**Syllabus:** Anatomy & Physiology II LAB – Traditional Format  
**Course Number:** BIOL 2102  
**Semester & Year:**

**Instructor Information**

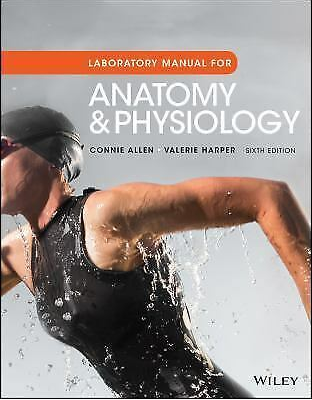
Name: Karin Grisham  
 Office: New Biology Building – Room 30  
 Telephone: 903-823-3293

E-mail: [karin.grisham@texarkanacollege.edu](mailto:karin.grisham@texarkanacollege.edu)

Chat: Microsoft Teams  
Office Hours: *Virtually through Teams or in my office (by appointment)*

|  |  |
| --- | --- |
| **Days** | **Times** |
| TBD | TBD |

**Textbook Information - OPTIONAL**



**Title:** Laboratory Manual for Anatomy & Physiology

Edition: 6th edition

Authors: Connie Allen & Valerie Harper

Publisher: Wiley

Copyright: 2014

ISBN: 978-1-118-80656-2 (hard copy)

ISBN: 978-1-118-34440-8 (loose-leaf)

**Supplies**

**Technology Requirements**

- School Web Address: [www.texarkanacollege.edu](http://www.texarkanacollege.edu)

- All updates and news will be sent to your TC email account or through Microsoft

Teams. Please check this often.

- Students MUST have access to the myTC page for this course in order to complete

some assignments as well as have access to notes, information, grades and updates.

- If you cannot access internet from home, work, etc., there are places on

campus to access myTC and complete required assignments. You are welcome to use the computers in the TC Library.

- If you are in need of help regarding accessing myTC or logging in to TC

pages, please contact the TC Help Desk at 903-823-3030 or you may contact them through a working computer at <https://www.texarkanacollege.edu/helpdesk/topics/it/> .

- This site will also help you set TC email notifications through your phone.

- IF YOU DO NOT HAVE ACCESS TO A COMPUTER/LAPTOP that will download the

Respondus Lockdown Browser and Monitor, contact the TC Bookstore and inquire about getting a computer to be loaned to you during the term.

**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, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance) and reproductive (including human development and genetics (ACGM – Spring 2016).

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.

ACGM – Spring 2016

**Student Requirements for Completion of the Course**

This course will follow the Lab manual beginning with Exercise 25.

**Practical 1**

The Endocrine System

The Immune System

The Lymphatic System

Blood

**Practical 2**

The Heart

- SHEEP HEART DISSECTION

**Practical 3**

Blood Vessels

- FETAL PIG DISSECTION

**Practical 4**

The Respiratory System

The Digestive System

- FETAL PIG DISSECTION

**Practical 5**

The Urinary System

The Reproductive System

**Practical 6**

Comprehensive Final

**Student Assessment**

**Practical Exams 75%**

There will be a total of 5 Practical Exams. All will be equally weighted.

There is NO MAKE UP FOR EXAMS!!

Practical Exams WILL BE TIMED! You will have 45 minutes to complete the exam

**Homework/Assignments/In Class Activities 25%**

Assignments will consist of online assignments, in-class assignments and dissections. The lowest grade in this category will be dropped. If the assignment is IN CLASS, then you must be in attendance to receive credit.

**Bonus Work or Extra Credit**

There is NO extra credit or bonus points available. This includes events

such as giving blood or bringing canned food items. There is no replacement for lots of studying and hard work.

There may be bonus questions added to various assignments.

**Grading Scale**

|  |  |
| --- | --- |
| **Grade** |  |
| **A** | 90-100 |
| **B** | 80-89 |
| **C** | 70-79 |
| **D** | 60-69 |
| **F** | 59-below |

Be sure to check Jenzabar frequently regarding your grades and attendance.

**Attendance Policy**

Attendance for internet classes is based on accessing course materials and submitting assignments.  If a student stops accessing materials and sending assignments, the date of the last report of activity will be submitted to the Registrar, and a grade of “F” will be recorded.   As a result the student may lose scholarships or grants or have to repay funds already rewarded.  The TC absentee policy is pasted below:

**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.

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.

**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.

**Academic Classes**

|  |  |
| --- | --- |
| **A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER** | |
| Class or Lab Meets:      Once a week (Night classes or Friday classes)  Twice a week  (MW or TR classes)  Three times a week (MWF or TRF classes)  Four times a week (MTWR classes) | An instructor **may** withdraw a student from a course if absences exceed:    2  4  6  8    Three tardies count as one absence |

Roll will be taken each class. A student with 2 absences may be dropped from the course for lack of attendance per the TC Handbook Attendance Policy. If extenuating circumstances arise, please set up a time to discuss this with your instructor. 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.

**Make-up Policy**

As a general policy, I DO NOT GIVE MAKE-UP WORK. If you anticipate missing an assignment due to extenuating circumstances, please contact me as soon as possible.

Please be aware of the testing center hours and requirements.

**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>.

***The following are examples of academic dishonesty:***

*1) copying an answer sheet from another student during an exam*

*2) providing information to another student about a test*

*3) cell phone usage during an exam (usage refers to ANYTHING*

*that involves a cell phone including but not limited to: silencing an alarm, viewing documents, texting (viewing or sending), answering a call, browsing the internet, checking the time, etc.)*

*a) cell phones* ***MUST*** *be concealed and cannot be*

*retrieved during an exam*

*b) cell phones cannot be answered during an exam*

*(this includes texting)*

*During an exam (lecture or lab), a student will not be allowed to wear a hat or sunglasses, nor will students be allowed to leave the room unless they are finished with the exam. Once a student has left the exam room, the exam will be considered complete and the student may no longer make changes or return and continue the exam.*

*The instructor reserves the right to determine what constitutes an act of cheating, although the above are provided as examples.*

**Cell Phone Policy**

During lecture, cell phones should be on silent (not vibrate) and not be used during the class. During testing, cell phones should NOT be VISIBLE and put on silent (not vibrate). If a cell phone or any other electronic device is visible, regardless if it is used, it will result in a zero for the assignment and reported to the Dean of Students as academic dishonesty and could lead to being withdrawn from the course with a grade of “F”.

**Class Behavior**

There will be a *ZERO TOLERANCE* policy for any behavior that is disruptive

and prevents or deters classroom learning. This 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, &/or investigation by the Dean of Students.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonya Blaisé 903-823-3349, or go by the Recruitment, Advisement, and Retention Department 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.

**Basic Needs Security Statement**

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blasé, Director of Student Retention, at 903-823-3349 for support. Furthermore, please notify the professor if you are comfortable in doing so.