



Syllabus: Anatomy and Physiology I Lab

Course Number: BIOL 2101

Semester & Year: Generic

Instructor Information

Name: Dr. Crane

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Office Hours:

Mon

Tue

Wed

Thu

Fri

Textbook Information

The information necessary for this course is contained on TConline

Student Learning Outcomes for the Course

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special sense

Upon successful completion of this course, students will:

- 1 Apply appropriate safety and ethical standards.
- 2 Locate and identify anatomical structures
- 3 Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
- 4 Work collaboratively to perform experiments.
- 5 Demonstrate the steps involved in the scientific method.
- 6 Communicate results of scientific investigations, analyze data and formulate conclusions.
- 7 Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Student Requirements for Completion of the Course and Due Dates

Quizzes	Quizzes will be done on myTC.
Labs	Dates and times on myTC
Practicals	Dates and times on myTC.
Lab Report	Dates and times on myTC.
Final	Comprehensive final as schedule.

Student Assessment

10% Quizzes	10% Exercises	50% Practicals
10% Lab Report	10% Participation	10% Final

Grading

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

Academic Progress

Students with very low averages at midterm may be dropped from the course.

Conduct

Students are expected to adhere to all deadlines, guidelines, and standards of student conduct in the Texarkana College Student Handbook.

Class Schedule (Subject to change)

Done in Course Organizer in myTC.

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. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

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. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

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.

**Students interested in Health Occupations should check with the division chair prior to entering the program.*

Online/Hybrid Course Absences

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12th Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor **may** drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise the student **may** be dropped for not having attended.

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. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

Workforce Classes (This does not include Health Occupations. See Health Occupations Handbook regarding absences for that program.)

Day Classes	Evening Classes
Class meets: 5 days a week (MTWRF) The instructor may withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester. Three tardies count as one absence. You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.	Class Meets: 4 evenings a week (MTWR) The instructor may withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester. Three tardies count as one absence. You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.

Academic Classes

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
<p>Class or Lab Meets:</p> <p>Once a week (Night classes or Friday classes)</p> <p>Twice a week (MW or TR classes)</p> <p>Three times a week (MWF or TRF classes)</p> <p>Four times a week (MTWR classes)</p>	<p>An instructor may withdraw a student from a course if absences exceed:</p> <p style="text-align: center;">2</p> <p style="text-align: center;">4</p> <p style="text-align: center;">6</p> <p style="text-align: center;">8</p> <p style="text-align: center;">Three tardies count as one absence</p>
A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER	
<p>Class or Lab Meets:</p> <p>Twice a week (MW or TR classes)</p>	<p>An instructor may withdraw a student from a course if absences exceed:</p> <p style="text-align: center;">4</p> <p style="text-align: center;">Three tardies count as one absence.</p>
A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)	
<p>Class or Lab Meets:</p> <p>Four times a week (MTWR classes)</p>	<p>An instructor may withdraw a student from a course if absences exceed:</p> <p style="text-align: center;">4</p> <p style="text-align: center;">Three tardies count as one absence.</p>
A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)	
<p>Class or Lab Meets:</p> <p>3 times a week (MTW) (evening classes)</p> <p>4 times a week (MTWR) (day classes)</p>	<p>An instructor may withdraw a student from a course if absences exceed:</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p> <p style="text-align: center;">Three tardies count as one absence.</p>

If you are tardy, it is YOUR responsibility to inform me, at the end of class, so that you are not counted absent.

Make-up Policy

Make-up work for missed assignments, except where prohibited by State law or statute, will only be *considered* for those students who have notified me *prior* to the class that they will miss. Exceptions may be *considered* on an individual basis, but will require extraordinary circumstances.

Practicals require a great deal of effort to set up and there may be no way to make them up.

Academic Dishonesty Policy

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://www.texarkanacollege.edu/wp-content/uploads/2014/11/Texarkana-College-Catalog-2015-2016.pdf>

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.

Note:

The instructor reserves the right to change any information contained in this document, when necessary, with adequate notice given to the student. The student is responsible for any information missed due to absence.