



TENTATIVE—SUBJECT TO CHANGE

BIOLOGY (BIOL) 2113L: Anatomy and Physiology I

COURSE SYLLABUS

Lab Monday

Fall Semester 2019

COURSE INFORMATION

Credit Hours/Minutes: 1/2250

Class Location: 8143

Class Meets: Monday 3:45-5:15pm in seat (**Hybrid** – 60% face-to-face; 40% online course work)

Course Reference Number (CRN): 20138

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Dr. Erica M. Harrison

Office Location: Health Science Annex (HSA) 901 (Vidalia), 8145 (Swainsboro)

Office Hours: Monday/Wednesday 7:30-10:30, Tuesday/Thursday 8:30-10:30 (Vidalia)

Email Address: Erica.Harrison@southeasterntech.edu

Phone: 912-538-3188

Fax Number: 912-538-3156

Tutoring Hours: By appointment only

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 (60%) while completing the remaining portion online (40%) 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 and Derrickson, 15th edition, Wiley
2. Southeastern Technical College 2113 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

ENGLISH 1101 - Composition and Rhetoric

BIOLOGY 2113 - Anatomy and Physiology

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

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

CELL STRUCTURE AND FUNCTIONS:

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

TISSUE CLASSIFICATIONS:

1. Perform and apply laboratory exercises encompassing tissue classifications

THE INTEGUMENTARY SYSTEM:

1. Perform and apply laboratory exercises encompassing the integumentary system

THE SKELETAL SYSTEM:

1. Perform and apply laboratory exercises encompassing the skeletal system

THE MUSCULAR SYSTEM:

1. Perform and apply laboratory exercises encompassing the muscular system

THE NERVOUS AND SENSORY SYSTEM:

1. 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. Failure to comply with these suggestion 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 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. Three (3) tardies or early departures equals one (1) absences from the course. 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 or 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) 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 (see evaluation procedures and course lesson plan below).

ADDITIONAL ATTENDANCE PROVISIONS

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 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 day a week for 16 weeks, the maximum number of days a student may miss is two days during the semester.

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 1208

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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 1208

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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 (October 22) 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/her course does not satisfy the approved withdrawal procedure outlined above.

EVALUATION PROCEDURES

In order to sit for the final exam in this course a student must maintain a Lecture Exam and Lab Exam average of 70.0 or above prior to the date of the scheduled final exam. Exam averages of 69.9 will not be rounded up. If a student has below a 70.0 average, the student will be given a letter grade based on the exam average. There will be no drop grade for lecture or lab exams.

MAKEUP GUIDELINES

Lecture 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.

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

Lecture assignments: Late assignments will be accepted but not for full credit. Assignments submitted after the due date will incur a 10% deduction per day late.

Lab assignments: Late assignments will be accepted but not for full credit. Assignments submitted after the due date will incur a 10% deduction per day late.

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

ASSIGNMENTS

Pre-Lab Key Terms

Starting the second week of classes, Pre-Lab key terms must be complete upon getting to the lab each day. No lab time should ever be spent working on key terms.

Wiley Online Assignments

As this is a hybrid course, 40% of the learning material will be completed and submitted online using the Wiley Plus Next Gen interface. These assignments will include Real Anatomy and Animation Assignments.

Lab Notebook

The lab workbook purchased from the bookstore will contain all pre-lab key terms, labeling, essay-type, short-answer, and critical-thinking type assignments associated with each chapter covered in the course. Students are to complete the assigned chapters worth of work each day and submit to Dr. Harrison in their lab notebook. The lab workbook, with uncompleted assignments, will be kept with the student at all times. The lab notebook (clear front/pronged or three-ring) will never leave the lab and must have new material submitted each week. Students are permitted to work ahead on assignments they feel they can complete without assistance. However, just because a student has worked ahead does not mean he/she can leave lab early. There are other procedures and experiments completed in class and these assignments will only be given on that day.

Research Assignment

Students will be shown an educational film pertaining to the last three chapters of this course. The film name, paper prompt, and instructions will be given on the same day. The rubric can be found below, on the M-drive and on Wiley in the "Research Assignment" module.

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

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:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu</p>

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
Lecture Exams	50%
Lab Notebook	10%
Wiley Online Assignments	10%
Comprehensive Final	30%

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 2113: Anatomy and Physiology I Lab

Fall Semester 2019 Lesson Plan

Subject to change at instructor's discretion

Date	Content	Assignments and Tests Due Dates	Competency Area
08/19	Introduction to the course, Policies and procedures, and Lab Safety Chapter 1: Introduction to the Human Body Chapter 2: Chemistry	In seat: Ch 1-2 Lab After today, Pre-lab Key Terms Assignments should be completed before coming to class. Online assignments due by 11:59 pm 08/25: Ch 1 Animations (5) Ch 2 Animations (5)	C: 1,2 G: a-c
08/26	Chapter 3: Cellular Level Chapter 4: Tissue Level	In seat: Submit Chapter 1-4 pre-lab key terms Ch 3-4 Lab Online assignments due by 11:59 pm 09/01: Ch 3 Animations (5) Ch 4 Animation (1) Ch 4 Real Anatomy (1)	C: 1,2 G: a-c
09/02	Labor Day Holiday	No class	
09/09	Chapter 5: Integumentary System Chapter 6: Skeletal System Chapter 7: Axial Skeletal System	In seat: Submit Chapter 5-7 pre-lab key terms Ch 5-7 Lab Online assignments due by 11:59 pm 09/15: Ch 5 Real Anatomy (1)	C: 1,2 G: a-c
09/16	Lab Exam 1 Students will use this time to complete all lab work through chapter 7 and submit. Chapter 8: Appendicular Skeletal System	In seat: Lab Exam 1 – Chapters 1-5 Chapter 8 Key terms Online assignments due by 11:59 pm 09/22: Ch 6 Animations (4) Ch 6 Real Anatomy (1) Ch 7 Real Anatomy (5)	C: 1,2 G: a-c

Date	Content	Assignments and Tests Due Dates	Competency Area
09/23	Chapter 9: Joints Chapter 10: Muscular Tissue Chapter 11: Muscular System	<p>In seat: Submit Chapter 9-11 pre-lab key terms Muscle Proprioception Lab: Submit answer sheet only</p> <p>Online assignments due by 11:59 pm 09/29: Ch 8 Real Anatomy (6) Ch 9 Real Anatomy (1)</p>	C: 2-5 G: a-c
09/30	<p>Lab Exam 2 Exams will be proctored this day. Students may leave after they complete both exams.</p>	<p>In seat: Lab Exam 2 – Chapters 6-9</p> <p>Online assignments due by 11:59 pm 10/06: Ch 10 Animations (4) Ch 11 Real Anatomy (12) – I understand that this may seem overwhelming. However, please follow this order of completion:</p> <ol style="list-style-type: none"> 1. Do one body region at a time 2. Within that body region, first do the “anatomy,” then the “origins and insertions,” and do the “muscle actions” last. 3. Utilize the tables throughout chapter 11 to assist 	C: 2-5 G: a-c
10/07	Chapter 12: Nervous Tissue Chapter 13: Spinal Cord/ Sp. Nerve	<p>In seat: Submit Chapter 12-13 pre-lab key terms Ch 12-13 Lab</p> <p>Online assignments due by 11:59 pm 10/14: Ch 12 Animations (3) Ch 13 Animations (2)</p>	C: 5-6 G: a-c

Date	Content	Assignments and Tests Due Dates	Competency Area
10/14	Lab Exam 3 Chapter 14: Brain/Cranial Nerves	In seat: Lab Exam 3 – Chapters 10-12 Submit Chapter 14 pre-lab key terms Ch 14 Lab Brain dissection – if you are not in proper lab dress, you will be asked to leave before this portion of class. Online assignments due by 11:59 pm 10/20: Ch 14 Real Anatomy (4)	C: 5-7 G: a-c
10/21	Chapter 15: Autonomic Nervous Sys Chapter 16: Sensory, Motor, and Integrative	In seat: Submit Chapter 15-16 pre-lab key terms Ch 15-16 Lab Online assignments due by 11:59 pm 10/27: Ch 15 Animation (1) Ch 15 Animation (1)	C: 6-7 G: a-c
10/28	Chapter 17: Special Senses	In seat: Submit Chapter 17 pre-lab key terms Ch 17 Lab Eye dissection – if you are not in proper lab dress, you will be asked to leave before this portion of class.	C: 6-7 G: a-c
11/04	Lab Exam 4 Research Assignment Presented	In seat: Lab Exam 4 – Chapters 13,14,17 Research Assignment Presented – Rubric and prompt given in class. Do not ask for this in advance Online assignments due by 5:00pm 12/02: Research Assignment	C: 1-7 G: a-c
11/11	Group Assignment-at least one group member needs a tablet/laptop	Second day for research assignment if we run out of time	C: 1-7 G: a-c
11/18	Make Up Exams	See Syllabus	C: 1-7 G: a-c
11/25	Student File Checkoff Final Exam Review	Notebooks – All Lecture and Lab assignments should be complete. No exceptions.	C: 1-7 G: a-c
12/02	Finals Lab and Lecture	Comprehensive: Chapters 1-17 Research Assignment due by 5 on Wiley – Word document (doc/docx) is the only accepted file format	C: 1-7 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.