SCOTTSDALE COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

Course Information

Semester & Year:	Fall 2024
Course Title:	Human Anatomy and Physiology II
Course Prefix & Number:	BIO 202
Section Number:	#13076 with lab #13078 or #35556
Credit Hours:	4
Start Date:	8/19/2024
End Date:	12/13/2024

Course Format

The course format for this course is Online/On Your Own Time. All coursework will be completed online in Canvas according to the posted due dates.

Instructor Information

Instructor:	Dr. Rebecca Linton
Email:	Rebecca.Linton@scottsdalecc.edu
Phone:	480-423-6165
Office Location:	NS 119

Office Hours:

Monday 12:00 pm - 1:00 pm (online)

Tuesday 12:00 pm - 12:30 pm (in person or online)

Wednesday 12:00 pm - 1:00 pm (online)

Thursday 9:00 am - 11:30 am (in person or online)

Other times available by appointment (email or Canvas inbox to schedule)

Course Description

Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance.

Prerequisites

Prerequisites: A grade of C or better in BIO201 or BIO201XT.

Course Competencies

MCCCD Official Course Competencies

1. Perform laboratory activities using appropriate laboratory equipment, specimens, materials, supplies, software, and/or simulations relevant to the course. (I-X)
2. Describe the histology, detailed gross anatomy, physiology, regulation, and homeostatic imbalances of the endocrine, digestive, male and female reproductive, cardiovascular, lymphatic and immune, respiratory, and urinary systems. (I-X)
3. Describe the regulation of water balance and the control and distribution of the ionic components of body fluids. (I, V-IX)
4. Identify the histology and detailed gross anatomy of the endocrine, digestive, male and female reproductive, cardiovascular, lymphatic and immune, respiratory, and urinary systems. (I-VIII, X)
5. Describe the functions of various hormones of the body including examples of selected disorders that result from their imbalance. (I-IX)
6. Describe the changes that occur in women during pregnancy and the various stages and events of fertilization and embryonic and fetal development. (IV)
7. Explain the regulation of acid-base balance in the body and the complications of acidosis and alkalosis. (V-IX)
8. Describe the composition and function of blood, including the identification, function, and development of each formed element. (V-X)
9. Demonstrate knowledge of laboratory safety and procedures. (X)

Use the provided hyperlink to access the official MCCCD course competencies and outline for BIO 202 Human Anatomy and Physiology II.

Texts and Course Materials

The following materials are required for this course:

1. Text: Anatomy & Physiology 2e (FREE online access or download)

2. LockDown Browser + Monitor for proctored tests
3. YouTube for content videos

Course Technologies

View the Accessibility Statements & Privacy Policies of technologies used in this course.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account
- Maricopa Open Educational Resource Learning System (MOER)

Synchronous Communication Tools

This course implements the use of web conferencing and/or other synchronous course tools.

- Zoom
- Google Meets

Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

- YouTube
- Films on Demand

Student Assignment Tools

This course requires students to participate in or submit assignments using desktop or cloud-based applications.

- Google Products
- Microsoft Office 365
- ScreenPal

Exam Proctoring Tool

Respondus LockDown Browser

Respondus LockDown Browser secures online exams by locking down the testing environment within Canvas. LockDown Browser prevents access to other applications, and many common functions on a computer while an assessment is active. Some of the exams in this course require the use of this software. A LockDown Browser download link will be provided within the Canvas course. For further information, see the Student Resources page provided. For your reference, read the System Requirements for LockDown Browser and LockDown Browser Terms of Use.

Please note that Respondus LockDown Browser with Monitor requires a room scan prior to all testing sessions.

- **Be sure to scan all areas around your testing area to demonstrate the absence of any unauthorized aid or assistance.**
- **Any unauthorized aid or assistance will result in a zero on the assignment and could result in further disciplinary action according to the student code of conduct.**

LockDown Browser with Monitor will be used for all lecture exams and lab practicals.

- **The webcam must remain on during the entire exam or practical.**
- **Turning off or removing the webcam during the exam or practical will result in a zero on the assignment.**
- **Failure to follow LockDown Browser with Monitor requirements on an additional assignment will result in a zero on the assignment and may result in a withdrawal failing.**

LockDown Browser will be used for all chapter quizzes.

- **A violation of LockDown Browser on chapter quizzes will result in a zero on the assignment.**
- **A second violation will result in a zero on the assignment and may result in a withdrawal failing.**
- **Any quizzes with a zero due to a violation of course policy will not be dropped as the lowest quiz grade and, as such, will count toward the final points earned in the course.**

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the Student Regulations page of the Maricopa Community College District website.

Generative Artificial Intelligence (AI) Policy

Opening Statement Regarding Generative Artificial Intelligence (AI)

The World Economic Forum defines generative AI as “a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more.”

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Bard, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

No Generative Artificial Intelligence (AI) Allowed

In this class, all work submitted must be your own. The use of generative AI tools will be considered academic misconduct (see Administrative Regulation 2.3.11 1.B(b)) and will be treated as such. If you are unsure if the tool or website you are using is a generative AI tool, please contact the instructor for further clarification before using the tool or website.

Grading Standards & Practices

Your grade for this course will come from the percentage of the total points you earned for both lecture and lab activities. The breakdown of assignments below lists the corresponding point total for each and if a lowest score will be dropped for the type of assignment. There will be 4 lecture exams, 10 lecture quizzes, 10 chapter practices, and 3 chapter assignments that count toward your final grade earned in the course. There will be 3 lab practicals, 8 lab quizzes, 8 lab practice assignments that count toward your final grade earned in the course. Additionally, there will be 3 Mini Lecture Exams that quiz you on chapters in preparation for the lecture exam and 2 Mini Lab Practicals that quiz you on labs in preparation for the lab practical that will count towards your final grade.

Please use the Prepare page for each chapter to watch the provided videos and review the presentations while taking notes- they are essential for learning and failure to review them will result in missed opportunities to learn and master the content.

Due to the pace of work, volume of content, and the general nature of the course, **there are not any opportunities for extra credit.** A complete point breakdown of the **699 points** available is provided below. As an SCC policy, grades are not rounded or curved as this can negatively impact some students.

Your grade will be based on the following:

Grade Scale

Letter Grade	Percent Range	Points Range
A	90 – 100%	629 - 699
B	80 – 89%	559 - 628
C	70 – 79%	489 - 558
D	60 – 69%	419 - 488
F	0 – 59%	418 or less

Assignments

Assignment Name	Quantity	Points Each	Total Points	Percent of Grade	Notes
Lecture Exams	4	70	280	40%	
Chapter Practice	11	5	50	7.2%	Lowest score dropped, 10 counted
Chapter Assignments	4	5	15	2.1%	Lowest score dropped, 3 counted
Chapter Quizzes	11	10	100	14.3%	Lowest score dropped, 10 counted
Mini Lecture Exams	4	10	30	4.3%	Lowest score dropped, 3 counted
Lab Practicals	3	50	150	21.5%	
Lab Practice	9	1	8	1.1%	Lowest score dropped, 8 counted
Post Lab Quizzes	9	5	40	5.7%	Lowest score dropped, 8 counted
Mini Lab Practicals	3	10	20	2.9%	Lowest score dropped, 2 counted

Miscellaneous Assignments	3	1-3	6	0.9%	Assignments include discussions, etc.
TOTAL:			**699**	**100%**	

As the instructor, I reserve the right to adjust the grading scale to meet the needs of the course. If adjustments are made, I will communicate the changes to the students.

Material covered on the lecture and lab quizzes and exams will come directly from the online materials and readings. Therefore, it is essential that students complete all online assignments and take detailed notes.

All lab practicals, lecture exams, and chapter quizzes will require the use of LockDown Browser. Lab practicals and lecture exams will also require the use of LockDown Browser + Monitor.

Makeup exams are rarely given and only for excused absences, such as documented illness, family emergencies,etc. Makeup exams may be of an entirely different format than regular exams.

Academic dishonesty in any form will not be tolerated. Any type of assistance (notes, text, web based, person, etc.) is strictly forbidden for an assignment that states it is closed book, closed resource and will be considered cheating & subject to the policy outlined in the Student Conduct Code.

Your learning and knowledge of the material will be assessed by the following:

Lecture Exams, Lab practicals, and Chapter Quizzes

- These assessments can only be taken one time. Additionally, they are all closed-book, closed-resource. Any type of assistance (notes, text, web based, person) is strictly prohibited during examinations and will be considered cheating and a violation of the student code of conduct.
- Lecture exams and lab practicals will be open for a 48 hour period. Any exam or practical not completed by the due date will receive a zero for the assignment.

Mini Lecture Exams, Mini Lab Practicals, and Post Lab Quizzes

- These assessments can be taken multiple times with the highest score being kept as the grade earned until the assignment close date. It is recommended to avoid the use of resources while completing these assignments as they aim to check understanding of chapter concepts.

Practice for Chapter and Lab
- These assignments can be taken multiple times with the highest score being kept as the grade earned until the assignment close date. Additionally, the use of resources is recommended to aid the initial studies of chapter or lab concepts.

Assignments for Chapter
- These assignments vary by chapter to help students gain a better understanding of specific concepts in the chapter. The use of additional resources to complete the assignment is recommended since it will aid the initial studies of chapter concepts.

Response Time

Students can expect a response time of 24 hours, excluding weekends and holidays, or the instructor to respond to messages sent via the Canvas Learning Management System or email.

During the Fall 2024 semester, both email communication and grading will occur Monday-Friday only. Though I am likely to be online during the weekend or holidays and may respond to messages, please do not depend upon a response from me over the weekend. If you need help or have a question, plan accordingly to avoid the dreaded wait until Monday for a response.

Students can expect assignments to be graded within one week of submission and often sooner. Please check the Assignment Comments because I often leave feedback there for you when I review your assignment.

Attendance Policy

Attendance is required. At Maricopa Community Colleges, students must be engaged in some type of academic activity each week of their online course. Failure to complete any academic activity within one calendar week, will result in withdrawal from the course. Simply logging in to an online class will not count as academic attendance. The following is a list of activities that constitute online class academic attendance:

• Submitting an academic assignment (assignment required in the course, regardless of whether it is graded or not), paper, or project.

• Taking an exam, quiz, computer-assisted instruction, or an interactive tutorial required by the course.

• Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Instructional Contact Hours (Seat Time)

This is a four (4) credit-hour course. Plan to spend at least four hours on course content or seat time (direct instruction) and eight hours on homework weekly. Accelerated courses will require additional time per week.

Online Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the Tutoring & Learning Centers page for detailed information on the five learning center's hours and procedures.

As much as possible, it is highly recommended that you utilize SCC tutors since they are more familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. Brainfuse provides online tutoring in a variety of academic subjects. Each student may utilize up to 6 hours of online tutoring through Brainfuse per semester, and has the option of requesting additional time if needed.

To access Brainfuse and begin working with a tutor:

1. Visit the SCC Online Tutoring Services Through Brainfuse page (https://www.scottsdalecc.edu/students/tutoring/online-tutoring)
2. Click the **Visit a tutor online** button
3. Enter your MEID and password
4. Choose your topic and subject
5. Click the **Connect** button

Please use your time effectively and be prepared with your questions before you connect to a tutor. Tutors and students communicate in real-time so whatever you type, draw, or share on the screen, the tutor sees, and vice versa. You may also want to have screenshots ready if applicable. All Brainfuse sessions are recorded for review later.

Cross-Listed Sections

Multiple sections of this course are combined on Canvas. You may interact with students from another class online. If you have questions, please contact me.

Learning Tools and Your Privacy and Security

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application, site or tool, certain identifiable information may be required to establish a user name or password, and submit work and/or download information from these tools. Inherent with all internet-based tools, there is a risk that individuals assume when electing to use these tools, as they may place information at risk of disclosure.

To use learning tools responsibly, please observe all laws and the Maricopa Community College District Student Conduct Code, such as copyright infringement, plagiarism, harassment or interference with the underlying technical code of the software. As a student using a learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to learning tools constitute an educational record. By using the tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & Student Services** page found in the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.