**Biology 2457: Human Anatomy and Physiology Lab Syllabus Spring 2014**

**Classroom**: Life Science (LS) Room 435

**Textbook**: *Laboratory Manual for Anatomy and Physiology*, 4th edition by C. Allen and V. Harper is required. **YOU MUST KEEP YOUR WILEY PLUS KEY FROM THIS BOOK FOR USE IN ANATOMY AND PHYSIOLOGY II!**

The Human Anatomy and Physiology I Laboratory Student Study Guide ($5) is available from Phi Sigma Biological Honor Society (Beta Phi Chapter) in room LS 127.

**Instructor information:**

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| Instructor | Section | Lab Room | Email/Office |
| Matt Moseley | 002, 006, 011 | 435 | [mmoseley@uta.edu](mailto:mmoseley@uta.edu); LS 130 |
| Utpal Smart | 009, 013 | 435 | [usmart@uta.edu](mailto:usmart@uta.edu); LS 126 |
| Heath Blackmon | 008, 004, 012 | 435 | [mbanders@uta.edu](mailto:mbanders@uta.edu); ERB450 |
| Elijah Wostl | 007, 014 | 435 | [ewostl@uta.edu](mailto:ewostl@uta.edu); LS 458 |
| Corey Roelke | 003, 005 | 435 | [croelke@uta.edu](mailto:croelke@uta.edu); LS460 |

***\* Matt Moseley is the Lead GTA for all 2457 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.***

**Grading:** The Laboratory is worth **35%** of the total course grade. The lecture professor will be given both a percentage and a point total for each student.

Lab Practical I = 125 points

Lab Practical II = 125 points

\*Quiz Points = 60 points

Participation Points = 40 points

**Total** **Lab** = 350 points

\*6 quizzes/ 12 pts each/ 1 dropped quiz for a total of 60 points

**For electronic copy go to:** <http://goo.gl/uSlCeD>

**(click on Download Syllabus Link)**

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| **WEEK** | **DATE** | **EXERCISE** |
| **1** | January 27th thru 31st | 1: Anatomical Language  2: Organ Systems and Body Cavities  4: Cell Structure and Cell Cycle (Cell Structure Only) |
| **2** | February 3rd thru 7th | 3: Compound Light Microscope  6: Tissues  7: The Integumentary System Structure and Function |
| **3** | February 10th thru 14th | 8: Bone Structure and Function  9: Axial Skeleton |
| **4** | February 17th thru 21st | 10: Appendicular Skeleton  11: Joints and Synovial Joint Movements |
| **5** | **February 24th thru 28th** | **PRACTICAL I** |
| **6** | March 3rd thru 7th | 12: Skeletal Muscle Structure  13: Contraction of Skeletal Muscle  14: Skeletal Muscles and Their Actions |
|  | **March 10th thru 14th** | **Spring Vacation** |
| **7** | March 17th thru 21st | 16: Nervous Tissue  17: Spinal Cord Structure and Function  20: Brain Structure and Function  21: Cranial Nerves |
| **8** | March 24th thru 28th | 19: Somatic Reflexes  22: Autonomic Nervous System Structure and Function  23: General Senses |
| **9** | March 31st thru April 4th | 24: Special Senses |
| **10** | **April 7th thru 11th** | **PRACTICAL II** |

**Last day to drop a class with a “W”: Mar 28th**

**LABORATORY POLICIES** (See the course syllabus for additional policies.)

**1. Attendance:** Attendance is mandatory. Each student is expected to be on time and to

stay the entire duration of the laboratory period. In rare, documented cases, a student

may be permitted to attend a different lab section but only during the same week of

the missed lab. This case will require prior approval of both instructors and must be

accompanied by proper documentation.

**2. Lab Practicals:** There will be two lab practicals, each worth 125 points. **There are no**

**make-up practicals.** Students who have an acceptable, documented excuse and prior approval of Drs. Henry and/or Frederick and the lab instructor may have one practical grade counted twice. A picture ID (student ID or Driver’s License) is required for entrance to all practicals. Students coming late will forfeit the time they have missed and may not be admitted to the practical.

**3. Safety:**

**All students are required by the University to take a lab safety course on-line**. This if found at uta.edu/training. **Failure to do so will result in the student being dropped from the class**. Additional information can be found at the bottom of the syllabus. Students should dress appropriately for lab, including closed toed shoes and clothing which covers shoulders, chest, abdomen, upper thighs to the knee. It is suggested that long hair be nearly tied back and dangly jewelry be avoided. Absolutely **NO** food or drink (not even water) is permitted in lab nor is it to be consumed in lab. Soft contacts should not be worn during the dissection labs due to vapors from preservatives used with the dissection materials. This solution and its vapors may cause allergic reactions and irritation. After these dissection labs, it is highly suggested that students wash their hands. Materials Safety Data Sheets (MSDS): are posted on the bulletin board in lab.

**4. Other Policies:**

All persons are to be shown respect. Any offending student will be dismissed from lab and may return only after a conference with the instructor and Dr. James Robinson of the Department of Biology.

**5. The taking of pictures of models, etc. is strictly forbidden**. Models, slides, etc. are

available for use in the Science Education and Career Center (LS 106). The student MyMav email account is an official avenue for University communication. Students

are required to check this email on a regular basis. The instructors for this lab may make

necessary communications through MyMav and students are solely responsible for being aware of such communications. Cell phones should be off during the lab lecture. If you need to receive a call, you may take the call outside the lab in the hallway.

**6. Science Education and Career Center (located in LS 106):**

This center offers similar models and slides. Hours of operation are:

Monday – Thursday 9:00 am – 6:00 pm

Friday 9:00 am – 1:00 pm

Saturday and Sunday Closed

**7. 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>).

**8. 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>.

**9. Student Feedback Survey:** At 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>.

**10. Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of the federal equal opportunity legislation: reference Public Law 93112 – The Rehabilitation Act of 1973 as amended. With the passage of new 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. Lab instructors are required by law to provide “reasonable accommodation” to students with disabilities, so as not to discriminate on the basis of disability. Student responsibility primarily consists of informing instructors at the beginning of the semester of the situation and of providing authorized documentation through designated administrative channels concerning any disabilities.

**11. Academic Dishonesty:** 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 receive a zero for that assignment and will be referred to the University disciplinary body. Discipline may include suspension or expulsion from the University.

“Scholastic Dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.” (Regents’ Rules and Regulation, Part One, Chapter VI, Section 3, subsection 3.2, Subdivision 3.22).

**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)*.*