

Nashville State Community College
Health Care Professions Division
Surgical Technology & Central Processing Programs
2023 Master Course Syllabus
Surg 1304-W01-Basic Anatomy & Physiology

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: Basic Anatomy & Physiology

Credits: 3

Class Hours: Online

[School of Health Sciences](#)

Course Description:

An introduction to human anatomy and physiology. Anatomy is the study of body parts visible to the naked eye, such as the heart or bones. Physiology is the study of the function of body parts and the body as a whole. Course content is presented according to body systems and focuses on the body working together to promote homeostasis.

Instructor Information:

Name:

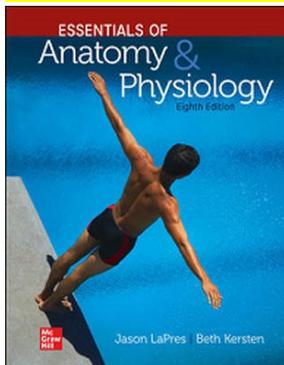
Email:

Office Phone:

Office Location:

Office Hours:

Instructor Zoom Room link:



Required Textbook(s) & Other Materials:

Essentials of Anatomy & Physiology 8th Edition

ISBN: 978-1-264-12572-2 (Bound Edition)
ISBN: 978-1-264-42163-3 (Loose-leaf edition)

A hard copy of the textbook is not required for this course. A digital textbook is included with the online resources for this class. However, if you would like to purchase a physical textbook, one is available for purchase from the bookstore. It is a loose-leaf textbook. You can find this by visiting the bookstore on the White Bridge Road campus or the online book store. Please make a note, when searching for the physical textbook using the online bookstore you will need to select the following class.

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 615-353-3363 or accesscenter@nsc.edu.

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● SURG / 1304 / PURequired Materials (1)Hide Course

Course Note
86396

Section Note
This is a print upgrade option for the DCM Test. It is sold at a discounted price in addition to the DCM fee. If you purchase this and opt out, you will be opted back in for the DCM fee.


IMAGE
COVER

● REQUIRED **Buy**

New \$26.75

Loose Leaf Inclusive Access for Essentials of Anatomy & Physiology

\$26.75

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.

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

Upon successful completion of this course, students should be able to:

1. Identify and demonstrate knowledge of the basic organizational structures of the human body, including body planes, general organization, and terms of reference.

2. Analyze and demonstrate knowledge of the basic structure of cells and relate cellular components to integrated cell function.
3. Analyze and demonstrate knowledge of the types of tissue that make up organs and the characteristics of each.
4. Contrast and compare organs of the human body.
5. Analyze and demonstrate knowledge of the different body systems for composition and function.
6. Identify and demonstrate knowledge of disease processes common to each organ system and be able to identify the diseases by their signs and symptoms.

Outcomes and/or objectives for each unit of study can be found on each study guide and corresponding chapter slides.

Topics to Be Covered:

Topics of study will include the following and are divided into five parts with sub sections within each:

- Part 1: Organization of the Human Body
 - Introduction to the Human Body (Chapter 1)
 - Chemicals of Life (Chapter 2)
 - Cell (Chapter 3)
 - Tissues and Membranes (Chapter 4)
- Part 2: Covering, Support, and Movement of the Body
 - Integumentary System (Chapter 5)
 - Skeletal System (Chapter 6)
 - Muscular System (Chapter 7)
- Part 3: Integration and Control
 - Nervous System (Chapter 8)
 - Senses (Chapter 9)
 - Endocrine System (Chapter 10)
- Part 4: Maintenance of the Body
 - Blood (Chapter 11)
 - The Cardiovascular System (Chapter 12)
 - Lymphoid System and Defenses Against Disease (Chapter 13)
 - Respiratory System (Chapter 14)
- Part 5: Reproduction
 - Digestive System (Chapter 15)
 - Urinary System (Chapter 16)
 - Reproductive System (Chapter 17)
 - Development, Pregnancy, and Genetics (Chapter 18)

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

All learning outcomes and/or objectives will be accomplished by completing the following:

Before you can view and complete unit assignments, you will be required to complete the Smart Book Assignments for each chapter on the McGraw Hill Connect web site. The Smart Book assignments are

located in the "McGraw Hill Connect" module on the course web shell. These are graded assignments and weighted with the other assignments listed below.

[McGraw Hill Privacy Statement](#)

ASSIGNMENTS: Ten (10) assignments, two per unit of study, are to be completed by the deadline noted on the unit schedule and deadlines link and/or class syllabus. Please plan your schedule so that last-minute technical difficulties will not prevent you from meeting those dates. Assignments can be accessed from the evaluation link at the top of each course page by clicking "Assn/Exam/Diagram" but can also be accessed from the learning activities/assessments page found within each unit module. Assignments are graded upon submission and will **account for 20% of your final grade**. Each assignment can be accessed only once and must be completed within the time allowed (typically 90 minutes).

VIDEO DISCUSSION/CASE STUDY POSTINGS: Three (3) Video discussion case study postings are to be completed by the deadline noted on the Unit Schedule and Deadlines link and/or class syllabus. Please plan your schedule so that last-minute technical difficulties will not prevent you from meeting those dates. Video discussion case study topics can be accessed from either the Assessments or Content tab at the top of each course page but can also be accessed from the learning activities/assessments page found within each unit module. Video discussion postings are graded within one week of the deadline and will **account for 10% of your final grade**. Please refer to the discussion board rubric, found in the getting started module, for more information regarding grading criteria. You will need to have access to a web cam on your computer or another way to video your post. If you do not have access to a web camera contact: [Student Device Checkout Request](#)

DIAGRAMS: Five (5) diagram exercises, one per unit of study, are to be completed by the deadline located on the unit schedule and deadlines link and/or class syllabus. Please plan your schedule so that last-minute technical difficulties will not prevent you from meeting those dates. Diagrams can be accessed from the Assessment link at the top of each course page, under "Assn/Exam/Diagram" but can also be accessed from the Learning Activities/Assessments page found within each unit module. Diagrams are graded and posted within one week of their deadline. **Diagrams will account for 20% of your final grade**. Each diagram can be accessed only once and must be completed within the time allowed, 90 minutes.

UNIT EXAMS: Five (5) unit exams, one per unit of study, are to be completed by the deadline located on the unit schedule and deadlines link and/or class syllabus. Please plan your schedule so that last-minute technical difficulties will not prevent you from meeting those dates. Unit exams can be accessed from the Assessments link found at the top of each course page, under "assn/exam/diagram" but can also be accessed from the learning activities/assessments page found within each unit module. The average of the 5-unit exams will **account for 20% of your final grade**. Unit exams can be completed from any computer with internet access. Exams may consist of multiple choice, true/false, matching, listing, and fill in the blank questions. All exams are timed. If you fail to complete an exam within the allotted time, the grade for that exam will automatically be recorded as a zero. Only one attempt is allowed. The time clock for each exam will begin when you logon and the exam must be completed within the time limit allowed. You cannot open an exam, log out and then access that same exam at a later date/time. Exam grades are calculated and recorded by the computer upon submission. After submitting an exam, you will only be able to see the questions answered incorrectly.

MID-TERM AND FINAL EXAM: The mid-term will **account for 15% of your final grade**. The mid-term exam will encompass chapters 1 through 7. The final exam will **account for 15% of your final grade** and will be **comprehensive**. Like all unit exams, it is timed and graded upon submission.

EXTRA CREDIT EXAM: One optional extra credit exam will be offered toward the end of the semester. This exam can be taken from any computer with internet access. The extra credit exam is a comprehensive exam, covering information from unit study guides 1-10. The exam may consist of multiple choice, listing, and fill in the blank questions. Only one attempt is allowed so once you start the exam, it must be completed within the time allowed. This exam is timed. If you exceed the time limit, the computer will automatically record your grade as a zero and no bonus points will be awarded. The extra credit exam will be graded upon submission and bonus points added to your overall grade for this course. Points are dependent on your exam score and based on the following scale:

Your Score Bonus Points Awarded

- 93-100=10 Points
- 84-92=6 Points
- 75-83=5 Points
- 66-74=4 Points
- 50-65=3 Points

In each Unit of Study, you will find the following pages:

- Unit Overview: A brief introduction to the unit, chapters covered, unit objectives, and a summarized to-do list.
- Instructional Materials: Course Objectives, Unit Objectives, Deadlines, Lecture Notes, Chapter Slides, and Videos & Media.
- Learning Activities/Assessments: A link to all graded material for the unit, Assignment Quizzes, Discussion Topics, Diagram Quizzes, and Exams. Graded material can also be accessed from the Evaluations link found at the top of the course screen.
- Self-Practice Activities: A link to unit practice test as well as the textbook website where you can access additional learning resources.

Grading Policy:

Discussion posts will be graded **within one week** of completion date and will be graded based on the rubric associated with each video discussion assignment. Test and diagram quiz feedback will be posted within each unit test under the feedback section.

Communication Policy:

Please email the instructor if any questions, comments, or concerns arise during the semester, these will be addressed as they come up. **All e-mails will be responded to within 24 hours during normal business hours, 8:00 AM to 5:00 PM, Monday through Friday.** Should you need to speak with me via phone, please refer to my office schedule posted within the web shell. Additionally, please send me an e-mail requesting the date and time you would like to have a phone conversation or please refer to page one of the syllabus for meeting scheduling information.

Grading Scale:

Letter Grade	Percentage Grade
A	93-100
B	84-92

C	75-83
D	66-74
F	65 and 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:

Make-up work and/or late submissions are generally not allowed in this class. Do not wait until the last minute to submit assignments. Additionally, **DO NOT COMPLETE DIAGRAM TESTS OR EXAMS ON YOUR CELL PHONE.** Images tend to not load well or at all on cell phones.

Attendance Policy

General Policy

- *This is an online course so you are expected to login frequently to engage with the content, submit assignments, and meet the associated deadlines. Check the schedule in the Getting Started section for details.*
- *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) or may miss deadlines due to sickness or emergency, you must notify the instructor as soon as possible before the scheduled course time.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
- *The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.*

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.

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/nsc>. 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. 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.