

2015

# Biology 162 Human Cadaver Anatomy Fall 2015

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PLEASE READ THIS DOCUMENT AND ALSO THE SYLLABUS ADDENDUM DOCUMENT THOROUGHLY AS THESE CONTAIN IMPORTANT COURSE AND COLLEGE POLICY AND SERVICES STATEMENTS. You are expected to be familiar with and adhere to the policies stated in these two documents.

Biology 162 and 163 are courses designed to enhance competence in histology and human cadaver anatomy. The courses are comprised of the anatomy portions of BIO 121 and 122. BIO 162 includes histology as well as skeletal, muscular, and nervous systems. BIO 163 covers the anatomy of sense organs, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems.

**SPECIAL NOTE:** If you are or become pregnant, you should consult with your Physician as to the advisability of taking either BIO 162 or 163.

**TEXTS and RESOURCES:**

Bio 162 Lab Packet – available in X-102 during the first week of labs

**RECOMMENDED RESOURCES** (all bundled with new textbook)

- Modules and Labs for Anatomy & Physiology I: BIO 121
- Visual A&P, Martini, Ober, and Nath; Pearson © 2015 (used for both BIO 121 &122)
- Mastering A&P (access code bundled with textbook)
- Martini’s Atlas of the Human Body, Martini; Pearson© 2009
- Practice Anatomy Lab CD, Pearson
- Interactive Physiology 10-System Suite CD, Pearson
- Get Ready for A&P (Bio 121), Garrett; Pearson, © 2013

*(If you already own an anatomy text, you probably will not need to buy another. Please check with your instructor)*

**INSTRUCTOR INFORMATION**

Name: \_\_\_\_\_

Office: \_\_\_\_\_

Office hours: \_\_\_\_\_

Phone: \_\_\_\_\_

E mail: \_\_\_\_\_

**ROOM NUMBERS**

Anatomy/Physiology Lab: X-102

Cadaver Labs: L248, L253

Natural Sciences Testing Center: L161

Natural Sciences Dept.: L120

Administrative Assistant: 217-351-2285

## DISABILITY STATEMENT

If you believe you have a disability for which you may need an academic accommodation (e.g. an alternate testing environment, use of assistive technology or other classroom assistance), please contact Cathy Robinson, Director of Disability Services, Room U264, 217-353-2082, [crobinson@parkland.edu](mailto:crobinson@parkland.edu). No accommodations can be offered if you are not registered each semester with the Office of Disability Services.

Students with approved accommodations through the Office of Disability Services are expected to meet privately with instructors each semester to discuss accommodations listed on their Disability Services ID card. (e.g. extended time on exams, notes, etc.) That personal introduction officially marks the beginning of your accommodations for the semester. Instructors should be allowed to view your Disability Services ID card and note approved accommodations.

Extended-Time Testing Accommodations are not accessible in the classroom. Students must schedule tests/quizzes by calling Disability Services at 353-2338, or visit them in U264. Extended time on lab practical exams must be scheduled outside of the standard practical exam schedule, and at the convenience of the course instructor.

## COURSE POLICIES

In accordance with College policy, children may not be brought to the classroom or lab.

## SCHEDULING

1. *Labs*: Please speak with your instructor on the first day of class and go over the schedule for Bio 162. Labs meet once a week during the semester according to the schedule that follows. *NOTE: If you are enrolled in an all-inclusive section that includes lab and lecture and meets twice a week (four in the summer), see your instructor for specific instructions and a schedule.*
2. *Practical exams*: Practical exams are not held during regular lab times. Practical exams are scheduled by signing up for a time (in X102) the week prior to the exam. Labs will still meet at the usual time on the weeks that practical exams are given.

*\*\*\*You are responsible for all announcements made in class and should stay in contact with your instructor in case there are schedule changes.\*\*\**

## ELECTRONIC DEVICES

Mobile phones, pagers, and all other electronic devices must be TURNED OFF and PUT AWAY when in the classroom or lab unless your instructor tells you otherwise. Mobile phones must be turned off and put out of reach when you are in the cadaver labs. Anyone in physical possession of a mobile phone in cadaver lab will be written up for Student Misconduct and subject to disciplinary action (see specific policies about the cadaver lab).

## ATTENDANCE AND ABSENCES

You are expected to attend all class sessions. To succeed in BIO 162, regular on-time attendance is extremely important. In case of illness or other emergency, you should call your instructor or the Department Administrative Assistant, in advance if possible, and report your absence. Your instructor will decide whether to excuse it.

## DROPS AND WITHDRAWALS

Around the tenth day of a full semester class (or its equivalent for a class of shorter duration), faculty are required to assess your attendance. If you have not attended up to that point, you will be withdrawn with no refund of tuition and fees and a grade of W will be recorded on your academic transcript. After this census date, you should not plan on an instructor withdrawal if you want to withdraw from the course.

You are ultimately responsible for your own withdrawal by the withdrawal deadline. Non-attendance after the census date will result in an F if you don't withdraw yourself.

### ACADEMIC HONESTY AND INTEGRITY

*Cheating:* Talking to another student about test questions of any type before all students have completed the test is not permitted and is regarded as a form of cheating. Disciplinary action will likely result for all individuals involved. Please refer to the Academic Honesty Policy in the "Student Policy and Procedures" Manual (<http://www2.parkland.edu/studentpolicy/honesty.html>). Incidents of cheating will result in penalties, as outlined in that document, which may include ..."a failing grade for that assignment or failure of the course." In addition, as the Policy further states, "The faculty member ... will file incident reports with the respective department chair and the Office of the Vice President for Academic Services." If you are not clear on what constitutes cheating, discuss it with your instructor.

### LABS

- Laboratory rules are posted in lab and must be observed at all times.
- Studying in pairs or small groups with other students is encouraged. An instructor will always be present during lab study times to assist.
- Students must be on time for each lab.
- There will be NO make-up labs. If you miss a lab, it is your responsibility to notify your lecture instructor as soon as possible.

### CADAVER LAB

Cadaver labs are located in L248 and L253. Our cadavers are preserved in a solution of phenol, alcohol, and water. Please remember when using the cadaver lab to not wear your best clothes. Natural fibers can pick up the odor of phenol (washing will remove odor). Gloves are provided in lab. If you have an allergy to latex, be sure your instructor knows and we will provide non-latex gloves. The cadavers are used by students from many courses each semester. They are valuable learning tools that few anatomy students have access to. Always treat the cadavers with respect and be very gentle when using them as a study tool. Please read the cadaver care rules posted in the labs and in the Course Information section in Cobra Learning and adhere to them at all times.

Parkland is very fortunate to have a cadaver program and any behavior that may jeopardize the program or show disrespect for the donors and their successors will be taken most seriously. To ensure the professionalism of the program, special policies have been developed for the cadaver labs. These are posted in lab and in the Course Information section of Cobra Learning. **Any breach of these cadaver lab policies will result in you being written up through the Documentation of Student Conduct form, which will be submitted to the Natural Sciences Department Chair and the Dean of Academic Services.** Such an incident may result in serious disciplinary action, which may include dismissal from a college program as well as expulsion from the college.

### GRADING AND EXAMS

1. Bio 162 contains a quiz over the use of a microscope (Lab 3 – quiz on microscope parts and a focusing check) and one assignment in Lab 7 that will be graded. All other grades in Bio 162 will be obtained through practical exams.
2. Practical Exams are given outside of lab time. Labs will meet at the regular time during the week of practicals. Practical Exam sign-ups will be posted in X-102 on Wednesday prior to the exam. You must sign up for a time to take the practical exam. Please discuss with your instructor the times when you are available and they can sign you up in advance.
3. Practical exams will begin *promptly* at the scheduled time. In the practical, you will be allowed a certain amount of time at each station to answer the questions. *If you arrive late, you will not be*

*admitted.* Therefore, it is imperative that you be present at least five minutes before the practical begins.

4. No laboratory materials, equipment, or specimens (microscopes, slides, models, cadavers, etc.) will be available on the day(s) of the practicals.
5. There are no make-ups or retakes on the practical examinations.
6. Talking to other students about items on a practical exam is not permitted and is regarded as a form of cheating. This applies for the entire time that the exam is being administered, which often spans two days.
7. In answering questions on the practicals, terms must be complete and as listed in the objectives provided in the Bio 162 Lab Packet.
8. Spelling errors counts ½ point per item on all practicals. We do not count off for singular vs. plural. Precise and accurate use of anatomical, physiological, and medical terminology both in oral and written form is an essential part of most Health Professions programs and an important skill to learn.
9. Any questions about course procedures, objectives, or practicals may be directed to the instructor.

Returning Tests. Exams are reviewed in class or during lab. Students who are absent on the day when exams are reviewed must contact their instructors during office hours to see the item. All papers are collected after review and taken to the testing center for grade entry, so they are available for viewing only for a brief period.

**GRADING CRITERIA & GRADING SCALE**

Each practical is worth a specified number of points, as indicated below. Your grade in the course will be based on total points accumulated. These criteria are strictly followed; no extra credit is available. The specific point distribution for final grades is as follow:

<b>BIO 162</b>	
<u>ASSIGNMENTS</u>	<u>POINTS</u>
Lab Quiz Scope parts	5
Microscope Check	5
Histology	40
Lab Quiz Anatomical	
Terms	5
Skeletal System	40
Muscular System	30
Nervous System	<u>30</u>
Total:	155

<b>Total Points</b>	<b>Final Grade</b>
139.5 – 155	A
124 – 139	B
108.5 – 123.5	C
93 – 108	D
Below 93	F