Syllabus

Course Syllabus

Instructor information

Instructor photo and email

Professor: Olga Soto, Ph.D.

E-mail: osoto@cmccd.edu (mailto:osoto@cmccd.edu)

Office Location: Virtual (Zoom, E-mail, and Canvas messages)

Virtual Office Hours: I will be available by zoom on the following school days or by appointment

- Monday: 2:00pm-4:00pm PT
- Tuesday: 2:00pm-4:00pm PT
- Wednesday: 2:00pm-3:45pm PT

ConferZoom Link: Visit this virtual office room (https://cmccd-edu.zoom.us/j/2543177798) on zoom

You can also email me or message me on Canvas during these times if you want to "chat" and receive answers to your questions promptly.

E-mail: osoto@cmccd.edu (mailto:osoto@cmccd.edu)

Course description: This course examines the structural organization of the human body: gross and microscopic structure of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems, from cellular to organ system levels of organization.

Course Requirements & Prerequisites: Prerequisite: ENG 051 Advisory: BI-004 and MATH-010 or MATH-012, MATH-014 or MATH-016.

Note: This course satisfies the Biological Science General Education Requirements and is designed for nursing, allied health, kinesiology, and other health-related majors. It is NOT recommended for pre-medical or pre-dental students who must take BI-005 & BI-006.

Course Resources

Required Text & Readings

Textbook: Anatomy and Physiology 2e (https://openstax.org/books/anatomy-and-physiology-2e/pages/1-introduction) Betts, J. G., Young, K. A., Wise, J. A., Johnson, E., Poe, B., Kruse, D. H., Korol, O., Johnson, J. E., Womble, M., & DeSaix, P. (2022, April 20). *Ch. 1 Introduction - Anatomy and Physiology 2E | OpenStax*.

Lab Manual: UGA Anatomy and Physiology 1 Lab Manual (https://oer.galileo.usg.edu/biology-textbooks/13) Hesse, D., Cozart, D., Szymik, B., & Nichols, R. (n.d.). *UGA Anatomy and Physiology 1 Lab Manual, 3rd Edition*. GALILEO Open Learning Materials.

UGA Anatomy and Physiology 2 Lab Manual

(https://oer.galileo.usg.edu/biology-textbooks/14/) , (Masey et al 2019 3rd Ed. Biological Sciences Open Textbooks. 14.

Required Software*

- Microsoft Office- Some assignments will require you to download or generate documents. Don't have Microsoft office already on your device? **It's going tibia ok!** 🦴(anatomy pun intended) Google apps, such as Docs, Slides, and Sheets, are free, easy-to-use, and compatible with this course.
- Canvas- This course is entirely run through Canvas. Notifications regarding assignments, grades, and announcements are sent to your CMC student email. Thus, you are required to check your student e-mail or Canvas portal frequently (2-3 times per week is recommended).
- PDF reader- If your device does not have a default PDF Reader, You can download **Adobe Reader (https://get.adobe.com/reader/)** for free.

Course Outcomes (Student Learning Outcomes)

Upon successful completion of this course, the students will be able to:

- SLO1 - Describe key structural features of different human cell and major tissue types.
- SLO2 - Identify and describe the anatomy of the systems of the human body
- SLO3 - Relate structure and function at the cellular through system levels of organization of human body systems.
- SLO4 - Describe structural or anatomical changes that occur in disease, injury, or aging of the human body systems

Grades

Letter grades will be assigned based on the number of points earned from assignments. See the conversion table below.

Course Grading Scheme

Grade	Final Percentage (%)	Points accumulated
A	90-100	900-1,000
B	80-89	800-899
C	70-79	700-799
D	60-69	600-699
F	Below 60	Below 600
i*	Incomplete	Incomplete

**If the student or an immediate family member has a serious illness, an incomplete may be requested. The final decision to award an incomplete is at the discretion of the professor.*

Grade Point System

Category	Points
Quizzes	13 quizzes
Lecture Exams	3 exams
Lecture Final Exam	1 final exam
Discussion posts	12 discussions at 10 points each (the first discussion is worth 25 points
Lab Assignment	13 lab assignments
Lab Exams	2 lab exams
Total Maximum Points	**1,000 Total** (750 lecture pts + 250 lab pts)

*The Course Grade will be calculated by a 75/25 combination of the Lecture Grade

and the Lab Grades. There are additional points available in order to allow for 2 submissions to be dropped, leaving 1,000 points that will translate to the 0-100% grade scale.

Grade Disputes

All grade reconsideration requests should be submitted in writing no later than two weeks (14 days) after the grade has been posted to Canvas. Written requests should include which grade is being disputed and clearly explain why the current grade is incorrect. This will allow the instructor to carefully consider the student's rationale before formulating a response.

Late Assignments

1. Late or make-up assignments or quizzes/exams will **NOT** be permitted without a valid emergency supported by an official document. Due to all assignments/exams being open for online submission for multiple days, failure to submit course work due to technology issues, personal, or work-related issues will result in a grade of zero (0).
2. If a submission will be missed due to a legitimate reason with official documentation, it is the student's responsibility to make **prior** arrangements with the instructor.
3. If proper documentation is provided prior to missing a submission deadline, the submission will be accepted and subjected to the following penalties:
    A. Within 48hrs after due date: 0% deduction
    B. Between 2 - 4 days: 20% deduction
    C. Between 4 - 7 days: 30% deduction
    D. Beyond 7 days: 50% deduction
4. However, for every student, two lowest scores will be dropped for quizzes and/or discussion assignments (this could be two quizzes OR two discussions

OR a quiz and a discussion). Therefore, if you miss two submissions, the scores (zero) for those assignments will be considered as the lowest scores and dropped. Likewise, the lowest (1) score in Lab Assignments will also be dropped.

Assignment Descriptions

Multiple assessment strategies are used throughout this course to provide the student flexibility in expressing their understanding. A final, combined course and lab grade will consist of 13 discussion board posts, 13 quizzes, 13 lab assignments, 3 lecture exams, and 1 final cumulative exam.

Polls and surveys are voluntary and are not used in calculating the final grade. These assessments are used only for the benefit of enhancing student learning and improving the course.

Details of each assignment are found on each assignment page. A tentative schedule of lecture and lab submissions can be found at the bottom of this syllabus.

Assignment Expectations

Written assignments are required to all be formatted in APA style unless otherwise specified. Plagiarism will not be tolerated.

Course Expectations

Instructor Communication Statement/Feedback Policy

E-mail is the best way to get in contact with your professor for this course. Please read the following statements before you send an e-mail:

1. All e-mail communication with your professor must be sent from your CMC student e-mail account or an educational institution. E-mails received from a personal and non-educational institution e-mail will not

receive a response except to remind the student to use their CMC e-mail. Note: Outlook may sometimes send emails, even from other educational institutions, to the spam folder. Therefore, if you do not receive a response within 1-3 days and you sent an email from an outside institution, please reach out via Canvas since your email may not have made it to the inbox.

2. The subject line of each email must include BI-022 plus your section number.
3. Please allow 1 day to receive a response to emails sent during business days (meaning M-F between 9am and 5pm). Emails sent on the weekend will receive a response in 1-2 days.

General Feedback/ Regular and Substantive Interaction Policy

I will respond in a timely manner as it is my responsibility to guide you through this course with regular, effective communication. This means that I will respond to your questions and concerns as promptly and consistently as appropriate. I check and respond to my CMC e-mail at least 2-3 times a day on weekdays and once a day on weekends. I will participate and answer questions in the Q&A Forums, but the quickest way to get a response is through email or by message on Canvas.

WHEN will I grade your work?

Grading will be done as appropriate. Please allow up to 7 calendar days to receive grades on detailed assignments such as reports that require feedback. Assignments that do not require as much feedback, such as quizzes, exams, and lab dissections, will receive a final score within 48 hours, usually sooner.

WHERE can you find my feedback on assignments?

You can find find feedback on submitted assignments in the comments section of the assignment or on the grading rubric.

HOW do you check your grade?

You can check your grade at any time by clicking on the GRADES link in the

navigation menu.

- I will respond to emails daily. If for any reason I cannot respond within 24 hours, do not feel bad to e-mail me again. Sometimes an email may slip through the cracks or I may have been extremely busy that day.
- I will grade detailed assignments (scientific reports) within 7 days in order to provide the best and most detailed feedback.

Communication Expectations

Communication among class members is an essential part of this course. You are required to participate through consistent, substantive, and timely contributions to the online discussions as described in the course modules.

Netiquette

- Netiquette is a set of guidelines for communicating respectfully online. The goal is to be kind, courteous, and respectful to everyone as we share our thoughts and opinions.
- We have a diverse group of people from many linguistic backgrounds, political views, and cultures. Please be courteous of these differences in your posts and discussions. Keep all debates professional without personal attacks.
- Use good taste when composing your responses in the chat room and discussion forums. Swearing, profanity, and slang are unprofessional in this classroom environment.
- DON'T USE ALL CAPITAL LETTERS. Not only is it difficult to read, but it is viewed as aggressive and shouting.
- Acronyms are fast ways to communicate with peers, but before you write them, define them. Write the full term the first time you use it, followed by the abbreviation in parentheses. After the first time, use it freely throughout the rest of your discussion.
- Use proper grammar and spelling. In this professional environment, we do not use texting abbreviations.

Academic Integrity

Academic integrity should be discussed. Link to the **CMC Student Code of Conduct. (https://www.cmccd.edu/current-students/code-of-conduct/)**

Disruptive Academic Behavior

Brief discussion about Student Code of Conduct with links to CMC's Student Code of Conduct page which is linked above.

Continuity of Instruction

In the event that face-to-face classes are suspended due to a pandemic or other catastrophe, I will strive to continue instruction to those that are able to participate. If and when face-to-face classes are suspended, you will receive an email that details how we will communicate, where you can locate course information, and what you can expect during this time period. I realize that some of you may be affected by the event and not able to participate, however, I will continue to provide instruction to those with access to the internet.

In the even that online classes are suspended or interrupted, I will do the following:

Academic Support

Tutoring & Academic Support Center (TASC)

Looking for help to improve your grade in a class? Ask the TASC! The tutors at the Tutoring & Academic Support Center (TASC) are here to help you achieve and succeed. We are conveniently located in Rm 112 in Quad 100, and our services are FREE to CMC students. We have tutors for most subjects and can help with Canvas navigation as well as developing good study skills.

Email: tasc@cmccd.edu (mailto:tasc@cmccd.edu)

Phone: 760-366-3791, x5905

Text: 760-363-0039

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ACCESS: (https://www.cmccd.edu/support/access/)

ACCESS can provide you with the accommodations you need to help you be successful in your classes as you work toward earning your certificate or degree.

ACCESS (DSPS) is a federally mandated program for college students with a verified disability. ACCESS services and accommodations allow students the equitable opportunity to complete their educational goals and participate in all programs and activities at CMC. ACCESS students receive an individualized academic accommodation plan specific to their educational limitations.

Room 311 in the Greenleaf Library

Hours:

Monday–Thursday: 8:00 am – 5:00 pm

Friday: 8:00 am – 3:00 pm

Saturday/Sunday: Closed

Fax: 760-366-5265

Email: access@cmccd.edu (mailto:access@cmccd.edu)

Phone: 760-366-5201, ext. 5861

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Military & Veteran Support Statement

(https://www.cmccd.edu/support/veterans-services/)

Military/Veteran support statement: Veterans and active-duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities) are welcome and encouraged to communicate these, in advance if possible, to the instructor.

Veterans Services
300 Quad
P.O. Box 1398
6162 Rotary Way
Joshua Tree, CA 92252

Phone: 760-366-5201, ext. 5891

Email: **cmcvets@cmccd.edu (mailto:cmcvets@cmccd.edu)**

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Equity/Course Etiquette Statement

Classroom etiquette statement: The classroom for this course shall support and foster a civil, respectful, and open-minded climate so that students and the instructor can live and work in an environment free of harassment, bias-motivated behaviors, unfair treatment, and fear.

By committing to working with our better selves, we can work, in all our communities, towards greater mutual understanding of the questions that guide our inquiries. Copper Mountain College expects all members of our community to refrain from actions or behaviors that intimidate, humiliate or demean persons or groups, or that undermine their security or self-esteem based on traits related to ethnicity, country of origin, religion, gender identity/expression, sexual orientation, age, or physical or mental ability, including learning and/or developmental disabilities and past/present history of mental health . Learning is most effective when the classroom is comfortable, challenging, and fun.

As such, we as a group must cultivate mutual respect for ideas, the freedom/ability to speak in class, and a professional manner. Consequently, any form of disrespect geared towards anyone in this class or the instructor, inappropriate language, dishonesty, or disruptive activity will not be tolerated. Spirited engagement and exciting disagreement, however, are encouraged.concerns or other category protected by State or Federal law.

Tentative schedule

Fall 2025 Lecture and Lab Schedule

Week / Dates	Textbook Chapter / Topic	Lecture Assignment	Lab Assignment	Due date
Week 1 Aug 18–31	Chapter 1: Introduction & Levels of Organization Chapter 2: Chemical Level of Organization Chapter 3: Cellular Level Chapter 4: Tissue Level	Quiz 1 Discussion 1	Intro virtual lab: anatomical terms & planes	
Week 2 Aug 25–Sep 7	Chapter 5: Integumentary System	Quiz 2 Discussion 2	Virtual cell lab: biomolecules	
Week 3 Sep 1–14	Chapter 6: Bone & Skeletal Tissue Chapters 7–8: Axial & Appendicular Skeleton	Quiz 3 Discussion 3	Integumentary Lab	
Week 4	Chapter 9: Joints;	Quiz 4	Skeletal System	

Sep 8–21	Chapter 10–11: Muscles	Discussion 4	lab
Week 5 Sep 15–22	Unit 1 Exam 1		Musular System lab
Week 6 Sep 22–Oct 5	Chapter 12–13: Nervous System Structure Ch 14–15: Somatic & Autonomic Nervous System Ch 14–15: Somatic & Autonomic Nervous System Chapter 16–17: Neurological Exam	Quiz 5 Discussion 5	Neural reflex & division lab
Week 7 Sep 30-Oct 12	Endocrine System	Quiz 6 Discussion 6	Endocrine System lab
Week 8 Oct 6–12	Unit 2 Exam 2		
Week 9 Oct 13–26	Ch 18–19: Blood & Heart/Cardiovascular System Ch 20–21: Blood Vessels, Circulation	Quiz 8 Discussion 8	Blood type & heart model lab
Week 10		Quiz 9	Circulation lab +

Oct 20–Nov 2	Lymphatic/Immune	Discussion 9	lymphatic simulation
Week 11 Oct 27–Nov 9	Ch 22–23: Respiratory System	Quiz 10 Discussion 10	Lung capacity lab
Week 12 Nov 3–16	Digestive Systems Metabolism	Quiz 11 Discussion 11	digestion activity lab
Week 13 Nov 10–16	Unit 3 Exam 3		
Week 14 Nov 17–30	Urinary System	Quiz 12 Discussion 12	Kidney/urine formation lab
Week 15 Nov 24–Dec 7	Reproductive System overview **I highly recommended to complete what you can during Nov 24-Nov 26 so that you can enjoy your holiday break. The module will remain open for the two weeks, but the next module will open as scheduled.	Quiz 13 Discussion 13	**Fall break Nov 27-29 (Campus closed)**

Week 16 Dec 1–7	Review for course final	No Quiz or discussion	Lab Final Exam
Week 17 Dec 8–13	**Final Exam**	Cumulative Final Exam (covers all included topics)	