



## TENTATIVE—SUBJECT TO CHANGE

### BIOLOGY (BIOL) 2113: Anatomy and Physiology I

#### COURSE SYLLABUS Lab Tuesday Evening Spring Semester 2019

#### COURSE INFORMATION

Credit Hours/Minutes: 1/2250

Class Location: Health Science Annex (HSA) Room 903

Class Meets: Tuesday **In seat** 6:45-8:15, **Online** (as outlined in lesson plan)

Course Reference Number (CRN): 40103

#### 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](mailto:Erica.Harrison@southeasterntech.edu)

Phone: 912-538-3188

Fax Number: 912-538-3156

Tutoring Hours: By appointment only

#### 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.

#### 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 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" (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.

## **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, 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 \(hthomas@southeasterntech.edu\)](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/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**

Students will be asked to bring a three prong notebook for the submission of in-class assignments. This notebook will stay in the classroom and new material will be added each week including: in-class assignments, completed pre-lab key terms, lab workbook material, lab activities, signature sheets, group project information, and any other material deemed necessary by the instructor. Students are required to read each chapter and complete pre-lab key terms for each chapter before coming to class. Pre-lab key terms can be found at the beginning of each chapter in the lab workbook and are due in-seat at the beginning of lab each week.

Online, students will have 3D Physiology, PowerPhys, and Real Anatomy activities with questions to follow to complete each week before the next Tuesday class meeting.

Due dates for all assignments are listed in the lesson plan at the back of the syllabus and in the calendar on WileyPLUS Next Gen.

## **GROUP PROJECT PRESENTATION**

Students will work in small groups and give an educational presentation on a disease or disorder that affects certain body systems related to the chapters covered in this course. A list of topics, guidelines for arrangement, content, requirements, and a rubric can be found on the M-Drive and in their own module within WileyPLUS Next Gen. Presentations should be 15-20 minutes long. Points will be deducted for going under or over the time limits. Students are required some type of visual aid. Informative videos or other media may be used if it will enhance the presentation. These video clips or other media are not to exceed 7 minutes of the presentation and should not serve any other purpose but to support information already given in the presentation. Students that attempt to have a video suffice for information that should be covered will lose points.

Group members should have equal participation in the completion of this project. A team rating rubric will be provided for students to “grade” each other on the work they have done concerning their project. Additionally, students are encouraged to report team member failure to comply with scheduled meetings, discussions, emails, group texts, etc. Failure to correspond and communicate with group members will result in very different project grades.

The week of the presentations (see course schedule), all presentations are to be submitted to the instructor, saved on the classroom computer’s desktop from a jump drive, or downloaded from the web prior to the day of the presentations. Thus, no procrastination will be accepted.

## **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 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
Lecture Exams	50%
Lab Notebook/Lab Assignments	10%
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

## Spring Semester 2019 Lesson Plan

Subject to change at instructor's discretion

Date	Chapter/Lesson	Content	Tests, Assignments, & Due Dates	Competency Area
<b>Week 1</b> 01/08	Introduction to the course; Chapters 1 and 2 Lab	Introductions, Syllabus Review, WileyPLUS Next Gen Orientation, Group Project Group Assignments, File creations <b>Introduction to the Human Body and The Chemical Level of Organization</b>	<b>In seat:</b> <ul style="list-style-type: none"> <li>• Intro to Lab and Lab Safety</li> <li>• Syllabus Quiz</li> <li>• File creation and group member information sheet</li> </ul> <b>Due by 01/14:</b> <ul style="list-style-type: none"> <li>• Chapters 1-4 Pre-Lab Key Terms</li> </ul>	C: 1 G: a-c
<b>Week 2</b> 01/15	Chapters 3 and 4 Lab	<b>The Cellular Level of Organization and Tissue Level of Organization</b>	<b>In seat:</b> <ul style="list-style-type: none"> <li>• Chapters 1-4 Pre-Lab Key Terms</li> </ul> <b>Due by 01/21:</b> <ul style="list-style-type: none"> <li>• Ch3 3D Physiology (2)</li> <li>• Ch4 Real Anatomy (1)</li> </ul>	C: 2,3 G: a,c
<b>Week 3</b> 01/22	Chapters 5-6 Lab	<b>The Integumentary System and The Skeletal System: Bone Tissue</b>	<b>In seat:</b> <ul style="list-style-type: none"> <li>• Chapters 5-6 Pre-Lab Key Terms</li> </ul> <b>Due by 01/28:</b> <ul style="list-style-type: none"> <li>• Ch5 Real Anatomy (1)</li> <li>• Ch6 Real Anatomy (1)</li> </ul>	C: 2-4 G: a,c
<b>Week 4</b> 01/29	Chapters 7-8 Lab	<b>The Skeletal System: Axial and The Skeletal System: Appendicular</b>	<b>In seat:</b> <ul style="list-style-type: none"> <li>• <b>Lab Exam 1: Chapters 1-5</b></li> <li>• Chapters 7-8 Pre-Lab Key Terms</li> </ul> <b>Due by 02/04:</b> <ul style="list-style-type: none"> <li>• Ch7 Real Anatomy (5)</li> <li>• Ch8 Assessment (6)</li> </ul>	C: 3,5 G: a,c
<b>Week 5</b> 02/05	Chapters 9-10 Lab	<b>Joints and Muscle Tissue</b>	<b>In seat:</b> <ul style="list-style-type: none"> <li>• Chapters 9-10 Pre-Lab Key Terms</li> </ul> <b>Due by 02/11:</b> <ul style="list-style-type: none"> <li>• Ch9 Muscles in Motion (7)</li> <li>• Ch9 Real Anatomy (1)</li> <li>• Ch10 3D Physiology (2)</li> <li>• Ch10 PowerPhys (2)</li> </ul>	C: 3,5,6 G: a,c



<b>Date</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Tests, Assignments, &amp; Due Dates</b>	<b>Competency Area</b>
<b>Week 6</b> 02/12	Chapters 11-12 Lab	<b>Muscular System and Nervous Tissue</b>	<b>In seat:</b> <ul style="list-style-type: none"> <li>• <b>Lab Exam 2 (6-9)</b></li> <li>• Chapters 11-12 Pre-Lab Key Terms</li> </ul> <b>Due by 02/18:</b> <ul style="list-style-type: none"> <li>• Ch11 Muscles in Motion (7)</li> <li>• Ch11 Real Anatomy (2)</li> <li>• Ch12 3D Physiology (3)</li> <li>• Ch12 PowerPhys (1)</li> </ul>	C: 2,3,6,7 G: a,c
<b>Week 7</b> 02/19	Chapter 13 Lab	<b>Spinal Cord and Nerves</b>	<b>In seat</b> <ul style="list-style-type: none"> <li>• Chapter 13 Pre-Lab Key Terms</li> </ul> <b>Due by 02/25:</b> <ul style="list-style-type: none"> <li>• Ch13 Real Anatomy (4)</li> </ul>	C: 7 G: a,c
<b>Week 8</b> 02/26	Chapter 14 Lab	<b>Brain and Cranial Nerves</b>	<b>In seat:</b> <ul style="list-style-type: none"> <li>• <b>Lab Exam 3 (10-12)</b></li> <li>• Chapter 14 Pre-Lab Key Terms</li> <li>• Cranial nerves testing</li> <li>• Brain dissection</li> </ul> <b>Due by 03/04:</b> <ul style="list-style-type: none"> <li>• Ch14 Real Anatomy (4)</li> </ul>	C: 7 G: a,c
<b>Week 9</b> 03/05	Chapter 15 Lab	<b>The Autonomic Nervous System</b>	<b>In seat:</b> <ul style="list-style-type: none"> <li>• Group Assignment – At least one member of each group bring laptops/tablets</li> </ul>	C: 7 G: a,c
<b>Week 10</b> 03/12	Chapter 16 Lab	<b>Sensory, Motor, and Integrative Systems</b>	<b>In seat:</b> <ul style="list-style-type: none"> <li>• Chapter 16 Pre-Lab Key Terms</li> </ul>	C: 1,2,7 G: a,c
<b>Week 11</b> 03/19	Chapter 17 Lab	<b>The Special Senses</b>	<b>In seat</b> <ul style="list-style-type: none"> <li>• Chapter 17 Pre-Lab Key Terms</li> <li>• Eye dissection</li> </ul>	C: 1,3,7 G: a,c

Date	Chapter/Lesson	Content	Tests, Assignments, & Due Dates	Competency Area
<b>Week 12</b> 03/26		<b>Research Assignment</b>	<b>In seat:</b> <ul style="list-style-type: none"> <li>• <b>Lab Exam 4 (13, 14, 17)</b></li> <li>• Group Assignment – At least one member of each group bring laptops/tablets</li> </ul> <b>Due by 04/30 before class begins:</b> <ul style="list-style-type: none"> <li>• Research Assignment to be <i>emailed</i> to instructor. Microsoft Word document attachment <b>ONLY</b>. No exceptions.</li> </ul>	C: 1-7 G: a,c
<b>Week 13</b> 04/02	Spring Break	No class		
<b>Week 14</b> 04/09	Group project presentations night 1		Order of presentations to be determined before Spring Break	C: 1-7 G: a-c
04/16	Group project presentations night 2		Order of presentations to be determined before Spring Break	C: 1-7 G: a-c
<b>Week 15</b> 04/23	Chapters 1-17	Final exam review Notebook checkoffs	Any missing material to be added tonight. <b>No exceptions.</b>	C: 1-7 G: a-c
<b>Week 16</b> 04/30	Chapters 1-17	<b>Comprehensive Lecture and <u>Lab Final</u> Exams</b>	<ul style="list-style-type: none"> <li>• Research Assignment <i>Due before class</i></li> <li>• <b>TWO FINAL EXAMS</b> – one for each course. <u>100</u> questions <b>each</b>.</li> </ul>	C: 1-7 G: <u>a-c</u>

### 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.