

Fall 2015

BIOS 1301

Jacqueline Nesbit
University of New Orleans

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Recommended Citation

Nesbit, Jacqueline, "BIOS 1301" (2015). *University of New Orleans Syllabi*. Paper 100.
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THE HEARTBEAT of
the **CRESCENT CITY**

The University of New Orleans

Department of Biological Sciences

Human Anatomy & Physiology Laboratory, Part 1

Fall 2015; Biological Sciences Building Room 127

BIOS 1301, section 003

Wednesday 2:00 pm-4:45 pm

Instructors & Contact Information

Dr. Jacqueline Nesbit (Preferred contact via e-mail listed below)

Office: Biological Sciences Building Room 230

Phone: (504)280-6478

Email: jbnebit@uno.edu

Office Hours:

T.A. Dave Weber (Preferred contact via e-mail listed below)

Office: Biological Sciences Building Room 124

Phone: (504)300-4957

Email: wdweber@uno.edu

Office Hours: Monday, Tuesday, Thursday 12:30pm-2:00pm

T.A. Anne Cespedes (Preferred contact via e-mail listed below)

Office: Biological Sciences Building Room 124

Phone:

Email: acespede@my.uno.edu

Office Hours: Wednesday and Friday 12:30pm-2:00pm

OPEN LAB HOURS Every Weekday 12:30pm-2:00pm

Biological Sciences Building Room 124

Course Description

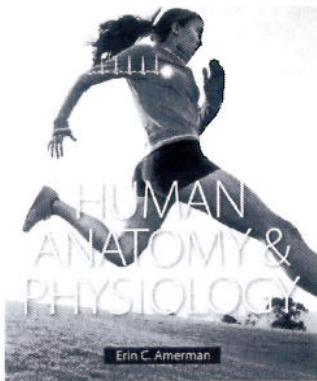
The UNO course catalogue describes this course by saying; it “entails the practical application of the basic biological principles and a detailed study of the skeleton, brain, and major sensory organs.” More specifically, this course will be divided into three sections. The first section will examine the histology of the human body with a detailed examination of osmosis and diffusion. The second section will be a detailed examination of the human skeleton. The final section of the course will entail a detailed examination of the human brain, joints,

movements, eyes and ears. This course is focused toward pre-professional majors, such as pre-medicine, pre-dental, pre-veterinarian and Allied Health majors. However; it is not confined to those students. The prerequisites for this class is a passing grade in ENGL1057, or an equivalent from another institution.

Course Objectives

By the end of this course students will have a general vocabulary of biological terminology. They will be able to identify the bones of the human skull and its markings. Students will understand the histology of the human body and be able to identify human cells under the microscope. Students will understand the principles of osmosis. Students will be able to identify major joints and understand their functions. Students will have a strong knowledge of the anatomy of the brain, eyes and ears.

Textbooks & Materials Required



You will be required to purchase a text book for this class. The text book is the same one used for the lecture component of this class (BIOS1303). This book can be purchased from the UNO book store. The textbook needed is entitled, *Human Anatomy & Physiology*. Published by Pearson Publications and authored by Erin Amerman, the ISBN number for this text is **978-0-8053-8295-2**.

You will be required to purchase a lab manual for this class. This manual can be purchased from the UNO book store. The atlas needed is entitled, *Human Anatomy & Physiology*. Published by Pearson Publications and authored by Catherine C. Whiting the ISBN number for this text is **978-013-99679-1**. Both of these books should be available through the bookstore in a bundle package.

Students must have access to the internet in order to obtain handouts, have access to their grades and view messages from the instructor. All of this is facilitated through UNO's Moodle website. If a student is in need of technical assistance they may visit the Help Desk at the University Communications and Computer Building.

You will also be required to have MasteringA&P access code that is bundled with the lab manual. You must also purchase a plastic human skull that is only available at the UNO Campus BookStore.

Course Policies and Expectations

Attendance:

Attendance for all labs is mandatory. There are 3 additional section of this class as listed below;

SECTION 001	Tuesdays 2:00 pm – 4:45 pm	Cespedese
SECTION 002	Wednesdays 8:00 am – 10:45 am	Nesbit
SECTION 003	Tuesdays 2:00 pm – 4:45 pm	Weber
SECTION 603	Wednesdays 5:00 pm – 7:45 pm	Cespedese

It is your responsibility to contact your instructor and the teaching instructor if you need to sit in on a different section, in a particular week. Quizzes and Practical Exams are subject to a 5% point deduction when taken in a different section, as this poses an unfair advantage over your section's classmates. There are no make-ups for quizzes outside of class sections. If an emergency forces you to miss an exam, then you **MAY** be allowed a make-up exam with a valid and documented excuse, i.e. a written note from a physician or nurse at the University Health Center stating:

1. the suspected nature of the illness
2. The suspected severity of the illness, i.e., that the illness could be severe enough to Make up exams must be completed within a week of last excused day, after that date no make ups will be allowed.

Cell Phone Usage:

It is considered disrespectful for a student to be using their cell phone while receiving instruction or while working with others. As such sell phone should be put away at all times and ringers set to silent. If a student is seen using a cell phone during lab they will be asked to put the phone away, and if the problem persists that student may be asked to leave and as such will not be allowed to make up work missed. If a student is caught using a cell phone during a quiz or a practical examination, that will automatically be considered academic dishonesty, resulting in a "0" for that assignment. (See Academic Integrity section)

Academic Integrity:

Students are expected to conduct themselves according to the principles of academic integrity as defined in the statement on Academic Dishonesty in the UNO Student Code of Conduct. Any student or group found to have committed an act of academic dishonesty shall have their case turned over to the Office of Student Accountability and Advocacy for disciplinary action which may result in penalties as severe as indefinite suspension from the University. Academic dishonesty includes, but is not limited to: cheating, plagiarism, fabrication, or misrepresentation, and being an accessory to an act of academic dishonesty. The University of New Orleans Student Code of Conduct can be found at

<http://www.uno.edu/studentaffairs/sadocuments/studentcodeofconduct.pdf> and should be consulted if there are any questions.

Students with Disabilities:

The Office of Disability Services (ODS), in conjunction with the Office of Academic Affairs' campus wide administrative policy regarding the accommodations of students with disabilities, has two primary objectives: 1) to ensure compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) in regard to equal access for qualified students to academic programs; and 2) to uphold the academic integrity of UNO. When these two objectives are met, those students who qualify for services based on clear, comprehensive, and relevant documentation will receive those services or academic modifications for which they are legally entitled.

ODS is considered the University's designated office for determining eligibility for services, reviewing and maintaining documentation, and recommending appropriate accommodations. Students, however, do not have to register with ODS in order to advocate for disability related accommodations. For those instructors who have students with disabilities who choose not to register for services with ODS, and who request academic accommodations, ODS is available as a resource to verify eligibility and recommend appropriate accommodations.

Part of this policy regulates the accommodative testing services. These accommodations are made available in the ODS Accommodative Testing and Adaptive Technology Center (ATATC), located in the Library Room 120. The breakdown of responsibility for ensuring efficient and secure accommodative testing in the ATATC is as follows:

Registered ODS students should:

1. Request from ODS in writing Accommodation Agreements each semester.
2. Set up appointments to meet with each instructor each semester to discuss accommodations and complete agreements.
3. Ensure each party involved receives their copy of the Agreement.
4. Complete Student Section of the Accommodative Testing Form for each test.
5. Arrive promptly at the ATATC and follow test proctor's instructions.

Classroom Etiquette:

In the lab setting we will be working in small groups identifying key components of the human anatomy. While instructing the entire class on how to identify the components the instructor will be speaking and demonstrating for the majority of the lab period. As a consequence, conversations within and between groups will need to be kept at a minimum and conducted in a way so as to not disturb the learning of other student. There will be no misbehavior allowed in the lab, violators will be asked to leave and given a zero for that day's class. Hostile, harassing and non-inclusive language will not be tolerated. If any of these violations are severe enough, the student and the case can be referred to the Office of Student Accountability and Advocacy, and have possible judiciary consequences. Once again the University of New Orleans Student code of conduct outlines this process and should be referred to if there are questions. The University of New Orleans Student Code of Conduct can be found at <http://www.uno.edu/studentaffairs/sa-documents/studentcodeofconduct.pdf>.

Instructor Responsibility

As instructors at the University of New Orleans, it is our responsibility to provide students with the best education that we can provide. In this course the instructor will demonstrate how to identify each of the components a student will be asked to identify on a quiz or exam. It is the Instructors responsibility to ensure that each student has an equal opportunity to learn in a safe educational background. As Instructors we will be prompt to class, prompt with grading, and prompt with returning assignments. Every Instructor will keep at least 4 hours per week set aside for students to seek addition help or instruction. It is the responsibility of the instructor to answer a student's question to the best of their ability or be able to direct the student to that appropriate resource that will answer the question. Instructors will not be bias to any student with regards to gender, race, nationality, sexual orientation/identification or age. All students will be treated fairly and equally.

Student Responsibility

As a result of this class only meeting once a week, it is the responsibility of the student to study the material on their own as much as possible. Students will be expected to learn a list of very common bio-terminology. That list is available in the front of the lab manual, and students are responsible for learning these terms on their own as per the weekly course schedule. Students should be prompt to class, as a quiz will be administered during the first 15minutes of each class. In class students must maintain the proper classroom etiquette, which includes the raising of a hand for assistance. In class students should participate by identifying the components on their table that the instructor is going over. Remember that you will only get out of a course what you put into it.

Conflict Resolution

All conflicts must be resolved in a civil, meaningful manner. No matter the conflict, whether it is between students, or between the student and an instructor, the best way to resolve the conflict is between the parties involved in a private, yet safe, environment. If a conflict between students cannot be resolved by the parties alone, then the instructor should step in or be consulted, to either resolve the conflict or direct it to the appropriate resources. If the conflict were to be between instructor and student, once more it would be best if the parties together resolved the conflict, again in a private, yet safe environment. If in this case addition consultation is required to resolve the conflict, the chair of the Biological Department, Dr. Wendy Schluchter should be advised and consulted. Dr. Schluchter can be contacted via email at wsluch@uno.edu.

Quizzes, Tests and Assignments

Quizzes:

At the beginning of each class, when there is not a scheduled practical exam, there will be a quiz that covers the material from the last lab session. There will be 25 questions. The majority of the questions will be identification of anatomical models that are set up around the room with number labels, directional terms, or other A&P concepts. An answer sheet will be provided to each student. The answer sheet is printed on half of an 8x10 sheet of paper that is folded over to cover your answers. The student must keep their answers covered at all times, as to curtail glances from other students. Please write legibly and in pencil.

Practical Exams:

There will be 4 practical exams for this course, each will be 50 questions. As with the quiz the majority of the practical will be identification of labeled models with the supplement of questions regarding directional terms, or other A&P concepts. Again an answer sheet will be provided, and students must keep their answers covered.

Pre-Lab Assignments:

It is the student's responsibility to have completed the appropriate pre-lab exercise as directed by the class schedule in this syllabus. The completed exercise must be turned in upon entering the classroom. Late exercises will not be accepted.

Mastering A&P:

Mastering A&P homework assignments will be assigned to correspond to lab materials covered in a particular week. Homework can be done ahead of time up until the due date for full credit. For every 24 hour period late, there will be a 10% deduction. Once the assignment is complete the student will have access to retake the assignment as many times as they like for practice, but no longer count toward points.

The Course ID for this section is MAPWEBER79548

Bonus Points:

Ten percent of your Mastering A&P homework assignments will count as extra credit points. These points will be added incrementally to your each practical according to the sections covered. For instance, on Practical 1 there are 4 assignments that were covered, each worth a total of 30 points, and totaling 120 points. If you were to score 100% on all assignments, that would translate into 12 extra credit points added to your total on Practical 1.

Grading Rubric

You will be graded on quizzes and practical exams. You will be given 7 quizzes over the course of the semester. We will keep the best 6 of 7 quiz grades (the lowest quiz will be dropped). Those quiz scores will account for 30% of your final grade. You will be given 4 practical examinations each will be worth 100 points and those exam scores will account for 60% of your final grade. You will be assigned 10 pre-lab assignments all worth 10 points and all together accounting for 10% of your final grade.

Grading

7 Quizzes	Each worth 25 points=175 points	30% of Total Grade
4 Practical Exams	Each worth 100 points=400 points	60% of Total Grade
11 Pre-Lab Exercises	Each worth 10 points=110 points	10% of Total Grade

Final Grade

90-100%	-	A	-	Excellent, outstanding work
80-89%	-	B	-	Very Good, above average work
70-79%	-	C	-	Average, adequate work
60-69%	-	D	-	Poor, below average work
0-59%	-	F	-	Failure. Unacceptable work

Weekly Class Schedule

Week of 8/24	Orientation to A&P lab, the Human Body and Tissues Chapter 1 Pre-Lab Due at beginning of class pp.2-3 Also be sure to read chapter 2 of the manual This lab will include Activities: 1-1,2,4 : 2-1 Homework Assignment: Intro to A&P & Language
Week of 8/31	Epithelium, Connective and Muscle Tissue Chapter 6 Pre-Lab Due at beginning of class pp. 82-83

Quiz 1 (information covered on week 1)
This lab will include Activities: 6-1,2,3,4
Homework Assignment: Tissues

- Week of 9/7 Bone Tissue, and the Human Skull
Chapter 8 Pre-Lab Due at beginning of class pp.120-121
 Also be sure to read chapter 9, pp. 139-153
Quiz 2 (information covered on week2)
 This lab will include Activities: 8-3,4 : 9-1,2
 Homework Assignment: Bone (Skull) homework
- Week of 9/14 **Practical I (information covered from weeks 1-3)**
Extra Points from Mastering assignments 1-4 will be added to this practical
- Week of 9/21 Bones of the Axillary Skelton
Chapter 9 Pre-Lab Due at beginning of class pp.138-139
 This lab will include Activities: 9-3 : 10-1(1st Part),2
 Homework Assignment: Bones (Pectoral Girdle)
- Week of 9/28 Bones of the upper Appendicular Skelton
Chapter 10 Pre-Lab Due at beginning of class pp.172-173
 Quiz 3 (Information covered on week 5)
 This lab will include Activities: 10-1(2nd Part), 2
 Homework Assignment: Bones (Pelvic Girdle)
- Week of 10/5 Bones of the lower Appendicular Skelton
Hand-Out Pre-Lab Due at beginning of class
(this will be a hand-out)
 Quiz 4 (Information covered on week 6)
 This lab will include Activities: 10-1(3rd Part), 2
- Week of 10/12** **Practical II (information covered from Weeks 5-7)**
Extra Points from Mastering assignments 5,6,and 7 will be added to this practical
- Week of 10/19 Joints and Movements
Chapter 11 Pre-Lab Due at beginning of class p.200
 This lab will include Activities: 11-1,2,3
 Homework Assignment: Joints
- Week of 10/26 Eyes and Ear
Chapter 18 Pre-Lab Due at beginning of class pp.366-368

Quiz 5 (Information covered on Week 10)
This lab will include Activities: 18-2,5 & Conf. Senses
Homework Assignment : Special Senses

Week of 11/2 **Practical III (information covered from Weeks 10 & 11)**
Extra Points from Mastering assignments 8 and 11 will be added to this practical

Week of 11/9 The Integumentary System
Chapter 7 Pre-Lab Due at beginning of class pp.104-105
This Lab will include activities : 7-1,2 & Nerve/Corpuscles
Homework Assignment: Integumentary System

Week of 11/16 The Spinal Cord and Cranial & PNS Nerves
Chapter 16 Pre-Lab Due at beginning of class pp.332-334
Quiz 6 (Information covered on Week 13)
This Lab will include activities : 15-4; 16-1,3
Homework Assignment: Spinal Cord

Week of 11/23 Thanksgiving Break

Week of 11/30 The Brain
Chapter 15 Pre-Lab Due at the beginning of class pp302-303
Quiz 7 (Information covered on Week 14)
This Lab will cover activities : 15-6
Homework Assignment: Brain

Week of 12/7 **Practical IV (information covered from Weeks 13 & 14)**
Extra Points from Mastering assignments 9,10,and 12 will be added to this practical
Section 001 final on Thursday 12/10 from 3-5pm
Section 002 final on Monday 12/7 from 7:30-9:30am
Section 003 Final on Wednesday 12/9 from 3-5pm
Section 603 Final on Wednesday 12/9 from 5:30-7:30pm

Student Learning Support

Open Lab:

There will be open lab sessions on Every Weekday from 12:30pm-2:00pm in Biological Sciences Building Room 124. Students may come and examine the material from the class in order to prepare for a quiz or practical exam. The open lab will be facilitated by an instructor who is there to help, and will be held in The Biological Sciences Building, Room 124.

Office Hours:

During office hours instructors will be in their designated offices for students to come to for assistance. This time is set aside specifically for student support and should be utilized. A student may see any of the instructors listed in this syllabus and not just the instructor of their section. In lei of Office Hours this section will have Open Lab periods.

Appointment Hours:

Instructors are busy, however if a student has trouble making it to the open lab or to office hours instructors can make specific appointments. An email to the instructor will initiate the setting up of an appointment.

Assignment Due Dates

Chap. 1 Pre-Lab	8/25 @ 1400	Mast.A&P Intoduction	8/30 @ 2359
Chap. 6 Pre-Lab	9/1 @ 1400	Mast.A&P Language	8/30 @ 2359
Chap. 8 Pre-Lab	9/8 @ 1400	Mast.A&P Tissues	9/6 @ 2359
Chap. 9 Pre-Lab	9/22 @ 1400	Mast.A&P Skull	9/13 @ 2359
Chap. 10 Pre-Lab	9/29 @ 1400	Mast.A&P Vertebrae	9/27 @ 2359
Bone Handout	10/6 @ 1400	Mast.A&P Pectoral Girdle	9/27 @ 2359
Chap. 11 Pre-Lab	10/20 @ 1400	Mast.A&P Pelvic Girdle	10/4 @ 2359
Chap. 18 Pre-Lab	10/27 @ 1400	Mast.A&P Joints	10/25 @ 2359
Chap. 7 Pre-Lab	11/10 @ 1400	Mast.A&P Senses	11/1 @ 2359
Chap. 16 Pre-Lab	11/17 @ 1400	Mast.A&P Integumentary	11/15 @ 2359
Chap. 15 Pre-Lab	12/1 @ 1400	Mast.A&P Spinal Cord	11/29 @ 2359
		Mast.A&P Brain	12/6 @ 2359

****Note: Segments of this syllabus have been adopted from the syllabi of other faculty, and it is subject for revision upon the instructors need. ****