BIO-125S-003FS
SYLLABUS PART II
EDISON STATE COMMUNITY COLLEGE
BIO 125S
ANATOMY & PHYSIOLOGY I

PROFESSOR INFORMATION

Name: Herbert Head III
Education: Master of Science Degree in Biological Sciences (Microbiology and Human Physiology) / Wright State University / 2001
Email: hhead@edisonohio.edu (contact me anytime)
Phone Number: (937) 469-1166 (voicemail or text, contact me anytime)

Office Hours:

Monday	10-10:30AM	Room 119 Piqua
	6-7PM	Room 119 Piqua
Tuesday	12:30-1:30PM	Room 119 Piqua
	4-5PM	Room 119 Piqua
Wednesday	10-10:30AM	Room 119 Piqua
	1:30-2PM	Room 141 Greenville
	6-7PM	Room 119 Piqua
Thursday	4-5PM	Room 119 Piqua

BLACKBOARD HINTS

Blackboard tends to work better in Google Chrome; use that browser when completing work online rather than another browser such as Microsoft Edge. Your pop-up blocker must be turned off for Blackboard to function properly. For Blackboard help, view Edison's Blackboard Tutorials Support page. Contact IT Support for troubles with the Edison Website, your Edison account, or Blackboard. IT Support is located beside room 302. Their email is support@edisonohio.edu and their phone number is 937-778-7957.

COMMUNICATION AND UPDATES

Classroom attendance is expected and required. Check your Edison email frequently for course communication and updates. Also check Blackboard Announcements for communication and updates. Log in to your online class several times per week to prevent falling behind in the course or missing assignments. Logging in to the course regularly also allows better student and instructor communications. I will respond to emails or other student communications within 24 hours.

LECTURE NOTES

Classroom attendance is expected and required. Notes for lecture will be placed online in Blackboard. Written notes will be in PowerPoint format, Word document format, or PDF format. Audio notes that accompany the written notes will be in mp3 format. Video notes will be in mp4 format. Lecture notes will be found in the "Lecture Notes" folder of Blackboard.

STUDY TOPICS

The tests will cover my written lecture notes, my audio lectures, my labs, and your homework assignments. Many of my test questions come directly from your homework assignments. For optimal test preparation, be sure to complete and study the homework questions and study my written and audio lectures and labs.

OPTIONAL COURSEWARE

MODIFIED MASTERING A&P WITH PEARSON ETEXTS -- STANDALONE ACCESS CARD -- FOR VISUAL ANATOMY & PHYSIOLOGY INCLUDES:

1) Sarikas, S. N. (2017). Visual Anatomy & Physiology Lab Manual, Pig Version (2nd ed.). Pearson.
2) Martini, F. H., Ober, W. C., Nath, J. L., Bartholomew, E. F., & Petti, K. F. (2017). Visual Anatomy & Physiology (3rd ed.). Pearson.

SCHEDULE OF ACTIVITIES

The following schedule will be observed as closely as possible; however, the instructor reserves the right to make changes that are deemed necessary to enhance the learning process.

Chapter 1 – An Introduction to Anatomy & Physiology
Chapter 2 – Chemical Level of Organization
Chapter 3 – Cellular Level of Organization

Homework 1 due before 11:59PM on 9/18/26
Test 1 expires 11:59PM on 9/19/26

Chapter 4 – Tissue Level of Organization
Chapter 5 – The Integumentary System

Homework 2 due before 11:59PM on 10/9/26
Test 2 expires 11:59PM on 10/10/26

Chapter 6 – Bones and Bone Structure
Chapter 7 – The Skeleton

Homework 3 due before 11:59PM on 10/30/26
Test 3 expires 11:59PM on 10/31/26

Chapter 8 – Joints
Chapter 9 – Skeletal Muscle Tissue
Chapter 10 – The Muscular System

Homework 4 due before 11:59PM on 11/20/26
Test 4 expires 11:59PM on 11/21/26

Chapter 11 – Nervous Tissue
Chapter 13 – The Brain, Cranial Nerves, and Sensory and Motor Pathways
Chapter 12 – The Spinal Cord, Spinal Nerves, and Spinal Reflexes

Homework 5 due before 11:59PM on 12/11/26
Test 5 expires 11:59PM on 12/12/26

EXAM INFORMATION

There are 5 lecture exams. Exams consist of multiple choice, matching, and true/false type questions. The tests will cover my written lecture notes, my audio lectures, my labs, and your homework assignments. Many of my test questions come directly from your homework assignments. For optimal test preparation, be sure to complete and study the homework questions and study my written and audio lectures and labs. Each exam is 100-200 questions in length and worth 150 points. Thus, the total score for all exams is 750. You must complete each test before the expiration date. **You have ONE attempt on each exam**. The Exams will be located in the "Tests" tab of Blackboard. Each test is timed, and you will have 2.5 hours to complete each exam. You must complete each test before the expiration time. If you log out of Blackboard before finishing an exam, the clock continues to count time against you. On each exam: once you have moved on to the next question, you cannot backtrack to the previous question. On each exam: don't forget to save your work as you go (save each question!). Once you have finished an exam, you will need to save and submit your answers. **All 5 lecture tests must be completed, and they must be completed on time. Make-up exams are not permitted. Exceptions will only be made for documented and proven emergency circumstances.** Make-up exams allow students with emergency circumstances the opportunity to take their test a little later than the scheduled date. Make-up tests may be different versions than the class tests to avoid cheating. Make-up tests may contain essay questions. For any exam in which I allow a make-up test, I will award some extra credit to those students who take their exam on time and on the scheduled date.

HOMEWORK ASSIGNMENTS

Each homework assignment is worth 18 points. Thus, the total score for all homework is 90 points. Each assignment is lengthy and requires a considerable amount of time to complete. Be sure to use your time wisely. Homework should be emailed to me. **All 5 homework assignments must be completed, and they must be completed on time. No late homework assignments will be accepted. An exception will only be made for documented and proven emergency circumstances.** These assignments are graded more on completeness than on correct answers. However, students should complete and study the assignments to the best of their ability for optimal test preparation. All assignments are located in one of two resources.

1) Visual Anatomy & Physiology Lab Manual (Pig Version) 2nd Edition by Sarikas. This is only a study workbook for you. Do not email these assignments to me.
2) The Blackboard site is where the Practice Tests are found. https://edisonohio.blackboard.com/, click on our particular class, click on practice tests. This is the homework to be emailed to me.

Assignment 1

1) From Sarikas text – complete Exercises 1-4 - This is only a study workbook for you. Do not email these assignments to me.
2) From Blackboard – complete Practice Test 1 - This is the homework to be emailed to me.

Assignment 2

1) From Sarikas text – complete Exercises 5-6 - This is only a study workbook for you. Do not email these assignments to me.
2) From Blackboard – complete Practice Test 2 - This is the homework to be emailed to me.

Assignment 3

1) From Sarikas text – complete Exercises 7-8 - This is only a study workbook for you. Do not email these assignments to me.
2) From Blackboard – complete Practice Test 3 - This is the homework to be emailed to me.

Assignment 4

1) From Sarikas text – complete Exercises 9-13 - This is only a study workbook for you. Do not email these assignments to me.
2) From Blackboard – complete Practice Test 4 - This is the homework to be emailed to me.

Assignment 5

1) From Sarikas text – complete Exercises 14-17 - This is only a study workbook for you. Do not email these assignments to me.
2) From Blackboard – complete Practice Test 5 - This is the homework to be emailed to me.

GRADING POLICY

Points toward a final grade can be earned as follows:

ACTIVITY	POINTS
Exams (5@150 points each)	750
Homework (5@18 points each)	90
TOTAL POINTS	840

FINAL GRADE STANDARDS:

GRADE	PERCENTAGES
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0 – 59%

Grades will be posted in the gradebook of Blackboard. Check your grade frequently and keep track of your scores. I will teach you, tutor you, laugh with you, and joke with you; however, the grade you earn depends solely on your score.

HONORS DESIGNATION OPPORTUNITY

You may seek honors designation in this course. Honors designation requires that you successfully complete a set of Honors activities in addition to your course requirements. Completion of these activities demonstrates that you possess the knowledge, skills, and dispositions that allow you to earn the Honors designation. The Honors designation will require encountering primary sources, producing written scholarship, and some form of self-directed outside activity or combination of activities agreed upon by you and your instructor. You must complete all course requirements with a final grade of A or B and satisfactorily complete the Honors components of the course to earn an Honors designation on your transcript. For any student interested in pursuing this course as an Honors course: go into the Blackboard site for this course, click on Resources, and then read over "The Honors Project" document. **If you are still interested in pursuing this course as an Honors course, send me an email expressing interest in the Honors Opportunity on or before Sunday, 8/30**. Any student that 1) signs up for Honors, 2) completes the Honors Projects, and 3) receives a "B" or better in the course would then receive "Honors" on their transcript. Thank you. There is no penalty for dropping the Honors option.

ACADEMIC DISHONESTY POLICY

It is the policy of Edison State Community College that students respect ethical standards and exhibit academic honesty in carrying out their academic assignments. Ethics is one of the core educational values at Edison State Community College. Ethics is important not only in higher education but throughout one's life, livelihood, and community.

Academic dishonesty will not be tolerated. If a student exhibits dishonesty, we will respond to it with appropriate consequences. The following procedures have been developed for responding to cases of such dishonesty.

For the purpose of this policy, academic dishonesty shall include, but not be limited to, the following:

1. Conduct with respect to and/or during a quiz, examination, or any evaluation or assignment, written or otherwise.
    a. Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the instructor.
    b. Looking at another person's work. (Examples include a paper or electronic device.)
    c. Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the instructor.
    d. Obtaining or attempting to obtain or using or attempting to use a copy of
        i. any unauthorized materials intended to be used as, or in the preparation of, a quiz or examination or similar evaluation.
    e. Taking a quiz or examination or similar evaluation in the place of another person.
    f. Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself.
    g. Violating procedures prescribed to protect the integrity of a quiz, examination, or similar evaluation.
    h. Changing material on a graded examination and then requesting a re- grading of the examination.
    i. Submitting an assignment purporting to be the student's original work, which has been wholly or partly created by any other source. (Examples include a person, the internet, and printed material.)
    j. Presenting as one's own work, ideas, representations, or words of another person without customary and proper acknowledgment of sources. Sources include the Internet.
    k. Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.
    l. Violating procedures prescribed to protect the integrity of the assignment.
    m. Avoiding the timely completion of work by misrepresenting the conditions that cause the student to miss a deadline or an examination.
2. Unauthorized alteration or transmission of any academic information or records.
3. Cooperation with another person in Academic Dishonesty, either directly or as an intermediary agent or broker.

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.

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.

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.

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.

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!

MENTAL HEALTH SERVICES

College is stressful! Feeling burned out, anxious, frustrated? When challenges arise that you need help dealing with, it's helpful to have someone to talk to. We have established partnerships with many local mental health providers. If you are struggling and need to speak with someone in person, please reach out to the Edison State Care Team, https://www.edisonohio.edu/CARE-Team/ . If you are concerned about a student or colleague, please file a CARE Team form https://www.edisonohio.edu/CARE-Team-Referral-Form/ so that immediate

assistance can be given. This link and the CARE Team website can be found under Campus Services on our home page.

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. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu.

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

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/.

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/

ADDITIONAL SUPPORT SERVICES

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

CLASSROOM MANAGEMENT

Please maintain a positive and respectful attitude with fellow classmates and the instructor. Excessive or continued disorderly conduct with course interactions could result in point deductions. Points will be lost for disruptive behavior (possibly 20 points per infraction). Excessive disruptions or dangerous lab practice may result in administrative withdrawal.

IMPORTANT DATES

Semester Begins 8/24
Semester Ends 12/12

Withdraw

Last day to withdraw with a W is 11/2

Drop/Withdrawal

In order to withdraw from a class, a withdrawal form must be obtained from, completed and submitted to Enrollment Services or the Darke County Campus. Withdrawal may also be completed using myESCC. Withdrawing from all classes cannot be done through myESCC, only through completing the official withdrawal form as outlined above.

Failure to withdraw formally can result in a failing grade for the course or financial obligations if classes are not officially dropped during the refund period. Pertinent withdrawal and refund dates can be located in the College Policies >> Important Dates folder of your Blackboard Course Site.

Holidays

Sep 7 Labor Day ► No classes day or evening | Buildings Closed
Nov 11Veterans Day ► No classes day or evening | Buildings Closed
Nov 26-29 Thanksgiving ► No classes day or evening | Buildings Closed

EDISON ALERT SYSTEM

Students should sign up for the Edison Alert System (RAVE) and also check local TV for closings. Sign up through the Edison IT Help page or at https://www.getrave.com/login/edisonohio.

FOR MORE EDISON RESOURCES

Go to www.edisonohio.edu