

# BIOL 1234-202: Anatomy and Physiology II

Midwestern State University, Spring 2021

## Description

An overview of the structure and function of the human body. This course covers the endocrine, cardiovascular, respiratory, lymphatic, immune, urinary, digestive and reproductive systems.

This course meets the general education requirement for a science course in the core curriculum. It is not intended for Biology majors or minors.

A pre-requisite "C" or better in A&P I and concurrent enrollment in a lab section is required for enrollment in this course.

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## Section Details and Instructor Information

**Your section meets on:** TR at 1:30 – 2:50 p.m.

Location: Bolin, Room 100

### Contact Information:

Instructor: Mrs. Jeanel Georges Insalaco

Office: Bolin Science Hall Room 307C

Phone: (940) 397-4023

Email: [jeanel.insalaco@msutexas.edu](mailto:jeanel.insalaco@msutexas.edu)

Office Hours: MWF: 9 am – 11 am; TR: 10-12; or by appointment

Office hours will be held via Zoom: <https://msutexas-edu.zoom.us/j/8697142289>;

Zoom ID: 869 714 2289

Please refer to [MSU Texas facial covering requirement](#) for protocols on attending classes in person.

## Required Materials

Required digital materials for this course are part of the Courseware Access and Affordability Program at MSU Texas. Students are charged for required course materials on their student account with the Business Office. Any students who wish to opt-out of the Program and purchase the required course materials on their own must do so prior to **01/27/21**. Opt-out instructions are sent to students' official my.msutexas.edu email address after the first day of class. Please contact the MSU Bookstore if you have any questions about the opt-out process.

### For Lecture:

- **Required:** Anatomy and Physiology: Unity of Form and Function, 9 e by Saladin and McFarland, ISBN 9781264349227. This provides access to the eBook and SmartBook: as well as lab simulations and virtual dissections.
- **Required:** A computer with internet access
- For those who prefer a physical textbook you may purchase a Loose Leaf – ISBN: 9781264260744
- Five Scantron sheets for in-class lecture exams (can be purchased in the bookstore)

- During class, students must comply with MSU's requirement for wearing a face covering as mandated in the document <https://msutexas.edu/return-to-campus/assets/files/msu-texas-facial-covering-requirement.pdf>

### This course uses Desire-to-Learn (D2L) extensively.

Each student is expected to be familiar with D2L as it will be a primary source of communication regarding assignments, exam materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact MSU's technical support department by phone at 940-397-4278, or by email at [helpdesk@msutexas.edu](mailto:helpdesk@msutexas.edu).

For technical support for Connect:

**Phone:** (800) 331-5094

**Online:** Submit a Support Request

**Chat:** Chat with a Representative

## Evaluation Procedures

### How your grade will be calculated

In lecture, 80% of your average will come from 5 equally weighted exam grades, 15% of your lecture grade will come from Smartbook assignments and 5 % from your participation. Smartbook is an adaptive learning tool that you access via the McGraw Hill Connect link on the D2L homepage. You get full points for completing the assignments. Participation will be assessed by the percentage of the uploaded lecture PowerPoints/videos that you review weekly.

At the end of the semester, the lecture and lab components of this course will be combined into a single weighted average, with 75% of the final grade coming from lecture, and the remaining 25% coming from lab.

Lecture and lab grades will be determined as follows.

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	below 60%

Item in <b>Lecture</b>	% of Lecture Grade
Lecture exam average	80%
Connect Smartbook	15%
Participation	5%

Item in <b>Lab</b>	% of Lab Grade
Virtual labs	10
Lab quizzes	30
Poster project	10
Lab midterm	25
Lab final	25

<b>Overall Course Grade</b>	% of Overall Course Grade
Lecture average	75%
Lab average	25%

**Note:** Final grades are rounded to the NEAREST whole number (0.5 rounds up, 0.4 rounds down). Grades will NOT be curved (adjusted) for students close to a cut-off between letter grades. A grade of C or better is required to enroll in BIOL 1234 Anatomy & Physiology II (see University catalog).

### More about exams

- There will be five multiple-choice exams in the lecture part of this course. Exams will require a Scantron sheet, which students must bring to the exam. They can be purchased in packs of four at the MSU bookstore. If an exam must be taken online Lockdown Browser and Respondus monitor will be used. You will need a webcam.
- Exams will be based off of material covered in lectures.
- **No exam grades will be dropped.**

### If you are late to an exam

If you are late to an in-class exam but no one has turned in a completed exam yet, you have the remaining exam time to take your test. If a student has already turned in the exam, you must schedule a make-up test (see below for “missed exams”).

### About missed exams

A make-up exam will only be allowed at the instructor’s discretion and if the student contacts the instructor during business hours **before** or, in the case of unforeseen circumstances, the same day that the exam was originally scheduled.

If a make-up exam is granted, it must be taken during the instructor’s available office hours, no later than the next business day after the originally scheduled exam.

Failure to contact the instructor within the accepted time, inability to take the exam during the instructors’ available office hours or failure to show up for the arranged appointment will result in a zero for that exam.

The make-up exam will not be the same as the original exam and will most likely be in essay or short-answer format.

### Integrity is expected from all students.

If a student is suspected of cheating, he/she may receive a zero for that assignment. The student may also be dropped from the course and/or ultimately be reported to the Dean of students for academic dishonesty.

Any action suspicious of cheating, attempting to cheat, or helping someone cheat on an exam (such as but not limited to looking on someone else’s paper, using notes, having a cell phone or any electronic device out during an exam, or recording or communicating exam content to other students) will result in termination of your exam and a grade of zero. If I can see any kind of electronic device (such as a cell phone) during an exam, regardless of what you are using it for, this may also result in automatic termination of and a zero on your exam.

For more information about the University Academic Misconduct Policy, see the [2020-2021 MSU Student Handbook](#), Appendix E, “Academic Dishonesty Policies and Procedures”

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## Frequently asked questions about grades:

How do I know what my grades are?

- Lecture grades will be posted on the lecture D2L page
- Lab grades will be posted to the Lab D2L page

How do I calculate my overall course grade so far?

- $[(\text{lecture average so far}) \times (0.75)] + [(\text{lab average so far}) \times (0.25)] = \text{Course Grade}$

Will you round my average?

- I will only round averages in instances where the average would normally and mathematically round up to the next number (such as in instances of 0.5 and higher). For example, an average of 89.5 will round to a 90.

Is there any extra credit I can do?

- **No.** Generally, I find that extra credit is unfair to students and discourages hard work from the start if students think they can make easy points with extra credit assignments. If you cannot complete the material assigned for credit then you will not be able to do extra work.

## Attendance Policy

You are expected to attend either in person or virtually via Zoom. If you are experiencing illness or any signs/symptoms of Covid-19 DO NOT attend class.

A student may request to limit or eliminate their physical class attendance due to an underlying condition through the Disability Support Services.

### In general

The only absences that are counted as excused by MSU are those required for MSU organizations or events. All other absences are deemed as excused or unexcused at the instructor's discretion.

The student is responsible for all material, announcements, reminders, and changes to the syllabus (should they occur) discussed in class whether or not you were present.

### In lecture

While attendance in lecture will be recorded every day, it will not be used in calculating your grade. However, excessive absences may result in you being instructor-dropped from the course particularly if you are at risk of failing the course. I will contact you by email before I do this.

### Lab attendance

Attendance will be measured based on completion of lab quizzes and lab activities. More than two unexcused absences in lab can result in an F in the course or removal from the course.

## Devices in Class

### Cell phones

You may use your phone as a tool to access or record lectures notes or otherwise understand current lecture material and to participate in classroom activities as directed by the instructor. However, most

students use cell phones in class to check social media, chat, or multitask in other ways. Please minimize distractions for the people around you by keeping your phone on silent and reducing the amount of time that you have an active, lit up screen where others can see it.

If your cell phone is visible during an exam for any reason (including to checking the time), your exam will be terminated and you will receive a zero for the exam with no opportunity to make up the grade.

### **Laptops/Tablets**

You may use a laptop to take notes, however, be aware that most students who use laptops in class tend to multitask. Research indicates that “multitasking” during class (texting, using social media, play games, etc.), increases study time and lowers grades. Before multitasking, ask yourself if it can wait. It’s your education, your choice.

Please be mindful that the students around you will be distracted by what is on your screen if you are multi-tasking. Minimize this problem by sitting where the fewest students will be distracted by what you’re doing.

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## **Relevant University Policies**

### **Students with Disabilities**

If you have a disability that requires an accommodation, I am glad to work with you. To arrange for the necessary accommodations, please contact the Disability Support Service in Room 168 of Clark Student Center (940) 397-4140.

### **About Campus Carry at MSU**

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University’s webpage at <https://mwsu.edu/campus-carry/rules-policies>.

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