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## BIOL 122 – Human Anatomy and Physiology II Laboratory Course Syllabus

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**COURSE NUMBER, TITLE:** BIOL\_OX 122, BIOL122 Human Anatomy and Physiology II

**CLASS SECTION:** LAB (class number 4775)

**CO- REQUISITE:** MUST BE ENROLLED IN BIOL\_OX 122 10-J LECTURE

**CREDIT ALLOCATION:** 4 credit hours  
Lecture: 3 credits = 45 contact hours/semester  
Lab: 1 credit = 45 contact hours/semester

**PLACEMENT:** Spring 2019

**LAB TIME:** Tuesdays 2:30 pm – 5:30 pm

**LAB LOCATION:** Science Building 301

**FACULTY:** **Dr. Cristy Tower-Gilchrist, PhD**  
**Clinical Instructor**  
**Email:** [cristy.tower-gilchrist@emory.edu](mailto:cristy.tower-gilchrist@emory.edu)  
Office Location: Whatcoat Building  
Office hours: Tuesdays 1:30pm to 2:30pm  
\*I will respond to email within 24-48 hours, typically sooner.

OR

Office: Emory SON room 321 (Wednesdays 12:30pm- 1:30pm)

**COURSE DESCRIPTION:**

This syllabus describes in more detail the laboratory component of the BIOL122 course. This laboratory course, the second in a two-course sequence, examines structures and functions associated with specific organ systems, and functional integration of these systems in homeostatic regulation of the body. The laboratory exercises explore the structure and function of the special senses, endocrine, cardiovascular system (heart and blood vessels), digestive system, respiratory system; urinary system; and reproductive system. Activities are designed to illustrate morphology of organs as well as physiological concepts. **Participation in and completion of the laboratory component is mandatory.**

**COURSE OBJECTIVES:**

1. Outline the organization of the endocrine system and the mechanisms by which it impacts other organ systems,
2. Identify and describe the gross and histological features of the heart; describe the electrical and mechanical functions of cardiac tissue, and factors that regulate cardiac function,
3. Identify arterial and venous components of circulatory routes within the human body; describe the structure and functions of special circulatory routes,
4. Identify and describe important histological features of blood vessels; outline and describe the short-term and long-term mechanisms that regulate blood pressure,
5. Describe the physical characteristics and functions of blood; identify and describe the functions of the formed elements and plasma proteins (including immune functions),
6. Identify the structures and functions of the respiratory system; identify and describe the factors (chemical, physiological) that impact gas exchange, oxygen binding to hemoglobin and rate / depth of breathing,
7. Identify and describe the gross and histological features of the kidney; list and describe the processes in the nephron involved with urine formation, and describe the mechanisms that regulate each,
8. Identify and describe the gross and histological structure of the alimentary canal and associated digestive glands; describe hormonal and neural control of secretion in the digestive system ,
9. Describe the actions of the respiratory system, the urinary system and the digestive system in maintaining the composition and pH of the body fluids; discuss clinical implications of imbalances,
10. Outline and describe the processes of human sexual reproduction, and describe hormonal control mechanisms that regulate them.

**CURRICULAR THREADS:**

This course will address the NHSWN curricular concept threads of: basic science foundation.

**BSN ESSENTIALS MET:**

- Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice

**NHWSN POLICY:**

Students should refer to the Student Handbook located on the main School of Nursing website for program information, School resources, policies, and guidelines. University policies may be found by searching [www.emory.edu](http://www.emory.edu).

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**OVERVIEW:**

This course, the second in a two-course sequence, examines structures and functions associated with specific organ systems, and functional integration of these systems in homeostatic regulation of the body. The endocrine, cardiovascular, urogenital, respiratory and gastrointestinal systems will be studied. Laboratory exercises emphasize the composition and structure at both histological and gross levels of these organ systems and demonstrate associated physiological principles. Upon completion of this course, the successful student will be able to demonstrate understanding of structure, function and integration of these organ systems.

**GRADING SCALE:**

The symbols: A, A-, B+, B, B-, C+, C, C-, D+, D, F, W, WF, S, U, WU, IP, I, IF/IU and AUD are used in the School of Nursing for undergraduate and graduate students.

Students enrolled in the PhD program will follow the Laney Graduate School grading scale. The responsibility for assigning grades rests exclusively with the faculty of a course.

<b><u>Quality Points</u></b>	<b><u>Letter Grade</u></b>	<b><u>Numerical Grade</u></b>
4.0	A	93–100
3.7	A-	90–92
3.3	B+	87–89
3.0	B	83–86
2.7	B-	80–82
2.3	C+	77–79
2.0	C	73–76
1.7	C-	70–72
1.3	D+	67-69
1.0	D	63-66
0.0	F	Below 63

**ROUNDING POLICY:**

Final grades will be rounded to the nearest whole number if the 10th space number is 5 or higher. Grades are reported to the registrar at the end of each semester.

2018-2019 Student Handbook ([http://www.nursing.emory.edu/ includes/documents/2018-2019%20SON%20Student%20Handbook\\_final-FINAL.pdf](http://www.nursing.emory.edu/includes/documents/2018-2019%20SON%20Student%20Handbook_final-FINAL.pdf) )

**STATEMENT ON RELIGIOUS HOLIDAYS:**

Students should notify their course faculty in writing during the first week of the semester of their desire to observe any religious holidays. Students will remain responsible for all assigned work/clinical days. Refer to 2018-2019 Student Handbook for the Religious Holiday Calendar.

**DISABILITY STATEMENT:** (More detail given later in this document)

If you have a documented disability and have anticipated barriers related to the format or requirements of this course, or presume having a disability (e.g. mental health, attention, learning, vision, hearing, physical or systemic), and are in need of accommodations for this semester, contact the Office of Accessibility Services (OAS) to learn more about steps for requesting accommodations. OAS website: [www.equityandinclusion.emory.edu/access](http://www.equityandinclusion.emory.edu/access)

Students who have accommodations should contact the course faculty and provide written documentation from the OAS during the first week of the semester, to communicate specific needs for the course. All discussions with OAS and faculty concerning the nature of your disability remain confidential.

**Respect Statement:**

The Nell Hodgson Woodruff School of Nursing is a learning community enriched by diversity. We are committed to inclusiveness recognizing that open exchange is necessary as we learn from each other and respect different perspectives.

*We are committed to:*

**Promote Respect**

*We will respect the dignity and rights of all students, faculty and staff regardless of position, rank or authority.*

**Initiate Dialogue**

*We will initiate dialogue and express diversity of thoughts in a courteous manner, without fear of reprisal or insult.*

**Cultivate Reflection**

*We will listen respectfully while others share ideas, allow speakers to complete their thoughts and be open to considering new approaches.*

**Foster Equity**

*We will foster a safe and equitable academic environment that acknowledges the contributions and experiences of all persons from unique identities and backgrounds.*

**Maintain Accountability**

*We will hold ourselves accountable for our ethical conduct and reject intolerance, harassment, or violence towards others.*

**FORMAT:**

Lab is intended to be in **HYBRID / “FLIPPED”** format, where students will meet during weekly scheduled lab times, however some resources and activities will be online. Laboratory exercises and activities are intended to be both collaborative and independent. Students should use canvas as their primary source of information about assignments, due dates, grades. Online assignments (quizzes, glossary, student presentation, lab exams) can be accessed and submitted through Canvas. In the case of assignments that will be based on platforms that are NOT Canvas-based links to these platforms will be provided in canvas.

**TECHNOLOGY REQUISITES:**

Students should bring laptops. Most quizzes and some assignments will be administered through canvas via the lockdown browser. Each student will need to install lockdown on his/her personal computer if he/she does not already have lockdown. Some lab material will be posted on canvas and at least one student per group should be able to pull up the resource required for different lab on his/her computer. System requirements for WileyPLUS can be found at <https://www.wileyplus.com/student-register/>

Students should know how to access course materials via Canvas and post questions / replies to the discussion board feature.

**REQUIRED MATERIALS:**

Allen, C., and Harper, V. Laboratory Manual for Anatomy and Physiology (6thed.) Hoboken: John Wiley and Sons (2017) (This is for Tortora 15e WPNG LLPC + LLPC Allen Lab Manual Bundle)

Other required materials: Principles of Anatomy and Physiology (15ed) Tortora, Gerard, J. and Derrickson, B. New York: John Wiley and Sons (2017) (included in the bundle above)

**Bundled with WileyPLUS ISBN 9781119535836**

- **Access code (Course ID) Class Section Name:** BIOL\_OX 122

**GRADING SCHEME POINTS:**

Grades will be based on the following:

<b>GRADING SCHEME</b>	<b>POINTS</b>
Grades will be based on the following:	
<b>Three Laboratory Exams (Each worth 60 points)</b> Laboratory exams are PRACTICAL and TIMED, and are to be taken on the day scheduled.	<b>180</b>
<b>WileyPLUS Pre-Lab assignments</b> Assignments should be completed PRIOR to Lab	<b>35</b>
<b>Formative Quizzes (best 5)</b> Quizzes are ONLINE and TIMED	<b>50</b>
<b>Online glossary of anatomical or physiological terms</b> For each module, students will contribute 2 terms, with definitions	<b>10</b>
Student Presentations	25
<b>TOTAL</b>	<b>300</b>

(NOTE - the points earned in lab contribute to the overall grade for BIOL122-OX. See the course syllabus for the details related to the grade assignments for the course)

Labs will be a combination of identifying anatomical structures of different organ systems, along with completion of physiology labs.

**Anatomy:** Students will be given a weekly “What I Need To Know” document for each module. This document will provide a list of the anatomical structures and functional anatomy that students must know for that week’s lab. Students will access the pertinent information they need to know in Real Anatomy, which can be accessed in the Read, Study & Practice area of WileyPlus.

Student will be asked to learn structures in the context of cadaver images, anatomical models, and histology slides. For functional anatomy, students will refer to their lecture PowerPoint. Occasionally, supplemental information will be given in the form of PowerPoint presentations to aid in studying structures. Students will then be required to complete a weekly lab quiz. There are some modules where there is a biweekly quiz.

**Physiology:** Some weeks will also include an additional physiology lab assignment, which can be accessed in PowerPHYS under the Read, Study & Practice Area of WileyPlus. Your “What I Need To Know” document will indicate whether there is a physiology assignment for that week. You are required to complete the physiology assignment before lab, save the assignment as a PDF, then upload the PDF in the correct place on Canvas.

## **BRIEF DESCRIPTIONS OF MAJOR ASSIGNMENTS**

### **ONLINE GLOSSARY OF ANATOMICAL TERMS:**

Students will submit 2 anatomical or physiological terms, with definitions in their own words, for each module. Students cannot duplicate terms for a module OR for multiple modules. There are more than enough anatomy and physiology terms that no two students are defining the same terms or no one student is using the same terms for different modules.

The online glossary will be built in Canvas.

### **STUDENT PRESENTATIONS:**

Each group of 4 students will select a current journal article to present to the class. The articles must be current (published in the last 2 years). Each presentation should have background, introduction, materials and methods, results, conclusions and future directions. Each member must equally contribute to the presentation. The title of the article will be due online by February 19, 2019; a draft outline of the presentation will be turned in on March 19, 2019, and final presentations will be on April 16, 2019. The order of the presentations will be determined by when the title and outline for each group is turned in.

See the rubric for details on grading of the student presentations on canvas.

### **LABORATORY EXAMS:**

Laboratory exams are TIMED, and are to be taken on the day scheduled. Emory University ID or valid picture ID may be required for entrance into the laboratory exam. No student will be allowed to exceed the allotted time for any laboratory exam. Students arriving more than 5 minutes late to a laboratory exam may be asked to take the exam during another time, if space and resources allow. Each lab exam will be worth 60 points, for a total of 180 points contributing to the overall course grade. See more detail concerning the lab exams in the POLICIES section of this document.

### **MID-TERM REPORT:**

**A mid-term grade is not assigned or posted for this lab. The last day for partial withdrawal without academic penalty is Friday, March 8<sup>th</sup>, 2019.** It is each student's responsibility to keep up with their academic progress in this laboratory. At any time, If you have any questions as to whether or not you are making satisfactory progress, please contact your instructor BEFORE March 8th, 2019.

### **COURSE SCHEDULE:**

Be sure to check the schedule often for changes in the due dates of assignments throughout the Spring 2019 semester. **Please note that the course schedule is tentative and subject to change. More importantly, due dates for assignments may be changed at the instructor's discretion. You are responsible for keeping track of due dates and turning in your work when it is required.**

**In addition to the lab manual, course documents may be found on canvas.** Students are required to review and **COMPLETE** this material **BEFORE** each week's laboratory meeting. It is your responsibility to be prepared for each and every weekly lab meeting, so you should check with your instructor to verify what is required.

## LAB DETAILED SCHEDULE s2019

<p><b>WEEK 1: January 16</b></p>	<p><b>MODULE 1: SPECIAL SENSES and ENDOCRINE SYSTEM</b></p> <p><b>Lab 1: Course Introduction; Lab Safety</b>  <b>Exercise 24 - Special Senses</b> (Activities 1-3, pp.366-373; Activity 7-13, pp. 378-380)</p> <p><b><u>DUE BEFORE LAB (2:30pm):</u></b>  Lab 1 Pre-lab Assignment (WileyPlus)  <b>Eye Dissections: Please wear closed toe shoes and pants.</b></p> <p><b><u>DUE by 1/22/2019 by</u></b>  Extra Credit Homework Assignment 1 (Complete on WileyPlus)</p> <p><b>M1 Special Senses (Canvas) OPENS</b></p>
<p><b>WEEK 2: January 22</b></p>	<p><b>Lab 2: Exercise 25 – Endocrine Structure and Function</b> (Lab Activities 1 – 6, pp. 401-411)</p> <p><b><u>DUE BEFORE LAB (2:30pm):</u></b>  Lab 2 Pre-lab Assignment (WileyPlus)  Complete PowerPHYS Activity 5, Blood Glucose Regulation- <b>upload pdf to canvas</b>  <b>M1 Special Senses quiz Closes (at 2:30 pm) (Canvas)</b></p> <p><b><u>DUE by 1/29/2019 (2:30pm):</u></b>  Extra Credit Homework Assignment 2 (WileyPlus)</p> <p><b>M1b Endocrine Quiz (Canvas) OPENS</b></p>
<p><b>WEEK 3: January 29</b></p>	<p><b>MODULE 2: HEART, BLOOD VESSELS, BLOOD (WEEKS4-6)</b></p> <p><b>Lab 3: Exercise 27 – Heart Structure and Function</b> (In-Lab Activities 1 – 6, pp. 441-452; Activity 8, pp 454-456)</p> <p><b>Sheep Heart Dissections</b></p> <p><b><u>DUE BEFORE LAB (1:40pm):</u></b>  Lab 3 Pre-Lab Assignment (WileyPlus)  <b>M1b Endocrine quiz CLOSES (at 2:30 pm) (Canvas)</b></p> <p><b><u>DUE by 2/05/2019 (1:40pm):</u></b>  Homework Assignment 3 (WileyPlus)</p>

<b>WEEK 4: February 5</b>	<p><b>Lab 4: Heart Physiology</b>  <b>Exercise 28 – Cardiac Cycle</b> (In-Lab Activities 1 – 5, pp. 461-468)</p> <p><b><u>DUE BEFORE LAB (1:40pm):</u></b>  Lab 4 Pre-Lab Assignment (WileyPlus)  PowerPhys Ex 10 Effect of Exercise on Cardiac Output (Complete on WileyPlus, upload pdf to canvas)  <b>M2a Heart Anatomy closes (2:30pm)</b>  <b><u>DUE by 2/12/2019 (1:40pm):</u></b>  Homework Assignment 4 (WileyPlus)</p> <p><b>M2b Heart Physiology Quiz OPENS</b></p>
<b>WEEK 5: February 12</b>	<p><b><u>DUE BEFORE LAB (2:30pm):</u></b>  <b>M2b Heart Physiology Quiz closes (2:30pm)</b></p> <p><b>LABORATORY EXAM 1 (Labs 1-4 Special Senses, Endocrine, heart anatomy, heart physiology)</b></p>
<b>WEEK 6: February 19</b>	<p><b>Lab 5: Exercise 29 – Blood Vessel Structure and Function</b> (In-Lab Activities 1 – 3, pp. 473 – 482); <b>Exercise 30 – Blood Vessel Identification</b> (In- Lab Activities 1 – 12, pp. 489 – 508)</p> <p><b><u>DUE BEFORE LAB (2:30pm):</u></b>  Lab 5 Pre-Lab Assignment (WileyPlus)  PowerPhys Exercise 7 Effect of Exercise on Arterial Pressure and Vascular Resistance Upload completed assignment to canvas  *TURN IN Title of paper for Student Presentations*</p> <p><b><u>DUE by 2/26/2019 (2:30pm):</u></b>  Extra Credit Homework Assignment 5 (WileyPlus)</p> <p><b>M2c Blood vessels quiz Opens</b></p>
<b>WEEK 7: February 26</b>	<p><b>Lab 6: Exercise 26 – Blood Components &amp; Blood Tests</b> (In-Lab Activities 1 – 2, pp. 421-427; Activities 6 - 7, pp. 430 – 433)</p> <p><b>(SON FIELD TRIP will depart at 2:30pm- (IF possible please arrive at 2:25 ONLY if you can)</b></p> <p><b><u>DUE BEFORE LAB (2:30pm):</u></b>  Lab 6 Pre-Lab Assignment (WileyPlus)  <b>M2c Blood vessels Quiz closes (2:30pm)</b></p> <p><b><u>DUE by 3/05/2019 (2:30pm):</u></b>  Extra Credit Homework Assignment 6 (WileyPlus)</p> <p><b>M2d Blood components quiz OPENS ( Canvas)</b></p>



WEEK 8: March 5	<p><b>MODULE 3: THE RESPIRATORY SYSTEM</b></p> <p><b>Lab 7: The Respiratory System</b></p> <p><b>Exercise 32 Respiratory System Structure and Function</b> (In Lab Activities 1 – 7, pp.537 – 549); Exercise 33 Pulmonary Ventilation (In-Lab Acts 1 – 5, pp. 555-565)</p> <p><b>Lung dissections</b></p> <p><b><u>DUE BEFORE LAB (2:30pm):</u></b>  Lab 7 Pre-Lab Assignment (WileyPlus)  <b>PowerPhys Activity Exercise 8 : Respiratory Volumes; Exercise 9 Regulation of Pulmonary Ventilation</b> complete on WileyPlus, upload pdf to canvas, ( Title of paper group will be presenting)</p> <p><b>M2d Blood components (Canvas)closes at 2:30pm</b></p> <p><b><u>DUE by 3/19/2019 (2:30pm)</u></b>  Extra Credit Homework Assignment 7(WileyPlus)</p> <p><b>M3 Respiratory Quiz opens</b></p>
WEEK 9: March 12	<p><b>Spring Break – Labs do not meet</b></p>
WEEK 10: March 19	<p><b>MODULE 4: THE DIGESTIVE SYSTEM</b></p> <p><b>Lab 8: The Digestive System Exercise 34 Digestive System Structure and Function</b> (In-Lab Activities 1 – 5, pp.571-581; I n - L a b Activities 7 – 9, pp. 583 – 592); <b>Exercise 35 Mechanical and Chemical Digestion</b> (In-Lab Activity 2, p. 599-602)</p> <p><b>Fetal Pig Dissections</b></p> <p><b><u>DUE BEFORE LAB (2:30pm):</u></b>  Lab 8 Pre-Lab Assignment (WileyPlus)  *Turn IN Outline of who is presenting what for the Student Presentations*</p> <p><b>M3 Respiratory Quiz CLOSES (at 2:30 pm)</b></p> <p><b><u>DUE by 3/26/2019 (2:30pm)</u></b>  Extra Credit Homework Assignment 8 (WileyPlus)</p> <p><b>M4 Digestive Quiz OPENS (Canvas)</b></p>
WEEK 11: March 26	<p><b><u>DUE BEFORE LAB (2:30pm)</u></b>  M4 Digestive quiz (Canvas)</p> <p><b>LABORATORY EXAM 2 ( Labs 5-7 Blood vessels, blood, respiratory system, and digestive system)</b></p>

<p><b>WEEK 12: April 02</b></p>	<p><b>MODULE 5: THE URINARY SYSTEM and REPRODUCTIVE SYSTEM</b>  <b>Lab 9: Urinary System Structure and Function</b>  <b>Exercise 36 Urinary System Structure and Function</b> (In-Lab Activities 1 – 7, pp. 607-618)</p> <p><b>Kidney Dissections</b></p> <p><b>Urine Formation, Urinalysis and Acid-Base Balance</b>  <b>Exercise 37 Urine Formation and Urinalysis</b> (Activity 2-3, pp. 625, 628-631) Acid – Base Balance – You Be the Doctor</p> <p><b><u>DUE BEFORE LAB (2:30pm)</u></b>  Lab 9 Pre-Lab Assignment (WileyPlus)  <b>PowerPhys Exercise 10 Influence of Fluid Intake on Urine formation</b></p> <p><b><u>DUE by 4/09/2019 (2:30pm)</u></b>  Extra Credit Homework Assignment 9 (WileyPlus)</p> <p><b>M5a Urinary quiz OPENS (canvas)</b></p>
<p><b>WEEK 13: April 09</b></p>	<p><b>MODULE 5: THE URINARY SYSTEM and REPRODUCTIVE SYSTEM</b></p> <p><b>Lab 10: Male and Female Reproduction, Anatomy and Physiology</b>  <b>Exercise 38 Male Reproductive System Structure and Function</b> (In-Lab Activities 1 –6, pp. 637 – 646); <b>Exercise 39 Female Reproductive System Structure and Function</b> (In-Lab Activities 1 – 8, pp. 653 – 665)</p> <p><b><u>DUE BEFORE LAB (2:30pm):</u></b>  Lab 10 Pre-Lab Assignment (WileyPlus)  <b>M5a Urinary quiz CLOSES (at 2:30 pm)</b></p> <p><b><u>DUE by 4/16/2019 (2:30pm):</u></b>  Extra Credit Homework Assignment 10 (WileyPlus)</p> <p><b>M5b Reproductive quiz OPENS (Canvas)</b></p>
<p><b>WEEK 14: April 16</b></p>	<p><b>Lab 11: Male and Female Reproduction, Anatomy and Physiology</b>  (continued/review)</p> <p><b><u>DUE today BY 1:00 pm:</u></b>  <b>** STUDENT PRESENTATIONS**</b> (Only one person from the group needs to upload the file)</p>
<p><b>WEEK 15: April 23</b></p>	<p><b><u>DUE Today:</u></b>  <b>M5b Reproductive quiz CLOSES (at 2:30 pm)</b></p> <p><b>LABORATORY EXAM 3 (Digestive, Urinary (and acid-base), and reproductive systems (Labs 8-11) (Last day of lab)</b></p>

**\*This schedule is tentative. I reserve the right to make changes as deemed necessary.**

Student work submitted as part of this course may be reviewed by Oxford College, Emory College or School of Nursing faculty and staff for the purposes of improving instruction and enhancing Emory education

## **COURSE POLICIES:**

### **ATTENDANCE:**

**Attendance is required at all labs. AN UNACCEPTABLE ABSENCE FROM LABORATORY RESULTS IN A FIVE-POINT REDUCTION IN THE FINAL GRADE. TWO UNACCEPTABLE LABORATORY ABSENCES RESULT IN FAILURE OF THE COURSE**

Please refer to the Biology Department's Absence Policy (attached below for more details).

### **LABORATORY SUPPLIES:**

Supplies are provided for student use. Equipment, models, slides, etc. may not be removed from the lab. You will need to purchase goggles which are not supplied.

### **LABORATORY SAFETY:**

Students should wear shoes with closed toes (Absolutely NO SANDALS or FLIP-FLOPS) and proper attire to lab. Unpermitted items include but not limited to skirts, skorts, and shorts. Pants are welcomed.

**Food is absolutely prohibited in the laboratory. (Water bottles are not allowed.)**

Laptops are required for lab but please note that Up to 10 points may be deducted from final course grade (lab points) for professional misconduct such as Inappropriate use of electronic devices during lab more than once. Electronic devices (CD players, iPods, etc.) should be turned off when coming to lab. Cell phones and pagers should be turned off or set on "vibrate" mode. Students speaking on cell phones during the laboratory exercise will be considered disruptive and may be asked to leave.

Students are expected to clean up after themselves. Equipment and other lab supplies should be returned to their places. Do not operate any equipment until you are instructed in its proper use.

### **LABORATORY EXAMS:**

**Lab tests are to be taken on the day scheduled.** Emory University ID or valid picture ID may be required for entrance into the laboratory exam.

**Laboratory exams are timed.** No student will be allowed to exceed the allotted time for any laboratory exam. Students arriving more than 5 minutes late to a laboratory exam may be asked to take the comprehensive, if point requirements are met. Each lab exam is composed of practical portion (identifying/list function of organ or system, questions about physiology). Each lab exam will be worth 60 points, for a total of 180 points contributing to the overall course grade.

**Opportunities for make-up exams are extremely limited and are at the discretion of the laboratory coordinator.** If a lab exam is to be missed, the laboratory coordinator is to be notified immediately. Students needing to miss a laboratory exam must obtain permission from the Laboratory Coordinator to take a make-up exam. **Only students having written permission from the instructor will be allowed to take the make-up exam. No student will be allowed to make up more than one lab exam.** Students missing a second laboratory exam will be assigned a score of 0 of the missed exam.

Students who are unable to take the lab test during a regularly scheduled exam time may have the option of taking a COMPREHENSIVE make-up exam at the end of the semester. This comprehensive

lab exam may replace one missed lab exam only. Only students who have earned 55% of the possible lab points (ie, 165 out of 300 possible points) will have the option of taking the comprehensive lab exam. Students who are not eligible to take the comprehensive lab exam will receive a 0 score for the missed exam.

**Laboratory exam papers remain the property of the NHWSN and Oxford College.** Students will have an opportunity to review their performance on each exam and discuss their grade with their instructor. Students may NOT keep their exam papers. Students who do not return their exam papers to their instructor will be considered in violation of the Student Code of Conduct regarding theft of University property.

### **QUIZ/LABORATORY EXAM POLICIES:**

- During quizzes and exams, all electronic device such as cell phones, iPads, palm pilots, pagers, calculators, MP3 players etc. are PROHIBITED. Possession and/or use of these items above or any electronic device during a quiz or exam will result in a grade of zero.
- Points can be lost from an exam or quiz if during test time, a cell phone or other electronic device makes a noise such as beeping, buzzing, chiming, ringing, etc. which disrupt the testing environment. The responsible student will be held accountable and lose points.
- Identification Sheets (ID sheets) will be given for some labs. During lab, we will learn how to identify the items on the sheets as well as go over the associated functions. It is a good idea to use a hardcopy to take notes on during lab.
- Post-lab quizzes will have a variety of pictures some from models, dissections, tissues, etc and are fill-in-the blank questions. For fill-in-the-blank questions asking you to identify a structure, the answer will come straight from the lab need-to-knows (or ID Sheets). (In other words, if a structure is not listed on the lab need-to-know, then it is not a possible answer.) Use the ID sheet for proper spelling of these structures to maximize your points on the Post-Lab Quizzes. For all post-lab quizzes ONLY one attempt is allowed.
- Please note that Failure to complete quizzes by the due date and time will result in a grade of zero (0).
- Pre-Lab Assignments (quizzes) and Post-Lab Quizzes cannot be made up. Also if you miss one of these assignments/quizzes, you will not be able to see the questions and answers to hero you for the lab practicals. Please note that Failure to complete quizzes by the due date and time result in a grade of zero (0).

### **PRE-LAB ASSIGNMENTS:**

**Must be completed on Wiley Plus before lab starts and are worth 3 points. These assignments are used to** measure your preparedness for each lab. These quizzes are timed and MUST be completed before the due date and time. All of the answers can be found on the lab need-to-know and completed “before going to lab” in your lab manual. It is highly recommended that you complete the “Before going to lab” Study Guide in your lab manual (referred to as Pre-Lab Study guide) in its entirety before attempting the Pre-Lab Assignments. The pre-lab assignments will be checked and the grade recorded on canvas weekly. The name of the assignments in wiley will correspond to the name of topic and week number.

### **EXTRA CREDIT HOMEWORK ASSIGNMENTS:**

These assignments which consist of the “Reviewing Your Knowledge” and “Testing Your Knowledge” questions can earn up to **3 extra credit points** on each lab exam score. These assignments will be posted on WileyPlus and should be completed by the date assigned in Wiley. **Late assignments will not be accepted.** .

**\*\*Hardcopies will no longer be accepted for the extra credit opportunities** At the end of each exercise in your lab manual is the reviewing/testing your knowledge section, can be used as study guides to help review for the lab exams.

### **IN-LAB ASSIGNMENTS:**

These assignments are listed as “In-Lab Activity” for the different exercises in the Lab Manual and all activities for each lab are expected to be completed during lab time. These can be used as in-study guides when

studying for the lab exam. There are additional assignments that might be handed out in and lab. Students will be required to complete these assignments and turn them in before the end of lab.

### **SON FIELD TRIP:**

This is an official class field trip from Oxford to SON, and all students attending will be transported via Oxford shuttle van. No student will be allowed to stay at Atlanta campus after the SON visit ends. All students MUST return back to the Oxford campus on the shuttle. The departure time will be at 2:30pm (at start of lab). Arrive to departure site on time. If you are late, you will not be allowed to load the van. All students are expected to remain together until you are given a number for the simulation that you will attend. There will be 4 groups of 5 and each group will observe and participate in a lab simulation at the SON. Students unable to attend the trip due to class conflicts will be expected to complete the online simulation that will be posted for the specific lab. There is no need to bring your book bag or laptop, travel light. If needed, a pen and notebook will be provided to you. The date of the SON fieldtrip has been included in the detailed lab schedule.

### **OPEN LAB TIME:**

The A&P lab will be open for student self-review of microscope slides, specimens, models, etc. Time TBA.

### **CHILDREN and VISITORS IN LAB:**

Children should never accompany students to lab. Students bringing children to lab will be asked to leave. Adult visitors may be welcome in the lab at the discretion of the instructor. Adult visitors are expected to abide by the policies and procedures outlined in this syllabus. Adult visitors may be asked to leave at any time, for any reason.

### **GRADES:**

Grades will be available via Canvas throughout the semester. You may contact the course instructor to obtain your grade in person. **NO GRADES WILL BE PROVIDED VIA TELEPHONE OR EMAIL.**

### **Other policies:**

### **ACADEMIC INTEGRITY:**

Dishonesty in the classroom will not be tolerated. The (abridged) policy regarding student dishonesty at Oxford College of Emory University can be found in "Honor Code," under Oxford College Code of Conduct, pages 132-140 of the 2018-2019 Catalog. An electronic version of the complete policy regarding academic integrity and conduct can be found at

<http://oxford.emory.edu/catalog/documents/oxford-catalog-2018-2019.pdf>

Violations of the Student Code of Conduct will receive a grade of 0 for the assignment and a report of the incident will be forwarded to the Honor Council.

When appropriate, students may collaborate on experiments or assignments, however students will generally be expected to turn in their own work. Instructions regarding the nature of each assignment will be provided.

### **AMERICANS WITH DISABILITIES ACT:**

Oxford College of Emory University and Nell Hodgson Woodruff School of Nursing both comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek academic accommodations must first take appropriate documentation to the Office of Disability Services, located on the main campus, University Administration Building,

Suite 110 ([www.ods.emory.edu](http://www.ods.emory.edu)) OR 100 Hamill Street on the Oxford College campus. It is the responsibility of ODS to assess the documentation of each student requesting academic accommodations based on disability.

OAS works with students who have disabilities to provide reasonable accommodations. In order to receive consideration for reasonable accommodations, students must contact OAS and complete the registration process. Faculty may not provide disability accommodations until an accommodation letter has been processed; accommodations are not retroactive. Students registered with OAS who receive a letter outlining specific academic accommodations are strongly encouraged to immediately coordinate a meeting time with their professor to discuss a protocol to implement the accommodations as needed throughout the semester. This meeting should occur as early in the semester as possible. Contact Megan Bohinc in OAS for more information at (770) 784-4690 or [oas\\_oxford@emory.edu](mailto:oas_oxford@emory.edu). Additional information is available at the OAS website at <http://equityandinclusion.emory.edu/access/students/index.html>

If you believe that you possess a disability for which reasonable accommodation must be made, you must **consult with the instructor before the close of the second class meeting**. Should a disability requiring accommodation arise after the second class meeting, you must present documentation to the ODS for assessment as quickly as is possible.

#### **RELIGIOUS HOLIDAYS ARRANGEMENTS:**

Instructors are encouraged, not required, to accommodate students' academic needs related to religious holidays. Please make every effort to negotiate your religious holiday **needs within the first two weeks of the semester; waiting longer may compromise your instructor's ability to extend satisfactory arrangements**. If you need guidance negotiating your needs related to a religious holiday, the College Chaplain, Rev. Lyn Pace, [ppace@emory.edu](mailto:ppace@emory.edu), Candler Hall 202, is willing and available to help. ***\*\*Please be aware that Rev. Pace is not tasked with excusing students from classes or writing excuses for students to take to their professors.*** Emory's official list of religious holidays may be found at [http://www.religiouslife.emory.edu/faith\\_traditions/holidays.html](http://www.religiouslife.emory.edu/faith_traditions/holidays.html).

#### **INCLUSIVITY STATEMENT:**

Oxford College of Emory University's ideals of inclusivity require that we foster an environment where people of diverse backgrounds, identities, abilities, and ideologies are affirmed, respected, and seen as a source of strength; where we strive to learn together, and ultimately thrive communally. If we at all fail to support these ideals, then we encourage discussion towards improvement, and we hope that this statement affirms your right to seek those discussions via dialogue with faculty, staff, your peers, and the use of the "Speak Up!" system when needed.

#### **"CIVILITY CLAUSE":**

Students are expected to behave toward course instructors, guest lecturers, and fellow students with courtesy and consideration. This means that talking and disruptive behavior will NOT be TOLERATED. Students who must arrive more than 10 minutes late will be counted absent and should enter class quietly and be prepared for class (ie, not fumbling with calculators, backpacks, papers, etc...). Students who need to leave a class early will have to email the instructor before class and should sit near an exit, then leave quietly. Cell phones, pagers, and other electronic devices should be silenced and stored (OUT of sight) in the classroom. Laptops are permitted for LAB assignments (WileyPlus) and notetaking ONLY but please note that Up to **10 points may be deducted from lab exam** for professional misconduct such as inappropriate use of electronic devices during lab (also lecture) more than once.



The course instructors reserve the right to end a class at any time, for any reason, including the disruptive or rude behavior of anyone in the classroom.

### **Emory Statement on Civil Discourse:**

We believe the manner in which we interact with each other is critical to cultivating and maintaining a meaningful and effective intellectual environment. We encourage a climate of respect and inclusiveness that welcomes and embraces community members with diverse backgrounds and life experiences. We deliberately seek multiple perspectives and support the free and open exchange of ideas and civil discourse. We affirm the inherent dignity in all of us and we strive to maintain a climate of justice marked by respect for each other. Our community can only continue to thrive when we approach each conversation with an open mind and when each member can contribute fully.

### **E-MAIL POLICY**

Emails are highly welcomed however to ensure that I can address your issue in a timely manner, the following requirements should be included in your email:

1. the problem (which should also be included in subject line) that requires a decision or action
2. the background - why are you making this request? What is the policy outlined in the syllabus?
3. options available to you - first choice, second choice, and why each is an option.
4. your specific request (which might also be included in the subject line; so that I can tell that it is not spam or a virus)
5. the deadline if applicable by which your request must be met

The subject line should include LAST NAME, COURSE and LAB SECTION (Tues, Wed, Thurs), and the problem or request stated very succinctly. Keep in mind that emails that do not meet these requirements may not receive a response. (Messages sent through Blackboard will have this information included automatically.)

### **Absence Policy – Biology Department, Oxford College**

All students are expected to attend all lecture and laboratory sessions. However, emergencies may arise which will necessitate absences from class. Students are allowed 4 cuts in lecture and **NO CUTS** in lab. Students may only miss lab without penalty in cases of illness, family emergency or a school-sponsored event **which is cleared with the professor in advance**. Students are responsible for all material which is covered in laboratory and lecture. When possible, students will be allowed to “make-up” laboratory material missed due to an excused absence; however, because of the nature of the laboratory material, actual “make-up” of missed activities is usually impossible.

#### **PENALTIES**

Students who exceed the “4-cut” limit in lecture, for whatever reason, or have an unacceptable absence from laboratory will have their final grade reduced 5 points per absence. Students who miss 2 labs without acceptable reasons will fail the course (see below).

#### **LECTURE ABSENCES**

THERE ARE NO EXCUSED ABSENCES FOR LECTURE. Each student may be absent four (4) times without penalty. These four (4) cuts may be used for any reason: illness, studying, travel, family emergency, etc. However, ANY additional cuts will result in grade reduction. **USE YOUR CUTS JUDICIOUSLY**, e.g., for sick leave only.

#### **ACCEPTABLE LABORATORY ABSENCES**

Although no discretionary absences, ie, “cuts,” are allowed regarding laboratory exercises, on rare occasions, illness, family emergencies or certain school sponsored events may make it necessary for a student to miss a laboratory session. The instructor **MUST** be notified prior to the day of the absence in all but the most extreme emergencies.

In all cases, the final decision regarding whether or not an absence is acceptable will be made by the instructor.

**AN UNACCEPTABLE ABSENCE FROM LABORATORY RESULTS IN A FIVE-POINT REDUCTION IN THE FINAL GRADE. TWO UNACCEPTABLE LABORATORY ABSENCES RESULT IN FAILURE OF THE COURSE.**

#### **MISSED TESTS**

Ordinarily, tests cannot be made up, however, this is up to the instructor. If a student misses a test, and the absence is acceptable, the missed test will not count either for or against the student. If the absence is not excused, the grade will be a zero. Students are cautioned that any excuse for missing an exam will come under severe scrutiny by the instructor. **THE INSTRUCTOR MUST BE NOTIFIED PRIOR TO THE TIME OF THE EXAM, AND THE INSTRUCTOR MAKES THE FINAL DECISION REGARDING WHETHER OR NOT AN ABSENCE IS ACCEPTABLE.**



Laboratory tests which are missed for a reason that is excused MUST be made up. The instructor must be notified prior to the time of the test.

### **RELIGIOUS HOLIDAYS**

Students must notify the instructor one week in advance if they intend to be absent for a religious holiday.

### **TARDINESS**

Being late to class is rude and distracting. Continued tardiness by any student will result in the assignment of absences and ultimately a reduction in the student's grade. Three tardiness equal an absence. The tardy student is responsible for notifying the instructor that s/he entered the classroom late and therefore was not absent. The instructor reserves the option of excluding a person from further classroom or laboratory participation if the student is continuously tardy.

**Falsification of information regarding absences from class or laboratory will be considered a breach of academic integrity.**

**PLEASE NOTE that changes or additions to this syllabus, including specified readings, exam dates, grading, and course policies can be made at the discretion of the instructor at any time.**

*Last Updated: 1/2/2019*

## LABORATORY SAFETY POLICIES

1. Students should wear shoes with closed toes (Absolutely NO SANDALS or FLIP-FLOPS) and proper lab attire. Unpermitted items include but not limited to skirts and skorts.

Safety goggles and gloves **must be worn** during dissections. Long hair needs to be pulled back and AVOID wearing hanging jewelry during lab. Points can be lost for a specific lab due to students who attends lab without appropriate attire or footwear as you will not be permitted to take part in lab on that day.

2. Students should arrive on time for lab. Those needing to arrive late or leave early should contact the Instructor.
3. Unauthorized laboratory experiments are NOT permitted.
4. Students are expected, at all times, to consider the safety and comfort of those around them. Students acting in an unsafe or disruptive manner will be asked to leave immediately.
5. **Food is absolutely prohibited in the laboratory. (Water bottles are not allowed.)**
6. Electronic devices (CD players, iPods, etc.) should be turned off when coming to lab. Cell phones and pagers should be turned off or set on “vibrate” mode. Students speaking on cell phones during the laboratory exercise will be considered disruptive and may be asked to leave.
7. Students are expected to clean up after themselves. Equipment, slides and models should be returned to their places, spills cleaned and trash discarded. Dissecting tools should be cleaned with soap and water. Grade reductions may be taken if a work area is left unclean or unsafe for others working in the laboratory.
8. Injuries should be reported to the Instructor immediately. Students should familiarize themselves with the location of the safety equipment (ie, safety shower, eye-wash stations, fire blankets and extinguishers, sinks, etc...)
9. Do not operate any equipment until you are instructed in its proper use.

**Print Name:**\_\_\_\_\_

**Signature:**\_\_\_\_\_ **Date:** \_\_\_\_\_