



Introduction To Anatomy & Physiology Lecture & Lab
BIOL-2404.4F1 | Online Flex 2
BIOL-2404L.4F1 | Online Flex 2
Fall 2025 Course Addendum
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Contact Information

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Office Hours: Mondays - Thursdays
9:00 a.m. – 10:00 a.m.
1:30 p.m. – 2:30 p.m.

Assessment Guidelines

Access Pearson A&P quizzes, lecture quizzes, lecture examinations & lab practicals may be completed in a location of the student's choice. There are three testing centers available to you in Carthage, TX, Marshall, TX and Center, TX.

Lecture Access Pearson A&P Quizzes: Multiple attempts per quiz are allowed. No extensions are allowed on these quizzes.

Lecture & Lab Quizzes: Missed quizzes due to **legitimate reasons** should be rescheduled with the professor within one (1) week of the scheduled quiz. Quizzes not made up within one week of the scheduled quiz will be assigned a "0" in the gradebook. It is the responsibility of the student to schedule makeup quizzes.

Lecture Examinations: Missed examinations due to **legitimate reasons** should be rescheduled with the professor within one (1) week of the scheduled examination. Examinations not made up within one (1) week of the scheduled examination will be assigned a "0" in the gradebook. It is the responsibility of the student to schedule makeup examinations. A student will not be permitted more than one makeup exam per semester.

Final Examination: Missed final examinations due to **legitimate reasons** should be rescheduled with the professor before final grades are posted for the semester in question. Final examinations not made up by this time in the semester will be assigned a "0" in the gradebook. It is the responsibility of the student to schedule a makeup final examination.

Lab Practical: Missed practicals due to **legitimate reasons** should be rescheduled with the professor within one (1) week of the scheduled practical. Practical not made up within one (1) week of the scheduled examination will be assigned a "0" in the gradebook. It is the responsibility of the student to schedule makeup practical. Makeup practicals will be administered by the professor during office hours.

Course Requirements & Expectations

The student is responsible for attending all lectures & labs, as well as completing all assigned lecture & lab assignments & examinations. When the professor feels that the student has been absent to such a degree as to invalidate the learning experience, the professor may recommend to the Vice President of Instructional Affairs that the student be dropped from the course. The professor may drop the student for attendance deficiencies after they have accumulated **three (3) or more** absences in either the lecture or lab course.

The student is responsible for taking notes, reading and outlining course materials, and being prepared for lecture and laboratory responsibilities.

The student is responsible for completing and turning in all course work on the scheduled dates as outlined in the course calendar posted to Canvas. Thirty points or more will be deducted for any assignment turned in late. Regardless of the situation, the professor should be contacted ASAP to develop an alternate schedule should it be deemed necessary to adopt one.

Since the delivery platform for this course is online, attendance cannot be taken in the traditional sense. Instead, several participation exercises in the lecture course are assigned to best assess involvement in the course and ultimately, attendance. The student should make sure that he/she completes these exercises in a timely manner.

Academic Integrity

Academic integrity is an important value in student & individual development. Cheating is defined as unauthorized help on an examination, practical or assigned course material. Plagiarism on any research assignment also constitutes cheating.

A student must not receive from any other student or give to any other student any information, answers, or help during an exam, in-class quiz, and practical.

A student must not "steal" the answers from an unsuspecting student during an exam, in-class quiz, and practical.

A student must not use any sources for answers during the exam (including, but not limited to notes, books or electronic devices) without prior authorization from the professor.

A student must not obtain exam question illegally, tamper with the exam/in-class quiz/practical questions, nor change the results of an exam/in-class quiz/practical after it has been graded.

The first offense of cheating will result in a grade of "0" for the assignment or assessment. The second offense of cheating will result in the student failing the course. Students shall have the right to contest a cheating claim. The appeals process is specifically defined in the Panola College student handbook.



Communication & Grading Guidelines

The best way to contact me is send an email to the address listed above (oakinsola@panola.edu). You may also contact me by sending a message within Canvas or calling the number listed above (903.693.1148). You can expect a response to an email, Canvas message or phone call within 48 hours of the original message being sent or original call being placed.

Lecture quizzes, lecture examinations, lab quizzes and lab practicals will be graded and posted to Canvas within two (2) weeks of the due date for said assessment. If more time is required to grade these assessments, I will communicate that to the class ahead of time.

Grade Breakdown

The only course that you will receive a grade for is the lecture course. You will not receive a grade for the lab course, as performance in lab is factored into the lecture course. The lecture component of the course is 70% of your total grade, and the lab component is 30% of your total grade. Up until midterm grades come out, your lecture and lab grades will be kept totally separate. The breakdown for lecture & lab will be as follows:

Online Intro A&P Lecture	
Component	Weight
Lecture Quizzes	10%
Access Pearson Assignments	10%
Lecture Exams	60%
Final Exam	20%

Online Intro A&P Lab	
Component	Weight
Lab Quizzes	20%
Lab Exercises	30%
Access Pearson Assignments	10%
Lab Practicals	40%

When midterm grades are released, I will: 1) add in a row for lab and 2) adjust the weights of the components of the lecture here in the lecture Canvas course to reflect the weights of lecture and lab comprehensively for the course. The breakdown after that will look as follows:

Online Intro A&P Comprehensive	
Component	Weight
Lecture Quizzes	7% (70% of 10%)
Access Pearson Assignments	7% (70% of 10%)
Lecture Exams	42% (70% of 60%)
Final Exam	14% (70% of 20%)
Online Intro A&P Lab	30%

Your final lab grade will be inputted into your lecture grade at the end of the semester to determine your comprehensive grade for the course.

Extra Credit

There will be multiple opportunities to earn extra credit for your comprehensive grade. I will make you aware of such opportunities throughout the semester. There will also be two extra credit assignments at the end of the semester. **All extra credit points will be added to your grade at the end of the semester.** They will not be added to your grade at any other point in the semester, including the midterm period.



Keys To Success In Introduction To Anatomy & Physiology

Anatomy & Physiology is an interdisciplinary course that encompasses immense bodies of knowledge. This semester, you will be presented with a vast amount of information. To be successful you must do a **minimum** of six things:

1. Come to class every day class is scheduled. You cannot expect to absorb information that you are not present to absorb.
2. Review your notes every day, including on days that you do not have class. This helps you get into a flow of repetition which is particularly important for grasping anatomical concepts. It also aids you in seeing "the big picture", which is particularly important for grasping physiological concepts.
3. Ask questions. If you are hesitant to ask questions during class, you can send them via email or Canvas message. I will do my best to answer all questions and provide clear answers as time permits.
4. Start studying for each assessment well in advance. If you wait until a couple of days before to start studying, you might not do very well on assessments, especially late in the semester. Furthermore, memorizing information will not guarantee you success in this course for two reasons: 1) you cannot memorize everything and 2) the exams will assess your ability to think critically, not regurgitate information.... which leads to point #5....
5. Get together with your classmates outside of class and talk out the information that is presented during this course. It is important that you "own" the information for yourself and learn to explain concepts in your own words.
6. If you don't already have one, get a large binder to keep all your notes in for this course. You should become used to actively taking notes in class.
7. Work hard & smart. Grades are not given in this course, **they are earned**.

It is no longer enough to be smart -- all the technological tools in the world add meaning and value only if they enhance our core values, the deepest part of our heart. Acquiring knowledge is no guarantee of practical, useful application. Wisdom implies a mature integration of appropriate knowledge, a seasoned ability to filter the inessential from the essential....

Doc Childre & Deborah Rozman

