

SYLLABUS PART II
EDISON COMMUNITY COLLEGE
BIO125: ANATOMY & PHYSIOLOGY I
4 CREDIT HOURS

Section/Term: BIO-125S-804US

Class Meeting Time: Online

Location: Online

Required Items:

Faculty: Laura Schmitmeyer
Masters: Science, University of Dayton, 1997

E-mail: lschmitmeyer2@edisonohio.edu

Please read the syllabus. You will find important information that you will need to be successful in this course. Please look at the syllabus to find answers to questions you may have throughout the semester.

Be prepared to invest your time in this course if you expect to be successful. Study means active learning. It does NOT just mean reading the material and highlighting or underlining of the material. I understand that some of you take on-line courses because you have strange schedules that do not allow you to do classwork during regular school hours. I will check my email Monday through Friday (up to 4:00 on Friday). If you have email on Saturday and Sunday, I may not respond until Monday morning.

By midnight on Wed, June 10, you need to

Complete the Introduction to Mastering AP and Chapter 1HW. These are the only assignment in the unit that are due by Wed, June 10.

If this is not completed by the due date, you will be reported as a 'no show' for this course.

COMMUNICATION AND UPDATES

Check your Edison email frequently for course communication and updates. Also check Blackboard Announcements for communication and updates.

The best way to communicate with me is via the **Edison email** lschmittmeyer2@edisonohio.edu (NOT the Blackboard messages). Except on weekends, I will respond within 24-48 hours. I will not respond to email from Friday at 4 pm to Mon at 9 am.

Please don't wait until the last minute to do your work and this will not be an issue. If for some reason you will not be able to complete an assignment/assignments by a deadline, please let me know BEFORE the deadline. Depending on the situation, I will work with you on this.

The best way for ME to communicate with YOU is also via email. **Check your Edison email every day.** You are also expected to check Blackboard at least once per day. Here you can find announcements and reminders of assignments and tests, grading rubrics, assignments, your grades, and an extra calendar and syllabus. You will be expected to monitor your grades. If you find a mistake, let me know immediately via email.

HOW TO ACCESS ANNOUNCEMENTS

www.edisonohio.edu (website) > Click Resources in upper right of the computer screen > Click Blackboard > Enter your username and password > Click on **Anatomy & Phys I** > Click on Announcements

NOTES

Notes are available online on Blackboard under each individual unit. These materials are in PowerPoint format, and they can be accessed and printed from home. These notes serve as a study guide for exams. Complete understanding of the material will require reading of your text, studying of the lab book, completion of all homework and quizzes, and viewing the provided online videos

HOW TO ACCESS NOTES ONLINE

www.edisonohio.edu (website) > Click Resources in upper right of the computer screen > Click Blackboard > Enter your username and password > Click on **Anatomy & Phys I** > Click on Desired Unit

Chapter notes can also be accessed in the Lecture Power Points

TEXTBOOK

Martini, Fredric H. et.al. Visual Anatomy & Physiology, 3rd Ed. 2018. Pearson Publishing.

Satikas, Stephen N. Visual Anatomy & Physiology, Lab Manual. 2nd Ed. 2018. Pearsons Publishing.

HOW TO ACCESS ONLINE TEXTBOOK

www.edisonohio.edu (website) > Click Resources in upper right of the computer screen > Click Blackboard > Enter your username and password > Click on **Anatomy & Phys I** > Click on MyLabs/MasteringA&P > Pearson E-Text(or Study Area) > E-Text

There is an additional full eText (Fundamentals of Anatomy and Physiology 11th Ed.)available for additional support and written insight to all topics in BIO 125:

www.edisonohio.edu (website) > Click Resources in upper right of the computer screen
> Click Blackboard > Enter your username and password > Click on **Anatomy & Phys I**
> Click on MyLabs/MasteringA&P > Study Area > E-Text 2

COMPUTER REQUIREMENTS

Ability to navigate the Internet, Java, Flash Player, Adobe Shockwave Player, Edison Community College email and Blackboard access*, reliable access to high-speed Internet (strongly recommended as some assignments include audio/video), proficiency with Microsoft Word and PowerPoint

For Blackboard Assignment issues, the instructor should be the first point of contact

For Log-in or other technology issues:

There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday) or email support@edisonohio.edu
- Call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts · Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TECHNICAL SUPPORT SERVICES

1. For Blackboard Assignment issues, the instructor should be the first point of contact.
2. For Log-in or other technology issues:
3. There are several steps you can follow if you have issues logging in to Blackboard

** Contact the Edison IT Helpdesk with issues:*

- Phone: 937-778-7957 or 800-922-3722 ext. 7957
- E-mail: helpdesk@edisonohio.edu (include me in the email)
- Stop at the Helpdesk located in the Library

BIO 125 – Online Schedule

Unit 1

Chapter 1, 2, and 3 pgs 1-141 in Martini Text

Area of a Cell Video

Homeostatic Balance Video

Mitosis Video

Membrane Transport Video

DNA Video

Protein Synthesis Video

Chap 1, 2 and 3 Homework (Online)

Exercise 1-4 pgs 1-46 in Saikas Lab Manual

Chap 1, 2 and 3 tests

Due: July 6

Unit 2

Chapter 4 and 5 pgs 142-209 in Martini Text

Tissue and Integumentary System Lab (Slides included)

Tissue Lab Practicals: Epithelial, Connective, Muscle, Nervous, and Integumentary (Online)

Chap 4 and 5 Homework (Online)

Exercise 5-6 pgs 47-82 in Saikas Lab Manual

Chap 4 and 5 tests

Due: July 6

Unit 3

Chapter 6, 7, and 8 pgs 210-313 in Martini Text

Hormones and Calcium Video (Online)

Enchondral Ossification Video (Online)

Skeletal System Videos Lab (Online)

Special Movements Video Lab (Online)

Skeletal System Lab Quizzes :

Appendicular: Upper Limb, Lower Limb, and Pectoral Girdle (Online)

Axial: Vertebral, Skull, Thoracic Cage (Online)

Joint Movement (Online)

Skeletal System Lab Practical:

Appendicular: Upper Limb, Lower Limb, and Pectoral Girdle (Online)

Axial: Vertebral, Skull, Thoracic Cage (Online)

Joint Movement Lab Practical (Online)

Chap 6, 7, and 8 Homework (Online)

Exercise 7-9 pgs 83-152 in Saikas Lab Manual

Chap 6, 7 and 8 tests

Due: July 6

Unit 4

Chapter 9 and 10 pgs 314-401 in Martini Text

Muscle Contraction 3 pts Video (Online)

Muscle Videos (Online)

Muscle Videos Lab (Online)

Muscular System Lab Quizzes:

Upper Limb, Lower Limb, Trunk, Head & Neck (Online)

Muscular System Lab Practical:

Upper Limb, Lower Limb, Trunk, Head & Neck (Online)

Chap 9 and 10 Homework (Online)

Exercises 10-13 pgs 153-234 in Saikas Lab Manual

Chap 9 and 10 tests

Due: August 1

Unit 5

Chapter 11, 12, and 13 pgs 402-515 in Martini Text

Neurophysiology 3 pts Video (Online)

How a Synapse Works Video (Online)

Reflex Arc (Online)

Chap 11, 12, and 13 Homework (Online)

Sheep Dissection Videos Lab (Online)

Nervous System Lab Quiz: CNS (Online)

Nervous System Lab Practical: CNS (Online)

Exercises 14-17 pgs 235-304 in Saikas Lab Manual
Chap 11, 12 and 13 tests

Due: August 1

THIS SCHEDULE IS SUBJECT TO CHANGE AT THE DISCRETION OF THE INSTRUCTOR.

HOMEWORK ASSIGNMENTS

Each homework assignment is lengthy and the amount of time to complete it varies. They are to be done on the computer and are to be completed in the time frame allotted. Be sure to use your time wisely. Work will be graded and entered into Blackboard as completed. There are no make-up homework assignments.

www.edisonohio.edu (website) > Click Resources in upper right of the computer screen > Click Blackboard > Enter your username and password > Click on **Anatomy & Phys I** > Click on MyLabs/MasteringA&P > Click Mastering Assignments > Click on Title of assignment to be completed

LAB EXERCISES

Satikas, Stephen N. Visual Anatomy & Physiology, Lab Manual. 2nd Ed. 2018. Pearsons Publishing. 4

This Lab Manual is to help you be successful in this online class. Though no points are awarded for this lab book, it is recommended you complete the pages as you progress through the course. Some of the Labs you cannot complete at home. There are attached videos to help you understand those concepts discussed. Lab exercises are designed to allow student application of the concepts learned in class. **Material from lab exercises will be included on tests.**

The lab manual can be accessed online:

www.edisonohio.edu (website) > Click Resources in upper right of the computer screen > Click Blackboard > Enter your username and password > Click on **Anatomy & Phys I** > Click on MyLabs/MasteringA&P > Study Area > Lab Manual e-Text

LAB PRACTICAL:

www.edisonohio.edu (website) > Click Resources in upper right of the computer screen > Click Blackboard > Enter your username and password > Click on **Anatomy & Phys I** > Click on MyLabs/MasteringA&P > Click Mastering Assignments > Click on Title of PRACTICAL to be completed.

UNIT/CHAPTER TESTS:

Each Chapter test is timed to give you no less than 1 minute per question. Chapter tests can be fill in the blank, true/false, or multiple choice.

You will not have time to look up every answer! These tests are timed for that reason!

I will not re-open the test because you didn't have time to complete. Also, just because you tell me you are going to miss a test does not mean you will get an opportunity to take it later. You need to be proactive and discuss this with me as soon as you see there may be an issue. If it is a valid reason, a test can be made up.

www.edisonohio.edu (website) > Click Resources in upper right of the computer screen > Click Blackboard > Enter your username and password > Click **Anatomy & Phys I** > Click on MyLabs/MasteringA&P > Click Mastering Assignments > Click on Title of TEST to be completed

GRADES

Chapter Homework will be worth between 5 to 22 points. For approximately 155 points.

Chapter Quizzes will be worth 5 to 10 points each. For approximately 125 points.

Lab Quizzes will be worth 5 to 10 points each. For approximately 95 points.

Lab Practicals are worth 20 to 25 points. For approximately 245 points

Unit/Chapter Tests are 50 points each. For approximately 700 points.

GRADING POLICY

Grades will be posted on Blackboard as I finish them. Check often in case I make an error. Your final grade will be calculated as the AVERAGE percentage of your grades on the chapter assignments, lab grades, and exam grades. Letter grades will be given as follows:

<u>GRADE</u>	<u>PERCENTAGE</u>
A	90 and above
B	80 – 89.9
C	70 – 79.9
D	60 – 69.9
F	0 – 59.9

LEARNING ASSISTANCE

All students enrolled at Edison are eligible to receive learning assistance services. To schedule an appointment with an academic counselor or to receive more information on available services, students should visit Room 443, call 937-778-8600, or www.edisonohio.edu/learningcenter. The Writing Center, also located in Room 443, is staffed with trained readers who will respond to student writing and offer help with the paper's organization, expression, and mechanics. More information can be found in the Academic Catalog.

LIBRARY

The library exists primarily to function as a full partner in the teaching and learning process and as the major information resource on campus. The library is open Monday through Saturday. You can contact the library at 937-778-7950 or visit the website at www.edisonohio.edu/library. You can gain an access code without coming to campus.

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: <https://www.edisonohio.edu/Library/>. Libguides and short instructional videos are available to help you use these resources and can be found at: <https://libguides.edisonohio.edu/>. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

ACADEMIC HONESTY

It is the College's policy that students exhibit academic honesty and respect ethical standards in carrying out their academic assignments. Dishonest actions include but are not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to, tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework. Further information with respect to conduct during in-class evaluations, written assignments, or other academic activities, is available in the Student Handbook, online at www.edisonohio.edu/handbook or in the Student Development office.

TECHNOLOGY

An issue you may have with technology is no excuse for late work. It is your responsibility to protect yourself by managing your time and backing up your work.

CAREER DEVELOPMENT

Student interest in clarifying career goals, exploring educational options, and/or acquiring job search skills can be addressed by going to www.edisonohio.edu/handbook.

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at <https://www.edisonohio.edu/tutoring-center/>

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

STUDENT WELLNESS CENTER

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it's helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

The Student Wellness Center helps students navigate obstacles which might cause issues or create a sense of distress during your school year. Edison State has built a network of health professionals to support students. With these partnerships, the Student Wellness Center can assist students who need support in areas such as:

- Recovery and Counseling referral
- Housing
- Food
- Physical well-being

Information and education are also provided on the topics of:

- Alcohol and drug abuse and prevention

- Sexual assault prevention and awareness
- Building healthy relationships
- Inclusion and belonging
- Survivor support
- Self-care
- Anti-Hazing

If you are struggling and need to speak with someone in person, please reach out to Velina Bogart, Coordinator of Student Wellness, at vbogart@edisonohio.edu, 937-778-7854, Room 193 (next door to the Security Office).

Walk in hours on campus are Tuesday, Wednesday, Thursday, 8am-5pm. Hours may vary according to the college schedule or events. You may schedule an appointment by clicking [here](#).

If this is a medical emergency, please call 911. If this is a mental health emergency, please call 988.

Please note that the Charger Station Food Pantry has been relocated to Room 060 (next to the cafeteria).

STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our Charger Stations in Room 060 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 (for personal care items) and pantry items in the student lounge at Greenville.

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college. All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services. Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing disabilities@edisonohio.edu or by calling 937.778.7850. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

BOOKSTORE SERVICES

eCampus is Edison State's official bookstore and is located on the Edison State webpage, under "Resources," "Bookstore," or at <https://edisonohio.ecampus.com>. You can also access eCampus from the ESCC home page, under "Campus Services." Through eCampus, you can rent or buy books, access course materials, or purchase ESCC merchandise.

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit <https://www.edisonohio.edu/Career-and-Job-Services/> for more information.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the Instructor should be the first point of contact
For Log-in or other technology issues:

There are several steps you can follow if you have issues logging in to Blackboard or Office. During business hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
 - email to support@edisonohio.edu
 - call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts
- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students’ beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/services-support/registration-records>, located in “Forms” and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <https://www.edisonohio.edu/services-support/student-resources>.

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.

COURSE NETIQUETTE

In our virtual classroom, you will communicate with your participants and facilitator using synchronous and asynchronous tools (i.e. chat, e-mail, discussion board, and messages). Your online conduct is generally referred to as “netiquette”. A good rule of thumb, your conduct in the virtual classroom should mirror your conduct in a face-to-face class. In this class, please adhere to the following guidelines:

- Do not write messages in all capital letters as this is considered SHOUTING.
- Think before you write. Even if you are sending an email to only one person that person can forward it to anyone. Everyone in our course has access to the threads you post in the discussion board and the chat room conversations.
- Proofread and use the spell check feature because grammar and spelling count. Online classes are no different than traditional courses and the same academic standards will be used.
- Do NOT use profanity in any area of our course. As stated previously a transcript of all chats is recorded and students do not have the ability to delete messages from the discussion board.
- Be polite to your participants. Do not criticize your fellow participants as this is considered “flaming”.
- Unlike a traditional class where we can see and speak to each other, an online course does not allow us the traditional nonverbal cues (i.e. facial expressions, voice tone). Please be cautious of what you say so it is not misinterpreted.
- Humor can be difficult in an online course, but you can use Emoticons to help.

- Use your participant's first name when responding to them.
- Respond promptly to messages sent to you.
- Use reinforcement phrases (i.e., Thank you, good job, Great Suggestion)

TIPS FOR SUCCESS

1. **Participate!** Contribute your ideas, thoughts, and comments regarding the subject you are studying with your participants, teammates, and facilitator. Your facilitator will not be your only resource for learning in your online class...you can learn from your participants as well as they will learn when you share your ideas.
2. Get to know your online participants. Introduce yourself to the class by writing an introductory message; read your participants' messages to get a sense of who they are. I encourage you to send them emails, ask about an interesting hobby someone mentions, or make contact with someone whose interests are the same as yours. Once you have started an online conversation, it quickly becomes an easy and natural way to communicate.
3. Take the class seriously. There will be times that everyone around you is having fun or will want you to play hooky from your class work. Your online course work is just as important as a traditional class so make sure you explain to your family and friends how important it is for you to do well in your studies.
4. Log into your course site as often as possible. You should log into your class at least 4 or 5 times per week. You will want to see what your participants are saying and read the feedback from your facilitator. If you log in less frequently you may fall behind and have a hard time catching back up with the discussion board postings, chats, or assignments.
5. **Budget your time.** Online is not easier than the traditional educational process. In fact, many students will say it requires much more time and commitment. Be aware of and keep up with the course schedule. Although these are online courses, they are designed to provide you with a semester schedule of course units, assignments, conferences, etc. These online courses require that you adhere to the course schedule, for you to benefit from the course material and discussions.
6. Online advantage. One of the biggest advantages of an online course is your anonymity. No one will be able to see you and affect how you feel about the thoughts and ideas you wish to share regarding the subject matter of your course. You can take as much time as you need to compose your thoughts before responding to your participants or facilitator.
7. Be courteous to your participants. Use proper Netiquette and remember just because you are online and do not meet your fellow participants in-person they are real people with real feelings.
8. Having problems... Your facilitator is limited to what you communicate to him/her. **You need to be very specific when you have problems or do not understand something about the materials you are covering.** If you are having technical difficulties, or problems understanding something about the course, you MUST speak up otherwise there is no way

that anyone will know that something is wrong. Also, if you don't understand something, chances are several people have the same question. If another student is able to help you, he/she probably will, and if you are able to explain something to your participants in need, you will not only help them out, but you will also reinforce your own knowledge about the subject.