I. Instructor/School

Instructor: Dr. Marvin E. Holtz
Office: Conger Hall (CONH) 205
Office Telephone: 229-391-5113
E-mail: mholtz@abac.edu
Office Hours: Monday 12:00 to 12:50 PM and 1:50 to 3:00 PM
            Tuesday 8:15 to 9:45 AM and 2:00 to 2:30 PM
            Wednesday 10:00 to 11:45 AM and 2:00 to 2:30 PM
            Thursday 8:15 to 9:45 AM and 2:00 to 2:30 PM
            Friday 10:00 to 11:00 AM and 11:10 AM to 12:10 PM (AAC)

School: Science and Mathematics (229-391-5100)

II. Required Textbook/Laboratory Manual/Materials

Textbook


Laboratory Manual


Safety Glasses (with splash guard)

III. Attendance Policy

Human Anatomy and Physiology Laboratory I (BIOL 2011L-2 /CRN 30086)

Acknowledging the fact that exposure to any mass of knowledge is prerequisite to learning that knowledge, regular attendance is required for successful completion of the course requirements. Instruction and information within the classroom is unique and is generally difficult to obtain and/or unavailable outside of the classroom in original form. Therefore, regular attendance will ensure

* A copy of the generic course syllabus for BIOL 2011L is available upon request. The generic course syllabus includes general information pertaining to the College and the School of Science and Mathematics.
that students receive the most appropriate instruction and timely information regarding any course modifications, announcements, etc. It is the student’s responsibility to contact the instructor prior to any anticipated absence or immediately after an unanticipated one (during the next regularly scheduled class which the student attends). The instructor will read the laboratory roll or circulate a sign-in sheet at the beginning of each laboratory session. Any student arriving after the laboratory roll has been recorded will be marked absent. In addition, any student who misses more than one laboratory session may receive a final class grade of “F.” Students who miss more than one laboratory session may withdraw from the class without penalty prior to the drop without penalty date (March 1, 2016).

IV. Withdrawals/Dropping Class

The last day that a student may withdraw from a course without penalty is March 1, 2016. After this date, a student withdrawing from class will receive a WF. Any student who does not officially withdraw from class will receive a final course grade of “F.” Please refer to the current online Abraham Baldwin College Catalog for specific details concerning the policy on withdrawing from a course.

V. Academic Dishonesty

The College-wide policy regarding academic dishonesty is described in the current online Abraham Baldwin College Catalog. For purposes of this course, a zero-tolerance policy regarding all forms of academic dishonesty will be strictly followed.

VI. Grading

In accordance with the professional judgment of the instructor, the following point system will be used to determine the final laboratory grade:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Midterm Examination (2/16/2016…10:45 to 11:35 AM)</td>
</tr>
<tr>
<td>150</td>
<td>Cumulative Final Examination/All Laboratory Exercises (4/12/2016…10:45 to 11:35 AM)</td>
</tr>
<tr>
<td>100</td>
<td>Weekly Laboratory Quizzes (administered during the first 10 minutes of each regularly scheduled laboratory session) Any student who completes a quiz and then leaves the laboratory without remaining to complete the scheduled laboratory exercise will be marked absent for that particular day.</td>
</tr>
<tr>
<td>50</td>
<td>Laboratory Technique; Completed Laboratory Exercises; Preparation, Participation and Attendance</td>
</tr>
<tr>
<td>100</td>
<td>Special Interest Report</td>
</tr>
</tbody>
</table>

Approval of Topic: due on or before 2/2/2016 at 10:00 AM
Stated topic and one-page statement detailing the reason or reasons for selecting the topic.

Completed Report: due on or before 3/22/2016 at 10:00 AM

Each student is required to bring his or her own Scantron and a #2 pencil to the midterm and final laboratory examinations.

Each student will select a specific disease or abnormal condition related to one of the body systems listed on the BIOL 2011 Class Outline (Chapters covered in class) and prepare a written report. Once the topic has been selected and researched, the student should submit a one-page typewritten statement which states his or her topic and describes his or her reason or reasons for selecting the topic. After receiving approval, each student will then complete a detailed, typewritten report using the following required outline:

1. A detailed description of the history of the disease or condition.
2. A description of the anatomical and physiological changes associated with the disease or condition.
3. A description of the individuals who are at risk for developing the disease or condition.
4. A description of how the disease or condition is treated and the rate of success associated with the treatment.
In addition, each report must include a minimum of 5 different and recent references (2010 to present). Furthermore, each report must include a title page; reference citations within the body of the report; and a bibliography which conforms to a known style format such as MLA, APA, etc. The instructor will aid the student in his or her choice of topics by providing general guidance but will not assign or suggest a specific topic. The Approval of the Topic and Completed Report must be submitted on or prior to the above specified dates and times. No assignment will be accepted after the assigned date and/or time. A grade of “zero” will be recorded for any assignment that is submitted late.

The Special Interest Report will be evaluated using the following point system:

10 Approval of Topic: Stated topic and one-page statement detailing the reason or reasons for selecting the topic

90 Completed Report

20 A detailed description of the history of the disease or condition.
20 A description of the anatomical and physiological changes associated with the disease or condition.
20 A description of the individuals who are at risk for developing the disease or condition.
20 A description of how the disease or condition is treated and the rate of success associated with the treatment.
10 Reference Citations and Bibliography

A 10 point deduction will be made for any paper lacking or having an inadequate title page, reference citations within the body of the report, bibliography and/or an appropriate style format.

Total Course Points = 500

Final laboratory grades will be assigned as follows:

90--------------------------100% = A
80--------------------------89% = B
70--------------------------79% = C
60--------------------------69% = D
0--------------------------59% = F

In the event that a student’s final laboratory percentage is close to but falls short of the next highest grade category, the instructor will consider such factors as classroom and/or laboratory attendance, classroom and/or laboratory participation and preparation, satisfactory completion of all relevant sections of *Laboratory Exercises in Anatomy and Physiology*, etc. in determining the final laboratory grade. A student’s final letter grade will only be elevated if his or her final laboratory percentage is within one point of the next highest grade category.

Laboratory make-up examinations and/or quizzes will not be given. Any student who misses an examination or quiz should notify the instructor prior to or at the beginning of the next regularly scheduled class or laboratory which he or she attends. If the student has an appropriate reason for missing the laboratory midterm examination, then he or she will be allowed to substitute the combined average percentage score for the quizzes and the final examination for the missed examination. If the student has an appropriate reason for missing a quiz, then the average percentage score for all quizzes will be substituted for the missing quiz score. The final laboratory examination must be taken by each student in order to receive full credit for the course. No make-up final laboratory examinations will be given and no substitution of points will be permitted. Substitution will only be allowed for one quiz or for the midterm.
School of Science and Mathematics Policies

1. Each student is required to bring safety glasses (with splash guard) to each laboratory session. In addition, each student must wear the appropriate clothing and shoes to each scheduled laboratory session which includes the midterm and final examinations. A violation of the laboratory safety rules will result in the student being expelled from the laboratory session.

2. Cell phones and all other electronic devices must be turned off during each class or laboratory session.

3. Students enrolled in classes in the School of Science and Mathematics will be expected to demonstrate an understanding of subject matter requiring higher order processing skills. Examination questions may take the form of essay (synthesis, analysis or application), as well as completion, multiple choice, true/false and matching. In addition, computation skills and drawing or diagramming may be required.

Reasonable accommodations will be made for students who have proper documentation and inform the instructor at the beginning of class.
# Laboratory Schedule

**BIOL 2011L-2/CRN 30086**  
Dr. Marvin E. Holtz  
Spring 2016  
Day: Tuesday  
Time: 10:00 to 11:50 AM  
Room: Britt Science Annex (BRIT) S-104

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC/EXERCISE</th>
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<tbody>
<tr>
<td>January 12</td>
<td>Class Description/Policies; Distribution of Syllabus; Laboratory Safety Contract; Roll check Introduction to the Human Body (Exercise 2)</td>
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<tr>
<td>January 19</td>
<td>MLK Holiday/No Laboratory Meeting this Week</td>
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</table>
| January 26   | Microscopy (Exercise 1) and Cells (Exercise 3)  
|              | Quiz #1…Exercise 1 and Exercise 3                                                                                                                                                                             |
| February 2   | Epithelial and Connective Tissues (Exercise 4)  
|              | Quiz #2…Exercise 4                                                                                                                                                                                              |
| February 9   | Integumentary System (Exercise 5) and Bone Tissue (Exercise 6)  
|              | Quiz #3…Exercise 5 and Exercise 6                                                                                                                                                                             |
| February 16  | **MIDTERM EXAMINATION**  
|              | **10:45 to 11:35 AM**                                                                                                                                                                                          |
| February 23  | Axial Skeleton (Exercise 7/Pages 95 to 110)  
|              | Appendicular Skeleton (Exercise 7/Pages 111 to 124)  
|              | Joints (Exercise 8)  
|              | Quiz #4…Exercise 7 and Exercise 8                                                                                                                                                                             |
| March 1      | Muscular Tissue (Exercise 9) and Muscular System (Exercise 10)  
|              | Quiz #5…Exercise 9 and Exercise 10                                                                                                                                                                             |
| March 8      | Muscular System (Exercise 10/continued)  
|              | Quiz #6…Exercise 10                                                                                                                                                                                             |
| March 14 through 18 | Spring Break/No Laboratory Meeting this Week                                                                                                                                                                   |
| March 22     | Nervous Tissue (Exercise 12) and Nervous System (Exercise 13)  
|              | Quiz #7…Exercise 12 and Exercise 13                                                                                                                                                                             |
| March 29     | Nervous System (Exercise 13/continued)  
|              | Quiz #8…Exercise 13                                                                                                                                                                                              |
| April 5      | Sensory Receptors and Sensory Motor Pathways (Exercise 14)  
|              | Quiz #9…Exercise 14                                                                                                                                                                                              |
April 12  CUMULATIVE FINAL EXAMINATION (all laboratory exercises)  
10:45 to 11:35 AM

* Each student is expected to read and study all relevant sections in the textbook, laboratory manual and/or complete any associated assignments prior to each laboratory exercise. Furthermore, each student is required to bring his or her textbook and laboratory manual to all laboratory sessions. In addition, each student must wear the appropriate attire in the laboratory, use safety glasses when required and strictly adhere to all safety guidelines and regulations.