**Biology 2458 Human Anatomy & Physiology II**

**Lab Schedule Spring 2014**

**Rooms 352 Life Science**

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| **Lab Section** | **Meeting Time** | **Instructor** | **Email** | **Office** |
| 002 | Monday 2-4pm | Matt Steffenson | [mmsteff@uta.edu](mailto:mmsteff@uta.edu) | LS 130 |
| 003 | Tuesday 2-4pm | Dylan Parks | [dparks@uta.edu](mailto:dparks@uta.edu) | LS 136 |
| 004 | Wednesday 2-4pm | Dylan Parks | [dparks@uta.edu](mailto:dparks@uta.edu) | LS 136 |
| 005 | Thursday 2-4pm | Matt Steffenson | [mmsteff@uta.edu](mailto:mmsteff@uta.edu) | LS 130 |
| 006 | Friday 2-4pm | Eldon Prince | [eprince@uta.edu](mailto:eprince@uta.edu) | LS 453 |
| 007 | Tuesday 11-1pm | Eldon Prince | [eprince@uta.edu](mailto:eprince@uta.edu) | LS 453 |

**Office Telephone 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.***

**Description of Course Content:**

Functional morphology of humans, maintenance of the human body, and continuity of life. Topics will include the cardiovascular, respiratory, digestive, urinary, immune, and reproductive systems. Laboratory exercises explore both anatomical and experimental aspects of principles introduced in the lecture. This class is designed for students in sport activities (EXSA), medical technology, and pre-nursing. Prerequisite: BIOL 2457 or equivalent. May not be used for biology grade point calculation or biology credit toward a B.S. degree in biology or microbiology.

**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 for Anatomy and Physiology by Connie Allen and Valerie Harper, 4th edition (**Physical copy optional**).

Principles of Anatomy and Physiology by Gerard Tortora 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.**

**Throughout the semester you will notice terms or information that may conflict with other resources you may be using to study. This is unfortunately more common in human A&P than we would like. Therefore, in this course, we will test you on the material presented in the PPT’s and in the study guide. Any other conflicting information should be disregarded for the purposes of quizzes and tests in 2458 lab.**

All grades and announcements throughout the semester will be posted on Blackboard. You should be checking Blackboard on a daily basis. The link to login to Blackboard is provided: <https://elearn.uta.edu/webapps/login/>

**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.

**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 100 points

**Total 350 points**

**\*Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.**

**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 six quizzes worth 20 points each for the duration of the course. Your lowest quiz grade will be dropped. Each quiz will consist of fill in the blank questions with no word bank provided.

**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.

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| **Lab Meeting** | **DATE** | **EXERCISE** |
| **1** | January 27th thru 31st | Intro and Lab Safety  25: Endocrine Structure and Function  26: Blood Components and Blood Tests |
| **2** | February 3rd thru 7th | 27: Heart Structure and Function  **Quiz #1 – Endocrine and Blood** |
| **3** | February 10th thru 14th | 28: Cardiac Cycle  29: Blood Vessel Structure and Function (Section B)  **Quiz #2 – The Heart** |
| **4** | February 17th thru 21st | 29: Blood Vessel Structure and Function (Section A)  30: Blood Vessel Identification  **Quiz #3 – Cardiovascular Physiology** |
| **5** | February 24th thru 28th | **PRACTICAL I** |
| **6** | March 3rd thru 7th | 32: Respiratory System Structure and Function  33: Pulmonary Ventilation |
| **7** | March 17th thru 21st | 34: Digestive System Structure and Function  **Quiz #4 – Respiratory System** |
| **8** | March 24th thru 28th | 36: Urinary System Structure and Function  37: Urine Formation and Urinalysis  **Quiz #5 – Digestive System** |
| **9** | March 31st thru April 4th | 38: Male Reproductive System Structure and Function  39: Female Reproductive System Structure and Function  **Quiz #6 – Urinary System** |
| **10** | April 7th thru 11th | **PRACTCAL II** |

**Notable Dates**

January 13th First Day of Classes

January 29th Census Date

March 28th Last Day to Drop Classes

May 2nd 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 all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>).

**Academic Integrity:** All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**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**:UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**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 syllabus*. 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. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Lab Safety Training:**  **Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities.** Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., through the following August) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

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.

4. Go to ‘Training I’ve Completed’ and 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.

*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*](mailto:compliance@uta.edu)*.*

**Student Feedback Survey: A**t the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.