WALTERS STATE COMMUNITY COLLEGE
Course Syllabus

Course: BIOL 2011 – Human Anatomy and Physiology I Lab
Semester: Fall 2014, Spring 2015, Summer 2015
Instructors:
Dr. Lisa Eccles, Office NSCI 120, Phone 423-318-2768
E-Mail: Lisa.Eccles@ws.edu
Dr. Laurence Fleming, Office NSCI 117, Phone 423-585-6971
E-Mail: Laurence.Fleming@ws.edu
Dr. Pamela Fouche’, Office NSCI 122, Phone 423-585-6874
E-Mail: Pamela.Fouche@ws.edu
Dr. Abigail Goosie, Office NSCI 121, Phone 423-2656
E-Mail: Abigail.Goosie@ws.edu
Dr. Gregory Grass, Office MMH 202, Phone 865-774-5855
E-Mail: Gregory.Grass@ws.edu
Dr. Jeff Horner, Office NSCI 126, Phone 423-
E-Mail: Jeff.Horner@ws.edu
Mrs. Jaime Parman-Ryans, Office WSGC 257, Phone 423-798-7974
E-Mail: Jaime.Parman@ws.edu
Mr. Carl Robinson, Office WSCE, Phone 423-626-2712
E-Mail: Carl.Robinson@ws.edu
Mrs. Kristin Rich, Office NSCI 116, Phone 423-318-2701
E-Mail: Kristin.Rich@ws.edu
Mr. William Sproat, WSCC NSCI 123, Phone 423-585-6891
E-Mail: William.Sproat@ws.edu
Dr. Jerry Wilhoit, Office WSGC 254, Phone 423-798-7952
E-Mail: Jerry.Wilhoit@ws.edu
Dr. Margaret Frazier, NSCI Adjunct Office, Phone 423-318-2775
E-Mail: Margaret.Frazier@ws.edu
Course Supervisor: Dr. Jeff T. Horner, Dean of Natural Science
Contact: Phone: 423-585-6865, E-Mail: Jeff.Horner@ws.edu
Office Hours: Instructors’ office hours are posted on their office doors
FAX: 423-318-2762
Secretary: 423-585-6865 (Division Assistant)

Required Materials:

Connect with LearnSmart Labs for Anatomy & Physiology with Anatomy & Physiology Revealed (3.0) Virtual Cadaver Dissection tool, McGraw-Hill. Purchase access to Connect/LearnSmart Labs via eLearn (Course information → Content → MH Campus → Connect) or at the Walters State bookstore (ISBN 9781259415975). Courtesy access is available up to 14 days before purchase. Lab assignments, quizzes, and other graded activities will be completed through Connect.
LearnSmart Labs is an adaptive, interactive lab simulator that prepares you to engage and succeed in this lab course. The Anatomy & Physiology Revealed (APR) 3.0 interactive cadaver dissection tool also offers animations, histologic and radiologic imaging, audio pronunciations, and comprehensive quizzing to enhance the learning experience.

Registration walkthroughs and more info available on our eLearn course site. For assistance/tech support, contact the McGraw-Hill Customer Experience Group: 1-800-331-5094 Live Chat: mhhm.com, then “Technical Support” at bottom
Hours (EST): Mon-Thurs 9a-12a, Fri 9a-7p, Sat 11a-5p, Sun 1p-12a
Or submit a contact form at http://mpss.mhhe.com/contact.php

Catalog Course Description
A study of the structure and function of the human body with laboratory experiments and exercises to correspond with lecture material in Biology 2010. Co-requisite: BIOL 2010

3 hours laboratory .................................................................................................1 Credit Hour

Course Outcomes:
The course syllabus is built around a common core. The subject content for the core is shown as learning outcomes (See Attachment A).

Common Core:
I. The Microscope and The Cell
II. Classification of Tissues
III. The Integumentary System & Body Membranes
IV. Skeletal System
V. Muscular System
VI. Nervous System

General Education Course Designation: Natural Science (1 semester hour)

Instructional and Evaluation Methods:
Students are graded on their completion of 2 types of activities: Connect Assignments (Pre-Labs) and laboratory practical exams. Students are expected to complete Pre-Lab assignments in Connect before coming into the lab each week (with exception of week 1 lab). Pre-lab assignments will close at 8 am the day of lab. A list of pre-lab assignments can be found in the schedule below. Laboratory practical exams will focus on activities and results obtained from the laboratory exercises and pre-labs and assess the achievement of the learning outcomes prescribed for this course.

Your attendance is essential to your success. You are required to attend each laboratory session in its entirety; each failure to do so without an acceptable excuse will result in 5 points being subtracted for the overall test points for each laboratory class missed. If you cannot attend your normal laboratory section you may avoid the penalty by arranging in advance to attend a different section that week; however, this requires the advance consent of both lab instructors. It
is your responsibility to make sure your regular lab instructor is aware that you attended a different section.

All lab exams are to be taken as scheduled by the instructor and all must be taken in order to receive a passing grade for the course. If you miss an exam with acceptable justification (e.g. A signed physician’s note explaining why you could not attend.) you must contact your lab instructor within 48 hours to determine if other arrangements to take the exam can be made, otherwise a grade of zero will be given for that exam. Any exceptions must be approved by the Academic Dean and Vice President of Academic Affairs.

**Evaluation & Grading:**

<table>
<thead>
<tr>
<th>Assessment</th>
<th>% of Final Grade</th>
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<tbody>
<tr>
<td>Connect Assignments</td>
<td>15</td>
</tr>
<tr>
<td>Lab Exams (4)</td>
<td>85</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
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<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
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</table>

**Grading Policy:**

1. **ALL** exams are to be taken at times scheduled by the instructor.
2. **ALL** exams scheduled in the course by the instructor must be taken in order for the student to receive a passing grade. Any exceptions must be approved by the Academic Dean and the Vice President of Academic Affairs.
3. Make-up exams will be given at the discretion of the instructor for excused absences only (excused absences include illness, death in family, and military or jury duty). Make-up Exams may be a totally different type of exam (discussion tests are possible).
4. Make-up exams must be taken before the next scheduled exam or a grade of zero will be recorded.
5. Plagiarism, cheating and other forms of academic dishonesty are prohibited and may result in a grade of zero on associated assessments and potentially academic dismissal.

There will be no extra credit assignments.
# LABORATORY SCHEDULE
## FALL 2014

<table>
<thead>
<tr>
<th>Week</th>
<th>Subject</th>
<th>Pre-Lab Assignments in CONNECT</th>
<th>Check List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Microscope&lt;br&gt;The Cell: Anatomy and Division&lt;br&gt;Classification of Tissues</td>
<td>Lab A&lt;br&gt;Lab B&lt;br&gt;Lab C&lt;br&gt;Lab D</td>
<td>☐</td>
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<tr>
<td>2</td>
<td>Transport Mechanism and Cell Permeability</td>
<td>Lab E&lt;br&gt;Lab F</td>
<td>☐</td>
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<tr>
<td>3</td>
<td>Classification of Covering and Lining Membranes&lt;br&gt;The Integumentary System</td>
<td>Lab G</td>
<td>☐</td>
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<tr>
<td>4</td>
<td><strong>Exam I</strong></td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td>Overview of Skeleton&lt;br&gt;The Axial Skeleton</td>
<td>Lab H</td>
<td>☐</td>
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<tr>
<td>6</td>
<td>The Appendicular Skeleton&lt;br&gt;The Fetal Skeleton&lt;br&gt;Articulations and Body Movements</td>
<td>Lab I</td>
<td>☐</td>
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<tr>
<td>7</td>
<td><strong>Exam II</strong></td>
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<tr>
<td>8</td>
<td>Microscopic Anatomy and Organization of Skeletal Muscles&lt;br&gt;Gross Anatomy of Muscles&lt;br&gt;Optional: Vernier Muscle Physiology</td>
<td>Lab J&lt;br&gt;Lab K&lt;br&gt;Lab L&lt;br&gt;Lab M&lt;br&gt;Lab N</td>
<td>☐</td>
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<tr>
<td>9</td>
<td>Histology of Nervous System&lt;br&gt;Gross Anatomy of Brain &amp; Cranial Nerves</td>
<td>Lab O</td>
<td>☐</td>
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<tr>
<td>10</td>
<td><strong>Exam III</strong></td>
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<tr>
<td>11</td>
<td>Spinal Cord, Spinal Nerves and Autonomic Nervous System&lt;br&gt;Human Reflex Physiology&lt;br&gt;General Sensations</td>
<td>Lab P</td>
<td>☐</td>
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<tr>
<td>12</td>
<td>Special Senses: Vision&lt;br&gt;Special Senses: Hearing &amp; Equilibrium&lt;br&gt;Special Senses: Taste &amp; Olfaction</td>
<td>Lab Q&lt;br&gt;Lab R&lt;br&gt;Lab S</td>
<td>☐</td>
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<tr>
<td>13</td>
<td><strong>Exam IV</strong></td>
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Pre-Lab Assignments are due by 8am the day of Lab on a given week. (Week 1 is only exception). Labs meeting on Monday will combine content for weeks 2 & 3 during week 2 due to holiday schedule.
Course Ground Rules:
All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes. The Catalog/Student Handbook and the Timetable of Classes are online at: [http://ws.edu](http://ws.edu)

Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.

Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student’s grade in the course.

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. The minimum penalty for cheating is a “0” (zero) on the examination or assignment. Academic dishonesty may result in an “F” for the course. Additional information can be found in theWSCC Catalog/Student Handbook at: [http://ws.edu](http://ws.edu).

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone 423-585-6892) if they need any special facilities, services, or consideration.

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:
- Morristown Campus - Student Services Building Room L107 – (423) 585-6920
- Greeneville Campus – Room 420 - (423) 798-7982
- Sevierville Campus - Marshall-Maples Hall Room 118 – (865) 286-2787
- Claiborne Campus – Room 123A (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:
- Morristown Campus – English Learning Lab – HUM 120 – (423) 585-6970
  - [https://www.ws.edu/academics/humanities/writing-lab](https://www.ws.edu/academics/humanities/writing-lab)
- Morristown Campus – Mathematics Lab – MBSS 222 - (423) 585-6872
  - [http://ws.edu/academics/mathematics/learning-lab](http://ws.edu/academics/mathematics/learning-lab)

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: 423-318-2742 Greeneville: 423-798-8186 or Sevierville: 865-286-2789 or on-line access at: [http://helpdesk.ws.edu/](http://helpdesk.ws.edu/).

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.
Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (StarNET) will not be allowed to remain in class or receive credit for this course.

Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

For information related to the cancellation of classes due to inclement weather, please check the college’s Web site at www.ws.edu or call the college’s student information line, 1-800-225-4770, option 1; InfoConnect, (423) 581-1233, option 1045; the Sevier County Campus, (865) 774-5800, option 7; or the Greeneville/Greene County Campus (423) 798-7940, option 4. Also, please monitor local TV and radio stations for weather-related announcements. For additional information on this policy see the college catalog at: http://ws.edu

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

In the event of a pandemic or other college-declared critical event that impacts the college’s ability to proceed with academic course activities as planned, the college reserves the right to alter this course plan. In the event of a pandemic or other event, please refer to the college’s home web page, www.ws.edu or call InfoConnect, (423) 581-1233 for further information.

Regular class attendance is a student’s obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook) If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student’s degree/certificate completion pace and further jeopardize Financial Aid eligibility.

Students caught cheating will receive a zero (0) on that assignment for the first offense and will automatically fail the course for the second offense.

Students with disruptive behavior, including but not limited to excessive talking or sleeping in class, will be required to sign a student misconduct form.

Students are required to come to class prepared (writing utensils, paper, textbooks, notes, etc).
Safety:
1. There will be NO food, drink or tobacco products in the laboratory.
2. NO opened-toe shoes can be worn during lab. You will not be allowed to stay in the laboratory if the lab exercise uses any sort of glassware or chemicals.
3. NO purses, bags or coats on top of the student tables.
4. NO visitors in the laboratory without prior approval of the instructor.

Your Right to Know:
Tennessee Law requires that you are provided notice that some of the laboratory exercises involve contact with chemicals which have been identified with potential health hazards. These chemicals include, but are not limited to: acetone, chloroform, formalin, acids and bases. While every effort has been made to make the materials as safe as possible these chemicals are toxic and you must be responsible for their safe handling. If you feel you may be at a higher risk then normal, if pregnant for example, we recommend you consult your physician.

Drop Dates for Current Term

The last day to drop a course or withdraw from the college-full term for Fall 2014 term is November 5, 2014.

The last day to drop a course or withdraw from the college-full term for Spring 2015 term is April 2, 2015.

ATTENTION: The Natural Science faculty members are concerned with proper academic advising of students in ALL Pre-Professional programs. It is our explicit desire to help you with any advising problems you may encounter.