



TENTATIVE—SUBJECT TO CHANGE

BIOL 2114: Anatomy and Physiology II LAB

COURSE SYLLABUS

Lab Monday

Spring Semester 2020

COURSE INFORMATION

Credit Hours/Minutes: 1/2250

Class Location: 8145

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

Course Reference Number (CRN): 40260

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Dr. Erica M. Harrison

Office Location: Health Science Annex (HSA) – Building C, Room 901 (Vidalia), 8145 (Swainsboro)

Office Hours: Vidalia – M-R 8:00-10:30am, Swainsboro – By appointment only

Email Address: [Erica Harrison eharrison@southeasterntech.edu](mailto: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. WileyPLUS Next Gen package that comes with the looseleaf Principles of Anatomy and Physiology, Tortora and Derrickson, 15th edition (9781119492030)
2. Southeastern Technical College 2114 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

Continues the study of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system. Students will complete all lecture and lab assignments online via WileyPLUS Next Gen before coming to class each week (except exams, lab activities, dissections, and hands-on assignments)

MAJOR COURSE COMPETENCIES

1. Laboratory Safety
2. The Endocrine System
3. The Cardiovascular System
4. The Blood and Lymphatic System
5. The Immune System
6. The Respiratory System
7. The Digestive System
8. The Urinary System
9. The Reproductive System

PREREQUISITE(S)

BIOL 2113: Anatomy and Physiology

BIOL 2113L: Anatomy and Physiology Lab I

Co-requisites: Required

BIOL 2114L - Anatomy and Physiology Lab II

COURSE OUTLINE

LABORATORY SAFETY

1. Discuss and apply laboratory exercises encompassing the appropriate practice of laboratory precautions and laboratory safety

THE ENDOCRINE SYSTEM

1. Perform and apply laboratory exercises encompassing the endocrine system

THE CARDIOVASCULAR SYSTEM

1. Perform and apply laboratory exercises encompassing the cardiovascular system

THE BLOOD AND LYMPHATIC SYSTEMS

1. Perform and apply laboratory exercises encompassing blood and lymphatic systems

THE IMMUNE SYSTEM:

1. Perform and apply laboratory exercises encompassing the immune system

THE RESPIRATORY SYSTEM:

1. Perform and apply laboratory exercises encompassing the respiratory system

THE DIGESTIVE SYSTEM:

1. Perform and apply laboratory exercises encompassing the digestive system

THE URINARY SYSTEM:

1. Perform and apply laboratory exercises encompassing urinary system

THE REPRODUCTIVE SYSTEM:

1. Perform and apply laboratory exercises encompassing reproductive system

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. All online assignments and pre-lab work must be completed before the regularly scheduled class meeting on Thursdays. Failure to comply with these suggestions 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.

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 (March 12) 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. **All lab exams will take place in seat.**

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. .

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:

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 165 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
Lab Exams	50%
Lab Notebook and Wiley Online Assignments	20%
Comprehensive Final	30%

GRADING SCALE

Letter Grade	Range
A	90-100

Letter Grade	Range
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 2114: Anatomy and Physiology I

Spring Semester 2020 Lesson Plan

Subject to change at instructor's discretion

Date	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
01/13	Introduction to the Course Chapter 18	Introductions, Syllabus Review, WileyPLUS Next Gen Orientation, Group Project Group Assignments, File creations The Endocrine System Review, discussion, and in-class assignments	In seat: <ul style="list-style-type: none"> • Syllabus Quiz • File creation and group member information sheet • Beginning 01/27 pre-lab key terms will be due at the start of lab • Ch 18 Lab Online assignments due by 01/26: <ul style="list-style-type: none"> • Ch18 Real Anatomy (3) • Ch18 Animation (4) 	C: 1-8 G: a-c
01/20	MLK Holiday	No class		
01/27	Chapter 19	The Cardiovascular System: The Blood Review, discussion, and in-class assignments	In seat: <ul style="list-style-type: none"> • Ch18-19 pre-lab key terms due • Ch 19 Lab Online assignments due by 02/02: <ul style="list-style-type: none"> • Ch19 Animation (1) • Practice work on flow of blood through the human heart 	C: 1 G: a,c
02/03	Chapter 20	The Cardiovascular System: The Heart Review, discussion, and in-class assignments	In seat: <ul style="list-style-type: none"> • Ch20 pre-lab key terms due • Ch 20 Lab • Heart dissection Online assignments due by 02/09: <ul style="list-style-type: none"> • Ch20 Animation (3) • Ch20 Real Anatomy (1) 	C: 2 G: a,c

Date	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
02/10	Chapter 21	The Cardiovascular System: Blood Vessels and Hemodynamics Review, discussion, and in-class assignments	In seat: <ul style="list-style-type: none"> • Ch21 pre-lab key terms due • Ch 21 Lab Online assignments due by 02/16: <ul style="list-style-type: none"> • Ch21 Animation (3) • Ch21 Real Anatomy (5) 	C: 2 G: a,c
02/17	Chapter 22	The Lymphatic System and Immunity Review, discussion, and in-class assignments	In seat: <ul style="list-style-type: none"> • Ch22 pre-lab key terms due • Ch 22 Lab Online assignments due by 02/23: <ul style="list-style-type: none"> • Ch22 Animation (5) • Ch22 Real Anatomy (1) 	C: 3 G: a-c
02/24	Lab Exam 1 Chapter 23	The Respiratory System Review, discussion, and in-class assignments	In seat: <ul style="list-style-type: none"> • Lab Exam 1 (18-21) • Ch23 pre-lab key terms due • Ch 23 Lab Online assignments due by 03/01: <ul style="list-style-type: none"> • Ch23 Animation (5) • Ch23 Real Anatomy (1) 	C: 3-4 G: a-c
03/02	Lab Exam 2 Chapter 24	The Digestive System Review, discussion, and in-class assignments	In seat: <ul style="list-style-type: none"> • Lab Exam 2 (22-23) • Ch24 pre-lab key terms due • Ch 24 Lab Online assignments due by 03/08: <ul style="list-style-type: none"> • Ch24 Animation (7) • Ch24 Real Anatomy (3) 	C: 5 G: a,c

Date	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
03/09	Chapter 25	Metabolism and Nutrition Review, discussion, and in-class assignments	In seat: <ul style="list-style-type: none"> • Ch25 pre-lab key terms due • Ch 25 Lab • Cellular Respiration Table • Group Assignment – At least one member of each group bring laptops/tablets Online assignments due by 03/15: <ul style="list-style-type: none"> • Nutrition Assignment – Venn diagram, food/activity logs, journal • Ch25 Animation (8) 	C: 6 G: a,c
03/16	Lab Exam 3 Chapter 26	The Urinary System Review, discussion, and in-class assignments Kidney dissection – PLEASE BE IN PROPER LAB ATTIRE	In seat: <ul style="list-style-type: none"> • Lab Exam 3 (24-25) • Ch26 pre-lab key terms due • Ch 26 Lab Online assignments due by 03/22: <ul style="list-style-type: none"> • Ch26 Animation (6) • Ch26 Real Anatomy (1) 	C: 6 G: a,c
03/23	Chapter 27	Fluid, Electrolyte, and Acid-Base Homeostasis Review, discussion, and in-class assignments	In seat: <ul style="list-style-type: none"> • Ch 27 pre-lab key terms • Ch 27 Lab • Overview of Fluids worksheet (handout) Online assignments due by 03/29: <ul style="list-style-type: none"> • Ch27 Animation (3) 	C: 7 G: a,c

Date	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
03/30	Chapter 28	The Reproductive Systems Review, discussion, and in-class assignments	In seat: <ul style="list-style-type: none"> Ch28 pre-lab key terms due Ch 28 Lab Online assignments due by 04/05: <ul style="list-style-type: none"> Ch28 Animation (4) Ch28 Real Anatomy (4) 	C: 8 G: a,c
04/05	11:59 pm	Last day to submit any late online assignments – all assignments will be closed after this date.		
04/06-04/09	Spring Break	No classes this week		
04/13	Lab exam 4		In seat: <ul style="list-style-type: none"> Lab Exam 4 (26-28) 	C: 1-8 G: a-c
04/20	Chapters 18-28	Final exam review Notebook checkoffs	All missing lab work should be added and submitted today. No exceptions	C: 1-8 G: a-c
04/27	Make-Up Exams	See Syllabus	Only those students with make-up exams attend	C: 1-8 G: a-c
05/04	Chapters 18-28	Comprehensive Lecture Final Exam		C: 1-8 G: a-c

COMPETENCY AREAS (C)

1. Laboratory Safety
2. The Endocrine System
3. The Cardiovascular System
4. The Blood and Lymphatic System
5. The Immune System
6. The Respiratory System
7. The Digestive System
8. The Urinary System
9. The 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.