



BIOL 2113L: Anatomy & Physiology I Lab
COURSE SYLLABUS
Lab – Monday
Summer Semester 2017

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| Semester: Summer 2017 | Instructor: Erica M. Harrison |
| Course Title: Anatomy & Physiology I | Email address: eharrison@southeasterntech.edu |
| Course Number: BIOL 2113L | Office Location: 8145(Swainsboro); HSA 901 (Vidalia) |
| Credit Hours/ Minutes: 3 / 2250 | Office hours: MW 200-430 (SW); TR 130-400 (VI) |
| Class Location: 8143 | Phone: 912.538.3188 |
| Class Meets: 905-105 Monday | Fax Number: 912.538.3156 |
| CRN: 60192 | Tutoring Hours: By appointment |

REQUIRED TEXTS:

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

REQUIRED SUPPLIES & SOFTWARE:

3 hole flexible binder, clear front, no more than ½ in binding, colored pencils, ink pens, highlighter, and any other supplies deemed necessary by instructor.

COURSE DESCRIPTION:

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems.

MAJOR COURSE COMPETENCIES:

1. Laboratory Safety
2. Body Organization
3. Cell Structure and Function
4. Tissue Classifications
5. The Integumentary System
6. The Skeletal System
7. The Muscular System
8. The Nervous and Sensory Systems

Pre-requisite: Regular admission

Co-requisites: BIOL 2113

COURSE OUTLINE

- 1) Laboratory Safety**
 - a) Discuss and apply laboratory exercises encompassing the appropriate practice of laboratory precautions and laboratory safety.**
- 2) Body Organization**
 - a) Perform and apply laboratory exercises encompassing body organization.**
- 3) Cell Structure and Function**
 - a) Perform and apply laboratory exercises encompassing cell structure and functions.**
- 4) Tissue Classifications**
 - a) Perform and apply laboratory exercises encompassing tissue classification.**
- 5) Integumentary System**
 - a) Perform and apply laboratory exercises encompassing the Integumentary system.**
- 6) Skeletal System**
 - a) Perform and apply laboratory exercises encompassing the skeletal system.**
- 7) Muscular System**
 - a) Perform and apply laboratory exercises encompassing the muscular system.**
- 8) Nervous and Sensory Systems**
 - a) Perform and apply laboratory exercises encompassing the nervous and sensory systems.**

GENERAL EDUCATION CORE COMPETENCIES (GCC)

Southeastern Technical College 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.
- d) The ability to effectively utilize basic computer skills.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

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 (e.g. smartwatches, Bluetooth headsets, etc.) during the test will be considered cheating and be given a zero for the test. This includes taking a phone out after the student has completed an exam but other students are still testing.**

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

No EATING/DRINKING IS ALLOWED IN LAB OR CLASSROOMS!!!

STC ATTENDANCE PROCEDURE:

It is essential that educational programs maintain requirements and standards necessary for successful employment of its graduates in business and industry. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes. 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 as noted on each syllabus will receive a "W" for the course if removed from the course on or before midterm.

Definitions

Scheduled Instructional Time

Scheduled instructional time is explained by the instructor during the course orientation as listed on the course syllabus. The scheduled time will be maintained until all work is completed or until the end of the course.

Tardy or Early Departure

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 involved.**

Traditional Attendance Addendum: For this class which meets 1 day a week for 10 weeks the maximum number of days a student may miss is 1 day during the semester.*

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.

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, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% 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 (**JUNE 29TH, 2017**) 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.

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.

THERE WILL BE NO DROP GRADE FOR LECTURE OR LAB.

Lecture Examinations: Students will be allowed to make-up **one** lecture examination, *excluding* the final examination, due to an **excused absence** approved by the instructor. **Any other lecture exam missed will result in an automatic grade of zero.** There will be one day designated for the make-up Lecture 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. **(NOTE: There will be no make-up opportunity for missed lab exams)**

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.

Lab Assignments/Lab Report: A laboratory report will be created by each student using a clear front cover report (see required supplies p 1 on syllabus). The lab report will include all completed lab worksheets, assignments, **Chapter Learning Objectives (M.Drive) for lecture**, 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.

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 entire policy/procedures will be discussed with you by the instructor. 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

Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

| ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer | Title VI - Title IX (Employees) - EEOC Officer |
|---|--|
| Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu | Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu |

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

ACCESS TO TECHNOLOGY: Students now need to 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.

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 0.50 = + _____
(Lab Report)x 0.10 = + _____
(Final Exam Score).....x 0.40 = + _____
Numerical Course Grade.....= _____

GRADING COMPONENTS:

Lab Exams 50%
Lab Report 10%
Comprehensive Final Exam 40%

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.

***COURSE COMPETENCY AREAS (CC):**

1. Body Organization
2. Cell Structure and Function
3. Tissue Classifications
4. The Integumentary System
5. The Skeletal System
6. The Muscular System
7. The Nervous and Sensory Systems

****GENERALCORE EDUCATION COMPETENCIES (GCC):**

- a) The ability to utilize standard written English.
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BIOL 2113 LABORATORY Lesson Plan (MONDAY)

Subject to change at the instructors discretion

| Date | Lab Assignments/Lab Units | Tests (Chapters) | Competency Area |
|------|---|---|------------------------|
| 10. | Introduction, Policies & Lab Safety Unit 1: Intro. to Anatomical Terms Unit 2: Chemistry Unit 3: Introduction to the Microscope Unit 4: Cytology | Unit 1: 1) Key Terms pg. 1,2 2) Ex: 1-2 pg. 3 Unit 2: 1) Key Terms pg. 11 Unit 3: 1) Parts of Microscope 2) Microscope observation Unit 4: 1) Key Terms pg. 25 2) Table 4-2 pg. 26 | *CC 1,2 **GCC a-d |
| 5/29 | MEMORIAL DAY HOLIDAY | STC closed – No class | *CC 1,2,3 **GCC a-d |
| 6/5 | Unit 5: Histology Unit 6: Integumentary System Unit 7: Intro- Skeletal System Unit 8: Skeletal System | Unit 5: 1) Key Terms pg. 37-38 2) table 5-2 pg. 43 Unit 6: 1) Key Terms pg. 45-46 2) Table 6-2 pg. 46 Unit 7: 1) Key Terms pg. 53-54 2) Table 7-2 pg. 54 Unit 8: 1) Key Terms pg. 59-60 2) Table 8-2 pg. 60 (A & B) | *CC 3-5 **GCC a-d |
| 6/12 | Unit 9: Articulations Unit 10: Muscle Tissue Unit 11: Skeletal Muscle Anatomy Unit 12: Nervous Tissue | Unit 9: 1) Key Terms pg. 73-74 2) table 9-2 pg. 74 Unit 10: 1) Key Terms pg. 81-82 2) Table 10-2 pg. 82 Unit 11: 1) Key Terms pg. 89-90 2) Tables A & B pg. 91 Unit 12: 1) Key Terms pg. 101-102 2) Table 12-2 pg. 102 | *CC 6 **GCC a-d |
| 6/19 | Unit 13: Central Nervous System Unit 14: Peripheral Nervous System Unit 14: Autonomic Nervous system Unit 15: General/Special Senses (Eye/Ear) Unit 15: General and Special Senses Taste and Cutaneous | Unit 13: 1) Key Terms pg. 107-108 Unit 14: 1) Key Terms pg. 117 2) Table 14-2 pg. 118 Unit 15: 1) Key Terms pg. 129-130 2) Table 15-2 pg. 130 Unit 15: 1) Table 15-3 pg. 131 2) Table 15-4 pg. 131 | *CC 1-5 **GCC a-d |
| 6/26 | Brain and Eye Dissection day | HANDOUT Must be in proper lab attire or you will be asked to leave. | *CC 1-5 **GCC a-d |
| 7/3 | INDEPENDENCE DAY HOLIDAY | STC closed – No class | *CC 6,7 **GCC a-d |
| 7/10 | Lab Notebook check off day | You may submit this day if you do not have a make-up exam Wednesday | *CC 6-7 **GCC a-d |
| 7/17 | Group Project Presentations | | *CC 5,6 **GCC a-d |
| 7/24 | Student Study Day LATE submission day: may still submit assignments this day (10% off for lab and lecture assignments submitted late). No submissions accepted after this date. | I will be on campus at my normal times should you need to schedule individual tutoring time | *CC 1-7 **GCC a-d |
| 7/31 | FINALS LAB AND LECTURE | COMPREHENSIVE (Ch 1-17) | *CC 1-7 **GCC a-d |

*CC= Course Competency/ **GCC= General Core Education Competency

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