Anatomy & Physiology Lab Syllabus & Policy

2019 / Summer II
BIO 239.001 and BIO 238L020

Name: Erin F. Childress, Ed.D
Department: Biology
Email: childresse@sfasu.edu
Phone: (936)468-6619
Office: S202
Office hours: by appointment
* 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:
Lecture: 12:30pm – 2:25pm (Rm S212)
Lab: 4:00 pm – 5:55 pm (Rm S212)

Lecture Text:
Michael McKinley, Anatomy & Physiology: An Integrative Approach, 3rd Ed. Copyright: 2019. This is a 2-year E-book with access to quiz and study material. To direct purchase, follow the instructors provided by the instructor using the ISBN: 9781260848717. (Required)

Lab Text:
Human Anatomy and Physiology II (Revised Printing), Sullivan/Childress, ISBN: 978-1-5249-8031-3 (Required)

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

Course Requirements:
Students must enroll in both lecture (BIO239) and lab (BIO239L) and final grades will reflect both components.

Grading Policy:
Exams – Lecture exam format will generally consist of multiple choose, True/False, and short answer questions. There will be 5 exams given over the course of the semester. Each lecture exam is worth 100 points and covers only the portion of the course immediately prior to their test date (i.e., they are not cumulative).
Practicals – Lab practicals will consist of short answer and True/False questions. There will be 4 practicals given over the course of the semester. Each practical is worth 100 points and covers only the portion of the course immediately prior to their test date.

Component Value (Lecture)
Lecture exams (5 @ 100 points each) 500 points
Online Assignments (20 @ 10 points each) 200
Participation & miscellaneous 50
TOTAL 750 points

Thus, your awarded lecture grade for the class will be determined on a 750-point scale. I will follow the standard 10-%age point scale (90-100 % = ‘A’, 80-89 % = ‘B’, etc.).

Component Value (Lab)
Practicals (4 @ 100 points each) 400 points
Quizzes (10 @ 10 points each) 100
Participation & miscellaneous 50
TOTAL 550 points

Thus, your awarded lab grade for the lab will be determined on a 550-point scale. I will follow the standard 10-%age point scale (90-100 % = ‘A’, 80-89 % = ‘B’, etc.).

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.

Making Up Assignments:
You must have an excused absence to make up an exam. Excused absences include death in the family, family emergency, sickness, or school related function. If you miss an exam, it is your responsibility to contact me before the next class meeting – failure to do so will result in a ZERO grade for that exam. If you miss an exam with an excused absence, the make-up will be administered as soon as is mutually convenient. You will not be allowed to make up missed quizzes.

- **Sickness** - If you are sick you must provide a doctor’s note consistent with the date of the class missed upon return. **If you do not contact me before the next class meeting, you will receive a ZERO for the exam grade.**
- **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. A service memorial or other document may be requested by the instructor.
- **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. The last day to withdraw from a course without receiving a WF or WP is **August 8th, 2019**

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.

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.

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

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.

General Education Core Curriculum Objectives/Outcomes
CO1 - Critical Thinking Skills - including creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
CO2 - Communication Skills - including effective development, interpretation and expression of ideas through written, oral and visual communication
CO3 - Empirical and Quantitative Skills - including the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
Student Learning Outcomes:
Bio 239 will complete the remaining concepts of anatomy and physiology. Topics 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 239 students will accomplish the following skills:

1. SLO1 - Knowledge of the classification, identification, and function of cells and tissues under healthy conditions and tissues with pathologies. This objective links directly to CO1.
2. SLO2 - 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. This objective links to CO2, CO3, and CO4 in the laboratory experiments and lecture exams.
3. Correct use and care of a compound light microscope.
4. Basic ability to use a stethoscope, sphygmomanometer, and a spirometer as well as knowledge of what these instruments measure. This objective links to CO1, CO2, CO3, and CO4 in the laboratory experiments and exams of the lecture portion of the course.
5. Ability to calculate respiratory volumes. This objective links to CO2 and CO3.
6. Understand the role of the respiratory, cardiovascular, and digestives systems and the role of each system in homeostasis. This objective links to CO1.
7. Knowledge of the endocrine system including the associated glands, hormones, and target organs. This objective links to CO1.
8. Knowledge of the identification and functions of the parts of the reproductive system. This objective links to CO1

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 mindset 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.

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:
* Lecture or labs may need to be re-arranged. However, I will strive to keep the practical dates the same.

<table>
<thead>
<tr>
<th>Date</th>
<th>12:30 - 2:25pm Time</th>
<th>4:00 - 5:50pm Time</th>
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<tbody>
<tr>
<td>Tuesday, July 16</td>
<td>Endocrine System (Lecture)</td>
<td>Endocrine System (Lab)</td>
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<tr>
<td>Wednesday, July 17</td>
<td>Endocrine System cont.</td>
<td>Cardiovascular System: Blood (Lecture)</td>
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<tr>
<td>Thursday, July 18</td>
<td>Cardiovascular System: Blood (Lecture)</td>
<td>Blood (Lab)</td>
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<tr>
<td>Monday, July 22</td>
<td><strong>Exam 1 (Endocrine &amp; Blood)</strong></td>
<td><strong>PRACTICAL 1 (Endocrine &amp; Blood)</strong></td>
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<tr>
<td>Tuesday, July 23</td>
<td>Cardiovascular System: The Heart (Lecture)</td>
<td>Cardiovascular System: The Heart (Lab)</td>
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<td>Wednesday, July 24</td>
<td>Cardiovascular: Vessels and Circulation (Lecture)</td>
<td>Cardiovascular System: Vessels and Circulation (Lab)</td>
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<tr>
<td>Thursday, July 25</td>
<td>Cardiovascular: Vessels and Circulation (Lecture)</td>
<td>Lymphatic System (Lab)</td>
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<tr>
<td>Monday, July 29</td>
<td><strong>Exam 2 (Heart, Blood Vessels, Lymphatic)</strong></td>
<td><strong>PRACTICAL 2 (Heart, Vessels, Lymphatic)</strong></td>
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<tr>
<td>Tuesday, July 30</td>
<td>Immune System (Lecture)</td>
<td>The Respiratory System (Lab)</td>
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<td>Wednesday, July 31</td>
<td>Immune System &amp; Respiratory System (Lecture)</td>
<td>Respiratory &amp; Digestive System (Lab)</td>
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<td>Thursday, Aug. 1</td>
<td>Respiratory System (Lecture)</td>
<td>Digestive System (Lab)</td>
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<td>Monday, Aug. 5</td>
<td><strong>Exam 3 (Immune &amp; Respiratory)</strong></td>
<td><strong>PRACTICAL 3 (Respiratory &amp; Digestive)</strong></td>
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<td>Tuesday, Aug. 6</td>
<td>Digestive System (Lecture)</td>
<td>Nursing School Visit Lab</td>
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<td>Wednesday, Aug. 7</td>
<td>Digestive System (Lecture)</td>
<td>Urinary System (Lab)</td>
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<td>Thursday, August 8</td>
<td>Open Lab Study Day</td>
<td>Urinary System (Lab)</td>
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<td>Monday, August 12</td>
<td><strong>Exam 4 (Digestive)</strong></td>
<td>Urinary System (Lecture)</td>
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<td>Tuesday, Aug. 13</td>
<td>Urinary System (Lecture)</td>
<td>Reproductive System (Lab)</td>
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<tr>
<td>Wednesday, Aug. 14</td>
<td>Reproductive System (Lecture)</td>
<td>Reproductive System (Lab)</td>
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<tr>
<td>Thursday, Aug. 15</td>
<td>Review Day</td>
<td>Review Day</td>
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<tr>
<td>Friday, Aug. 16</td>
<td><strong>Exam 5 (Urinary &amp; Reproductive)</strong></td>
<td><strong>PRACTICAL 4 (Urinary &amp; Reproductive)</strong></td>
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