**Syllabus:** Anatomy and Physiology II Lab
**Course Number:** BIOL 2102

**Instructor Information**

 Name: Denise Johnson
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**Textbook Information**

 There is no required book. A Lab Manual assembled by the instructor will be available in class and on Moodle.

**Student Learning Outcomes for the Course**

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**

**Student Professionalism:** Professionalism is expected from all students. This includes but not limited to attendance, attention focused on the class material, and not talking on the phone in the classroom. Students are expected to participate in class discussions and provide feedback to questions. When you are learning, you should remember your brain cannot focus / pay attention to more than one thing at a time. That is why we do not text and drive.

**Instructional Method:** The laboratory class will utilize models, graphs, illustrations, and photos to teach the anatomy and physiology of the human body. The student will be required to participate in activities and discussions.

**Technology**

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

 Students MUST have access to the course page in order to complete some assignments as well as have access to notes, information, grades and updates.

There are places on campus such as the Academic Commons in the library and the computer center located in the Business and Computer Tech Building room 115.

 If you are in need of help regarding accessing the internet or login information, please contact the TC Help Desk at 903-832-3030 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.

**Course:** The course will cover textbook chapters 17-28. The quizzes and practicals will cover material related to the lecture class. All quizzes and practicals are fill in the blank, are timed, and are face-to-face.

**Endocrine Quiz**

**Practical 1**

 The Endocrine System

 The Heart

**Practical 2**

 Blood Vessels

 Lymphatic System

**Practical 3**

 The Respiratory System

 The Digestive System

 Metabolism and Nutrition

**Practical 4**

 The Urinary System

 Fluid, Electrolyte, and Acid-Base Balance

 The Reproductive System

**Practical 5**

 Comprehensive Final

**Student Assessment**

You can check your percentage grades at any time on the TC website (exams).

Grades will be updated in the gradebook within four days of the due date of an assignment.

Your course grade will be calculated from grades on the Endocrine quiz and five practical grades. Final grades will take into consideration attendance, completion of assignments, participation in class discussions and dissections, and professionalism.

**Grading Scale**

|  |  |
| --- | --- |
| **Grade**  |  |
| **A** | 90-100 |
| **B** | 80-89.9 |
| **C** | 70-79.9 |
| **D** | 60-69.9 |
| **F** | 59-below |

**Class Schedule**

|  |  |  |
| --- | --- | --- |
| **Date** |  | **Material to be covered** |
| Week 1 |  | The Endocrine System  |
|  |  | The Endocrine System  |
| Week 2 |  | **Quiz: Endocrine** The Cardiovascular System: Blood  |
|  | The Cardiovascular System : The Heart |
| Week 3 |  |  **Practical 1** |
|  |  | The Cardiovascular System: Blood Vessels and Circulation  |
| Week 4 |  | The Lymphatic and Immune System  |
|  | **Practical 2** |
| Week 5 |  | The Respiratory System  |
|  |  | The Digestive System  |
| **Week 6** |  |  **Practical 3** |
|  |  | The Urinary System  |
| Week 7 |  | The Reproductive System |
|  |  | **Practical 4** |
| **Week 8** |  **Final Practical** |
|  |   |

**Attendance Policy**

Role will be taken each day in Moodle. Three tardies are considered an absence. Arriving more than 10 minutes after class has started will be recorded as an absence. A missed assignment will be considered an absence. A student leaving the classroom during class will not be allowed to re-enter that class and will be recorded as absent for that day. A student maybe dropped after three absences (unexcused or excused). If a student stops attending class, the date of the last attendance 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.

**Make-up Policy**

As a general policy, **I DO NOT GIVE MAKE UP EXAMS**. If you anticipate missing a test, or if something urgent comes up, you must contact me as soon as possible. Since exams are returned and discussed the following class period, any missed exam MUST BE TAKEN THE NEXT DAY or will be taken the week of the final practical.

There are **no** make-up grades for attendance or on-line quizzes.

**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>.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonya Blaze 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.

**Alternate Operations during Campus Closure**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule.  It is the responsibility of the student to monitor Texarkana College's website ([www.texarkanacollege.edu](http://www.texarkanacollege.edu)) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

**COVID-19 Online/Virtual Environment Instructional Commitment**

The ongoing Covid-19 situation will require that some course materials and instruction are provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated with Covid-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with Covid-19 could cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester. While TC faculty members are committed to providing students the option of face to face instruction if possible, students should be prepared to continue their classes in an online and/or virtual environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.

**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.

A list of Internet service providers can be found on the TC website at: <https://www.texarkanacollege.edu/coronavirus/>.