



BIOL 2113L: Anatomy & Physiology I Lab  
COURSE SYLLABUS  
Lab – Thursday PM  
Spring 2017

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| <b>Semester:</b> Spring 2017                | <b>Instructor:</b> Erica M. Harrison   |
| <b>Course Title:</b> Anatomy & Physiology I | <b>Email address:</b> <a href="mailto:eharrison@southeasterntech.edu">eharrison@southeasterntech.edu</a> |
| <b>Course Number:</b> BIOL 2113L            | <b>Office Location:</b> HSA 901  |
| <b>Credit Hours/ Minutes:</b> 3 / 2250      | <b>Office hours:</b> 7:30-10:00 MTWR   |
| <b>Class Location:</b> RMTC 729             | <b>Phone:</b> 912.538.3188   |
| <b>Class Meets:</b> 5:30-8:00 pm Thursday   | <b>Fax Number:</b> 912.538.3156  |
| <b>CRN:</b> 40016                           | <b>Tutoring Hours:</b> By appointment  |

**REQUIRED TEXTS:**

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

**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

**Pre-requisite:** Regular admission

**Co-requisites:** BIOL 2113

## **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.**

### **GENERAL EDUCATION CORE COMPETENCIES (GCC)**

Southeastern Technical College 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.
- d) The ability to effectively utilize basic computer skills.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

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## STUDENT RESPONSIBILITIES/REQUIREMENTS

In order to be successful in this class, each student should study a minimum of 2 hours per day. Before arriving to class, the student should come to class prepared by reading the assigned chapters, learning the bold faced vocabulary terms for each assigned chapter, and answering the study questions for each chapter. Failure to comply with these suggestions will make it impossible to understand the lecture material and will result in unsuccessfulness in the course. This course contains a lot of information and you must keep up on a daily basis.

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 be given a zero for the test. This includes taking a phone out after the student has completed an exam but other students are still testing.**

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

### **No EATING/DRINKING IS ALLOWED IN LAB OR CLASSROOMS!!!**

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**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.

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.

### **Definitions**

#### ***Scheduled Instructional Time***

Scheduled instructional time is explained by the instructor during the course orientation as listed on the course syllabus. The scheduled time will be maintained until all work is completed or until the end of the course.

#### ***Tardy or Early Departure***

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 involved.**

**Traditional Attendance Addendum: For this class which meets 1 day a week for 16 weeks the maximum number of days a student may miss is 2 days 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](mailto: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 Helen Thomas, (912) 538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

**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 (March 20th) 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.**

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**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 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.

### **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.**

**THERE WILL BE NO DROP GRADE FOR LECTURE OR LAB.**

**Lecture Examinations:** 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. Failure to take a make-up exam on the specified date will result in a grade of zero. *(NOTE: There will be no make-up opportunity for missed lab exams)*

**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.

**Assignments:** Students are required to read each chapter and complete learning objectives for each chapter. Learning objectives are found on the M Drive. All completed learning objectives should be hand written and turned in EACH WEEK in lab report. Additional Assignments are stipulated in the Lesson Plan and can be found on the M. Drive as well. All assignments are due on dates delineated on Lesson Plan.

**Group Project/Presentation:** Students will work in small groups (3-5 people/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 STC's "M" drive. Presentations should be 15-20 minutes long. Please ensure presentations are within time limit. Do not exceed 20 minutes or do not present less than 15 minutes. Points will be deducted 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 3-4 minutes. Each presentation should not exceed 2 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/Lab or out of class meetings, corresponding/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.**

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

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC'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 STC website at [www.southeasterntech.edu](http://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 0.50 = + \_\_\_\_\_  
 (Lab Report) .....x 0.10 = + \_\_\_\_\_  
 (Final Exam Score).....x 0.40 = + \_\_\_\_\_  
**Numerical Course Grade.....= \_\_\_\_\_**

**GRADING COMPONENTS:**

|                               |     |
|-------------------------------|-----|
| Lab Exams.....                | 50% |
| Lab Report.....               | 10% |
| Comprehensive Final Exam..... | 4   |

**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.

**\*COURSE COMPETENCY AREAS (CC):**

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

**\*\*GENERALCORE EDUCATION COMPETENCIES (GCC):**

- 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.
- d) The ability to effectively utilize basic computer skills.

**BIOL 2113 LABORATORY Lesson Plan (THURSDAY)**
**\*Subject to change at the instructors discretion\***

| <b>Date</b> | <b>Lab Assignments/Lab Units</b>  | <b>Pre lab assignments</b>   | <b>Competency Area</b> |
|-------------|---|--|------------------------|
| <b>1/12</b> | Introduction, Policies & Lab Safety<br>Unit 1: Intro. to Anatomical Terms | 1-1: Key terms<br>1-2: Organ systems table   | *CC 1,2<br>**GCC a-d   |
| <b>1/19</b> | Unit 2: Chemistry<br>Unit 3: The Microscope<br>Unit 4: Cytology           | 2-1: Key terms<br>4-1: Key terms<br>4-2: The plasma membrane<br>4-3: Parts of the cell   | *CC 1,2,3<br>**GCC a-d |
| <b>1/26</b> | Unit 5: Histology   | 5-1: Key terms   | *CC 3-5<br>**GCC a-d   |
| <b>2/2</b>  | Unit 6: The Integumentary System<br>Unit 7: Intro. to the Skeletal System | 6-1, 7-1: Key terms<br>6-2: Cross-section of skin<br>6-3: Hair & nail anatomy<br>7-2: Compact bone<br>7-3: Long bone structure | *CC 6<br>**GCC a-d     |
| <b>2/9</b>  | Unit 8: The Skeletal System   | 8-1: Key terms<br>8-2: Bones of the skull<br>8-3: Whole skeleton   | *CC 1-5<br>**GCC a-d   |
| <b>2/16</b> | Unit 9: Articulations<br>Unit 10: Intro. to Muscle Tissue                 | 9-1, 10-1: Key terms<br>10-2: Muscle anatomy<br>10-3: Muscle microanatomy  | *CC 1-5<br>**GCC a-d   |
| <b>2/23</b> | Unit 11: Skeletal Muscle Anatomy<br>Unit 12: Intro. to the Nervous System | 11-1, 12-1: Key terms<br>11-2: Muscle anatomy<br>11-3: Origins, insertions, actions<br>12-2: Neuron microanatomy               | *CC 6,7<br>**GCC a-d   |
| <b>3/2</b>  | Unit 13: Central Nervous System<br>Unit 14: Central Nervous System        | 13-3: Spinal cord anatomy (p.141)<br>14-5: Spinal nerve locations and functions (p. 155)                                       | *CC 6,7<br>**GCC a-d   |
| <b>3/9</b>  | Unit 13: Central Nervous System<br>Unit 14: Central Nervous System        | 13-1: Key terms (p. 137)<br>13-2: Brain anatomy (p. 139-140)<br>14-3: Cranial nerves (p. 153)                                  | *CC 5,6<br>**GCC a-d   |
| <b>3/16</b> | Unit 13: Central Nervous System<br>Unit 14: Central Nervous System        | 14-1: Key terms (p. 151)<br>14-6: Branches of the ANS (p. 155)   | *CC 1-7<br>**GCC a-d   |
| <b>3/23</b> | Unit 15: General and Special Senses                                       | 15-1: Key terms<br>15-2: Anatomy of the eye<br>15-3: Extrinsic eye muscles<br>15-2: Anatomy of the ear                         | *CC 1-7<br>**GCC a-d   |
| <b>3/30</b> | Group Project Presentations   |  |                        |
| <b>4/6</b>  | RESEARCH ASSIGNMENT DAY   | <b>Extra presentation day if needed</b>  | *CC 1-7<br>**GCC a-d   |
| <b>4/13</b> | <b>Make up exam day</b>   | <b>Will meet in lecture classroom (HSA room 902/3)-<br/>only attend if you have a lecture makeup exam<br/>today!</b>           | *CC 1-7<br>**GCC a-d   |
| <b>4/20</b> | Notebook submission day: submit notebooks in filing cabinet               | <b>Research Assignment due: submit research assignment to me</b>   |                        |
| <b>4/27</b> | <b>FINALS-LAB &amp; LECTURE</b>   | <b>Comprehensive: all chapters</b>   | *CC 1-7<br>**GCC a-d   |

\*CC= Course Competency/ \*\*GCC= General Core Education Competency

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- 1 Body Organization
- 2 Cell Structure and Function
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