



# Anatomy & Physiology I Laboratory

Course Syllabus: Fall 2017

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“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	8:15-9:30 am 1:30-5 pm	8:15-9:30 am 2:50-3:25 pm	8:15-9:30 am	8:15-9:30 am 2:50-3:25 pm		via NTCC email

*The information contained in this syllabus is subject to change without notice.*

*Students are expected to be aware of any additional course policies presented by the instructor during the course.*

## Course Description:

The lab component of BIOL 2401. A study of the structure and function of human organ systems including integumentary, skeletal, muscular, and nervous systems. Animal dissection is a required component of laboratory activity.

## Required Textbooks:

Laboratory Manual for Human Anatomy and Physiology, 2<sup>nd</sup> Edition; Martin. McGraw-Hill Publishers.  
ISBN: 978-0-07-735307-0

## Attendance Policy:

Regular and punctual attendance is expected.

## Evaluation/Grading Policy:

The lab is 25% of the overall course grade in BIOL 2401.

Final lab grades are calculated as follows:

- 20% Lab assessments and in-class quizzes
- 80% Four lab practicals as scheduled

### Grading Scale

A =	100 – 90%
B =	89 – 80%
C =	79 – 70%
D =	69 – 60%
F =	<59%

## \*Quizzes and Assignments:

Lab assessments will be checked for completeness at the beginning of class, followed by a quiz over each of the assessments due that day.

There will be no make-up grades for the lab assessments and quizzes. If you are going to miss class, e-mail a copy of your completed assessment to [keubanks@ntcc.edu](mailto:keubanks@ntcc.edu) before our scheduled class time. (Late assignments will not be accepted.)

**Student Responsibilities/Expectations:**

You are expected to attend class on time.

Use of cell phones, hand held devices and computers is prohibited during class time, unless directed otherwise. Lab time is an opportunity for collaboration and hands-on experience.

All students must purchase their own lab manual. Lab manuals cannot be rented from a third party. Each student must have a consumable lab book from which pages must be torn out and submitted for grading. This means that absolutely no copies can be submitted as it violates copyright laws.

Bring your lab manual to class. It may be helpful to also bring your textbook. Gloves (latex or non-latex) will be needed for the dissections at the end of the semester. (These can be found at Wal-Mart or Brookshire's.)

No eating or drinking in the lab.

Complete the Pre-Lab and read the Lab Exercise prior to coming to class. We will work through the lab exercise together during lab time.

The Laboratory Assessment will be completed by each student and is due at the beginning of the next class meeting. Late assignments will not be accepted. Lab assessments should be completed in either blue or black ink or pencil. Misspelled words may be counted wrong on lab assessments.

Lab time is not over until the class is dismissed. If you finish your lab assessment early, use the remaining time to review lab and lecture material.

At the end of each period, you are expected to clean your lab station, put away microscopes and slides, etc. Please do not leave until your station is clean.

No models or specimens may be removed from the laboratory at any time.

**Lab practicals:**

Lab practicals must be taken at the scheduled time. Please discuss any extenuating circumstances prior to the scheduled test time. Lab practicals cannot be set up after they have been taken down for the week so no make-up opportunities exist.

Lab practicals will start on time.

Lab practicals are fill-in-the-blank exams. You will lose 0.5 points for misspelled words on lab practical exams. You are going into professional fields where precision is vital. You must learn to spell these terms correctly.

This course covers a lot of material and moves rapidly, so do not fall behind.

Tuesday, November 21<sup>st</sup> is the last day to withdraw from the course with a grade of "W". Students who withdraw from the lecture must also withdraw from the lab. If you stop attending class and fail to officially withdraw, expect to earn a grade of "F" in the course.

**NTCC Academic Honesty Statement:**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

**Academic Ethics:**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

**ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with Shannin Garrett, Academic Advisor/Coordinator of Special Populations located in the College Connection. She can be reached at 903-434-8218. For more information and to obtain a copy of the Request for Accommodations, please refer to the [NTCC website - Special Populations](#).

**Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

## A&P I SPRING 2017 LAB SCHEDULE

WEEK	DATE	LAB TOPIC
1	August 28/29	Orientation & Laboratory Safety
	August 30/31	<b>Ex. 2:</b> Body Organization & <b>Ex. 4:</b> Care & Use of the Microscope
2	September 4/5	Labor Day Holiday
	September 6/7	<b>Ex. 5:</b> Cell Structure (A&D) & <b>Ex. 7:</b> Mitosis
3	September 11/12	<b>Ex. 6:</b> Movements through Membranes (A, B, C)
	September 13/14	<b>Ex. 8:</b> Epithelial Tissue
4	September 18/19	<b>Ex. 9:</b> Connective Tissue
	September 20/21	<b>Ex. 11:</b> Integumentary System
5	September 25/26	Review
	September 27/28	<b>Lab Practical Exam I</b>
6	October 2/3	<b>Ex. 12:</b> Bone Structure & <b>Ex. 13:</b> Classification & Organization of the Skeleton
	October 4/5	<b>Ex. 14:</b> Skull & READ <b>Ex. 18</b>
7	October 9/10	<b>Ex. 15:</b> Vertebral Column & <b>Ex. 16:</b> Thoracic Cage & Pectoral Girdle & Upper Limbs
	October 11/12	<b>Ex. 17:</b> Girdle & Lower Limbs & <b>Ex. 19:</b> Joint Structure & Movement ( <b>OMIT Fig 19.7</b> )
8	October 16/17	Review
	October 18/19	<b>Lab Practical Exam 2</b>
9	October 23/24	<b>Ex. 10:</b> Muscle & Nervous Tissue & <b>Ex. 20:</b> Skel. Muscle & <b>Ex. 22:</b> Muscles of Head & Neck
	October 25/26	<b>Ex. 23:</b> Muscles of Chest, Shoulder & Upper Limbs, & <b>Ex. 24:</b> Muscles of the Abdominal Wall & Pelvic Outlet
10	October 30/31	<b>Ex. 25:</b> Muscles of the Hip & Lower Limb
	November 1/2	Review
11	November 6/7	<b>Lab Practical Exam 3</b>
	November 8/9	<b>Ex. 27:</b> Nervous Tissue & Nerves & <b>Ex. 28:</b> Spinal Cord & Meninges
12	November 13/14	<b>Ex. 30:</b> Brain & Cranial Nerves
	November 15/16	<b>Ex. 30 (Cont'd)</b> & <b>Ex. 32:</b> Dissection of Sheep Brain
13	November 20/21	<b>Ex. 33:</b> General Senses & <b>Ex. 34:</b> Smell & Taste & <b>Ex. 35:</b> Eye Structure
	November 22/23	Thanksgiving Break
14	November 27/28	<b>Ex. 36:</b> Visual Tests & Demonstrations
	November 29/30	<b>Ex. 37:</b> Ear & Hearing & <b>Ex. 38:</b> Ear & Equilibrium
15	December 4/5	Review
	December 6/7	<b>Lab Practical Exam 4</b>