



**MISSISSIPPI VIRTUAL COMMUNITY COLLEGE  
PEARL RIVER COMMUNITY COLLEGE  
COURSE SYLLABUS ONLINE A&P I**

- COURSE TITLE:** BIO 2514 Online Anatomy and Physiology I Lecture and Lab
- INSTRUCTOR:** Melinda Miller, office 125 Science Building  
PRCC Poplarville campus
- CLASS TIMES:** All online- Weekly folders will be opened on Monday by 7 am and all previous week's work is due by **7am on Monday**
- CAMPUS PHONE:** (601) 403-1291 voice mail I will return your call or email you within 24 hours. I will only be checking my voice mail on Monday through Friday 3pm during the semester. Voicemails left after 3 pm on Friday until 10 am on Monday, will not be answered until Monday afternoon.
- OFFICE HOURS:** Virtual office hours via Zoom are Mondays from 2-3pm.  
Other face to face or virtual times by appointment when needed.
- EMAIL:** [mmiller@prcc.edu](mailto:mmiller@prcc.edu) This is the best way to contact me during the semester.  
(Please give me 24 hours to respond to your email Monday-Friday and 48 hours Friday afternoon –Sunday night. **Always include your full name and class in your messages and a proper subject heading. Please do not use an old email with an old heading to send a new email.**

**COURSE DESCRIPTION:**

Prerequisite: BIO 1131 and BIO 1133 or BIO 1134, or BIO 1511 and BIO 1513, or BIO 1514 with a grade of "C" or better or the A&P waiver: A score of "21" or better on the Science Reasoning portion of the ACT and 3 High School Biology/Chemistry courses with a C or better or BIO 1131 and BIO 1133 or BIO 1134, or BIO 1511 and BIO 1513, or BIO 1514 with a grade of "C" or better. A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary system, skeletal system, muscular system, nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. This laboratory course includes the dissection of a representative mammal. The laboratory component will involve selected activities to help students develop a practical understanding of Human Anatomy. Laboratory activities include online dissection study models, digital microscopy, demonstrations, experiments, and internet activities to accompany the material using the required lab kit and MasteringAandP access. 3 hours of lecture credit, 1 hour of lab credit.

Anatomy and Physiology I is a **rigorous course building on your understanding of General Biology I principles and knowledge and your ability to understand anatomical structures and function of the body.** A&P I online courses cover the same amount and level of content as traditional face to face courses. Students taking this course online find that it requires more time than when it is taken in the traditional format. Remember that in an online course, you are independently and actively responsible for all online lecture and lab content during the week plus the additional assignments and content that all face to face students do as well.

**Students earning a final grade of B or higher report preparing/studying at least 15-20 hours per week for this course if not more. Please plan accordingly when considering this type of course.**

You are an adult and a college student. As such you are expected to be able to work and learn independently, and to be responsible for all assignments and materials. This is a difficult course, and will cover a tremendous amount of material in a very short amount of time; that will require hard work, time management, computer skills, and discipline. **There are no quick or easy ways; what you learn here will be directly proportional to the amount of effort you have expended.**

**PRE-REQUISITE:** BIO 1133 and BIO1131 (General Biology I Lecture and Lab) with a **C** or better or BIO 1513 and BIO 1511 (Principles of A&P I Lecture and Lab) with a **C** or better or satisfied (with documentation) the PRCC waiver policy.

If you have not taken this prerequisite, you can not be enrolled in this course.

Students enrolled in certain developmental classes may not enroll in BIO 2513/2511. ENG 1103, ENG 1203, MAT 1103, MAT 1203, MAT 1233, or REA 1213)

- As a pre-requisite for this course, you are required to have a solid biology background. You will have a GRADED assessment during the orientation week, based on what we expect that you from previous knowledge in biology. It will include: characteristics of life, homeostasis, basic chemistry (important elements, ions, bonding), organic macromolecules (carbohydrates, lipids, proteins, nucleic acids), enzymes, cell structure (review all animal cell structures), cell physiology (passive and active transport, cell division(cell cycle and meiosis)
- If you did not take BIO 1133/1131/1134 or BIO 1513/1511/1514 because you used the A&P waiver, you are still responsible for the chemical and cellular content mastered in those classes.

**COREQUISITE:**     **A&P Online lab** must be taken with A&P online lecture

*Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia Moody Seal, Director of Admissions and Records, and ADA/Civil Rights Coordinator, at P.O. Box 5537, Poplarville, MS 39470 or 601-403-1060. For inquiries regarding Title IX, contact Maghan James, Assistant Vice President of Student Services and Title IX Coordinator, P.O. Box 5560, Poplarville, MS 39470 or 601-403-1253.*

**ADA STATEMENT:**

If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance or accommodations, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures: Poplarville Campus, Tonia Moody Seal at 601-403-1060 or [tmooddy@prcc.edu](mailto:tmooddy@prcc.edu); Forrest County Center, Beth Strahan at 601-554-5530 or [bstrahan@prcc.edu](mailto:bstrahan@prcc.edu); Hancock Center, Raymunda Barnes at 228-252-7000 or [rbarnes@prcc.edu](mailto:rbarnes@prcc.edu). Distance Learning Students who require special assistance, accommodations, and/or need for alternate format should contact Tonia Moody Seal at [tmooddy@prcc.edu](mailto:tmooddy@prcc.edu).

**ACADEMIC INTEGRITY:**

This course relies on the principle that all who participate will do so with the honesty befitting adult, professional studies. Without integrity of all students, the integrity of the course, this school, and your own credentials all suffer. This means that all students are expected to submit only their own work, whether for assignments, papers, online work or quizzes, in-class tests or quizzes, or any other component of this course. Thus, students may not receive inappropriate help nor give inappropriate help to other students.

PRCC academic integrity policies outlined in the Student Handbook and other college documents stipulate a variety of possible outcomes of violation of principles of basic academic integrity. In this course, using, receiving or giving inappropriate help in online tests, in-class exams, or assignments could result your dismissal from the course. Inappropriate help may include having someone do all or part of the work for you, providing or receiving copies of current in-class exam items or answers to in-class exam items, and copying someone else's work and submitting it as your own. Students who witness or have reason to suspect violations of academic integrity in this course and do not report it promptly, thus further enabling the dishonesty, will themselves also be subject to disciplinary action.

**Characteristics of students with academic integrity include:**

- **Honestly represent personal work as their own.** These students do not copy the work of others and represent it as their own work.
- **Communicate with the instructor and others truthfully.** These students do not make false statements about computer failures, family emergencies, etc., in order to extend deadlines, or excuse absences.
- **Engage other students with integrity.** These students **do not enable academic dishonesty** by illicitly providing test answers or other academic assignments written or online to other students. They do not "look the other way" when they observe dishonesty, but instead report it to the instructor

The *main* reason you *want* to be honest in your anatomy and physiology course is that **you need to learn these concepts**. *A&P is the foundation of everything else* you will encounter in your professional training program and your career. If you use dishonest shortcuts to give the illusion that you have learned more than you actually have, then you will be underprepared for the rest of the course and the rest of your academic program. It's likely that you won't be able to successfully begin your career.

If you get through your program by cheating, which is not very likely, you may later cause death or illness in a client! How? Because there will be **concepts missing from your professional knowledge base**.

Now is a great time to **develop an ethical, professional mindset**. And that mindset **MUST** include integrity because this is so important for health professionals.

**COURSE GOALS:** The goals of this course (BIO 2513/2511/2514) are:

- To help students develop an understanding of the structure and function of the human body so that informed decisions regarding health care and daily living can be made.
- To prepare the students majoring in an allied health field (including Associate Degree Nursing programs as well as a 4 year transfer programs) for completion of his/her curriculum.
- To provide students with opportunities to learn and practice observational skills, critical thinking skills, and analytical processes.

## **STUDENT LEARNING OUTCOMES for BIO 2514**

### **BIO 2514 Anatomy and Physiology I Lecture Portion**

- use correct anatomical and physiological terms to describe the human body
- list, describe, and identify the anatomical components and functions of the tissues and integumentary system, skeletal system, muscular system, and nervous system that are explored by the course
- demonstrate the ability to make connections between body systems and how they relate to the overall function of the human body

### **BIO 2514 Anatomy and Physiology I Laboratory Portion**

- identify anatomical structures concerning the tissues and integumentary system, skeletal system, muscular system, and nervous system.
- analyze laboratory experiments concerning physiology of the muscular system and nervous system.

**LEARNING OBJECTIVES:** A detailed list of student objectives prefaces each chapter indicated on the course outline. Students should refer to these objectives when preparing for work and tests. Lists of objectives are also on the class website along with practice quizzes, flashcards, and study aids. MasteringAandP has a wide variety of resources for your success. The Learning Lab has a wonderful supply of study aids, dissection videos, and other resources.

### **REQUIRED TEXTBOOKS/ MATERIALS:**

- Lecture Textbook- Your etext of Marieb & Hoehn, *Human Anatomy & Physiology*, 10<sup>th</sup> edition will be accessed on Canvas automatically. More information how to use and download the text information to mobile devices will be during the orientation week. Some students may want a written copy of the textbook and it can be ordered at the PRCC bookstore. All page numbers for reading assignments and content will be using the Marieb 10<sup>th</sup> edition of the text.
  - PRCC Email access and internet access
  - MasteringAandP- See directions for MasteringAandP information under the syllabus page when class begins
  - eScience Lab kit (access code purchased at PRCC bookstore or online) see directions under the syllabus page when class begins
  - Human skull model (available at PRCC bookstore and also online- more information will be given by week 2)
  - Other lab materials will be needed as the course continues
- MasteringAandP uses Java and FlashPlayer for certain content, so iPad, iPhone users may need to complete certain tasks on a computer that uses an appropriate browser for Flash/Java.

**CLASS POLICIES:** All attendance, grading, makeups, withdrawal, safety, and other policies are those published in the *Cat Country Guide*. This updated guide is available online at [www.prcc.edu](http://www.prcc.edu)

### **COURSE REQUIREMENTS AND EXPECTATIONS:**

**ATTENDANCE:** Success in this class is linked to your attendance and preparation for class. You are expected to be actively involved and working in this course during the week. Only **TWO** absences are allowed the entire semester regardless of the reason. Attendance for the online course for each week is measured by your activity in completion of tasks and assignments in both lecture and lab on MasteringAandP and on Canvas. Upon the third class absence, you will be dropped from the course.

**There are no acceptable reasons for missing online assignments or due dates. Technical/computer issues are not documented excuses.**

**GradesFirst:** All instructors will be using GradesFirst to communicate attendance and other class information with instructors, advisors, coaches, and students. As a PRCC student, you need to become familiar with GradesFirst. GradesFirst is an online tool where you can email your instructors, view your schedule, and look up midterm and final grades. GradesFirst is used by instructors to track your absences. When you are marked absent for a given day, you will receive an email from GradesFirst notifying you of the absence.

**EMAIL NETIQUETTE:** Please email your instructors, proctors, and other students appropriately. Any type of rude words/comments will result in your being dismissed. **Do not email your instructors in text message format.** Please remember to use capital letters, periods, and commas where appropriate in your emails. Remember to stick to the point of your e-mails, keeping it short, and relatively formal. Your professors write letters of recommendation for you, so you want them to know that you can write in standard English. Also, in my class, please make sure in every email that you send that in the subject line of the email you put **your name A&P I Online and then subject.**

**Very important-** Because I have emails automatically directed into different email folders, never use an older sent email to send me another email. For example, if I send you an email with the subject of lab 2, don't use that email to send me an email about a question for Chapter 5. This will result in your emails not being answered correctly.

Also please make sure that you have updated your Canvas notifications with your preferred email address for the course.

### **Class Responsibilities:**

**MasteringAandP Assignments:** You will have assignments covering each concept and topic. These will consist of material from notes and the REQUIRED readings. These will be available on the class website and grades will be sent to me by the due date. No late assignments will be accepted. Announcements of these will be made on Canvas as part of your weekly assignments.

**Lecture Timed Quizzes:** Lecture Timed Quizzes content and dates will be announced on Canvas. These quizzes are all timed and will be on Canvas and/or MasteringAandP. No late quizzes will be accepted.

**Lab Assessments:** Lab assessments will be assigned throughout the semester starting on Week 2. PhysioEx lab reports based on computer/internet experiments will be assigned during the semester. Most labs are using the required eScience lab kit. You must purchase the kit following the information on the syllabus page during week 1. This is also available to you before the class begins on the registration page from MSVCC. No late lab assignments will be accepted.

**Proctored Assessments:** You will have proctored timed assessments for lecture and proctored time assessments for lab. You will need to set up your proctored time very early in the semester through SmarterProctoring through Canvas. Proctored assessment must be taken at an approved proctoring center. This information will be communicated to you during the orientation week.

**GRADING:** All quizzes and class assignments for your class will be posted in the grade center on Canvas and/or MasteringAandP 7 days after the due date.

**METHOD OF EVALUATION FOR (A&P Lecture and Lab Online)**

Major Tests	32.50%
Lecture Quizzes/Assignments	18.75%
Comprehensive Final Exam	23.75%
Lab Practicals	15%
Lab Assignments	10 %

\*\* This calculation method of weighed percentages equals out to lecture being 75%of the course and lab being 25% of the course (which is necessary for lecture 3 credit hours and lab 1 credit hour).

At the end of the semester, 2 of your lowest lecture quizzes/assignments will be dropped and the lowest lab assignment will be dropped. You will have the opportunity to earn Canvas Badges during each module week which will be helpful during the finals week.

Final grades will be calculated on a straight percentage scale

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

**You will receive one grade for BIO 2514 Lecture and Lab Online for 4 credit hours.**