



TENTATIVE—SUBJECT TO CHANGE
BIOL 2113L: Anatomy and Physiology I
COURSE SYLLABUS
Summer 2019: *Wednesday Lab*

COURSE INFORMATION

Credit Hours/Minutes: 1/2250

Campus/Class Location: Vidalia Campus/Gillis Building, Room 729

Class Meets: 8:05 AM – 10:55 AM (Wednesday Lab-**Hybrid format**: 70% face to face in class & 30% online).

Course Reference Number (CRN): 60043

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

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 while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

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 available at STC's bookstore).

²**Anatomy and Physiology Lab Workbook, BIO 2113** First Edition; Southeastern Technical College (STC), 2017

REQUIRED SUPPLIES & SOFTWARE

Supplies necessary for this course include the following: Three hole binder, clear front report cover (make sure it is sturdy and can hold 100 pages or more), colored pencils, ink pens, highlighters, and any other supplies deemed necessary by instructor.

This course uses a third party platform operated and maintained by the Publisher's *WileyPLUS Next Gen* Tortora/Grabowski, John Wiley and Sons, Incorporated. WileyPLUS (WP) Next Gen with eText and loose-leaf

bundle with online access code can be purchased at STC's bookstore. **Weekly online assignments will be graded and must be completed by deadline. Weekly WileyPLUS online assignments account for 10% of final grade. If Assignments are not completed by deadline, points will be deducted.**

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

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. 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) 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)

Pre-requisite: Regular admission

Co-requisites: BIOL 2113, ENGL 1101

COURSE OUTLINE

- 1) Cell Structure and Function:
Perform and apply laboratory exercises encompassing cell structure and functions.
- 2) Tissue Classifications:
Perform and apply laboratory exercises encompassing tissue classification.
- 3) Integumentary System:
Perform and apply laboratory exercises encompassing the Integumentary system
- 4) Skeletal System:
Perform and apply laboratory exercises encompassing the skeletal system.
- 5) Muscular System:
Perform and apply laboratory exercises encompassing the muscular system.
- 6) Nervous and Sensory Systems:
Perform and apply laboratory exercises encompassing the nervous and sensory systems.

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College (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 (HYBRID)

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 to the side of the classroom 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. Once the test/quiz begins, the door will be locked and students may not enter the classroom. A grade zero is assigned for any missed test/quiz.**

HYBRID 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. There are no make-ups for unannounced quizzes if a student is absent or tardy. 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.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

For this class, which meets 1 day a week for 9 weeks, the maximum number of days a student may miss is 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 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 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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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.

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.

MAKEUP GUIDELINES

Students will be allowed to make-up **one** examination, EXCLUDING the final examination, due to an **excused absence** approved by the instructor for extenuating circumstances. This should be discussed and approved by instructor. Please submit official copy of medical, court documentation, or any other formal written documents. **Any other exam missed will result in an automatic grade of zero.** A make-up exam day will be 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. There are no lab/lecture make-up for missed lab/lecture activities and assignments.

EVALUATION PROCEDURES

All examinations/tests/quizzes are conducted in class in traditional face to face format for both Lecture and Lab. In order to sit for the final exam, a student must maintain a Lecture Test and Lab Test Average of seventy percent (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, presentation grades, WileyPLUS assessments etc. are not included in tests averages, only tests grades. THERE WILL BE NO DROP GRADE FOR LECTURE OR LAB.

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.

WILEYPLUS ASSIGNMENTS AND ACTIVITIES (TICKET TO CLASS)

WileyPLUS online Assessments & Adaptive Practice must be completed weekly. These assignments account for 10% of final grade and must be completed by deadline. Failure to do so will result in zero points for the missed activity. No points will be awarded if the activity is completed **after** deadline. Each week students must complete WileyPLUS online chapter Assessments & Adaptive Practices for every chapter listed weekly on Lesson Plan below. Students will print a summary sheet for each chapter Assessment and Adaptive Practice upon completion. **Please highlight** name, chapter, time spent on assignment and grade as it will be recorded on every summary sheet. These summary sheets will serve as a **"TICKET TO CLASS"** & should be turned in on lab day.

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 (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 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@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 and Lab Reports	10%
Weekly WileyPLUS Online Assignments: Assessments & Adaptive Practices	10%
Comprehensive Final Exam	30%
TOTAL	100%

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.

BIO 2113 Anatomy & Physiology I
Summer 2019 (BIO 2113 WEDNESDAY LAB) Lesson Plan
Subject to change at Instructor's discretion

Date	CHAPTER/CONTENT	Assignments	Competency Area
5/15	Introduction (Intro.), Policies & Lab Safety Chapter 1: Intro. to the Human Body Chapter 2: Chemistry Chapter 3: Cellular Level Chapter 4: Tissue Level <i>Print WileyPlus Assignments before class.</i>	<u>Print & turn in the following from M Drive.</u> 1) STC's Student Profile Sheet 2) Acknowledgment Statement. Home Work for chapters 1-4: <ul style="list-style-type: none"> • Pre Lab Key Terms from lab work book • WileyPLUS Adaptive/Practice Assignments 	1,2,3 a-c
5/22	Chapter 5: Integumentary System Chapter 6: Skeletal System (Sys.) Chapter 7: Axial Skeletal System	Home Work for chapters 5-7: <ul style="list-style-type: none"> • Pre Lab Key Terms from lab work book • WileyPLUS Adaptive/Practice Assignments <i>Print WileyPLUS Assignments before class.</i>	3-5 a-c
5/29	<u>In Seat Lab Test #1</u> Chapter 8: Appendicular Skeletal Sys. Chapter 9: Joints Chapter 10: Muscular Tissue Chapter 11: Muscular System	<u>Lab Test #1 (Ch. 1-5)</u> Home Work for chapters 8-11: <ul style="list-style-type: none"> • Pre Lab Key Terms from lab work book • WileyPLUS Adaptive/Practice Assignments <i>Print WileyPLUS Assignments before class.</i>	5-8 a-c
6/5	Chapter 12: Nervous Tissue Chapter 13: Spinal Cord/Nerve Chapter 14: Brain/Cranial Nerves <ul style="list-style-type: none"> • Brain Dissection and Activity: Students will verbally explain to class the structure & function of Brain. 	Home Work for chapters 12-14: <ul style="list-style-type: none"> • Pre Lab Key Terms from lab work book • WileyPLUS Adaptive/Practice Assignments <i>Print WileyPLUS Assignments before class.</i>	1-8 a-c
6/12	<u>In Seat Lab Test #2</u> Chapter 15: Autonomic Nervous Sys. Chapter 16: Sensory, Motor, & Integrative Chapter 17: Special Senses	<u>Lab Test #2 (Ch. 6-9)</u> Home Work for chapters 15-17: <ul style="list-style-type: none"> • Pre Lab Key Terms from lab work book • WileyPLUS Adaptive/Practice Assignments <i>Print WileyPLUS Assignments before class.</i>	1-8 a-c
6/19 65%	<u>In Seat Lab Test #3</u> Power Point Group Presentations Print Power Point (3 slides per page) Place in Lab Report	<u>Lab Test #3 (Ch. 10- 12)</u> Please read Power Point Presentation Instructions on M. Drive. There will be point deductions if groups do not comply with instructions.	1-8 a-c
6/26	<ul style="list-style-type: none"> • Group Presentations (continued) • Exam make-up day • Eye Dissection and Activity: Students will verbally explain to class the structure & function of Eye. 	Finals Eligibility: Tests average must be 70% or above. This does not include WileyPLUS assignments, presentations, or lab reports. Only exam average.	1-8 a-c
7/3	Holiday	4 th July Holiday	
7/10	<u>In Seat Lab Test #4</u> <i>Final Review Assignment: M Drive</i>	<u>Lab Test #4 (Ch. 13 – 17)</u> Include Final Review worksheet in lab book.	1-8 a-c
7/17	<u>In Seat FINALS: ALL LAB CHAPTERS</u> Group Presentations (continued)	<u>COMPREHENSIVE FINALS (all Chapters)</u> CHAPTERS 1 - 17	1-8 a-c
7/24	Deadline: Lab Reports Lab Check Offs	Portion of Lab Report grade will be deducted if all assignments not submitted.	1-8 a-c

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.