Name: Mrs. Ashley Wahlberg, M.S.
Department: Biology
Email: Ashley.wahlberg@sfasu.edu (do not email through d2l)
Phone: (936) 468-2168
Office: Miller Science 214B
Office hours: Monday 11:00-12:00pm
          Tuesday 12:00-3:00pm
          Wednesday 11:00-12:00pm

Email is the best way to reach me. All emails should be written in a respectful manner, if this is not done then I reserve the right to not respond to them. Example is below on page 3

Course meeting time:
BIOL 2002_500: Wednesday 12:00-1:50pm, via Zoom

Lab Materials: (1) You may get either version, whichever is more convenient for you.

    Book version:
    Human Anatomy and Physiology II (Revised Printing), Childress/Sullivan,
    ISBN: 978-1-4652-3172-7

    Online version:

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:
    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:
BIOL 2002 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 BIOL 2002 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 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.

Course Requirements:
Students must enroll in both lecture (BIOL 2402) and lab (BIOL 2002) and final grades will reflect both components. Lab includes practical examinations, quizzes, and participation (evaluated during each lab activity and online recitation).

Mental Health:
SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
SFASU Counseling Services
www.sfasu.edu/counselingservices
3rd Floor Rusk Building
936-468-2401

Crisis Resources:
Burke 24-hour crisis line 1(800) 392-8343
Suicide Prevention Lifeline 1(800) 273-TALK
Crisis Text Line: Text HELLO to 741-741
Grading Policy:
Lab grades will be based on 4 practical examinations and 10 online quizzes. 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%

You will have a total of 12 quizzes, with the two lowest quiz grades being dropped. Because of this, **no makeup quizzes will be allowed.** Also, you have two attempts for each quiz. Due to the questions being short answer, if your answer does not exactly match the answer in the system then it counts it wrong. If you misspell something, make it plural, use different grammar, etc. you can still get credit but it is your responsibility to email me and ask me to update it. **If you do not include your name, your section number, and what quiz you need updated, I will not fix your grade.** I am quick to respond to emails before 5pm on weekdays. In the evenings and on weekends, do not expect a quick response.

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:

\[(\text{A&P lecture grade} \times 0.65) + (\text{A&P lab grade} \times 0.35)\]

**Failing lab or lecture will result in an F for the entire A&P course**

Example of proper email:

Hi Mrs. Wahlberg,

My name is John Smith and I am in your A&P I section 024. Can you please take a look at my quiz 6, attempt #2? I believe I got a question correct but it was marked wrong.

Thank you,
John
Making Up Assignments:
You must have an excused absence to make up any practical. Excused absences include death in the family, family emergency, sickness, or school related function. As stated above, no makeup quizzes will be allowed because 3 are being dropped already.

- **Sickness** - If you are sick you must notify me through email **within 24 hours** of your lab, 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 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 1, 2021.**

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.** For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/)

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):
Ordinarily, at the discretion of the instructor on 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.
<table>
<thead>
<tr>
<th>DATE</th>
<th>CONTENT</th>
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<tbody>
<tr>
<td>Sept 8</td>
<td>Practical #1</td>
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<tr>
<td>Oct 6</td>
<td>Practical #2</td>
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<tr>
<td>Nov 3</td>
<td>Practical #3</td>
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<tr>
<td>Dec 1</td>
<td>Practical #4</td>
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We will only meet via Zoom on practical days.

Lecture videos are pre-loaded to D2L for you to watch on your own time, in addition to notes outlines, powerpoints, and study materials. Your quizzes for each section are due at 12pm the day of your practical for that section. I will send out reminders about assignments and open labs will be held by the TA via Zoom before each practical. After you have taken both attempts on each quiz, a practice quiz will open up. You have 5 attempts on the practice quizzes and they are an opportunity to see more questions that will be popping up on the practicals. If you wait until the last minute to take your graded quizzes, then you will not have a chance to utilize this valuable resource. If you are in town, you are welcome to come by my office during office hours at any time. If you are remote, please let me know beforehand that you would like to Zoom during my office hours and I’m more than happy to chat with you. I will not keep Zoom open during office hours because I spend a lot of time across the hall in my lab and not behind my computer. All Zoom meetings will use this link:

https://sfasu.zoom.us/j/5520108044?pwd=NXNXcIZNekNvQjQ4RjJBNDdrMjhpdz09

Meeting ID: 552 010 8044
Passcode: 209951