

BIO 1007-101 - Anatomy & Physiology I - Online
Syllabus
Dr. Sue Caley Opsal
Fall 2023

This class consists of **lecture** and **lab components**. Students should expect to spend at least 12-15 hours per week on the learning objectives in order to do well in this class. Be sure to set aside time for learning lecture and *another* time for learning lab material.

IMPORTANT: Although this is an online course, any number of things can hinder the learning process. If you are struggling in any way, whether it be illness, caring for a spouse, child, or parent, or having your own personal or health issues that are interfering with your learning, please reach out to me so I can assist you in successfully completing the course. Additionally, IVCC has a variety of student resources to help with a wide range of issues.

Instructor - Contact Information:

Dr. Sue Caley Opsal

Office: A-326 Phone: 815.224.0412

E-mail: Sue_CaleyOpsal@ivcc.edu

Life Sciences Lab Phone: 815.224.0308

Dr. Opsal's Videos:

www.youtube.com/professoropsal



Office Hours A-326/Zoom

Mon – 7:00 - 7:50 a.m.

Mon – 12:00-2:00 p.m.

TU/TH - 11:00-12:00 p.m.

Other times by appointment

*Zoom meetings on request – Zoom link posted in Brightspace

Prerequisites: If this is your first online class at IVCC an online orientation course is required. To learn more and watch a video that describes the importance of completing this orientation go to: <https://www.ivcc.edu/onlinelearning/onlineorientation.php>

Required Course Materials:

- 1. Inclusive Access.** Comes with the e-text and many other online resources accessed through Brightspace. The text is *“Seeley’s Essentials of Anatomy & Physiology, 11th edition”* by VanPutte, Regan, & Russo. 2021. McGraw-Hill, Dubuque, IA.
- 2. Lab Manual (IVCC Bookstore):** Wise, E. 2023. 13th Ed. *Seeley’s Anatomy & Physiology Lab Manual* - Note: You **must** purchase this lab manual and not a different one. It is available for a very low price in the IVCC bookstore. It will be used in second semester A&P (BIO 1008) also.

3. **Lab Kits** – will be mailed to students by the second week of class (must be returned at end of semester – a detailed list of items will be included in the kit with what must be returned).
4. **Lecture PowerPoint Packet** – comes with lab kit but also available in Brightspace
5. **Lab Checklist Packet** – comes with lab kit but also available in Brightspace
6. **Personal computer with a webcam** and access to the internet. **Respondus Lockdown Browser** (embedded in Brightspace) is used for all exams and lab practicals.

Technology: If you need assistance with technology, you can call the Student Help Desk at 815.224.0318. Visit <https://www.ivcc.edu/studenthelpdesk/> to get more information. Additional student resources at IVCC can be found at <https://www.ivcc.edu/learningresources/>


Some Tips for Online Learners – Please Read Carefully & Employ These Tactics to Have Successful Online Experience:

- Develop a *schedule* to complete online work and stick with it
 - *Take notes* in the **instructor packet** provided for **lecture and lab** – these are essentially the “checklists” of information that you will be tested on
 - Complete homework on time to avoid point deductions for late and missed work
 - Set aside short chunks of time -- 30-45 minutes -- to reflect on your notes and assignments
 - Keep your computer monitor at a height that requires you to *look up at the monitor* while studying to increase focus and reduce fatigue
 - Take short breaks from studying about every 30-45 minutes – go for a walk or do something to get your blood pumping for at least 10-20 minutes – studies suggest exercise improves learning
 - Repetition helps solidify information – assignments and practice practicals are set to allow multiple attempts – take advantage of this to reinforce learning
 - Immerse yourself in course content and talk to others about what you are learning
 - Use multiple senses (touch, vision, hearing, etc...) to aid learning -- a lab kit is provided to you this semester to help you accomplish this
 - Make sketches of structures or processes to reinforce learning
 - Relate your studies to your own experiences or that of others
 - Stay organized -- if you are not naturally organized ask for tips
 - Set reminders/alerts on your phone of upcoming due dates, test dates, and quizzes
 - Use the Academic Support Center resources in the library
 - Find a study-buddy in this class to discuss course content with
 - If you are struggling – get help from Dr. Caley Opsal as soon as possible
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COURSE DETAILS

1. Attendance Policy: No synchronous events are required for this course. However, I reserve the right to withdraw any student who fails to complete online assignments and exams/quizzes for **2 consecutive weeks**. A withdrawal is *not* guaranteed so please contact me if you are falling behind.

2. Classroom Etiquette: I expect students to be respectful in any online postings, emails, or phone conversations with me or other students. I also expect students to complete *their own work* with integrity. Cheating is not tolerated and I do check the video monitoring of exams. The IVCC student handbook contains policies related to student rights, academic integrity, and student code of conduct. Contact **Mark Grzybowski**, Vice President of Student Services at 815.224.0393 with questions or concerns.

	<p>IMPORTANT!</p> <p>Cell phones or other electronic devices are not allowed in the room with you while you are taking exams or quizzes. Students <i>cannot</i> use notes or other means for looking up answers while taking exams.</p>
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3. Exams and Make-up Policy: Exams are strictly timed and notes are not allowed while completing them. All exams and quizzes will be open during a specific block of days. As a general rule, lecture exams will open on Wednesday and close on the following Thursday at midnight (see specific dates in the schedule). Lab exams will open on Fridays and close on the following Monday at midnight (specific dates are in the schedule). Students who miss an exam need **my approval** to do a make-up. I may ask for documentation from a physician indicating a student was too ill to complete the exam during that time. *Missed quizzes and missed assignments may not be made up under any circumstances.*

4. How this Online Class is Structured: Like the f2f BIO 1007, the online A&P course consists of **lecture and lab**. There is some content overlap between the two; however, in general lecture is more focused on physiology (how the body functions) and lab deals with the anatomy (identifying the structures of the body). In Brightspace, I organized the lecture content in one link in the Table of Contents and the lab content linked right below the lecture content link. You should look at each item inside the lecture content link in order from **top to bottom** and use your lecture packet, lecture assignments, and instructor lecture videos for learning lecture exam content. You should use the lab checklist (read it carefully) and lab manual for lab content, supplemented with Virtual labs, APR assignments, and instructor lab videos. **Each week you should be doing both lecture and lab assignments.** I've included a general schedule of topics to guide you on what material you should be studying each week. All due dates should

be in the calendar. I estimate that you should spend between 12 to 15 hours per week on the course objectives. Additionally, you will have a lab kit arrive in the mail. **There are assignments that require the specimens in this kit.** *It comes with a return label and must be returned by finals week! Do not throw away the inventory list of items that comes with your kit.* If you have questions about the lab kit or you do not receive your kit, you can call me or the Life Sciences lab at 815.224.0308.

5. Academic Integrity: Respondus Lockdown Browser with monitor is required for taking exams and you may need to perform an **environment check** — a video recording of you showing your surroundings -- before you start an exam. Students who fail to follow this protocol or students who cheat on exams/quizzes will receive a zero for that assessment and be subject to further disciplinary action, including withdrawal from the course, at my discretion. **Use of paper notes in proximity of your testing area, digital resources, internet, audio, other individuals in the room, electronic devices, or any other type of outside assistance during exams is strictly prohibited.** Please note that plagiarism is an example of academic dishonesty. Lack of academic integrity will hinder your learning and tarnish your academic reputation. Refer to the IVCC student handbook for more details. Remember that if you are struggling at any point in the semester, do not resort to cheating. Instead, reach out to me or the Academic Support Center for help.

6. Grading: Methods of instruction include instructional videos, lecture and lab assignments, lab dissections (2), virtual labs, SmartBook assignments, lab video demonstrations, practice quizzes, and review exercises. Students will be evaluated based on performance on **lecture exams, lab practicals, quizzes, and assignments.**

<p>Grade distribution will be as follows:</p> <ul style="list-style-type: none"> ▪ Lecture exams (400 pts.) ▪ 5 Lab quizzes (250 pts.) ▪ 6 Quizzes (60 pts) – Open notes ▪ Connect assignments (255 pts.) ▪ Lab dissections (50 pts.) <p>*Point totals subject to change</p>		<p>Course grading scale:</p> <p>A = 90 - 100 % B = 80 - 89 % C = 70 - 79 % D = 59 - 69 % F = less than 59 %</p>
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Note: Quiz make-ups are not allowed.

Grades are calculated on a total-points basis. In the final evaluation of your grade **class participation** and **effort** will be taken into consideration for those students very close to having earned the next higher grade.

7. Auditing the Course: Audit students are required to participate in all exams and quizzes and must obtain a point total equal to 70% or higher at the end of the course. The same attendance policy applies to audit students.

8. The final day to withdraw from this course is **Friday, November 3, 2023**. If you plan to withdraw, please consult with me or a counselor before doing so because it can affect your eligibility for financial aid. *You can withdraw from courses in Webadvisor any time before the withdrawal date.*

9. Life Sciences Lab – A-101, main campus: Although you are enrolled in an online course, you are welcome to visit the Life Science lab at IVCC. We have an “open lab” policy, which means that even when classes are being conducted students are allowed to be in lab studying models and other lab resources quietly in designated areas. Throughout the semester there will be numerous lab resources out for you to view and instructors are available to help you with course content. I highly recommend you come to lab to study even though this course is online. If you do come, please be aware that **no food, drink, or tobacco products** are allowed in the lab and you must wear **close-toe shoes** in lab. Due to safety concerns, children are not allowed in the life sciences lab. These policies will be strictly enforced.

10. Disability Services at IVCC: This course is designed to support diversity of learners. My hope is to create an inclusive and accessible environment for all students. If you want to discuss your learning experience, please talk to me as early in the term as possible. If you know you have, or suspect you have, ADHD, a learning disability, Autism Spectrum Disorder, mobility impairment, chronic medical condition, sensory deficit like low vision/blindness or hearing loss/deafness, or psychiatric disability (anxiety, depression, bipolar disorder, post-traumatic stress, and others) that limits your ability to fully access and/or participate in this course, please contact the Center for Accessibility and Neurodiversity in C-211. Tina Hardy tina_hardy@ivcc.edu (224-0284) can help determine what type of services and supports are offered.

Last Updated August 20, 2023