Anatomy & Physiology Lab Syllabus & Policy

2017 / Fall
BIO 238L.020

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Office: S214A
Office hours: Mon. 9:30 a.m.-11:30 a.m., 1pm – 2pm
Tues. 1:30pm – 3:30pm
* All contact via e-mail should be professional in manner with proper punctuation and grammar. E-mails sent in an unacceptable format will not be answered.

Class meeting time & place (Lab):
   Monday: 4:00 p.m. – 4:50 p.m. (Online, time to work)
   Tuesday: 9:30 a.m. – 11:20 a.m. (Rm S212)


Course Description:
One semester hour, three hours of lab per week. Structure and function of the skeletal, muscular, and nervous systems. Not open to students who have received credit for BIO 327. Not open for credit for biology majors or minors. Co-requisite: BIO238. Required lab fee.

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

General Education Core Curriculum Objectives/Outcomes:
   CO 1: Critical Thinking: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
   CO 2: Communication Skills: to include effective development, interpretation and expression of ideas through written, oral and visual communication
   CO 3: Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
   CO 4: Teamwork: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Program Learning Outcomes:
It is a co-requisite to a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.

Student Learning Outcomes:
   SLO 1: Students will describe the structure, function, and location of the major components of integumentary, skeletal, muscular, and nervous body systems. (COs 1-4)
   SLO 2: Students will explain how various body systems interact in order to maintain homeostasis. (COs 1, 2)
   SLO 3: Students will use correct anatomical and physiological terminology. (CO 2)
   SLO 4: Students will demonstrate proper use and care of a compound light microscope. (CO 3)
   SLO 5: Students will collect qualitative and quantitative data, analyze results, and draw conclusions. (COs 1, 3)

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:
Students must enroll in both lecture (BIO238) and lab (BIO238L) and final grades will reflect both components. Lab includes practical examinations, quizzes, pre-labs, and participation (evaluated during each lab activity and online recitation).

<table>
<thead>
<tr>
<th>DATE</th>
<th>EXAM</th>
<th>EXERCISES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 19th</td>
<td>Practical 1</td>
<td>Body Organization and Terminology; The Microscope;</td>
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<tr>
<td></td>
<td></td>
<td>Cell Structure and Division; Histology</td>
</tr>
<tr>
<td>Oct. 10th</td>
<td>Practical 2</td>
<td>Body Organization and Terminology; Histology; The Skeletal System; Articulations</td>
</tr>
<tr>
<td>Oct. 31st</td>
<td>Practical 3</td>
<td>Body Organization and Terminology; Histology; Muscular System</td>
</tr>
<tr>
<td>Dec. 5th</td>
<td>Practical 4</td>
<td>Body Organization and Terminology; Histology; The Nervous System; Special Senses</td>
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Grading Policy:
Lab grades will be based on 4 practical examinations, online and in lab 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: 75%
- Quiz Average: 25%

Three unexcused absences and/or excessive lateness will result in a letter grade deduction from the final lab grade.

To calculate your lab average, use the following formula:
\[(\text{Average of Practicals} \times 0.75) + (\text{Quiz Average} \times 0.25) = \text{Lab Grade}\]

To calculate your overall A&P grade, use the following formula:
\[(\text{A&P lecture grade} \times 0.65) + (\text{A&P lab grade} \times 0.35)\]

**Note:** Failing either BIO238 or BIO238L will result in an F for both courses.

Attendance Policy:
(1) Attendance will be taken at the beginning and end of lab. (2) Excessive lateness will result in a letter grade deduction. (3) Three or more absences will result in a letter grade deduction. The only exception will be for excused absences (see below).

Making Up Assignments:
You must have an excused absence to make up any practical or quiz. Excused absences include death in the family, family emergency, sickness, or school related function.
- **Sickness** - If you are sick you must notify me through email *within 24 hours* of your lab or recitation, as well as, provide a doctor’s note upon return. **If you do not contact me within 24 hours of your lab you will not be allowed to make up the quiz or practical.**
- **Family emergency or death** - If there is a family emergency or death in the family you will need to contact the Office of Student Rights and Responsibilities ((room) 315 Rusk Building, (telephone) 936-468-2703) and request an absence notification be sent to your instructors. The Office of Student Rights and Responsibilities will notify all your instructors of your absence.
- **School function** - If you will be absent due to a school related function you need to notify me at least 24 hours in advance and provide a signed note from the facility or staff member in charge of the function.

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. If you damage or break any lab materials you will receive a failing grade in lab until the equipment is paid for. If any lab materials are taken from the lab you will receive a failing grade and be required to pay for the missing equipment.
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 without receiving a WF or WP is Oct. 25th, 2017.

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. Lab is a learning environment, and you should benefit from it as much as you can. To minimize disruptions and to make the lab time beneficial for all of you, points will be deducted from the students’ participation grade following each incident. The following are examples of class disruptions:

1. cell phone usage; TURN THEM OFF (texting, calling, answering, social media, ANY USE)
2. coming in late
3. leaving early
4. leaving a dirty work area; please clean up your messes
5. non-participation
6. misuse of microscopes, specimens, slides, or models
7. fail to obey lab rules

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.I):
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):
Ordinarily, 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:**
* Lab exercises may need to be re-arranged. However, I will strive to keep the exam and practical dates the same.

<table>
<thead>
<tr>
<th>Week</th>
<th>Recitation (Monday)</th>
<th>Lab</th>
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<tbody>
<tr>
<td>1</td>
<td>Syllabus Overview</td>
<td>Body Organization and Terminology</td>
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<tr>
<td>2</td>
<td>(Sept. 4 – Sept. 8)</td>
<td>Cell Structure and Division</td>
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<td></td>
<td>Histology</td>
<td>Cell Structure and Division</td>
</tr>
<tr>
<td>3</td>
<td>(Sept. 11 – Sept. 15)</td>
<td>Histology</td>
</tr>
<tr>
<td>4</td>
<td>(Sept. 18 – Sept. 22)</td>
<td>Review for Practical, Attend Open Lab</td>
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<tr>
<td>5</td>
<td>(Sept. 25 – Sept. 29)</td>
<td>The Skeletal System</td>
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<td>6</td>
<td>(Oct. 2 – Oct. 6)</td>
<td>The Skeletal System</td>
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<tr>
<td>7</td>
<td>(Oct. 9 – Oct. 13)</td>
<td>The Skeletal System</td>
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<tr>
<td>8</td>
<td>(Oct. 16 – Oct. 20)</td>
<td>Articulations</td>
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<tr>
<td>9</td>
<td>(Oct. 23 – Oct. 27)</td>
<td>Muscular System</td>
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<tr>
<td>10</td>
<td>(Oct. 30 – Nov. 3)</td>
<td>Review for Practical Attend Open Lab</td>
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<tr>
<td>11</td>
<td>(Nov. 6 – Nov. 10)</td>
<td>The Nervous System</td>
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<tr>
<td>12</td>
<td>(Nov. 13 – Nov. 17)</td>
<td>The Nervous System</td>
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<tr>
<td>13</td>
<td>(Nov. 20 – Nov. 24)</td>
<td>Thanksgiving Holiday</td>
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<tr>
<td>14</td>
<td>(Nov. 27 – Dec. 1)</td>
<td>Special Senses</td>
</tr>
<tr>
<td>15</td>
<td>(Dec. 4 – Dec. 8)</td>
<td>Review for Practical Attend Open Lab</td>
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</tbody>
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**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.*