

**Human Anatomy and Physiology Lab I**  
**Syllabus**  
**220L (1 cr) Online Spring 2011**

**Instructors:** John Lankow and Nancy Lankow

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### **I. Course Description and Objectives:**

This is a general overview of the course Biology 220L ("lab") and the activities associated with the course. A detailed listing of topics and activities follows.

**A. Your Learning Objectives:** To successfully complete this lab course, you must be able to

- describe and discuss the organs and the eleven organ systems of the body
- identify and label molecular and cellular components and associate their functions.
- describe and explain procedures moving materials through membranes, and explain the significance of your results
- identify, describe, and distinguish between tissue components of organs, including relating structures to their functions.
- identify the organs of the integumentary, muscular, skeletal, and nervous systems.
- identify specific organs and systems within a white rat, a sheep brain, and bovine eye, comparing them to human equivalent structures

Your learning in these and other areas will be assessed in the submitted lab reports, quizzes, and exams.

**II. Instructional Strategies :** The following instructional strategies will be employed to help you learn the material:

- |                                |                         |
|--------------------------------|-------------------------|
| • Indirect instruction         | • Inquiry approach      |
| • Direct instruction           | • Simulations           |
| • Interactive instruction      | • Questioning skills    |
| • Experimental learning        | • Downloaded animations |
| • Guided and independent study | • Crossword puzzles     |
| • Practice Exams               | • Application           |

### **III. Materials Required**

- **Text :** Hole's Human Anatomy and Physiology 12<sup>th</sup> Ed.; Shier, Butler, & Lewis, McGraw-Hill Publishing  
The text is not required for the lab course alone, but having a text available is highly recommended!
- We will utilize Moodle learning management system at <http://lms.ndus.edu/course/view.php?id=4485> to distribute lab procedures and other printed materials. It will also be used to administer exams and the lab quizzes. **There is no lab book required.** A lab fee of \$15.00 has been assessed to partially defray the costs of some of the laboratory materials which are used and provided during the course. Other lab materials are purchased as a **lab kit** through our bookstore. **You should order the lab kit as soon as you register for the course.**

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#### IV. Content

In order to get an “A”, you should achieve an overall percentage of 88%, and to get a “B”, 78% overall. A grade of “C” requires 68%, and a D 60% of the available points

#### V. Applicable MSU Policy Statements

##### English Proficiency

The State Board of Higher Education requires that all faculty members and teaching assistants in the NDUS have appropriate communications skills, including the ability to speak English clearly and with good pronunciation. Students who experience problems have the following obligation:

- Discuss the situation with the instructor to see if resolution can be reached.
- If the problem is still not resolved, contact the instructor’s Division Chair for assistance.
- Situations still not resolved should be brought to the attention of the Vice President for Academic Affairs.

Student → Instructor → Chairperson → VPAA

In the unlikely event that a situation has not been resolved through this procedure, students may contact the President of the University for final resolution.

#### VI. Students with Disabilities:

If you need accommodations in this course because of a disability, need special arrangements in case the building must be evacuated, or if you have emergency medical information to share, please inform your instructor as soon as possible. Students needing disability accommodations must submit documentation of the disability to Greta Kylo, Coordinator of Academic Support, in CB109, 800-437-4104 ext. 34720. Academic requirements will be modified on a case-by-case basis to afford qualified students with disabilities an equal educational opportunity.

#### VII. Academic Honesty: *“Academic integrity is of the utmost importance.”*

**Definitions:** Academic dishonesty consists of cheating on tests, quizzes, oral presentations, general coursework, fabrication of data, and plagiarism. Academic dishonesty also includes allowing someone else to copy your work (including computer programs, research data, or any other assignment) and submit it as his or her own. Plagiarism is representing the words or ideas of another as one’s own in any academic endeavor.

**Examples:** This includes, but is not limited to, the following:

- Copying another student’s assignment (hard copy or electronic files),
- Working with another person when both submit similar work to satisfy an individual, not group, assignment,
- Using an author’s writing without proper documentation or reference, whether intentional or unintentional,
- Copying any source, book, periodical, database, or computer program without proper credit, whether quoted, paraphrased, or summarized.
- Presenting information in lab reports or quizzes in such a way as to state or imply completion of a lab which was not actually completed by the student.
- Representing photographs, or other information obtained from the internet, another student or other sources, without citation, as products of the submitting student’s work.

**Consequences:** When a student commits academic dishonesty, he/she may be answerable to one or more of the following consequences:

- receive an “F” for the assignment with no opportunity to redo it
- receive an “F” for the course
- referral of the Vice President for Academic Affairs for further disciplinary action

#### VIII. Emergency Notification

The State Board of Higher Education requires that all faculty and teaching assistants in the NDUS adhere to SBHE Policy 1902 regarding the emergency notification system. Students are allowed to leave 'NotiFind' registered cell phones on during class to receive emergency notifications unless instructed otherwise by faculty. If a faculty member instructs students to turn off their cell phones, the faculty member must be able to receive emergency notifications by one of the following methods:

- 'NotiFind' registered personal cell phone that is turned on
- 'NotiFind' registered campus email when a computer or other electronic communication device is active
- Campus classroom intercom or phone
- Nearby office personnel instructed to notify faculty

**IX. Emergency Course Modifications:**

In the event of a major campus emergency resulting in temporary suspension of classes or early ending to the semester; the course requirements, deadlines, and grading percentages on the official syllabus are subject to change. We will notify you of such changes by email and/or by the campus learning management system (LMS) currently Moodle.