



## Walters State Community College Course Syllabus

### Course Information

**Course Number and Name:** BIOL 2021 Human Anatomy and Phys II Lab

**Section ID:** 50233.202350

**Semester and Year:** Summer 2023

**Credit Hours:** 1

**Start Date:** June 01, 2023

**End Date:** August 03, 2023

**Course Format:** WEB - Web Classes

**Catalog Course Description:** BIOL 2021 is a laboratory investigation of the structure and function of the human body to include the endocrine, reproductive, cardiovascular, respiratory, digestive, and urinary systems. Pre/Corequisite: BIOL 2020. **F, S, Su**

**General Education Course Designation:** General Education Course

**Meeting Details:** TBD

**Course Drop Deadline:** July 12, 2023

### Instructor Information

**Name:** Kristin Rich

**Role:** Associate Professor of Biology

**Office Location:** NSCI 124

**Office Hours:** virtual and as needed

**Office Phone:** 423-318-2701

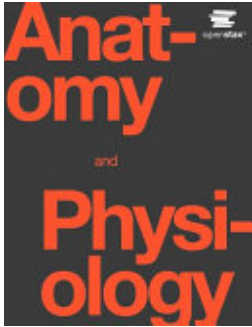
**Email:** Kristin.Rich@ws.edu

**Supervisor Name:** Dr. Matthew Smith, Dean of Natural Science

**Supervisor Phone:** 423-585-6865

### Required Textbook(s) and Materials

**Anatomy and Physiology**



**ISBN:** 9781947172807

**Authors:** J. Gordon Betts, Peter DeSaix, Jody E. Johnson, Oksana Korol, Dean H. Kruse, Brandon Poe, James A. Wise, Mark Womble, Kelly A. Young

**Publication Date:** 2013-04-25

**Additional Information**

Free electronic access is provided online. Students may purchase a hard copy if they wish.

## Student Learning Outcomes/Objectives

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  1. Understand the structure, function and interrelationship of the endocrine system, reproductive system and pregnancy.
  2. Describe, identify or associate functions of the circulatory system of humans including blood components, cardiovascular system and lymphatic system.
  3. Identify the structure, function, developmental and regulatory aspects of the respiratory, urinary, fluid and electrolyte balance in maintaining homeostasis.
  4. Identify structures and functions in the digestive system of the human body.

Common Core:

Topic:

Anatomy and Basic Function of Endocrine Glands

Anatomy of the Reproductive System

Blood

Anatomy of the Heart

Conduction System of the Heart and Electrocardiography

Anatomy of the Blood Vessels

Human Cardiovascular Physiology

Anatomy of the Respiratory System

Respiratory System Physiology

Anatomy of the Digestive System

Chemical and Physical Processes of Digestion

Anatomy of the Urinary System

Urinalysis

## Instructional Approach and Methods

Reading: The textbook provides a highly detailed introduction to anatomy and physiology; the book covers all of the topics that are approached in the course; in many cases, in much greater detail. Thus, it will serve to augment course materials and to provide material for study. In addition, readings in the book will support the material that you will be studying in labs. Outlines and PowerPoint presentations used in the course will be available for your review on the Walters State eLearn page for this course.

**Students are responsible for printing copies of the outlines and other supplemental materials used in the course. It is highly recommended that you download the powerpoints as many of them include animations that will only work when downloaded and played.**

### Expectations:

You are expected log in to eLearn at a minimum of 3x per week. It is recommended that you log on more frequently and complete assignments as outlined by your instructor. Satisfactory performance in college courses generally asks for two hours of study outside of class for each hour in class. This estimate applies to an "average" student expecting an "adequate" (= C) grade. Students aiming higher or those with academic problems should expect to spend more effort than the minimum. Should you procrastinate, not read ahead of time or expect to cram everything on last days before exams, this course may not be for you.

## Assessment, Evaluation and Testing Procedures

There are a total of 3 laboratory practical exams that will focus on activities and results obtained from the online laboratory exercises and activities. Laboratory exams will assess the achievement of the learning outcomes prescribed for this course.

All lab exams are to be taken **as scheduled** by the instructor and **all** must be taken in order to receive a **passing grade** for the course. If you miss an exam with acceptable justification (e.g. A signed physician's note explaining why you could not attend.) you must contact your lab instructor within 48 hours to determine if other arrangements to take the exam can be made, otherwise a grade of zero will be given for that exam. Any exceptions must be approved by the Academic Dean and Vice President of Academic Affairs.

Assignments and exams may be given online via d2L/eLearn. For those administered online through d2L/eLearn, students may be required to use a virtual proctoring program like HonorLock. Virtual proctoring programs will require a compatible device, microphone, and webcam. In the event that the student does not use the specified requirements or the entire assignment or exam is not completely proctored, this could result in a grade of zero "0" for the assignment or exam. Students will be provided specific testing procedure and assignment completion information directly from the instructor.

## Grading Scale

Lab Exams= 3

% of Final Grade= 100

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

### Grading Policy:

1. **ALL** exams are to be taken at times scheduled by the instructor.
2. **ALL** exams scheduled in the course by the instructor must be taken in order for the student to receive a passing grade. Any exceptions must be approved by the Academic Dean and the Vice President of Academic Affairs.
3. Make-up exams will be given at the discretion of the instructor for excused absences only (excused absences include illness, death in family, and military or jury duty). Make-up Exams may be a totally different type of exam (discussion tests are possible).
4. Make-up exams must be taken before the next scheduled exam or a grade of zero will be recorded.
5. Plagiarism, cheating and other forms of academic dishonesty are prohibited and may result in a grade of zero on associated assessments and potentially academic dismissal.

## Assignments

Refer to the "Assessments, Evaluation and Testing Procedures" section of the syllabus.

## Class Participation

Participation is required and attendance recorded.

## Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours	Information provided by instructor
Library Information	Library Phone 423-585-6903 <a href="#">WSCC Library Website (opens in new window).</a>
Technical Support	Helpdesk Phone 423-318-2742 <a href="#">WSCC Helpdesk Website (opens in new window).</a> <a href="http://helpdesk.ws.edu/">http://helpdesk.ws.edu/</a>
Web Addresses/Resources	
Guidelines for Communication: Email, Discussion Posts, Chat	Refer to eLearn

## Additional Course Requirements/Details/Information

Students are required to use HonorLock, an online proctoring option, for all 3 lab exams. Students will be required to provide a compatible device with working webcam and microphone as the exam session will require audio and video access. Before the exam begins, students are required to show a photo identification showing their picture and name. Student will also be asked to show their testing environment including the desk or table top and the walls of the room. Students must allow the entire testing session to be accessed. If any of these procedures are not followed, the exam grade will be affected.

## Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the

college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions).

Plagiarism includes, but is not limited to the following:

- a. Using cut/paste tool from original document with no references given.
- b. Copying another student's work and submitting it as one's own.
- c. Forging or otherwise altering signatures.
- d. Giving or falsifying academic documents or materials.

2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:

- a. Utilizing old tests, projects, notes or written papers.
- b. Providing unauthorized information to a fellow student about exam content.
- c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
- d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
- e. Consulting with a classmate or others when taking a computerized test.
- f. Disregarding other specific policies and procedures outlined for a particular class.
- g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
- h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.

## Student Resources

### TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\).](https://www.waltersstate.edu/academics/humanities/writing-lab)  
[ws.edu/academics/humanities/writing-lab](https://www.waltersstate.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\).](https://www.waltersstate.edu/academics/mathematics/learning-lab)  
[ws.edu/academics/mathematics/learning-lab](https://www.waltersstate.edu/academics/mathematics/learning-lab)

## **TECHNOLOGY SUPPORT**

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\).](https://www.waltersstate.edu/helpdesk)  
[helpdesk.ws.edu](https://www.waltersstate.edu/helpdesk)

## **STUDENTS WITH DISABILITIES SUPPORT SERVICES**

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\).](https://www.waltersstate.edu/student-services/disability/)  
[ws.edu/student-services/disability/](https://www.waltersstate.edu/student-services/disability/)

## **SUICIDE PREVENTION STATEMENT**

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

## **College Policies**

## **STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT**

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](https://catalog.ws.edu/)  
[catalog.ws.edu/](https://catalog.ws.edu/)

[Walters State Timetable of Classes \(opens in new window\)](https://ws.edu/admissions/registration/)  
[ws.edu/admissions/registration/](https://ws.edu/admissions/registration/)

## **PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS**

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

## **COURSE GROUND RULES**

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.



- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

## **FINANCIAL AID**

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

## **CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY**

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](http://www.waltersstate.edu/home/)  
[ws.edu/home/](http://www.waltersstate.edu/home/)

[Walters State Facebook page \(opens in new window\)](https://www.facebook.com/WaltersState/)  
<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](https://twitter.com/waltersstate)  
<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\).](#)  
[ws.edu/set/](http://ws.edu/set/)

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

## **LEARNING MANAGEMENT SYSTEM**

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#).

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#).