

**LABORATORY INSTRUCTOR INFORMATION**

<b>Instructor</b>	<b>Day/Time (section)</b>	<b>Office</b>	<b>Email</b>
Ayda Mirsalehi	M 8-9:50am (014)	ERB 421	seyedehayda.mirsalehi@uta.edu
Dr. Xavier Aranda	M 10-11:50am (012)	LS 334	aranda@uta.edu
Ayda Mirsalehi	M 12-1:50pm (024)	ERB 421	seyedehayda.mirsalehi@uta.edu
Kaitlyn Howell	M 2-3:50pm (002)	LS 139	kaitlyn.howell@uta.edu
Adnan Qureshi	M 5-6:50pm (019)	ERB 324	mohammedadnanmo.queshi@uta.edu
Kathleen Currie	T 8-9:50am (015)	ERB 446	kathleen.currie@uta.edu
Raisa Amin	T 10-11:50am (007)	ERB 324	mustafi.raisaamin@uta.edu
Kathleen Currie	T 12-1:50pm (025)	ERB 446	kathleen.currie@uta.edu
Kaitlyn Howell	T 2-3:50pm (003)	LS 139	kaitlyn.howell@uta.edu
Adnan Qureshi	T 5-6:50pm (020)	ERB 324	mohammedadnanmo.queshi@uta.edu
Goutam Sarker	W 8-9:50am (016)	LS 459	gsarker@uta.edu
Dr. Xavier Aranda	W 10-11:50am (008)	LS 334	aranda@uta.edu
Goutam Sarker	W 2-3:50pm (004)	LS 459	gsarker@uta.edu
Richard Adams	W 5-6:50pm (021)	ERB 452	radams@uta.edu
Santosh Dhamala	TH 8-9:50am (017)	ERB 342	santosh.dhamala@uta.edu
Raisa Amin	TH 10-11:50am (009)	ERB 324	mustafi.raisaamin@uta.edu
Santosh Dhamala	TH 2-3:50pm (005)	ERB 342	santosh.dhamala@uta.edu
Richard Adams	TH 5-6:50pm (022)	ERB 452	radams@uta.edu
Brijesh Khadgi	F 8-9:50am (018)	ERB 326	khadgi@uta.edu
Fatema Ruma	F 10-11:50am (013)		fatemabegum.ruma@uta.edu
Fatema Ruma	F 2-3:50pm (006)		fatemabegum.ruma@uta.edu
Brijesh Khadgi	F 5-6:50pm (023)	ERB 326	khadgi@uta.edu

Dr. Pollock is the lab coordinator for all Human Anatomy & Physiology labs. Any rescheduling of a practical must be addressed by him. Any other questions and concerns about labs should be directed to your GTA. Any issues that cannot be, or are not, addressed by your GTA should then be directed to Dr. Pollock via email, office hours, or by appointment.

Dr. Nicholas Pollock (nicholas.pollock@uta.edu)

Life Sciences, Room 466

Office Hours: M 11-12pm, W 1-2pm, TH 2-3pm, F 10-11am, or by appointment

## LAB MANUAL

*Human Anatomy & Physiology Laboratory Manual by Elaine Marieb & Lori Smith (Package for University of Texas – Arlington, 2<sup>nd</sup> Ed. (2016). Pearson. ISBN: 978-1323571927*

## STUDENT LEARNING OUTCOMES

Laboratory goals are to introduce the student to human form and function, with a particularly strong focus on human structural anatomy. Students will use models, histology slides, and various activities to emphasize the basic anatomy and physiology of cells, tissues, and the integumentary, skeletal, muscular, and nervous systems.

### TENTATIVE SCHEDULE

<b>LAB WEEK 1</b>	Anatomical Language, Organ Systems, Cells
Jan 22-26	
<b>LAB WEEK 2</b>	Microscopy, Tissues, Integumentary System <b>Quiz 1</b>
Jan 29-Feb 2	
<b>LAB WEEK 3</b>	Bones, Axial Skeleton <b>Quiz 2</b>
Feb 5-9	
<b>LAB WEEK 4</b>	Appendicular Skeleton <b>Quiz 3</b>
Feb 12-16	
<b>LAB WEEK 5</b>	Skeletal Muscles <b>Quiz 4</b>
Feb 19-23	
<b>LAB WEEK 6</b>	Review <b>Quiz 5</b>
Feb 26-Mar 2	
<b>LAB WEEK 7</b>	<b>Practical I</b>
Mar 5-9	
<b>LAB WEEK 8</b>	Nervous Tissue, Central Nervous System, Cranial Nerves
Mar 26-30	
<b>LAB WEEK 9</b>	Autonomic Nervous System <b>Quiz 6</b>
Apr 2-6	

<b>LAB WEEK 10</b>	Sensory System <b>Research Papers Due (Apr 9, 12:30am), Quiz 7</b>
Apr 9-13	
<b>LAB WEEK 11</b>	Review <b>Group Presentations Due (Apr 16, 12:30am)</b>
Apr 16-20	
<b>LAB WEEK 12</b>	<b>Practical II</b>
Apr 23-27	

### GRADING POLICY

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.

- You are NOT permitted to drop lecture or laboratory. Drops and withdrawals will be applied to both.
- A failing grade in laboratory will result in a failing grade for the overall course.
- Group work does NOT mean that one person does the assignment and everyone gets the grade. If your GTA feels confident that you did not participate in a group assignment, you will receive a reduced grade or a grade of 0.
- Evidence of collusion on individual assignments will result in a grade of 0 for both parties.
- All grades will be posted on Blackboard within 1 week of completion.
- Students have one week from the time a grade is posted on Blackboard to dispute the grade. Grades cannot be contested after this deadline has passed.
- Course policy prohibits extra credit in any form.

**\*\* 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.**

### GRADES

Quizzes (7 @ 10 pts each)	70
Lab Practicals (2@ 100 pts each)	200
Research Paper	20
<u>Group Presentation</u>	<u>20</u>
<b>Laboratory Total:</b>	<b>310 points</b>

### Grading scale:

Lab points	Letter Grade
279-310	A (90-100%)
248-278	B (80-89%)
217-247	C (70-79%)
186-216	D (60-69%)
< 186	F (0-59%)

### LAB PRACTICAL

Practicals will consist of 25 stations with 2 questions per station (50 questions total). Questions will be short answer, fill-in-the-blank, and multiple choice. Practical I will cover labs 1-6 and Practical II

will cover labs 8-10. You will have 60 seconds for each station the first time around the questions, and another 30 seconds the second time around the questions. All questions will be chosen from material included in lab exercises and student outlines. There is no make-up final. Students who have an acceptable, documented excuse and prior approval of Dr. Pollock will be allowed to take the practicals in a different section that same week. Students coming late will forfeit the time they have missed and may not be admitted to the exam altogether.

## QUIZZES

Quizzes will be given at the start of lab. Material covered will include information covered in previous labs. You should plan to spend time studying for these quizzes since they are a large part of your laboratory grade and will be used to follow your learning progress. Since quizzes will be given at the start of lab, if you arrive late and miss the quiz, you will receive a 0. Make-up quizzes will not be given in any case of unexcused absence or tardiness.

## GROUP PRESENTATION

Presenting scientific and medical findings to an audience is an important skill. Working and communicating with others is also very important. To facilitate these skills, students will be required to participate in a group presentation of a research topic of the groups choosing a disease, disorder, clinical manifestation, or new treatment in one of the systems of this course: integumentary system, skeletal system, muscular system, or nervous system. Students will present their findings to the class. Groups are pre-assigned and you must work with your assigned group members. Group presentations must be submitted through **SafeAssign** on Blackboard (SEE BELOW).

## RESEARCH PAPER

The ability to convey scientific information in a concise and understandable way is incredibly important in most professions. This assignment will be a short research paper (4-5 double-spaced pages), on a disease, disorder, clinical manifestation, or new treatment in one of the systems of this course: cells, tissues, integumentary system, skeletal system, muscular system, nervous system, and sensory system. These will require you to collect information from peer-reviewed journals and synthesize this information using critical thinking in order to communicate what was learned. Research papers must be submitted through **SafeAssign** on Blackboard (SEE BELOW).

### Group & Research Assignment Submission Policies:

1. You must follow submission guidelines in order to receive full credit.
2. Submissions must be in Powerpoint or Word format depending on the assignment. Do not submit a PDF to SafeAssign. It will not be graded and you will receive a 0.
3. Do not submit assignments via email. They will not be accepted.
4. Late assignments, or those incorrectly submitted, will not be accepted and will receive a grade of 0.
5. It is your responsibility to submit all assignments correctly and on time. Except in the case of documented technical difficulties, **you will not be given extra time to submit electronic assignments in the case of computer-related issues.**
6. It is recommended that you take a screen shot of successful electronic submissions. Complaints of missing submitted assignments will not be considered without documentation. This requirement also applies to failed submission attempts due to technological difficulties.
7. Do not turn in work that has been completed and submitted for a different class or assignment, you will be reported to student conduct.
8. Submissions through Blackboard are considered final. Requests to clear submission attempts will not be considered, except in cases where technological difficulties can be proven.

## EXPECTATIONS

Attend every lab and participate in all activities and exercises. Show up prepared by reading the upcoming laboratory background and reviewing the previous labs. Turn in all assignments on time in the required format. Failure to do so will result in a 0.

In addition, it is expected that all students:

1. Turn off and put away all electronic devices during class. Cell phones will **NOT** be permitted in class at any time. Your GTA reserves the right to dismiss you from class for having a cell phone out. Missed assignments/quizzes cannot be made up.
2. Be attentive to the information and instructions that your GTA provides.
3. Check your email as the GTA will use this form of communication to inform you of important dates and reminders regarding the lab.
4. Abide by all rules and regulations regarding safety conduct in the lab. SEE BELOW.
5. By enrolling as a student at UTA, you have agreed to abide by the University's Honor code. Ultimately, it is your responsibility to ensure that you abide by this promise and uphold the integrity of UTA. If you are unsure if your assignment contains plagiarism, it is your responsibility to meet with your GTA to get help prior to submitting the assignment.
6. Your education is your responsibility. The best way to get the grades that you desire, and to achieve success in the course, is to work hard, study, and dedicate time to learning the material and developing strong scientific writing skills.

## LABORATORY POLICIES

### Attendance:

1. Attendance is mandatory.
2. You must attend the section that you are enrolled in. You will not be given credit for work completed in a section you did not receive approval to attend.
3. There will be no make-up labs or assignments to take the place of missed lab exercises. You must be present to understand the material.
4. If you must miss a lab, contact Dr. Pollock and your GTA prior to the absence. You will be permitted to attend a different lab section one time per semester with a legitimate, documented excuse (e.g., medical, death in the immediate family, illness of a family member for which you are the primary care provider).
5. No absence will be considered excused without appropriate documentation, regardless of the cause. Absences due to conflicts with work or a planned trip will not be excused.
6. If you are unable to contact Dr. Pollock and your GTA prior to missing lab (due to sickness, accident, etc.), you must notify him of the cause of the absence within 24 hours of the missed lab. Absences brought to attention after this time will not be considered excused regardless of reason or documentation.

**The taking of pictures of models, slides, etc. is forbidden!**

## ACADEMIC INTEGRITY

Each student has the responsibility to uphold the highest standards of academic integrity in their own work, to refuse to tolerate violations of academic integrity in the university community, and to foster a high sense of integrity and social responsibility on the part of the university community. Cheating and Plagiarism: Plagiarism is defined as the use of any information, published, or unpublished without acknowledgement. Cheating occurs when you use the work of another student

in place of your own. Neither will be tolerated. It is extremely important that you distinguish your own ideas from those of others. You must always acknowledge sources. If you have any questions, see me.

## **SAFETY**

1. Safety attire consists of **long pants that cover the ankle and shoes that cover the toes and the top of the foot.**
2. Failure to wear proper safety attire in each lab will result in dismissal from lab and receiving a grade of 0 on any quiz missed.
3. **There is absolutely no food, drinks, and gum permitted in the lab at any time.**

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

### Lab Safety Training Course Instructions:

1. Login to your Blackboard with your NetID and password.
2. Under the “My Blackboard” tab, click “Lab Safety Training”.  
\*\* Tab will be present only if training is required.
3. Click “Welcome” from the left pane to start and follow the instructions.

**You MUST complete this training with at least a 100 on the safety training quiz and at least an 80 on the SDS quiz. You will receive a certificate upon successful completion... no certificate = not completed. Students who have not completed the training by the second week of lab will be unable to attend open labs, will receive 0s on graded material, and may be dropped from the lab (and consequently the lecture).**

## **CONFLICT RESOLUTION**

If you are experiencing an issue in lab, you must first arrange a meeting with your lab instructor. If the issue remains unresolved after you have met with your lab instructor, you may then consult the Laboratory Coordinator, Dr. Nick Pollock. If the issue still requires attention, you may consult the Associate Chair of the Department of Biology, Dr. Laura Mydlarz. To do this you need to file a grievance at <https://www.uta.edu/php-lib/machform/view.php?id=3403>. You must file the form in order to have your issue heard. None of the listed personnel will discuss the issue with you until you have first consulted all of those preceding him/her.

## **AMERICANS WITH DISABILITIES ACT**

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 consists of informing the lab coordinator and GTA by the end of the second week of labs, and prior to any assignments, quizzes, or activities that require accommodation. 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 (University Hall, Room 102, 817-272-3364).

**TITLE IX**

The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).