



TENTATIVE—SUBJECT TO CHANGE
BIOL 2114: Anatomy & Physiology II
HYBRID COURSE SYLLABUS
Fall 2019 Mini Mester: Wednesday Lab

COURSE INFORMATION

Credit Hours/Minutes: 1/2250

Campus/Class Location: Vidalia Campus/Gillis Building, Room 729

Class Meets: 8:00 AM – 12:00 PM (Wednesday-Lab **Hybrid format**: 60% face to face in class & 40% online).

Cross Reference Number (CRN): 20133

Preferred Method of Contact: Email [Sadia Ajohda \(sajohda@southeasterntech.edu\)](mailto:sajohda@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Sadia Ajohda

Campus/Office Location: Vidalia Campus, 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

This course is taught in a hybrid format. Hybrid classes require students to complete a portion 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 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

¹**Principles of Anatomy and Physiology**, Tortora/Grabowski, 15th Edition, John Wiley and Sons, Incorporated. WileyPLUS (WP) Next Gen with eText and loose-leaf bundle.

²**Anatomy and Physiology Lab Workbook, BIO 2114** First Edition; Southeastern Technical College (STC), 2017

REQUIRED SUPPLIES

Supplies necessary for this course include the following: Three hole binder, clear front report cover (make sure it is sturdy and can hold 100 pages or more), colored pencils, ink pens, highlighters, and any other supplies deemed necessary by instructor.

This course uses a third party platform operated and maintained by the Publisher's *WileyPLUS Next Gen* Tortora/Grabowski, 15th Edition, John Wiley and Sons, Incorporated. WileyPLUS (WP) Next Gen with eText and loose-leaf bundle with online access code can be purchased at STC's bookstore. **Weekly assignments will**

be graded online and must be completed by deadline. Weekly WileyPlus assignments account for 10% of final grade. If Assignments are not completed online by deadline, points will be deducted.

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.

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:

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

Students are responsible for the policies and procedures in the Southeastern Technical College's (STC's) Catalog and Handbook. All examinations are conducted face to face in class with a proctor. 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 (other students are still testing).**

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. 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.

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.**

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.

Remember - Informing your instructor that you will not return to class does not satisfy the approved withdrawal procedure outlined above.

FINAL EXAMINATION:

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

EVALUATION PROCEDURES

All examinations/tests are conducted in class in traditional face to face format for both Lecture and Lab. In order to sit for the final exam, a student must maintain a Lecture Test 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. 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.

WILEYPLUS ASSIGNMENTS AND ACTIVITIES (TICKET TO CLASS)

WileyPLUS online Assessments & Adaptive Practice must be completed weekly. These assignments account for 10% of final grade and must be completed by deadline. Failure to do so will result in zero points for the missed activity. No points will be awarded if the activity is completed **after** deadline. Each week students must complete WileyPLUS online chapter Assessments & Adaptive Practices for every chapter listed weekly on Lesson Plan below. Students will print a summary sheet for each chapter Assessment and Adaptive Practice upon completion. **Please highlight** name, chapter, time spent on assignment and grade as it will be recorded on every summary sheet. These summary sheets will serve as a **"TICKET TO CLASS"** & should be turned in on lab day. Students will not be permitted to enter lab without ticket to class and will be considered absent.

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.

MAKEUP GUIDELINES

Students will be allowed to make-up **one** LAB examination, **EXCLUDING** the final examination, due to an **excused absence** approved by the instructor. **Any other exams missed will result in an automatic grade of zero.** There will be one day designated for the make-up exam. It will be scheduled at the end of the semester. Failure to take a make-up exam on the specified date will result in a grade of zero.

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.

GROUP PRESENTATION:

Students will work in small groups of three to five students per group and give an educational Power Point presentation on a disease or disorder that affects certain body systems related to chapters we will cover in this course. List of topics to choose from along with guidelines for arrangement, content, requirements, and rubric for Power Point presentations are provided on southeastern Technical College's (STC's) Material Drive (M Drive). Presentations should be fifteen to twenty minutes long. Please ensure presentations are within time limit. Do not exceed twenty minutes or do not present less than fifteen minutes. Presentation grade will be affected if presentation is over or under time limit. You are required to include visual aid or short video clips or any materials/media that will enhance presentation. However, video clips should not exceed three to four minutes. Each presentation should not exceed two video clips. Points will be deducted for additional video clips. Group members should have **equal participation** for this project. The week before presentations, instructor will ask all group members for feedback on equal participation. Feedback on equal participation includes but not limited to the following: participating at group meetings during Lecture and Lab or out of class meetings, corresponding and communicating in a timely manner with group members to provide information on assigned portion of project, and providing pertinent information regarding assigned portion of project. The week of Presentation (date indicated on lesson plan), **all presentations should be submitted to instructor and saved on Instructor's Computer (Desktop) prior to the designated presentation day.** **Laboratory activities, dissections and experiments: There will be no make-up opportunity for missed lab activities, in-class assignments, experiments or dissections.**

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: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, 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: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, 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.

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" 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

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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)	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas (ljonas@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's 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	50%
Wiley LAB Assignments/Lab Reports	10%
Presentations	10%
Comprehensive Final Exam	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. This course does not utilize Blackboard.

BIO 2114 Anatomy and Physiology II
Fall 2019 Mini Mester (BIO 2114 WEDNESDAY LAB) Lesson Plan
Subject to change at Instructor's discretion

DATE	CHAPTERS /CONTENT	ASSIGNMENTS/HOME-WORK	COMPETENCY AREA
10/9	Out of class assignments (Hybrid 40%): Complete the following Pre Lab assignments to turn in next lab day: Chapter 18: Endocrine System Chapter 19: Cardio System-Blood Chapter 20: Cardio System-Heart Chapter 21: Cardio System-Vessels	Out of class assignments (Hybrid 40%): • Complete WileyPlus Assessments and Adaptive practice . <i>Print and turn in results sheet next week. Please print before class each week</i> • Blood/Circulation worksheet (from STC's Material Drive (M Drive)/Wiley) • Heart dissection worksheet (M Drive/Wiley)	C: 1,4 G: a-c
10/16	Chapter 22: Lymphatic & Immunity Chapter 23: Respiratory Chapter 24: Digestive System <u>Turn in all Assignments (Assgts) (place in lab report)</u>	• Pre Lab Workbook assignments (chs. 22-24) • Complete WileyPlus Adaptive/Practice Assignments . <i>Print Wiley Assgts before class</i> . • Heart Dissection/Activity : Students will verbally explain to class the structure & function of heart & blood flow using model.	C: 4-6 G: a-c
10/23	Chapter 25: Metabolism & Nutrition Chapter 26: Urinary System Chapter 27: Fluid & Electrolyte Chapter 28: Reproductive Activity : Students will verbally explain to class the structure/function of Kidney/Urinary System.	• Pre Lab Workbook assignments (chs. 25-28) • Kidney Dissection/Activity • Complete WileyPlus Assgts . <i>Print before class</i> . • Mid Term Lab Check Offs	C: 1-9 G: a-c
10/30	GROUP (Power Point) PRESENTATIONS Visual aid required. Print Power Point (3 slides per page.) & place in lab report. November 12th = 65% Point	<u>Presentations</u> : Groups of 3-5 students. Presentations should be 15-20 minutes. Points deducted if presentations exceed 20 or less than 15 minutes & guidelines are not covered. Follow Power Point Guidelines/Rubric.	C: 1-9 G: a-c
11/6	Group (Power Point): continued	Print (3 slides per page) & place in lab report.	C: 1-9 G: a-c
11/13	<ul style="list-style-type: none"> • Lab Reports (all due) • Lecture/Lab Exam Make up day • Finals eligibility • Blood borne pathogen video/quiz • Tuberculosis (TB) Video & quiz 	<u>One lecture and one lab exam make-up</u> allowed due to <u>excused absence</u> approved by instructor. Finals eligibility : Tests averages for Lab <u>and</u> Lecture must be 70% or above. See Syllabus for complete details.	C: 1-9 G: a-c
11/20	Final lab Check Offs Lab reports & Learning Objectives due	Portion of Lab Report grade will be deducted if all assignments not submitted.	C: 1-9 G: a-c
11/28	Thanksgiving Holiday	No Class	
12/4	Final day to turn in any missing Lab reports	Points will be deducted for any missing reports	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.