



TENTATIVE—SUBJECT TO CHANGE

**BIOL 2114: Anatomy & Physiology II
COURSE SYLLABUS**

Spring 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 – 1:15 PM (Wednesday Lab)

Course Reference Number (CRN): 40129

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

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

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 2114. The laboratory exercises for this course endocrine system, cardiovascular system, blood and lymphatic systems, immune system, respiratory system, digestive system, urinary system, and reproductive system.

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:

- 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.

STUDENT REQUIREMENTS

Students are responsible for the policies and procedures in the Southeastern Technical College's (STC's) Catalog and Handbook. 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.**

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.

ADDITIONAL ATTENDANCE PROVISIONS FOR 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 ninety percent (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 (1) day a week for eight (8) weeks, the maximum number of days a student may miss is ONE (1) day 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, 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu) 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, 478-289-2274, Building 1, Room 1208

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

It is strongly encouraged that requests 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 (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 or her course does not satisfy the approved withdrawal procedure outlined above.

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 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.

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.

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" (zero) for the test or assignment. Instructor keeps a record in course or 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 Web 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" (withdrawn Failing) has been issued as a result of second offense. The Registrar will input the incident into Banner Web for tracking purposes.

3. Third Offense

Student is given a grade of "WF" (Withdrawn Failing) 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" (Withdrawn Failing) 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:

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 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@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 \(STC\) 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
Chapter Tests	50%
LAB Assignments/Reports	10%
Presentations	10%
Comprehensive Final Exam	30%
TOTAL	100%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89

Letter Grade	Range
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.

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

DATE	CHAPTERS /CONTENT	ASSIGNMENTS	COMPETENCY AREA
3/6	Introduction to Course, Syllabus, Chapters (Chs.) Outline, Policies/Procedures, emergency plan, and lab safety. Chapter 18: Endocrine System(Sys). Chapter 19: Cardio System-Blood Chapter 20: Cardio System-Heart Chapter 21: Cardio System-Vessels	<u>Turn in the following COMPLETED Assignments (place in lab report):</u> 1. Blood/Circulation worksheet (from STC's Material Drive (M Drive)) 2. Heart dissection worksheet (from M Drive) 3. Pre Lab assignments (chapters 18-21) from Lab Workbook <ul style="list-style-type: none"> • Heart Dissection Activity: Students will verbally explain to class the structure & function of heart & blood flow using model. • Workbook Assignments: Complete Chs. 18-21 	C: 1,4 G: a-c
3/13	Chapter 22: Lymphatic & Immunity Chapter 23: Respiratory Chapter 24: Digestive System	Chapters 22-24 Pre Lab Key terms due from lab workbook. Place in lab reports. Lab Workbook: Complete Chs. 22-24	C: 4-6 G: a-c
3/20	Chapter 25: Metabolism & Nutrition Chapter 26: Urinary System Chapter 27: Fluid & Electrolyte Chapter 28: Reproductive Mid Term Lab Check Offs	Chapters 25-28 Pre Lab Key term assignments due from lab workbook. Place in lab reports. Kidney Dissection & Kidney Dissection Activity: Students will verbally explain to class the structure/function of Kidney and Urinary System.	C: 1-9 G: a-c
3/27	GROUP (Power Point) PRESENTATIONS Visual aid required. Print Power Point (3 slides per page.) & place in lab report.	<u>Presentations:</u> Groups of 3 to 5 students. Presentations should be 15 to 20 minutes. Points deducted if presentations exceed 20 or less than 15 minutes and guidelines are not covered. Power Point Guidelines found on STC's M Drive.	C: 1-9 G: a-c
4/3	SPRING BREAK	No classes – Spring Break	
4/10	GROUP (Power Point) PRESENTATIONS	Print Power Point (3 slides per page) & place in lab report.	C: 1-9 G: a-c
4/17	<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. This does not include assignments, presentations, learning objectives, or lab reports <u>only</u> tests average.	C: 1-9 G: a-c
4/24	Final lab Check Offs	All Lab reports and Learning Objectives Due. Portion of Lab Report grade will be deducted if all assignments not submitted.	C: 1-9 G: a-c
5/1	Review Assignment due	Finals Review Assignment from M. Drive due. Place in lab report.	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.