

Biology 2458 Human Anatomy & Physiology II
Lab Schedule Spring 2012
Rooms 348/352 Life Science

Lab Section	Meeting Time	Room Number	Instructor	Email	Office
003	TuTh 2-4pm	LS 352	Michelle Green	mlgreen@uta.edu	LS 139
004	TuTh 10:30-12:30pm	LS 352	Michelle Green	mlgreen@uta.edu	LS 139
005	MoWe 10:30-12:30pm	LS 352	Matt Steffenson	mmsteff@uta.edu	LS 130
006	MoWe 2-4pm	LS 352	Eldon Prince	eprince@uta.edu	B 35
007	TuTh 10:30-12:30pm	LS 348	Alisa Moric	alisam@uta.edu	ERB 324
008	MoWe 10:30-12:30pm	LS 348	Eldon Prince	eprince@uta.edu	B 35
009	MoWe 2-4pm	LS 348	Ben Allen	benallen@uta.edu	B 33
010	TuTh 2-4pm	LS 348	Utpal Smart	usmart@uta.edu	LS 126

Contact number: (817) 272-2871 messages only (Biology Office)

**** Matt Steffenson is the Lead GTA for all 2458 Labs. All questions and concerns about labs that cannot or are not addressed by your GTA should be directed to him via email or during office hours.***

Student Learning Outcomes:

Laboratory goals are to introduce the student to human form and function and focuses on human structural anatomy. Laboratory instruction will emphasize the anatomy and basic physiology of the endocrine, cardiovascular, respiratory, gastrointestinal, urinary and reproductive systems. Students will participate in pig dissections in addition to handling human models, tissue slides and various physiological instruments to achieve these goals.

Required Materials:

Laboratory manual: Laboratory Manual for Anatomy and Physiology by Connie Allen and Valerie Harper, 4th edition.

Principles of Anatomy and Physiology by Gerard Totor and Bryan Derrickson, 13th edition.

Supplies: Dissection kit rented during class from the lab instructor (Benefiting Phi Sigma Biology Honor Society) or purchased separately. White long sleeved lab coat or scrub top. A lock if you intend to store the lab supplies in a laboratory drawer (recommended). If a lock is used to store lab supplies, the combination must be provided to your GTA in the event that you are not present for lab.

***An optional study guide will be sold by the Phi Sigma Society. The study guide includes important figures and tables to concentrate on, a word bank of important terms, sample quiz and lab practical questions, as well as a key for the sample questions.**

Statement of Laboratory Policies:

Attendance policy: Each student is expected to attend each lab, to be on time, and to stay the entire duration of the laboratory period. Missed labs cannot be made up without consent from the instructors.

Respect policy: All students will treat instructors and other students with respect at all times. Offending students will be asked to leave class and will not be allowed to return until attending a conference with the instructor and the Associate Chair of the Biology department.

Make-up exam policy:

Failure to attend a lab session may be rectified by attending another lab with the **prior consent** of the instructor. Missed quizzes may be made up with a valid excuse such as a doctor's note, required athletic road trip, etc. **MISSED QUIZZES MUST BE MADE UP BEFORE THE NEXT LAB PERIOD.** Laboratory practicals are scheduled for the date noted in this syllabus.

No make-up practicals will be given. A student who misses a lab practical and can present a valid excuse may, upon approval by the lecture and lab instructor, be given an incomplete for the course. Incomplete grades must be rectified by the end of the following semester.

Drop Policy:

In accordance with the policy of the University, no student will be dropped automatically for non-attendance.

Safety:

All students are required by the University to take a lab safety course on-line. Failure to do so will result in the student being dropped from the class. Eating and drinking is not permitted in lab. You must wear closed shoes to lab, sandals are not permitted. Shorts are not allowed. If you are pregnant, or suspect you may be pregnant, you must discuss the inherent dangers of the preservative contained in the laboratory specimens with your attending obstetrician or primary physician. You must present a signed letter from your doctor giving you permission to complete the course within a week of the first laboratory meeting. A MSDS (Material Safety Data Sheet) document will be available for you to present to your doctor detailing the types and amounts of chemicals contained in the preservative.

Laboratory Activities:

Lab begins promptly so make sure you are on time. Quizzes will be given promptly at the

beginning of class. If you are late to lab, you will not be given additional time for the quiz. Students are expected to have read the assigned reading in the lab manual **PRIOR TO LAB TIME.**

Grading Policy:

The laboratory is worth 350 points of your total grade or 35%:

Practical 1	125 points
Practical 2	125 points
Weekly Quizzes	60 points
Web Assignments	40 points
Total	350 points

Grading scale:

Lab points	Letter Grade
315-350	A (90-100%)
280-314	B (80-89%)
245-279	C (70-79%)
210-244	D (60-69%)
< 209 F	(0-59%)

Quizzes:

There will be five quizzes worth 12 points each for the duration of the course. Quiz dates will be determined individually by each GTA so attendance for quizzes is mandatory because each GTA may give quizzes on different units.

Web Assignments:

Using the online Wiley Plus program, students will be required to complete online modules for each unit previous to class. Over the course of the semester there will be eight web assignments worth five points apiece. Failure to complete web assignments by the due date set by your GTA will result in a zero for that assignment. **NO LATE ASSIGNMENTS WILL BE ACCEPTED.** All Wiley Plus questions or concerns should be directed to the Lead GTA.

Laboratory Schedule:

This is a tentative schedule and may be changed at the discretion of the instructor, particularly in the case of unforeseen circumstances such as weather, power outages, etc. Ideally, email notices will be sent with 24 hours notice (if possible) to your MavMail account. Notices will also be placed on the classroom door.

Lab Meeting	DATE	EXERCISE
1	July 11 th and 12 th	Intro and Lab Safety 25: Endocrine Structure and Function 26: Blood Components and Blood Tests
2	July 16 th and 17 th	27: Heart Structure and Function 28: Cardiac Cycle 29: Blood Vessel Structure and Function (Section B) Web Assignments #1-3 Due Quiz #1 – Endocrine and Blood
3	July 18 th and 19 th	29: Blood Vessel Structure and Function (Section A) 30: Blood Vessel Identification Web Assignment #4 Due Quiz #2 – Heart and Cardiovascular Physiology
4	July 23 rd and 24 th	PRACTICAL I
5	July 25 th and 26 th	32: Respiratory System Structure and Function 33: Pulmonary Ventilation Web Assignment #5 Due
6	July 30 th and 31 st	34: Digestive System Structure and Function Web Assignment #6 Due Quiz #3 – Respiratory System
7	August 1 st and 2 nd	36: Urinary System Structure and Function 37: Urine Formation and Urinalysis Web Assignment #7 Due Quiz #4 – Digestive System
8	August 6 th and 7 th	38: Male Reproductive System Structure and Function 39: Female Reproductive System Structure and Function Web Assignment #8 Due Quiz #5 – Urinary System
9	August 8 th and 9 th	PRACTICAL II

Notable Dates

July 10 th	First Day of Classes
July 16 th	Census Date
July 31 st	Last Day to Drop Classes
August 9 th	Last Day of Classes

Important University Policies:

Americans With Disabilities Act:

The University of Texas at Arlington is on record as being committed to both the spirit and letter

of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled *Americans with Disabilities Act (ADA)*, pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at www.uta.edu/disability. Also, you may visit the Office for Students with Disabilities in room 102 of University Hall or call them at (817) 272-3364.

Academic Integrity:

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Series 50101, Section 2.2).

NO ELECTRONIC DEVICES OF ANY KIND ARE PERMITTED DURING ANY TEST OR QUIZ. If an electronic device is seen during any examination, an automatic zero will be given for the grade in question. Additionally, the incident will be reported to the Office of Student Conduct. **NO PICTURES OF MODELS OR KEYS WILL BE ALLOWED DURING LAB.**

Student Support Services Available:

The University of Texas at Arlington supports a variety of student success programs to help you connect with the University and achieve academic success. These programs include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals.

Final Review Week:

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabi. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory

examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. Classes are held as scheduled during this week and lectures and presentations may be given.

Drop for non-payment of tuition:

Payment must be received by the term due date or your registration will be cancelled. If your registration is cancelled for non-payment, you may reregister for classes but only if seats are available.

Bomb Threats:

If anyone is tempted to call in a bomb threat, be aware that UTA will attempt to trace the phone call and prosecute all responsible parties. Every effort will be made to avoid cancellation of presentations/tests caused by bomb threats. Unannounced alternate sites will be available for these classes. Your instructor will make you aware of alternate class sites in the event that your classroom is not available.

The University of Texas at Arlington has adopted the University email address as an official means of communication with students. Through the use of email, UT-Arlington is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through email.

After Hours Safety Escort:

The Sam Mav Escort service provides a service to assist students, faculty, staff and campus visitors to reach their destinations after regular business hours. The hours of service are 7:00 p.m. to 1:00 a.m., Sunday through Saturday. 817-272-3381

MavMail:

All students are assigned an email account and information about activating and using it is available at www.uta.edu/email. New students (first semester at UTA) are able to activate their email account 24 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UT-Arlington. Students are responsible for checking their email regularly.

Mandatory Online Safety Training:

1. Go to <http://www.uta.edu/training>.
2. Log on using your network log-on ID and password (what you use to access email). If you do not know your NetID or need to reset your password, visit <https://webapps.uta.edu/oit/selfservice/>.
3. The available courses for completion will be listed under "Training I'm Enrolled In". Complete the course entitled 'Student Lab Safety Training – General.' ***NOTE: If you completed Wet, Dry or Biology Lab Safety Training course last semester for another class, that training is still applicable until the end of this academic year. Please follow instructions in #4 to print the certification page for your TA.

4. Go to 'Training I've Completed' and print the displayed page for your TA. Verify that it shows clearly your name, and that 'General, Wet, Dry or Biology' training is completed/passed and the date when the training was completed. If you have just completed the training but it is not updated on the 'Training I've Completed' page, please log out of the system and log back in. If the training still does not show up on this page, call the Helpline at 817-272-5100.

5. If you were enrolled in a course with a lab last semester and did not complete the training or if you do not see training for this academic year listed, email compliance@uta.edu providing your name, a contact phone number, NetID and course (e.g. BIOL 1441-005) and request the appropriate training for your course.

6. Students who have not completed the training by census date may be dropped from the lab (and consequently the lecture).

7. Lab Safety Training is required to be completed once every academic year. Training completed in the Fall semester is valid for the Fall, Spring and Summer sessions. It is your responsibility to print your training certification page and turn it in each semester to your TA for each course with a lab you are enrolled in.

For training specific questions, contact the Environmental Health and Safety office at 817-272-2185.

For technical assistance with the training, please contact the Office of Institutional Compliance at 817-272-5100 or email compliance@uta.edu.

Wiley Plus Access:

Welcome to WileyPLUS

WileyPLUS is an online learning environment that helps you to know (1) what to do (2) how to do it and (3) if you're doing it right! With WileyPLUS, you get:

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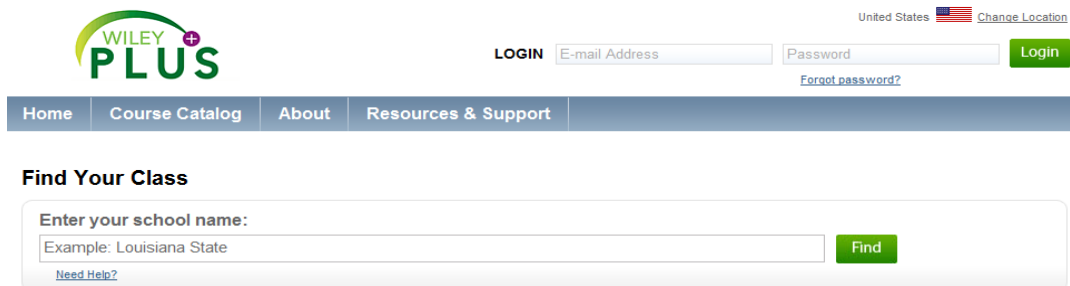
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Getting Started - Course Finder

- Go to www.wileyplus.com and click Get Started in the Students section of the homepage. The **Course Finder** page will display.



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Enter your school name:
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- Enter school name (**UNIV OF TEXAS ARLINGTON**) in the search field, click the name of your school when it appears and click Find.
- Here you have the ability to search for your class section by course or instructor.
- Once you find your course in the list, click the Plus sign next to the course name. Next you'll see a list of class section names, along with assigned instructors, terms, and meeting times.
- To choose the class that you would like to register for, click the green Select button.
- If you have used *WileyPLUS* before and already have an account, enter e-mail address and password and click log in. If you do not have a *WileyPLUS* account, click Create Account.
- For a video tutorial on this process, go to www.wileyplus.com/studentfdoc (click **For Students**, then **How to Register**)

