

# BSC 2085 Lecture Syllabus

## Fall C (Aug. 16 – Dec. 8, 2022)

### Course Information

Course title:	Human Anatomy & Physiology I
Course number and section:	BSC2085 section 5
Credit hours:	3
Class meeting location:	Section 5: building 2 room 120
Class meeting days and times:	Section 5: Friday, 11:00 AM – 1:30 PM
Instructor:	Matthew Carrigan
Email:	carrigam@cf.edu
Telephone:	352-873-5800 ext. 1812
Office location:	building 2, room 218B Ocala Campus
Office hours:	Tuesday: 11:30 AM - 12:30 PM & 3:15 - 4:00 PM Wednesday: <i>online 1:45 – 4:00 PM</i> Thursday: <i>online 7:45 – 4:00 AM</i> Thursday: 10:00 AM - 12:30 PM & 3:15 - 4:00 PM Friday: 10:00 – 11:00 AM & 1:30 – 2:00 PM and by appointment

### Instructor Contact and Office Hours

The best way to contact me is through Canvas email. Please use Canvas email as your first-choice for contacting me to ensure the fastest possible response.

I usually respond to email within 12 hours, but do not expect rapid responses if you message me in the evenings or weekends. If you have not received a response within 24 hours, feel free to send a second email just to make sure your email was not lost (I will never be upset by receiving a kind reminder if it has been more than 24 hours).

Extended Emergency Closure: For emergency campus closings (natural disasters, etc.) call 352-291-4499 or 800-831-9244 or check our [website](#) (CF.edu).

### Required Course Materials

- *Fundamentals of A&P* (11<sup>th</sup> edition) by Martini, Nath, & Bartholomew (ISBN: 9780134396026)
- Honorlock (cost ~\$10/semester; details provided in class)
- Additional materials – including Directed note-taking Worksheets assignments – will be provided in Canvas. You are encouraged to have a folder or binder to keep this material organized as you print it. (You are not required to print any of it, but most students find that printing this material helps them learn better.

### Course Description

The sciences of anatomy and physiology are the foundation for understanding the structures and functions of the human body. We will look at how each structure of the body is designed to carry out a particular function and how the structure of a part often determines the functions it can perform. In this course you will examine: (a) the molecular, cellular, and tissue levels of organization, (b) how the

body systems relate to one another, and (c) the physiological processes responsible for maintaining homeostasis.

### Course Objectives

- Consider the levels of organization that characterize living things and the properties all living things share.
- Examine how the body constantly regulates its internal environment (homeostasis)
- Discuss how the various individual systems that compose the human body cooperate with one another to maintain the health of the body as a whole.
- Establish a basic vocabulary that allows us to speak about the body in a way that is understood by scientists and health-care professionals.

### Assessment

Letter grades will be based on the following point distributions.

- A = 900 points to 1000 points
- B+ = 870 points to 899 points
- B = 800 points to 869 points
- C+ = 770 points to 799 points
- C = 700 points to 769 points
- D = 600 points to 699 points
- F = 0 points to 599 points

I will round up grades to the nearest whole point, but I will not round grades based on percentages. For example, if you finished the semester with 897.6 points, I would round that score to 898 points, which is B+.

Assessment	due	points
Syllabus Quiz	By 1 <sup>st</sup> Sunday of the semester	14
Post self-introduction video to Canvas	By 1 <sup>st</sup> Sunday of the semester	7
Reply to at least two video introductions	By the 2 <sup>nd</sup> Sunday of semester	7
Directed Notetaking Worksheets (Modules 1 - 12)	Due Thursday by <b>9 am</b> most weeks (except exam weeks)  10 points x 12 Modules =	120
Discussion Forum posts (Modules 1 -12)	Due Sunday by 11:59 pm most weeks (except exam weeks)  3 points x 12 Modules =	36
Sample Question Set (Modules 1 -12)	Due Sunday by 11:59 pm most weeks (except exam weeks)  3 points x 12 Modules =	36
Exam 1	See course schedule below	200
Exam 2	See course schedule below	260
Exam 3	See course schedule below	320
	<b>total</b>	<b>1000</b>

## Directed Notetaking Worksheets (DNW)

You will have a “Directed Notetaking Worksheet” due most weeks before our first class of the week. Worksheets consist of a series of questions that you are to answer by watching video lectures, reading from your textbook, or examining handouts. By answering the questions, you are taking notes on the material. This is the main way in which you are going to be exposed to course material, so it is critical that you complete these assignments every week and on-time. The worksheets, and the accompanying modules used to complete them, are designed to prepare you for the exams.

Directed Notetaking Worksheet are graded based on completion rather than accuracy. Completion means that > 90% of the questions have been answered. You will submit visual confirmation of your completed work through a Canvas link to get credit. You have three basic ways you can earn these points.

1. Print the Worksheet. Take notes directly on the printed worksheet. Upload photographs of your completed pages to Canvas. (This is the preferred way for you to do this; it is very easy with the Canvas smartphone app!)
2. Take notes in a separate notebook. Upload photographs of your completed notes to Canvas. (Make sure it is clear every question has been answered if you do it this way.)
3. Directly take notes in a copy of the Worksheet’s PDF file. Upload your completed file to Canvas.

This is a note-taking assignment and I will not take my time to grade every single student’s notes for completion and accuracy. Between other on-line activities and communicating with me directly, you have many ways to verify that your worksheets are correct. (However, if you actually follow instructions and go to the source material as directed by the Worksheets, this should rarely be an issue!)

Worksheets submitted late will lose 10% per day starting the hour they are due.

Important: Students sometimes experience problems submitting assignments with the Canvas App at high-traffic times (e.g. evenings between 8pm – 12am or 30-minutes before the deadline). I am not responsible for problems you encounter with the Canvas App. There are occasionally computer glitches in which you submit your assignment but it is not properly received, so I encourage you to take a photo or screen shot documenting each submission so that I can fairly remove the late penalty.

If your submission does not go through on-time or you experience a last-minute computer or wireless failure, please re-submit as soon as possible and accept the lost points. If you submit assignments well-ahead of schedule, you will be better prepared and less likely to lose points. Extensions and excuses for late homework will only be permitted under extreme circumstances...waiting to the last minute and experiencing a wireless disruption and not double-checking your submissions will not count as extreme. Again, when I’m grading worksheets, I am only assessing completeness.

## Discussion Forum (DF)

A Discussion Forum (DF) will be open in Canvas for each Module. The Discussion Forum will be open from 9:00am on Monday through **11:59pm on Sunday**. This will give you a chance to interact with your classmates and ensure that you understand the major points for that week’s worksheet. You will earn 3-points each week for participation in the DF. A video with details on how to earn these points is available on the Canvas Syllabus page. With 12 Modules, there will be 12 Discussions worth a total of 36 points.

## Sample Question Set (SQS)

A set of practice exam questions will be posted to Canvas for each Module. These practice questions can be used as often as you want.

Each module will also have a Sample Question Set (SQS) posted every Thursday by 9:00 am - if you complete and submit the SQS between 9:00 am on Thursday and **11:59 pm on Sunday**, you will earn 3-points. (Note you do not have to get any of them correct...just submitting the SQS earns you the points.)

With 12 Modules, there will be 12 SQS submissions worth a total of 36 points.

- **IMPORTANT:** At 1:00 am on Monday, my Instructor's Commentary on the SQS will become available to you. This will give you detailed guidance on how to answer questions, explanations for why I won't accept certain answer types, and what you should focus your studying on for the exam.
- **ALSO IMPORTANT:** Always check due-dates and available-dates for your SQS...the week before an exams I may move the time-table up a day or two to ensure you have the maximum amount of time with my commentary before your test!

## Exams

Most of your grade will be based on three exams. The question-type and content-matter on exams will be similar to SQS.

Biology is intrinsically cumulative, and thus the exams are also cumulative. To this end, the exams increase in value over the course of the semester, to ensure all new material is emphasized appropriately. Exam point values and point-breakdowns by Module are shown below:

Exam #1: 200-points: All points linked to Modules 1 – 4

Exam #2: 260-points: 200-points (Modules 5 – 8) + 60-points (Modules 1 – 4)

Exam #3: 320-points: 200-points (Modules 9 – 12) + 120-points (Modules 1 – 8)

Note: Because the value of exams increases, you can recover from a weak performance on Exam #1 by improving for the other two exams!

## Exam Proctoring via Canvas / Honorlock

I believe it is in student's best interests to take exams in a low-stress environment, at a time and place that allows the student to perform optimally, and with as much time as the student requires. Student learning is therefore assessed primarily through *exams taken outside of class via Canvas*.

In order to verify student identity on assessments and promote fairness and academic integrity, online assessments are proctored through Honorlock. Proctored online assessments via Honorlock require that you have a computer with Google Chrome, webcam and microphone.

The exams are designed to be completed during a 75-minute in-person lecture period, but you will have a 5-hour window to take each exam (**9:00 AM – 2:00 PM**)

You will not be allowed to use a phone, access notes or text books, use a calculator, or have other people in the room with you while taking these exams. You are allowed to use a piece of blank scrap paper on each exam to work out answers or perform calculations before entering your answer.

The scheduled testing window for exams overlaps with the normally scheduled lecture, so students should not have scheduling conflicts. The exam dates are shown in the course schedule (see below) – please make necessary arrangements to take your exam at the scheduled time. On rare cases, students will be permitted to take the exam *earlier* than originally scheduled, but students will only be permitted to take the exam later than scheduled when there is an unforeseen emergency (documentation of which is required).

Students can request to take the exam in the regular lecture room during the scheduled exam time, although it is at the instructor's discretion as to whether this option is provided. Students who wish to take an exam in-person should notify the instructor at least 48 hours in advance.

### **Make-up policy and Late submissions**

Documented medical or legal excuses will allow you to take a make-up exam or get an extension on assignments without a late penalty. You will only be given seven calendar days to make up exam 1, exam 2, or assignments. Make-ups will not be permitted for Exam #3, as there is not enough time between that exam and final grade submissions to reasonably arrange a make-up exam. In this case a student will earn a grade of "I" (Incomplete).

Medical excuses must be from a health care provider. Notes from parents will not be accepted, even when those parents are health care providers.

If a student misses a scheduled exam for non-documented or "non-emergency" reasons (overslept, forgot, etc.), the student should contact the instructor immediately. In these cases, the instructor reserves the *option* to allow a student a make-up exam, but usually with a 10% *per day* penalty.

Discussion Forum (DF) and Sample Question Sets (SQS) assignments are not accepted late (unless there is a documented emergency). Directed notetaking worksheets (DNW) submitted late will lose 10% per day starting the hour they are due. Students are encouraged to submit assignments *the day before* the final due date to avoid losing points because of inevitable computer glitches.

The late penalty may be waived by the instructor in the event of an emergency. In such an event, you must notify your professor as soon as possible. Out of fairness to other students, you will be asked to provide documentation of the emergency. Late assignments must be submitted within one week of the original due date unless the emergency prohibits it. While you do not need to disclose personal details, let your professor know as soon as possible if something is preventing you from participating or completing work.

### **Attendance**

Lectures are designed to facilitate learning. Learning activities in lecture can rarely be made-up. Each student is expected to attend all lectures unless they are sick. *To encourage students who are feeling sick to stay home rather than come to class*, lectures will be recorded via Zoom and made available at student request.

Regular and punctual attendance is the responsibility of the student. Non-attendance does not constitute withdrawal from this course. It is the student's responsibility to complete the withdrawal forms by the appropriate date. The documentation of student absences will begin the first class the student is registered.

## Course Schedule/Outline Module 1- 4

Week# date	date	Lecture Topic	Assignments & Assessments	points
Week 1	Friday Aug 19	Course Introduction	self-introduction video & reply two intro videos due by Sunday	7 7
			Syllabus Quiz due by Sunday	14
Week 2	Friday Aug 26	Module 1: Homeostasis, Matter and Energy	Directed notetaking worksheet due Friday by 9am	10
			Discussion Forum & Sample Question Set due Sunday by 11:59 pm	3 3
Week 3	Friday Sept 2	Module 2: Water, pH and Organic Macromolecules	Directed notetaking worksheet due Friday by 9am	10
			Discussion Forum & Sample Question Set Due Sunday by 11:59 pm	3 3
Week 4	Friday Sep 9	Module 3: Cell Structure & Membrane Transport	Directed notetaking worksheet due Friday by 9am	10
			Discussion Forum & Sample Question Set Due Sunday by 11:59 pm	3 3
Week 5	Friday Sep 16	Module 4: Cell Physiology and Membrane Potential	Directed notetaking worksheet due Friday by 9am	10
			Discussion Forum & Sample Question Set Due Sunday by 11:59 pm	3 3
Week 6	Friday Sep 23	Exam #1:	9:00 AM – 2:00 PM	200

## Course Schedule/Outline Module 5 - 8

Week 7	Friday Sep 30	Module 5: Action Potential and Synaptic Transmission	Directed notetaking worksheet due Friday by 9am	10
			Discussion Forum & Sample Question Set Due Sunday by 11:59 pm	3 3
Week 8	Friday Oct 7	Module 6: Neuronal Pathways, Reflexes & Spinal Cord	Directed notetaking worksheet due Friday by 9am	10
			Discussion Forum & Sample Question Set Due Sunday by 11:59 pm	3 3
Week 9	Friday Oct 14	Module 7: The Brain, Cranial Nerves & Sensation	Directed notetaking worksheet due Friday by 9am	10
			Discussion Forum & Sample Question Set Due Sunday by 11:59 pm	3 3
Week 10	Friday Oct 21	Module 8: Vision, Hearing and Equilibrium	Directed notetaking worksheet due Friday by 9am	10
			Discussion Forum & Sample Question Set Due Sunday by 11:59 pm	3 3
Week 11	Friday Oct 28	Exam #2:	9:00 AM – 2:00 PM	260

## Course Schedule/Outline Module 9 - 12

Week 12	Friday Nov 4	Module 9: ANS & Skeletal Muscle Organization	Directed notetaking worksheet due Friday by 9am	10
			Discussion Forum & Sample Question Set Due Sunday by 11:59 pm	3 3
Week 13	Friday Nov 11	Module 10: Skeletal Muscle Contraction & Energetics	Directed notetaking worksheet due Friday by 9am	10
			Discussion Forum & Sample Question Set Due Sunday by 11:59 pm	3 3
Week 14	Friday Nov 18	Module 11: The Integument	Directed notetaking worksheet due Friday by 9am	10
			Discussion Forum & Sample Question Set Due Sunday by 11:59 pm	3 3
Week 15	Friday Nov 25	No class - Thanksgiving		
Week 16	Friday Dec 2	Module 12: Osteology	Directed notetaking worksheet due Friday by 9am	10
			Discussion Forum & Sample Question Set Due Sunday by 11:59 pm	3 3
	Friday Dec 2	Exam 3: Section 5 (Friday only class)	9:00 AM – 2:00 PM	
Week 17	Tues Dec 6	Exam 3: Section 7 (2:00 class)	11:30 AM – 4:45 PM	320
	Thurs Dec 8	Exam 3: Section 6 (12:30 class)	11:30 AM – 4:45 PM	320

Due to unforeseen happenings, it may be necessary for the course schedule to be altered. The instructor will always strive to be fair about any changes.



## Laboratory Disclaimer

I teach this lecture in conjunction with a laboratory section of BSC 2085L and the two courses are synchronized based on the order in which I cover content. If you are not enrolled in my laboratory section it is your responsibility to compensate for any laboratory material that you have not yet covered but that I expect has already been covered. I will do what I can to assist you – including making my lab manual available to you – but it is your responsibility to identify any gaps in your knowledge and address them.

## Distractions (cell phones, iPods, laptops, etc.):

Use of cell phones, laptops and other electronic devices are often distractions that adversely affect other students, much the same as conversations among students. If you do not wish to pay attention in class, you are free to leave, but I expect all students to be considerate of others students - keep all cell phones and laptops out of sight and do not disrupt the learning environment with conversations during lecture.

## Student Learning Outcomes/Course Objectives

The following list offers students a consistent way to see how CF's global learning outcomes are assessed in each class. This is for information purposes only and does not change the grading system used in this class. Only those learning outcomes relevant to this course are included below.

**QUANTITATIVE AND ANALYTICAL REASONING:** the student will understand and apply mathematical and scientific principles and methods

- Interpret and communicate understanding of visual presentation of data  
How Measured: Classroom Activity, Exam
- Organize data or information using an appropriate electronic media  
How Measured: Classroom Activity, Exam
- Access, research and retrieve information using the internet  
How Measured: Classroom Activity, Exam
- Communicate with others using electronic media  
How Measured: Classroom Activity, Exam
- Identify and organize relevant information and complete the solution of an applied problem.  
How Measured: Classroom Activity, Exam
- Interpret and communicate understanding of visual representations of data.  
How Measured: Classroom Activity, Exam

**COMMUNICATION:** the student will read, write, speak, and listen effectively

- Read materials and effectively understand essential facts and concepts.  
How Measured: Classroom Activity, Exam
- Listen actively to comprehend main ideas and essential details.  
How Measured: Classroom Activity, Exam
- Express clear, well-organized ideas through oral communication  
How Measured: Classroom Activity, Exam

## Student Services, Important Dates, and College Policies

The College of Central Florida is committed to helping you succeed and achieve your academic, personal and career goals. There are a wide range of resources and support services available to you. When students are connected early to resources and support systems on campus they are more likely to stay in classes, perform better in those classes, and complete their path more quickly. One

example is through an Early Support Program, where you may receive an email indicating your professor or advisor is reaching out directly to help connect you to support services. This may include connecting you to tutoring, financial support, psychological support services, and disability services just to name a few. Be aware, you can also reach out to these services on your own as well. Additionally, we offer free tutoring, disability services, a testing center, and many other resources which are all available to you. [Please refer to the College Resources, Dates, and Policies document in your Canvas course to learn more about these supports and policies.](#)

The CF Student Assistance Program (SAP) is a confidential resource for assisting students who may have personal problems which could affect their school, work, or home lives. SAP provides early intervention and professional assessment and counseling to best meet the needs of the student. Services are free to all active CF students. The SAP is managed by BAY CARE LIFE MANAGEMENT, a health management organization. A student may call a toll free helpline during regular business hours Monday through Friday from 8:30 a.m.-5 p.m. For crisis situations after hours, on weekends, or holidays a student may call the same number and the therapist on duty will be paged and will promptly respond to the call. For services a student may call the following toll free number: 1-800-878-5470. CF also has a counseling office where students may receive free confidential professional counseling by State licensed clinicians. For more information you may call 352-854-2322 ext. 1760 or visit the counseling office at the Bryant Student Union, room 204B, or email [ballardm@cf.edu](mailto:ballardm@cf.edu).