



**BIOLOGY 211, ANATOMY & PHYSIOLOGY II**  
**LECTURE SYLLABUS • SPRING 2021**  
**FLORENCE DARLINGTON TECHNICAL COLLEGE**

<https://fdtc.desire2learn.com/>

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**INSTRUCTOR INFORMATION**

**CONTACT INFO**

Patty Bostwick Taylor • Biology Instructor • Natural & Physical Sciences Department

**Email:** patty.bostwick@fdtc.edu \*Please email for faster responses!\*

**Phone:** (843) 661-8225 \*Please email – I am only on campus for office hours!\*

**Office:** 5416

Please see our D2L Course for Office Hours

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**COURSE INFORMATION**

**COURSE  
DESCRIPTION**

**Biology 210, Anatomy and Physiology I** (4 credit hours)

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Body systems included are integumentary, skeletal, muscular, nervous. Other topics include anatomical terms, biochemistry, cellular structure, tissues, & tissue inflammation.

**PREREQUISITE**

In order to enroll in BIO 211, you must have earned a grade of C or higher in BIO 210

**REQUIRED  
MATERIALS**

1. **Textbook:** Erin Amerman's *Human Anatomy and Physiology*, 2nd edition, 2018, Pearson Publishers. We use inclusive access so your textbook will be an e-book.
2. **Coursepacks** for both lecture and lab are available only by download from D2L as a PDF.
3. A reliable computer with microphone, webcam, Google Chrome, and the Honorlock extension are required for lecture and lab exams.

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**COURSE POLICIES**

**ATTENDANCE**

In our online class, the completion of assignments will count toward attendance. If you fail to complete assignments for **two weeks in a row**, you will be withdrawn from this course.

- If withdrawal occurs prior to the withdrawal deadline, a grade of W is assigned.
- If withdrawal occurs after the withdrawal deadline, a grade of F is assigned.

**WITHDRAWAL**

The last day to withdraw from this course will be announced; withdrawal after this date is an F. If you stop attending class, it is your responsibility to initiate the withdrawal. Otherwise, a grade of F is reported. Please access the list of **IMPORTANT STUDENT INFORMATION** sheet attached to this syllabus for more information about refunds, the 60% date for financial aid return of funds, and withdrawals.

## GRADE INFORMATION

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### GRADING SCALE

90.0 – 100	A	} "Passing"
80.0 – 89	B	
70.0 – 79	C	
60.0 – 69.9	D	
Below 59.9	F	

- To pass this class, the overall course average must be 70.0 average or higher.
- Grades are not curved in this class; extra credit work is also not provided. Bonus points are included on every exam.
- Students violating the FDTC *Academic Dishonesty* policy will be assigned a zero. Further infractions may cause you to be assigned a course grade of F.
- Lecture counts 75% and lab counts 25% of the *overall* course average.

### GRADES ARE BASED ON...

Lecture = 75% of course grade .... based on:  
 Average of lecture exams 1-4 = 70%  
 Final exam = 20% (15% of the overall course average)  
 Average of online lecture quizzes, dropbox submissions, & homework = 10%

Lab = 25% of course grade .... based on:  
 Average of lab exams 1-4 + lab quiz average = 100%

### HONORLOCK AND TESTING

- Your exams will be administered in a proctored environment using Google Chrome and Honorlock. You must have a computer with webcam and microphone in order to test via Honorlock; the college can provide you with a loaner laptop and WiFi hotspot device if you need either (please check with the Library).
- You also must have a quiet testing environment with no loud music, TV, or other people in the room with you.
- Please see the **HONORLOCK INFO AND STUDENT SIGNATURE SHEET** in D2L > Content > START HERE. The submission of this document counts as a quiz grade.

### LECTURE EXAM INFO & MAKE-UP POLICY

- **Lecture Exam** format – 60-75 multiple choice questions. Identification of anatomical structures may be included.
- You may request an early test if you know you'll be absent during the test time period. However, **NO MAKE-UP EXAMS** will be provided once the test period has closed.
- If you miss one test, the final exam will automatically count in the place of **one** missed exam (regardless of excuse). A zero is recorded as a placeholder. If you are caught cheating, the replacement policy does not apply.
- If you miss two exams or more, the final exam counts in the place of the **one** missed exam only. A grade of zero will be recorded for a **second** missed test, etc.
- In the event that you take all 4 lecture exams, the lecture final exam will replace the **one** lowest lecture exam score as long as the lecture final exam is higher than the lowest test score. However, if you are absent for one lecture exam, that one missed exam becomes the only test score replaced by the lecture final exam.

### FINAL EXAM

The lecture final exam is **required** for all BIO 211 students. The format is 125 multiple choice questions and it covers information from the entire semester (lecture and lab). The final exam counts 20% of the lecture average (15% of the overall course average). The lab final exam is **optional** and may be taken as a way to drop ONE lowest or ONE missed lab exam score. These replacement policies will not apply if you have been caught cheating and assigned a zero on the test.

**LECTURE AND LAB  
QUIZ INFO AND  
MAKE-UP POLICY**

- **Lecture/Lab Quiz** format – 10 multiple choice (*usually*) questions via D2L. Two attempts may be taken; the highest score will be recorded by D2L. No time limit; books/notes may be used when attempting the quiz. Honorlock is not required for lecture or lab quizzes. **No quiz extensions** once each quiz closes at its due date.
- One quiz score is dropped from the average.

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**OTHER NOTABLE INFORMATION**

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**ACADEMIC  
DISHONESTY WHILE  
USING HONORLOCK  
FOR TESTING**

- Phones, Apple watches, ear buds, and other electronic devices are not allowed to be visible or heard at any time during an exam. You may be assigned a zero.
- No loud music, TV, talking is allowed while testing. You may be assigned a zero.
- Please take care of your personal needs prior to the start of the exam. You are not allowed to leave the screen during testing. If you leave the sight line of the webcam during the exam, you may be assigned a zero.
- No unauthorized items should be used during exams including notes, books, other people. Remember, you are being recorded and instructors can both see and hear your activities even if the assistance comes from off-screen.
- A grade of zero (0) will be assigned for violations and will not be replaced by the final exam replacement policy. A course grade of "F" may also be assigned for further, repeated violations.

**FERPA (Family  
Educational Rights  
and Privacy Act)**

*“FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.”* <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA restricts instructors from discussing grades with parents of students who attend college. Please refrain from having parents or family members email or call about academic progress or grades on your behalf. Waivers are available at the Registrar's Office, 100 building for those students who want their parent(s) to be able to discuss grades with instructors. FERPA also restricts conversations about grades over the telephone with anyone.

**ADA STATEMENT**

If you have a disability for which reasonable accommodations may be required in this class, please contact Student Disabilities Office (SDO) in Room 114-A as soon as possible to discuss your needs and register for accommodations with the college. If you have already arranged accommodations through SDO, please discuss them with me during my office hours. Students who have medical needs related to pregnancy or parenting may be eligible for accommodations upon a referral from SDO.

While I am happy to assist you, I am unable to provide accommodations until I have received a referral from Student Disabilities Office. The SDO will work with students and faculty to arrange proctored exams for students whose accommodations include extra time for exams and/or assisted technology. Students with approved accommodations for extra time should talk with me as soon as possible. SDO must be contacted in advance to schedule proctored examinations or to arrange other accommodations. The SDO would be grateful for advance notice of at least two weeks. Students requiring service animals as part of their reasonable accommodations must register their animals with SDO. For more information you may contact SDO at 843-661-8124.

**STUDENT SEXUAL  
MISCONDUCT  
POLICY**

FDTC is committed to fostering a safe, productive learning environment. Title IX and FDTC policy prohibit discrimination on the basis of sex, which regards sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking. We understand that sexual violence can undermine students' academic success and we encourage students who have experienced some form of sexual misconduct to talk to someone about their experience, so they can get the support they need. Alleged violations of Title IX can be reported confidentially to the Title IX Coordinator at <https://www.fdtc.edu/human-resources/title-ix>. Anonymous reporting is not acceptable as this will hinder the investigative process.

Terry Dingle, Associate Vice President for Human Resources/Internal Relations, is the Title IX Coordinator. You may contact the Title IX Coordinator at 843-661-8321.

If you or someone you know is sexually assaulted or harassed, these additional resources can assist:

Florence Police Department – 843.669.3911

Florence County Sheriff Department – 843.669.3911

Pee Dee Coalition Against Domestic and Sexual Assault –  
843.669.4600 or 1.800.273.1820 (24-hour hotline)

**Mandatory Reporting Policy**

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 related to my role as a faculty member. I am required to share information regarding sexual misconduct or information about a crime that may have occurred on FDTC campus with college authorities. All information relating to sexual misconduct will be reported to the Title IX Coordinator. Confidentiality will always be maintained to the fullest extent possible.

**TITLE IX &  
PREGNANCY**

Florence-Darlington Technical College does not discriminate against any pregnant or parenting student. Pregnant or parenting students seeking accommodations are encouraged to contact the FDTC Disabilities Coordinator. [Rhonda Tuten, Room 111B located in the 100 Building. Her contact information is; phone:843-661-8124; email: [rhonda.tuten@fdtc.edu](mailto:rhonda.tuten@fdtc.edu)].

Florence-Darlington Technical College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. Students seeking pregnant and/or parenting accommodations are encouraged to disclose the pregnancy in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements. A student who elects to withdraw from the course on or after census will be assigned a "W" or "I;" however, the "W/I" will not be considered in satisfactory academic progress calculations, until the designated accommodations period ends.

Students seeking accommodations for pregnancy and/or parenting are encouraged to contact the college's Disabilities Coordinator. [Rhonda Tuten, Room 111B located in the 100 Building. Her contact information is; phone:843-661-8124; email: [rhonda.tuten@fdtc.edu](mailto:rhonda.tuten@fdtc.edu)].

**IF YOU HAVE CONCERNS**

Concerns should be resolved with your instructor (lecture or lab) first. Please allow the instructor the opportunity to rectify a situation before escalating it out of our hands. After unsuccessfully attempting to resolve the issue, you may make an appointment with the Natural Sciences Department Chair.