

**BIO 1007-170 - Anatomy & Physiology I – Syllabus**  
**Virtual Class Meeting**  
**Dr. Sue Caley Opsal**  
**Fall 2021**

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**Meeting Times and Locations**

**Virtual Class Meeting - Online Live:** Monday and Wednesday 1:00 - 2:15 p.m. on Zoom

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**IMPORTANT:** Although this is a remote learning experience, the pandemic could make our time together this semester disruptive. If you have an illness, COVID-19 or otherwise, it is best to keep me informed of your situation if it hinders your learning so I can assist you in successfully completing the course. If you come to our IVCC campus or the Ottawa Center, please be advised there is currently a mask mandate in place. Please do not come to campus if you are feeling ill or if you have had a recent exposure to someone who has an active COVID-19 infection.

**Please do what you can to keep yourself and others safe -- this requires us all to work together for the health of our community.**

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**Your Instructor - Contact Information:**

**Dr. Sue Caley Opsal**

Office: A-326 Phone: 815-224-0412

Life Sciences Lab Phone: 815-224-0308

E-mail: [Sue\\_CaleyOpsal@ivcc.edu](mailto:Sue_CaleyOpsal@ivcc.edu)

[www.youtube.com/professoropsal](http://www.youtube.com/professoropsal)



Dr. CO's Office Hours


MTWR – 12:00-12:50 p.m.  
main campus (or Zoom by  
request)

Tuedays – 8:00-8:50 a.m. main campus (or  
Zoom by request)

**Prerequisites:** None, but 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 our course BlackBoard. The text is “*Seeley’s Essentials of Anatomy & Physiology, 11<sup>th</sup> edition*” by VanPutte, Regan, & Russo. 2021. McGraw-Hill, Dubuque, IA. The IVCC bookstore sells an *optional* loose-leaf text that can be put in a 3-ring binder.

2. **Lab Manual (IVCC Bookstore):** Wise, E. 2020. 12<sup>th</sup> 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 heavily in this class and in second semester A&P (BIO 1008).
3. **Lab Kits** – available for pickup in the Life Sciences lab (must be returned at end of semester except for perishable items – a detailed list of items will be included in the kit with what must be returned. **Do not throw away the list of materials in the kit!!**
4. **Lecture PowerPoint Packet (IVCC Bookstore – may also be downloaded in BB)\***
5. **Lab Checklist Packet (IVCC Bookstore – may also be downloaded in BB)\***
6.  Additionally, you will need a personal computer with a webcam and access to the internet. If you do not have a webcam let me know at the start of the semester – it is required for taking exams. Your computer must be capable of downloading **Respondus Lockdown Browser** for taking exams/quizzes. To download Respondus Lockdown Browser use the following link (don't just google it):

<https://download.respondus.com/lockdown/download.php?id=328538650>

**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/>

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### Some Tips for Online Learners:

- Remote learning is tough. Keep up with the required live sessions by taking notes during class, and if you cannot attend sessions watch the videos quickly after they post, and re-watch them to reinforce learning
- Complete weekly assignments on time and try not to fall behind
- Develop a schedule of when you will do your online work and stick with it
- Immerse yourself in the course material -- talk to others about what you are learning, think about it and reflect on it daily
- Stay organized -- if you are not naturally organized ask for tips
- Set reminders/alerts on your phone of upcoming due dates
- Get to know someone new, even though it won't be easy from a distance – it is possible to build a community of learners online

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### COURSE DETAILS

**1. Attendance Policy:** Attendance is required and will be taken during virtual class meetings (VCMs) – you will access the course Zoom space through a link in BlackBoard. If you miss more

than 4 VCMs I reserve the right to withdraw you from the class. **I also reserve the right to withdraw any student who falls behind in completing the online work -- generally this means a student who has missed completing 2 weeks of assignments, quizzes, or exams.** Please be on time for class. Because this class meets remotely, weather-related closings are not applicable; however, storms sometimes cause Internet outages, which will interfere with our ability to meet online. If this happens, you may be able to connect to class through your smart phone if you have one. At other times, we could experience technology glitches during live sessions. If this happens be patient and try to get back online. I will do the same if the problem is on my end.

**2. Classroom Etiquette:** The IVCC student handbook contains policies related to student rights, academic integrity, and student code of conduct. I expect students to be attentive, respectful, and to participate during class. I also expect students to complete *their own work* with integrity.

All students, faculty, staff, and visitors are required to wear face coverings while on campus.



Use of cell phones is a distraction during class. Please put your phone in silent mode when class is in session AND while you are studying, so it does not hinder your learning. **Cell phones or other electronic devices are not allowed in the room with you while taking exams.**

**3. Exams and Make-up Policy:** All exams and quizzes are taken online and will have a strict window of time when they are open. 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 assessment during that time. *Missed quizzes may not be made up under any circumstances.*


**4. Lab:** The virtual class meetings will cover both lecture and lab material. Generally, I will try to cover lecture material on one day and lab material on another day. These sessions will be recorded and be made available to students. Please give me 48-72 hours to process videos. There is a lab kit available to be picked up in the Life Sciences lab to enhance your learning of lab content. *You must pick up this kit in the life sciences lab on main campus during the second week of classes, Monday, August 23 through August 27.* Hours are generally 9:00 a.m. to 4:00 p.m. (3:00 p.m. on Fridays). Call ahead before you get there: 815-224-0308. **These materials must be returned at the end of the semester.**

**5. Academic Integrity:** Students who fail to follow exam/quiz protocols or who use outside sources to complete exams/quizzes will receive a ZERO for that assessment and be subject to further disciplinary action or withdrawal from the course at my discretion. Use of paper notes in proximity of your testing area, digital resources, internet, audio, individuals in the room,

electronic devices, or other assistance during exams is strictly prohibited. Please note that plagiarism is an example of academic dishonesty. Lack of academic integrity hinders learning and diminishes ones' academic reputation. Refer to the IVCC student handbook for more details. Remember, Respondus Lockdown Browser with monitor is required for taking exams and an acceptable environment check is required to start the test.

**6. 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.

**7. Grading:** Methods of instruction include virtual class meetings (online live in Zoom), virtual labs, digital audio and video files, print articles, and other online sources, demonstrations, and group discussions. Students will be evaluated based on **lecture exams, quizzes (lecture and lab), and assignments.**

<p><b>Grade distribution will be as follows:</b></p> <ul style="list-style-type: none"> <li>▪ 4 Lecture exams (240 pts.)</li> <li>▪ 6 Lab quizzes (135 pts.)</li> <li>▪ Quizzes (up to 50 pts.)</li> <li>▪ Connect assignments (122 pts.)</li> <li>▪ Other assignments (up to 50 pts.)</li> </ul>		<p><b>Course grading scale:</b></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. Note: The Blackboard gradebook tracks your grade but it is not accurate if you fail to complete an assignment and no grade registers after the due date. This will overly inflate your average so be mindful of that.

In the final evaluation of your grade, **attendance, class participation, and effort** will be taken into consideration for those students very close to having earned the next higher grade.

**8. Withdrawal from the Course:** The final day to withdraw from this course is ***Wednesday, November 5, 2021.***

**9. No food, drink, or tobacco products are allowed in the classroom, especially in lab. You must wear close-toe shoes in lab.** Children are not allowed in the classroom or the life sciences lab. These policies will be strictly enforced.

**10. Disability Services at IVCC:** If you are a student with a documented cognitive, physical, or psychiatric disability you *may* qualify for academic accommodations. Please see Tina Hardy in

the Disability Services office in C-211 or call 815-224-0284 for more information. You must contact me as soon as possible if you are requesting accommodations.

*Last Updated September 2, 2021*