Anatomy & Physiology Lab Syllabus & Policy, Fall 2017
BIO 239L-022 & BIO 239L-023

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Office hours: Tuesday 12:30 - 1:30pm
         Wednesday 2 - 4pm
         Thursday 12 - 2pm

* I am also available to meet by appointment. All contact via e-mail should be professional with proper punctuation and grammar.

Class meeting time & place:
Section 239L-022 Lab: Thursday 2pm – 3:50pm (Rm S212)
Recitation: Online

Section 239L-023 Lab: Thursday 4pm – 5:50pm (Rm S212)
Recitation: Online

Text: Human Anatomy and Physiology II, Sullivan/Childress, 978-1-4652-3172-7

Course Description:
Four semester hours, three hours lecture, three hours lab per week. Structure and function of the endocrine, cardiovascular, respiratory, lymphatic, digestive, urinary, and reproductive systems. Not open to students who have received credit for BIO 327. 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 239L 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 calculation respiratory volumes.
7. Understand the role of the respiratory and digeses 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. Quizzes: Quizzes will be given weekly through D2L or at the beginning of lab.
2. Practical: 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. See the schedule below for practical 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, you are on time to lab, and you stay the required amount of time that is set forth by the lab coordinator.

Participation deductions will be given if:
1. trash (paper, water bottles, etc.) is left on the table when lab is over
2. a microscope is left on the table when lab is over
3. you are not prepared for lab (no lab manual)
4. trash is left in lab during open lab times
5. models and specimens are left on tables after lab or after open labs
6. slides are not placed back in slide boxes properly
7. excessive cell phone use during recitation or lab
8. leaving early without the permissions of the lab coordinator
9. arriving late after the lab has begun
10. absent for any reason
11. fail to obey lab rules
12. distract your classmates

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<thead>
<tr>
<th>DATE</th>
<th>EXAM</th>
<th>EXERCISES</th>
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</thead>
<tbody>
<tr>
<td>Sept. 14th, 2017</td>
<td>Practical 1</td>
<td>Body Organization and Terminology; Histology; <strong>Endocrine System</strong>; <strong>Blood</strong></td>
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<tr>
<td>Nov. 2nd, 2017</td>
<td>Practical 3</td>
<td>Body Organization and Terminology; Histology; <strong>The Respiratory System</strong>; <strong>The Digestive System</strong></td>
</tr>
<tr>
<td>Dec. 7th, 2017</td>
<td>Practical 4</td>
<td>Body Organization and Terminology; Histology; <strong>The Urinary System</strong>; <strong>The Reproductive System</strong>; <strong>Early Development and Heredity</strong></td>
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Grading Policy:
Lab grades will be based on 4 practical examinations, online quizzes, participation and pre/post-lab worksheets. 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% - 80%
C: 79% - 70%
D: 69% - 60%
F: < 59%

The following weights will be used to calculate the lab grade:

4 Practical Exams 80% (20% each)
Participation 5%
Quiz Average 15%

To calculate your lab average, use the following formula:
(Practical Average x 0.80) + (Participation x 0.05) + (Quiz Average x 0.15) = A&P lab grade

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)

Failing lab or lecture will result in an F for both.
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 will be counted late. (3) You will not be permitted to take the test if you arrive late on a test day. (4) An unexcused absence will result in a 4 point deduction in your participation grade. (5) An excused absence will result in a 1 point deduction to your participation grade for each offence. (6) Arriving late will result in a 2 point deduction to your participation grade for each offence.

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 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.

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, 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 iCare 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):
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:
*Please note that this schedule is tentative. Lab exercises may need to be re-arranged. However, I will strive to keep the practical dates the same.

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<thead>
<tr>
<th>Date</th>
<th>Online quizzes due before lab</th>
<th>Online Recitation &amp; Lab Material</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>None</td>
<td>Syllabus Overview; The Endocrine System</td>
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<tr>
<td>(Aug. 28 – Sept. 1)</td>
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<td>Week 2</td>
<td>Review 238 Ex. 1 Organization &amp; terminology Review 238 Ex. 4 Histology Ex. 1 Endocrine System</td>
<td>The Cardiovascular System 1 - Blood</td>
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<td>(Sept. 4 – Sept. 8)</td>
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<td>Week 3</td>
<td>Ex. 2 The Cardiovascular System – Blood</td>
<td>Practical #1</td>
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<td>(Sept. 11 – Sept. 15)</td>
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<td>Week 4</td>
<td>None</td>
<td>The Cardiovascular System 2 – The Heart</td>
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<td>(Sept. 18 – Sept. 22)</td>
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<td>Week 5</td>
<td>Ex. 3 The Cardiovascular System – The Heart</td>
<td>The Cardiovascular System 3 – Circulation (Blood Vessels)</td>
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<td>(Sept. 25 – Sept. 29)</td>
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<tr>
<td>Week 6</td>
<td>Ex. 4 The Cardiovascular System – Blood Vessels</td>
<td>The Lymphatic System</td>
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<td>(Oct. 2 – Oct. 6)</td>
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<td>Week 7</td>
<td>Ex. 5 The Lymphatic System</td>
<td>Practical #3</td>
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<td>(Oct. 9 – Oct. 13)</td>
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<td>Week 8</td>
<td>None</td>
<td>The Respiratory System</td>
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<td>(Oct. 16 – Oct. 20)</td>
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<td>Week 9</td>
<td>Ex. 6 The Respiratory System</td>
<td>The Digestive System</td>
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<td>(Oct. 23 – Oct. 27)</td>
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<td>Week 10</td>
<td>Ex. 7 The Digestive System</td>
<td>Practical #4</td>
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<td>(Oct. 30 – Nov. 3)</td>
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<td>Week 11</td>
<td>None</td>
<td>The Urinary System</td>
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<td>(Nov. 6 – Nov. 10)</td>
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<td>Week 12</td>
<td>Ex. 8 The Urinary System</td>
<td>The Reproductive System</td>
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<tr>
<td>(Nov. 13 – Nov. 17)</td>
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<td>Week 13</td>
<td><strong>Thanksgiving</strong></td>
<td><strong>Holiday</strong></td>
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<tr>
<td>(Nov. 20 – Nov. 24)</td>
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<td>Week 14</td>
<td>Ex. 9 The Reproductive System</td>
<td>Early Development and Heredity</td>
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<td>Nov. 27 – Dec. 1)</td>
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<td>Week 15</td>
<td>Ex. 10 Early Development and Heredity</td>
<td>Practical #4</td>
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<td>Dec. 4 – Dec. 8)</td>
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