

Human Anatomy and Physiology Laboratory II

BIOL 2012L-1/CRN 30099

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

Syllabus Addendum* Spring 2016

I. Instructor/School

| | |
|--------------------------|--|
| <u>Instructor:</u> | Dr. Marvin E. Holtz |
| <u>Office:</u> | Conger Hall 205 |
| <u>Office Telephone:</u> | 229-391-5113 |
| <u>E-Mail:</u> | mholtz@abac.edu |
| <u>Office Hours:</u> | 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) |
| <u>School:</u> | Science and Mathematics (229-391-5100) |

II. Required Textbook/Laboratory Manual/Materials

Textbook

Tortora, G. J. and B. Derrickson. Principles of Anatomy and Physiology 14th Ed. John Wiley and Sons, Inc., Hoboken, NJ, 2014.

Laboratory Manual

Amitrano, R. J. and G. J. Tortora. Laboratory Exercises in Anatomy and Physiology with Cat Dissections (8th Ed.), 2007.

Safety Glasses (with splash guard)

III. Attendance Policy

Human Anatomy and Physiology Laboratory II (BIOL 2012L-1/CRN 30099)

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 (**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:

100 Midterm Laboratory Examination (**2/17/2016...12:00 to 12:50 PM**)

150 Final Laboratory Examination (**4/13/2016...12:00 to 12:50 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) 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.

50 Laboratory Technique, Completed Laboratory Exercises, Participation and Preparation

100 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 (Chapters covered in class) and make an oral presentation using PowerPoint (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:

| | | |
|----|---------|---|
| 90 | Content | |
| | 20 | A description of the disease or condition (including how the specific anatomical and/or physiological changes occur). |
| | 20 | The primary signs and symptoms associated with the disease or condition. |
| | 20 | How the diagnosis is made. |

- 20 The primary methods of treatment
 - 10 Sources/Bibliography: the final slide of the presentation must list all of the sources consulted and be displayed as a bibliography
- 10 Use of 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 = 500

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-1/CRN 30099

Dr. Marvin E. Holtz
Spring 2016

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

| <u>DATE</u> | <u>TOPIC/EXERCISE</u> |
|---------------------|--|
| January 13 | Class Description/Policies; Distribution of Syllabus; Laboratory Safety Contract; Roll check |
| January 20 | MLK Holiday/No Laboratory Meeting this Week |
| January 27 | Blood (Exercise 16) Quiz #1...Exercise 16 |
| February 3 | Heart (Exercise 17) Quiz #2...Exercise 17 |
| February 10 | Cardiovascular Physiology (Exercise 19) Quiz #3...Exercise 19 |
| February 17 | MIDTERM EXAMINATION (Exercises 16, 17 and 19) <u>12:00 to 12:50 PM</u> |
| February 24 | Blood Vessels (Exercise 18) Quiz #4...Exercise 18 (no specific names of blood vessels) |
| March 2 | Blood Vessels (Exercise 18/continuation) Quiz #5...Exercise 18 (no specific names of blood vessels) |
| March 9 | Respiratory System (Exercise 21) Quiz #6...Exercise 21 |
| March 14 through 18 | Spring Break Week/No Laboratory Meeting this Week |
| March 23 | Digestive System (Exercise 22) Quiz #7...Exercise 22 |
| March 30 | Urinary System (Exercise 23) Quiz #8...Exercise 23 |
| April 6 | Reproductive Systems (Exercise 25) Quiz #9...Exercise 25 |

BIOL 2012L-1/Laboratory Schedule

Page 2

April 13

CUMULATIVE FINAL LABORATORY EXAMINATION (all laboratory exercises)
12:00 to 12:50 PM

- * 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.