

COURSE INFORMATION:

SEMESTER/YEAR:	Spring 2023
SESSION:	Full session course beginning January 07 through May 01, 2023
CRN:	20153
LECTURE DAY/TIME:	Tues & Thurs @ 11:00am – 12:15pm; Rm 15016 @ Marietta Campus
LAB DAY/TIME:	Tues & Thurs @ 12:30pm – 1:30pm; Rm 15016 @ Marietta Campus
CREDIT HOURS:	4 Credit Hours

LECTURE INSTRUCTOR INFORMATION:

NAME:	Ejiroghene V. Ogaga
TITLE:	Assistant Professor of Biology
EMAIL & PHONE#:	eogaga@highlands.edu ; 678-872-4239
OFFICE LOCATION:	TBA, Marietta Campus
OFFICE HOURS:	8am – 1pm (Mon & Wed) on Zoom <ul style="list-style-type: none">• Office Zoom Link: https://highlands.zoom.us/j/151846432• Meeting ID: 151 846 432 <p>You can text me on the REMIND app from 8am – 8:30pm (Mon – Sun). Download the REMIND app on your phone and join our class using this code: biol2251k</p> <p><i>Text or email me to schedule an appointment for office hours. I accept walk-in visits, but I will attend to those with appointments first.</i></p>

IMPORTANT CLASS DATES:

Drop/Add Period	January 7 – 13
MLK Holiday	January 16
Attendance Verification	January 18
Early Alert Progress Report	February 22
Withdrawal Deadline	March 13
Spring Break	April 3 – 7
Last Day of Class	May 1
Course Final Exam	Online in D2L on 5/4 @12am until 5/8 @ 11:30pm
Grades Due	May 10 @ Noon

GHC COVID-19 POLICY:

[GHC Campus Guidelines](#)

Please visit the FAQs page for more information and details. [On this page, you will find a full list of FAQs.](#) If you have additional questions not answered there, reach out to hr_covid-19@highlands.edu

COURSE DESCRIPTION:

Biology 2251K: Anatomy and Physiology I

(3-2-4) Prerequisite: Grade of C or better in any Area D lab science and successful completion of all learning support requirements.

This integrated lecture and laboratory course is the first course in a two-semester sequence designed to explore the biological and chemical processes underlying the structure and function of the human body at the cellular, tissue, organ, and whole-body level. Topics to be covered include, but are not limited to, biological chemistry; cellular structure and function; tissues; and the integumentary, skeletal, muscular, and nervous systems. This course includes laboratory exercises that supplement the material covered in lectures. This course is designed primarily for non-biology majors, especially those pursuing majors in nursing and the allied health professions.

[Georgia Highlands College Catalog 2022-2023]

Laboratory Fee Required.

SCIENCE CORE CURRICULUM OUTCOMES ASSESSMENT:

Students will demonstrate knowledge of the concepts of one scientific discipline, along with the application of those concepts through experimentation and observation.

COURSE OBJECTIVES FOR BIOL2251K:

Upon completion of this course, students should be able to:

COURSE OBJECTIVE 1: Levels of Organization – Students will identify, describe, and apply how the levels of chemical, cellular, and tissue organization relate to the study of the human body.
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COURSE OBJECTIVE 2: Systems of Support and Movement – Students will identify, describe, and apply how the skin, bones, joints, and muscles provide the foundation for support and movement of the human body.
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COURSE OBJECTIVE 3: Systems for Regulation, Integration, and Control – Students will identify, describe, and apply how the nervous system and special senses provide the basis for homeostasis of the human body.
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COURSE OBJECTIVE 4: Laboratory – Students will name and identify the major anatomical structures of the cell, the tissues, and the integumentary, skeletal, muscular, and nervous systems of the human body.

COURSE TEXTBOOK: OpenStax College. *Anatomy and Physiology 2e*. 2022. Rice University. ISBN-13: 978-1-711494-06-7

Download the textbook for FREE at: <https://openstax.org/details/books/anatomy-and-physiology-2e>. For a small cost, students can also download an Apple iBook version which comes with some extra features. Lastly, you can purchase a printed copy from the GHC Bookstore.

- Although I make outlines, PowerPoint slides, and other course materials available, regularly reading the textbook is necessary to facilitate comprehension, rather than memorization, of the material.
- Students desiring additional tutorial services are encouraged to utilize one of the tutorial centers located on campus. For more information visit: <https://sites.highlands.edu/tutorial-center/>

LECTURE: All materials for the course will be provided in D2L.

LABORATORY: Students are required to print the lab manual in color and bring it to lab weekly. The lab manual is available in D2L.

TECHNICAL HELP:

- If you have trouble accessing the course or any other technical issues associated with **D2L**, then click on the following link: <https://sites.highlands.edu/information-technology/it-account-help/d2l-course-access-help/>
- If you have trouble with **Respondus Lockdown Browser & Monitor**, contact Respondus technical support team through this link: <http://support.respondus.com/support/>

- If you need assistance further assistance with online learning, please see the eClassroom student guide at <https://sites.highlands.edu/elearning/current-online-students/eclassroom-student-guide/>

TECHNICAL REQUIREMENTS:

- Students must have access to a browser the enables D2L to be fully functional as well as Respondus.
- Operating Systems Requirement for Respondus Lock Down Browser & Monitor (RLDB&M):
 - Windows: 10, 8, or 7
 - Mac: OS X 10.10 or higher
 - iOS: 10.0+ (ipad only). Must have a compatible LMS integration.
 - Web camera (internal or external) & microphone
 - A broadband internet connection
 - Memory: Windows – 75 MB permanent space on the hard drive; Mac – 120 MB permanent space on the hard drive
 - Browser requirements: LockDown Browser is a client application that is installed to a local computer. Both the Windows edition and the Mac edition of the browser are based on Chromium, Google's open source framework. Students do NOT need Google's Chrome browser installed; nor will this version affect a Chrome browser that's already installed.
- System requirements for Zoom:
 - <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>
 - <https://support.zoom.us/hc/en-us/articles/201179966-System-Requirements-for-iOS-iPadOS-and-Android>

ATTENDANCE POLICY:

Lecture: In any science course, there is a direct correlation between class participation and academic performance. Attendance will be recorded for advisory purposes and administrative record keeping. It is the student's sole responsibility to obtain all materials or announcements that were missed as a result of an absence. **Please note that I reserve the right to administer a participation grade during any or all classes. Failure to participate will result in the loss of all points associated with a class participation grade.**

Lab: Weekly in-person attendance and participation through quizzes and lab practicals are required. Failure to participate will result in the loss of all points associated with that lab. **There will be no make-up opportunities to earn lab points lost due to failure to participate.**

Furthermore, D2L provides me with the ability to know every time you log in to D2L, how many times you log in to the actual class, what pages/content you visit, how long you stayed on each page, and what files you may have opened/downloaded. I will know when you start an exam, how much time you spend on each question, and how far you've progressed. Finally, I will know the exact IP address you use to access the class each time. If it appears that you are not logging into the course often enough to complete the assigned work, it will affect your progress and grade in the course.

Tardy Policy: Each time a student is late to class, five points will be deducted from the student's overall grade points. An attendance record will be kept throughout the semester, and the total tardy points will be deducted during the calculation of the final grades.

EVALUATION METHODS and GRADING:

GRADE ITEM	POINTS POSSIBLE	POINTS EARNED	% OF COURSE GRADE
Four announced lecture tests valued at 100 points each	400		40%
Highest lecture test counted twice	100		10%

All Laboratory work is valued at 300 points total	300		30%
Comprehensive final exam valued at 200 points	200		20%
Total	1000		100%

DESCRIPTION OF COURSE GRADES:

Lecture Tests: There will be four announced lecture tests during the semester which constitute 40% of the overall course grade. Furthermore, the highest lecture test grade will automatically be counted twice for an additional 10% of the course grade. Each test will be valued at 100 points. A typical test contains 75-100 questions and may be in any format including but not limited to: multiple-choice, true/false, matching, discussion, short answer, etc. Test dates will be announced at least one week prior to the test and every effort will be made to schedule those dates at the beginning of the semester so that students can plan their schedules accordingly. All students should avoid personal conflicts on anticipated tests dates. I reserve the right to change tests dates as needed and will give notice of any changes as soon as possible. Track your lecture test grades by recording your scores below:

Four Announced Lecture Tests	Points Possible	Points Earned
Lecture Test 1	100 points	
Lecture Test 2	100 points	
Lecture Test 3	100 points	
Lecture Test 4	100 points	
Highest Lecture Test	100 points	
Total	500 points	

Final Exam: A comprehensive final exam will be administered over content covered since the beginning of the semester. The questions will be similar to previously asked test questions, but I reserve the right to ask new questions over the content covered in this course. It is in the student's best interest to review each test prior to the final exam to avoid making the same mistakes twice and to identify areas of weakness. The comprehensive final exam is valued at 200 points or 20% of the overall course grade.

Lab Exams: The lab grade constitutes 30% of the overall course grade. There will be four announced lab practicals during the semester, each valued at 50 points. **The lab practicals are fill-in-the blank, timed (30 seconds per question), and spelling counts. Incorrect spelling even by a letter will result in the loss of full points for questions. No partial credit for misspelled answers.** More details regarding lab evaluation will be provided on your first day of lab.

Lab Practice Tests: There will be four online lab practice tests designed to help students prepare for the lab exams. **The lab practice tests will count as the lab participation grade. Students will receive the full lab participation points if they complete all lab practice tests. Failure to complete the practice tests will result in the deduction of 15pts from the lab participation grade per lab practice test.**

LAB GRADES	Points Possible	Points Earned
Lab Exam #1	50 points	
Lab Exam #2	50 points	
Lab Exam #3	50 points	
Lab Exam #4	50 points	
Lab Practice Tests (Lab Participation Grade)	100 points	
Total	300 points	

UNDER GEORGIA LAW, GRADES CANNOT BE DISTRIBUTED BY TELEPHONE OR EMAIL, OR POSTED BY SOCIAL SECURITY NUMBER.

GRADE SCALE:

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

STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

The [*Student Code of Conduct and Academic Integrity Code*](#) outlines the behaviors and actions that are prohibited and outlines the procedures for adjudicating them. Georgia Highlands College seeks to promote and ensure academic integrity on its campuses. Adherence to the principles of academic integrity ensures students are provided opportunities that foster their academic growth.

Students are expected to complete all work without cheating, lying, plagiarizing, stealing, receiving or giving unauthorized assistance. Students with questions about any of these policies or definitions should seek clarification from their instructor, the Chair or Dean of their Department/School or the Provost and Chief Academic Officer.

Cheating is strictly prohibited. **Any evidence of cheating or collaboration in cheating will result in a zero on the assigned materials and further disciplinary actions, which may include failure in the course.** The following behaviors during an exam can be perceived as cheating:

- Talking or whispering during an exam
- Not looking directly at the computer screen the entire time
- Looking in the direction of or copying off another student's exam
- Looking sideways, up, down, or at notes, textbook, etc.
- Fumbling through a backpack, knapsack, purse, etc. during an exam
- Use of unauthorized notes, textbooks, materials during an exam
- Use of a cell phone or electronic device during an exam
- Having anything other than a pencil and one blank sheet of paper at your desk
- Copying laboratory data, lab reports, graphs, etc. from another student

Any appearance of cheating will be regarded as cheating, so, students should avoid any and all behaviors that could even be construed as cheating. Policies on student conduct and academic integrity are located in the GHC "Student Guide and Planner" and in the Student Handbook at <http://www.highlands.edu/site/academic-integrity-documents>

EXAM POLICIES:

1.	All lecture exams will be administered online in D2L using the Respondus Lock Down Browser and Monitor. Students must have access to a laptop/desktop computer or ipad with a webcam.
2.	Students must complete the syllabus quiz and the Respondus Lock Down Browser & Monitor (RLDB&M) practice quiz to gain access to the lecture and lab folders. Take the quiz immediately to see if technical assistance is required. The RLDB&M practice quiz can be taken multiple times to help students get used to taking proctored online exams.
3.	Students are being recorded and proctored during the online exams. Therefore, students must look at the screen at all times during the exam. Cellphones must be turned off, notebooks, textbooks, calculators, and all other electronic devices must be stored away from the testing area. Students should be fully clothed, no talking, eating or drinking during the exam. Exams cannot be taken as a group or with a partner. There should be no talking or external sounds in the background of the testing area. Below are the guidelines for using Respondus Lock Down Browser & Monitor for Exams. Failure to adhere to these guidelines will result in the loss of points:

	<ul style="list-style-type: none"> • Ensure you're in a location where you won't be interrupted (be isolated!) • Make sure you have a strong internet connection. • Turn off all other devices (ex. tablets, phones, second computers) and place them away from your testing area. • Clear your desk of all external materials not permitted — books, papers, other devices, etc. • You are only allowed a pencil/pen and one sheet of blank paper. Display the pen/pencil and both sides of the paper during the environment check. • Make sure your picture and student ID number are well displayed. • During the environment check, show your testing area. Pick up the laptop and show the desk area, the floor area, and everything around you. • Make sure your computer microphone or sound is not muted. • Before starting the exam, know how much time is available for it. • Remain at your computer for the duration of the test. Do not move from one location to another. • Keep your eyes on the computer screen at all times. • To produce a good webcam video, do the following: <ul style="list-style-type: none"> ○ Avoid wearing baseball caps or hats with brims. ○ Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device is likely to move. ○ If using a built-in webcam, avoid tilting the screen after the webcam setup is complete. ○ Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window. • Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted. • If you experience technical difficulties during exam, exit the page and log out of D2L. Then quickly log back into D2L to continue the exam. The timer will continue to count down. Email me about the issue after completing the exam.
4.	Grades will be available on D2L. I will not disclose grades via phone or email.
5.	<p>Make-Up Policy: A make-up exam will be allowed if the following two criteria are met: (1) I am notified about the problem no less than 24 hours prior to the exam time or within 24 hours of the exam opening. The later the notification, the less likely I will grant a make-up for a missed exam. (2) The absence is excusable and documented. Examples of excused absences are illnesses with a doctor's note, death in the family, military deployment, etc. Employment conflicts, vacations, and personal activities are not acceptable excuses. I reserve the right to determine the type of documentation required and if an absence is excusable.</p> <p>Note: If either of the above conditions are not met, then the student forfeits their right to a make-up exam. Unexcused absences will result in a grade of zero for that exam. If I excuse an absence, I reserve the right to (1) administer an alternative exam, (2) administer the exam in an alternative format (ex. written, essay, oral, etc...), and (3) administer the exam IN PERSON at a time and location convenient to the instructor - NO EXCEPTIONS! Lastly, no student will be allowed to make up more than one exam during the semester!</p>
6.	Exams will be available for review during office hours.

GENERAL COURSE ETTIQUETE & POLICIES:

1.	EMAIL: You may contact me through my GHC email at eogaga@highlands.edu or D2L. Always include your name, course name, course day and time in the subject title.
2.	TECHNOLOGY: I am not responsible for technical difficulties that arise with D2L. A "Getting Started Tutorial with D2L" is available at: http://www.highlands.edu/d2l . Students can get 24 Hour online Assistance at: https://d2lhelp.view.usg.edu . Students can retrieve their D2L login credentials from the GHC ID Lookup link at: http://www.highlands.edu/site/banner-portal .

3.	<u>DISRUPTIVE BEHAVIOR:</u> Board of Regents policy: "Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment" (BR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98) source: <i>USG Manual</i>
4.	<u>TARDINESS:</u> It is disruptive and rude to arrive continuously. You miss announcements, introductory material, and you disrupt the concentration of others. It is to everyone's benefit that you arrive on time. If you must arrive late, do so quickly and quietly with minimal distraction to your classmates.
5.	<u>PARTICIPATION:</u> Please engage in the class and ask questions, although, they must be relevant. However, I am not a physician and not licensed to diagnose medical conditions. Such questions or concerns should be discussed with a doctor or other healthcare provider. At no time should a student misconstrue my opinions as medical advice.
6.	<u>COURSE RIGOR:</u> This course is a difficult course and will require students to spend significant amounts of time studying both before and after class if they hope to be successful. I will do anything reasonably possible to help you be successful; however, if you are struggling, it is your responsibility to ask for assistance.

GHC POLICIES:

For a complete list of GHC policies with detailed information regarding course withdraw, extended absence, campus carry, disability services, the early alert program, early grades distribution, financial aid, inclement weather, and much more, please visit the following website: <https://sites.highlands.edu/cetl/resources/ghc/syllabus/>

TENTATIVE LECTURE SCHEDULE SPRING 2023

NOTE: This is a tentative lecture schedule for BIOL2251K. I reserve the right to alter this schedule at my discretion. Any changes in this schedule will be announced to students as soon as possible.

(TUES & THURS) WEEK OF	CONTENT	OPENSTAX UNIT
January 10	Course Orientation Introduction to the Human Body Syllabus Agreement & RLDB&M Quizzes Due on 1/13 @ 11:30pm	Chapter 1
January 17	Introduction to the Human Body Chemical Level of Organization	Chapter 1 – 2
January 24	Chemical Level of Organization	Chapter 2 – 3
January 31	Cellular Level of Organization Exam I on Chapters 1 – 3 (opens in D2L on 2/3 @12am & closes on 2/5 @11:30pm)	Chapter 3
February 7	Tissue Level of Organization	Chapter 4
February 14	The Integumentary System	Chapter 5
February 21	Bone Tissue & the Skeletal System Exam II on Chapters 4 – 6 (opens in D2L on 2/24 @12am & closes on 2/26 @11:30pm)	Chapter 6
February 28	Articulations (Joints)	Chapter 9
March 7	Muscle Tissue	Chapters 10
March 14	Muscular System Exam III on Chapters 9 – 11 (opens in D2L 3/17 @12am & closes on 3/19 @11:30pm)	Chapter 11
March 21	Nervous System & Neural Tissue	Chapter 12
March 28	Central & Peripheral Nervous System	Chapter 13
April 4	Spring Break (No Classes)	
April 11	Central & Peripheral Nervous System	Chapter 13
April 18	Autonomic Nervous System Exam IV on Chapters 12, 13, & 15 (opens in D2L on 4/21 @12am & closes on 4/23 @11:30pm)	Chapter 15
April 25	Sensory Perception (Chapter 14 is only on the final exam)	Chapter 14

May 2	Comprehensive Final Exam (opens online in D2L on 5/4 @12am & closes on 5/8 @11:30pm)	Chapter 1 – 15
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**TENTATIVE LABORATORY SCHEDULE
SPRING 2023**

NOTE: This is a tentative laboratory schedule for BIOL2251K. I reserve the right to alter this schedule at my discretion. Any changes in this schedule will be announced to students as soon as possible.

Week of	Tuesdays & Thursdays
1/10	Lab Orientation Microscopy
1/17	Cytology
1/24	Histology
1/31	Integumentary System
2/7	LAB EXAM I (Thursday) Lab Practice Test #1 Due on 2/9 @ 4:30pm
2/14	Skeletal System
2/21	Skeletal System
2/28	LAB EXAM II (Thursday) Lab Practice Test #2 Due on 3/2 @ 4:30pm
3/7	Muscular System
3/14	Muscular System
3/21	LAB EXAM III (Thursday) Lab Practice Test #3 Due on 3/23 @ 4:30pm
3/28	Nervous System
4/4	Spring Break (No Labs)
4/11	Special Senses
4/18	LAB EXAM IV (Thursday) Lab Practice Test #4 Due on 4/20 @ 4:30pm

GOOD LUCK! HAVE FUN! And remember, I am here to help you succeed in this course. Please do not hesitate to ask questions if you need assistance.