

TEXARKANA COLLEGE

Syllabus: Anatomy and Physiology II Online

Course Number: BIOL 2302

Semester & Year: Generic

Instructor Information

Name: Dr. Crane

Office: BIO 20

Telephone: 903-823-3292

E-mail: kenneth.crane@texarkanacollege.edu

Office Hours:

Mon

Tue

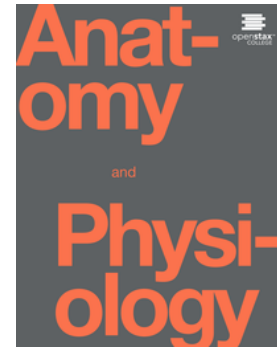
Wed

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Textbook Information

The textbook is available for free in the course, or at:
<http://openstaxcollege.org/textbooks/anatomy-and-physiology>



Computer Requirement Policy

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student. Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student's responsibility to ensure the system meets all requirements.

Computer systems requirements:

- Webcam, microphone, and speakers or headphones
- Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
- Able to run Microsoft Office which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

Student Learning Outcomes for the Course

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Upon successful completion of this course, students will:

- 1 Use anatomical terminology to identify and describe locations of major organs of each system covered.
- 2 Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
- 3 Describe the interdependency and interactions of the systems.
- 4 Explain contributions of organs and systems to the maintenance of homeostasis.
- 5 Identify causes and effects of homeostatic imbalances.
- 6 Describe modern technology and tools used to study anatomy and physiology.

Student Requirements for Completion of the Course and Due Dates

Category	Method	Weight
Unit Test	Online in the Testing Center	70%
Chapter Quiz	Online	10%
Final Exam	Online in the Testing Center	10%
Participation	Complete assignments on time	10%

Grading A 90-100% B 80-89% C 70-79% D 60-69% F 0-59%

Class Schedule

Week	Monday	Work	Closes
Week 1		Chapter 17	8:00 AM
Week 2		Chapter 18	8:00 AM
Week 3		Unit One Test	6:00 PM
Week 4		Chapter 19	8:00 AM
Week 5		Chapter 20	8:00 AM
Week 6		Unit Two Test	6:00 PM
Week 7		Chapter 21	8:00 AM
Week 8		Chapter 22	8:00 AM
Week 9		Unit Three Test	6:00 PM
Week 10		Chapter 23	8:00 AM
Week 11		Chapter 25	8:00 AM
Week 12		Unit Four Test	6:00 PM
Week 13		Chapter 26	8:00 AM
Week 14		Chapter 27	8:00 AM
Week 15		Unit Five Test	6:00 PM
Week 16		Final Exam	6:00 PM

Conduct

Students are expected to adhere to all deadlines, guidelines, and standards of student conduct in the Texarkana College [Student Handbook](#).

Absentee Policy

Excessive Absences

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences.

Attendance

Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student may receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) may affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Excused Absences

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. [Military duty](#) and absences for [Holy Days](#) (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

Online/Hybrid Course Absences

Absence in an online course is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12th Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor may drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

Maximum Allowable Absences

After official registration, the following number of unexcused absences will be the maximum allowable before a student may be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

The maximum allowable absences for an online course is two.

Make-up Policy

Make-up work for missed assignments, except where prohibited by State law or statute, will only be *considered* for those students who have notified me *prior* to the class that they will miss. Exceptions may be considered on an individual basis, but will require extraordinary circumstances

Academic Dishonesty Policy

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including the TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses, or online.

This information can be found in the Student Handbook

at <https://www.texarkanacollege.edu/catalog/article/academic-dishonesty-policy/>

Disability Act Statement

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at 903.823.3349, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

Financial Aid

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Changes

The instructor reserves the right to change any information contained in this document, when necessary, with adequate time given to the student.