner. |
| **9** | The teacher is a reflective practitioner who continually evaluates the effects of his/her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks out opportunities to grow professionally. |
| **10** | The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support students' learning and well-being. |

**Instructional Strategies:**

**Strategies** We will use the following methods to assist you in your learning anatomy and physiology. **(INTASC 1, 2, 3, 4, 7, 8)**

- Direct instruction
- Indirect instruction
- Interactive instruction
- Experimental learning
- Guided and independent study
- Cooperative learning activities
- Class Discussions
- Chapter Exams
- Application
- Inquiry approach
- Simulations
- Questioning skills
- Case Studies
- Instructional strategies




***Important Student Information***

"Important Student Information" can be found in your Moodle course shell.

- ✓ English Proficiency and Other Academic Concerns
- ✓ Students with Disabilities
- ✓ Academic Honesty
- ✓ Emergency Notification
- ✓ Continuity of Academic Instruction for a Pandemic or Emergency
- ✓ Family Educational Rights and Privacy Act of 1974 (FERPA)
- ✓ Dropguard

**TIMES FOR ALL DUE DATES ARE 5PM ON THE LAST DAY SPECIFIED FOR A TOPIC/UNIT. FOR INSTANCE, CHAPTER 1 STUDY GUIDE AND QUIZ ARE DUE AT 5PM CST ON September 16th. Exams are due by 5pm CST on dates listed below. Exams will be closed 2 days AFTER the due date for the materials covered in the exam. For example, Exam 1 is due on or before September 16th, while chapter 2 is due September 14th. Do NOT wait until the last minute to access/submit your materials. If you wait until the last minute and run into submission issues, you will be given credit for what is or is not submitted, even if there are technology issues. It is best to try finish the assignment at least 1 day before the due dates to ensure you do not have any issues. LATE WORK WILL NOT BE ACCEPTED.**

## **Tentative Course Schedule**

Aug 25th- Sept 3rd: Chapter 1
Study Guide for Chapter 1
Quiz for Chapter 1
Sept 4th- Sept 14th: Chapter 2
Study Guide for Chapter 2
Quiz for Chapter 2
**Exam 1 (Chapters 1 & 2) Open until September 16th**

Sept 15th-Sept 24th: Chapter 3
Study Guide for Chapter 3
Quiz for Chapter 3
Sept 25th-Oct 5th: Chapter 4
Study Guide for Chapter 4
Quiz for Chapter 4
**Exam 2 (Chapters 3 & 4) Open until October 7th**

Oct 6th-Oct 15th: Chapter 5
Study Guide for Chapter 5
Quiz for Chapter 5
Oct 16th-Oct 26th: Chapter 6
Study Guide for Chapter 6
Quiz for Chapter 6
**Exam 3 (Ch 5 & 6) Open until October 28th**

Oct 27th-Nov 5th: Chapter 8
Study Guide for Chapter 8
Quiz for Chapter 8
Nov 6th-Nov 16th: Chapter 9
Study Guide for Chapter 9
Quiz for Chapter 9
**Exam 4 (Chapters 8 & 9) Open until November 18th**

Nov 17th-Nov 26th: Chapter 17
Study Guide for Chapter 17
Quiz for Chapter 17

Nov 27th- Dec 7th: Chapter 19
Study guide for Chapter 19
Quiz for Chapter 19

*****Semi Cumulative Exam 5 (Chapters 17, 19) Open until December 9th. This exam may contain information from previous chapters.**