

**BSC 2085 HUMAN ANATOMY & PHYSIOLOGY I
SECTION 85170**

COURSE SYLLABUS

This course meets on Tuesdays and Thursdays from 8:00 – 9:15 a.m. in Asbell Room 202

INSTRUCTOR: Dr. Holly Kuehner
Email: hkuehner@gulfcoast.edu

Office: (850) 872-3803

INSTRUCTOR'S OFFICE HOURS: immediately after class or by appointment

You should expect a response to an E-mail or phone call within 24 hrs. Mon.-Thurs.

Division Administrative Assistant: Kathy Bleday – NSA-115, Phone-850-872-3851

Division Chair: Ms. Fledia Ellis – NSA-115, Phone-850-872-3848

TEXT: *Principles of Anatomy and Physiology* by G. Tortora and B. Derrickson, 16th edition, 2021. Wiley, Publisher. ISBN 1119492033 (Principles of Anatomy & Physio Loose-Leaf W/Wiley Plus Canvas Set).
Optional materials – Medical dictionary

CO-REQUISITE: **BSC 2085L.** Satisfactory completion of BSC-1020 (Human Biology) or high school biology during the last 5 years is strongly recommended.

I. COURSE DESCRIPTION and LEARNING OUTCOMES

This course is the first part of a two-semester sequence in which students examine human anatomy and physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular, and nervous systems.

1. Students will identify cell structures and describe their functions.
2. Students will distinguish tissues by structure, location in the body, and contrast their normal physiology.
3. Students will demonstrate an understanding of anatomical structure, organization of the body, cavities, planes, and directional terms.
4. Students will identify and describe structures of integumentary, skeletal, muscular, and nervous systems.
5. Students will interpret the functions of the integumentary, skeletal, muscular, and nervous systems.
6. Students will explain how the components of the human body maintain homeostasis.
7. Students will analyze and interpret physiological data.

II. SPECIAL NEEDS: Accessibility Statement-Gulf Coast State College supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Resources (SAR). Appropriate academic accommodations will be determined based on the documented needs of the student. For information regarding the registration process, email sar@gulfcoast.edu or call 850-747-3243.

III. *ATTENDANCE POLICY:

Regular class attendance and participation are significant factors that help to promote success in college. Students are expected to attend all class meetings of all courses for which they are registered. In this class, attendance and participation at each session will be essential for succeeding in the course. You will be expected to sign a class roll in each class period to record your participation. **THERE WILL BE AN ATTENDANCE POLICY IN THIS COURSE AND ENFORCED PRIOR TO MID-TERM. PRIOR TO Mid-term YOU WILL BE ALLOWED 4 ABSENCES (EXCUSED OR UNEXCUSED). YOU WILL BE WITHDRAWN AFTER YOUR 5TH ABSENCE IN THIS COURSE IF IT OCCURS BEFORE MID-TERM (EXCUSED OR UNEXCUSED) AND YOU WILL RECEIVE A GRADE OF "W."** As a

college student, you must accept the responsibility to acquire the information you will need to become successful in your chosen career.

***PLEASE NOTE: IT IS THE POLICY OF GCSC THAT YOU WILL BE WITHDRAWN AND BE CLASSIFIED AS A NO-SHOW (NS) IF YOU ARE ABSENT FROM THE FIRST 4 CLASSES.**

IV. WITHDRAWAL PROCEDURE (OTHER THAN FOR EXCESSIVE ABSENCES): Students wishing to withdraw from a course must complete a withdrawal form and submit the form to the Office of Enrollment Services before the scheduled withdrawal date as published on the college calendar. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of "W."

***A STUDENT CANNOT WITHDRAW OR BE WITHDRAWN AFTER MIDTERM. THEREFORE, IF YOU ARE ENROLLED IN THIS COURSE AFTER MIDTERM, YOU WILL RECEIVE A FINAL COURSE LETTER GRADE (A, B, C, D, or F) BASED ON YOUR EXAM PERFORMANCES.**

***PLEASE NOTE: A WITHDRAWAL AFTER MIDTERM MAY BE GRANTED ONLY FOR SPECIAL CIRCUMSTANCES BY CONTACTING THE VICE PRESIDENT OF STUDENT AFFAIRS.**

AS PER THE COLLEGE CATALOG: Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.).

V. EXAMS: All exam questions will come from the PowerPoint presentations, videos, study questions used in class (also on Canvas), and other material which is covered or assigned in class. Questions may include multiple choice and matching type formats as well as short answer and discussion questions. Questions will be designed to evaluate understanding and application of the course material.

There will be five (5) unit exams covering material indicated in the **Class Schedule** (See **Class Schedule** for exam dates). Each unit exam will have 50 questions and be worth 100 points. Online exams using Respondus + monitor will be open to take for two (2) days. Once it closes, online exams will be open for review for two (2) days. **The unit exam grades will represent 60%.** The final exam will have 100 questions and make up 20% of the grade; 20% will come from quizzes, assignments, etc. **The final exam is comprehensive and will represent 20% of your course grade, and 25% of the questions on the final exam will come from the last two (2) chapters covered.** There are no exemptions from the final exam. The final examination schedule can be found in the GCSC website (Academic Calendar) and in the Class Schedule included in this syllabus. The final exam will not be open for review, but you may come to the professor's office to review it. Questions on the final will have changes from the original unit exam questions, that will further evaluate understanding of the material.

VI. GRADING POLICY: THE LOWEST UNIT EXAM GRADE WILL BE DROPPED. The 6-unit exams count as 60% of your semester grade, Quizzes and assignments 20%, and the final exam counts as 20% of your final grade. **MAKE-UP EXAMS ARE GIVEN ONLY IF YOU MISS A SECOND EXAM AND YOU HAVE A LEGITIMATE DOCUMENTED EXCUSE ACCEPTED BY THE INSTRUCTOR. THEREFORE, IF YOU MISS AN EXAM FOR ANY REASON, YOU WILL RECEIVE A GRADE OF "0" ON THAT EXAM.** The grading scale is: A = 89.5 – 100, B = 79.5 - 89, C = 69.5 - 79, D = 59.5 - 69, F = below 59.5.

VII. MAKE-UP WORK (OTHER THAN EXAMS): It is your responsibility to monitor the class schedule (found in this syllabus) to identify any material you may miss due to an absence. Contacting classmates may also be helpful. The instructor will e-mail all students if there is some special assignment or change in the schedule. Students expecting to be absent due to college business should notify the instructor before they miss a class to discuss any assignments. **As noted above, make-up exams will be given only if two or more of the period-long unit exams are missed due to a documented excused absence.**

VIII. CLASSROOM CONDUCT POLICY OF THE NATURAL SCIENCES DIVISION OF GULF COAST STATE COLLEGE: In order to promote a learning environment in which you as a student may receive the greatest consideration, we will do all

we can to prevent unnecessary interruptions and class disruptions. To this end, it is the stated policy of the Division of Natural Sciences that disruptions, **absolutely and unequivocally**, will not be tolerated in the classrooms administered by this division.

1. **Everyone is required to be in class on time.**

Anyone entering the classroom after the instructor has begun class is late and is a disruption to the class. The instructor must implement an appropriate policy to discourage late arrivals.

2. **The student must have prior consent of the instructor before leaving the class early.**

If you must leave class early, notify the instructor before the beginning of the class. We do not conduct “open” classrooms where individuals may arrive and exit at their discretion. This activity is disruptive to those trying to learn and will not be allowed. If you leave the classroom for any reason during the scheduled class time, you will not be allowed back in the classroom until the class is over. If this occurs more than 2 times, you may not return to class without first obtaining permission from the Chair of the Natural Sciences Division.

3. **The instructor is not to allow talking or other distractions to occur at inappropriate times.**

Talking or other disruptive behavior including the use of electronic devices can be a distraction to other students and has no place in a college environment. Cell phones, mp3 devices, etc. must be turned off and put away **unless they are being used for class activities (See #7 below)**. * Students who engage in such behavior will be asked to stop. If the behavior continues, the student will be asked to leave and must confer with the Chair of the Natural Sciences Division concerning the nature of the behavior before being allowed back into the classroom.

***ADDENDUM FOR THIS CLASS:** Devices for recording lectures are allowed as long as they are not distractions.

4. **Guests and non-enrolled students, including children, are not allowed in classrooms/labs.**

5. **The instructor has the authority to handle any infractions of discipline.**

The student has the right to appeal to the Chair of the Natural Sciences Division.

6. **Food and beverages in open containers are absolutely forbidden in the classroom. Water in a bottle other closed container is acceptable.**

7. **Cell phone use during class is prohibited by the following policy.**

All cell phones must be turned off (not on vibrate) and put away (in a pocket, a purse, or a back pack) by the time class starts and may not be visible until the professor has left the room at the end of class, **except for use during authorized class activities**. Sending or receiving cell phone calls, pages or text messages is not allowed except for law enforcement officers, firefighters or other first responders. Other than these, any student who leaves the classroom to use a cell phone will not be permitted back in class. Use of a cell phone in class can be construed as a Disruptive Act as defined in the Student Code of Conduct in the GCSC Student Handbook and as a violation of the Academic Integrity Policy. Repeated cell phone use during class will result in dismissal (withdrawal) from the class. The student cannot be readmitted to the class without seeing the Chair of the Natural Sciences Division and obtaining clearance to attend class.

8. **Students may bring and use laptop computers/tablets in class under the following guidelines:**

- Please sit on back row of desks/tables
- Computers/tablets must be used only for recording or acquiring information for the current class

IX. ACADEMIC INTEGRITY POLICY

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including cheating or plagiarism, is destructive to the spirit of an educational environment and therefore will not be tolerated. "Cheating" includes, but is not limited to, the use of any unauthorized assistance in completing course work. "Plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. Sanctions for incidences of academic misconduct, depending on the severity of the incidence and/or its repetition, may range from receiving an F grade (or zero) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the program or the college.

- X. CANVAS ACCOUNT:** Mandatory in order to have access to lecture PowerPoint presentations, announcements, assignments, animations, emails, and any posted grades. It is the responsibility of the student to notify their instructor before the end of the first week of classes if they do not have access to the material in Canvas. **For help, contact the Help Desk at 850-913-3303, or extension 3303 from on campus.**

Instructions for viewing your grades in Canvas will be given the first day of class.

In accordance with federal and state privacy laws, students may record class lectures for their own personal educational use, in connection with a complaint to the college, or as evidence in internal or external legal proceedings. Students may not publish or upload the recordings or any components thereof without the knowledge and written permission of the faculty member. Failure to obtain permission to publish could lead to the students' having to pay damages, attorney fees, and court costs. For more information about what can be recorded, please see the guidelines in the GCSC Student Handbook <https://www.gulfcoast.edu/current-students/student-handbooks/2025-2026-student-handbook.pdf>.