

BIOLOGY 2101
ANATOMY AND PHYSIOLOGY I LABORATORY
COURSE SYLLABUS

INSTRUCTOR:

Name: Variable
Office:
Office Hours:
Email:

A&P COORDINATOR:

Name: Sara Rumbelow, M.S., Lecturer in Biology
Office: HPR 114
Office Hours: T/R 10am – 12:30pm or by appointment
Email: srumbelow@uttyler.edu

REQUIRED COURSE MATERIALS:

Human Anatomy and Physiology Laboratory Manual, Main Version (12th Ed.), Elaine N. Marieb & Susan J. Mitchell with Modified Mastering A&P (eBook)
(Must include access to PhysioEx computer simulations via Mastering)

A student of this institution is not required under law to purchase a textbook from a university-affiliated bookstore.
The same textbook may also be available from an independent retailer, including an online retailer.

COURSE DESCRIPTION: The course provides an overview of the structure and function of the human body.

COURSE OBJECTIVES: When you are finished with BIOL 2101, you should be able to

1. Define and correctly apply anatomical and physiological terminology
2. Correctly and safely use the microscope and other basic laboratory equipment
3. Locate anatomical structures on specimens, models and on illustrations
4. Point out structural and functional relationships in the human body
5. Name the four basic tissue types in the body and be able to recognize them microscopically
6. Demonstrate the ability to communicate scientific information and theory in writing, including proper citing of references
7. Demonstrate the ability to use computerized methods to study science
8. Interpret scientific graphs, tables, and charts
9. Explain and apply the scientific method

GENERAL: Students should log onto Canvas ASAP, find the lab course and read all announcements. Canvas and Patriots email should be checked DAILY.

Questions are welcomed during office hours (or by appointment), before, during or after class, or if more convenient, they can be directed to me by either phone or e-mail. Please do not hesitate to ask questions, because there is no such thing as a stupid CONTENT question! It is VERY difficult to improve your course average after you fail the first exam in a course like A&P lab, so PLEASE contact me for help or studying tips early, before it is too late to make a difference. However, please be aware that questions about items covered on the syllabus /schedule or posted on Canvas, will NOT be answered. The response will direct you to the answer location only. So please look for the answer before contacting me.

GRADING POLICY: The final course grade will be out of 750 points and determined as follows:

Assessments	Value	Total Points
Exams (4)	100 points each	400 total points (53.33%)
Quizzes (20 kept)	10 points each	200 total points (26.67%)
Short Essay	100 points	100 total points (13.33%)
Attendance	5 points each lab excluding exam days and holidays	50 total points (6.67%)

Exams: Four (4) Exams will each be worth 13.33% of the total grade. Questions will consist of multiple choice, short answer and essay formats. Anatomical structures will be identified from models, posters or microscopic slides. Any material (text or figures) in the laboratory manual, including physiological concepts, is fair game for exam questions unless specifically omitted.

Short Essay: This assignment is worth 13.33% of your total grade in lab. At the start of the semester, you will see several discussion questions posted in your Canvas course. It is your job to study and prepare to answer each of these questions. You may use any resources in your preparation such as your text books, online sources, your instructor or fellow students. *At a date specified in your course schedule, you will be required to write a short response essay in class answering four of the questions, randomly selected by your instructor. Each of the four questions will be worth 25 out of 100 total points for the assignment. Notes and resources will be prohibited when you answer the questions, therefore it is strongly recommended that you prepare as you go throughout the semester by studying these questions a little each week.*

Lab Quizzes: (ten points each) will make up 26.67% of the course grade. Quizzes include any assigned quizzes and/or in class exercises, and if/when assigned as part of lab (see lab schedule for assigned dates) PhysioEx in Modified Mastering A&P. These will count as additional quiz grades. You must attend the complete lab on the day of the assignment for credit.

Quizzes on Canvas should be taken on RELIABLE internet connection. If knocked offline while taking a quiz, I may have to add another attempt if too much time was lost. E-mail me immediately as needed. Be sure to check the quiz after submission to make sure that there is a score, or the icon that looks like an airplane. Contact me if there seems to be a problem.

Attendance: Attendance is mandatory and is worth 6.67% of your final grade. Attendance will be taken every class period. Excused absences will not be counted towards your attendance points. For an absence to be excused documentation or proof must be provided. Acceptable documentation includes: university note from professor or coach (official letterhead), university excused absence, civil documentation, obituary, police report, court documents, or other evidence to explain the absence. It is at the instructor's discretion whether or not the absence will be excused. Each lab (not including exam days or Fall Break; Finals Week awarded automatically) is worth 5pts (2.5pts awarded at the start, 2.5pts awarded at dismissal). Partial points may be given for leaving lab early or attending late, doing other course work during lab, or not cleaning up after lab. Students are responsible for any material missed even with excused absences.

Cleaning up at the end of lab must be done by every student in attendance. Details will be given by the instructor. If students do not clean their assigned area, points will be deducted from that weeks' Attendance grade.

LETTER GRADES will be assigned according to the following scale:

A = 675-750 B = 600-674 C = 525-599 D = 450-524 F = below 450

All course grades will be in Canvas, so students will be able to view their current course average ("Total") at any time.

Be aware that NO EXTRA CREDIT WILL BE GIVEN at the end of the semester. The average shown in Canvas will determine the final course grade, and no additional work is possible, SO PLEASE DO NOT ASK.

NOTE: LABORATORY ATTENDANCE IS MANDATORY! Important announcements will be made every week in class, and the assigned exercises are essential to making a good grade. At the end of the semester, grades will be calculated according to the percentages in the syllabus, and the only adjustment that will be made is if the final percentage is WITHIN ONE POINT of the next letter grade, and the student has missed NO LABS. (Mitigating circumstances will be taken into account at the discretion of the instructor.) The grade will then be rounded up to the next letter grade.

LABORATORY EXAM/ QUIZ MAKE-UP POLICY:

If a student is unable to take a practical exam as scheduled, a make-up will be arranged ONLY if the reason is legitimate and DOCUMENTED, and the instructor is notified IN ADVANCE of the time the exam is scheduled, either through the telephone or e-mail. Keep in mind that setting up a practical, takes approximately an hour and that lab time is limited, so make up practical's will not be given unless there is no other alternative. If you fail to make appropriate arrangements you will most likely receive a grade of "0" for the exam missed.

ACADEMIC INTEGRITY IN A&P LAB:

EXAMINATIONS

- Are to be taken INDIVIDUALLY, without input or assistance from anyone else, including students that have taken the exam, quiz or course previously. This course contains material that you MUST know for future classes and for your profession. Therefore, using old exams, or asking other students about exam content will only hurt YOU in the long run. The grades you earn are NOT as important as what you actually LEARN in this course.
- The use of your notes, text or any other reference material during EXAMS is PROHIBITED.
- Possession of anything containing course content will be considered cheating, whether or not you actually refer to it during the exam.
- TALKING during an EXAM to anyone other than the instructor or proctor will automatically be considered cheating. It does not matter what you were talking about.
- ANY use of cell phones (even if they call YOU) or any other electronic device that could be used to record or transmit test material is prohibited. Phones must be out of sight in a pocket, purse or backpack, and turned OFF or on vibrate.
- Watches (all kinds) must be removed from the wrist and put away during exams
- Hats worn during exams must be turned or removed so that the face is not covered in any way.

Penalties for cheating in A&P include anything from a zero on the exam or quiz during which the cheating occurred, up to an F for the course in question, at the discretion of the instructor. Violators WILL be reported to the UT Tyler Judicial Officer for disciplinary proceedings.

WHAT IS PLAGIARISM AND HOW CAN IT BE AVOIDED IN A LAB REPORT?

Plagiarism may be defined as

- (1) Presenting work, ideas or phrasing of another, in whole or part, as one's own without giving credit and proper documentation of sources;
- (2) Copying material directly from sources (including electronic media) except when the material is enclosed in quotation marks and the source is clearly identified;
- (3) Paraphrasing too closely to the original, even when the source is identified; and
- (4) Claiming credit for work in any media (electronic, digital, artistic, etc.) where the student is not the original creator of said work.

Work that is plagiarized will receive an automatic grade of "F". If you are unsure about this subject, please take the time talk to your instructor and /or read this:

www.wadsworth.com/english_d/special_features/plagiarism/definition.html

ARTIFICIAL INTELLIGENCE POLICY:

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. For this course, AI is permitted only for specific assignments or situations, and appropriate acknowledgment is required. This course has specific assignments where artificial intelligence (AI) tools (such as ChatGPT or Copilot) are permitted and encouraged. When AI use is permissible, it will be clearly stated in the assignment directions, and all use of AI must be appropriately acknowledged and cited. Otherwise, the default is that AI is not allowed during any stage of an assignment.

CORRUPTED FILE POLICY:

Any student that turns in a corrupted file will be given 24 hours to turn in a file that can be opened successfully by the instructor. Failure to do so will earn a grade of "0" (zero) for the paper.

LABORATORY SAFETY AND DRESS CODE:

Food and drink may NOT be brought into the lab at any time. Also, students may NOT wear OPEN-TOED SHOES in the lab. Anyone wearing improper footwear will be required to wear biology department rubber boots during class. (Be forewarned that these boots are NOT clean inside.)

UT Tyler Resources for Students

- Supplemental Instruction: Group study sessions are offered several times per week, led by specially trained students. Students that participate in these sessions regularly score significantly higher (usually a whole letter grade) on exams, so attend whenever possible. Session schedules are posted on Canvas.
- A&P Tutoring: Individual tutoring is available in the [UT Tyler PASS Tutoring Center](#) located in LIB 401. Our Tutors would LOVE to help you! (903.565.5964), tutoring@uttyler.edu
- Library Support: The Robert R. Muntz Library strives to serve as a center of discovery, exchange, and advancement of ideas. <http://www.uttyler.edu/library/>
- [UT Tyler Writing Center](#) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Counseling Center](#) (903.566.7254)

UNIVERSITY POLICIES:

Students Rights and Responsibilities At UT Tyler:

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University:

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit <http://www.uttyler.edu/tobacco-free>

Grade Replacement/Forgiveness and Census Date Policies:

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy:

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Student Accessibility and Resources

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources (SAR) office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but 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.

- i. "Cheating" includes, but is not limited to:
 - copying from another student's test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program
 - or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;

- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially. ii.
“Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by TurnItIn, available on Canvas.

I RESERVE THE RIGHT TO MODIFY THIS SYLLABUS AT ANY TIME. THEREFORE, YOUR ATTENDANCE AND ATTENTION TO THE ANNOUNCEMENTS IN CANVAS ARE CRUCIAL BECAUSE IT WILL ASSIST YOU TO REMAIN CURRENT ON THE MATERIAL AND KNOW WHEN THE SYLLABUS MAY BE MODIFIED.