

## BSC1080: Basic Anatomy & Physiology

Online

Spring (1/9/23 – 4/30/23)

### I. Course Information

<p><b>Course Title:</b> Basic Anatomy and Physiology <b>Section:</b> BSC 1005: 70 <b>Instructor:</b> Leann Manley M.S. <b>Credits:</b> 3      <b>Course:</b> fully online <b>Office Location:</b> Ocala, Building 2, room 217C <b>Office Hours:</b> simultaneously online and on campus* <b>M :</b> 9:30am – 12:30pm &amp; 3:15 – 3:45 <b>T :</b> 9 – 9:30 am ; 10:45 – 12:15pm   *<u>Online only</u> 4-6pm <b>W :</b> 9:30am – 12:30 pm &amp; 3:15 – 3:45pm Synchronous? e mail me for a Zoom appt If needed</p>	<p><b>E mail:</b> through canvas only (to be sure that it doesn't go into a spam folder). It is best to make an appointment if you want to meet face to face. I check e mail frequently on weekdays (24 hours or less for a reply), though not from Friday night through early Monday morning.</p> <p>Extended Emergency Closure: "For emergency campus closings (natural disasters, etc.) call 352-291-4499 or 800-831-9244 or check our website (CF.edu)."</p>
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### II. Course Description

#### What are a few basic facts I need to know about this class?

My hope is that you will enjoy learning the many, seemingly miraculous, life giving processes presented in this course. We will merely skim the surface of metabolism (aka, biology). The topics are taught on an applicable basis and address many areas such as health, nutrition, ecology, genetics, and biotechnology. To do well in this class, it is helpful to have a sense of curiosity about the human body, a reasonable attention span, a willingness to study, and general knowledge of this syllabus. The vocabulary is extensive in introduction college courses, an efficient and consistent (daily studying) work ethic is necessary in order to do well; for **each credit hour**, set aside, minimally, 1 hour of studying. For a regular term, this would mean that for a 3 credit class an additional 3 hours (outside of attending class) of homework/studying is needed each week (minimally 6 hours weekly). This is actually less time than typically expected in college courses; to compare these study time requirements, click on the study time link and note the hours needed: [studying time calculator](#) (be sure to enter in the correct number of credits you are taking this term). Also know that all communication will be through Canvas e mail; get in the habit of checking canvas e mail often, and check often for announcements! If you're interested to know the specific topics that you will learn in this class, open the digital textbook and look over the table of contents. Another quick peek into this class is to read the opening 1 - 2 paragraphs in each chapter.

One other thing, in order for instructors to teach effectively they have a few basic expectations when addressing a class of students; some of those expectations are that each student: **a.** has the ability to participate (a computer and internet), **b.** will participate consistently and wants to learn (understands [habits are more important](#) than goals); [top habit apps](#) – help to build good habits; **c.** will reach out for assistance as needed in a timely, and professional, manner rather than after a due date, or near the end of the semester.

#### What text and materials do I need for this course?

1. A consistently working computer (with internet) with working knowledge of Office 365 (offered free to all CF students). Canvas issues? [dlhelp@cf.edu](mailto:dlhelp@cf.edu), or click on the help link (left hand margin in canvas). CF portal issues? e mail, [ithelp@cf.edu](mailto:ithelp@cf.edu)  
It is assumed that students have a **contingency plan** for internet or computer outages; neither of these outages is an acceptable excuse for a missed due date. Suggestions to this end: \*if you have minor tech issues: youtube searches typically yield successful solutions; \* **it is good planning to complete assignments at least one day in advance of a deadline**. Also, Chrome browser and adding the Stands (ad blocker) extension really helps!
2. Textbook: materials will be posted online, though an old edition of **Title:** Essentials of Anatomy and Physiology - 7th edition **ISBN:** 9780134098845 might help; (also, a free [A & P textbook \[Openstax\] is provided free](#) in the first module)  
If you do not have access to Canvas during the first week of the term, e mail me your student ID # and section # to add you.
3. Exams are proctored through [Honor Lock](#), so a working computer, internet, computer camera and microphone are required. [There is a fee for Honor Lock](#) (it is not free) and [you will need to register with Honor Lock and take care of arranging to take your exams](#). If needed, the CF testing center could be used (again, this is the responsibility of the student to arrange). If you would rather take a paper exam with the campus class, e mail me a few weeks before the exam.

#### What are the steps I should take to effectively complete the coursework?

- Step 1) Create a calendar of the course deadlines and refer to it in order to pace yourself this term!
- Step 2) Open the Unit's PPT files (or video lessons) and note the chapter objectives (each one will be a Roman Numeral)
- Step 3) Watch the video lessons: create your **handwritten** outline (outline instructions located in the assignment)
- Step 4) Take your **1<sup>st</sup> attempt** (of 3) at the Canvas homework for that lesson. *While the assignment is open* on your 1<sup>st</sup> attempt, **print it out!** (or save it digitally in Word – there is also a Chrome extension called, Print this Quiz.) In this way, you can work to perfect your homework assignment by your third homework attempt! \*note, you may have to watch the videos **twice** to perfect your homework, this is normal; take notes on your homework printout as you watch the videos!
- Step 5) Create your exam **study guide**: combine the *canvas homework questions and your outlines*
- Step 6) Study a **minimum** of 30 minutes daily ; you can do it if you plan to (consistent studying is the only way!)

**Need more details on how to succeed in this class?**

**1)** Develop a time management plan that includes 30 minutes of studying **each day** – repetition is the key! (double this in an A or B term!) **2)** watch the video lessons: a) note the objectives of that video lesson and create the Roman Numerals for **your (hand written)** outline, b) take notes on the homework while creating your (handwritten) outline; *your outline syntax should represent that of the homework*, **3)** Don't forget the homework images! **4)** Plan to meet the grade replacement criteria. **5)** If you did all these things, and did poorly on exam 1, make an appointment to see me (bringing your work with you) so that I can help you (see e mail template on the last page of the syllabus). **\*notes about outlines:** they are not bulleted lists, they should represent the video lesson and have enough notes to study from, *they should in some manner resemble the homework syntax and it is helpful to include any diagrams from the homework questions*. These are not easy to do, many students have never generated an outline from a lecture. The textbook pdf is for reference if needed.

**How are assignments and grades earned?**

In a nutshell: the results of 6 Canvas Homework assignments, and 2 Honor Lock Exams determine the course grade. Students are responsible for the material assigned and presented in this course. All class materials are posted in Canvas (modules), and students are expected to check canvas often to stay informed (notify me within the first week if you can't access canvas). See the semester grading scale table in this syllabus for weights of assessments.

[Grade Replacement Offer: life happens] \*If one assignment and, or exam 1 is missed (or a low grade), one or both could be replaced by your exam 2 grade **if** all of the following **criteria** are met: **1)** all communication with me is professional and polite; **2)** Canvas activity is consistent; **3)** earn at least a B average on 5 Canvas Homework assignments **and** homework outlines are adequate; **4)** exam proctoring footage shows no flags (for instance, keep eyes on screen, no talking, etc.); **5)** an e mail is sent to me, through canvas, on the day you take exam 2, listing all of these criteria you met that you want me to consider for this grade replacement offer. This is a generous opportunity to learn from mistakes and still earn a good grade! If you fell short on any of these criteria, please e mail me to discuss it.

**III. Assessment**

**Canvas Homework Assignments**

See the 6 steps at the top of this page; also, reread the homework instructions *carefully* (in the assignment itself).

**Exams**

Exams are done through [Honor Lock](#), so a working computer, internet, computer camera and microphone are required (there is a fee for Honor Lock). Of the 6 steps, specifically reread steps 5 & 6 and look over the Course Schedule Table for exam preparation hints. To avoid being flagged on this proctoring system, keep your eyes on the screen and don't talk out loud (those are the two main issues that I note when reviewing the exam footage).

**Is attendance and, or participation required?**

Why sign up voluntarily for something and then not attend or participate? Consistent activity on the Canvas class page and studying is necessary to perform well in a college course. I encourage this by offering Zoom meetings; these offering are not mandatory, only offered if requested; students should come with conceptual questions – I enjoy discussing course topics (especially as they are applicable to everyday life!) Official CF attendance is taken with the successful completion of the syllabus quiz, if the quiz is missed, it is the student's responsibility to notify me of this and mentioning attendance.

**Semester grades** will be assigned as follows:

A = (100-90%) B+= (89.9-87%) B = (86.9-80%) C+= (79.9-77%)	C = (76.9-70%) D = (69.9-60%) F = (< 59.9%)	<b>Assignments/Assessments</b> (6) Canvas Homework @25/ea (2) Honor Lock Exams @100pts/ea
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Any grade disputes must be brought to the instructor's attention within one week of grade posting.

**So after all this, what's the skinny on how to do well in this class?**

Follow the suggestions in this syllabus, *find a study partner to hold you accountable* and understand *opportunity cost*.

**IV. Course Schedule** (sometimes referred to as "the syllabus table")

<u>Week</u> Mon - Sun	<u>Weekly Topics</u> Commit to 30 minutes each day !	<u>Weekly Assessments, Assignments &amp; Due dates:</u> Assignments due Sunday 10 pm of that week (rows) No resetting of due dates; Do NOT rely on Canvas notifications!	
		<u>Assignments/Assessments</u>	<u>Due dates</u>
<b>Week 1</b> 1/9 - 15	Introduction to Anatomy and Physiology	Syllabus Quiz > > >	<b>Due 1/15, Sunday 10 pm</b>
<b>Week 2</b> 1/16 - 22	Biological Chemistry *have you formed a study group yet?	*do a few Hmwk questions each day!	
<b>Week 3</b> 1/23 - 29	Biological Chemistry *have you got a study partner yet?	Unit 1 Canvas Hmwk (Introduction & Chemistry)	<b>Due 1/29, Sunday 10 pm</b>
<b>Week 4</b> 1/30 - 2/5	Cell Structure and Function	*do a few Hmwk questions each day!	
<b>Week 5</b> 2/6 - 12	Cell Structure and Function * a study partner really helps!	*do a few Hmwk questions each day!	
<b>Week 6</b> 2/13 - 19	Tissue Level of Organization	Unit 2 Canvas Hmwk (Cells, Tissues)	<b>Due 2/19, Sunday 10 pm</b>
<b>Week 7</b> 2/20 - 26	Skeletal System	*do a few Hmwk questions each day!	
<b>Week 8</b> 2/27 - 3/5	Muscular System	Unit 3 Canvas Hmwk (Skeletal Muscular Systems)	<b>Due 3/5, Sunday 10 pm</b> Register for H.L. and pay fee
<b>Week 9</b> 3/6 - 12	<b>Exam 1: Study Guide?</b> Know the answers to the Homework !	<b>Exam</b> (covers all material) <a href="#">Honor Lock Guidelines</a> (click on the hyperlink above)	<b>Exam Due 3/12, Sunday 10 pm</b>
<b>Week 10</b> 3/13 - 19	Nervous System Special Senses	*do a few Hmwk questions each day!	
<b>Week 11</b> 3/20 - 26	Endocrine system	Unit 4 Canvas Hmwk (N.S; Sp Senses; Endocrine)	<b>Due 3/26, Sunday 10 pm</b>
<b>Week 12</b> 3/27 - 4/2	CardioVascular System (CVS) CVS: Blood CVS: Heart CVS: Blood Vessels & Circulation	*do a few Hmwk questions each day!	
<b>Week 13</b> 4/3 -9	Lymphatic System	Unit 5 Canvas Hmwk (CVS; Lymph)	<b>Due 4/9, Sunday 10 pm</b>
<b>Week 14</b> 4/10 - 16	Respiratory System	*do a few Hmwk questions each day!	
<b>Week 15</b> 4/17 - 23	Digestive System	Unit 6 Canvas Hmwk (Resp., Digestive Systems)	<b>Due 4/23, Sunday 10 pm</b>
<b>Week 16</b> 4/24 - 28	<b>Exam 2:</b> Know the answers to the Homework !	<b>Exam 2</b> (covers all material) <b>Due date Friday, 4/28</b>	<b>Exam 2 Due 4/28, Friday, 10 pm</b> <a href="#">Honor Lock Guidelines</a>

**Tutoring Options**

1) e mail me to schedule a study group Zoom session (see office hours); 2) [Tutoring center](#) in the Ocala campus library – call to check; 3) Smarthinking (if issues, E Learning help desk - dlhelp@cf.edu or (352) 854-2322 x 1317 or ext 1847). **Note:** student feedback from those who found this class challenging and earned a B or higher, revealed that consistent studying of the canvas homework is the key to success. A few tried tutoring, though commented it was the repetitive studying that

worked. Anonymous student surveys revealed the following study time requirement in order to do well: 25% said 15 min/day, 48% said 30 min/every day, 20% said 60 min/day - this is advice from your peers (former students).

<b>Things students do that could sabotage their education:</b> Don't attend meetings: you paid for it, get the most out of it Not read and acknowledge the syllabus: it's a contract Not complete assignments on time (or at all) Adopt the precept that cramming is the same as learning Pay for classes, then not invest time and attention studying Doing what you want, rather than what you ought (habits)	<b>CHECKLIST for grade improvement &amp; meetings:</b> *Learn/know each chapter objectives (video lessons) *Study homework, notes & your outlines till it sinks in *Write out answers to all PPT-video questions *Complete all assignments *Correct any wrong answers in the homework *Study course materials 30 minutes daily *I look forward to reviewing your work when we meet!
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**General BSC 1080 Policies**

1. Attend any online meetings, pay attention, follow study suggestions, ask questions as needed and you will succeed!
  2. There are no make up assignments or assessments (no resetting of due dates)
  3. Knowledge of computers and the internet is assumed; it is assumed that you have a contingency plan for internet or computer issues. An internet outage or computer issues are not viable reasons for missing a due date: **A)** do not procrastinate, and **B)** have a back-up plan for internet and, or computer issues
  4. E mail questions may not be replied to if sent within 24 hours of an assignment due date, do not procrastinate, especially on the initial assignments – there is always a learning curve on any new computer software interaction!
  5. Assistance of any kind during an exam will result in a 0 (and possibly an FF for the course)
  6. If you want extra credit, study extra; studying time correlates to one's grade (grade = % of material learned)
  7. Cheating and plagiarism will not be tolerated; this will result in a grade of "FF" for the course
  8. If for some reason a make up exam is warranted, it will be an essay exam
  9. All Honor Lock requirements must be followed; be aware of their exam taking policies, infractions may result in a 0
  10. It is the student's responsibility to drop the class by the college drop dates (see dates below) if desired. Meet with an instructor if you have questions concerning your grade/class progress.
  11. Student services students must e mail me a notification at least 48 hours before a scheduled exam.
- \*if you would like a more in depth textbook to read, [click on this link](#) for the OpenStax Concepts of Biology text (free pdf)

<b>Template of a professional e mail message for correspondence with instructors:</b>  Dear Professor, <i>^be sure the name is spelled correctly</i>  I am writing this e mail to you because <i>^replace this with your concern</i>  *I have looked diligently over the class materials and syllabus for an answer but couldn't find it. My question to you is <i>^replace this with your question/concern</i>  Thank you in advance for your assistance and I look forward to your reply.  Sincerely, <i>^your full name here</i>
<b>Want to make a Zoom office appointment?</b> Use this same e mail template (above), though include these changes at the asterisk:  * After looking at your office hours at the top of the syllabus, I would like to meet with you at <i>^fill in the date and time that works for you</i> I realize that if I want any guidance on how to improve in this class I definitely will have all of my completed coursework and notes with me to show you.  Sincerely, <i>^your full name here</i>

**College Policies** are located on your canvas page (left hand margin)

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 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.](#)

**Stressed and need someone to talk to?** counseling services to students are available free of charge by State of Florida licensed clinicians either on campus or off campus. Off campus, CF has a system that is anonymous and free called Baycare. A student may call the toll free number, 1-800-878-5470 (twenty four hours per day, seven days per week) for assistance. There are also counseling services at CF: Contact 352-854-2322, Ext. 1580, or 352-854-2322, Ext. 1286 for more information. Another contact is via e mail – [counseling@cf.edu](mailto:counseling@cf.edu)

## V. Learning Outcomes

College of Central Florida Learning Outcomes (aka, student objectives for this course)	Assignments & Exams
<b>Critical Reasoning: The student will reflect, analyze, synthesize, and apply critical thinking.</b>	
1. Accurately interpret evidence, statements, graphics, questions, etc.	X
2. Identify important arguments.	X
3. Thoughtfully analyze and evaluate alternative points of view.	X
4. Draw valid conclusions.	X
5. Justify and explain assumptions and reasons	X
<b>Communication: The student will read, write, speak, and listen effectively.</b>	
1. Read materials and effectively understand essential facts and concepts.	X
2. Write an organized document that communicates effectively and appropriately for the situation.	X
3. Listen actively to comprehend main ideas and essential details.	X
<b>Quantitative and Analytical Reasoning: The student will understand and apply mathematical and scientific principles and methods.</b>	
2. Identify and organize relevant information and complete the solution of an applied problem.	x
3. Interpret and communicate understanding of visual representations of data.	x
4. Demonstrate mathematical number sense and unit sense.	x
<b>Global Socio-Cultural Responsibility: The student will be an informed and responsible citizen in social, cultural, and global matters.</b>	
2. Identify scientific principles underlying human influence upon the Earth and its inhabitants.	x
4. Understand the local and global connections among power, and knowledge	x
5. Understand the local and global connections between self-direction, cooperation, respect, responsibility, and integrity.	x
<b>Computer &amp; Information Skills: The student will be able to evaluate the importance of technology and its applications.</b>	
1. Organize data or information using appropriate electronic media.	x
2. Access, research, and retrieve information using the Internet.	x
3. Communicate with others using electronic media.	x