

Anatomy and Physiology 12



Course Description

Anatomy and Physiology 12 is a course which studies cell structure, function and processes as well as the human body. It focuses on big ideas related to homeostasis, DNA and cells, and organization of organ systems.

Course Materials

Anatomy and Physiology 12 materials are available through an online LMS called Brightspace and requires a computer/tablet device. All learning resources and activities are provided online through the StudyForge platform and directly in the course. Students will require a method for printing, scanning, and saving their learning evidence.

You will be able to start on the first two units as the textbook has been scanned and placed into the course. Once you have completed the Introductory Unit, an online copy of the textbook will be sent via email.

Consider creating a file called Anatomy and Physiology 12 on your computer and "Save as ..." your documents or photos into this file folder. This will help you easily find them when uploading.

The assignments in this course may require you to:

- Complete online activities directly within the course on your computer.
- Upload your MS Word or create a single PDF file into the appropriate assignment drop box.

You may decide to print out and hand write some assignments. Once your assignment is completed, create a single PDF file using a scanning app downloaded onto a cell phone. Take photos of each page of the assignment using a Photo to PDF app. Kindly review them to ensure the photos are:

- clear and not covered by shadows,
- the printing is dark enough to read,
- in the correct order and orientation.

Use the app to convert your photos to a single PDF file. Learning to create a single PDF is a skill that will help you in many real-world tasks outside of school as well.

A good app you can download to your phone to convert and combine your photos into a single PDF file *Scan to PDF: Scan documents with a free scanner app | Adobe Acrobat*

- <https://www.adobe.com/acrobat/mobile/scanner-app.html>

WLCN also provides a free set of instructions for other applications to convert Photos to a PDF file.

- [WCLN: Scanning with your Phone](#)

Curriculum

The Curriculum for this course is available at: [Anatomy and Physiology 12](#)

Assessment & Evaluation

Item	Weight
Introductory Unit	5%
Assignments	45 %
Quizzes	10%
Midterm Exam	15%
Final Exam	25%

The midterm exam covers the introductory unit to unit 5. The final exam covers all units, with a greater emphasis (70%) on the second half of the course.

Learners are expected to spend 90-120 hours on the course. This time includes viewing/reading lesson resources; researching the technique or focus of the assignment, planning, making, and completing coursework; submitting the assignment and reviewing feedback.

For each unit, **you are required to read through all section information BEFORE completing the assignment.**

In addition, there is an overview that you can use to review the material with as you read. A key is provided to allow you to self-assessment your knowledge. There will also be crosswords, word searches and links to practice quizzes and interactive games for you to try. They are not mandatory but are useful for reviewing/understanding the material.

Testing Information

There are 2 closed book exams in the course that are invigilated. Invigilation ensures the exams are completed as intended with no additional support or resources. Invigilation forms are found in the course. Forms must be submitted at least one week prior to the desired date and time. EBUS has several invigilators who will invigilate your exam through an online live call or in-person. The invigilated tests will require photo ID, a computer with a webcam to show you accessing the test, sharing your screen, and a secondary device with camera to show your workspace.

When learners are not meeting the learning outcomes/falling behind

When learners fall behind the expected pace or plan, they will be contacted via email or phone and if there is no improvement or response, parents will also be contacted. If deemed necessary, contact with the learner's home school may also occur to help determine a solution.

Learners are expected to let the course teacher know when they are struggling with course content. In response, the course teacher will provide appropriate help or strategies to support learning. The course teacher will also provide feedback on course work to support learning and help learners improve. Parents will be made aware if their child is actively working but struggling to meet the learning outcomes of the course.

Learners falling behind in a manner where it does not appear that they will complete the course within a year will be sent reminder emails. Without a response or renewed efforts in the course, the learner may be assigned an F or withdrawn. Should they begin actively working in the course, the learner may be given an alternate completion date.

Inactivity and Communication

Learners are expected to login and submit work in their online courses on a weekly basis. EBUS teachers monitor learner participation, work submission and periods of inactivity in their courses. Learners who do not submit assignments will receive an *online gentle reminder email (OGRE)* to inquire about progress and reasons for inactivity

OGRE notice #1 - Two weeks - no assignments submitted.

OGRE notice #2 - Three weeks - no assignments submitted.

OGRE notice #3 - Four weeks - no assignments submitted.

Learners who receive an inactivity email must contact their teacher to communicate their intentions for the course and their plan to engage in the course.

If a learner has been inactive and has received three OGRE reminders and has not responded to communications from their online teacher, the learner may be withdrawn from the course.

Communication between learners and teachers is important. EBUS Academy offers a flexible learning environment, and we understand that various circumstances can arise that prevent learners from engaging in their courses. When learners anticipate being absent from their online course, they should contact their teacher in advance, whenever possible.

Integrity Policy

At EBUS, you're expected to complete your own work and use tools—including AI—responsibly. Integrity means showing what you know and giving credit when you use help or ideas from others. The policy can be found [here](#).

Exams, Tests, and Quizzes

Complete all tests independently without notes, devices, or AI unless permitted by your teacher.

Cheating or unauthorized use of AI/internet may result in a zero, test retake under supervision, or other consequences.

Plagiarism

Plagiarism is using someone else's words, ideas, or AI-generated work as your own. Avoid it by writing in your own words and citing all sources (including AI tools). Use [bibme.org](#) for citations. Consequences range from warnings to zeros to redoing work under supervision.

AI Use

AI tools may only be used when explicitly permitted by your instructor. If allowed, you must include an AI Use Statement (e.g., "Used ChatGPT [May 2025] to brainstorm ideas; rewrote in my own words") and cite the tool. AI-written essays, code, or images submitted as your own work are not permitted.

Consequences

If unauthorized help or AI use is suspected, your teacher will contact you. Consequences depend on severity and may include warnings, resubmission, zeros, or withdrawal from the course.

Learner Expectations

- Adhere to the EBUS Academic Integrity Policy.
- Contact your teacher when help is needed.
- Review feedback from assignments and tests, where applicable.
- Work to complete the course in a timely manner.
- Communicate respectfully.
- Review progress reports.

Reporting

There are three Written Learning Updates that are accessible from the learner dashboard. An email will go out when these are available.

The teacher will regularly send out progress reports showing the learner's progress, on weeks that EBUS Academy is in session.