Anatomy & Physiology II Lab Class Policy

2011 / Fall
BIO 239L.020

Name: Mr. Justin Sullivan M. S.
Department: Biology
Email: sullivanjb@sfasu.edu
Phone: (936) 468-5987
Office: S113
Office hours: M: 10:00 – 12:00 (S212) & 3:00 – 4:00 (S212), T: 11:00 – 12:00, W: 11:00 – 12:00 & 4:00 – 5:00, R: 9:00 – 10:00, F: 3 hours (for specific times please refer to the open lab schedule)
I will also be available at other times. If the above times do not fit your schedule, let me know. We can work out a time that does fit your schedule.

Class meeting time & place: M: 2:00 – 2:50, Rm S139: R 10:00 – 11:50, Rm S212

Text:

Course Description:
Four semester hours, three hours lecture, three hours lab per week. The lab will explore the structures and functions of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Not open to students who have received credit for BIO 327 or for those who have not made a C or better in BIO 238. Not open for credit for biology majors or minors. Required lab fee.

Number of Credit Hours:
4 total: 3 from Lecture & 1 from Lab

General Education Core Curriculum Objectives/Outcomes:
1. To understand and apply method and appropriate technology to the study of natural sciences.
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.

Student Learning Outcomes:
Bio 238L will complete the remaining concepts of anatomy and physiology. Laboratory activities will explore the structure and function of some major systems in the body, including the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive. While taking Bio 239L students will accomplish the following skills:
1. Ability to perform simple calculations and conversions and use of vocabulary which enables them to identify and discuss body planes, body regions and organ systems.
2. Correct use and care of a compound light microscope.
3. The ability to identify and classify tissues, as well as describe their functions and the dominant cell types found in each tissue.
4. Knowledge of the classification, identification, and function of blood cells and vessels.
5. Basic ability to use a stethoscope, sphygmomanometer, and a spirometer as well as knowledge of what these instruments measure.
6. Ability to calculate respiratory volumes.
7. Understand the role of the respiratory and digestive systems and the role of each system in homeostasis.
8. Knowledge of the endocrine system including the associated glands, hormones, and target organs.
9. Knowledge of the identification and functions of the parts of the reproductive system.

Purpose of the Biology Laboratory:
The laboratory is an important part of the introductory biology experience. The lab is intended to add to and/or supplement the lecture portion of the course by providing you an opportunity to experience “hands-on” some of the theories and principles that are presented in lecture. The lab also helps students evolve from “memorizers” to “thinkers”. In the lab you must have the mind set of a biologist – you must have a clear question for which you are seeking an answer and you must use information gained from one area of science to interpret another. Development of critical thinking, data analysis, and sound laboratory techniques are core elements of the laboratory.
Course Requirements:
1. Daily Quizzes: Quizzes include 10 fill-in-the-blank questions from the previous lab material.
2. 4 Practicals: Practicals include 50 fill-in-the-blank questions. Each question will be timed. Many of the questions will require that you be able to identify a structure on a pinned model, specimen, or slide. Spelling will be graded on practical exams. See the schedule below for lecture exam dates. No electronic devices of any sort (cell phones, calculators, laptops computers, etc.) are allowed to be out during a practical. If a student is late to a practical, the student may not take the practical if a practical has already been turned in.
3. Participation: Participation will be evaluated during each lab activity and recitation. You will get full credit for participation as long as you work with your group to complete the activity in a reasonable amount of time. Points will be deducted if you fail to complete activities, distract your classmates, show up late to lab, or fail to obey the lab rules.

Grading Policy:
Lab grades will be based on 3 practical examinations, daily quizzes, and participation. Overall anatomy and physiology grades will weight lecture as 65% and lab as 35%. Final grades will be assigned according to the following scale:

A: 100% - 90%
B: 89.9% - 80%
C: 79.9% - 70%
D: 69.9% - 60%
F: < 59.9%

The following weights will be used to calculate the lab grade:
- 4 Practical Exams: 60% (15% each)
- Quiz Average: 25%
- Participation: 15%

To calculate your lab average, use the following formula:
(Quiz Average x 0.25) + (Participation x 0.15) + (Practical 1 x 0.15) + (Practical 2 x 0.15) + (Practical 3 x 0.15) + (Practical 4 x 0.15)

To calculate your overall A&P grade, use the following formula:
(A&P lecture grade x 0.65) + (A&P lab grade x 0.35)

<table>
<thead>
<tr>
<th>DATE</th>
<th>EXAM</th>
<th>EXERCISES</th>
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<tbody>
<tr>
<td>September 15th</td>
<td>Practical 1</td>
<td>(1) Body Organization &amp; Terminology; (5) Epithelial &amp; Connective Tissue; (10) Histology of Muscle Tissue; (13) Histology of Nervous Tissue; (18) The Endocrine System; (19) Blood Cells; (20) Heart Anatomy</td>
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<tr>
<td>October 13th</td>
<td>Practical 2</td>
<td>(1) Body Organization &amp; Terminology; (5) Epithelial &amp; Connective Tissue; (10) Histology of Muscle Tissue; (13) Histology of Nervous Tissue; ; (21) Anatomy of Blood Vessels; (22) Cardiovascular Physiology; (23) Lymphatic System</td>
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<tr>
<td>November 3rd</td>
<td>Practical 3</td>
<td>(1) Body Organization &amp; Terminology; (5) Epithelial &amp; Connective Tissue; (10) Histology of Muscle Tissue; (13) Histology of Nervous Tissue; (24) Anatomy of the Respiratory System; (25) Respiratory Physiology; (26) Anatomy of the Digestive System</td>
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<tr>
<td>December 8th</td>
<td>Practical 4</td>
<td>(1) Body Organization &amp; Terminology; (5) Epithelial &amp; Connective Tissue; (10) Histology of Muscle Tissue; (13) Histology of Nervous Tissue; (28) Anatomy of the Urinary System; (29) Urinary Physiology; (30) The Male Reproductive System; (31) The Female Reproductive System</td>
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Attendance Policy:
(1) Attendance will be taken at the beginning and end of lab and recitation. (2) If you arrive after roll has been taken or leave early, you must see me to get credit for attendance. (3) You will not be permitted to take the test if you arrive late on a test day. (4) Each absence, excused or unexcused, will result in a three point deduction in your participation grade. (5) Being late twice counts as an absence, which will also result in a three point deduction in your participation grade.

Making Up Assignments:
You may make up your missed assignments within 1 week of the missed grade.
Financial Responsibilities:
You will be working with expensive lab materials, and you are responsible for any damage. Also, know that all lab materials are to remain in the lab under the supervision of the lab instructors.

Course Evaluations:
A course evaluation the week before the final is available on MySFA. Your participation in this survey allows me to ensure student’s lab experiences are optimal. Your opinion, both positive and negative, is highly valued.

Withdrawal Policy:
It is the student’s responsibility to withdraw from the course if necessary. The last day to withdraw from a course is October 26th, 2011. More information about add/drop policies can be found online: http://www.sfasu.edu/policies/add_drop.asp

Students with Disabilities:
To obtain disability related accommodations, alternate formats, and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, room 325, telephone (936)468-3004, (936)468-1004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodations and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations.

Class Disruptions:
Class disruptions will not be tolerated because they detract from other students’ learning. As adults, students should be able to sit through a lecture, without disturbing others. Lecture is a learning environment, and you should benefit from it as much as you can. To minimize disruptions and to make the lecture time beneficial for all of you, two points will be deducted from the disruptive students’ participation grade following each incident. The following are examples of class disruptions:
1. cell phone usage; TURN THEM OFF (texting, calling, answering, ANY USE)
2. coming in late
3. leaving early
4. leaving a dirty work area; please clean up your messes

Acceptable Student Behavior:
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Academic Integrity (A-9.1):
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Education
Faculty members are responsible for providing information about academic integrity and education for maintaining academic honesty during their regular coursework. Course syllabi provide information about penalties and the appeal process.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Withheld Grades Semester Grades Policy (A-54):  
Ordinaril, at the discretion of the instructor or record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If the students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

The circumstances precipitating the request must have occurred after the last day in which a student could withdraw from a course. Students requesting a WH must be passing the course with a minimum projected grade of C.
Course Calendar:
*Please note that this schedule is tentative. Lectures may take more or less time. Lab exercises may need to be re-arranged. However, I will strive to keep the exam and practical dates the same.

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<tr>
<th>Week</th>
<th>Activity</th>
<th>Text</th>
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<tbody>
<tr>
<td>1</td>
<td>Histology, Body Organization, Endocrine System</td>
<td>Lab Manual: (1) 1-16; (18) 349-364; Textbook: (15) 519-550</td>
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<td>2</td>
<td>No Class Monday; Blood Cells</td>
<td>Lab Manual: (19) 365-366; Textbook: (16) 551-575</td>
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<td>3</td>
<td>Practical #1</td>
<td>Exercises: Histology, 1, 18, 19</td>
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<td>4</td>
<td>Gross Anatomy of the Heart</td>
<td>Lab Manual: (20) 377-392; Textbook: (17) 576-590</td>
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<td>5</td>
<td>Blood Vessels</td>
<td>Lab Manual: (21) 393-415; Textbook: (18) 604-646</td>
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<td>6</td>
<td>Cardiovascular Physiology; Lymphatic System</td>
<td>Lab Manual: (22) 417-430; (23) 431-445; Textbook: (17) 591-603; (19) 655-664; (20) 655-699</td>
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<td>8</td>
<td>Practical #2</td>
<td>Exercises: Histology, 1, 21, 22, 23</td>
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<td>9</td>
<td>Anatomy of the Respiratory System; Respiratory Physiology</td>
<td>Lab Manual: (24) 447-464; (25) 465-480; Textbook: (21) 700-739</td>
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<td>10</td>
<td>Anatomy of the Digestive System</td>
<td>Lab Manual: (26) 481-512; Textbook: (22) 740-791</td>
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<td>11</td>
<td>Practical #3</td>
<td>Exercises: Histology, 1, 24, 25, 26</td>
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<td>12</td>
<td>Anatomy of the Urinary System</td>
<td>Lab Manual: (28) 521-534; Textbook: (24) 836-866</td>
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<td>13</td>
<td>The Male Reproductive System; The Female Reproductive System</td>
<td>Lab Manual: (30) 545-556; (31) 557-572; Textbook: (26) 889-925</td>
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<td>14</td>
<td>Thanksgiving Holiday – NO CLASS!!</td>
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<tr>
<td>15</td>
<td>Review and Practice Practical #4</td>
<td>Lab Manual: (28) 521-534; (30) 545-556; (31) 557-572; Textbook: (24) 836-866; (26) 889-925</td>
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<td>15</td>
<td>Practical #4</td>
<td>Exercises: Histology, 1, 28, 30, 31</td>
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