

Biology 1612L Human Anatomy & Physiology II Laboratory Syllabus
Georgia Perimeter College - Decatur Campus

Term _____ Section# _____

Instructor Name: _____ Phone: _____

Office: _____ Office Hours: _____

E-mail / web page: _____

Class meeting location: Room SB-1200; **Class meeting day and time:** _____

Prerequisite: Exit with a C or better from BIOL 1611 lecture and lab

Corequisite: Biology 1612 Lecture. You must be registered for **both** lab and lecture **at the same time**. Withdrawal from either lecture or lab will result in automatic withdrawal from both.

Required Text: *Human Anatomy and Physiology Laboratory Manual* (Cat edition) 9th. Ed. by Elaine N. Marieb. (ISBN: 9780321651617)

All Labs WILL BEGIN THE FIRST WEEK of the semester. *Students must attend during the first week of the semester. IF YOU DO NOT ATTEND THE FIRST WEEK, YOU WILL BE CONSIDERED A "NO SHOW" and DROPPED FROM THE LAB and consequently WITHDRAWN FROM THE CO-REQUISITE LECTURE.**

Required Materials: Vinyl, Nitrile, or Latex Gloves (required for Dissection; these will **NOT** be provided by the College), Colored Pencils, and Folder or notebook for Laboratory Drawings.

Website for Schedules & Lab Information: <http://facstaff.gpc.edu/~ddonald/biolab/biolabs.htm>

Catalog Description

This is a laboratory covering blood, and the cardiovascular, respiratory, digestive, urinary, endocrine and reproductive systems.

Expected Educational Results

As a consequence of completing this course, the student will be able to:

1. Identify and determine spatial relationships of anatomical structures being studied in BIOL 1612 through the use of practical examples provided by animal dissection, models and microscope slides, and explain the function of certain aspects of the cardiovascular, respiratory, endocrine, urinary, and reproductive systems. Video, laser disks and computer demonstrations may be used to reinforce this.
2. Perform physiological experiments, gather and interpret data, and draw conclusions based on those data.
3. Write a coherent description of the methods, results, and conclusions of the experiment and their findings.

4. Demonstrate laboratory skills and techniques to include - reading and following directions, performing experiments and recording data.

IMPORTANT DATES:

TEST I	
TEST II	
LAB REPORT DUE DATE	
DRAWINGS DUE DATE	
MIDPOINT OF SEMESTER (last day to withdraw without penalty)	

GRADE DETERMINATION

1. Each instructor will determine student's grades. There will be at least two practical exams, histology drawings of tissues (at least 10% of lab grade), and a lab report (at least 15% of the total lab grade) based on any of the physiological exercises performed in class. The lab report should emphasize the scientific method.
2. Each student, through a laboratory report, will be expected to demonstrate skills in writing, and knowledge and application of the scientific method.

Grades will no longer be mailed to students' home addresses at the end of the semester. Grades cannot be emailed or given over the phone. Reports of student grades are available via Web (<http://oscar.gpc.edu>).

Grade determination: The final letter grade will be determined in the following manner:

Four Grading Options	I	II	III	IV
Drawings	15%	20%	20%	20%
Lab Report	15%	20%	20%	20%
Instructor Option	10%	0%	10%	20%
Lab Practical I	30%	30%	25%	20%
Lab Practical II Final	30%	30%	25%	20%

<i>Grading Scale</i>	
<i>Grade</i>	<i>Percent (%)</i>
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	below 60

1. There will be two practical exams (Test I & Test II) that will include identification and short written answers. Test I will cover material through the midpoint of the semester. Test II will cover material from the midpoint through the end of the semester. Test II will not be comprehensive.
2. Drawings of materials observed during the lab are important part of the laboratory learning. Drawings help the student observe the detail of these materials and enhance understanding of the material. A notebook or folder of drawings must be kept and turned in when due or as requested by the instructor. A list of required drawings and the format for these drawings are included in this syllabus.
3. A Lab Report written in the format of a scientific paper is required. Experimental laboratory exercises selected by the instructor are eligible topics for Lab Reports. These will be based on the physiological exercises performed in class or found on the PhysioEx CD that accompanies the laboratory manual. Each student, through a laboratory report, will be expected to demonstrate skills in writing, and knowledge and application of the scientific method. More information on style and format will follow. Late reports may be penalized or not accepted according to the instructor's policy.
4. Your instructor will choose Option I or Option II for grading. In Option II, the "Instructor Option" may include quizzes, work sheets, pre-lab assignments, Diet Analysis, an additional lab report, or other assignments. The lab instructor will discuss these options during the first lab class meeting.

My instructor has chosen the following option: _____

In addition to this syllabus, a lab schedule will be distributed on the first day of the lab. This schedule will outline specific dates for each lab exercise and major tests. Every effort will be made to adhere to the schedule, however, changes may be necessary due to inclement weather or unforeseen emergencies.

Your instructor will distribute a laboratory syllabus addendum that will outline their specific policy on lab reports, drawings, testing and the instructor option.

Attendance:

1. Students who miss lab exercises perform very poorly in this course. The primary objective of any lab course is to provide the student with a "hands-on" experience that will support and illustrate the concepts covered in the lecture portion of the course. Lab is about seeing and doing. **Therefore, consistent and timely attendance to lab is a must for success in this course!**

2. Attendance is required for all lab sessions. **There will be no make-up lab exercises.** "Attendance" means you must be in class for the entire scheduled lab period until dismissed by the instructor. A missed lab will result in a grade of zero for that experiment. Any grades collected during the missed class, such as quizzes, cannot be made up and will be recorded as a zero. If a student misses a laboratory exercise, the exercise cannot be used for a laboratory report. Students are responsible for any information covered in their absence. Open Lab may be scheduled by the Instructor for **review** of slides, models and some living specimens. Open Lab is not an alternative to full lab session attendance.

3. **Labs will begin at the scheduled time.** Important safety and introductory information is given during the beginning of the lab class. Late arrival to lab will affect your understanding of the entire lab and may pose a safety hazard to you and other students. If a quiz is given at the beginning of the lab, **students arriving late for any reason will NOT be allowed to take the quiz.**

5. The "practical" format of lab exams makes "make-up exams" difficult to arrange and administer; each student should make every effort possible to be on time for lab exams. However, in the event of a verifiable illness or emergency, students should contact the instructor by the date of the exam. A comprehensive final may be given at the end of the term to compensate for the missed exam.

6. Withdrawal Policy: **It is the student's responsibility to withdraw from lab.** Your instructor will NOT withdraw you for lack of attendance or other reasons. Withdrawals without penalty will not be permitted after the midpoint of the semester. Withdrawal from either lecture or lab will result in automatic withdrawal from the co-requisite class. The College will assign a grade of "W" if the student officially withdraws by mid-semester (the last day to receive a "W"). Students who withdraw after the mid-semester will receive a WF.

7. A grade of "I" is assigned only when the student, for non-academic reasons beyond his or her control, has not been able to complete some specific part of the work required. The grade is given only when the work already done has been of a quality acceptable to the instructor, i.e. a passing average in the course. The grade of "I" will not be given for missing a final exam unless the student contacts the instructor by the time of the exam and presents a verifiable reason for missing the test.

Laboratory Drawings Notebook/Folder: A laboratory notebook/folder of drawings must be kept and turned in as per your instructor. The list of drawings can be found on the Biology Lab Website. A format for drawings is described in the [Drawing Guidelines](#). Drawings must be on either white paper or [Slide Drawing Paper](#) (see Handouts web page to download drawing paper) according to instructor preference. Drawings will be due no later than the beginning of lab class on the designated due date. The lab instructor may require drawings to be checked at anytime, including each lab session.

SAFETY AND HAZARDOUS WASTE PROTOCOL

ALL LABORATORY STUDENTS WILL BE **REQUIRED** TO COMPLY WITH [LABORATORY SAFETY RULES](#). ANY STUDENT WHO DOES NOT COMPLY WITH THESE (OR ANY OTHER) SAFETY AND HAZARDOUS WASTE DISPOSAL RULES WILL BE SUBJECT TO THE FOLLOWING:

- ② **FIRST VIOLATION** – WARNING
- ② **SECOND VIOLATION** - REMOVAL FROM LAB CLASS AND RECEIVE A ZERO FOR THAT LAB CLASS PERIOD.
- ② **THIRD VIOLATION** - WITHDRAWAL FROM LAB CLASS WITH SUBSEQUENT WITHDRAWAL FROM LECTURE CLASS.

Eating and drinking is prohibited in any Science Laboratory. No open containers of food and/or drink will be allowed in the lab. The College will not be responsible for any illness due to violation of laboratory eating and drinking safety protocol.

Work Station: Students are responsible for the maintenance of their assigned lab station which includes returning all equipment to the proper storage area, cleaning and returning all borrowed equipment, and cleaning the lab station counter top of all chemicals, paper scraps, etc. before leaving the lab. Please treat the equipment with respect. **Clean up your mess.** Students may be penalized for leaving a mess. **CLEANUP is 10 minutes before class is scheduled to end, regardless of student progress on a lab exercise.**

LAB QUIZZES

If required by the lab instructor, lab quizzes will be given during the semester. These quizzes can be randomly given during the laboratory period. **NO MAKEUP QUIZZES WILL BE GIVEN.** The quizzes may include but not limited to questions from the preceding lab exercise and/or questions about the assigned laboratory exercise for that day.

HISTOLOGY DRAWINGS

Biology 1612 lab students will make drawings of slides studied throughout the semester. [Guidelines](#) for the slide drawings are accessible on the Internet. The instructions must be followed in order to receive full credit. All drawings must be on either white paper or [Slide Drawing Paper](#) (use this link or see Handouts web page to download drawing paper). Drawings will be due no later than the beginning (1st. 15 minutes) on the due date. Drawings submitted past the 24 hour time limit will **NOT** be accepted.

Instructions for lab drawings:

1. Drawings **MUST** be done from actual microscope slides observed in the lab.
2. Copies of illustrations from the lab manual or Internet are **NOT** acceptable.
3. Use only the [Slide Drawing Paper](#) found on the Handouts web page or white paper as instructed by the lab instructor.
4. Drawings must be done in pencil and, if preferred by the lab instructor, colored.
5. Refer to the table for structures which must be located and labeled.
6. Labeled structures leader lines should not cross.
7. Keep your drawings in a notebook or folder with your name on it.
8. Drawings must be organized in the order listed in the table.
9. Drawing information must include the system (urinary, digestive, etc...) from which the tissue comes, total magnification, name of tissue, and a location in the body in which the tissue can be found.

LABORATORY REPORT PAPER

All laboratory students are required to do a writing assignment. Library resources including periodicals, books, newspapers, and journals to compliment your data will be used. A **minimum of 2 references** is required. The laboratory manual and textbook cannot be used as a reference. All references must be reliable and valid. Wikipedia cannot be used as a reference. [Guidelines](#) and [Checklist](#) for writing a research paper can be found on the Internet. These guidelines must be followed in order to receive full credit. Papers submitted past the 24 hour time limit will NOT be accepted. Plagiarized papers will automatically receive a zero. Your lab instructor may use Turn-It-In for submitted papers. If so, the lab instructor will provide instructions on submitting papers to Turn-It-In.

EXAMS

Two laboratory practical exams will be given and will consist of short answer, fill-in-the-blank, multiple choice and/or matching questions. Test I will be inclusive of all material covered from week 1 through the midpoint of the semester and Test II will include material from the midterm through the remainder of the course. Spelling is an important factor in answering questions on practical exams. Therefore, to receive full credit for answers, the spelling must be correct. If a student arrives late to an exam, he/she may only complete the portion of the exam for which time remains.

Make ups for the midterm and final will be in the format of a comprehensive essay and given during the week of final exams for the semester (but not beyond the last day of finals) and are only administered to students with a **written verifiable excused absence approved by the lab instructor** (see [Policies for Make-Up Exams](#)). ANY LABORATORY MAKE UP EXAM WILL BE GIVEN AT THE CONVENIENCE OF THE LAB INSTRUCTOR.

OPEN LAB

Open labs are for independent study and reviewing materials and not for making up lab exercises. There are no Open labs during regular lab class periods. Open labs will be available only if there is time available AND the open lab is supervised by either a lab instructor or lab staff. The laboratory staff will not provide tutoring or other lab exercise information during Open lab. Students will not be allowed in the lab without supervision. Open lab times (if available) will be posted in the laboratory room. While in open lab, all safety and clean up rules will be enforced. All materials used during the Open lab must be properly returned from which they were retrieved.

Computer Usage: The computers used in the lab are used **ONLY** for lab exercises that require computers. These computers should not be used to check email, surf the Internet, print lecture or lab notes or research/term/lab papers. When students collect data from a lab exercise, the data can be printed to a printer located in the prep room. However, students are **NOT** allowed in the prep room; your instructor must retrieve printed data. During these exercises, students must make sure that their data are labeled with the individual or group name.

Academic Honesty Policy: Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment. Plagiarism is a form cheating that involves presenting the ideas or work of another as your own. Cheating includes, but is not limited to:

1. On a test or quiz: looking at or copying from another student's work, allowing another student to copy your work, exchanging written or oral communication, using notes, or opening a text book.
2. On out-of-class assignments (including lab reports): copying from another student or printed source without citation, having another person do your work, or allowing another student to use your work as his/her own.
3. Providing false documentation in order to be allowed to make up a missed test or assignment or to document an excused absence.

A first offense violation of the cheating policy will result in a grade of zero for the assignment in question. A second offense will result in assignment of an "F" grade for the course and a formal charge of academic dishonesty will be lodged with the Campus Dean for Student Services. Polices have been

established by Georgia Perimeter College to insure due process in charges of cheating or plagiarism. A copy of these procedures can be found in the Student Handbook.

Classroom Etiquette: Students are expected to conduct themselves in a collegial manner. A student who disrupts class activities will be asked to leave the lab room and/or will receive a zero for any activities performed during that participation session. A student who continues to be disruptive will be reported to the department chairperson and/or the Dean of Student Affairs for possible disciplinary action. A student may be asked to leave the classroom if the disruption of such a nature that it threatens the teaching processes, and/or the safety of the instructor or other students.

Electronic Devices: All electrical devices must be turned off upon entering the laboratory. You should alert your laboratory instructor in case of an emergency and you must answer a call or page. Should your electronic device goes off during lab and disrupts lab, you may be dismissed from lab for that session and receive a zero for any activities.

Affirmative Action Statement

Georgia Perimeter College adheres to affirmative action policies designed to promote diversity and equal opportunity for all faculty, staff, and students.

Americans with Disabilities Act Statement

If you are a student who is disabled as defined under the Americans with Disabilities Act(ADA) and require assistance or support services, please seek assistance through the Center for Disability Services (CDS). A CDS counselor will coordinate those services. CDS has an office on the Decatur Campus.

Equal Opportunity Statement

No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, sexual orientation, or disability be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted at Georgia Perimeter College.

The Regents' Test

The University System of Georgia requires that all students enrolled in undergraduate degree programs in University System institutions (including Georgia Perimeter College) successfully complete all parts of a competency examination in reading and English composition. This competency examination is commonly called "the Regents' Test" and is free of charge. A student has two attempts to pass this test before accumulating 45 semester hours of collegiate credit. After two attempts or after reaching 45 hours, a student will be required to take classes to prepare for the test. After accumulating 54 credit hours, a student may not take any collegiate level courses until completing the preparation classes and passing the test. Please sign up for the Regents' Test when you enroll in English 1102. Do this in time to have two attempts before accumulating 45 semester credit hours.

Last updated 04 June, 2009