Anatomy and Physiology II: BSC1086C #11967
Robert L.F. Sikes Center Crestview NWFSC Campus Room 304
3:30-5:55PM Mondays
Dr. J. Jean Mitchell
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Office: S217 (Niceville) Phone: 729-6454

Required course materials: McGraw-Hill ConnectPlus access code: **e-book** for Seeley's Anatomy and Physiology 11th Ed. with required lab human cadaver dissection tool (APR) access for laboratory component.

Grade Distribution: 35% Exams 1-3; 25% Lab Exam (images from Human Cadaver Dissection: A&P Revealed);
20% Dropbox essays/attendance (D2L: http://d2l.nwfsc.edu/);
10% APR Quizzes (Due December 6th); 10% Final (cumulative)

Grading Scale: 90-100 A; 80-89 B; 70-79 C; 60-69 D; <60 F

ATTENDANCE is MANDATORY. Only authorized medical excuses/family emergencies accepted with 25-point penalty for unauthorized absences on make-up exam. Make-up exams must be taken within one week of original exam date to receive credit. Late submissions to dropbox result in zeroes and an absence. Cheating/plagiarism/academic dishonesty, in any form, will result in a zero and may result in an "F" in the course and further disciplinary action.

General Course Outline (subject to change)

08/22/16	Course Introduction; D2L instructions; Human cadaver dissection tool use
08/29/16	Ch. 17 Functional Organization of the Endocrine System
09/05/16	No class meeting: Labor Day
09/12/16	Ch. 18 Endocrine Glands; Ch. 19 Cardiovascular System: Blood
09/19/16	Ch. 20 Cardiovascular System: The Heart; Review Chapters 17-20
09/26/16	**EXAM #1**: Chapters 17-20 (multiple choice; 75 questions)
10/03/16	Ch. 21 Cardiovascular System: Blood Vessels, Circulation
10/10/16	Ch. 22 Lymphatic System and Immunity; Ch. 23 Respiratory System
10/17/16	Ch. 24 Digestive System; Review Chapters 21-24
10/24/16	**EXAM #2** Chapters 21-24 (multiple choice; 75 questions)
10/31/16	Ch. 25 Nutrition, Metabolism, and Temperature Regulation
11/07/16	Ch. 26 Urinary System; Ch. 27 Water, Electrolytes, and Acid–Base Balance
11/14/16	Ch. 28 Reproductive System; Ch. 29 Development, Growth, Aging, and Genetics
11/21/16	Lab Exam Review
11/28/16	**EXAM #3**: Chapters 25-29 (multiple choice; 75 questions)
12/05/16	**LAB EXAM** (Timed (45 seconds/question), PowerPoint, no word bank)
12/12/16	**FINAL EXAM** (Cumulative; multiple choice)

Additional Course Information:

Detailed NWFSC policies can be found in the Catalog and Student Handbook.

Students with Disabilities: Northwest Florida State College supports an inclusive learning environment for all students. If you have disabilities for which accommodations may be appropriate to assist you in this class, please contact the Office of Disability Support Services on the Niceville Campus, or call 850-729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770. http://www.nwfsc.edu/Students/StudentAffairs/Disability/

Students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom conduct, computer/network/ e-mail use and other items included in the Northwest Florida State College Catalog and Student Handbook. Students should be familiar with the rights and responsibilities detailed in the current Northwest Florida State College Catalog and Student Handbook. Plagiarism, cheating, copying fellow students' work or any other form of academic dishonesty is a serious breach of student responsibilities and may trigger consequences which range from a failing grade on the assignment and/or a failing grade in the course and/or formal disciplinary action. Students must complete their coursework independently.

Northwest Florida State College subscribes to Turnitin, an online plagiarism detection and prevention service. By enrolling in this class, you are consenting to upload your papers to Turnitin, where they will be checked for plagiarism. Papers submitted to Turnitin are saved as source documents within the Turnitin database solely for the purpose of detecting plagiarism in other papers.

Cell phones, pagers and other such electronic devices must be turned off during class times. Communications by electronic devices, including but not limited to instant messaging, text messaging, and telephone calls, during class is prohibited unless expressly designated as part of the learning activities.

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. If the college closes for inclement weather or other emergency, the date for any exams, presentations, or assignments due during the closure period will be postponed. A revised schedule will be available at the first regular class meeting held once the college re-opens. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.

Students are expected to attend all of their scheduled classes, as class attendance is one of the strongest predictors of student success. Three consecutive day class absences, two evening class absences, or three absences in a month, and/or absences in excess of 25% of the class meetings will be reported to the Department of Academic Advising/Counseling and Financial Aid as excessive absences. Excessive absences for distance learning/hybrid classes may be determined by lack of contact with the instructor, and/or failure to make progress by not completing online coursework (exams, dropbox "attendance" essays, assignments). Please note that simply logging into the course, in D2L, does <u>not</u> constitute participation. Further, being tardy to three in-class meetings, will count as one absence.

As a courtesy to other students and the learning process, students may not bring children with them to class sessions. Health and safety concerns prohibit children from accompanying adult students in any lab, shop, office, or classroom or other college facility where potential hazards exist. If a child-related emergency means you must miss class, contact the instructor as soon as possible to determine your options.

At the discretion of the instructor, an incomplete grade ("I") may be awarded when the student is unable to finish the required work because of unforeseen extenuating circumstances such as illness or TDY assignment. To receive an "I" grade, the student must have successfully completed a significant portion of the required coursework and be able to finish the remaining work without attending class. An "I" grade will automatically convert to a grade of "F" if the student does not complete the remainder of the coursework by the established deadline.

STUDENT RESOURCES

The Academic Success Center (ASC) is located in the Activities Center on the Niceville Campus. The ASC provides free learning support services such as tutoring, ESOL, and writing assistance for all NWFSC students. Individual and group tutoring is available in a wide range of subjects on a walk-in-basis and by appointment. For more information, call the Academic Success Center at (850) 729-5389 or visit our website at Free Tutoring.

Reading to Learn (R2L) is a project of Northwest Florida State College designed to support students' learning through direct instruction of reading strategies. Students may access R2L at our website: Reading to Learn.

Math Labs are located in the Math Building L, Room L-131, on the Niceville Campus and in Building 7, Room 702 on the Fort Walton Beach Campus and Room 131 at the Crestview Center. The math labs are open to all students and provide free walk-in tutoring for all mathematics courses. For lab hours, students may call the Math Department at (850) 729-5377 or visit our website at Math Lab.

Smarthinking is an online, real-time tutoring offered free to students, who may access this service via RaiderNet.

Open Computer Labs

There are numerous open computer labs throughout the Northwest Florida State College campuses. Students may access our website for lab locations and hours: Computer lab location and hours

Testing Center

Testing Centers administer college admissions tests, placement tests, proctored exams, ACT/SAT, GED. CLEP, and DSST (formerly known as DANTES). General information concerning tests, hours, Testing Center hours may be accessed on the Testing Center website at Testing Center. Makeup exams may be taken in the Testing Center, depending upon instructor policies on late work.

Library, Online Reference Materials, and Resources

The library is a comprehensive, learning resource center providing information in print, digital, and multimedia formats to support the educational objectives of the College. In addition to in-house materials, online services and resources can be accessed through the LRC website. Library hours are posted each semester at the building entrance and on the LRC website at Learning Resource Center

Assistance for Military and Veterans

Northwest Florida State College supports our military and veterans students. You may contact the NWFSC Hurlburt Center Educational Services Building at 850-200-4190 or visit our website: Support Our Military