Anatomy & Physiology Lab Syllabus & Policy
Fall 2023
BIO 2101-026

Instructor: Tom Dudley
Department: Biology
Office: S-107 Miller Science Building
Phone: 936-468-2491
E-mail: dudleytd@sfasu.edu

Class Time and Location: Wednesday 1:00 - 2:50, 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:
This lab course is for one semester hour, three hours of lab work per week and typically meets for 180 minutes a week for 14 weeks plus a comprehensive final examination. Students have significant weekly reading to prepare for lab each week. Labs involving critical thinking and quantitative reasoning. Students are tested over the material via quizzes and 4 lab practicals. Students are expected to prepare prior to each lab, conduct experiments and report results. Students have required academic components and online assignments. These activities, inclusive of the lab expectations and academic components, average a minimum of 3 hours of work each week.
Not open to students who have received credit for BIO 327. Not open for credit for biology majors or minors. Co-requisite: BIOL 2301.

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, 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 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 (BIO2301) and lab (BIO2101) and final grades will reflect both components. Lab includes practical examinations, quizzes, and participation (evaluated during each lab activity and online recitation).

<table>
<thead>
<tr>
<th>DATE</th>
<th>EXAM</th>
<th>EXERCISES</th>
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</thead>
<tbody>
<tr>
<td>September 20th</td>
<td>Practical 1</td>
<td>Body Organization and Terminology; The Microscope; Cell Structure and Division; Histology</td>
</tr>
<tr>
<td>October 11th</td>
<td>Practical 2</td>
<td>Body Organization and Terminology; Histology; The Skeletal System</td>
</tr>
<tr>
<td>November 1st</td>
<td>Practical 3</td>
<td>Body Organization and Terminology; Histology; Articulations; Muscular System</td>
</tr>
<tr>
<td>November 29th</td>
<td>Practical 4</td>
<td>Body Organization and Terminology; Histology; The Nervous System; Special Senses</td>
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</table>

**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, 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: 89.9% - 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%

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

**Note: Failing either Lab or Lecture will result in an F for BOTH.**

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 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. I will also need an excuse with student name date and time.

• **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 faculty 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 05, 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, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services promptly 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, points will be deducted from the students’ participation grade following each incident. The following are examples of class disruptions:

1. **cell phone usage;** only for 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.
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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
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/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
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
**Course Calendar:**

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

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<thead>
<tr>
<th>Week</th>
<th>Lab</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>Syllabus</td>
</tr>
<tr>
<td><em>(Aug. 28 – Sep. 1)</em></td>
<td>Body Organization and Terminology</td>
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<td><strong>Week 2</strong></td>
<td>The Microscope</td>
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<tr>
<td><em>(Sep. 4 – Sep. 8)</em></td>
<td>Cell Structure and Division</td>
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<td><strong>Week 3</strong></td>
<td>Histology</td>
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<td><em>(Sep. 11 – Sep. 15)</em></td>
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<tr>
<td><strong>Week 4</strong></td>
<td>Practical #1</td>
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<tr>
<td><em>(Sep. 18 – Sep. 22)</em></td>
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<td><strong>Week 5</strong></td>
<td>The Skeletal System: Axial Skeleton</td>
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<td><em>(Sep. 25 – Sep. 29)</em></td>
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<td><strong>Week 6</strong></td>
<td>The Skeletal System: Appendicular Skeleton</td>
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<td><em>(Oct. 2 – Oct. 6)</em></td>
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<tr>
<td><strong>Week 7</strong></td>
<td>Practical #2</td>
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<tr>
<td><em>(Oct. 9 – Oct. 13)</em></td>
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<tr>
<td><strong>Week 8</strong></td>
<td>Articulations</td>
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<tr>
<td><strong>Week 9</strong></td>
<td>Muscular System: Appendicular</td>
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<tr>
<td><em>(Oct. 23 – Oct. 27)</em></td>
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<td><strong>Week 10</strong></td>
<td>Practical #3</td>
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<tr>
<td><em>(Oct. 30 – Nov. 3)</em></td>
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<tr>
<td><strong>Week 11</strong></td>
<td>The Nervous System</td>
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<tr>
<td><em>(Nov. 6 – Nov. 10)</em></td>
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<td><strong>Week 12</strong></td>
<td>The Nervous System/Special Senses</td>
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<tr>
<td><em>(Nov. 13 – Nov. 17 )</em></td>
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<tr>
<td><strong>Week 13</strong></td>
<td>Thanksgiving</td>
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<td><em>(Nov. 20 – Nov. 24)</em></td>
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<td><strong>Week 14</strong></td>
<td>Practical #4</td>
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<tr>
<td><em>(Nov. 27 – Dec. 1)</em></td>
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<tr>
<td><strong>Week 15</strong></td>
<td>Dead week/ No Lab</td>
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<tr>
<td><em>(Dec. 4 – Dec. 8)</em></td>
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