Instructor Information

Instructor: Darrellyn Williams, DC
Office: SCIB 106 A (Science Building)
Mailbox: SCIB 124 (Main Campus, Science Building Workroom)
Office Hours:
- Monday & Wednesday 12:15 pm – 12:45 pm and 3:00 pm – 3:30 pm
- Tuesday & Thursday 11:00 am – 12:00 pm
- Friday mornings by appointment only.
  Available time on Fridays will vary depending on scheduled meetings and trainings
  Other times are available by mutual advance appointment during open campus hours.
Office Phone: (501) 812-2215
Email: dawilliams@uaptc.edu (Best way to contact the instructor)

*All emails received from UA-PTC student email accounts and telephone calls will receive a response within two business days.*

Chair: Thomas Russell, MS (501) 812-2705 trussell@uaptc.edu
Dean: Marico Bryant-Howe, PhD (501) 812-2342 mbryanthowe@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Medical Advice Disclaimer – Topic related clinical information shared by the instructor is not intended for and should not be considered as a diagnosis and/or as medical advice of any condition for anyone. Although students are encouraged to ask questions pertaining to the current course topic, please note that some answers may be the opinion of the instructor based on experience in clinical practice. In addition, it is unprofessional and unethical to ask the instructor for free medical advice so please keep all questions pertinent to the current course topic.

Course Information

Instructional Methodology: The “flipped classroom” and “blended” instructional models will be utilized for this course. “Blended,” means that the course material will be delivered in a face-to-face setting as well as online via Blackboard and/or McGraw-Hill Connect. For the “flipped classroom” model, student preparation and active participation is required for the face-to-face meeting period and online instructional format for all courses (traditional & hybrid). Coursework Strategy: Preparation – Application –Reflect/Review learning strategy. The student will be required to submit written and/or online preparation assignments (i.e. physiology posters, concept maps, flashcards, tutorials, read material, etc.) and application assignments (i.e. presentations, assessments, etc.) To reinforce learning there will also be written and/or online post review-reflection assignments (i.e. lecture notes, chapter concepts, exam wrappers, assessments, etc.).

Course Description: Traditional Course: Traditional Courses will meet face-to-face on campus on the scheduled days at the scheduled time. Class will meet for a period of 1 hour and 15 minutes twice a week. There will also be a laboratory period which will meet once a week for 1 hour 50 minutes. Hybrid Course: “The term “hybrid” describes courses that are a combination of online and on-campus coursework.” This hybrid course will meet face-to-face once a week for 2 hours and 50 minutes. Approximately two-thirds of the scheduled period will be dedicated to the laboratory procedures/activities. The remaining time for the
scheduled period will be dedicated to enhanced learning activities to assist the student in learning key concepts. Enhanced learning activities may include lecture, discussions, extended and/or additional lab procedures, assessment, and/or “flipped classroom” activities.

**Coursework:** Coursework is any task and/or assessment assigned for this course. Task for this course may be referred to by any number of terms such as “coursework”, “task”, “homework”, “assignment”, and/or “learning activity”. Task involving assessments may be referred to as an “exam”, “test”, “quiz”, and/or “practical”. Any task may be assigned as a group or individual task. **Examples:** Other than assessments, a task may include, but not be limited to, notes, concept maps, exam wrappers, outlines, essays, presentations, posters, videos, blogs, journals, wikis, discussions, etc. **Methods of Submissions:** Online submission indicates coursework submitted through Blackboard (and/or linked to McGraw-Hill Connect). Written submission indicates, “paper” or “hard copies” of coursework completed and submitted at the time of the scheduled meeting period.

**Course Study Expectations:** Each week college students should anticipate spending at least a minimum of 2 hours studying and preparing for each 1-semester hour credit for any course. This does not include time spent during the face-to-face meeting period. (Students enrolled in hybrid courses will usually need to spend additional time each week in online coursework and/or study since this course does not meet for a traditional face-to-face class period.) To ensure that the student spends the required hours of study time outside of the scheduled face-to-face meeting period there will be weekly assignments to complete and submit. **Example of Student Time Schedule for this 4-hour credit course:** (This is only an estimate, actual time and assignments may vary.) Each week students should schedule and spend approximately 1-hour for actively reading the textbook chapter, 1-hour for actively reading through the lab manual exercises and procedures, 2 (to 3) -hours to prepare, complete, and submit prep assignments, application assignments, and/or post review-reflection assignments. 1-hour to complete the online pre-lab workbook. 1-hour for studying and reviewing material for exams/quizzes. (Studying and reviewing for a test should occur weekly not the night before the test), 1-hour researching and preparing the Information Literacy Assignment, and 1-hour to be utilized where needed. **Study Hints:** Studying 101: Study Smarter Not Harder - The Learning Center, University of North Carolina at Chapel Hill. [https://learningcenter.unc.edu/tips-and-tools/studying-101-study-smarter-not-harder](https://learningcenter.unc.edu/tips-and-tools/studying-101-study-smarter-not-harder) How to Study Effectively for School or College - Top 6 Science-Based Study Skills [https://www.youtube.com/watch?v=CPxSzxyfRCI&feature=youtu.be](https://www.youtube.com/watch?v=CPxSzxyfRCI&feature=youtu.be)

**Laboratory Expectations:** To enhance the laboratory learning experience, students are expected to have completed all pre-lab material BEFORE arriving to the scheduled lab period. Pre-lab material includes completing online pre-lab workbook, reviewing the lab procedures and reading any communications sent to student email and/or posted to Blackboard concerning the procedures. The instructor will be available to direct the students to the needed materials and answer any specific questions. Any alterations to the scheduled laboratory procedures may be posted to Blackboard, sent to the UA-PTC student email, and/or announced during the scheduled lab period. Students are expected to follow all standard lab protocols and safety precautions as listed in the lab safety agreement and/or as instructed by the instructor.

**Other Learning Opportunities:** The focus of this course will be to acquire knowledge of human anatomy & physiology, but there will also be other learning opportunities for acquiring experiences and skills valuable in the workplace especially in the health care fields. Opportunities may include, but are not limited to, time management and organizational skills, reading and following itemized instructions, meeting deadlines (due dates), working with others, proper documentation, proper written communication, email protocol, making and keeping appointments, meeting with the instructor to discuss academic performance, organizing and planning, technology literacy, and the most challenging opportunity of all . . . overcoming procrastination. (Procrastination is one of the top ten contributing factors for failing a course.)

BIOL 1403 01S (AP 2 Traditional)  
Class meets Monday & Wednesday 9:25 am – 10:40 am with LAB Wednesday 1:00 pm – 2:50 pm.  
BIOL 1403 71S (AP 2 Hybrid) meets Thursday 8:00 am – 10:50 am

Catalog Description

BIOL 1403. Human Anatomy and Physiology II* ACTS # BIOL 2414 This course is the second semester of a two-semester study of the structure and functions of the organ systems of the human body and how they work together to maintain homeostasis. This course is designed for majors in health profession programs. Prerequisites: BIOL 1401 and BIOL 1402 with a grade of “C” or better. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee) *NOTE: To ensure transferability, Human Anatomy and Physiology I and II, or equivalent, must be taken at the same institution.

Course Materials   All course materials are required.

Textbook, lab manual, and McGraw-Hill Connect access code is for a consecutive two semester course. (AP 1 & 2)


McGraw Hill Connect® Access Code: Anatomy & Physiology: An Integrative Approach, McKinley, O’Loughlin, Bidle, 2nd Edition McGraw-Hill. Access code is included with the resource packet available at the UA-PTC bookstore or it can be purchased separately online. Connect assess code includes an e-book and access to online coursework. Students are required to: 1.) Purchase and successfully register a paid access code by the end of the 10th business day of the current semester. 2.) Use UA-PTC student email address to register with McGraw-Hill Connect. 3.) Always access McGraw-Hill Connect coursework through Blackboard using Google Chrome or Firefox. 4.) If applicable, confirm expiration date of previously purchased McGraw-Hill Connect code for this course to ensure that it will not expire during the current semester.


Note: Due to copyright laws, copies of any part of the textbook or laboratory manual will not be accepted.

Computer & Technology Literacy Requirements: 1.) Students must have access to a reliable computer, a reliable internet service provider, and a Web browser (Google Chrome or Firefox) that is compatible with the current learning management system, also, a dependable printer. (There are several open computer labs on campus and most are connected to printers.) 2.) Students must also demonstrate ability in the following areas: using an internet browser, navigating a website, using a word-processing program, saving, moving, deleting and attaching files, and e-mailing. 3.) Students are required to have the ability to access and use Blackboard including how to open folders, attach appropriately formatted files to assignments, view feedback and comments posted to graded assignments, and read and follow onscreen instructions. (Blackboard Access, Resources, & Tech Support: http://www.uaptc.edu/online_courses ) 4.) Students are required to complete the Student Blackboard Orientation Training workshop or online tutorial. (Email oss@uaptc.edu to register for a training session or to register for the online self-paced training course.) 5.) Students are required to
have the ability to access and use the UA-PTC student e-mail. (Accessing UA-PTC Student E-mail: https://www.uaptc.edu/student_email) Also, students are required to check the “Junk E-mail” folder for e-mail messages received from Blackboard. 6.) Students are required to set up a YouTube account to post video assignments. 7.) Students are required to have access to a smart phone or tablet to submit assignments with a video and/or photograph component. If a smart phone or tablet is not available, the student is required to inform the instructor via UA-PTC email before the 10th business day of the regular spring/fall semester so that alternate arrangements can be made. If the student fails to inform the instructor via email by the 10th business day of the regular spring/fall semester the student will be fully responsible for obtaining access to the required device.

**Required Supplies:** 1.) Index cards or equivalent for making flashcards 2.) pen with navy blue or black ink 3.) #2 pencil(s) 4.) yellow highlighter 5.) 8 ½ x 11-inch white copy/print paper 6.) 8 ½ x 11-inch notebook paper 7.) one paper or plastic three-hole punch folder with metal tabs and inside pockets, any color except black 8.) Poster/Collage materials.

**Mission Statement**

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

**Institutional Learning Outcomes and General Education**

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication (3)
2. Critical Thinking (4)
3. Cultural Awareness (6)
4. Information Literacy (1)
5. Professionalism (7)
6. Quantitative Literacy (5)
7. Technology Literacy (2)

For more information, please consult the following website: https://uaptc.edu/sla

Institutional Learning Outcomes: https://www.uaptc.edu/sla/learning-outcomes/student-learning-outcomes

**Discipline Mission Statement**

The mission of Biology discipline at UA-PTC is to provide high-quality education to students through developing the fundamental skills and knowledge to make informed decisions as individuals and members of society. We encourage critical thinking and life-long learning about the unity, diversity and interrelatedness of living things.

**Department / Discipline or Program Learning Outcomes**

The Biology discipline, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by:

1. Demonstrating critical and independent thinking through biological investigation
2. Demonstrating professionalism in communication and collaboration
3. Analyzing the influence of scientific thought on individuals and society
4. Demonstrating proper use of biological instrumentation and laboratory techniques

**Student Learning / Course Outcomes**

**ACTS** [http://acts.adhe.edu/studenttransfer.aspx](http://acts.adhe.edu/studenttransfer.aspx)

**BIOL 2414 Human Anatomy and Physiology II**

General Description: A two-semester study of the structure and functions of the organ systems of the human body and how they work together to maintain homeostasis. Designed for majors in health profession programs. Lab required. For transferability, Human Anatomy and Physiology I and II, or equivalent must be taken at the same institution.

Expected Student Learning Outcomes: The student will explain, describe, discuss, recognize, and/or apply knowledge and understanding of the following: Digestive system; Reproductive system; Blood; Cardiovascular system; Endocrine system; Lymphatic system; Respiratory system; Urinary / excretory system; Proper use of microscope, other lab equipment, and lab techniques. The student will participate in dissections.

**Course Learning Outcomes: BIOL 1403 Human Anatomy & Physiology II**

The student will explain, describe, discuss, recognize, and/or apply knowledge and understanding of the following:

1. Transport systems of the human body (includes endocrine system, blood, cardiovascular system, & lymphatic system)
2. Respiratory system (includes acid/base balance)
3. Absorption & Elimination in the human body (includes digestive & urinary systems)
4. Reproductive system
5. Proper use of microscope, other lab equipment, and lab techniques

**Policies**

**Report a Complaint or Concern**

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

[https://www.uaptc.edu/report-a-concern-complaint](https://www.uaptc.edu/report-a-concern-complaint)

**UA-PTC Attendance Policy**

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as
mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

**Natural Science Departmental Attendance Policy**

You will be given a failing grade (F) for the course if you miss more than 25% of lab sessions (this includes the three-hour hybrid lab) regardless of your grade. You will be given a failing grade (F) for the course if you miss more than 25% of lecture sessions (traditional classes) regardless of your grade.

**Course Attendance Policy**

After the first two weeks of the class/lab, attendance will continue to be taken for each meeting period.

When an absence is unavoidable, students are expected to inform the instructor via email. It is the student's responsibility to obtain any missed information from a classmate.

To earn attendance time during the scheduled face-to-face meeting period students are expected to participate fully in the activity assigned. Time spent in activities other than the assigned activity may be deducted from the scheduled period's attendance time. Except for a brief bathroom break, excessive time spent outside the classroom and/or laboratory during the scheduled period may also result in time being deducted from the scheduled period's attendance time.

To monitor attendance time students are required to sign an attendance sheet using an ink pen with navy blue or black ink for each session that meets face-to-face. To monitor time missed for late arrivals (tardy) and early departures from the scheduled period, students are required to honestly record the time followed by his/her initials in the appropriate columns on the attendance sheet. Failure to sign the applicable attendance sheet and/or accurately, legibly, and honestly record late arrivals and/or early departures may result in being counted absent for the entire scheduled period. In additional to the attendance sheet, lab attendance time will also be monitored on a laboratory checklist. If it becomes necessary to leave the lab for a few minutes during the scheduled laboratory period students are expected to sign out on the lab checklist when exiting the lab and then sign-back in upon re-entering the lab.

Increments of time missed for late arrivals (tardy) and early departures, being outside of the classroom and/or laboratory during the scheduled period and/or non-participation in assigned activities can accumulate to being counted absent for a full class and/or laboratory period.

There are no excused absences, however appropriately documented absences may be considered for approval as an extenuating circumstance. If the student experiences an unavoidable absence due to extenuating circumstances, it is the responsibility of the student to contact the instructor as soon as possible to alert him/her of the situation. For documentation purposes, initial contact should be made through UA-PTC email. Examples of extenuating circumstance would include, but are not limited to, jury duty, military duty, life threatening illness, severe injuries, and/or funerals (immediate family only). Any event, even those listed in this policy, MUST have appropriate documentation and be approved as an extenuating circumstance by the instructor, Department Chair, and/or Academic Dean before any accommodations to the policies of this syllabus will be considered. Final grade calculations may be altered in the event of an appropriately documented and approved extenuating circumstance. Note: home life, routine childcare, car trouble, computer trouble, printer issues, scheduled court, minor illness (not involving hospital services), work, and procrastination are NOT considered extenuating circumstances.
For roster certification of attendance, students are required to purchase and successfully register the required access code with McGraw-Hill Connect, attend at least one scheduled face-to-face laboratory period for a traditional and/or hybrid course AND complete the syllabus questionnaire with 90% or higher by the 10th business day of the fall or spring semester. Regardless of face-to-face (class/lab) attendance, other assignments completed, and even if the McGraw-Hill Connect courtesy access is being utilized and regardless of when it expires, a paid access code must be successfully registered by the due date. Failure to complete these requirements by the 10th business day of the regular fall/spring semester, Wednesday, January 23, 2019 will result in the student being reported as a “no-show” and immediately dropped from the course.

Course Policies
The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: https://www.uaptc.edu/catalog

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraphs below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

APPOINTMENTS – Students are required to make appointments with the instructor to makeup a missed exam/quiz. In addition, students are encouraged to make appointments to meet with the instructor for tutoring and/or academic checkups to review academic performance. Appointments are to be requested via UA-PTC student email. When requesting an appointment, first review the instructor's office hours listed in this syllabus (office hours are also posted in Blackboard). Next, email the instructor to request an appointment for a day and time based on available office hours. Also, include an alternate day and time for the requested appointment. (Refer to email example listed under the Email policy) An appointment invitation will be sent via email to the student. The student is required to accept an invitation before coming to the appointment. Once accepted the appointment will be posted into the Outlook calendar. (Make sure that calendar time is set for CST/SDT – Chicago time). If the student is unable to make a scheduled appointment common courtesy and professional behavior of cancelling the appointment in advance is expected.

DIGITAL ASSIGNMENTS – Restriction on Disclosure and Distribution: The redistribution of digital assignments (audio, video, and/or photographs) from the course to individuals who are not students in the course is prohibited without the express written permission of the faculty member and/or express permission of any students who are recorded. Unauthorized distribution of such materials is a violation of academic standards and may violate copyright laws and/or privacy rights. Video assignments downloaded into a personal YouTube account are to be marked as unlisted. https://www.youtube.com/watch?v=MnvlfKY300k

EMAIL – Students are required to monitor and read UA-PTC emails daily and, if necessary, respond within two business days. Students are also required to document, via email, verbal exchanges within 24 hours, check the "Junk E-mail" folder for email messages received directly from Blackboard which is linked to the UA-PTC email and update password every 90 days. Please note, if an email reply is not received from the instructions within two business days; check the subject line for course level, section number, and appropriate topic. Also, check that the email was sent using the UA-PTC student e-mail account and NOT sent from a personal email account. Due to privacy regulations, any emails received from any other source such as personal accounts (Yahoo, Gmail, etc.) or other institutions cannot be answered by the instructor. Make any corrections then resend the email.
HOW TO COMPOSE AN EMAIL to the INSTRUCTOR: **Subject Line:** For this course, when emailing the instructor, in the subject line enter the course level and section number followed by an applicable topic. (example below). The content is to match the subject line. Compose and reply to emails appropriately based on the subject indicated. Do not use old emails with unrelated topics in the subject line as this may delay responses. **Salutation:** Begin with “Dr. Williams” or leave blank. “Hey” is not an acceptable salutation. **Body:** Institutional Learning Outcomes promotes communication on a collegiate level; therefore, the content of the email will be properly and formally written using correct grammar and spelling. (The only exception for formal and proper communication would be after a “chat” has been established and time is of the essence.) **Valediction** (optional): examples, “Sincerely”, “Respectfully”, “Thanks” **Signature:** Student’s name. EXAMPLE of email requesting an appointment for an academic checkup:

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[Subject line] AP 1 Sec 88 Request for Academic checkup appointment

Dr. Williams,

I would like to request an appointment an academic checkup to review my grades and academic performance.
My preferred meeting days would be during your posted office hours on Monday or Thursday.

Thank you.
Mike R. Scope
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**ELECTRONIC DEVICES** – Electronic devices such as cell phones, computers, tablets, and others can be a valuable aid to learning. There may be designated technology activities when such a device is required to complete a learning activity. Students are expected to use the device appropriately for the designated activity. Posting the completed activity, checking text etc. can wait until AFTER the scheduled meeting period. Students are expected to keep devices safe and secure. Power cords are not to be used during the scheduled period as these can pose a hazard. All necessary devices are to be charged BEFORE coming to the scheduled period. (Charging stations are in most campus buildings.) **Cell Phones:** To minimize distractions to the learning environment students are asked to silent all communication devices and store them securely out-of-sight during the scheduled period. If there is a serious need to leave a cell phone visible and within reach, please inform the instructor prior to the start of the scheduled period so accommodations can be made. If the student receives a call or text during the scheduled period and determines that an immediate response is needed, inform the instructor, a study partner or group leader then exit the room to respond. It is recommended that students inform friends and family of course schedules and request that they be supportive by refraining from attempting communications during these days and times. **Personal laptop/tablet:** Upon obtaining written permission from the instructor, students may use a personal laptop or tablet to access the e-text and/or to type notes during the time designated for lecture. (Research has shown that handwritten notes are advantageous to learning over typed notes.) Use of such devices will be limited and/or prohibited during laboratory procedures and/or “flipped class” activities.

**FOOD & DRINK** – Food and/or drink is allowed in the classroom. This privileged may be suspended temporarily or permanently for an individual student or entire class if food and drink is excessive and smelly to anyone in the room and/or if it is ever necessary for the instructor to clean-up the classroom after class is dismissed. **No food or drink is allowed in the laboratory at any time.** A shelf is provided in the hallway outside of the laboratory to store food and drink items during the scheduled laboratory period. Food and drink items not stored on the designated shelf are to be properly stored out-of-sight BEFORE entering the laboratory.

**INFORMATION & INSTRUCTIONS** – Course information and/or instructions may only be posted within Blackboard, sent to the UA-PTC student email, and/or announced during the scheduled meeting period. Students are required to read all announcements and instructions posted in Blackboard, check student email daily, and arrive on-time and attend the entire period for all scheduled face-to-face meetings. **Campus Emergency Alert:** (i.e. closure due to inclement weather) To receive campus emergency email and/or text alerts students are encouraged to sign up with the emergency alert system. https://uaptc.edu/rave
PROFESSIONALISM – Professional expectations will include, but not be limited to, following all campus and course policies, following written and verbal instructions, being alert and participating fully in the current activity, completing coursework when due, being respectful of others, attending the entire scheduled period including arriving on-time and being prepared for the scheduled activities, addressing faculty and staff with the appropriate earned title (such as “Doctor” or “Professor”), staying informed of course communications (check and read emails and announcements daily), consulting Blackboard or other classmates to locate information and/or instructions, corresponding appropriately online (following rules of netiquette. Know thy Netiquette! The Core Rules of Netiquette are excerpted from the book Netiquette by Virginia Shea. http://www.albion.com/netiquette/corerules.html ), and/or supporting the learning environment (silencing cell phones before the start of the scheduled period and exiting the room if a text or phone call must be returned.)

RECORDING OF INTELLECTUAL MATERIAL – The use of audio and/or video recording including photographing of intellectual material which includes lectures is prohibited without the expressed written permission of the instructor. (Blackboard-Course Resources menu tab-Forms folder.)

SAFETY – Moving and lifting items, cleaning the work area, and/or other vigorous physical movement may be required for class/lab preparation, cleanup, and/or learning activities. Students who have a limiting physical condition that may prevent full participation in any physical activity assigned are required to inform the instructor at the beginning of each scheduled period during which the student is unable to fully participate.

TECHNICAL ISSUES – Students are required to utilize help information located under the Support section of Blackboard including “Troubleshooting Common Technical Issues”, BEFORE contacting the instructor.

Grading Policy

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
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</tbody>
</table>

Coursework Point Distribution

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbook – Study Concepts</td>
<td>12.5</td>
<td>1.25%</td>
</tr>
<tr>
<td>Textbook – Workbooks (online chapter workbooks)</td>
<td>12.5</td>
<td>1.25%</td>
</tr>
<tr>
<td>Textbook – Quizzes, 2 @ 25 points each (respiratory &amp; digestive)</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Textbook – Exams, 4 @ 100 points each</td>
<td>400</td>
<td>40%</td>
</tr>
<tr>
<td>Textbook – Final Exam (comprehensive)</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Laboratory Exercises (online pre-lab workbooks)</td>
<td>25</td>
<td>2.5%</td>
</tr>
<tr>
<td>Laboratory Quizzes, 2 @ 50 points each (cardio &amp; urinary)</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Laboratory Exams, 2 @ 25 points each (Midterm &amp; Final)</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Laboratory Microscopy Practical Assessment</td>
<td>50</td>
<td>5%</td>
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**Course Participation** – Participation grade will be evaluated and determined upon participation and performance effort in all assigned activities for this course, not just top performance in a few activities. Activities will include, but not be limited to: attendance (arriving on-time and attending the entire scheduled meeting periods), completing online and/or written coursework (regardless of point value) when due (including, but not limited to, prep, application, & review/reflective learning activities, assessments (i.e., quizzes, announced or unannounced), and the Information Literacy Assignment (including any draft submissions), being prepared for class/lab activities (completing and submitting prep coursework including pre-labs), participation in currently assigned class/lab activities (including being alert and taking notes during the scheduled period) participating online (including responding to comments and feedback in a timely manner, contributing to individual and group assignments), following institutional & course policies, following posted and/or verbal instructions, AND demonstration of professionalism.

Exam/Quiz – An exam or quiz may be administered as written and/or online through Blackboard and/or McGraw-Hill Connect. Format may consist of, but not be limited to, multiple choice, matching, fill-in-the blank, labeling, short answer, essay, practical demonstration, and/or video presentations. There are NO word banks and no exam/quiz grades will be dropped. Grading for test requiring a single answer such as labeling, fill-in-the blank, multiple choice and other similar formats will be marked as correct or incorrect. Misspelled words are marked as incorrect. Grading rubrics will be used for detailed formats requiring more than a single answer. (i.e. short answer, essay).

**Laboratory Exercises** – **Description:** This is an online pre-lab workbook. **Purpose:** This assignment is to prepare the student for the laboratory experience. **Grading:** This activity can be attempted an unlimited number of times before the due date and time. Only the highest score will be recorded in Blackboard even if a lower score is earned on a later attempt that is submitted before the due date and time.

**Laboratory Microscopy Practical Assessment** – The student will perform a practical demonstration on how to properly use a microscope. Refer to Microscopy Study Guide handout.

**Miscellaneous Coursework** – **Learning Activities** (Not listed on point distribution chart) – **Description:** These learning activities will usually include creating and posting lecture notes, flashcards, concept maps, posters, presentation videos, group/class projects, exam wrapper, practice retrieval (practice quizzes), etc. **Purpose:** These learning activities are designed to prepare the student for participation, enhance the understanding of the material, practice applying concepts, and/or reviewing and/or reflecting upon the course material. Activities will usually involve an IT (aka Post IT Learning Activity) component to promote...
technical literacy. Technical components may include posting to blogs, wikis, and/or journals, attaching files, and other skills required in using Blackboard. **Grading:** Most of these learning activities will have little to no point value. Successful completion and posting of these activities when due will be considered in the course participation grade.

**Study Concepts – Description:** The student will prepare and submit study concepts for each chapter of the textbook. A study outline will be provided in electronic form. **Purpose:** This assignment is to apply and review the course material of each textbook chapter. **Grading:** Is based upon applicable entries and completion at the due date and time.

**Workbook – Description:** The questions in these online workbooks are as the ones located at the end of each section of each chapter in the textbook. **Purpose:** These workbooks are designed to assist the student with reading and understanding the course material presented in the textbook and to prepare the student for participation. **Grading:** Each workbook can be attempted an unlimited number of times before the due date and time. Only the highest score will be recorded in Blackboard even if a lower score is earned on a later attempt which is submitted before the due date and time.

**GRADE CALCULATIONS**

**Extensions** – The instructor of this course is willing to work with students who show a desire to learn throughout the semester, not the last few weeks of the semester when coming up short on points; therefore, occasional extensions on coursework may be granted. “Occasional”, should not exceed 3 to 4 times for the entire semester. Regular and/or routine request for extensions will not be considered nor granted. To request an extension the student is required to email the instructor to request an extension at least six hours BEFORE the due date and time. If an extension is granted it must be completed by the extended due date and time or zero points will be earned. Late submission deductions may be applied. **Restrictions:** McGraw-Hill Connect assignments will not be extended due to the student not registering with McGraw-Hill Connect in time to complete the assignments by the due date and time. There may be times when a request for an extension is granted, but the assignment cannot be extended due to programming restrictions. No coursework, online and/or written, will be extended after the last day class/lab meets the week before finals. There are no extensions for online test.

**Extra Learning** – Any points over the total points possible listed for the course will roll over as “extra learning” points (aka bonus points). This will not alter the letter grade scale for the course. Extra learning points will usually come from completing learning activities, but may be awarded, at the instructor’s discretion, to a student for an outstanding assignment submission, presentation, and/or participation. No more than 5% of the total points possible can be applied as extra learning points, even if the student earns more than 5%. (If the total points possible is 1000 then a maximum of 50 extra learning points can be applied to the total points for the course.)

**Final Grade Calculation** – Final grade is based on total points earn out of 1000 points. It is not based upon a percentage grade of only the total points attempted by the student. Even though more points may become available as extra learning points as the semester progresses, the final letter grade will be calculated on the point distribution total.

**Late Submissions** – **Due dates are due dates not “do” dates to begin the assignment.** Students are expected to submit all online and written coursework by the due date and time. If it is necessary to submit coursework after the due date and time, **points will be deducted on an hourly, daily and/or weekly basis from the total earned up to 100% of the total points possible.** Total amount of late submission deductions will be determined by this policy, grading rubric, online programming and/or at the discretion of the instructor for the first two weeks after the original due date. **No written and/or online coursework will be accepted for grading two weeks after the original due date and zero points will be earned.**
coursework is due at the start time of the scheduled meeting period not when the student arrives. Written coursework will be marked and graded as late if student is not present and coursework is not complete and ready for submission when attendance is taken at the start of the scheduled period. Online coursework within Blackboard will usually receive zero points if not submitted before it closes and/or becomes unavailable. Coursework in Blackboard is usually open to receive late submissions approximately one week after the due date. Late submission deductions for McGraw-Hill Connect coursework will vary depending on the assignment. Some Connect assignments submitted one second after the due time on the due date will usually receive zero points, regardless of how much of the assignment was completed prior to the due time. Daily or hourly deductions may also apply to other McGraw-Hill Connect coursework submitted after the due date and time. (Details for late submission deductions are available in the pop-up instruction box when the Connect assignment is opened.) No online coursework can be submitted after the Saturday before finals week. Even if Blackboard allows a submission to be accepted zero points will be earned after this date. No written coursework will be accepted after the last day class/lab meets the week before finals. Under no circumstances will any submission be allowed once the final exam has been completed. Refer to Makeup policy for missed test.

Marginal Grades – Marginal grades have a way of elevating for those who have shown their desire to learn by attending the scheduled periods on a regular basis, being on time, being present and attentive the entire period; coming to the scheduled period prepared; participating fully in class/lab & online discussions, activities, projects, procedures, and/or presentations; completing at least one academic checkup to meet with the instructor to discuss a plan for academic success; reviewing completed exams; completing and submitting ALL required and optional coursework when due; following institutional & course policies, lab safety rules, and/or other instructions that may be given; adhering to proper communications protocols; demonstrating professional and ethical behavior inside and outside the classroom and/or laboratory; and scoring an minimum of 65% on each test (exam/quiz). Students must demonstrate effort and a desire for learning the entire semester not just the last few weeks when coming up short on points. (“Poor planning on your part does not constitute an emergency on my part.” ~ anonymous.) Any earned elevation of a marginal grade will not exceed 2% of the total points possible for the course. The Secret to Student Success | Arel Moodie | TEDxYouth@ClintonSquare https://www.youtube.com/watch?v=yY86_7G2qZQ

MAKEUP POLICY

Missed Coursework (other than test) – Written: If the student is absent on the day written coursework is due, the assignment will be due on the first day the student returns to class/lab. If the written coursework is not submitted on the day the student returns from an absence it will be graded as a late submission based on the original due date. There are no makeups for missed coursework that is assigned and/or completed during the scheduled period. Online: Refer to Extensions and Late Submission policies.

Missed Scheduled Period – (Traditional class, laboratory, and/or hybrid period.) There are no makeups for missed attendance time*, course participation, coursework, activities, procedures, presentations, extra learning points, assessments (announced or unannounced), etc. assigned and/or completed during the scheduled period not even for extenuating circumstances. *Attendance time missed for a scheduled test listed on the point distribution chart may be refunded if missed test policy is followed and after the makeup test has been completed. This makeup testing time cannot be used to makeup missed attendance time for the course participation grade.

Missed Test (Exam/Quiz/Practical) – If a test which is listed on the point distribution chart is missed it is the student’s responsibility to email the instructor within one week after returning from an absence to request an appointment to take a missed test. (Refer to email policy for requesting an appointment.) If the student does not email the instructor within one week after returning from an absence to request to take a makeup, then zero points will be recorded for the missed test. Missed fourth chapter Exam and/or Final Exam: If the
4th exam and/or the final exam is missed it is the student’s responsibility to email the instructor to request an appointment to take the missed exam. The makeup exam must be scheduled before and completed by 3:00 pm on Friday of finals week. If a missed exam cannot be completed by 3:00 pm on Friday of finals week then it will be the student’s responsibility to apply for an incomplete grade, if approved the exam will be scheduled and completed the first week of the next regular semester (fall or spring). **Missing a scheduled makeup test:** If the student misses any scheduled appointment for a makeup test, then a grade of zero will be given for that test. **Makeup Test Format:** The format for a makeup test may be different than the one originally administered. (i.e. makeup for a multiple-choice test may be in essay form, makeup for an online test may be written, makeup for an open book/note test may be closed book/note, etc.). **Testing environment** for a makeup may be crowded, cramped, noisy, and the temperature may be too hot or too cold.

**MONITORING GRADES** – It is the student’s responsibility to routinely monitor for the posting and accuracy of grades in Blackboard. If a discrepancy is found it is the student’s responsibility to email the instructor to report the missing or inaccurate grade. Any discrepancy of a manually entered grade must be reported within one week of the posting of the grade or the grade will stand as posted. Any discrepancy in an electronically graded online coursework grade must be reported within one week of the due date otherwise the grade will stand as posted. (Please allow at least 48 hours after the due date of an electronically graded online coursework grade to post before contacting the instructor to report any discrepancy.)

**PRESENTATION of WRITTEN SUBMISSIONS** – Except for flashcards and posters written coursework is to be submitted on 8 ½ x 11 paper. All Submissions are to be neat, clean, and organized. Points will be deducted from the total earned for messy submissions. Each page submitted is to have the following recorded across the top of each page: AP level, section number, name of student as registered with UA-PTC (no nick names), date of submission, seat number. Pages which do not have this information recorded at the top of the page will not be accepted for grading and zero points will be earned. Points will be deducted from the total earned if information to be recorded is missing and/or out of order and/or incorrect.

**TESTING POLICY Time Limits:** Students are expected to arrive a few minutes early on the date of a scheduled test. Tests are timed and have a specific start and end time. **Online Test:** Once an online test is started it will automatically submit when the time expires. **Written Test:** Written quizzes are usually administered during the first 15 minutes of the scheduled period. Students are not allowed to begin a quiz after the start time. For written exams, a student may begin the exam after the start time, but additional time will not be allowed past the end time to complete the exam. Any written test not submitted at the ending time will receive a grade of a zero. **Assigned Seating:** Students will be required to sit in assigned seats for each written test. Test are ordered so that students seated next to each other do not have the same order of test questions and/or answers. It is the student’s responsibility to ensure that the test number matches the course roster seat number otherwise the test may be graded with the incorrect key. **Cell Phones:** Cell phones are to be turned off and stored out-of-sight while inside the examining area. **Scantrons:** Scantrons will be provided, but students are required to bring a #2 pencil to complete scantron forms. Scantrons and written test must be neat and clean when submitted. A grade of “zero” will be given on the test if the scantron does not scan due to neglectful handling. **Correction of Written Errors:** If an ink pen is used for the written portion of a test and it must have navy blue or black ink and “standard error corrections are to be used when correcting a written error. The written portion will not be excepted, and zero points will be earned if standard correction of a written error is not used. Correction fluid and/or tape is prohibited on test.

*Standard Written Error Correction Procedure [http://bok.ahima.org/Pages/Long%20Term%20Care%20Guidelines%20TOC~/~link.aspx?id=A7EBA1E850054CA789123B2D8CB941DD&_z=z](http://bok.ahima.org/Pages/Long%20Term%20Care%20Guidelines%20TOC~/~link.aspx?id=A7EBA1E850054CA789123B2D8CB941DD&_z=z)*

**Academic Integrity**
It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

Plagiarism will result in a grade of zero for the coursework identified as being plagiarized. Repeated offense may result in the student receiving a final grade of an “F” for the course regardless of total points earned for the course.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

Students with accommodations are required to discuss accommodation(s) via email and/or in person with the instructor. Students are also required to electronically forward the accommodation letter to the instructor. Discussion with the instructor must be completed and a copy of the accommodation letter must be received at least one week prior to any due dates of any coursework including test before arrangements can be made for the accommodation(s).

If special testing accommodations are indicated on the accommodation letter, the student will be required to schedule and take all test on campus with Disability Services. Please be aware of the class/ lab schedule so that a test is not scheduled at a time that will interfere or overlap with the scheduled class/lab period not designated for the testing day and time period. Time missed for taking a test during the regular scheduled class/lab period not designated for the administration of the test will result in lost attendance and participation. If a scheduled test is missed, please refer to the makeup policy in this syllabus.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog.

http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2

**Consequences for non-compliance** – If a student fails to follow any policy described in this course syllabus, the college catalog, student handbook, and/or any other posted and/or verbal instructions given the penalty for such will be determined by the instructor, Department Chair, and/or Academic Dean.
Consequences may include, but not be limited to, a deduction in points earned, a deduction in attendance time, a grade of a zero on coursework, dropped a letter grade for the final grade, an “F” for the course, and/or being removed temporarily or permanently from the course.

**Sexual Misconduct**

No person at UA-PTC will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

**Course Evaluations**

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

**Information Literacy**

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

The Information Literacy assignment is **required** for this course. Failure to complete this requirement may result in the final grade for the course being dropped a full letter grade regardless of total points earned. **Instructions**, grading criteria, and due date(s) for the Information Literacy Assignment (ILA) will be posted in Blackboard, sent to student email, and/or announced during the scheduled period.

**Tentative Course Schedule for AP 2**

<table>
<thead>
<tr>
<th>2019 Week</th>
<th>Textbook Chapter – Topic</th>
<th>Laboratory Manual Exercise # – Topic</th>
<th>*Coursework</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Jan9-12</td>
<td>Orientation/Syllabus</td>
<td>Orientation/Lab Safety 4 Microscopy</td>
<td>Blackboard [Start Here] Orientation Assignments</td>
</tr>
<tr>
<td><strong>2</strong> Jan13-19</td>
<td>17 Endocrine System</td>
<td>39 Endocrine</td>
<td>Ch 17 Workbook &amp; Study Concepts + Learning Activities pre-Lab workbook exercise</td>
</tr>
<tr>
<td>Week</td>
<td>Activity</td>
<td>Due Date</td>
<td>Details</td>
</tr>
<tr>
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</tr>
<tr>
<td>3</td>
<td>Holiday</td>
<td>Jan 20-26</td>
<td>Ch 18 Workbook &amp; Study Concepts + Learning Activities pre-Lab workbook exercises</td>
</tr>
<tr>
<td>4</td>
<td>19 Cardiovascular, heart</td>
<td>Feb 3-9</td>
<td>Lab Quiz 1 heart Ch 19 Workbook &amp; Study Concepts + Learning Activities pre-Lab workbook exercises</td>
</tr>
<tr>
<td>5</td>
<td>20 Cardiovascular, vessels</td>
<td>Feb 10-16</td>
<td>Exam 1 chapters 17-19 Ch 20 Workbook &amp; Study Concepts + Learning Activities pre-Lab workbook exercises</td>
</tr>
<tr>
<td>6</td>
<td>21 Lymphatic System</td>
<td>Feb 17-23</td>
<td>Ch 21 Workbook &amp; Study Concepts + Learning Activities pre-Lab workbook exercises</td>
</tr>
<tr>
<td>7</td>
<td>22 Immune System</td>
<td>Feb 24-30</td>
<td>Ch 22 Workbook &amp; Study Concepts + Learning Activities pre-Lab workbook exercises – none</td>
</tr>
<tr>
<td>8</td>
<td>TBA</td>
<td>Mar 3-9</td>
<td>Exam 2 chapters 20-22 Microscopy Practical Lab Midterm exercises 39-49</td>
</tr>
<tr>
<td>9</td>
<td>23 Respiratory System</td>
<td>Mar 10-16</td>
<td>Textbook Quiz 1 respiratory Ch 23 Workbook &amp; Study Concepts + Learning Activities pre-Lab workbook exercises</td>
</tr>
<tr>
<td>10</td>
<td>24 Urinary System</td>
<td>Mar 17-23</td>
<td>Information Literacy Assignment Lab Quiz 2 urinary Ch 24 Workbook &amp; Study Concepts + Learning Activities pre-Lab workbook exercises</td>
</tr>
<tr>
<td>11</td>
<td>Spring Break!</td>
<td>Mar 24-30</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>25 Fluid &amp; Electrolyte Balance</td>
<td>Mar 31-Apr 6</td>
<td>Ch 25 Workbook &amp; Study Concepts + Learning Activities pre-Lab workbook exercises – none</td>
</tr>
<tr>
<td>13</td>
<td>26 Digestive System</td>
<td>Apr 7-13</td>
<td>Exam 3 chapters 23-25 Ch 26 Workbook &amp; Study Concepts + Learning Activities pre-Lab workbook exercises</td>
</tr>
<tr>
<td>14</td>
<td>27 Nutrition &amp; Metabolism</td>
<td>Apr 14-20</td>
<td>Textbook Quiz 2 digestive Ch 27 Workbook &amp; Study Concepts + Learning Activities pre-Lab workbook exercises – none</td>
</tr>
<tr>
<td>15</td>
<td>28 Reproductive System</td>
<td>Apr 21-27</td>
<td>Ch 28 Workbook &amp; Study Concepts + Learning Activities pre-Lab workbook exercises</td>
</tr>
<tr>
<td>16</td>
<td>29 Development, Pregnancy, &amp; Heredity</td>
<td>Apr 28-May 4</td>
<td>Exam 4 chapters 26-29 Lab Final exercises 50-61</td>
</tr>
<tr>
<td>17</td>
<td>TBA</td>
<td>May 5-10</td>
<td>Final Exam chapters 17-29</td>
</tr>
</tbody>
</table>

*Coursework – Instructions, method of submissions, and exact due date and time will be posted to Blackboard, sent to student email, and/or announced during the scheduled face-to-face meeting period.

**Final Exam Schedule:**


- BIOL 1403 01S (AP 2 MW 9:25 am) Monday, May 6, 2019 Time 8:00 am – 10:00 am
- BIOL 1403 71S (AP 2 Hybrid R 8:00 am) Thursday, May 9, 2019 Time 8:00 am – 10:00 am

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Dr. Williams’ Human Anatomy & Physiology II w/Lab course/class at UA-Pulaski Technical College, and I understand its content. I also understand the rules for the course/class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

I understand that for roster certification of attendance, I am required to purchase and successfully register the required access code with McGraw-Hill Connect, attend at least one scheduled face-to-face laboratory period for a traditional and/or hybrid course AND complete and submit the online orientation syllabus questionnaire by the 10th business day of the fall or spring semester. Regardless of face-to-face (class/lab) attendance, other assignments completed, and even if the McGraw-Hill Connect courtesy access is being utilized and regardless of when it expires, a paid access code must be successfully registered by the due date. I further understand that if I fail to complete these requirements by the 10th business day of the regular fall/spring semester, Wednesday, January 23, 2019 I will be reported as a “no-show” and immediately dropped from the course.

I understand that I am required to check my UA-PTC student email and read Blackboard announcements daily to keep abreast of all communications for this course. I understand that I am to respond to emails and any assignment feedback and comments within 2 business days.

I understand and agree to follow and abide by the Laboratory Safety Rules. (Refer to Laboratory Safety Rules and Agreement form.)

I understand and agree to follow and abide by the Computer & Technology Literacy Requirements and the Restrictions on Disclosure and Distribution course policy concerning digital assignments listed in this syllabus.

________________________________
Semester

________________________________
Date

________________________________
Print name

________________________________
Signature

________________________________
UA-UA-PTC Email address

________________________________
Telephone

AP _____ Section _____ Name: ____________________________ Date: __________ Seat #: ___