

Anatomy and Physiology I

BSC1085 CRN 10230 and 16208 Spring 2024

Course Credit Hours: 3

Contact Information

Instructor Name: Dr. Karen Pritchard

Office Hours: Face to Face office hours are available Monday 11 – 1pm. Virtual office hours are available Friday 10 am – 12pm

Office Location: Building 58C Room 104D

Email: *Use the email capability through our Canvas page.* My other email is Kpritchard@uwf.edu. However, that email is used primarily for administration of UWF business. You will get a much faster response from me if you use the email system found on our canvas page. See the first week's module for more information.

Course Home Page: elearning.uwf.edu, pearsonmastering.com (accessible through the UWF elearning page)

Prerequisites or Co-Requisites:

There are no prerequisites or co-requisites to this course. However, if your program requires the accompanying lab course (BSC1085L), it is *highly* recommended that you take both during the same semester. While students can succeed in this courses without the lab, the lab and lecture complement each other significantly.

Texts / Materials

Required Materials/Resources:

- Internet Access (broadband is recommended)
- Activated UWF ArgoNet E-mail Account
- Anatomy & Physiology Modified Mastering for Marieb and Hoehn 7th edition
- Respondus LockDown Browser & Monitor
- Face to Face course (CRN 10230) requires PointSolution license. You may choose to purchase a clicker or use the PointSolution smart phone app. This is not required for online only courses (CRN 16208)

Textbook:

Anatomy & Physiology Plus Modified MasteringA&P 7th ed. Elaine Marieb and Katja Hoehn

For this course, you will need both the textbook and access to the MyLab and Mastering textbook site by Pearson. Most of your homework and quizzes are found on this site. The MyLab and Mastering web site accompanies the textbook.

You can purchase the textbook in three different ways:

- Purchase directly from the publisher during registration for MyLab and Mastering. Please go directly to [Important Pearson Modified Mastering Documents and Links](#) for information about how to register for MyLab and Mastering through this Canvas Course. For many students these will be the least expensive option but requires use of a credit card number or paypal. You must purchase the version that comes with an eText copy of the textbook. After registration you will also have the opportunity to buy a binder ready version of the textbook directly from Pearson at a substantially reduced rate (compared to the bookstore). However, the book will not arrive until after the first 2 modules of the course.

Students also have the option of selecting from the following package from the UWF Bookstore or other textbook seller:

- Binder ready book with Modified Mastering Access code: ISBN 780135748275
- eText with Standalone Modified Mastering Access code: ISBN 9780135241714

Students who are tactile oriented in study habits may find they need a physical copy of the textbook.

Modified Mastering for the textbook is required for the first week of the course. Students receiving financial aid can purchase the materials from the bookstore before the financial aid checks are disbursed. Also – a two week free trial is available during MyLab and Mastering registration.

Course Description

General introduction to form and function of the human body. Review of basic anatomical / physiological attributes of integumentary, skeletal, muscular, nervous and sensory organ systems. Designed for students with little or no previous anatomy or physiology experience. Lab optional.

This course is the first of two courses that gives a general overview of animal anatomy and physiology (A&P). Although it is not a requirement for this course that you had any prior biology or chemistry in high school, it will benefit you greatly if you did.

This semester will introduce the building blocks of A&P including a lot of terminology that you may never have used previously. The terminology is almost like learning another language because you need to learn how to use the terms and in what situations to use them.

With the amount of repetition you will get from reading the text, watching the videos, and filling out the guided notes worksheets you should catch on to most of the terms pretty quickly. After the introduction to the course, we will closely follow the outline of the book. There may be a few deviations but for the most part the book will define the path of the class. I intend to cover about a chapter a week.

General Education Course

Anatomy and Physiology I is designated as a General Education course. The General Education curriculum at the University of West Florida is designed to provide a cohesive program of study that promotes the development of a broadly educated person and provides the knowledge and skills needed to succeed in university studies. This course has been approved as meeting your requirement in **Natural Science**. The major General Education learning outcome for this course is **Critical Thinking: Evaluate scientific information using appropriate tools and strategies of the discipline**. Students will learn and practice **Critical Thinking** through an online Quiz which will be used to assess the General Education curriculum

If you are interested in a major in **Biology** you should contact the **Department of Biology** at **850-474-2748**. If you are undecided about your major, you should contact your academic advisor or Career Services at 850-474-2254.

Library Textbook

The textbook for this course is available on Reserve at the Circulation Desk at the John C. Pace Library for a 2-hour loan period (book must stay in the Library). Please take advantage of this resource, but keep in mind that copies of textbooks for each course are limited and may be in use by another student, particularly right before an assignment or reading is due, so plan your textbook use accordingly. The library also have technical resources (iPads, etc) that may be available to you.

Get Registered for MyLab and Mastering Right Away

Again, MyLab and Mastering is required beginning in the second week of classes. If you are unable to purchase the textbook materials until your attendance has been confirmed and financial aid distributed, you can sign up for a 2-week free trial from Pearson using the registration process through eLearning.

Refer to the Begin Here Module on canvas for more information about how to register.

Assignments and weekly quizzes will be administered through MyLab and Mastering. When you register be sure to use your name as it appears on UWF registration. Also enter your official UWF email account (XXXXXX@students.uwf.edu).

Class Attendance and Rules

Class attendance is mandatory. Why shouldn't it? If you or your parents are paying a great deal for college, shouldn't you be responsible for attending class? Class attendance will be taken each week using complete participation in the discussion assignment. This mimics actual participation in Face to Face courses. Lack of attendance will result in a lower class grade. There is a high correlation between one's grade and attendance; so don't put yourself in a hole you can't get out by trying to do all the assignments the day it is due. Also, the nature of this course depends on the active participation of all students; for everyone's benefit, please participate regularly.

This is a General Education course for which regular attendance and participation is required. Classes will include discussion activities which must be submitted on a weekly basis by the due date/time. If you do not complete the attendance record or task, you are absent. Only those absences that are defined in the University class attendance policy will be considered excused absences (<http://catalog.uwf.edu/undergraduate/classattendance/>). You are allowed **4** unexcused absences in this class. If you have more than **4** unexcused absences, your final grade will be reduced by one step (e.g. B to B-). Grades will be reduced by one step upon each subsequent accumulation of 4 unexcused absences.

Information for students who receive financial aid: To receive financial aid on the normal distribution timeline, attendance must be confirmed within seven calendar days of the course start date. A student may review confirmed attendance status by using the "My Classes" app in MyUWF. A student who stops attending class for any reason will **not** automatically be withdrawn and will still be responsible for any missed work. A student who stops attending class may be awarded a grade of NF. This grade may affect financial aid eligibility or require repayment of funds awarded. *Initial attendance/participation is evaluated when you participate in the first online discussion forum.*

If you are absent for an absence meeting the UWF standard for allowable absence, email documentation of the absence to class upon your return. I will subtract these from your total at the end of the semester. Allowable absences include: severe illness (requires doctor's visit) in the student or immediate family, dependent child illness that causes the child to be sent home from daycare (bring a note from the daycare). Death in the immediate family, court appearances, military service, official UWF business (including athletic events).

Please note that problems with your home/dorm internet access or personal computer will not serve as an excuse. You must have consistent and reliable access to the Internet. High-speed internet service is strongly recommended. Have in place a back-up plan in the event your computer malfunctions or breaks down. Most public libraries have internet access. The UWF campus also has several computer facilities for students.

Course Goals

Upon completion of the course, students will ...

- Develop a vocabulary of appropriate terminology to effectively communicate information related to anatomy and physiology.
- Recognize the anatomical structures and explain the physiological functions of body systems.
- Recognize and explain the principle of homeostasis and the use of feedback loops to control physiological systems in the human body.
- Use anatomical knowledge to predict physiological consequences, and use knowledge of function to predict the features of anatomical structures.
- Recognize and explain the interrelationships within and between anatomical and physiological systems of the human body.
- Synthesize ideas to make a connection between knowledge of anatomy and physiology and real-world situations, including healthy lifestyle decisions and homeostatic imbalances.
- Demonstrate laboratory procedures used to examine anatomical structures and evaluate physiological functions of each organ system.
- Interpret graphs of anatomical and physiological data.

Fulfillment of these goals will be assessed using Exams, Quizzes, Homework exercises and Discussions.

Course Schedule:

Below you will find a generalized schedule for the course. This schedule may be altered depending of the needs of students for more or less explanation of concepts although the order will remain intact

Week of:

January 8	Introduction to the Course – Begin Here Module
January 15	Overview of Anatomy and Physiology
January 22	Chemistry of Life
January 29	The Cells
February 5	Tissues
February 12	Integumentary System
February 19	Exam 1 Week
	Practice Exam 1 open through Wed. Real EXAM 1 open Wed- Sun
February 26	Skeletal Tissues
March 4	Skeleton and Joints
March 11	Spring Break
March 18	Muscle Tissue and Muscle Mechanics
March 25	Exam 2 Week
	Practice Exam 2 open through Wed. Real EXAM 2 open Wed- Sun
April 1	Introduction to the Nervous System and Nervous Tissues
April 8	The Central Nervous System
April 15	The Peripheral Nervous System
April 22	The Special Senses
April 29	Exam 3 Week Practice Exam 3 open through Wed. Real EXAM 3 open Wed-Sun

No Comprehensive Final Exam during Exam week - Only Exam 3

Chapter Specific Student Learning Outcomes (SLOs)

Please see the introduction to each topic with eLearning topic modules for specific topical student learning outcomes

Assessments

Assessments will include

- 3 exams
- Online Chapter Quizzes
- Online Homework Assignments
- Discussions or other class activities
- Extra Credit is assigned throughout the semester primarily using Dynamic Study Modules found in your Mastering Calendar. Other extra credit may be assigned. I will not assign extra credit to any individual student who is concerned with their final grade.

Exams

The three exams will be 60 multiple choice questions.

Exams are technically not comprehensive and only draw from material since the previous exam. However, in practice you will need to understand material from previous chapters to succeed on the exams.

Anticipated Exam Dates:

Exam 1 – February 21 - 25

Exam 2 – March 30 - 3

Exam 3 – May 4 - 8

Exam dates are firm, unless an unforeseen emergency occurs!

Makeup exams will not be allowed unless you have a UWF approved absence. A missed exam counts as a zero, unless the student provides documentation resulting in a university approved excused absence. In the case of excused absences you must contact me no later than **Monday** 11:59 pm after the exam is due. Since the exam is open for multiple days, your excuse must cover that entire time period. A make-up opportunity must be utilized by the end of the next week (Friday 11:59pm). The make-up opportunity will be opened for 48 hours.

Online Chapter Quizzes

The Online Chapter Quizzes will consist of 15 multiple choice questions drawn randomly from a pool of questions. You will have 20 minutes for this online quiz. There are no make-ups for the quizzes. However, I drop your lowest quiz score. Online quizzes are not comprehensive. These quizzes are available on MyLab and Mastering via the links in our eLearning (Canvas) course.

Online Homework Assignments

The Online Homework Assignments will consist of multiple question formats and will have variable numbers of questions and point assignments. The time is unlimited to finish the homework and I expect that you will refer back to the textbook and notes to help answering questions. However, homework submission after the due date is penalized at 15% off per day late. The lowest homework scores is **NOT** dropped. If you forgot to do the homework by the due date – start it immediately to get any remaining points.

These homework assignments are available on MyLab and Mastering via the links in our eLearning (Canvas) course.

Because quizzes and homework are available online for an entire week before they are due, I will not accept late excuses for the last day. If you can prove you would be unavailable for a reason meeting the UWF standard for an ENTIRE week, then I will consider giving you extra time to do the homework or quiz.

Online Discussions and class activities

An online discussion will be available for most weeks of the course. It closes Sunday 11:59pm each week a discussion is available. Discussions are worth 10 pts each. 6 pts for your independent posting and 4 pts for responding to a classmate in a way that moves the conversation forward. Simple – “Thanks for your post”, “I agree” or other posting will not gain the 4 response points. Lab Discussion posts are reduced 2 pts each day late. Therefore posts to accumulate points submitted after Monday 12:00am after the Sunday night due time will be docked 2 pts.

Class activities will be available during in class time. Students will work on these activities in groups with discussion of the materials during class.

Grade determination:

Exams (3)	55%
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Online Quizzes	20%
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Online Homework	15%
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<u>Discussions</u>	<u>10%</u>
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Total	100%
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Letter Grade Assignment

Letter grades will be assigned as follows: note, minus grades only assigned if 4 unexcused absences are exceeded and the grade reduction takes you to a minus grade. I do not round - instead you have to opportunity to earn extra credit.

90% or better	A	70% to 76.99%	C
87% to 89.99%	B +	67% to 69.99%	D+
80% to 86.99%	B	60% to 66.99%	D
77% to 79.99%	C +	59.99% or less	F

Minimum Technical Skills and Special Technology Utilized by Students

This course is totally online. All instructional content and interaction takes place over the WWW. In addition to baseline word processing skills and sending/receiving email with attachments, students will be expected to search the internet and upload / download files. In addition, students may need one or more of these [technology plug-ins to access course materials and content \(Links to an external site.\)](#)[Links to an external site.](#).

Using LockDown Browser and a Webcam for Online Exams

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature.

Follow this link for [instructions for downloading and installing LockDown Browser](#)

To take an online test:

1. Close all programs, unless one is used to connect you to the Internet.
2. Log into eLearning (<https://elearning.uwf.edu/>) select your course and navigate to the quiz.
3. Click the "Launch LockDown Browser" button to open LockDown Browser and start the quiz.
4. If prompted, either close a blocked program (e.g. screen capture, instant messaging) by choosing Yes. Or, close LockDown Browser and close the blocked program before restarting.
5. If the instructor requires a test password, a new window will appear asking for the Exam Password. Enter the password and click Begin Exam.

6. The test will then start. (Note, once a test has been started with Respondus LockDown Browser, you cannot exit until the Submit button is clicked)

Finally, when taking an online exam, follow these guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- If a webcam is required, make sure it is plugged in or enabled before starting LockDown Browser
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted
- If a webcam is required, you will be recorded during the test to ensure you're using only permitted resources

Best Practices for Students:

Below is a listing of events that may flag the video when you are taking the test as potential misconduct. Please read below and try to avoid:

- Missing from Frame — the student could not be detected in the video frame for a period of time
- Different person in Frame — a different person from whom started the exam may have been detected in the video frame for a period of time
- Multiple persons in Frame — multiple faces are detected in the video for a period of time
- An Internet interruption occurred — a video interruption occurred as a result of an internet failure
- Video frame rate lowered due to quality of internet connection — if a poor upload speed is detected with the internet connection, the frame rate is automatically lowered for the webcam video
- Student exited LockDown Browser early — the student used a manual process to terminate the exam session early; the reason provided by the student is shown
- A webcam was disconnected — the web camera was disconnected from the computing device during the exam
- A webcam was connected — a web camera was connected to the computing device during the exam
- An attempt was made to switch to another screen or application — indicates an application-switching swipe or keystroke combination was attempted
- Video session terminated early — indicates the video session terminated unexpectedly, and that it didn't automatically reconnect before the exam was completed by the student

Course Withdrawal Policy for the University of West Florida

The withdrawal deadline for this course is April 18, 2024. UWF course withdrawal policies are posted at <http://uwf.edu/offices/registrar/registration/withdrawals/> (Links to an external site.)

Expectations for Academic Conduct / Plagiarism Policy

The Student Code of Conduct sets forth the rules, regulations, and expected behavior of students enrolled at the University of West Florida. Violations of any rules, regulations, or behavioral expectations may result in a charge of violating the Student Code of Conduct. It is the student's responsibility to read the Student Code of Conduct and comply with these expectations. The Student Code of Academic Conduct defines various forms of academic misconduct, including cheating and plagiarism, and describes the process for addressing allegations of academic misconduct. More information and links to the University regulations governing both student conduct and academic conduct can be found on the Dean of Students website listed under the Office of Student Rights and Responsibilities (See: UWF Resources > [Important Student Information for web links](#))

Student Accessibility Resources

The University of West Florida supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined on an individual basis with careful consideration of course design, course learning objectives, individual documentation of disability and the academic barriers experienced by the student. Accommodations may vary from one course to the next course and from one semester to the next semester. For information regarding the registration process, [\[www.uwf.edu/sar\]](http://www.uwf.edu/sar), e-mail sar@uwf.edu or call 850.474.2387.

Military and Veterans' Resource Center

The [UWF Military & Veterans Resource Center \(MVRC\)](#) serves as a leading campus advocate for military and veterans students, working to ensure the needs of these individuals are met through coordinating with multiple university offices and services. The center provides assistance with the following: GI Bill ® education benefits, active duty tuition assistance, out-of-state fee waiver, tutoring, paper reading, counseling, disability accommodations, coordinating

academic advising, and referral to state /federal resources and services. The MVRC is located in bldg. 38. For more information on MVRC service, call 474-2550 (See: [UWF Resources > Important Student Information for web links](#))

Mental Health Support

At the University of West Florida, we recognize that to learn, thrive, and flourish; you may need a little assistance. Please take advantage of the free resources online or on campus.

- For health concerns, contact Student Health Services at (850) 474-2172.
- For mental health or substance use concerns, contact Counseling and Psychological Services at 850-474-2420.
- For 24/7 crisis counseling, call 850-474-2420 and press option 6.

All students are encouraged to utilize Therapy Assistance Online (TAO) to strengthen skills to cope with anxiety, depression, stress management, and more. TAO is an interactive web-based self-help program that is available 24/7. Access TAO anonymously at uwf.edu/tao.

If you feel like you need somewhere to talk anonymously to others who can support you, peer support is available to all students 24/7 via TogetherAll. TogetherAll is an online community where members are anonymous and can share how they are feeling and support each other. Learn more and join TogetherAll at uwf.edu/togetherall

Mental Health is one aspect of holistic health, which encompasses all of the eight wellness dimensions. The eight dimensions do not have to be equally balanced. Instead, you should strive to achieve your own authentic personal harmony. You have unique goals, priorities, and aspirations. You determine how to live your best life. ArgoWell is here to help you make the healthy choice, the easy choice, and support you in your wellness journey. [Meet ArgoWell](#)

Discrimination or Harassment Reporting

The University of West Florida faculty members are committed to supporting students and upholding the University's non-discrimination and harassment policies. Under Title IX, discrimination and harassment based upon sex or gender (including sexual violence and sexual misconduct) are prohibited. If you experience an incident of sex/gender-based discrimination or harassment, you do not have to go through the experience alone. Know that while you may talk to a faculty member, understand that as a "Responsible Employee" of the University, the faculty are required to notify the University's Title IX Coordinator so that support services can be provided to you. If you would like to speak with someone confidentially, you may schedule an appointment with the UWF's Counseling and Psychological Services at (850) 474-2420. This service is free for students. Faculty can also help direct you, or you may refer to the [University's Title IX website](#).

Emergency Information and Course Continuity Statement:

In the case of severe weather or another emergency, the campus might be closed and classes canceled. Official closures and delays are announced on the UWF website and broadcast on WUWF-FM.

Weather Emergency Information

- WUWF-FM (88.1MHz) is the official information source for the University. Any pertinent information regarding closings, cancellations, and the re-opening of campus will be broadcast.
- In the event that hurricane preparation procedures are initiated, the UWF Home Web Page and MyUWF will both provide current information regarding hurricane preparation procedures, the status of classes, and the closing of the University.

Emergency plans for the University of West Florida related to inclement weather are available on the [UWF Environmental Health and Safety web page](#).

Disclaimer:

This syllabus indicates how this course intends to be presented. If circumstances warrant, changes may be made whereby the **student will be notified by message to your official UWF e-mail address or via eLearning. You are responsible for checking this email on a regular basis for UWF and class information.**

Class specific announcements will also be posted on our Canvas Course within eLearning. This lecture schedule is subject to change based on speed of class progress. Not all topics may be covered.