



BIOL 2113 L : Anatomy & Physiology Lab 1
COURSE SYLLABUS
Laboratory - WEDNESDAY
FALL Mini Semester 2016

Semester: FALL 2016
Course Title: Anatomy & Physiology I
Course Number: BIOL 2113 L
Credit Hours/ Minutes: 1 / 2250
Class Location: RMTC 729
Class Meets: 8:00 AM-1:15 PM
CRN: 20182

Instructor: Sadia Ajohda
Office Hrs: 7-12, 1-3 M; 7:00-8:00 T,W,R
Office Location: Room #723 (RMTC Bldg.)
Email Address: sajohda@southeasterntech.edu
Phone: 912.538.3216
Fax Number: 912.538.3156

REQUIRED TEXTS:

¹Principles of Anatomy and Physiology, Tortora/Grabowski, 14th Edition, John Wiley & Sons, Inc.
²Exercises for the Anatomy & Physiology Laboratory, Erin C. Amerman, 3rd Edition, Morton Publishing Inc.
³A Photographic Atlas for the Anatomy and Physiology Laboratory, 7th Edition, Morton.

REQUIRED SUPPLIES & 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.

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

GENERAL EDUCATION CORE COMPETENCIES: 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.

Pre-requisite: Regular admission

Co-requisites: BIOL 2113 Anatomy and Physiology I

COURSE OUTLINE:

- 1) Laboratory Safety
 - a) Discuss and apply laboratory exercises encompassing the appropriate practice of laboratory precautions and laboratory safety.
 - 2) Body Organization
 - a) Perform and apply laboratory exercises encompassing body organization.
 - 3) Cell Structure and Function
 - a) Perform and apply laboratory exercises encompassing cell structure and functions.
 - 4) Tissue Classifications
 - a) Perform and apply laboratory exercises encompassing tissue classification.
 - 5) Integumentary System
 - a) Perform and apply laboratory exercises encompassing the Integumentary system.
 - 6) Skeletal System
 - a) Perform and apply laboratory exercises encompassing the skeletal system.
 - 7) Muscular System
 - a) Perform and apply laboratory exercises encompassing the muscular system.
 - 8) Nervous and Sensory Systems
 - a) Perform and apply laboratory exercises encompassing the nervous and sensory systems.
-

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. 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.

MAKEUP GUIDELINES: THERE WILL BE NO MAKE UP FOR LAB EXAMS. FAILURE TO TAKE LAB EXAMS ON SPECIFIED DATE WILL RESULT IN A ZERO FOR THAT EXAM.

Finals: 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.

Lab Assignments/Lab Report: A laboratory report will be created by each student using a clear front cover report (see required supplies pg. 1 on syllabus). The lab report will include all completed lab worksheets, assignments, **Chapter Learning Objectives (M. Drive)**, drawings of microscopic slide observations (using color pencils), etc. 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 will include in typewritten format: full name, course name, course

number, semester and year in the above mentioned order. Points will be deducted for any missing assignment.

Students are responsible for the policies and procedures in the STC E-Catalog. 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 their cell phone or any other personal communication device during the test will be considered cheating and given a zero for the test. This also applies to students who have completed/submitted test to instructor and using cell phone in classroom while testing is still in progress/others are still testing.

NO EATING/DRINKING IS ALLOWED IN LAB OR CLASSROOMS.

Students are expected to exhibit professional behavior at all times. Each student must show respect and concern for fellow students and for the course instructor. Insubordination will not be tolerated, and disciplinary measures will be enacted. No cell phones or pagers are allowed to be turned on in the classroom. Personal phone calls must be handled after class. Watches with alarms should not be programmed to sound during class.

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 and face financial aid repercussions in upcoming semesters.

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 1 day a week for 8 weeks, the maximum number of days a student may miss is 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, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (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% portion of the semester (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 when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades 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.

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:

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Black Board, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING SCALE:

Grading Scale:

A	Excellent	100 - 90
B	Good	89 - 80
C	Satisfactory	79 - 70
D	Poor	69 - 60
F	Failing	59 - 0

Each Students final grade for the course will be calculated in the following manner...

(Lab Exam Avg.).....x 0.60 = + _____

(Lab Report)x 0.10 = + _____

(Final Exam Score).....x 0.30 = + _____

Numerical Course Grade.....= _____

GRADING COMPONENTS:

Lab Exams	60%
Lab Report	10%
Comprehensive Final Exam	30%

TCSG GUARANTEE/WARRANTY STATEMENT:
 The Technical College System of Georgia guarantees employer 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.

****Disclaimer Statements****
*****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 other than the course you are enrolled in (folder on M Drive) is for planning purposes only.*****

BIOL 2113 FALL 2016 Mini Semester LAB Lesson Plan (WEDNESDAY)

Subject to Change at the instructors discretion

Date	Lab Assignments/Lab Units	Tests (Chapters)	Competency Area
8/17	Introduction, Policies & Lab Safety Unit 1: Intro. to Anatomical Terms Unit 2: Chemistry Unit 3: Intro. to the Microscope Unit 4: Cytology	Units 1,2,3,4, Pre Lab Exercise: Key Terms Print and turn in the following: <i>1) Student Pkt. from STC website, Library home pg. or M Drive</i> <i>2) Acknowledgment Stmt. from course folder on M Drive.</i>	*CC 1,2,3 **GCC a-c
8/24	Unit 5: Histology Unit 6: Integumentary System Unit 7: Intro- Skeletal System Unit 8: Skeletal System	Units 5,6,7,8 Pre Lab Exercise: Key Terms	*CC 3-5 **GCC a-c
8/31	Unit 9: Articulations Unit 10: Muscle Tissue Unit 11: Skeletal Muscle Anatomy Unit 12: Nervous Tissue	Units 9,10,11,12 Pre Lab Exercise: Key Terms	*CC 5-8 **GCC a-c
9/7	Unit 13: Central Nervous System Unit 14: Peripheral Nervous System Unit 14: Autonomic Nervous system Unit 15: General/Special Senses Brain Dissection	Unit 13, 14,15, Pre Lab Exercise: Key Terms Activity: Students will verbally explain to class the structure/function of Brain.	*CC 1-8 **GCC a-c
9/14	Group Power Point Presentations	Presentations: Groups of 3-5 students per group, 15-20 mins. Presentations will be timed. Points deducted if presentations exceed 20 mins/less than 15 mins & guidelines from Power Point Instructions (M Drive) not covered. Visual aid required. Print Power Point (3 slides per pg.) & place in lab report.	*CC 1-8 **GCC a-c
9/21	Group Power Point Presentations (cont'd) Eye Dissection Activity: Students will verbally explain to class the structure/function of Eye. • Lecture Exam – make up day • Final Exam Eligibility	<ul style="list-style-type: none"> • One lecture exam make up allowed due to excused absence approved by instructor. • NO LAB EXAM MAKE-UP (Finals eligibility: Tests averages for Lab and Lecture = 70 or above. This does not include assignments – only tests average)	*CC 1-8 **GCC a-c
9/28	Group Power Point Pres. (cont'd)	Meet in Gillis	*CC 1-8 **GCC a-c
10/5	Deadline: Lab Report Lab Check Offs	<ul style="list-style-type: none"> • Portion of Lab Report grade will be deducted if all assignments not submitted. 	*CC 1-8 *GCC a-c

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

GENERAL EDUCATION CORE COMPETENCIES: 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.