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BIOL 121 – Human Anatomy and Physiology I Laboratory  
Course Syllabus – Fall 2018

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<b><u>COURSE NUMBER, TITLE:</u></b>	BIOL_OX 121, BIOL121 Human Anatomy and Physiology with lab
<b><u>CLASS SECTION:</u></b>	LAB (class number 3410)
<b><u>CO- REQUISITE:</u></b>	MUST BE ENROLLED IN BIOL_OX 121 LECTURE
<b><u>CREDIT ALLOCATION:</u></b>	4 credit hours Lecture: 3 credits = 45 contact hours/semester Lab: 1 credit = 45 contact hours/semester
<b><u>PLACEMENT:</u></b>	FALL 2018
<b><u>LAB TIME:</u></b>	Tuesdays 2:30 pm – 5:30 pm
<b><u>LAB LOCATION:</u></b>	Science Building 301
<b><u>FACULTY:</u></b>	<b>Dr. Cristy Tower-Gilchrist</b> <b>Clinical Instructor</b> Email: <a href="mailto:cristy.tower-gilchrist@emory.edu">cristy.tower-gilchrist@emory.edu</a> Office Location: Whatcoat Building Office hours: Tuesdays 1:00pm to 2:00pm

**REQUIRED MATERIALS:**

Allen, C., and Harper, V. Laboratory Manual for Anatomy and Physiology (6thed.) Hoboken: John Wiley and Sons (2016) (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 (2016) (included in the bundle above)

**Bundled with WileyPLUS ISBN 9781119535836**

- **Access code (Course ID) 663707 Class Section Name: BIOL\_OX 121**

**DESCRIPTION:**

This syllabus describes in more detail the laboratory component of the BIOL121 course. The laboratory involves overview and review of general biological concepts (osmosis, diffusion and movement of substances across a semipermeable membrane; cell anatomy, mitosis and meiosis); an introduction to the language of anatomy and physiology; an introduction to tissue types and classification schemes; and in-depth study of organ systems including integument, bone, muscle and nervous 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. Identify the components of homeostatic mechanisms in physiological processes and distinguish between positive and negative feedback; describe why disruption of homeostatic mechanisms results in dysfunction or disease
2. Describe the roles of inorganic and organic molecules underlying physiological processes, with emphasis on acids, bases and buffers

3. Describe the cellular composition, functions, and locations of major tissue types in the human body
4. Describe the structure and functions of the skin and skin appendages, and their importance in protection and homeostasis
5. Identify the cellular and histological composition found in the musculoskeletal system; and describe the gross and microscopic features, the locations, and functions of each in maintaining homeostasis
6. Identify the cellular, anatomical, and physiological characteristics of nervous tissue; describe the control functions of the divisions of the nervous system as they regulate other organ systems in the human body and maintains homeostasis

### **CURRICULAR THREADS:**

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

### **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).

### **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.*

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### **FORMAT:**

Lab is intended to be hybrid in format, with in-class activities accompanied by online resources and activities that can be completed outside of the scheduled lab times. Students should expect to work and communicate in several media, traditional and electronic, and should expect to find themselves working in groups and independently. Many jobs require that people work together in teams - this is particularly true in healthcare settings, where evidence indicates that effective teamwork leads to improved patient care and outcomes. Collaborative work also increases the effectiveness of learning. The laboratory learning community is a bit less formal and structured than that in the classroom.

### **Technology Requisites:**

Students should bring laptops to lab. System requirements for WileyPLUS can be found at <http://help.wileyplus.com/browsercheck/index.html>. Students should know how to access course materials via Canvas and post questions / replies to the discussion board feature.

<b>GRADING SCHEME</b>	<b>POINTS</b>
Grades will be based on the following:	
<b>Exams</b> Laboratory exams are PRACTICAL and TIMED, and are to be taken on the day scheduled.	180
<b>WileyPLUS Pre-Lab assignments</b> Assignments should be completed PRIOR to Lab	30
<b>Formative Quizzes (best 5)</b> Quizzes are ONLINE and TIMED	50
<b>Online glossary of anatomical or physiological terms</b> For each module, students will contribute 2 terms, with definitions	10
<b>Online bibliography</b> For ONE module, students will contribute to the course bibliography	5
<b>Art Project</b> A collaborative project, submitted online	15
<b>Massage/Yoga reflection</b> Students will reflect on a special hands-on activity from visiting yoga instructor	10
<b>TOTAL</b>	<b>300</b>

Your **final lab points** will be incorporated into the lecture component of NRSG 201. The table below shows lab points ONLY and percentage range.

Lab Grade	Percentage Range	Point Range
A	93 - 100%	279-300 points
A-	90 - 92%	270-278 points
B+	87 - 89%	261-269 points
B	83 - 86%	249-260 points
B-	80 - 82%	240-248 points
C+	77 - 79%	231-239 points
C	73 - 76%	219-230 points

C-	70 - 72%	210-218 points
D+	67 - 69%	201-209 points
D	63 - 66%	189-200 points
F	below 63%	Less than 189 points

**\*This does not consider your lecture points\* NOTE - the points earned in lab contribute to the overall grade for BIOL 121-OX. (See the course syllabus for the details related to the grade assignments for the course)**

**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**

### **MAJOR ASSIGNMENTS ART PROJECT (Instructions to Artists):**

Students will construct an online histology gallery, posting pictures of the tissues identified in the “Instructions to Artists.” Each picture should be identified with the SOURCE OF THE TISSUE and the MAGNIFICATION, as well as a link to the website where it was found. The features listed in the, “Instructions to Artists,” should be labeled on each picture posted. Students will work in groups of four on this project.

### **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. Ten total terms will be submitted by each student, for 10 total points. The online glossary will be built in Canvas, using the wikis tool.

### **MESSAGE/YOGA REFLECTION:**

Students should respond to the prompt in the Discussion board. There will be a special hands-on lab activity with a practitioner. Students will come to lab with at least one question prepared for the guest. Following the in-lab activity, students will respond to the prompt.

**See the rubric for details on grading the reflection**

### **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 to withdraw from class without academic penalty is Friday, October 19<sup>th</sup>, 2018.** 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 October 19, 2018.

### **Course Schedule:**

Be sure to check the schedule often for changes in the due dates of assignments throughout the Fall 2018 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.

Date	Laboratory Topic and Lab Manual Exercises
Week 1	<b>NO LAB THIS WEEK</b> <b>Classes start Wednesday August 29<sup>rd</sup></b>
Week 2 September 4 (Tuesday)	<b>MODULE 1 - Review of Basic Cellular Anatomy and Physiology; Intro to Anatomical Terminology/Organ Systems</b>  Lab 1: Course Introduction (and Real Anatomy); Lab Safety <b>Exercise 1 – Anatomical Language</b> (In-Lab Activities 1-3, pp. 1-6); <b>Exercise 2 – Organ Systems and Body Cavities</b> (In-Lab Activities 1-5, pp.13-20)  Anatomical Language Pre-lab Assignment (WileyPlus)  <b>RAT Dissections (Please wear closed toed shoes and pants)</b> Bring your goggles to lab!  <b><u>DUE by 9/11/2018</u></b> Extra Credit: Homework Assignment 1 ( Complete on WileyPlus)  <b>M1 online quiz OPENS (Complete on Canvas)</b>
Week 3 September 11 (Tuesday)	<b>MODULE 2 – Cells/Tissues</b> <b>Lab 2: Cells, Histology Part I</b>  <b>Exercise 3 -Compound Microscopes (In-lab Activities 1,3, 6, pp13-30);</b> <b>Exercise 4 – Cell Structure and Cell Cycle (In-lab Activities 1-3, pp. 33-</b>

	<p>38)</p> <p><b>Exercise 6 – Tissues Part 1</b>(Epithelia In-Lab Activities 1-4, pp. 53-61)</p> <p><b><u>DUE BEFORE LAB (2:00pm):</u></b> Lab 2 Pre-Lab Assignment ( Complete on WileyPlus)</p> <p><b><u>DUE by 9/11/2018 (2:30pm):</u></b> <b>M1 online quizzes CLOSE (Canvas)</b></p> <p><b><u>DUE by 9/18/2018 (2:30pm):</u></b> Extra Credit Homework Assignment 2 (WileyPlus) <b>M2a online quiz OPENS (at 7:00pm)</b></p>
<p><b>Week 4</b> <b>September 18(Tuesday)</b></p>	<p><b>Lab 3: Histology Part II; Diffusion &amp; Osmosis</b></p> <p><b>Exercise 5 Transport/Diffusion/Osmosis</b> (In-Lab Activities 1-4, pp43-48); <b>Exercise 6 Part 2</b> Connective Tissues (In-lab Activities 2 pp. 62-71)</p> <p><b><u>DUE BEFORE LAB (2:00pm):</u></b> Lab 3 Pre-Lab Assignment (WileyPlus)</p> <p><b><u>DUE by 9/18/2018 (2:30pm):</u></b> <b>M2a online CLOSES (Canvas)</b></p> <p><b><u>DUE by 9/25/2018 (2:30):</u></b> Homework Assignment 3 (WileyPlus)</p> <p><b>M2b online quiz OPENS (at 7:00pm)</b></p>
<p><b>Week 5</b> <b>September 25(Tuesday)</b></p>	<p><b>Lab 4: Histology Part III</b></p> <p><b>Exercise 6 (continued) – Muscular and Nervous Tissues</b> (In-Lab Activities 3-4, pp. 51-73);<b>Exercise 7 – The Integumentary System</b> (In-lab Activities 1-4, pp. 83-90)</p> <p><b><u>DUE BEFORE LAB (2:00pm):</u></b> Lab 4 Pre-Lab Assignment (WileyPlus)</p> <p><b><u>DUE by 9/25/2018 (2:30pm):</u></b> <b>M2b online CLOSES (Canvas)</b></p> <p><b>In-lab M2c</b></p> <p><b><u>DUE by 10/02/2018 (2:30pm):</u></b> Homework Assignment 4 (WileyPlus)</p>
<p><b>Week 6</b> <b>October 2(Tuesday)</b></p>	<p><b><u>DUE by 10/02/2018 (2:30pm):</u></b> <b>Tissue Art Project Due</b></p> <p><b>LAB EXAM 1 (Labs 1-4)</b> <b>(Exercises 1, 2, 4,5, 6, 7)</b></p>

	NOTE: The exam will be given during the scheduled lab time, beginning at 2:30pm
<b>Week 7 October 9 (Tuesday)</b>	<b>NO LABS THIS WEEK—FALL BREAK!!</b>
<b>Week 8 October 16 (Tuesday)</b>	<p><b>MODULE 3 - Skeletal System</b>  <b>Lab 5: Axial Skeleton</b>  <b>Exercise 8 - Bone Structure and Function</b> (In-lab Activity 1, p. 97; Activities 3-5, pp. 99-102); <b>Exercise 9 – The Axial Skeleton</b> (In-lab Activity 1-11, pp. 107 -132)</p> <p><b>Bring your Atlas to Lab (if you have one)</b></p> <p><b><u>DUE BEFORE LAB (2:00pm):</u></b>  Lab 5 Pre-Lab Assignment (WileyPlus)</p> <p><b><u>DUE by 10/23/2018 (2:30pm):</u></b>  Homework Assignment 5 (WileyPlus)</p> <hr/> <p><b>M3a online quiz OPENS (Canvas)</b></p> <p><b>Midterm Deficiency Reports Due Wednesday, OCTOBER 17th</b></p>
<b>LAST DAY TO DROP WITHOUT ACADEMIC PENALTY IS FRIDAY, OCTOBER 19<sup>th</sup></b>	
<b>Week 9 October 23 (Tuesday)</b>	<p><b>Lab 6: Appendicular Skeleton</b>  <b>Exercise 10 – The Appendicular Skeleton</b> (In-lab Activities 1-6, pp. 139-153)</p> <p><b><u>DUE BEFORE LAB (2:00pm):</u></b>  Lab 6 Pre-Lab Assignment (On WileyPlus)</p> <p><b>Bring your Atlas to Lab (if you have one)</b></p> <p><b><u>DUE by Before lab starts(10/23/18) (2:30pm):</u></b>  <b>M3a online CLOSES (Canvas)</b></p> <p><b><u>DUE by 10/30/2018 (2:30pm):</u></b>  Homework Assignment 6 (WileyPlus)  <b>M3b online quiz OPENS (Canvas)</b></p> <p><a href="#"><u>Skeletal System Review Page</u></a></p>
<b>Week 10 October 30 (Tuesday)</b>	<p><b>MODULE 4 - Muscles and Joints</b>  <b>Lab 7: Exercise 11 – Joints and Synovial Joint Movements</b> (In-lab Activities 1-5, pp. 161-170; <b>Exercise 12 - Skeletal Muscle Structure</b> (In-lab Activities 1-3, pp. 175-182) <b>Exercise 14 - Skeletal</b></p>



	<p><b>Muscles...</b>(In-lab Activities 1-5, pp. 199-232) (Emphasis upon head and neck muscles, back, thorax, and abdomen.)</p> <p><b><u>DUE BEFORE LAB (2:00pm):</u></b> Lab 7 Pre-Lab Assignment (WileyPlus)</p> <p><b>Dissection Lab: Please wear closed toe shoes and pants. Bring your goggles to lab.</b></p> <p><b><u>DUE by 10/30/2018 (2:30pm):</u></b> <b>M3b online quiz CLOSES (at 2:30pm on Canvas)</b></p> <p><b><u>DUE by 11/06/2018 (2:30pm):</u></b> Homework Assignment 7 (on WileyPlus)</p> <p><b>M4a online quiz OPENS (on Canvas)</b></p>
<p><b>Week 11</b> <b>November 6(Tuesday)</b></p>	<p><b>Lab 8: Muscles</b> <b>Continue Exercise 14 - Skeletal Muscles...</b>(In-lab Activities 1-5,pp. 217-232 - Emphasis upon muscles of arms, legs, pectoral and pelvic girdles)- Emphasis upon muscles moving wrist, fingers, lower leg</p> <p><b><u>DUE BEFORE LAB (2:00pm):</u></b> Lab 8 Pre-Lab Assignment (WileyPlus)</p> <p><b><u>DUE by 11/06/2018 (2:30pm):</u></b> <b>M4a online quiz CLOSES (at 2:30pm on Canvas)</b></p> <p><b><u>DUE by 11/13/2018 (2:30pm):</u></b> Homework Assignment 8 (on WileyPlus)</p> <p><b><u>Yoga Session (Reflection- arrive to lab on time)</u></b></p> <p><b>M4b online quiz OPENS (on Canvas)</b></p>
<p><b>Week 12</b> <b>November 13 (Tuesday)</b></p>	<p><b><u>DUE by 11/13/2018 (2:30pm):</u></b> <b>M4b online quizzes CLOSE at 2:30pm (Canvas)</b></p> <p><b>LABORATORY EXAM 2 (LABs 5-8)</b> <b>Exercises 8,9, 10, 11, 12, 14)</b></p> <p>NOTE: The exam will be given during the scheduled lab time, beginning at 2:30pm</p>
<p><b>Week 13</b> <b>November 20 (Tuesday)</b></p>	<p><b>MODULE 5 - Brain, Spinal Cord and Nervous Tissue</b> <b>Lab 9: Nervous System</b> <b>Exercise 16 – Nervous Tissue</b> (In-lab Activities 1-5, pp. 263-272); <b>Exercise 17 – Spinal Cord...</b> (In-lab Activities 1-4, pp. 277-282); Exercise 18,19 pp287-304 ; Exercise 20-21Brain Structure, Cranial nerves In-Lab Activities 1-6, pp. 309-310; Activities 9-10, pp. 320-326); Activities 1-2, pp. 333-338</p>



	<p><b>Spinal Cord and Brain Dissections- Please wear closed toe shoes and pants</b></p> <p><b><u>DUE BEFORE LAB (2:00pm):</u></b> Lab 9 Pre-Lab Assignment On (WileyPlus)</p> <p><b><u>DUE by 11/27/2018 (2:30pm):</u></b> Homework Assignment 9 (WileyPlus)</p> <p><b>M5a online quiz OPENS (Canvas)</b></p>
<p><b>Week 14</b> <b>November 27(Tuesday)</b></p>	<p><b>Lab 10: Exercise 22 – Autonomic Nervous System....</b> (Activities 1-3, pp. 333-338; Activity 5, p. 340) <b>Exercise 23 – General Senses</b> (Activities 1-6, pp. 345-354) <b>Exercise 24 - Special Senses</b> (Activities 1-3, pp.359-363; Activity 5-13, pp. 365-376)</p> <p><b><u>DUE BEFORE LAB (2:00pm):</u></b> Lab 10 Pre-Lab Assignment (WileyPlus)</p> <p><b>Eye Dissections: Please wear closed toe shoes and pants.</b></p> <p><b><u>DUE by 12/04/2018 (2:30pm):</u></b> Homework Assignment 10 (WileyPlus)</p> <p><b>M5b online quiz OPENS (Canvas)</b></p>
<p><b>Week 15</b> <b>December 4 (Tuesday)</b></p>	<p><b><u>DUE by 12/04/2018 (2:30pm):</u></b> <b>M5b online quizzes CLOSEs (Canvas)</b></p> <p><b>LABORATORY EXAM 3 (LABS 9-10)</b> <b>(Exercises 16, 17-19, 20-24.)</b></p>

**\*This schedule is tentative and may change.**

## **COURSE POLICIES:**

### **ATTENDANCE:**

**Attendance is required at all labs.** Attendance will be taken at all labs. Please refer to the Biology Department's Absence Policy (attached).

### **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.

Students should arrive on time for lab. Those needing to arrive late or leave early should contact Dr. Gilchrist in advance.

**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 exam during the open lab time, if space and resources allow. Each lab exam is composed of a written portion (with fill-in-the-blank and essay questions) and a practical portion. 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.

**LATE ASSIGNMENT POLICY:**

It is important you complete all assignments on time to prevent falling behind. Therefore, no late assignments will be accepted.

The following measures have been taken to help you work around busy schedules:

1. Assignments and quizzes Due dates are posted on canvas in calendar
2. A detailed course syllabus is provided in this syllabus
3. Modules in canvas are to display DUE dates for all assignments

**PRE-LAB ASSIGNMENTS:**

**Must be completed on Wiley Plus before lab starts and are worth 3 points.** These 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.

[Note: this is separate from the “extra credit homework assignment” listed on the syllabus]. Some of these assignments will be completed on Wiley prior to lab for points.

**EXTRA CREDIT HOMEWORK ASSIGNMENTS:**

These assignments will also be posted on WileyPlus and should be completed by the date assigned in Wiley. Completion of these assignments can earn you up to **3 extra credit points** on each lab exam score. *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. 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.

**OPEN LAB TIME:**

The A&P lab will be open for student self-review. 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.

**GRADE CHALLENGES:**

If you receive a grade that you believe is in error, you may challenge the grade in writing. **YOU MUST challenge the grade in writing within one week of receiving the exam or quiz back.** You must submit to me the question, the answer you originally submitted, the answer which received full credit, and brief explanation.

### **Other policies:**

#### **ACADEMIC INTEGRITY:**

Dishonesty in the classroom will not be tolerated. The Honor Code applies to all assignment, in and out, out of the classroom. The (abridged) policy regarding student dishonesty at

Oxford College of Emory University can be found in "Honor Code," under Oxford College Code of Conduct, starting on page 136 of the 2014-2015 Catalog. An electronic version of the complete policy regarding academic integrity and conduct can be found at <http://oxford.emory.edu/catalog/regulations/honor-code.html>

The Nell Hodgson Woodruff School of Nursing at Emory University can be found in "Regulations," under Conduct and Honor, pages 46-53 of the 2017 Undergraduate Student Handbook. An electronic version of the complete policy regarding academic integrity and conduct can be found at ([http://www.nursing.emory.edu/ includes/documents/site-wide/handbooks/New\\_2017\\_Student\\_Handbook\\_8.22.17.pdf](http://www.nursing.emory.edu/includes/documents/site-wide/handbooks/New_2017_Student_Handbook_8.22.17.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 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 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 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), OR 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 OAS 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 be kept to a minimum. Students who must arrive late to class should enter quietly and be prepared for class (ie, not fumbling with calculators, backpacks, papers, etc...) Students who need to leave a class early should sit near an exit, then leave quietly. Cell phones, pagers, and other electronic devices should be silenced in the classroom. Laptops are maybe required for some lab activities ONLY.

Students are expected to demonstrate professional behaviors including professional demeanor, positive participation in lecture and labs, respect for others, and interpersonal skills consistent with personal accountability and professional integrity. Students should arrive to lecture on time and be prepared to do work. Failure to comply with the above may result in dismissal from the class and count as an absence for the day. Up to **10 points may be deducted from exams** for professional misconduct.

Specifically, the following final course grade deductions could apply:

10 points off of upcoming lecture exam due to:

Inappropriate use of electronic devices during lecture and lab more than once

Failure to follow faculty's instructions while in the lecture and lab setting more than 1 time

Rudeness or incivility to an instructor, lab employee, or peer 1 time

I (the course coordinator) reserve the right to end a class at any time, for any reason, including the disruptive, rude, or unsafe behavior of anyone in the classroom. Your departure that day will affect your grade and/or count as an absence. In addition, the Advising Support Center will be informed of the incident, and the Assistant Dean for Academic Affairs will meet with you within the week.

Questions, comments or concerns may be addressed to me outside class, during office hours, via voicemail or email, as well as during class.

### **TITLE IX REPORTING:**

Title IX Reporting: Every Emory employee who is informed about an allegation of sexual misconduct involving any student is required to notify a Title IX Coordinator either directly or through their relevant reporting structure. However, employees who serve in a professional role in which communications are afforded confidential status under the law (e.g., medical providers, therapists, and professional and pastoral counselors) are not bound by this requirement but may, consistent with their ethical and legal obligations, be required to report limited information about incidents without revealing the identities of the individuals involved, to a Title IX Coordinator or Deputy Title IX Coordinator. All members of the Emory community are encouraged to promptly report incidents of sexual harassment and discrimination.

For more information, visit: <http://sexualmisconductresources.emory.edu/policies/index.html>

### **FINAL EXAMS and EXAM CHANGES:**

The college policy regarding final exam changes is stated below:

Students must obtain the permission of the Senior Associate Dean of academic affairs to take a final exam earlier or later than scheduled. Permission is normally granted for documented family emergencies, documented medical reasons, or for participation in educational programs. Permission will also be granted for students scheduled to take three exams on a single calendar day (not three exams within a general twenty-four-hour period). Students with three exams on one calendar day must document their situation with the associate dean for academic affairs no later than 5:00 p.m. on Reading Day. Students in this situation will be granted permission to work with one of their instructors to arrange to take one of their exams at an alternate date and time within the official exam week. Leaving early for rides or flights, vacations, relatives' or friends' weddings or graduations, jobs, or having two exams on one day, and other situations, are not considered valid reasons to request an earlier or later exam.

### ***Writing Center (Pierce Hall 117)***

The Writing Center usually opens in the third or fourth week of the semester. Consultants in the Oxford Writing Center are available to support Oxford College students as they work on any type of writing assignment and/or text, at any stage of the composing process. Consultants can assist with a range of projects, from traditional papers and presentations to websites and other multimedia projects. They take a similar approach as they work with students on concerns including idea development, structure, use of sources, grammar, and word choice. They usually do not proofread for students. Instead, they discuss strategies and resources students can use as they write, revise, and edit their own work. All students, monolingual and multilingual, are welcome to visit the Writing Center tutors. Learn more and make an appointment by visiting the WOnline website of the [Writing Center](#). Please review tutoring policies before your visit.

### **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 CRN, 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 sever 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.**

**IMPORTANT REMINDER: The last day to withdraw without academic penalty is Friday, October 19, 2018.**

*Last Updated: 8/12/2018*

## LABORATORY SAFETY POLICIES

1. 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 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 attend 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 TA.
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 TA 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:** \_\_\_\_\_