

UNM Valencia Campus

HCHS 113 Syllabus

Course Information: Health Career Health Science 113 Lecture Course

Semester: FALL

Year: 2018

Course #: HCHS 113

Title: Basic Body Structure and Function I

CRN #: 59814, Section 501

Credits: 4 credits

Instructor: Irene Roselli

Office Hours: Due to the online nature of this course I do not have office hours per se. Feel free to contact me via Course Messages anytime or chat with me via Zoom Chat when I'm online.

Email: All course communication will occur through Blackboard. I must keep an archive of this course and all communication – emails sent to my school email account will not receive a response.

Course Description: An introduction course in anatomy and physiology for students from diverse backgrounds and varying levels of educational preparation. No prior knowledge of biology or chemistry is assumed.

Required Course Materials: Essentials of Human Anatomy & Physiology, 12th edition (Pearson ISBN 9780134395326), Visible Body Courseware access, and a digital camera/recording device

Course Learning Objectives: By the end of this course, students will be able to

1. Define the characteristics of life, hierarchy of human body organization, and basic anatomy terminology.
2. Outline cell structure, function, diversity, and the functional characteristics of human tissues.
3. Identify and describe the skeletal, muscular, nervous, and respiratory components of the human body.
4. Explain the function and anatomy of the integumentary, cardiovascular, urinary, and digestive systems.
5. Summarize the physiological roles of the integumentary, skeletal, muscular, nervous, cardiovascular, respiratory, digestive, and urinary systems in maintaining equilibrium (homeostasis, metabolism, and nutrition) within the human body.

Requisites: This course does not have any prerequisites.

Considerations: This course is taught online. It is the students' responsibility to access course materials either using the college computer facilities or other resources. The online material and activities are critical components of the course. The student is responsible for the material and should ask the instructor via online communication if they need further clarification.

Online learning is more student directed, and the role of the instructor is not to impart knowledge, per se,

but rather to facilitate learning and effective student interaction. You may have chosen to take an online course because you enjoy the liberty that it provides to explore concepts independently and thoroughly. Or perhaps you like the flexibility in scheduling. Whatever your reasons for choosing to take this course in an online format, it will soon be obvious that it is structured quite differently than traditional face-to-face courses. You must manage your time effectively and meet deadlines in the course modules.

Online does not mean self-paced. There is a schedule and it must be followed – you must complete work throughout the week. Keep in mind that you should be spending approximately 9-12 hours a week on this course. All communication in this class is done via reading and writing.

Through prior or concurrent undergraduate courses, students are expected to be familiar with the composition of basic oral and written communications. Successful students will produce clear, fluent writing demonstrating proper language usage, spelling, sentence structure, punctuation, and the like. In addition, students are expected to have access to and working knowledge of Adobe Acrobat Reader, Microsoft Word, Excel, and PowerPoint, and the ability to create and save files in Microsoft Office file format. All documents must be submitted in .docx, .rft, or PDF formats only. Any other formats will not be accepted and a zero will be awarded for that submission.

Although many smartphones allow internet access, many tools that are incorporated into this course are not functional on the smartphone. To better serve you, it is not recommended that this online course be accessed through the smartphone.

Requirements: Each student is expected to read the weekly chapter, take notes, and review the additional lecture materials in a timely manner. All assigned activities are based on a combination of three things: the textbook, your lecture notes, and companion study site. A firm understanding of the material is highly suggested before attempting to complete any assigned activity.

In this online course, regular blog participation is necessary. It allows your instructor and classmates to get to know you. Your contributions must be original, engaging, and thought provoking. The course blogs are designed to engage students in a conversation regarding the information we're learning through our assigned readings, companion study site, and personal experiences. Also, they are designed to help further the understanding of key points from the course material.

There will be blog participation (worth 150 points), chapter homework assignments (each worth 35 points), lecture exams (each worth 100 points), and a cumulative final (worth 200 points).

Course Grading Policy: Lecture grades will be based on the percentage of points earned (100 or higher = A+, 99-91% = A, 90% = A-, 89% = B+, 88-81% = B, 80% = B-, 79% = C+, 78-71% = C, 70% = C-, 69-60% = D, below 60% = F). To learn more about grading options and descriptions, please review [UNM Valencia's Grading Procedures](#).

Extra credit is not given at the individual level – it is only given at the class level. If, at some point during the semester, I decide to offer an extra credit opportunity I will post an announcement discussing the opportunity with the entire class. Please do not ask for an individual extra credit opportunity, as it will not be granted.

20 points – Course introduction
150 points – Blog participation (5 blog topics @ 30 points each)
385 points – Chapter homework assignments (11 homework assignments @ 35 points each)
100 points – Exam 1 (Organization, Cells, Tissues, Integumentary and Skeletal Systems)
100 points – Exam 2 (Muscular, Nervous, and Cardiovascular Systems, Blood)
100 points – Exam 3 (Respiratory, Digestive, and Urinary Systems)
200 points – Cumulative Final Exam

1045 points – TOTAL

Due to the collaborative nature of the course blogs, late posts are not accepted.

Assessments: There will be a total of three lecture exams (100 points each) and a cumulative final (200 points) in this class. Assessments may contain multiple choice, true/false, matching, labeling, fill-in-the-blank, and short answer questions regarding information discussed throughout the lecture material. All assessments will be taken online through Blackboard. You will have one opportunity to complete each lecture exam within the week they are assigned. Every student must take the cumulative final during its scheduled time – no exceptions.

Make sure you understand the concept of availability and duration (discussed in the Start Here learning module). Assessments will be available for one full week (Tuesday 12:00am to 11:59pm on Monday MT). The computer will not allow you to submit your answers if you go beyond the allotted amount of time. And you cannot stop an assessment once you have started it, so please make sure you are ready before you start.

Homework: There will be a total of eleven chapter homework assignments (35 points each) in this class. Homework assignments will contain interactive activities, reading questions, and coaching activities regarding information discussed throughout the lecture material. Most homework assignment will consist of a virtual component (completed online through Visible Body) and a written/hands-on component (completed in person).

Visible Body is an interactive study tool that will allow you to review key terms, concepts, and anatomical features in a variety of ways. The more you work with the activities found in each homework assignment, the better prepared you will be for the assessments.

For the written/hands-on component, you will be required to submit your answers, photographs, and/or videos to show your completion of the assigned work. Assignment answers and photographs/videos will be submitted by attaching the word document or video file below the submission box for the assignment.

If you miss a homework assignment deadline for some unforeseen reason, you will be allowed to submit late work up to 48 hours after the deadline. That means the homework assignment will be available until 11:59pm on Wednesday. You will be allowed to submit two late chapter homework assignments all semester, so it's important that you do your best to stay on track. A 15% penalty will be applied to each late chapter homework assignment. The submission of late work does not apply to blog participation, lecture exams, or the cumulative final. If you miss a deadline for the course blog, lecture exams, or cumulative final, you will receive a score of zero.

You cannot use a mobile device to upload your videos into the submission box – Blackboard will not accept this type of submission. All video submissions must be made on a computer, with a strong reliable internet connection. Depending on the size of your videos, computer, and internet connection it could take a couple of minutes or several hours to upload each video. Please keep this in mind.

If you wait until the last minute to upload your videos and you miss the deadline, an extension will not be given.

Course Blogs: The course blogs are a platform for us to interact and have a ‘conversation’ about different topics relative to human anatomy and physiology. You play a critical role in not only sharing your own thoughts, ideas and learning, but also in contributing to the learning of your peers through questioning in ways that illicit further discussion and stimulate critical thinking and reflection. A critical aspect of the learning process is identifying our assumptions and misconceptions about the content and understanding how to apply this knowledge to our everyday lives. If your thinking is not challenged, you are not fully learning.

Your blog posts should be reflective in nature and make a personal connection to your learning. Blog participation will be assessed based on a grading rubric. It is imperative that you familiarize yourself with the rubric, so you understand the criteria and can participate in a manner that meets expectations.

Throughout the course we will blog about five different topics. These topics include

1. **Your body through my eyes** – a place for you to share your thoughts and self-reflections on what we are learning and what you think about human anatomy and physiology
2. **I spy...the human body** – a place for you to update us on the latest news/discoveries regarding human anatomy and physiology, as it relates to you
3. **How I do A&P** – a place for you to share tips and tricks on how to get through tough topics
4. **The current A&P debate** – a place for you to take a stance on an issue relative to the human body
5. **A&P lounge** – a place for you to provide real-world examples, as they relate to you and your understanding of how the human body is organized and functions

Each blog response will reflect your thoughts and interpretation of the information we are learning. They must make relevant and meaningful connections with the lecture material. These are academic reflections, so it is expected that you integrate your own perspectives and experiences as you reflect on the content presented throughout the course.

Each blog topic will be open and active throughout the semester. You are required to

- Post at least one thoughtful and substantive response in each blog (5 total responses, minimum)
- Comment/respond to at least four peer blog responses per blog (20 total responses, minimum)

Due to the personal nature of blogging, you will have some flexibility in when you participate. You will not be able to complete all your blog responses and comments in one week or during the last week of the semester. You must spread out your blog participation throughout the semester to ensure you are able to truly reflect on what we are learning. Plan on posting one blog response every other week and commenting/responding to peer blog responses each week. We will start blogging during Week 2 and go through Week 14.

Your blog response and peer comments/responses must be made on different days. If you post everything on the same day, you run the risk of missing out on the posts made after you. So, if you post to the A&P lounge on Tuesday you cannot begin commenting and responding to peer blog responses until Wednesday. and your four peer comments/responses in the A&P lounge cannot be made that same day or week.

Do not wait until the middle or end of the semester to begin participating in the blogs. At that point, you will be out of time to engage in meaningful dialogue. Any student who posts all their blog responses and peer comments/responses on the same day, in the same week, and/or during the last week of the semester will not receive credit for any aspect of their responses. Visiting the blog area twice a week and spending about 10–15 minutes reading and responding to posts should help you meet the requirements, if your responses are substantive, thoughtful and you pose questions that illicit further and meaningful discussion. Be sure to respond to those who comment/respond to your blog posts – these comments do not count toward your four peer comments/responses, it’s simply courteous to acknowledge those who read your blog responses.

When you are ready to post your blog response, you will create a blog entry within the blog topic. When you find a peer you want to respond to, you must reply to their response. Your blog posts should enhance and further the discussion. Do not post simplistic responses such as “I agree”, “good point”, or “I don’t know” for this type of response will not earn you credit.

Along with you, I will post a blog response to each topic and comment/respond to other students throughout the semester. Each student will receive specific feedback from me regarding their blog participation via the gradebook.

Tentative course outline:

Course Week	Course Topic	Course Learning Objectives
Week 1 (08/21/18 – 08/27/18)	Course Introduction Participation Agreement Scavenger Hunt	
Week 2 (08/28/18 – 09/04/18)	Chapter 1 – The Human Body: An Orientation Chapter 1 Homework	1
Week 3 (09/04/18 – 09/10/18)	Chapter 3 – Cells and Tissues Chapter 3 Homework	2

Week 4 (09/11/18 – 09/17/18)	Chapter 4 – Skin and Body Membranes Chapter 4 Homework	4, 5
Week 5 (09/18/18 – 09/24/18)	Chapter 5 – The Skeletal System Chapter 5 Homework	3, 5
Week 6 (09/25/18 – 10/01/18)	Lecture Exam 1 (Ch.1, 3, 4, 5)	1, 2, 3, 4, 5
Week 7 (10/02/18 – 10/08/18)	Chapter 6 – The Muscular System Chapter 6 Homework	3, 5
Week 8 (10/09/18 – 10/15/18)	Chapter 7 – The Nervous System Chapter 7 Homework	3, 5
Week 9 (10/16/18 – 10/22/18)	Chapter 10 – Blood Chapter 10 Homework	4, 5
Week 10 (10/23/18 – 10/29/18)	Chapter 11 – The Cardiovascular System Chapter 11 Homework	4, 5
Week 11 (10/30/18 – 11/05/18)	Lecture Exam 2 (Ch.6, 7, 10, 11)	3, 4, 5
Week 12 (11/06/18 – 11/12/18)	Chapter 13 – The Respiratory System Chapter 13 Homework	3, 5
Week 13 (11/13/18 – 11/19/18)	Chapter 14 – The Digestive System Chapter 14 Homework	4, 5
Week 14 (11/27/18 – 12/03/18)	Chapter 15 – The Urinary System Chapter 15 Homework	4, 5
Week 15 (12/04/18 – 12/10/18)	Lecture Exam 3 (Ch.13, 14, 15)	3, 4, 5
Week 16 (12/11/18 – 12/14/18)	Cumulative Final (due 12/14/18 by 11:59pm)	1, 2, 3, 4, 5

Attendance: Attendance in an online course should be approached the same as you would a face-to-face course. If this course was offered face-to-face it would meet (at a minimum) twice a week, thus you should log into Blackboard at a minimum of two times per week. Keep in mind that course work is done outside of lecture times, so you need to log in throughout the week to complete all the assigned activities. Plan to be an active participant in course discussions and communication.

Attendance and participation are required to successfully complete this course. The instructor is not

responsible for withdrawing students. A “W” will not be given as a final grade. The student is responsible for following [UNM Valencia’s policy for dropping or withdrawing](#) from a course – be aware that financial consequences may occur from these actions.

Students who miss two assignments or assessments will be dropped from the course. And any student registered for the course when the semester begins who fails to submit all the Course Introduction activities by the end of the first week will be dropped from the course.

Course Behavior: As this is an online class, most classroom communication will be through the written word. Please make sure you remain respectful and tolerant of others’ opinions. Tone cannot be deciphered from writing. All opinions are valid in this classroom. Diversity and open-mindedness are valued and expected.

Any behavior, action, or event that interferes with learning, either in an online or face-to-face environment, will not be tolerated. Disruptive behavior in an online class includes, but is not limited to verbal abuse, cyberstalking, or posting inappropriate material. The instructor is the sole judge of what is appropriate in his/her class. Individuals adversely affecting the learning or teaching process may be removed from the class, and if the infraction is severe, from the University.

You may become discouraged with taking an online course, especially if this is your first one. I truly hope this does not happen! However, if it does please talk to me immediately.

Response Time: I will do my best to answer emails within 24 hours of receiving them. Once you send me an email regarding an issue and/or question, please give me the allotted 24 hours to respond before you send the same email for a second or third time. My response time slows dramatically when I must read through multiple emails regarding the same issue and/or question. I will not be available on the weekends (after 4:00pm on Friday through Sunday).

After an assignment or assessment deadline has passed, I will begin grading. You can expect to have your graded assignments and assessments returned by the following week. Please give me the full week to complete grading before you inquire about your grade. If more than a week has passed, feel free to start asking questions about your grade.

FERPA: As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can read [UNM’s Privacy Rights](#) to learn more about student rights to privacy.

In this course, we may be working with third party applications online (i.e., wikis, blogs, and other Web 2.0 applications). The different proprietors of these sites may or may not have privacy guarantees and the FERPA policy at UNM does not apply to these sites. It will be your responsibility to read the privacy documentation for each site. Please visit the Technology Support section for this information.

I cannot (by law) discuss any information about a student, their situation, or their progress with anyone except the student themselves. If you are taking this course with a spouse, sibling, or relative I cannot

discuss anything with them except issues that pertain to them personally. Please do not ask someone else to contact me regarding a situation you are experiencing. You must discuss your issues or personal situation with me yourself.

Course Exceptions: Exceptions in this course will only be made in emergency situations. Hopefully no one will experience an emergency this semester. However, sometimes it is out of your control. If you experience an emergency (i.e., a death in the immediate family or a hospitalization) you must inform me of the situation within 48 hours. You must provide written documentation (including dates and times) before arrangements will be made to complete any work missed during the emergency. Once the situation has been taken care of, you will have one week to complete and/or submit any missing assignments or assessments. If you fail to inform me of your situation, you will lose your opportunity to make up those lost points.

Code of Conduct: Every student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records. For the complete Code of Conduct policy, please refer to the [UNM Student Catalog](#).

Equal Access: If you have, or believe you have a disability, you may contact the [Equal Access Services Office](#) at the beginning of the semester to coordinate reasonable classroom accommodations, access to technology, or other academic assistance.

Students must demonstrate that their need for academic adjustments or other accommodations are based on their permanent disability by providing Equal Access Services documentation from a bonafide medical or mental health professional or diagnostician.

The documentation must be timely and on professional letterhead stationary and must include specific diagnosis which describes the nature of the permanent disability, its functional limitations in an academic environment as well as other university settings, and specific recommendations for academic adjustments or accommodations. The document must be signed by the medical or mental health professional or diagnostician.

Once documentation is presented to the Equal Access Services personnel, they will begin the process that leads to the timely provision of accommodations or academic adjustments for the student. All efforts will be made to accommodate these needs or to provide equipment necessary to accomplish the requirements for this course. The letter of Accommodation should be presented to the instructor within the first two weeks of the semester. Discussions and documentation will be kept confidential.

Course Completion: Textbooks, supplies and/or equipment in good working order may be required to

assist in successfully completing this course. Successful completion means that the final grade will satisfy the course requirements on the UNM Degree Plan. Grades of “F”, “I”, “U”, and “W” are not considered successful completion.

Copyright: The unauthorized distribution of copyrighted material, including through peer-to-peer file sharing, may subject a student to criminal and civil penalties. The laws that govern copyright are not specific to any one technology. Students can violate the rights of a copyright holder using many different types of technology. Both uploading and downloading of files can pose a violation of the copyright law. Students should be cautious when obtaining any copyrighted material. As a rule of thumb, before a student receives anything for free, they should research whether that source provides material licensed by the copyright owner. A group called [EDUCAUSE](#) has a list of legal file sharing alternatives.

Individuals who violate copyright law by illegally uploading and downloading copyrighted files may be subject to civil penalties of between \$750 and \$150,000 per song. These penalties are established by federal law. In the past, pre-litigation settlements offered by copyright owners have been in the \$3,000 to \$4,000 and up range while juries in some jurisdictions have issued verdicts of hundreds of thousands and up. In addition, a court may, in its discretion, grant the copyright owner reasonable attorney fees. Although criminal prosecution of students for file sharing is extremely rare, federal law lays out criminal penalties for intentional copyright infringement which can include fines and jail time. In addition to potentially violating the law, unauthorized distribution or receipt of copyrighted material is a violation of University Business Policies and Procedures Manual 2500. That policy states that: “Users shall respect all copyrights including software copyrights...Use of University computing services in violation of applicable laws or University policy may result in sanctions, including withdrawal of use privilege; disciplinary action, up to and including, expulsion from the University or discharge from a position; and legal prosecution under applicable federal and/or state law”.

Non-Confidentiality: The UNM network and computer systems are the property of University of New Mexico and may be accessed only by authorized users. Unauthorized use of the network or computer systems is strictly prohibited and may be subject to criminal prosecution. The University may monitor any activity or communication on the system and retrieve any information stored within the system. By accessing and using the network and University owned computer systems, you are consenting to such monitoring and information retrieval for law enforcement and other purposes. Users should have no expectation of privacy as to any communication on the network or any information stored within the systems, including information stored locally on the hard drive or other media (e.g., floppy disks, PDAs and other hand-held peripherals, CD-ROMs, etc.). Use of the UNM network or computer systems by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure.

Title IX: UNM is committed to fostering a safe, productive learning environment and we comply with all aspects related to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106. Title IX prohibits sex discrimination to include sexual misconduct defined as harassment, domestic and dating violence, sexual assault, and stalking. Incidents of harassment or assault must be reported to the Office of Equal Opportunity and the Title IX Coordinator at 505-925-8560. For more information, please review [UNM’s Campus Policy](#) regarding sexual misconduct.

Confidentiality and Mandatory Reporting: As an instructor, one of my responsibilities is to help create a

safe learning environment on our campus. I also have a mandatory reporting responsibility. I am required to share information regarding sexual misconduct or information about a crime that may have occurred on UNM's campus with the Title IX Coordinator and/or the UNM Police. Students may speak to someone confidentially by contacting UNM-Valencia Campus Police Department at 505-925-8570.

*** The instructor reserves the right to make additions, deletions, corrections, or other modifications to the lecture syllabus and schedule as deemed necessary. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes the course announcement and/or course mail. ***