



A&P I Lab Syllabus

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Virtual Office Hours: Monday, Wednesday 11am-12pm; Tuesday 2pm-3pm, or *by appointment*

- Use this link to schedule office hours: <https://calendly.com/kwashingtonfamu/office-hours>
- Email me if you need to schedule office hours outside of the above times

I respond to emails/messages within 24-48 hours Monday-Friday. I reserve the right to wait until Monday to reply to messages sent over the weekend. Please include the course name and section number in the subject line (ex. BSC 2093-02).

**BE SURE TO READ THIS SYLLABUS CAREFULLY AND PAY CAREFUL ATTENTION TO ALL INFORMATION.
THIS WILL SERVE AS THE CONTRACT AND POLICY THAT WILL GUIDE THIS COURSE.**

Course Description and Objectives

BSC 2093 is the first survey laboratory course in a two-semester sequence designed for students majoring in the Allied Health Sciences, Nursing, Physical Education and the selected Natural Science Programs. It includes a study of the structure and function of the Integumentary, Skeletal, Muscular, and Nervous systems with introductory lectures on the chemistry of the cell, tissues and membranes, tissue fluid and movement of substances across the cell membrane.

Required Textbooks and Instructional Materials

- **Required text:** Connect Access Card for Anatomy & Physiology Suite with Virtual Labs, APR, ISBN 9781264199228
 - You must use the McGraw-Hill Connect in order to utilize online assignments and assessments which are a part of your grade.
- Computer with webcam and Respondus capabilities
 - Canvas and McGraw-Hill work best with Firefox and Google Chrome browsers. If you run into any issues, download a different browser first to see if this handles the issue.
 - Chromebooks are not acceptable for this course as they are not compatible with the Respondus Lockdown Browser that will be used for Exams therefore it is your responsibility to work around this issue. If you have a Chromebook or an issue with your personal laptop, the library is one of the places on campus equipped with computers with webcam capabilities.

Expected Learning Outcomes

A student who successfully completes this course will be able to:

- Understand the major principles and terminology described in the objectives above. Understand structure determines function.
 - This outcome will be assessed by examinations and quizzes given in the laboratory.
- Demonstrate subject connection to other disciplines and the application of class information to the real world.
 - This outcome will be assessed by class discussions and quizzes given in the laboratory.
- Be able to analyze and interpret data and case studies, and critically interpret scientific information.
 - This outcome will be assessed by examinations and take-home assignments given in the laboratory.
- Demonstrate collaboration with fellow classmates
 - This outcome will be assessed by performance within the groups assigned with in the laboratory.
- These learning outcomes correspond to the “Academic Learning Compacts” of the Department of Biology at Florida A&M University. Please see following web site for a complete explanation
http://www.famu.edu/assessment/assessment_ALC.php
- **Biology Education Requirements:** This course covers Sunshine State Standards: Process of Life (F.1) & Nature of Science (H.1, H.3)

How to Get Started with this Course and How to Perform Well:

During the first week of the course you should:

1. Read this entire syllabus
2. Get a calendar and write/type in all the course deadlines. **You must stay organized to get an A in this course.**
3. Register for Connect (instructions will be provided on Canvas)
4. Get a notebook to **TAKE NOTES**. As you progress through the material and PowerPoints you will need to take notes in order to do well on the Exams. Reading PowerPoints without taking notes is passive learning and you will NOT retain the material that way. You want to study for long-term memory! Trust me, you will see ALL information again!!!
5. Become familiar with Canvas. Make sure you have your notifications on and/or connected to your FAMU email.

Attendance:

Attendance will be taken for each class. Speak with your instructor if there is any cause for you to miss a class session or an exam, follow this with an official excuse. These two jointly will be considered as an excused absence. You must arrive in on time, remain the entire period, and not be disruptive.

Official Excuse:

Only an official university excuse will be accepted. Speak with your instructor if there is any cause for you to miss a lab session or an exam, follow this with an official excuse within ONE WEEK of the absence. These two jointly will be considered as excused absence.

Professionalism:

Students are expected to act in a professional manner in dealing with all matters pertaining to this course. **Cheating is NOT TOLERATED**, so please plan on receiving a **ZERO** for any assignment / exam in which you choose not to act in a professional manner, in addition a grade of "F" in the course will be assigned, and a report to the Office of the Dean will be submitted. Whenever another person's written work is utilized, whether it is a single phrase or longer, quotation marks must be used, and sources cited. Paraphrasing another's work, i.e., borrowing the ideas or concepts and putting them into one's "own" words, must also be acknowledged.

Cell Phone/Earbud Policy:

Cell phones should be turned off/ silent, out of sight, and earbuds/earphones should be removed when you are in class. No text messaging or answering any call during lecture. **You will be asked to leave the class for texting, answering call or talking.**

Examination Instructions:

- Please note when your exams will be given. **There will be no make-up exams in this class.**
- Exams may be administered online and/or in-class format. Please understand that ALL Exams taken online will use the **Respondus Lockdown Browser**. You will find on Canvas directions to download the browser and ensure your computer has the proper specifications. *REMEMBER Chromebooks are not acceptable for this course as they are not compatible with the Respondus Lockdown Browser that will be used for Exams therefore it is your responsibility to work around this issue.*
- You must adhere to the Conditions for Taking Exams (found on Canvas) and the FAMU Academic Honor policy while testing or you risk receiving a **ZERO** or being reported. Cell phones/electronics should be turned off when you are taking the exam. You will receive a grade of zero for any cell phone seen/heard during the exam. For in-class exams, bookbags and cellphones will be placed in the front of the room.
- Cheating of any kind is NOT tolerated. Violations of the FAMU Honor Code will warrant an automatic zero and will be reported.

BSC 2093 LAB SCHEDULE

Dates	Lecture Topic	Assignments
Unit 1		
Aug. 22 nd	First Day of Class; Intro to A&P Fundamentals of A&P	Introduction Discussions on Canvas, APR Overview Lab Safety HW, Body Regions & Orientation APR
Aug. 29 th	Cell Structure, Division, and Transport	Due Tues. Aug. 30th @11:59pm: Canvas Introduction Discussion, APR Overview Cells APR
Sep. 5 th	No Classes: Labor Day	
Sep. 12 th	Tissues	Tissues HW
Sep. 19 th	Integumentary System	Integumentary APR, HW
Sep. 25 th	All Unit 1 Assignments Due @11:59pm	
Sep. 26 th	Unit 1 Exam in Class Respondus Lockdown Browser with Webcam	
Unit 2		
Oct. 3 rd	Skeletal System: Intro, Joints	Skeletal System APR, HW
Oct. 10 th , 17 th	Skeletal System: Axial Skeleton	
Oct. 18 th	Semester Projects Due on Canvas	
Oct. 24 th	Skeletal System: Appendicular Skeleton	
Oct. 23 rd	All Unit 2 Assignments Due @11:59pm	

Oct. 24 th	Unit 2 Exam with Respondus Lockdown Browser	
Unit 3		
Oct. 31 st	Muscular System: Head, Neck, Torso	Muscular System APR, HW
Nov. 7 th	Muscular System: Extremities	
Nov. 14 th	Muscular System	
Fri. Nov. 11 th	No Classes: Veterans Day	
Unit 4		
Nov. 21 st , 28 th	Nervous System Introduction	Nervous System APR, HW
Nov. 23 rd -25 th	Thanksgiving Break	
Nov. 30 th	All Unit 3 & 4 Assignments Due @11:59pm	
Dec. 1 st -2 nd	Unit 3 & 4 Exam with Respondus Lockdown Browser with Webcam	
Dec. 5 th -7 th	Optional Cumulative Exam with Lockdown Browser with Webcam	

Evaluation:

Your overall grade will be determined by following activities below. You must have a legitimate excuse that fits the university policies/regulations for any missed work. Speak with the instructor BEFORE the test or the week of the test if you need to miss a scheduled test.

	Points
Connect Assignments (lowest 3 HW dropped)	100
Semester Project	100
Lecture Exams (3)	300
Total Possible Points	500

Letter Grade	Points
A: >90%	540-600
B: >80%	480-539
C: >70%	420-479
D: >60%	360-419
F: <59%	0-359

- There is no make-up exam in this class.
- **Assignments must be turned in by the specified due date given in class or on Canvas.** Some dates are given in class and not posted, so it is IMPERATIVE that you are in class and paying attention to any announcements. "There was no posted due date" is not an excuse for a late or missed assignment, as all dates are EITHER written or given verbally.
- **LATE ASSIGNMENTS/HOMEWORK (not excused by an acceptable, documented absence) are RARELY accepted** and are taken into consideration at the discretion of the instructor.
- *There are no extensions for any extra credit that may be announced during class times.*
- **DO NOT wait until the last weeks of the semester to discuss your grade or issue with the course.** If you are having a problem, see me immediately, otherwise there will be little I can do to help you at the end of the semester. **Failing the first exam is a wakeup call.**
- **DO NOT request that you be allowed extra credit work to pull up your grade.** No special consideration will be given to individuals that have not been granted to the rest of the class.

- For assignments uploaded to Canvas, technical difficulties are rarely an excuse for late work. Assignments are given with a week or more advance notice. Waiting until the last minute to upload and running into issues is not acceptable.
- *The cumulative exam will replace your lowest test grade*. While this is an optional test, I highly encourage students to take advantage of this opportunity as it cannot hurt you. This is the **ONLY** test replacement or “make-up” option available in this course!

Withdrawal:

The last day to withdraw from the class is November 4, 2022. Students must obtain proper administrative paperwork to officially withdraw. Students who simply stop attending class without officially withdrawing from the course will receive a zero on missed exams and assignments and a final grade reflecting incomplete course work.

Incompletes:

A grade of “I” will be issued **only to a student who on the last day of class, has a passing grade in the class and has a legitimate excuse** for missing the last examination. An “I” cannot be given on failing class average to save you from having to register for the class again.

Special Needs - if you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance please do not hesitate to contact me. Additionally, if you have special needs regarding exams, you may contact the Center for Disability Access and Resources (CeDAR), (850) 599-3180 or cedar@famu.edu, or via this link <http://www.famu.edu/index.cfm?cedar&THECeDARTEAM>, for more assistance.

Other Important Information:

FAMU OPERATOR: 850-599-3000

Biology Office: Jones Hall, RM 211

Tutorial Room: Jones Hall Room 214

Telephones: (850) 599-3907, 599-3908

Tutorial Room hours: 8:00AM-6:00PM

Policy Statement on Non-Discrimination

It is the policy of Florida Agricultural and Mechanical University to assure that each member of the University community be permitted to work or attend classes in an environment free from any form of discrimination including race, religion, color, age, disability, sex, marital status, national origin, veteran status and sexual harassment as prohibited by state and federal statutes. This shall include applicants for admission to the University and employment.

Academic Honor Policy Statement

Florida A&M University is committed to academic honesty and its core values, which include scholarship, excellence, accountability, integrity, fairness, respect, and ethics. These core values are integrated into this academic honesty policy. Being unaware of the Academic Honesty Policy is not a defense for violations of academic honesty. Additional detail on FAMU Academic Honesty Violations are provided in University Policy 2.012 (10.)(s). If you have any questions, please see your Academic Advisor.

University Americans with Disabilities Act (ADA) Statement

The Florida A&M University Americans with Disabilities Act (ADA) Policy Statement states that “Individuals who need a reasonable accommodation must notify the Office of Equal Opportunity Programs at 599-3076.” It is the responsibility of the FAMU Equal Opportunity Programs (EOP) Office, through the ADA Coordinator, to ensure the Florida A&M University is in compliance with the Americans

with Disabilities Act. If you have any questions, please contact your Academic Advisor or the University EOP Officer, Equal Opportunity Programs, 674 Gamble Street, Tallahassee, FL 32307, (850) 599-3076.

Right to Change Syllabus Disclaimer:

This syllabus is intended to provide student guidance on the type of content and activities that will be covered in this course throughout the semester. It will be followed to the extent possible. However, modifications may be made to supplement and/or enhance student learning. If necessary, some components of this syllabus (such as exam dates, chapters covered, etc.) may change. Any such changes will be announced to students in class and posted on Canvas announcements. The student is responsible for any such announced changes.

FLORIDA A&M ACADEMIC HONESTY POLICY

Policy Statement and Purpose: Florida A&M University is committed to academic honesty and its core values, which include scholarship, excellence, accountability, integrity, fairness, respect, and ethics. These core values are integrated into this academic honesty policy. **Being unaware of the Academic Honesty Policy is not a defense for violations of academic honesty.**

II. **Academic Honesty Violations** include, *but are not limited to*, committing the following:

- A. Giving or taking information or material wrongfully to aid yourself or another student in academic work;
- B. Plagiarism to include copying work created or published by others, paraphrasing, or using ideas from a source without proper attribution;
- C. Looking at or copying another student's work, or allowing another student to look at or copy your work;
- D. Talking or otherwise communicating with another student during quizzes, tests or writing assignments, unless instructed to do so;
- E. Removing test materials or attempting to remove them from an examination room or office or elsewhere [to include copiers and printers], stealing, buying, selling, or referring to a copy of an examination before it is administered;
- F. Having others edit or rewrite your assignments, except with instructor approval;
- G. Using work from other classes without prior approval from the proper instructor;
- H. Using copyrighted stories, pictures, graphics, logos and other content without proper permission, including from the Internet, even if these works have been modified by the student;
- I. Using electronic devices for plagiarism, cheating, deception or collusion (a secret agreement between two or more persons for a deceitful purpose);
- J. Falsifying records or giving misleading information, oral or written;
- K. Assisting in any academic honesty violation;
- L. Receiving any materials or information from a fellow student or another unauthorized source during examinations;
- M. Obtaining, distributing, or referring to a copy of an examination, which the instructor or Department has not authorized to be made available;
- N. Any act which impedes the ability of other students to have fair access to materials assigned or suggested by the instructor, i.e. removing or destroying library or other source materials;
- O. Tampering with another student's work;
- P. Altering grades or any other records related to the academic performance of students;
- Q. Submitting false records or information in order to gain admission to the University;
- R. Falsifying or inventing information, data, or citations; and/or

S. Any other form of academic cheating, plagiarism, or dishonesty.

DEPARTMENT OF BIOLOGICAL SCIENCES

PROCEDURE FOR RESOLVING STUDENT-FACULTY CONFLICT

The Department of Biological Sciences has the following procedure in place with aim to resolve student-faculty conflicts. Application of these procedures is part of the department's commitment to be in line with University's Motto of "Excellence with Caring".

- It is suggested that the student who has a specific conflict first discuss his/her concern with the instructor in question during office hours.
 - In an event where the student cannot resolve the concern with the instructor, the student should submit a detailed written statement of the problem to the department Chairperson.
 - The Chairperson will discuss the student's complaint with the instructor.
 - The instructor shall provide a written response to the Chairperson.
 - If deemed necessary, the Chairperson will arrange a meeting with both the instructor and student.
 - If either party feels the conflict is still unresolved, the Chairperson will forward response/recommendation to the Dean's office.
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POLICY AND GUIDELINES FOR COVID-19

Wearing a face covering in public can help prevent the spread of COVID-19 in the community. In accordance with guidance from the Centers for Disease Control and Prevention (CDC) and the Florida Department of Health, 3 Florida A&M University has determined that everyone will be expected to wear a face covering in university buildings, including classrooms. You are advised to wear a face covering appropriately (i.e., covering both your mouth and nose) in the building if you are attending class in person. Everyone is expected to wear one while inside any university building or public space in which social/physical distancing cannot be observed. Face coverings other than those provided by the University are acceptable so long as they provide appropriate coverage (mouth and nose).

All members of the University community must commit to doing their part to "Protect the FAMUly," by observing protective measures, including **self-screening**. Members of the University community are expected to use the self-screening assessment in the FAMU Mobile App once each day, prior to going to campus or class.

If you have not already, download the FAMU Mobile App (available in App Store or Google Play). Click the hamburger menu. Then click on self-assessment. You will have to log in with your iRattler credentials. Take the assessment and your answers will determine if you are able to proceed to class or campus. Please take the self-assessment daily to reduce the chances of community transmission of COVID-19. Remember that we have a personal, as well as shared responsibility to mitigate the spread of COVID-19.

Please direct related questions to Tanya Tatum, Director of Student Health Services, at tanya.tatum@famuedu

What to do if you feel sick or have signs of Covid-19:

- Do not come to class.
- Send your instructor an email or Canvas message to notify of your symptoms and contact Student Health. They will advise you and may suggest you go immediately to the FAMU testing site to be tested for Covid19.
- Follow up with your instructor to keep them informed and provide a written excuse from Student Health.

- Remember, it is your responsibility to follow up with your instructor concerning in missing work/assignments for any time missed from class