



**MIDWESTERN
STATE UNIVERSITY**

A Member of the Texas Tech University System

Course Syllabus: Intro to Human Bio
College of Math, Science, & Engineering
BIOL 1234
Fall 2024

Contact Information

Instructor: Sabrina Bradley
Office: Pierce Hall Rm. 107
Office hours: Tues: 11am to 1pm
Wed: 2pm to 4pm (Zoom Only)
Thurs: Noon to 1pm

[Zoom Link](#)

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Course Description

This course emphasizes structure and function of the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems of humans. Concurrent laboratory participation with animal dissection required.

Textbook & Instructional Materials

McGraw Hill Unity of Form and Function 10th Edition by Saladin; ISBN: 978-1266046674

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Grading

The Lecture portion of this course accounts for 70% of your final grade while the Lab portion accounts for 30%.

Table 1: Weights of each assignment

Assignments	Weight
Smartbook	20%
Bonus	5%
Tests	75%

Assignments

There will be chapter assignments throughout the semester. You are expected to do these assignments on your own, and they are open book. They are untimed, but they do have a due date by which they must be completed. In addition to these exams, there will be three in-class, group projects. They will be worth double an assignment grade.

Classroom Participation

Five of the Practice quizzes throughout the semester will be bonus assignments. They are worth a total of 20 points each. At the end of the semester, I will additionally drop **one** low SmartBook grade **only if all five are completed**.

Exams

The exams will utilize LockDown Browser + Webcam, so please ensure you have a device that can run that software. The exams cover the chapters outlined in the Course Calendar. I provide reviews for each test, and I offer review sessions the week before each exam.

Final Exam

The final exam is not comprehensive! It will be like other exams in the course and only contain material covered after Exam 3.

Late Work

Due dates are listed on the Course Calendar and in my weekly News Post. It is the student's responsibility to check both regularly.

Make Up Tests

I provide an opportunity to take a missed exam. It is always the Friday after the official due date of the exam as listed on the Course Calendar. A late point penalty will be incurred if an exam is taken late for an unexcused AND unproven reason. This penalty is 10% off the grade that was earned.

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please get in touch with the technicians listed for the program or contact your instructor.

Attendance

Students are expected to log in to D2L regularly. As such, official roll will be taken several times throughout the semester. ***If you do not log in to D2L for more than three weeks or turn in work for more than three weeks, you risk being instructor dropped from the course.**

Online Computer Requirements

Taking an online class requires access to a computer (with Internet access) to complete and upload your assignments. You are responsible for having (or having access to) a working computer in this class. ****Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings and the Academic Success Center. ****Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our online courses can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately if you have computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations; however, they are able to help you get connected to our online services. For help, log into [D2L](#).

Communication

You must check your student e-mail regularly and D2L for grade postings and announcements regarding assignments and schedule changes. Because documents will be distributed electronically, you must inform me immediately if retrieving them is a problem. Problems with due dates and exams must be discussed with me before the exam date or due date. The best way to reach me is through e-mail, which I check at least once daily. You can email me directly or via D2L. Leaving a voice mail is the second-best option. You can come by during office hours if you have a concern or question you need to discuss at length.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still

requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady - Active Shooter](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.