



Syllabus: Anatomy and Physiology II Lab

Course Number: BIOL 2102

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.

Computer Requirement Policy

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student. Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student's responsibility to ensure the system meets all requirements.

Computer systems requirements:

- Webcam, microphone, and speakers or headphones
- Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
- Able to run Microsoft Office which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

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 endocrine, blood, cardiovascular, respiratory, digestive, urinary, reproductive.

Upon successful completion of this course, students will:

- 1 Apply appropriate safety and ethical standards.
- 2 Locate and identify anatomical structures
Appropriately utilize laboratory equipment, such as microscopes, dissection
- 3 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.
Use critical thinking and scientific problem-solving skills, including, but not
- 7 limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Student Requirements for Completion of the Course and Due Dates

Category	Method	Weight
Labs	In person completion of labs	10%
Quizzes	Online	10%
Lab Report	Online	10%
Final Exam	In person	10%
Practicals	In person	60%

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

Class Schedule (Subject to change)

Due dates for assignments are posted in TCOonline.

Conduct

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

Absentee Policy

Excessive Absences

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences.

Attendance

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.

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.

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
Class or Lab Meets	An instructor may withdraw a student from a course if absences exceed:
Twice a week (MW or TR classes)	4

Three tardies count as one absence

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 the TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses, or online.

This information can be found in the Student Handbook

at <https://www.texarkanacollege.edu/catalog/article/academic-dishonesty-policy/>

Disability Act Statement

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at 903.823.3349, 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.

Changes

The instructor reserves the right to change any information contained in this document, when necessary, with adequate notice given to the student.