



BIOLOGY (BIOL) 2113L: Anatomy and Physiology I Lab
ON CAMPUS (CA) COURSE SYLLABUS
Course with 60% Face to Face & 40% Online
Fall Semester 2023: Monday

COURSE INFORMATION

Credit Hours/Minutes: 1/2250

Campus/Class Location: Swainsboro Campus/Health Sciences Annex (HSA) Building 8: Room 8143

Class Meets: Monday 3:45pm-5:10pm, this is a course taught on campus (CA), with 60% Face-to-Face (FTF) in class & 40% Online (OL).

Course Reference Number (CRN): 20142

Preferred Method of Contact: Email [Sherry Sturgis \(ssturgis@southeasterntech.edu\)](mailto:Sherry.Sturgis@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Sherry C. Sturgis Beasley

Email Address: [Sherry Sturgis \(ssturgis@southeasterntech.edu\)](mailto:Sherry.Sturgis@southeasterntech.edu)

Bio: I received my B.S. and M.S. in Biology from Georgia Southern University, with an emphasis in Ecology. I am an Ecologist, Conservationist, and Environmental/Nature Educator. I have taught many courses in Science, especially Biology in the field of higher education. I love all aspects of Biology, especially Anatomy & Physiology, Microbiology as well as Forensic Science.

Office Location: Vidalia Campus/Health Sciences Annex (HSA) – Building C: Room 901

Office Hours: M-W 8:30am-11:30am & TH 8:00am-9:00am

Email Address: ssturgis@southeasterntech.edu

Office Phone: (912) 538-3188

Cell: (912)-531-4543, please text me first, and do not use this number unless you really need to reach me. I do not mind you contacting me by cell phone, just do not abuse the privilege.

Fax Number: NA

Tutoring Hours: By appointment only, I will be glad to set up a tutoring session during office hours.

This course requires students to complete a portion of the required contact hours by attending classes on campus while completing the remaining portion online as shown on the lesson plan. The course is taught in an on campus (CA) format. On campus (CA) classes require students to complete 60% face to face in class and 40% online of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

1. **Principles of Anatomy and Physiology**, Tortora/Grabowski, 16th Edition, John Wiley and Sons, Incorporated.
2. Southeastern Technical College 2114 Lab Manual, Ajohda, 1st edition

REQUIRED SUPPLIES AND SOFTWARE

3- hole binder, clear front report cover (make sure it is sturdy and can hold 100 pages or more), colored pencils, ink pens, highlighter, and any other supplies deemed necessary by instructor.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems

MAJOR COURSE COMPETENCIES

1. Laboratory Safety
2. Body Organization
3. Cell Structure and Function
4. Tissue Classifications
5. The Integumentary System
6. The Skeletal System
7. The Muscular System
8. The Nervous and Sensory Systems

PREREQUISITE(S)

Regular Admission

Co-requisites: All Required

ENGL 1101 - Composition and Rhetoric

BIOL 2113-Anatomy & Physiology I

COURSE OUTLINE

LABORATORY SAFETY

1. Discuss and apply laboratory exercises encompassing the appropriate practice of laboratory precautions and laboratory safety

BODY ORGANIZATION AND CHEMICAL BASIS OF LIFE

2. Perform and apply laboratory exercises encompassing body organization and the chemical basis of life

CELL STRUCTURE AND FUNCTIONS:

3. Perform and apply laboratory exercises encompassing cell structure and function

TISSUE CLASSIFICATIONS:

4. Perform and apply laboratory exercises encompassing tissue classifications

THE INTEGUMENTARY SYSTEM:

5. Perform and apply laboratory exercises encompassing the integumentary system

THE SKELETAL SYSTEM:

6. Perform and apply laboratory exercises encompassing the skeletal system

THE MUSCULAR SYSTEM:

7. Perform and apply laboratory exercises encompassing the muscular system

THE NERVOUS AND SENSORY SYSTEM:

8. Perform and apply laboratory exercises encompassing nervous and sensory systems

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

In order to be successful in this class, students should study a minimum of 2 hours per credit hour each week (minimum of 8 hours). Before arriving for class, students should read assigned chapters taking special note of bold-faced vocabulary terms and any study questions within the chapter. All assignments and pre-lab work must be completed before the regularly scheduled class meeting on Wednesdays. Failure to comply with these suggestions will make it impossible to understand and follow the lecture material and will result in a student being unsuccessful in this course.

Students are responsible for the policies and procedures in the STC Catalog and Handbook. Additionally, during exams, students are to place all notebooks, bags, and other belongings on the floor or on the counters located in the back and sides of the classroom. Also, during examinations students are to be seated with one empty chair between each student. No talking is permitted once the exams are handed out. Students are not allowed to leave the room during an exam (with their cell phone). Students need to go to the bathroom prior to the exam. The instructor will make an exception for emergencies. **Students found with their cellphone or any other personal communication device (including smart watches) will be considered cheating and given a zero for the exam. This includes taking out a phone or similar device after the student has completed the exam but while others in the classroom are still testing.**

Students are expected to exhibit professional behavior at all times. Each student is to show respect and

concern for fellow students and for the instructor. Insubordination will not be tolerated, and disciplinary measures will be enacted.

As students taking this course are striving to become healthcare professionals, they will be expected to follow certain healthcare program rules. This includes but is not limited to: proper dress (when in lab setting or other activities in class), no perfumes or strong fragrances, cleanliness (hands, clothes, hair), and effective communication skills.

Per STC policy no cell phones are allowed in hallways or in classrooms. If your phone must be with you it must be turned off and in a bag. In cases of emergency when a student needs his or her phone, he or she is expected to 1) notify the instructor before class begins and 2) leave the phone on silent (NO VIBRATE) while they are in the class (this excludes examination guidelines for phones). No personal calls are to be taken during class, regardless of the situation. This should be handled before or after class.

No eating or drinking is permitted in the lab or lecture classroom. Water is allowed if it is in a spill-proof container and must be kept under the desk or on the sides of the classroom.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Emily Jarrell \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Emily Jarrell \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

FINAL ELIGIBILITY AND FINAL EXAMINATION

A comprehensive final examination will be given at the end of the semester. All students in the course will complete the Final Exam on the specified date and time as stipulated in lesson plan outline. There will be **no make-up exam** for the final examination. To determine if you are eligible to take the finals, a student must maintain a **Lecture and Lab Test average of seventy percent (70%) or above prior to the date of the scheduled final exam**. Grades of 69.9% will not be rounded up. If the student has below a 70% average, the student will be given a letter grade based on Tests average. Blackboard assignments, Learning Objectives, Discussion Boards, etc. are **not** included in the Test average, **only test grades**.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOEMWORK, PROJECTS, ETC.)

Students will be allowed to make-up **one** examination (one lecture and one lab), **EXCLUDING** the final examination, due to an extenuating circumstance. This should be discussed with the instructor. Please submit official copy of medical, court documentation/jury duty, or any other formal written documents supporting the reason for missing a test. **Any other test missed will result in an automatic grade of zero.** **Note:** If student notifies instructor regarding inability to complete assignments because of technical problems **after due date**, the student will **NOT** be allowed to make-up the assignments. All make-up exams will be conducted face to face (FTF) on the scheduled date. Students have one week to make up a missed exam, if a student does not meet this period, the make-up exam will be given at the end of the semester. Make-up exams given at the end

of the semester will consist of questions in short answer/essay format.

Lab examinations: Students will be allowed to make up one lecture examination (excluding the final exam), due to a documented, excused absence approved by the instructor. Any subsequently missed lecture exam will result in an automatic zero.

Labs & assignments: There are no make-up labs. Late assignments will be accepted but not for full credit. Assignments submitted after the due date will incur a 10% deduction per day late.

Research Project: Projects are due the date your group agrees upon, unless there is an emergency. If a group member fails to show up, they will receive a zero as a grade.

ASSIGNMENTS

Students will be asked to bring a three-prong notebook for lab class. This is for your lab activities, lab reports & related assignments. All lab related work, lab reports and assignments should be completed on the due date and kept in the notebook. Any new work or related lab material given by the instructor should also be kept in this notebook. Your work should be organized, neat and easy to read. You must attend the labs and complete the required work to receive credit for labs. You also have some microscopic observations to complete for certain labs. These must be placed in the drop box on Blackboard when completed. The instructor will discuss this further in class.

RESEARCH ARTICLE REVIEW

Students will be given a research article for review. Research articles will be related to our studies. Students will be expected to read the article and write a summary about their research article. The summary must be a minimum of 1 page, see rubric below for more details. This may be conducted individually or as a group. Students will be required to briefly discuss their article review with the class. You must present the instructor with a paper copy of the article attached to your summary. Students must contact the instructor if a group member is not communicating or participating in their project. **Students can work on this project individually if discussed with the instructor at the beginning of the semester.**

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input

the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Until HR position is filled, contact Denise Powell, VP of Administrative Services Vidalia Campus 3001 East 1 st Street, Vidalia Office 138C Phone:912-538-3162 Email: Denise Powell dpowell@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website](http://www.southeasterntech.edu) (www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Lab Exams	40%
Labs, Lab Book & Lab Assignments, & Microscopic Observations	20%
Research Article Review Assignment	10%
Comprehensive Final	30%
Total	100%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

DISCLAIMER STATEMENT

Instructor reserves the right to change the syllabus and/or lesson plan as necessary. The official copy of the syllabus is located on the STC M-Drive and will be discussed on the first day of class. The syllabus displayed in advance of the semester in any location is for planning purposes only.

BIOL 2113L: Anatomy and Physiology I

Fall Semester 2023 Lesson Plan

Date	Chapter/Lesson	Content/Labs	Tests, Assignments, & Due Dates	Competency Area
Week of 08/21 (Monday)	In Class Activities: Introduction to the Course, syllabus review, outline, regulation, etc. Chapters 1 & 2	Introductions, Syllabus Review, Group Project Group Assignments, File creations, Chapter 1: Intro to the Human Body Chapter 2: The Chemical Level of Organization Lab-Lab Safety Microscope Cells (Cheek cells)	Read chapters before coming to class and complete learning objectives (found on the M-Drive & in Blackboard). These Learning Objectives will help you with lecture & lab classes. Work on your Lab assignments & lab book weekly. Online Activities include: All lab assignments. This includes; Microscopic Observations, lab handouts in class, & lab book activities. Keep up with your lab book weekly, lab books will be checked off every 2 weeks beginning 09/11. Lab book (Chapters 1-4) due 09/11	C: 1,2 G: a-c
08/28	In Class Activities: Chapter 3 Chapter 4	Chapter 3: The Cellular Level of Organization Chapter 4: Tissue Level of Organization Lab-Cells & Cell Division, & Types of Tissues	Lab book (Chapters 1-4) due 09/11 Online Activities include all weekly lab assignments Microscopic Observation 1 (types of tissues) due 09/11	C: 1,2,3,4 G: a-c
09/04 Labor Day Holiday, No class this day	n/a	n/a	n/a	n/a

Date	Chapter/Lesson	Content/Labs	Tests, Assignments, & Due Dates	Competency Area
09/11	In Class Activities: Chapter 4 Chapter 5	Chapter 4: Tissue Level of Organization Chapter 5: The Integument System Lab-Tissues & the Integument System	Lab book (Chapter 5) due 09/25 Online Activities include all weekly lab assignments Review for Lab Exam 1	C: 4,5 G: a-c
09/18	In Class Activities: Chapter 6 Chapter 7 Chapter 8 Chapter 9	Chapter 6: Skeletal System: Bone Tissue Chapter 7: Skeletal System: Axial Chapter 8: Skeletal Appendicular Chapter 9: Joints Lab-Bones	Lab Exam 1: Chapters 1-5 (Cells, Tissues, & Skin) on 09/18 Lab book (Chapter 6-8) due 10/02 Online Activities include all weekly lab assignments	C: 6 G: a, c
09/25	In Class Activities: Chapter 10 Chapter 11	Chapter 9: Joints Lab-more bones & Joints Review for lab exam 2	Lab book (Chapter 6-8) due 10/02 Online Activities include all weekly lab assignments Review for Lab Exam 2	C: 6 G: a-c
10/02	Chapter 10 Chapter 11	Chapter 10: Muscle Tissue Chapter 11: Muscular System Lab-Muscles	Lab Exam 2: Chapters 6, 7, 8, & 9 (Bones & Joints) on 10/02 Lab book (Chapters 9, 10 & 11) due 10/16 Online Activities include all weekly lab assignments Microscopic Observation 2 (Muscle tissue) due 10/09	C: 7 G: a, c

Date	Chapter/Lesson	Content/Labs	Tests, Assignments, & Due Dates	Competency Area
10/09	In Class Activities: Chapter 12	Chapter 12: Nervous Tissue Lab-Nerve Tissue	Lab book (Chapters 12, 13 & 14) due 10/16 Online Activities include all weekly lab assignments Microscopic Observation 3 (nerve tissue) due 10/23	C: 8 G: a-c
10/16	In Class Activities: Chapter 13	Chapter 13: Spinal Cord and Nerves Lab: Spinal Cord & Nerves	Lab book (Chapters 12, 13 & 14) due 10/30 Online Activities include all weekly lab assignments Microscopic Observation 3 (nerve tissue) due 10/23 Review for Lab Exam 3	C: 8 G: a-c
10/23	In Class Activities: Chapter 13 Chapter 14	Chapter 14: Brain and Cranial Nerves Lab-Sheep's Brain Dissection	Lab Exam 3: Chapters 10, 11, 12, & 13 (Muscles, Nerve Tissue, & Spinal Cord) on 10/23 Lab book (Chapters 12, 13 & 14) due 10/30 Online Activities include all weekly lab assignments	C: 8 G: a-c

Date	Chapter/Lesson	Content/Labs	Tests, Assignments, & Due Dates	Competency Area
10/30 11/02 65% Point, Last day for students to withdraw without academic penalty	In Class Activities: Chapter 14 Chapter 15	Chapter 14: Brain and Cranial Nerves Lab-Cranial Nerves Work on Article Reviews	Lab book (Chapters 15, 16, & 17) due 11/13 Online Activities include all weekly lab assignments	C: 8 G: a, c
11/06	In Class Activities: Chapter 15	Chapter 15: Autonomic Nervous System Chapter 16: Sensory, Motor and Integrative Lab- Nervous System Work on Article Reviews	Lab book (Chapters 15, 16, & 17) due 11/13 Online Activities include all weekly lab assignments	C: 8 G: a-c
11/13	In Class Activities: Chapter 15 Chapter 16 Chapter 17	Study these chapters; Chapter 15: Autonomic Nervous System Chapter 16: Sensory, Motor and Integrative Article Review Day Lab-Nervous System & Disorders	Lab book (Chapters 15, 16, & 17) due 11/13 Online Activities include all weekly lab assignments Review for Lab Exam 4	C: 8 G: a-c
11/20 11/20-11/24 Thanksgiving Holiday No Class This Week	n/a	n/a	n/a	n/a

Date	Chapter/Lesson	Content/Labs	Tests, Assignments, & Due Dates	Competency Area
11/27	<p>In Class Activities:</p> <p>Chapter 15 Chapter 16 Chapter 17</p> <p>Article Review Day</p> <p>Review for Lab Final Exam</p>	<p>Chapter 17: The special senses</p> <p>Article Review Day</p> <p>Lab-Special Senses Sheep's Eye Dissection</p> <p>Review for Lab Final Exam</p>	<p>Lab Exam 4: Chapters 14, 15,16 & 17 (ANS, Sensory, & Special Senses) on 11/27</p> <p>Lab book (Chapters 15, 16, & 17) due 11/27</p> <p>Article Reviews must be completed and submitted by 11/27</p> <p>Online Activities include all weekly lab assignments</p> <p>All lab work must be completed and turned in by 11/27</p>	C: 8 G: a-c
12/04	<p>In Class Activities:</p> <p>Chapter 15 Chapter 16 Chapter 17</p> <p>Article Reviews</p> <p>Make-up lab day</p> <p>Review for Lab Final Exam</p>	<p>Article Review Day</p> <p>Review for Lab Final Exam</p>	<p>Article Reviews</p> <p>Review for Lab Final Exam</p>	C: 8 G: a-c
12/11 Last day of class in the course	<p>In Class Activities include:</p> <p>Chapters 1-17</p> <p>Final Exam Review</p>	<p>Article Review Day</p> <p>Final Exam Review</p> <p>Make-Up Lab Exam Day</p>	<p>Article Review Day</p> <p>Final Exam Review</p> <p>Make-Up Lab Exam Day</p>	C: 1-7 G: a-c

Date	Chapter/Lesson	Content/Labs	Tests, Assignments, & Due Dates	Competency Area
12/12 Final Exam Day	In Class Activities: Article Reviews Chapters 1-17 Lab Final Exam	Article Review Day Lab Final Exam	Article Review Day Lab Final Exam	C:1-8 G: a-c

Competency Areas (C)

1. Laboratory Safety
2. Body Organization
3. Cell Structure and Function
4. Tissue Classifications
5. The Integumentary System
6. The Skeletal System
7. The Muscular System
8. The Nervous and Sensory Systems

GENERAL CORE EDUCATIONAL COMPETENCIES (G)

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

RUBRIC FOR RESEARCH ARTICLE REVIEW

Research Article Assignment/Summary Evaluation

Research Article Topic:

Student(s):

RUBRIC

Students must adhere to rubric for full credit

Section/Points Possible	Criteria	Comments	Points Earned
Focus, understanding, and connection 35	All material clearly related to the article research topic. Strong organization and integration of material within subtopics. Strong transitions linking subtopics, and main topic. The students understood the topic and the research and relayed this in the text.		
Communication and delivery 25	The research was explained to the instructor & audience and details were provided. The student(s) engaged and applied critical thinking.		
Grammar and Mechanics 15	The research summary (minimum 1 page) was provided to the instructor in printed form and was free of grammatical errors, spelling and punctuation. The article was also attached to the research summary.		
APA Style and Communication 15	No errors in APA style. Scholarly style. Writing is flowing and easy to follow. See checklist below.		
Citation and References & a copy was given to the instructor 10	All references and citations were correctly written and present.		

APA MAJOR Errors:

- APA Reference Errors (ABC order, 1:1 reference/citation)
- APA Punctuation Errors
- APA in-text citation errors (incorrect author, year, *et al.* usage)
- Title page (header, spacing, content, etc.)
- APA page numbering
- APA verb problems (verb-subject-article agreement)
- Pronoun errors (which, that, who, whom)
- Formatting errors (line, letter, word-spacing, pagination, indentations)
- Use of abbreviations or numerals to begin paragraphs
- Undefined abbreviations
- Unprofessional writing tone
- Lack of empirical evidence for points made
- Other:

APA Minor Errors:

- Wrong font, font size, font color
- Inappropriate use of secondary sources

- Excessive abbreviations
- Occasional problems with hanging indent
- Using ampersand in text
- Other: