

Mayville State University

BIOL 221 - Anatomy and Physiology II

Spring 2025
3 Credit Hours

Course and Instructor Information

Email: michael.kjelland@mayvillestate.edu

Office Phone: 701-788-4733

Hours of Availability: Office SB 140, Wednesday 10:50 am – 11:50 am CST, or by appointment

Instruction Mode: Online, asynchronous

Time Zone: All times indicated throughout this syllabus reflect Central Standard Time (CST)

How to address your instructor: Dr. Kjelland

Zoom Link: Zoom link will be provided if needed.

Course Materials and Technologies

Required

Visual Anatomy and Physiology 3rd ed.

Printer

Webcam with audio

24/7 Internet access

Computer that meets Mayville State University Technology Standards

Microsoft Office (Mac programs such as Pages cannot be opened)

Recommended

Students need to have course materials by the start of the semester. Not having course materials is not an acceptable reason for not completing assignments and no credit will be awarded.

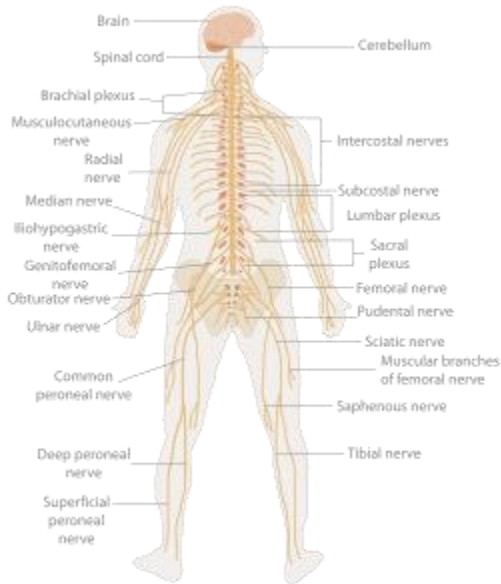
Course Description

Three lecture hours per week. The study of anatomy and physiology of the human body will be studied as an integrated topic. This is the second course of a two course sequence. Topics which will be covered include the nervous, endocrine, digestive/metabolism, urinary, and reproductive systems. Elements of development and growth, and of human genetics will also be considered.

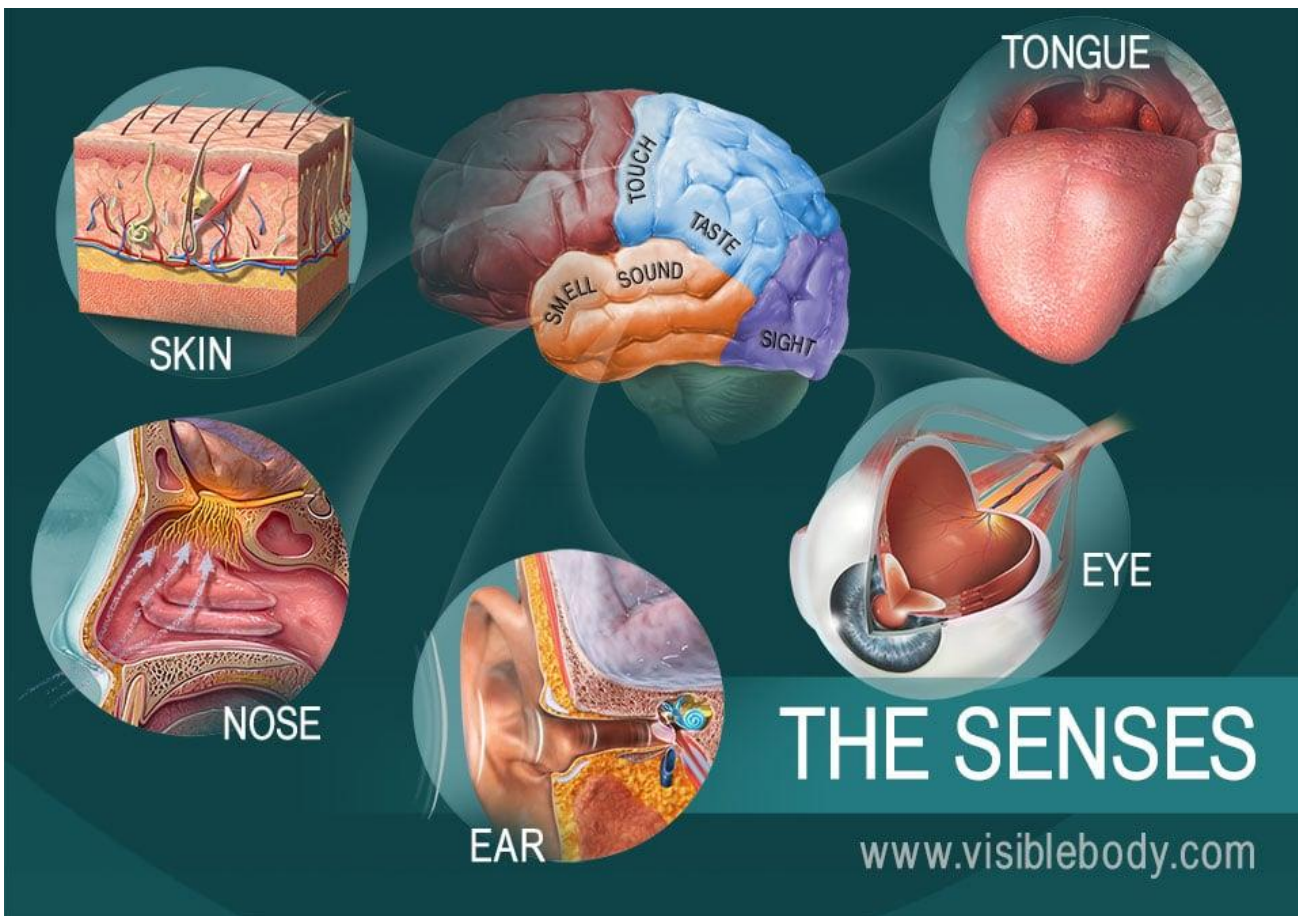
Pre-/Co-requisites: BIOL 111 or BIOL 150 or equivalent, BIOL 200, BIOL 220L and CHEM 121 are highly recommended. Most students will also need BIOL 221L. This is dependent upon student need.

Course Objectives

- Learner will understand the organization and functioning of the nervous system



- Learner will be able to explain the processes associated with the special senses



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- Learner will be able to identify the organization and functioning of the endocrine organs, including the functions of major hormones
- Learner will be able to explain, identify, and describe the organization and function of the digestive system including the roles of different nutrients, regions of the digestive system, and hormones/enzymes associated with the digestive system
- Learner will be able to explain, identify, and describe the organization and function of the excretory system, especially the function of the kidney in the production of urine
- Learner will be able to explain, identify, and describe the organization and function of both male and female reproductive systems, including the processes of spermatogenesis, oogenesis, ovulation, menstruation, childbirth, and lactation

Course Expectations

Instructor/Student Communication

Students are accountable for all academic communications sent to their Mayville State University email address and should check this email at least once per day. The instructor is not responsible for emails not received if outside email is used.

Faculty response time can be up to 72 hours during the work week if a specific question is asked (most emails are responded to within 24 hours). If no question is explicitly asked, a response may not be deemed necessary. Emails will not be checked on the weekend or after work hours. An email sent on a Friday afternoon may not receive a response until the next work week. Any request for an extension requires a university excused absence and documentation in the initial email. Do not email asking for an extension without including documentation of your university excused absence.

Assignments and Assessments

Activity Assignments: Activity assignments are required assignments that are in place to help students retain and absorb content information. Each student needs to complete their own activities by themselves, no group/partner work is accepted. Each activity will vary in terms of what needs to be done to complete the assignment. Some activities focus on vocabulary, others may focus on concept maps or even structure/function identification. Each assignment will have varying numbers of points based upon depth of the activity. For these activities, students may use their book or (when addressed) online resources. Students must complete all these activities before the due dates. After the due dates, the activities may disappear from Blackboard and access will be terminated. NO late work is accepted unless documentation of a university excused absence is provided.

Chapter Reviews: Chapter reviews are required assignments in this course. You may use your book, lecture PowerPoints, and the textbook to complete. The question types vary for each review. These are due at their predetermined due dates and will NOT be accepted late unless a student provides a UNIVERSITY EXCUSED ABSENCE AND DOCUMENTATION BEFORE THE DUE DATE. These will contain

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helpful information to prepare for exams, but are NOT the only thing that should be used to prepare for exams. The bonus study guides provide additional test information, but anything covered in the lecture videos and textbook could appear on exams. These are only tools to help you prepare. Answers for chapter reviews will only be provided AFTER the due date to eliminate potential academic dishonesty.

Bonus Study Guides: Study guides should be completed after you have read the chapter. What I'd like from each of you is to fill out the study guide and submit them for credit. Each study guide will be worth up to 2 bonus points. Explain to me what each section means. When the study guide says "Understand..." or "Explain..." you are expected to describe that concept in full, complete sentences. Unless specifically asked to list something, you should not list anything. I am not looking for a 10 page paper, only the basics from the chapter/lecture video for each idea on the study guide. Tell me what you have read from the textbook (of course in your own words). I have read the textbook, so I want you to let me know you comprehend the material. Each student is **REQUIRED** to produce their own study guides (making sure to use the template provided, any materials used from a previous students or current student will earn zero points). Do not delete or manipulate the format of the study guide except to enter your answers and change the font color of your responses. No study guides should be the exact same from any other student in the course as this would be plagiarism. Plagiarism will result in a zero score. Any content found to be copied from the internet, textbook, or another student is also plagiarism. **EVERYTHING IN YOUR OWN WORDS.** You will need to put that information into examples that make sense **TO YOU**. This will make your study guides unique to you and help **YOU** study for the exams. You paid for the information in the text, you did not pay to take those words as your own. Partial credit for incomplete study guides may be given at the discretion of the instructor. Study guides contain a large amount of test information/ideas/concepts. It is at the student's discretion if they want to take the time to complete them. Study guides need to be submitted by the deadline. Dropboxes for study guides will be removed after the due date. **NO** late work is accepted. Even if students do not earn bonus points, these study guides are a **HUGE** benefit when completed. Because they are bonus points, not completing a study guide does not negatively affect your overall grade, doing them can only improve your grade.

Quizzes: Each quiz (one for each chapter) will be posted and available for you in Blackboard when released by the instructor at their discretion (online: these are available as you finish content). You should fill out the 5 question quiz after you have filled out the study guide for each chapter. Quizzes are worth 5 points each. The questions on each of these quizzes are from the content in the chapter specified and lecture videos. You may use your books to fill out these quizzes. They are **NOT** timed so take your time to look up the answers. Quizzes not completed by the deadline given in the classroom or schedule will not be reopened.

Exams: Exams will be open to each of you as you complete and submit both the activity assignments for each chapter and each of the quizzes from the unit. You should **NOT** take the exam before submitting each of these components for each chapter. So you will need to submit study guides and quizzes for chapters 11 C 12 before the exam for unit one will open for you. You can take exams early if you have

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submitted the previous items. Exams will be administered online. No proctor is needed for exams, however, students will only have ONE (1) hour to complete each exam. Students are expected to know the material and will not have time to look up every answer on exams. No additional time is provided to students unless student has worked through the Student Success Office Director.

Evaluation and Grading

Grading Policies

Grades for activity assignments, study guides, quizzes, exams and/or other assignments can be anticipated within 2 weeks of the due date (exception for assignments/study guides containing mostly text responses). Turning an assignment in early does not mean grading will be done before the due date. Students who choose to work ahead accept this rule.

Attendance/Participation Policies

No attendance/participation points are awarded in this course. Students earn points from the above listed.

Grading Scale

Grades will follow this grading scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
<60%	F

Breakdown of Grades

The final grade for the semester will be tentatively (which means this can change) composed of the following:

Exams (5)	750 points (may not be evenly distributed)
Chapter Reviews (10)	200 points
Activities/Assignments (20)	198 points (approximately)
<u>Quizzes (10)</u>	<u>50 points</u>
Total	1198 points (approximately)

Enrollment Verification

Online Course Statement

The U.S. Department of Education requires instructors of online courses to provide an activity which will validate student enrollment in this course. The only way to verify that a student has been in this course is if he, she, or they perform an action in the LMS, such as completing an assignment or taking a quiz. Logging into the LMS is **NOT** considered active course participation. Please complete the designated enrollment verification activity by the date indicated. If it is not complete your enrollment in this course will be at risk.

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All Enrollment verification activities are found within the “Enrollment Verification” folder in Course Content. There are multiple enrollment verification items, all of them have to be completed. Once enrollment verification items are completed, additional course content will open.

Proctor Notification

No proctors are required for this course.

Important Student Information

In the Announcements section of the Blackboard Institution Page, you can view and download the Important Student Information document for the current academic year. It includes information about:

- ✓ Land Acknowledgement Statement
- ✓ Academic Grievance Concerns and Instructor English Proficiency
- ✓ NetTutor - Online Tutoring Program
- ✓ Starfish - Student Success System
- ✓ Students with Documented Disabilities
- ✓ Student Learning Outcomes / Essential Learning Outcomes
- ✓ Academic Honesty
- ✓ Emergency Notification
- ✓ Continuity of Academic Instruction for a Pandemic or Emergency
- ✓ Family Educational Rights and Privacy Act of 1974 (FERPA)
- ✓ Diversity Statement (Title IX)

Course Timeline/Schedule

TIMES FOR ALL DUE DATES ARE 5PM CST ON THE LAST DAY SPECIFIED FOR A TOPIC/UNIT. FOR INSTANCE, CHAPTER 11 STUDY GUIDE, ACTIVITY ASSIGNMENTS AND QUIZ ARE DUE AT 5PM CST ON September 11th. Exams are due by 5pm CST on dates listed below. 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/quiz/exam at least 1 day before the due dates to ensure you do not have any issues. LATE WORK WILL NOT BE ACCEPTED. Because of the 2-week turnaround time, study guide assignments may not be graded before the exam due date, by continuing this course, you acknowledge and accept these conditions. Students are permitted to work ahead but cannot fall behind.

DUE DATE ****Tentative Course Schedule****

1/17/2025:	All Enrollment verification items, pre-content items; all materials should be in hand
1/24/2025:	Nervous Tissue (Chapter 11)

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Activity 1
Activity 2
Nervous Tissue Review
Study Guide for Nervous Tissue
Quiz for Nervous Tissue

2/14/2025: **Spinal Cord, Spinal Nerves, and Spinal Reflexes (Chapter 12)**
Activity 3
Activity 4
Chapter Review
Study Guide for Chapter 12
Quiz for Chapter 12
Exam 1: Nervous Tissue and Spinal Cord, Spinal Nerves, and Spinal Reflexes (Chapters 11 & 12)
Open until 2/14/2025 5pm CST

2/28/2025: **The Brain and Cranial Nerves, & Sensory and Motor Pathways (Chapter 13)**
Activity 5
Activity 6
The Brain and Cranial Nerves, & Sensory and Motor Pathways Review
Study Guide for the Brain and Cranial Nerves, & Sensory and Motor Pathways
Quiz for the Brain and Cranial Nerves, & Sensory and Motor Pathways

3/21/2025: **The Autonomic Nervous System (Chapter 14)**
Activity 7
Activity 8
The Autonomic Nervous System Review
Study Guide for the Autonomic Nervous System
Quiz for the Autonomic Nervous System
Exam 2: The Brain and Cranial Nerves, & Sensory and Motor Pathways and The Autonomic Nervous System (Chapters 13 & 14)
Open until 3/21/2025 5pm CST

3/28/2025: **The Special Senses (Chapter 15)**
Activity 9
Activity 10
The Special Senses Review
Study Guide for the Special Senses
Quiz for the Special Senses

4/11/2025: **The Endocrine System (Chapter 16)**
Activity 11
Activity 12
The Endocrine System Review
Study Guide for the Endocrine System
Quiz for the Endocrine System
Exam 3: The Special Senses and The Endocrine System (Chapters 15 & 16) Open until 4/11/2025 5pm CST

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4/18/2025: The Digestive System (Chapter 22)

Activity 13
Activity 14
The Digestive System Review
Study Guide for the Digestive System
Quiz for the Digestive System

4/25/2025: The Urinary System (Chapter 24)

Activity 15
Activity 16
The Urinary System Review
Study Guide for the Urinary System
Quiz for the Urinary System

Exam 4: The Digestive System and Urinary System (Chapters 22 & 24)
Open until 4/25/2025 5pm

5/2/2025: The Reproductive System (Chapter 26)

Activity 17
Activity 18
The Reproductive System Review
Study Guide for the Reproductive System
Quiz for the Reproductive System

5/9/2025: Development and Inheritance (Chapter 27)***

Activity 19
Activity 20
Development and Inheritance Review
Study guide for Development and Inheritance ***
Quiz for Development and Inheritance ***

*****Semi Cumulative Exam 5: The Reproductive System and Development and Inheritance (Chapters 26 & 27 differs depending upon which text is being used, students need to check content and version of text used) Open until 5/15/2025 5pm. This exam may contain information (not questions from previous exams) from previous chapters.**

The best way to work your way through this course is to follow this setup/line up for each unit:

- 1) Read the chapter
- 2) Watch the lecture video/fill out study guide and submit for bonus points before due date
- 3) Complete Activities and Chapter Review using your required textbook
- 4) Make sure to take each chapter quiz and use your book
- 5) Do the above steps for each chapter in the unit.
- 6) Before the exam reread and rewatch lecture videos especially for difficult topics/concepts
- 7) Take the exam in a quiet, distraction free space.