

**Nashville State Community College  
School of Science Technology Engineering and Mathematics  
Biology Program**

**Master Course Syllabus**

**BIOL 2020 Anatomy and Physiology II**

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

**Course information:**

**Course Title:** BIOL 2020 Anatomy and Physiology II

**Credits:** 4

**Class Hours:** 3 class hours and 3 lab hours

**Course Description:**

A continuation of BIOL 2010 designed primarily for students interested in entering health-related fields that will count as a biology elective. Topics include: the cardiac, vascular, hematologic, respiratory, immune, urinary, digestive, reproductive, and endocrine systems.

Prerequisite: A grade of "C" or better in BIOL 2010

**Instructor Information:**

**Name:**

**Email:**

**Office Phone:**

**Office Location:**

**Office Hours:**

**Instructor Zoom Room link:**

**Class Session Zoom Link Information (if virtual):**

**Required Textbook(s) & Other Materials:**

The textbook and online textbook materials are digital course materials (DCM). The charge made to your account includes access to the eBook of *Hole's Human Anatomy and Physiology*, 16<sup>th</sup> edition and access to McGraw-Hill Connect, where homework and adaptive assignments, videos, and study resources will be found.

The charge for the Lab Manual was not included in your account. You must purchase a hard copy of the Lab Manual through the NSCC bookstore.

**Textbook: *Hole's Human Anatomy and Physiology, 16<sup>th</sup> edition.*** Authors: Charles Welsh and Cynthia Prentice-Craver. Publisher: McGraw-Hill. Includes access to McGraw-Hill Connect online resources.

**ISBN:** 9781260265224

**Access Code:** Students who purchase a used copy of the textbook, or an older edition copy that is not bundled with an access code, must also purchase an access code for *Hole's Human Anatomy and Physiology, 16<sup>th</sup> edition.* Publisher McGraw-Hill.

**Connect Access Code ISBN:** 9781264262830

**Lab Manual (REQUIRED): NSCC Anatomy & Physiology II Lab Manual (CUSTOM).** Official title: *Exploring Anatomy & Physiology in the Laboratory: Core Concepts, Third Edition.* Author: Amerman; Publisher: Morton. Customized for Nashville State Community College

**Lab Manual ISBN:** 9781640433854

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website](https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials) ( <https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials> ) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

**Digital Course Materials:** These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes.** If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit [www.nsc.edu/dcm](http://www.nsc.edu/dcm).

**Honors Option:** Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

**Course Outcomes:** At the end of the semester, this is what you should know and/or be able to do:

- Identify by the name, and describe the location, gross and microscopic structure and physical interrelationships of all organs covered in the course.
- Describe the function of the cardiovascular, respiratory, hematologic, lymphatic/immune, digestive, urinary, endocrine and reproductive systems, as well as the concepts of fluid, electrolyte and acid-base balance.
- Analyze the concept of homeostasis and the logical and critical interdependence of the body's organs and organ systems.
- Appraise how structure denotes function and function denotes structure at the gross and cellular levels in the organ systems studied.
- Apply acquired knowledge of normal anatomy and physiology of the organ systems studied to make predictions, at the gross and microscopic levels of the effects of altered (abnormal) structure and function.
- Formulate a hypothesis concerning normal and altered physiology. Conduct an experiment that tests the hypothesis. Analyze and explain the results.

## **Topics to Be Covered:**

### **Lecture Topics**

- Heart anatomy and physiology
- Vascular anatomy and physiology
- Blood
- Immunity
- Lymphatic system
- Respiratory system
- Digestive system
- Urinary system
- Fluid, electrolyte, acid-base balance
- Endocrine system
- Reproductive system

### **Lab Topics**

- Scientific method
- Heart anatomy
- Cardiovascular physiology
- Blood vessels
- Blood—microscopy and blood type
- Lymphatics
- Respiratory anatomy and physiology
- Renal anatomy
- Digestive system
- Endocrine system
- Reproductive system

**Course Assessments:** We will use the following assessments to demonstrate your understanding, knowledge, and skills:

### **Lecture Tests**

- Lecture tests may include multiple choice, short answer, matching, fill-in-the-blank, true-false and picture/diagram labeling questions.
- Lecture tests will be closed-book and closed-note.
- Lecture test will contribute 50-60% to the final grade.

### **Labs/Homework/In-class group work/Papers/Presentations**

- Assignments covering a variety of topics will be given during the course of the semester. The format of the material will be at the discretion of the instructor.
- Assignments may be completed in class or outside class at the discretion of the instructor.
- Some assignments may be completed on-line (see Technology Statement below).
- This component will contribute 15% to the final grade

### **Laboratory Practical Exams**

- Lab practical exams may include identification on lab models, photographs, drawings, microscopic slides, or preserved animal specimens.

- Rapid and accurate identification of anatomical structures is a core competency required of health care professionals. Laboratory Practical Exams will be closed-book, closed-note, and completed without the aid of a word bank. Points will be deducted for incorrect spelling.
- Laboratory practical exams will contribute 20-25% to the final grade.

**Cumulative Exams**

- One or more cumulative exams will be given.
- Cumulative exams will be similar in format to the Lecture Tests.
- Cumulative exams will contribute 10-15% to the final grade.

**Grading Policy:**

Final calculation of the course grade will be based on the following percentages:

- Lecture Tests - 50-60%
- Labs/Homework/In-class group work/Papers/Presentations - 15%
- Laboratory Practical Exams - 20-25%
- Cumulative Midterm or Final Exams - 10-15%

Proctored, closed-book and closed- note tests and exams will contribute a minimum of 85% to the final grade.

Opportunities for extra credit points may be offered throughout the semester at the instructor’s discretion.

There will be no extra credit projects given to improve a poor grade.

**Grading Scale:**

Letter Grade	Percentage Range
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	59% or below

**FA**

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” If you stop attending your course after this date, you will receive an F.

**FN**

An FN is awarded if you have never attended your course or done any of the work in an online course.

## **Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

*(Each instructor will provide policy)*

### **Attendance Policy**

#### **General Policy**

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

#### **Instructor's Policy**

*(Each instructor will provide policy)*

**For financial aid** purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

#### **Technology Statement**

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.

- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

### **Computer Labs**

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

### **D2L/NS Online and myNSCC**

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

### **ADA Compliance Statement**

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3363, or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

### **Classroom Misconduct**

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

### **Academic Misconduct**

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs

you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

### **Academic Early Alert System**

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

### **RAVE Emergency Alert System**

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: <https://www.getrave.com/login/nscc>. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you.
- Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

### **Student Wellness**

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) provides assistance beyond the classroom to help you make the most of your college education.
- [These resources](#) include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

### **Equity Statement**

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

### **Inclement Weather & Campus Closings**

You get notices about campus closings in these places: text messages from RAVE and [www.nsc.edu](http://www.nsc.edu).

Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

### **Class Cancellation Policy**

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.