I. Instructor/School

Instructor: Dr. Marvin E. Holtz  
Office: Conger Hall 205  
Office Telephone: 229-391-5113  
E-Mail: mholtz@abac.edu  
Office Hours: Monday 8:00 to 8:30 AM and 10:00 to 11:30 AM  
Tuesday 8:00 to 9:15 AM and 11:00 AM to 12:15 PM  
Wednesday 8:00 to 8:30 AM; 10:00 to 11:00 AM and 11:00 AM to 12:00 PM (AAC)  
Thursday 10:45 to 11:45 AM  
Friday 8:00 to 8:45 AM; 12:00 to 12:45 PM and 2:50 to 3:20 PM

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 II (BIOL 2012L-0/CRN 20218)

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 that students receive the most appropriate instruction and timely information regarding any course modifications, announcements, etc.

* A copy of the generic course syllabus for BIOL 2012L is available upon request. The generic course syllabus includes general information pertaining to the College and the School of Science and Mathematics.
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 (October 5, 2015).

IV. Withdrawals/Dropping Class

The last day that a student may withdraw from a course without penalty is October 5, 2015. 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:

100 Midterm Laboratory Examination (9/24/2015…1:00 to 1:50 PM)

100 Final Laboratory Examination (11/19/2015…1:00 to 1:50 PM)

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

100 Weekly Laboratory Quizzes (administered during the first 10 minutes of each regularly scheduled laboratory session)

50 Laboratory Technique, Completed Laboratory Exercises, Participation and Preparation

50 Special Interest Report/Presentation

Each student will select a specific disease or abnormal condition pertaining to one of the body systems listed on the BIOL 2012 class schedule and make an oral presentation (approximately 10 minutes in length). Each presentation must conform to the following required outline: a description of the disease or condition; the primary clinical signs and symptoms associated with the disease or condition; how the diagnosis is made; and the primary methods of treatment. The instructor will prepare a sign-up sheet and students may then select a specific date/time.

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

40 Content

10 A description of the disease or condition (including the specific anatomical and/or physiological changes that occur).

10 The primary signs and symptoms associated with the disease or condition.

10 How the diagnosis is made.

10 The primary methods of treatment.
Use of visuals such as Powerpoint; length of presentation; presentation style which includes quality and loudness of voice, eye contact with class, speaking directly to the class rather than reading from prepared text, etc.

Total Course Points = 400

Final laboratory grades will be assigned as follows:

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

Notes:
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 class and/or laboratory attendance, class and/or laboratory preparation and participation, satisfactory completion of all laboratory exercises, etc. in determining the final laboratory grade. A student’s final letter grade will only be elevated if his or her 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 a 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 laboratory 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 2012L-0/CRN 20218**

Dr. Marvin E. Holtz  
Fall 2015

**Day:** Thursday  
**Time:** 12:00 to 1:50 PM  
**Room:** Britt Hall S-104

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC/EXERCISE</th>
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<tbody>
<tr>
<td>August 20</td>
<td>Class Description/Policies; Distribution of Syllabus; Laboratory Safety Contract; Roll check</td>
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| August 27  | Blood (Exercise 16)  
             | Quiz #1…Exercise 16                                                           |
| September 3| Heart (Exercise 17)  
             | Quiz #2…Exercise 17                                                           |
| September 10 | Labor Day Holiday/No Laboratory Meeting this Week                           |
| September 17| Cardiovascular Physiology (Exercise 19)  
             | Quiz #3…Exercise 19                                                           |
| **September 24** | **MIDTERM EXAMINATION** (Exercises 16, 17 and 19)  
                          | **1:00 to 1:50 PM**                                                        |
| October 1  | Blood Vessels (Exercise 18)  
             | Quiz #4…Exercise 18 (no specific names of blood vessels)                     |
| October 8  | Blood Vessels (Exercise 18/continuation)  
             | Quiz #5…Exercise 18 (no specific names of blood vessels)                     |
| October 15 | Respiratory System (Exercise 21)  
             | Quiz #6…Exercise 21                                                          |
| October 19 to 20 | Fall Break Week/No Laboratory Meeting This Week                              |
| October 29 | Digestive System (Exercise 22)  
             | Quiz #7…Exercise 22                                                          |
| November 5 | Urinary System (Exercise 23)  
             | Quiz #8…Exercise 23                                                          |
| November 12 | Reproductive Systems (Exercise 25)  
               | Quiz #9…Exercise 25                                                          |
November 19  CUMULATIVE FINAL LABORATORY EXAMINATION (all laboratory exercises)
1:00 to 1:50 PM

* Each student is expected to read/study all relevant sections in the textbook, laboratory manual and/or complete any associated assignments prior to each laboratory exercise. In addition to the laboratory manual, each student is required to bring his or her textbook and class notes to each laboratory session.