Anatomy & Physiology Lab Syllabus & Policy
Fall 2023
BIO 2002 - 020

Instructor: Tom Dudley
Department: Biology
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Class Time and Location: Thursday 11:00 AM- 12:50 PM, Miller Science Building Room 216
Office hours: Tuesday: 10:45 AM - 12:15 PM; Wednesday: 12:00 Noon - 1:00 PM; Thursday: 1:00 PM - 2:00 PM; available by appointment at other times. Office hours are face-to-face during the posted hours, but can be done via Zoom by request.

* 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. **Do not send emails through D2L!**


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 3440. Not open for credit for biology majors or minors.

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 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 Bio 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).

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<tr>
<th>DATE</th>
<th>EXAM</th>
<th>EXERCISES</th>
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<tbody>
<tr>
<td>September 14th</td>
<td>Practical 1</td>
<td>Body Organization and Terminology; Histology; The Cardiovascular system-blood; The Endocrine system</td>
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<tr>
<td>October 12th</td>
<td>Practical 2</td>
<td>Body Organization and Terminology; Histology; The Cardiovascular System-Heart, Vessels and circulation; Lymphatic System</td>
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<tr>
<td>November 2nd</td>
<td>Practical 3</td>
<td>Body Organization and Terminology; Histology; The Respiratory System; The Digestive System</td>
</tr>
<tr>
<td>December 7th</td>
<td>Practical 4</td>
<td>Body Organization and Terminology; Histology; The Urinary System; The Reproductive System; Early Development and Heredity</td>
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**You will be assigned a time to take practical exams if you do not show for the practical exam during the assigned time you will not be allowed any make ups.**

Grading Policy:
Lab grades will be based on 4 practical examinations, online quizzes and videos, 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%; Quizzes 25%

To calculate your lab average, use the following formula:
(Practical average x 0.75) + (quiz average x 0.25) = 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) = total grade

Attendance will be taken at the beginning and end of each lab. Three unexcused absences and/or excessive lateness will result in a letter grade deduction from the final lab grade.

**Note: Failing lab will result in an F for the entire A&P course.**

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. 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. The last day to withdraw from a course without receiving a WF or WP is December 5, 2023.

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/

Class Rules:
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, 2 points will be deducted from the students’ overall lab grade following each incident. The following are examples of class disruptions:

1. cell phone usage is only learning purposes (texting, calling, answering, social media any use that distracts from learning not allowed)
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 (4.1)
The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.
**Withheld Grades Semester Grades Policy (5.5)**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework 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 students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to [https://www.sfasu.edu/policies/course-grades-5.5.pdf](https://www.sfasu.edu/policies/course-grades-5.5.pdf).

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**Student Wellness and Well-Being**
SFA values students' overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, 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:**
- **The Dean of Students Office** (Rusk Building, 3rd floor lobby)
  - [www.sfasu.edu/deanofstudents](http://www.sfasu.edu/deanofstudents)
  - 936.468.7249
  - dos@sfasu.edu
- **SFA Human Services Counseling Clinic** Human Services, Room 202
  - [www.sfasu.edu/humanresources/139.asp](http://www.sfasu.edu/humanresources/139.asp)
  - 936.468.1041
- **The Health and Wellness Hub** “The Hub”
  - Location: corner of E. College and Raguet St.
  - To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
    - Health Services
    - Counseling Services
    - Student Outreach and Support
    - Food Pantry
    - Wellness Coaching
    - Alcohol and Other Drug Education
  - [www.sfasu.edu/thehub](http://www.sfasu.edu/thehub)
  - 936.468.4008
  - thehub@sfasu.edu

**Crisis Resources:**
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741
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<td>Week 1</td>
<td>Syllabus Overview; The endocrine system</td>
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<tr>
<td>(Aug. 28– Sep. 1)</td>
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<td>Week 2</td>
<td>The Cardiovascular System - Blood</td>
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<td>(Sep. 4 – Sep. 8)</td>
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<td>Week 3</td>
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<td>(Sep. 11 – Sep. 15)</td>
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<td>Week 4</td>
<td>The Cardiovascular System – The Heart</td>
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<td>Week 5</td>
<td>The Cardiovascular System – Vessels and Circulation</td>
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<td>Week 6</td>
<td>The Lymphatic system</td>
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<td>Week 7</td>
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<td>(Oct. 9 – Oct. 13)</td>
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<td>Week 8</td>
<td>The Respiratory System</td>
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<td>The Digestive System</td>
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<td>Week 11</td>
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<td>Week 12</td>
<td>The Reproductive System</td>
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<td>Week 13</td>
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<td>Week 14</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>
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<td>(Dec. 4 – Dec. 8)</td>
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