



TEXARKANA COLLEGE

Syllabus: Anatomy and Physiology II Lab

Course Number: BIOL 2102

Semester & Year:

Names of Instructors: Holley Robinson

Office: Biology 106

E-mail: Holley.Robinson@texarkanacollege.edu

Office Hours:

Textbook Information

This semester for Anatomy and Physiology I lab, we will be using the Anatomy and Physiology Lab Manual written by Dr. K. Crane. This can only be purchased from the TC Bookstore. Information will also be supplemented with handouts given out during lab time.

ISBN: 978-1-59871-709-9

Student Learning Outcomes for the Course

1. Identify and describe the structural features of the endocrine system and explain the functional roles of hormones on their tissues.
2. Identify and describe the components of blood and explain their functional roles.
3. Identify and describe the structural features of the heart and blood vessels and explain their functional role.
4. Identify and describe the structural features of the respiratory system and explain their functional roles in ventilation.
5. Identify the structural features of the lymphatic system and explain its role in fluid balance, fat absorption, and defense.
6. Identify and describe structural features of the digestive system and explain their roles in digestion, absorption, and defecation.
7. Identify the structural features of the urinary system and explain their functional roles in urine formation and excretion.
8. Describe the physiology of homeostatic mechanisms that control fluid and electrolyte balance.
9. Define buffer systems and explain their roles in acid-base balance.
10. Identify and describe structural features of the male and female reproductive systems and explain their roles in reproduction and inheritance.

Student Requirements for Completion of the Course and Due Dates

CLASS SCHEDULE

Lab Practicals	Material Covered	Date
Practical 1	Endocrine System and Blood	Week 2
Practical 2	Cardiovascular System, Heart, and Blood Vessels	Week 3
Practical 3	Respiratory and Digestion, Fetal Pig	Week 4
Practical 4	Urogenital and Reproductive, Fetal Pig	Week 5

Note: This outline is subject to change for reasons of course interest, time constraint, or instructor decision. The exams will be administered on the dates given, unless material relevant for a given exam has not been covered. Under such cases, an exam may be moved a class period or two to aid in the clarity and understanding of the material.

There are no make-up lab practicals except in extreme circumstances, and then the lab practical must be made up within 2 calendar school days. Students will have one make-up practical for full credit. If another make-up practical must be issued to the same student, it will be worth 80% of the actual score on the exam. This policy also applies to in-class quizzes. Late work will result in an automatic deduction of points.

Student Assessment

Students will be evaluated on a combination of lab practicals and graded assignments (quizzes, mock practicals, worksheets, etc.). **This course is worth a combined total of 600 points.**

The point breakdown is as follows:

Practical 1	100 points
Practical 2	100 points
Practical 3	100 points
Practical 4	100 points
Quizzes, other Assignments	150 points
<u>Attendance, Participation</u>	<u>50 points</u>
TOTAL	600 Points

Grading Scale	
A	90-100
B	80-89
C	70-79
D	60-69
F	59-below

Each absence is a 3 point deduction from your attendance/participation grade.

Power Point slides, out of class assignments, and study guides will all be available on <https://tconline.texarkanacollege.edu/> You can also log into the ‘myTC’ web address and click on the “TC Online-Moodle LMS” to access these materials. If you have problems accessing the materials, please let me know.

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

Each absence is a 2 point deduction from your attendance/participation grade.

Power Point slides, out of class assignments, and study guides will all be available on <https://tconline.texarkanacollege.edu/> You can also log into the ‘myTC’ web address and click on the “TC Online-Moodle LMS” to access these materials. If you have problems accessing the materials, please let me know.

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

Attendance Policy

Roll will be taken each class. It is recommended that students contact the instructor if missing a class is necessary. A student with 4 absences may be dropped from the course for lack of attendance. When lecture is started, a student coming in late will be counted tardy. 3 tardies count as 1 absence. If an enrolled student stops attending class and chooses to receive an F, the last date they attended will be listed on the final grade sheet and they will most likely have to pay back money received from grants or scholarships. Before dropping a class for any reason, contact your instructor.

Absentee Policy

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

EXCUSED ABSENCES

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

MAXIMUM ALLOWABLE ABSENCES

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class.

A COURSE THAT MEETS FOR 5 WEEKS OF THE SUMMER (SUMMER SESSIONS)

Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Three times a week (MTW evening classes)	2
Four times a week (MTWTh day classes)	4
	Three tardies count as one absence.

Class Behavior

There will be a zero tolerance policy for any behavior that is disruptive and prevents or deters from classroom learning. This behavior includes, but is not limited to, any use of vulgar language or rude behavior towards the instructor or any other student in the class. Violation could result in being asked to leave the class, withdrawal from the course, and/or investigation by the Dean of Students.

Cell Phone Policy

All cell phones will be turned off and kept out of sight in class. If any phones are out while testing, I will assume you are cheating. There will be no texting while lecture and discussion is taking place. If you cannot abide by this policy you will be asked to leave. Students are not allowed to have phones out on their desk when a graded test is being reviewed.

Laboratory Procedures

Each student is responsible for reading and following all laboratory procedures whether written or oral. Adequate preparation prior to lab time is essential.

Student Responsibilities

It is the student's responsibility to know and comply with the instructor's policy and to contact the instructor to make up missed work.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Disclaimer

The above syllabus, policies, schedule and assignments in this course are subject to change in the event of extenuating circumstances or by mutual agreement between the instructor and the students.

