



**BIOL 2114 L : Anatomy & Physiology Lab II**  
**COURSE SYLLABUS**  
**Laboratory - WEDNESDAY**  
**Summer Semester 2017**

**Semester:** Summer 2017  
**Course Title:** Anatomy & Physiology II  
**Course Number:** BIOL 2114 L  
**Credit Hours/ Minutes:** 1 / 2250  
**Class Location:** RMTC 729  
**Class Meets:** 8:05 AM-12:50 PM  
**CRN:** 60076

**Instructor:** Sadia Ajohda  
**Office Hrs:** 7-12, 1-3 M; 7:00-8:00 T,W,R  
**Office Location:** Room #723 (RMTC Bldg.)  
**Email Address:** [sajohda@southeasterntech.edu](mailto:sajohda@southeasterntech.edu)  
**Phone:** 912.538.3216  
**Fax Number:** 912.538.3156

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**REQUIRED TEXTS:**

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

**REQUIRED SUPPLIES & SOFTWARE:**

3 hole binder, clear front report cover (make sure it is sturdy and can hold 100 pages or more), colored pencils, ink pens, highlighter, and any other supplies deemed necessary by instructor.

**COURSE DESCRIPTION:**

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system

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**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

**GENERAL EDUCATION CORE COMPETENCIES:** 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.

**Pre-requisite:** BIOL 2113 and 2113 L

**Co-requisites:** BIOL 2114, Anatomy and Physiology I

## **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.**

## **EVALUATION PROCEDURES**

**In order to sit for the final exam, a student must maintain a Lecture Test and Lab Test Average of 70 or above prior to the date of the scheduled final.** Grades of 69.9 will not be rounded up. If the student has below a 70 average, the student will be given a letter grade based on tests average. 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.

**MAKEUP GUIDELINES: THERE WILL BE NO MAKE UP FOR LAB EXAMS. FAILURE TO TAKE LAB EXAMS ON SPECIFIED DATE WILL RESULT IN A ZERO FOR THAT EXAM.**

**Finals:** 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.

**Lab Assignments/Lab Report:** A laboratory report will be created by each student using a clear front cover report (see required supplies pg. 1 on syllabus). The lab report will include all completed lab worksheets, assignments, **Chapter Learning Objectives (M. Drive)**, drawings of microscopic slide observations (using color pencils), etc. 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 will include in typewritten format: *full name, course name, course number, semester and year in the above mentioned order.* Points will be deducted for any missing assignment.

## **STUDENT RESPONSIBILITIES/REQUIREMENTS**

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

**Students are responsible for the policies and procedures in the STC E-Catalog. During an examination, students are required to place all textbooks and personal property on the floor or counter located in the back or to the side of the classroom. Students are to be seated with an empty seat between each student. No talking is allowed once the test begins. Students found with their cell phone or any other personal communication device during the test will be considered cheating and given a zero for the test. This also applies to students who have completed/submitted test to instructor and using cell phone in classroom while testing is still in progress or others are still testing.**

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

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

**ATTENDANCE GUIDELINES:** Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

## **ADDITIONAL ATTENDANCE PROVISIONS**

### ***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 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 1 day a week for 9 weeks, the maximum number of days a student may miss is 1 day during the semester.**

**SPECIAL NEEDS:** Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

**SPECIFIC ABSENCES:** Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**PREGNANCY:** Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, (912) 538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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 when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.**

**MAKEUP GUIDELINES: THERE WILL BE NO MAKE UP FOR LAB EXAMS. FAILURE TO TAKE LAB EXAMS ON SPECIFIED DATE WILL RESULT IN A ZERO FOR THAT EXAM.**

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook*.

#### **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

##### **--First Offense--**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program

files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

**--Second Offense--**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

**--Third Offense--**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION:** The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer</b>	<b>Title VI - Title IX (Employees) - EEOC Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <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 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**GRADING SCALE:**

Grading Scale:

A	Excellent	100 - 90
B	Good	89 - 80
C	Satisfactory	79 - 70
D	Poor	69 - 60
F	Failing	59 - 0

**Each Students final grade for the course will be calculated in the following manner...**

(Lab Exam Avg.).....x 0.60 = + \_\_\_\_\_  
(Lab Report) .....x 0.10 = + \_\_\_\_\_  
(Final Exam Score).....x 0.30 = + \_\_\_\_\_

**Numerical Course Grade.....= \_\_\_\_\_**

**TCSG GUARANTEE/WARRANTY STATEMENT:**

The Technical College System of Georgia guarantees employer that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

**GRADING COMPONENTS:**

Lab Exams	60%
Lab Report	10%
Comprehensive Final Exam	30%

**\*\*Disclaimer Statements\*\***

**Instructor reserves the right to change the syllabus and/or lesson plan as necessary. Official copy 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 other than the course you are enrolled in (folder on M Drive) is for planning purposes only.\*\*\***

**BIOL 2114 LABORATORY Summer 2017 (WEDNESDAY) Lesson Plan**

**\*Subject to change at the Instructors discretion\***

Date	Lab Units	Assignments	Comp. Area
5/17	Intro: Syllabus/ Lab Safety, rules, emergency plan, policies & procedures etc.  <b>Lecture power point (Ch. 18/19)</b> Ch. 18: Endocrine System Ch. 19: Cardio System: Blood	<b>Print and turn in the following:</b> <b>1) Student Pkt: STC website, Library home pg or M Drive</b> <b>2) Acknowledgment Stmt/forms to turn in: M Drive.</b> <b>3) Blood/Circulation worksheet- M Drive: Assgmt: lab</b> <b>4) Heart dissection worksheet- M Drive: Assgmt: lab</b>  <b>Assignment:</b> Lab Units 16, 17, 18, 19, 26 : Key Terms Lab list #1 Unit 26: Endocrine System Unit 19: Blood Unit 16: Heart Cardio. Part 1 Unit 17: Cardio. System Part 2 Unit 18: Cardio. System Part 3	CC 1-4 GC a-c
5/24	Ch. 22: Lymph - <b>Lect. power point</b> Parasite work sheet/clips Hand washing/cross contamination Parasite Microscopic Observation	<b>Pre lab Key terms due: Units 16-19 &amp; 26</b> Lab list #2 Unit 20: Lymphatic System Unit 21: Respiratory Sys. Pt. 1 Unit 22: Respiratory Sys. Pt. 2	
5/31	<b>Heart Dissection</b>	<b>Pre Lab</b> Units 20, 21,22 : Key Terms due Clinical Lab – Blood typing Lab list #3	CC 4-6 GC a-c
6/7	Unit 23: Urinary Sys. Anatomy Unit 24: Urinary Sys. Physiology Unit 25: Digestive System Unit 27: Reproductive System	<b>Pre Lab</b> Units 23, 24, 25, 27 : Key Terms (complete before coming to class)  Continue Lab list #3	CC 7-9 GC a-c
6/14	<b>Kidney Dissection</b> Mid Term Lab Check Offs	<b>Kidney Dissection Activity:</b> Students will verbally explain to class the structure/function of Kidney and Urinary System.	CC 1-9 GC a-c
6/21	GROUP (Power Point) PRESENTATIONS...Part I  <b>June 29<sup>th</sup> = 65%</b>	<b>Presentations:</b> Groups of 3-5 students per group, 15-20 minutes. Presentations will be timed. Points deducted if presentations exceed 20 mins/less than 15 mins and guidelines from Power Point Instructions (M Drive) not covered. Visual aid required. Print Power Point (3 slides per pg.) & place in lab report.	CC 1-9 GC a-c
6/28	GROUP (Power Point) PRESENTATIONS.....Part II	Presentations continued.	CC 1-9 GC a-c
7/5	<b>Holiday – No Class</b>	<b>Holiday – No Class</b>	
7/12	<ul style="list-style-type: none"> <li>• Lab Reports (all units due)</li> <li>• Lecture Make up Exam day</li> <li>• <b>Finals eligibility: Tests avg. for Lab &amp; Lect. must be 70 or above (does not include presentation or lab report grade).</b></li> </ul>	Students can make-up <b>one lecture</b> exam due to an <b>excused absence</b> approved by the instructor. THERE WILL BE <b>NO LAB EXAM MAKE-UP.</b>	CC 1-9 GC a-c
7/19	Final Lab Check off	All Units	CC 1-9 GC a-c

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