



Abraham Baldwin

AGRICULTURAL COLLEGE

A State College of the University System of Georgia TIFTON, GEORGIA

Course Syllabus

Course Name: HUMAN ANATOMY AND PHYSIOLOGY I LAB
Course Number: BIOL 2011L
Course Description: One two-hour laboratory period each week to accompany BIOL 2011. Fall, Spring, Summer. 1 credit hour.
Pre-requisites/Co-requisites: Co-requisite: BIOL 2011.
General Education Outcomes pertinent to this course: Students will interpret scientific principles, theories and laws as they apply to the dynamic nature of scientific disciplines. Human Anatomy and Physiology I Lab Course Outcomes: Students will: <ol style="list-style-type: none">1. Demonstrate competence in laboratory skills and safety procedures.2. Demonstrate an understanding of biological processes3. Demonstrate knowledge of biological structures and relationships among structures4. Demonstrate knowledge of laboratory instruments and competence in their usage
College Policy on Class Attendance: <p style="text-align: center;">ATTENDANCE</p> <p>Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. The interaction with instructors and other students is an important element of the learning process, and a high correlation exists between class attendance and course grades. Therefore to attain maximum success, students should attend all their classes, be on time, and attend all scheduled course activities. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility.</p> <p>Individual instructors will establish attendance policies for each class, will publish the policy in the course syllabus, and keep attendance records. The penalty for absences is at the discretion of the instructor and may include failure of the course. Whenever a student is absent, the student</p>

must assume responsibility for making arrangements for any assignments missed due to the absence.

A student who stops attending class without officially withdrawing will still receive a grade for the course.

A student penalized for excessive absences may appeal through the grade appeal process, as stated in ABAC's college catalog and student handbook.

INSTITUTIONAL ABSENCE

A student who serves as an official representative of the college is defined as one who:

- is authorized to use the college name in public relationships outside the institution;
- regularly interacts with non-college individuals and groups over an extended period of time (at least one semester);
- represents the college as a part of a group and not as an individual;
- represents the college under the direct supervision of a college faculty or staff member;
- is authorized, in advance, by the President of the college.

Such a student is in no way released from the obligations and responsibilities of all students, but will not be penalized with unexcused absences when absences result from regularly scheduled activities in which he/she represents the college.

Further, it is the responsibility of each student to contact instructors prior to the absence and to make arrangements to make up any work that will be missed, in a manner acceptable to the instructor. Advisors of activities will schedule off-campus activities in a manner that does not unduly disrupt the learning process for a student.

http://www.abac.edu/wp-content/uploads/2012/11/catalog_2013_141.pdf

College Policy on Academic Dishonesty:

ACADEMIC CONDUCT CODE

A. Academic Dishonesty

Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

B. Disciplinary Procedures

1. When a faculty member suspects that a student has engaged in academic dishonesty, the faculty member will contact the Office of the Vice President for Academic Affairs. The Vice President for Academic Affairs will notify the student in writing of the report and will appoint a neutral person from among the faculty or staff to meet with the faculty member who reported the matter and the student(s) believed to have engaged in academic dishonesty. The purpose of the meeting, to be scheduled by the Office of the Vice President for Academic Affairs, will be to provide a facilitated discussion about what may have occurred. The faculty member who reported the matter, the student(s)

believed to have engaged in academic dishonesty, and the facilitator are the only participants in the meeting. Neither audio nor video recordings of these proceedings will be permitted. Following the discussion, the facilitator will submit a form summarizing results of the proceedings to the Office of the Vice President for Academic Affairs.

2. The faculty member and student(s) may reach an agreement about the matter and, if dishonesty is involved, may determine the appropriate consequences. If no resolution is agreed upon, the matter will be forwarded to the Dean of Student Life and Housing, who will convene the Student Judiciary Committee to determine the outcome of the allegation.
3. Guidelines for disciplinary procedures as outlined in Section V of the Student Code of Conduct will be applicable in cases involving alleged academic dishonesty. A written copy of the recommendations by the Student Judiciary Committee shall be sent not only to the student but also to the faculty member who made the allegations of academic dishonesty against the student, to the Vice President for Academic Affairs, and to the President.
4. Prior to any finding of responsibility on the part of the student, the faculty member shall permit the student to complete all required academic work and shall evaluate and grade all work except the assignment(s) involved in the accusation of dishonesty. The faculty member may, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of exam or laboratory conditions.
5. A student may not withdraw from a course to avoid penalty of plagiarism or other forms of academic dishonesty.

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This course fully complies with the accommodations available through the office of disability services. If there is a student in this class who has documented specific needs because of learning disabilities or any other disability, please contact the instructor to discuss accommodations. Additionally, the Academic Achievement Center (ACC) at ABAC offers a free tutoring service to all students.

This is a partial syllabus. More detailed information relating to the class and Instructor will be made available to each student.