



**TENTATIVE—SUBJECT TO CHANGE**  
**BIOL 2114: Anatomy & Physiology II**  
**COURSE SYLLABUS**  
**Fall Mini Mester 2018: Wednesday Lab**

**COURSE INFORMATION**

Credit Hours/Minutes: 1/2250  
Class Location: Gillis Building, Room 729  
Class Meets: 8:00 AM – 1:15 PM (Wednesday Lab)  
Course Reference Number (CRN): 20077

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Sadia Ajohda  
Office Location: Gillis Building, Office 723  
Office Hours: 7am-1pm, 3pm-4pm Mondays and (&) 7am-8am Tuesdays, Wednesdays, & Thursdays  
Email Address: [Sadia Ajohda \(sajohda@southeasterntech.edu\)](mailto:sajohda@southeasterntech.edu)  
Phone: 912-538-3216  
Fax Number: 912-538-3156  
Tutoring Hours: By appointment

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

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

**REQUIRED TEXT**

- <sup>1</sup>**Principles of Anatomy and Physiology**, Tortora/Grabowski, 15<sup>th</sup> Edition, John Wiley and Sons, Incorporated. WileyPLUS (WP) Next Gen with eText and loose-leaf bundle.  
<sup>2</sup>**Anatomy and Physiology Lab Workbook, BIO 2114** First Edition; Southeastern Technical College (STC), 2017

**REQUIRED SUPPLIES**

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.

**COURSE DESCRIPTION**

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course endocrine system, cardiovascular system, blood and lymphatic systems, immune system, respiratory system, digestive system, urinary system, and reproductive system.

**MAJOR COURSE COMPETENCIES**

1. Laboratory Safety
2. Endocrine System
3. Cardiovascular System
4. Blood and Lymphatic System

5. Immune System
6. Respiratory System
7. Digestive System
8. Urinary System
9. Reproductive System

### **PREREQUISITE(S)**

Pre-requisite: BIOL 2113 and 2113L

Co-Requisite: BIOL 2114

### **COURSE OUTLINE**

1. Laboratory Safety: discuss and apply laboratory exercises encompassing the appropriate practice of laboratory precautions and laboratory safety.
2. Endocrine System: Perform and apply laboratory exercises encompassing the endocrine system.
3. Cardiovascular System: Perform and apply laboratory exercises encompassing the cardiovascular system.
4. Blood and Lymphatic System: Perform and apply laboratory exercises encompassing the blood and lymphatic system.
5. Immune System: Perform and apply laboratory exercises encompassing the immune system.
6. Respiratory System: Perform and apply laboratory exercises encompassing the respiratory system.
7. Digestive System: Perform and apply laboratory exercises encompassing the digestive system.
8. Urinary System: Perform and apply laboratory exercises encompassing the urinary system.
9. Reproductive System: Perform and apply laboratory exercises encompassing the reproductive system.

### **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College (STC) has identified the following general education core competencies that graduates will attain:

- 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.

### **STUDENT REQUIREMENTS**

Students are responsible for the policies and procedures in the Southeastern Technical College's (STC's) Catalog and Handbook. During an examination, students are required to place all textbooks and personal property on the floor or counter located in the back or to the side of the classroom. Students are to be seated with an empty seat between each student. No talking is allowed once the test begins. **Students found with cell phone or any other communication device (including smart watches) during a test will be considered cheating and given a grade zero for the test. This applies to students who have completed/submitted test while testing is still in progress.**

### **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 and 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.

### **ADDITIONAL ATTENDANCE PROVISIONS FOR HEALTH SCIENCES**

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program’s attendance policy is published in the program’s handbook and or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least ninety percent (90%) of the scheduled instructional time. Time and or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

**For this class, which meets one (1) day a week for eight (8) weeks, the maximum number of days a student may miss is ONE (1) day during the semester.**

### **SPECIAL NEEDS**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

### **SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, jury 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 advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

### **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” is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a “W” for the course.

***Important*** – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a “WP” or “WF” for the semester. 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.

**Remember - Informing your instructor that you will not return to his or her course does not satisfy the approved withdrawal procedure outlined above.**

### **EVALUATION PROCEDURES**

**In order to sit for the final exam, a student must maintain a Lecture Test and Lab Test Average of 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. Assignments, lab reports, or presentation grades are not included in tests averages, only tests grades.

THERE WILL BE NO DROP GRADE FOR LECTURE OR LAB.

### **LAB FINAL EXAMINATION**

A comprehensive lab final examination will be given at the end of the semester. There will be **no make-up exam** for the lab final examination. Failure to take the lab final examination on the specified date will result in a grade of zero. The final exam will include all chapters covered.

### **LAB ASSIGNMENTS AND LAB REPORT**

A laboratory report will be created by each student using a clear front cover report (see required supplies on page one on syllabus). The lab report will include all completed lab worksheets, assignments, **Chapter Learning Objectives found on STC's Material Drive (M. Drive)**, drawings of microscopic slide observations (using color pencils), and any other lab assignment. Lab reports are due at the end of each lab session and all lab work should be submitted bound in "clear front" report cover. Lab reports will not be taken home. All assignments completed in the lab must be turned in on the day assigned. Lab reports will remain in the lab. The first page on the report must include: Student's full name, course name, course number, semester and year in the above-mentioned order. Points will be deducted for any missing assignment.

### **MAKEUP GUIDELINES**

THERE ARE NO LAB MAKE-UP EXAMS.

Students will be allowed to make-up **one** lecture examination, EXCLUDING the final examination, due to an **excused absence** approved by the instructor. **Any other lecture exam missed will result in an automatic grade of zero.** There will be one day designated for the make-up Lecture exam. It will be scheduled at the end of the semester and stipulated in the Lesson Plan. Failure to take a Lecture make-up exam on the specified date will result in a grade of zero. There is no make-up for group presentation.

**Laboratory activities, dissections and experiments: There will be no make-up opportunity for missed lab activities, in-class assignments, experiments or dissections.**

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (zero) for the test or assignment. Instructor keeps a record in course or 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 Web 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" (withdrawn Failing) has been issued as a result of second offense. The Registrar will input the incident into Banner Web for tracking purposes.

### 3. Third Offense

Student is given a grade of "WF" (Withdrawn Failing) 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" (Withdrawn Failing) 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

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

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:bwilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## 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 \(www.southeasterntech.edu\)](http://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
Chapter Tests	60%
LAB Assignments/Reports	10%
Comprehensive Final Exam	30%
<b>TOTAL</b>	<b>100%</b>

## 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.

**BIO 2114 Anatomy and Physiology II**  
**Fall Mini Mester 2018 (BIO 2114 WEDNESDAY LAB) Lesson Plan**  
**Subject to change at Instructor's discretion**

DATE	CHAPTERS /CONTENT	ASSIGNMENTS	COMPETENCY AREA
10/10	Introduction to Course, Syllabus, Chapters (Chs.) Outline, Policies/Procedures, emergency plan, and lab safety.  Chapter 18: Endocrine System(Sys). Chapter 19: Cardio System-Blood Chapter 20: Cardio System-Heart Chapter 21: Cardio System-Vessels	<b><u>Turn in the following COMPLETED Assignments (place in lab report):</u></b> 1. Blood/Circulation worksheet (from STC's Material Drive (M Drive)) 2. Heart dissection worksheet (from M Drive) 3. <b>Pre Lab</b> assignments (chapters 18-21) from Lab Workbook • <b>Heart Dissection Activity:</b> Students will verbally explain to class the structure & function of heart & blood flow using model. • Workbook Assignments: Complete Chs. 18-21	C: 1,4 G: a-c
10/17	Chapter 22: Lymphatic & Immunity Chapter 23: Respiratory Chapter 24: Digestive System	Chapters 22-24 <b>Pre Lab Key terms</b> due from lab workbook. Place in lab reports. Lab Workbook: Complete Chs. 22-24	C: 4-6 G: a-c
10/24	Chapter 25: Metabolism & Nutrition Chapter 26: Urinary System Chapter 27: Fluid & Electrolyte Chapter 28: Reproductive Mid Term Lab Check Offs	Chapters 25-28 <b>Pre Lab Key term</b> assignments due from lab workbook. Place in lab reports. <b>Kidney Dissection &amp; Kidney Dissection Activity:</b> Students will verbally explain to class the structure/function of Kidney and Urinary System.	C: 1-9 G: a-c
10/31	GROUP (Power Point) <b>PRESENTATIONS</b> Visual aid required. Print Power Point (3 slides per page.) & place in lab report.	<b>Presentations:</b> Groups of 3 to 5 students. Presentations should be 15 to 20 minutes. Points deducted if presentations exceed 20 or less than 15 minutes and guidelines are not covered. Power Point Guidelines found on STC's M Drive.	C: 1-9 G: a-c
11/7	Group (Power Point) Presentations Continued	Print Power Point (3 slides per page) & place in lab report.	C: 1-9 G: a-c
11/14	<ul style="list-style-type: none"> <li>• Lab Reports (all due)</li> <li>• Lecture Exam <b>Make up day</b></li> <li>• <b>Finals eligibility</b></li> <li>• Blood borne pathogen video/quiz</li> <li>• Tuberculosis (TB) Video &amp; quiz <b>65% Mark (April 18)</b></li> </ul>	<b>One lecture exam make-up</b> allowed due to <i>excused absence</i> approved by instructor. <b>NO LAB EXAM MAKE-UP.</b> <b>Finals eligibility:</b> Tests averages for Lab <i>and</i> Lecture must be 70% or above. This does not include assignments, presentations, learning objectives, or lab reports <b>only</b> tests average.	C: 1-9 G: a-c
11/21	Thanksgiving Holiday	No classes	
11/28	Final lab Check Offs	All Lab reports and Learning Objectives Due. Portion of Lab Report grade will be deducted if all assignments not submitted.	C: 1-9 G: a-c
12/5	Review Assignment due	Finals Review Assignment from M. Drive due. Place in lab report.	C: 1-9 G: a-c

**COMPETENCY AREAS (C):**

- 1) Laboratory Safety
- 2) Endocrine System
- 3) Cardiovascular System
- 4) Blood and Lymphatic System
- 5) Immune System
- 6) Respiratory System
- 7) Digestive System
- 8) Urinary System
- 9) Reproductive System

**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.