

***Biology 234 Human anatomy & Physiology II 100% Online***

<b><i>Instructor</i></b>	Ed Krol Ph.D.  Anatomy & Physiology Instructor  e-mail: <a href="mailto:bio234@comcast.net">bio234@comcast.net</a> (note below on how to address your e-mail)  Cell telephone for course: 1-734-536-7371
<b><i>Division Name</i></b>	Science
<b><i>Course Number &amp; Title</i></b>	Biology 234 – Human Anatomy & Physiology II
<b><i>Credit Hours</i></b>	Four
<b><i>Total Contact Hours</i></b>	Not applicable to internet course. However, the student is expected to study 12 hours per week in addition to taking any tests on line.
<b><i>Course Grading Scale</i></b>	A down through E
<b><i>Catalog Description</i></b>	Covers special senses, endocrine, circulatory, lymphatic, immunity, respiratory, digestive, urinary, fluids, electrolytes and acid-base balance and reproductive systems. Labs are sequenced with and reinforce lecture content. Bio 233 and Bio 234 are a two-semester sequence designed for the student who plans to pursue a career in a health field. Three hours of lecture and two hours of lab per week.
<b><i>Prerequisite</i></b>	Bio 233 on line at HFCC with a grade of C or better, or prior written consent of instructor. If you register without this prerequisite I WILL drop you from the course.
<b><i>Course Goals</i></b>	This experience is intended to give you the identical learning outcomes as if you attended lecture and lab on campus.
<b><i>Core &amp; Course Objectives</i></b>	Students who successfully complete the assignments of the this course should be able to:  1. Demonstrate a familiarity with the Internet and as it relates to Biology.  2. Define roots, prefixes and suffixes of medical terminology encountered or used so the student can meanings to new or unfamiliar words.  3. List selected anatomical and physiological information as listed in the unit or chapter objectives. See the lecture schedule for the list of chapter titles.  4. Explain selected physiological processes and facts as discussed in class and in the assigned readings from the textbook. See the lecture schedule for the list

	<p>of lecture topics.</p> <p>5. Relate and apply the concept of pH and osmosis to all systems studied.</p> <p>6. Identify the major organs of each system and describe their primary functions.</p> <p>7. Identify the negative feedback systems of each major system and how they interrelate.</p> <p>8. Summarize the process of protein synthesis and its relevance within each system.</p> <p>9. Distinguish between a cell, tissue, organ, and system.</p> <p>10. Relate how anatomy in certain cases relates to the physiology of the organ.</p> <p>11. Develop the ability to read data graphs and understand their basics.</p> <p>12. Construct and use a concept map or flow chart in the learning of various physiological processes.</p>
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<b>Course Textbook &amp; Materials</b>	Available in HFCC College Bookstore on campus. Check the area for the Biology Department, Biology 234 Internet course'.
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<b>Student Responsibilities</b>	<p style="text-align: center;"><b>Student Responsibilities</b></p> <p><b>Backup Copies:</b> Always keep a backup copy of all work. This electronic medium is very reliable and convenient, however, as with all computer systems, problems can occur. Back up your work and keep copies of everything. This is your responsibility. "Computer error" is not an acceptable excuse.</p> <p><b>Computer Care and Usage:</b> Keep your computer in working order. That includes keeping it clean of viruses. Also, update or upgrade your browser software to the latest version. Do Not Block Popups. Ucompass needs these enabled to function during this course. Keep your operating system clean and update. Learn how to defragment your computer along with other functions that keep your computer's operating system running at peak and clean efficiency. If your computer freezes during a test and does not allow you to complete the test and/or makes you late in the submission of your tests or assignments then that will be your concern and responsibility. "My computer froze and could not complete the test" is not an excuse and becomes your problem. Sorry.</p> <p><b>Rules &amp; Regulations:</b> Students are responsible for the contents of this syllabus,</p>
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	<p>the college catalog, and the student handbook.</p> <p><b>Announcements:</b> You are responsible for reading and adhering to the messages in the Announcements box on your UCompass page.</p>
<p><i>Core Course Topics</i></p>	<p><b>Special senses</b> (eye ear, taste and smell) receptors and receptor function, olfaction, gustation, vision, equilibrium and hearing</p> <p><b>Endocrine system</b> principles and mechanisms, endocrine glands, hormonal interaction, integration with other systems</p> <p><b>Hematology</b> functions of blood, composition, plasma, formed elements, hemostasis</p> <p><b>Cardiology (Heart)</b> anatomy, heart beat, cardiodynamics, cardiovascular system</p> <p><b>Cardiovascular system</b> (blood vessels and blood pressure) structure of vessels, physiology, self-regulation, patterns of response, major vessels, aging, and integration with other systems</p> <p><b>Lymphatic system and Immunity</b> organization, body defenses (specific and non-specific), the immune response, development of resistance, stress, aging, integration with other systems.</p> <p><b>Respiratory system</b> structure, functions, upper vs. lower, lungs, pleural cavities and pleural membranes, physiology, controls, acid-base balance, birth and aging, integration with other systems</p> <p><b>Digestive system</b> structure and functions, esophagus, stomach, small intestine, large intestine, digestion and absorption, aging, integration with other systems</p> <p><b>Metabolism and nutrition</b> overview, carbohydrate protein and lipid metabolism, diet and nutrition, bioenergetics, aging</p> <p><b>Urinary system</b> structures and functions, physiology of urine production, acid-base regulation, urine transport, storage and elimination, aging and integration with other systems.</p> <p><b>Fluid, Electrolyte and Acid-Base Balance</b></p>

	<p>overall concepts, acid-base balance mechanisms (respiratory and urinary systems), electrolyte basics, and disturbances of acid-base balance, aging, and integration with other systems.</p> <p><b>Reproductive systems</b>  overview, male reproductive system, female reproductive system, menstrual cycle, aging, pregnancy, integration with other systems</p>
<p><i>Assessment of Academic Achievement</i></p>	<p><b>Lecture:</b>  Students will complete the Lec CT (Lecture Chapter Tests) as scheduled. Major lecture exams will be given on specific Lec CTs. Periodically discussion board questions or statements may be posted for student input or comment. The level of interactions and answers will be recorded and placed into the assessment record.</p>

	<p><b>Laboratory:</b> Laboratory content will be assessed on Lab THTs (Lab Take at Home Tests)</p> <p><b>Computer skills:</b> Skillful use of the internet and course content is expected and an integral part of this course in studying and taking all tests. Students will acquire additional skills throughout the course. Those will include the proper maintenance of your computer.</p>
<p><i>Grading &amp; Course Grade</i></p>	<p>-1. The final grade for the course is based on the percent of the TOTAL POINTS possible at the end of the semester.</p> <p>-2. Extra credit work or whatever you call it will not be given to any <i>individual</i> student. I have never done this for any individual student nor will I.</p> <p><b>Grading Scale &amp; Grades</b></p> <p><b>A</b> range     <u>100 to 90%</u>                      A+ 97,98,99 and 100 %     A- 90,91 and 92%</p> <p><b>B</b> range     <u>89% to 80%</u>                      B+ 87,88 and 89%     B- 80,81 and 82%</p> <p><b>C</b> range     <u>79% to 73%</u>                      C+ 77,78 and 79%</p> <p><b>D</b> range     <u>72% to 65%</u></p> <p><b>E</b> range     <u>64% and below</u></p> <p>-5. An Incomplete [I] grade is given only in extraordinary emergency situations and if the course grade is a 73% (minimal passing level) or higher grade at the time of the request.</p> <p>-6. NO test grade will be dropped. Test not completed by the deadline time will be recorded as a Zero and become part of the calculated total points.</p>
<p><i>Make Up exams &amp; Late Assignments</i></p>	<p>There are no make up exams. When the date and hour has passed for the Lecture CT (Chapter Test) and for major lecture exams the computer will lock you out. If submitting a Lab THT past its deadline it will be penalized with a 20% reduction in the recorded score.</p>
<p><i>Participation &amp; Drop Policy</i></p>	<p>Students are expected to complete all weekly assignments and tests contained with this course on or before the stated deadline times and dates.</p> <p>The official college drop policy for the last day to withdraw from a course</p>

without a grade is before the end of the 10<sup>th</sup> week of classes.

-1. If any student, drops the class at the Registrar's office, during the first 10 weeks of the semester, the college computer records an automatic DR grade. When the class is dropped after the 10th week of classes, **you must contact me first**. If you do not then an E will be entered as your course grade regardless of what is mentioned by counselors, other students or other faculty.

2. A DR (drop) grade will be given after the 10th week **only** if you have a 73% or greater average at that point. If you have less than 73% then the related grade based on the above grade scale will be given.

### ***Tuition Refunds***

Tuition refunds and fee refunds (except registration fees) may be obtained on all classes that were officially dropped:

100% during the 1<sup>st</sup> week of classes

50% during the 2<sup>nd</sup> week of classes

No tuition refunds are given after the end the 2<sup>nd</sup> week of classes. No exceptions are made for students who enroll late for a class. Contact Registrar's office for more details.

Students receiving federal financial aid have additional refund options available. They should review the Financial Aid Information Guide and Consumer Information Supplement, available in the Financial Aids Office.

### ***OnLine Conduct Policy***

Students at HFCC are expected to show respect for order, law, the personal rights of others, and the educational mission of the College. Standards of personal integrity are also expected to be maintained.

Students in this OnLine course are held to the same behavioral standards as students in traditional classrooms. Be aware that as your instructor I will be observing your discussions with each other. Those will be reviewed and commented upon if inappropriate or questionable. Specifically, you should adhere to the following guidelines:

- All correspondence during this course is for learning. Any personal communications should be conducted elsewhere.
- Treat and respect others online as you would want to be treated.
- Words or comments that inflame or attack others are unacceptable.
- ***Before*** sending any correspondence take the time to review the tone,

	<p>language, word choice, spelling, grammar and its intent.</p> <ul style="list-style-type: none"> <li>· HFCC's computer use policy is in effect. It is found at <a href="http://www2.hfcc.edu/resources/policy.htm">http://www2.hfcc.edu/resources/policy.htm</a></li> <li>· You are responsible for completing your own work and on time according to the lecture and laboratory syllabus.</li> </ul>
<p><i>Academic Dishonesty (Cheating)</i></p>	<p>Henry Ford Community College considers academic dishonesty to be a serious offense. It is the policy of the College that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor. The instructor may administer a penalty up to and including failure in the particular course. It is the professional obligation of the faculty to enforce academic integrity in their courses.</p> <p>Academic dishonesty is any activity intended to improve a student's grade fraudulently.* It includes, but is not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Unauthorized acquisition of tests or alteration of grades (such as the stealing of tests, test keys, or grade books from faculty offices or elsewhere, or the purchasing of tests or grade books);</li> <li>2. Unauthorized use of notes, books, or other prohibited materials during an examination;</li> <li>3. Open cheating on an examination (such as copying from another student's paper);</li> <li>4. Permitting another person to take a test in the student's place or receiving unauthorized assistance with any work for which academic credit is received;</li> <li>5. Providing unauthorized assistance with any work for which academic credit is received;</li> <li>6. Revision of graded work in an attempt to receive additional credit fraudulently;</li> <li>7. Plagiarism (using another person's work without acknowledgment);</li> <li>8. Any other conduct intended to obtain academic credit fraudulently or dishonestly.</li> </ol> <p>If an instructor fails a student in a course for academic dishonesty, the instructor must immediately notify in writing the student and the registrar of the</p>

	<p>infraction, retaining copies of both notifications.</p> <p>The registrar maintains a record of all such violations. If a student fails two classes as a result of academic dishonesty, he or she is dismissed from the College for two academic years. In addition, a notation of the reason for academic dismissal is placed on the student's transcript. The notation may be expunged at the discretion of the appropriate vice president if the student petitions for its removal after at least two years have elapsed since the disciplinary action.</p> <p>If a student believes that the accusation is false, he or she may appeal through the Student Complaint Procedure. If the appeal reaches the Student Complaint Board, the Board may consider only whether the charge is justified. The Board may not set aside or change the penalty given by the instructor unless the charge of academic dishonesty is set aside.</p> <p>*Any action that violates the Student Conduct Policy and Due Process Procedure is also subject to review under that policy.</p>
<i>Disclaimer</i>	<p>This syllabus may be changed anytime as determined by the college or department. Any errors are just that and not a misrepresentation of course or college policies</p>
<i>Student Support Services</i>	<p><b>Technology &amp; Tech Buddies</b>  If you need assistance signing onto UCompass for this course, call the Instructional Technology office at 313-845-9663, ext 4 or 6. e-mail at <a href="mailto:signorelli@hfcc.edu">signorelli@hfcc.edu</a>, <a href="mailto:kolin@hfcc.edu">kolin@hfcc.edu</a>, or <a href="mailto:drinaldi@hfcc.edu">drinaldi@hfcc.edu</a>. The Instructional Technology office is located on the lower level of the Learning Technology Center (same building as Campus Safety), room A-004.</p> <p><b>Media Center</b>  Located on the second floor of the Library (Learning Resource Center - LRC) is an anatomy and physiology lab study room. It available during open library hours. It contains almost all of the same models you will see OnLine during in this course throughout the semester. It would be worth your while to stop by and see if it will help you learn human anatomy.</p> <p><b>Assisted Learning Services</b>  The Assisted Learning Services Program is designed to assist physically challenged, learning disabled or academically disadvantaged students at Henry Ford Community College to overcome barriers to education through its supportive services. They are located in the Library, north side (parking lot side) and on the main level. For more information contact the office at 313-845-9617 or for the hearing impaired 313-845-9804</p>

**Learning Lab**

Located on the second floor of the Library, the learning lab assists HFCC students by identifying and improving the skills needed for success in college. For more information call the Learning Lab at 313-845-9643.0