



NORTHWEST FLORIDA STATE COLLEGE

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INSTRUCTOR INFORMATION

- Professor: Dr. Jean Mitchell
- Email: mitchelj@nwfsc.edu
- Phone: 850-729-6454
- Office Hours: Posted in Canvas by appointment
- Office Location: Zoom and/or Phone Consultation

INSTRUCTOR COMMUNICATION

Your NWFSC email is the official communication medium of the College. Please check your College email regularly for any class and College notifications. Students must use their NWFSC email for all correspondence. Personal email accounts will not receive responses. I will respond to NWFSC emails within 48 business hours Monday-Thursday. (NWFSC is closed on Fridays). Please do not use the Canvas Messages section for correspondence and only use your NWFSC email.

COURSE INFORMATION

- Course Name and Number: BSC1085C/30221
- Class Location: Online
- Class Modality: Online
- Office Hours: Via Zoom or phone consultation, by appointment
- Online Classroom with Gradebook: [Canvas class shell](#)
- Final Exam: Deadline posted in Canvas

COURSE DESCRIPTION

Anatomy and Physiology I BSC1085C 4 credit hours A study of the human organism to include cells, tissues, skeleton, muscular system, and nervous system.

COURSE-LEVEL STUDENT LEARNING OUTCOMES

NS-1 The student will demonstrate an understanding of the scientific method, distinguishing between fact, scientific law, hypotheses, and theory; and recognizing the difference between scientific and nonscientific explanations.

NS-2 The student will interpret data, given in problem form or obtained experimentally, to demonstrate problem-solving skills (critical thinking), develop testable explanations, or distinguish the difference between correlation and causation.

NS-3 The student will demonstrate fundamental knowledge of the terminology, major concepts, and theories of at least one field within the physical sciences, and in the biological sciences.

NS-4 The student will relate scientific discoveries and theories to broader areas of human concern.

COURSE PREREQUISITES

No prerequisites.

COURSE MATERIALS

McGraw-Hill Connect Access Code for Seeley’s Anatomy and Physiology 13th edition.

A webcam-enabled laptop, computer, or iPad is also required for exam completion.

STUDENT EXPECTATIONS AND RESOURCES

NWFSC aims for excellence in education and scholarly pursuits. Campus policies and procedures support this goal by protecting the health, safety, welfare, and property of the College and its students. To view all campus policies, please see the [college catalog](#). Several essential policies are provided below.

NWFSC POLICY	DESCRIPTION
Academic Integrity	Students are expected to behave responsibly as members of the College community and be honest and forthright in their academic endeavors. They are also expected to behave professionally and refrain from disrupting other students’ learning environments. Any behaviors indicative of accessing prohibited outside resources, other electronic devices, earbuds/earphones, and/or materials, during exams, as witnessed on webcam review, may result in exam invalidation, an “F” in the course, and/or further disciplinary action. In addition, incomplete environment scans may result in exam invalidation. Facial recognition must be continuous throughout the entire exam. Where emergency or employment situations require access to electronic communication services, arrangements may be made in advance with the instructor. Any plagiarism or use of AI-generated work will result in a zero on the assignment and possible disciplinary action. Avoid content editors. Students must complete their own, independent work.
Accommodations	The Accommodation Resource Center at Northwest Florida State College is committed to providing equal access and opportunities for educational success to all students with disabilities as guided by the American Disabilities Act and other disability-related laws.
Attendance	Students must complete the Practice Exam and the information essay, by the posted deadline in Canvas, to stay an active student in the online course and avoid withdrawal for non-attendance. Regular attendance and participation in the course is expected. Students who stop attending class or are not able to pass the course due to attendance expectations stated in the syllabus may receive a failing

	grade, which may impact the receipt of financial aid in subsequent courses. Students traveling for College-approved activities will not be penalized academically but will be responsible for missed work. Students are expected to participate regularly in all their scheduled classes, as attendance is one of the strongest predictors of success. Therefore, 3 or more missed assignments (exams, lab activities, or discussions) may result in up to a 10% penalty assessed on the final overall course grade.
<u>Tutoring Services</u>	Tutoring services are available in person and online.
<u>Counseling Services</u>	All actively enrolled students can receive an initial assessment and up to five therapeutic sessions with a Behavioral Health provider at no cost to the student.
<u>Student Code of Conduct</u>	Students are expected to adhere to the rules, regulations, and policies outlined in the Student Code of Conduct. Any behaviors indicative of accessing prohibited outside resources, other electronic devices, earbuds/earphones, and/or materials, during exams, as witnessed on webcam review, may result in exam invalidation, an "F" in the course, and/or further disciplinary action. In addition, incomplete environment scans may result in exam invalidation. Facial recognition must be continuous throughout the entire exam. Other communication with people during exams is prohibited and may result in exam invalidation. Where emergency or employment situations require access to electronic communication services, arrangements may be made in advance with the instructor. Any plagiarism or use of AI-generated work will result in a zero on the assignment and possible disciplinary action. Students must complete their own, independent work.
<u>Student Complaints</u>	NWFSC desires to resolve student grievances, complaints, and concerns expeditiously, fairly, and in an amicable manner. A student who desires to resolve a grievance may initiate the resolution process using the information in the link provided to the left.
<u>Student Rights and Responsibilities</u>	Understanding your role as a student.

MAKE-UP WORK

The only available make-up work will be on Exam #1, #2, or #3. There will be a 25-point penalty on make-up exam without authorized excuses. All work must be completed within two days of original exam deadline date to receive any credit. No further deadline extensions will be made after missing one exam deadline. Very important: Absolutely no deadline extensions will be granted for the Lab Exam or for the Final Exam. Missing those exams will result in zeros. No extensions on McGraw-Hill Lab Activity assignments or discussions.

ASSIGNMENTS, GRADING SCHEME AND PROCEDURES

Assignments

All assignment due dates are available in Canvas. Students are responsible for keeping track of all course assignment deadlines to avoid zeros. The deadlines can be clearly viewed in multiple locations within Canvas (calendar, syllabus, assignments). All students must set their Canvas account and McGraw-Hill account time zones to Central Time as all deadlines are Central Time. No exceptions.

Assignment Category	Points/Percentage of Grade	Due Dates Posted in Canvas
Attendance Confirmation Activities	0% of grade	Practice Exam and student background information essay.
Chapter Exams Multiple-choice (lowest grade dropped)	60% of grade	Exam #1 Exam #2 Exam #3 Final Exam
Lab Exam (cumulative) Multiple-choice identification	20% of grade	Cadaver Dissection Image Identification
Journal discussions	15% of grade	Response to instructor and student due within two weeks of instructor's original post.
McGraw-Hill Lab Activities	5% of grade	McGraw-Hill Connect
Human Disease Report	Optional (extra credit)	AI and plagiarism detection. Deadline posted in Canvas
Total	100%	

Grading Scheme

Grade	Range
A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	59 and less %

OTHER IMPORTANT INFORMATION

TECHNICAL SKILLS AND SPECIALIZED TECHNOLOGY

This course is entirely online. Students must provide their device(s) to access and complete this class online. For exams, the computer/laptop must have a webcam (iPads can also be used) to be used with the required Respondus Lockdown Browser. The Practice Exam should be routinely used for troubleshooting before beginning any of the timed exams. In addition to baseline word processing skills and sending/receiving emails with attachments, students will be expected to search the Internet and upload/download files. If you encounter technology challenges using course resources in the Learning Management System, email the Center for Innovative Teaching and Learning at online@nwfsc.edu or call 850-729-6464.

EMERGENCY COLLEGE CLOSURE

This course's schedule, requirements, and procedures are subject to change in the event of unusual or extraordinary circumstances. If the College closes for inclement weather or another emergency, any exams, presentations, or assignments previously scheduled during the closure period will automatically be rescheduled for the first regular class meeting held once the college reopens. If changes to graded activities are required, students will not be penalized due to the adjustments but will be responsible for meeting revised deadlines and course requirements.

ACADEMIC INTEGRITY TOOLS

Northwest Florida State College subscribes to Turnitin, an online plagiarism detection and prevention service. By enrolling in this class, students consent to upload their papers to Turnitin, where they will be checked for plagiarism. Papers submitted to Turnitin may be saved as source documents within these databases to detect plagiarism in other papers. Please note: All assignments submitted in this course are analyzed for plagiarism and originality. AI use is also prohibited and submissions are scanned for AI use. In addition, the Respondus Lockdown Browser with webcam is required for all timed exams. Webcam exam reviews displaying prohibited behaviors and/or not completing thorough environment scans, and/or not maintaining continuous facial recognition may result in exam invalidation/penalties.

This course supervises exams through an online proctoring tool that will monitor you while completing course assessments. Northwest Florida State College authorizes the use of approved online proctoring solutions, such as Respondus, to promote academic integrity. These solutions have been approved by NWFSC Academic Affairs and NWFSC IT to be used in course assessments. The Respondus solution may monitor assessments by a variety of means, such as but not limited to, viewing and recording through your computer's webcam, monitoring for noise in the room through your computer's microphone and speaker system, monitoring for other internet usage while taking the assessment, and recording keystroke and visual images. The College has authorized these approved online proctoring providers to perform this service for the purpose of maintaining academic integrity. Information gathered through the proctoring solution is used by the College to ensure academic integrity in testing and may result in a complaint against you under the Academic Integrity Policy or Student Code of Conduct, should the College have reason to believe either policy has been violated. By registering for this course and maintaining your

enrollment and not dropping the course prior to the add/drop deadline, you freely and voluntarily consent to the online proctoring requirement in this course.

ACADEMIC CONTINUITY PLAN

NWFSC is dedicated to protecting the health and well-being of its students, staff, and faculty. The College is dedicated to working with faculty and students to ensure timely course and program completion during emergencies. In the event of a College closure, the format of this course may be modified to enable completion of the course through other means, including but not limited to online course delivery through online classrooms. Check your RaiderNet College email and LMS (Canvas) classroom online for any updates.

WELCOME TO CLASS

Thank you for choosing NWFSC for your education—and welcome to class!