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**Calumet College**

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**of Saint Joseph**

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Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.

## COURSE SYLLABUS, Fall 2020

### **BIOL 300AL Human Anatomy & Physiology I Lab**

#### **Instructor Information:**

<b>Instructor Name:</b>	Professor Tracy Stone
<b>Office Number:</b>	Room 520
<b>Phone Number:</b>	Cell: 312-529-0784 Office: 219-473-4357
<b>Email:</b>	<a href="mailto:tstone@ccsj.edu">tstone@ccsj.edu</a>
<b>Office Hours</b>	<b>Via Zoom or by phone by appointment</b> Monday to Thursday 10a to 1p and 4p to 6p Send me an email or text with at least 1-hour notice before the time you would like to meet.
<b>Instructor Background:</b>	
Doctor of Education in Kinesiology, <i>University of North Carolina Greensboro (Anticipated, May 2023)</i>	
Master of Science in Kinesiology, <i>University of Illinois at Chicago</i>	
Bachelor of Science in Health and Sport Studies, <i>Miami University of Ohio</i>	
Certified Strength & Conditioning Specialist (CSCS) <i>National Strength &amp; Conditioning Association (NSCA)</i>	Certified Fitness Nutrition Specialist <i>National Academy of Sports Medicine (NASM)</i>
Certified Personal Trainer (CPT) <i>National Academy of Sports Medicine (NASM)</i>	Instructor for Advanced & Standard First Aid, CPR & AED <i>Emergency Care &amp; Safety Institute (ECSI)</i>

#### **Course Information**

<b>Course Delivery Method:</b>	<b>Traditional.</b> This course will be delivered in the traditional fashion, face-to-face on-campus during its scheduled day and time.	
<b>Course Time:</b>	<b>Lecture:</b> Online. Occasional synchronous meetings to occur during normal class time: <ul style="list-style-type: none"><li>T/TH 10:15a to 11:45a</li></ul>	<b>Lab:</b> In-person on campus on Monday's from 1:45p to 3:15p
<b>Classroom:</b>	Online & via Zoom	Room 334
<b>Prerequisites:</b>	Placement into MATH 103 or higher, C or better in BIOL 115 and BIOL 115L or consent of the program director and concurrent enrollment in BIOL 300L.	
<b>Required Books and Materials:</b>	Human Anatomy & Physiology, 2 <sup>nd</sup> Edition, 2018, Pearson Publishing ISBN: 9780134553511	

**Learning Outcomes/Competencies:**

By the end of this course the student will have demonstrated the ability to:

1. Identify and describe the levels of organization of the human body
2. Identify and describe the human Integumentary System
3. Identify, and describe the human Skeletal System
4. Identify, and describe the human Muscular System
5. Identify, and describe the human Nervous System
6. Identify, and describe the human Autonomic Nervous System & Special Senses

**This course meets the following Biomedical Science Program Objectives:**

1. Scientific Knowledge and Critical Thinking:
  - a. Students will demonstrate substantial and up-to-date core knowledge of broad areas in basic biomedical, translational, or clinical research.
  - b. Students will demonstrate the ability to accurately and critically evaluate their own scientific work and the work of others.
2. Research Skills and Problem-Solving Ability:
  - a. Students will demonstrate advanced understanding of a range of technical and conceptual approaches used in biomedical research.
  - b. Students can design, carry out, and interpret research projects that generate new knowledge that advances the biomedical sciences and human health.
3. Specific Expertise:
  - a. Students can articulate the significance of their own work to their chosen research area in both historical and forward-looking contexts.
  - b. Students will demonstrate mastery of a range of technical and conceptual approaches used in their selected research area.
4. Communication:
  - a. Students will demonstrate the oral, written and media communication skills required to be effective communicants, teachers and mentors of peers, future scientists and scientifically literate citizens
5. Ethics and Advocacy:
  - a. Students will apply highest standards of ethics to their research (data management, research subjects, stewardship of research funds)
  - b. Students will improve their confidence and interactions with colleagues and the public.
  - c. Students will be able to advocate for the role of science in medicine and society
6. Career Preparation:
  - a. Students can articulate an appropriate set of desired potential career paths, and are aware of the preparation and initiative required to pursue these paths

**Course Description:**

BIOL 300L is the lab in which students will reinforce their learning of the normal histology, gross anatomy, and physiology of each body system within the human organism. Emphasis is placed on homeostatic mechanisms as they relate to health and disease along with the central nervous system. The focus also includes looking at the structure and function of the human body, and of underlying biological principles. The structure and function of mammalian cells and tissues and the human skeletal, muscular and nervous systems are discussed. The integration of the functions of the various systems is also emphasized.

**Laboratory Fee:** See current fee schedule.

**Learning Strategies:**

Students will conduct a variety of hands-on activities that will incorporate different modes of learning including, but not limited to, labeling, sketching, touching, dissecting, observing, conducting experiments, interacting with groups and making predictions. Laboratory assignments will coincide with, and successfully prepare the student for, each of the 5 unit exams in BIOL 300.

**Experiential Learning Opportunities:**

Laboratory experience is essential for a fundamental understanding of the scientific method. This course is the required laboratory portion of BIOL 300 that provides students with experiential learning through experimental design, hypothesis development, data interpretation, and communication of results through laboratory reports.

**Assessments:**

<b>Major Assignments:</b>	Laboratory Reports	55% of total grade
<b>Assessments:</b>	Laboratory Blackboard Quizzes	30% of total grade
<b>Class Participation:</b>	In-Class Activities & Discussions	15% of total grade
<b>Grading Scale:</b>		
100 – 92: A	91 – 90: A-	
89 – 88: B+	87 – 82: B	81 – 80: B-
79 – 78 : C+	77 – 72: C	71 – 70 : C-
69 – 68: D+	67 – 62: D	61 – 60: D-
59 and below: F		

**Course Schedule**

<b>Class Date</b>	<b>Lecture/Class Discussion/Activities</b>	<b>LO's</b>	<b>Assignments/Quizzes</b>
<b>Aug 24</b>	Welcome, Course Overview, Mastering A & P Enrollment		
<b>Aug 31</b>	Lab 1: #1 Intro to A & P & #2 Intro to Organ Systems	1	<i>Lab 1 Quizzes</i>
<b>Labor Day, No Class on Monday, September 7, 2020</b>			
<b>Sept 14</b>	Lab 2: #7 The Integumentary System	2	<i>Lab #7 Quizzes</i>
<b>21</b>	Lab 3: #8 Intro to the Skeletal System	3	<i>Lab #8 &amp; #11 Quizzes</i>
<b>28</b>	Lab 4: #11 Joints	3	
<b>Labs 1-4 will not be accepted after 11:59p on October 11, 2020</b>			
<b>Oct 5</b>	Lab 5: #13 Part 1, Gross Anatomy of Axial Skeletal Muscles	4	<i>Lab #13 Quizzes</i>
<b>12</b>	Lab 6: #13 Part 2, Gross Anatomy of Appendicular Skeletal Muscles		
<b>19</b>	<b>Review for Lecture EXAM 3</b>		
<b>26</b>	Lab 7: #15 Part 1, The CNS: Brain and Spinal Cord	5	<i>Lab #15 Quizzes</i>
<b>Nov 2</b>			
<b>9</b>	Lab 8: #15 Part 2, Sheep Brain Dissection		
<b>16</b>	<b>Review for Lecture EXAM 4</b>		
<b>Thanksgiving Break, No Class November 22 to 28, 2020</b>			
<b>Lab 9 over break: #16 The PNS: Nerves and Autonomic Nervous System</b>			
<b>Dec 2</b>	Lab 10: #18 Special Senses	6	<i>Lab #16 &amp; #18 Quizzes</i>
<b>9</b>	<b>Review for Lecture EXAM 5</b>		
<b>Remaining labs will not be accepted after 11:59p on December 11, 2020</b>			
<b>I reserve the right to change this schedule to meet the needs of the class.</b>			

<b>Student Responsibilities</b>	
<b>Safety Measures</b>	<p>The safety of our College Family in this unprecedented time is our primary concern. Following guidelines presented by the Centers of Disease Control (CDC), the Indiana Health Department, and best practices among other institutions of higher education, we are requiring the following:</p> <ul style="list-style-type: none"> <li>• Face coverings over the mouth and nose in all indoor public spaces, including classrooms, the library, the Tutoring Center, and faculty offices.</li> <li>• Because face coverings are in use, no eating or drinking in the classroom. Plan to meet your needs between classes using appropriate social distancing.</li> <li>• Daily self-monitoring. If you have a temperature of 100.4 or higher, or any symptoms of COVID-19 – fever or chills, a cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, or nausea or vomiting – stay home and consult the class policy for staying on track.</li> <li>• Disinfecting your personal space using the materials provided when you enter the classroom.</li> <li>• Maintaining physical distancing of at least six feet within classrooms and other common spaces.</li> </ul> <p><b>Please note:</b> To accommodate students who may not be able to attend class in person, this class may be taped and posted to the course Blackboard site. Tapes will not be used for any other purpose outside of class.</p>
<b>What to Do in Case of Illness</b>	<p>If you are exposed to COVID 19, become ill, or are otherwise unable to attend classes as required, notify the College by sending an email to <a href="mailto:illness@ccsj.edu">illness@ccsj.edu</a>. The message that you are unable to attend class will be relayed to your faculty. The College will contact you with expectations regarding next steps and follow-up.</p>
<b>Attending Class</b>	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. In all things, communication is KEY. All planned and unplanned absences must be communicated to your instructor <b>via email</b> with a brief explanation.</p> <p><b>Online courses:</b> The expectations for attendance are for the students to actively learn through weekly participation in online activities and to communicate consistently with instructors and peers. Students are required to <b>check their CCSJ email daily and Blackboard a minimum of twice per week</b>. In addition, students are required to <b>complete a minimum of 50% of the course work that is assigned for that week</b>. Attendance will be recorded on Monday for the previous week.</p> <p><b>Hybrid courses:</b> For all in-person class sessions, your physical presence and active participation in class is required. For the online portion of class, refer to the attendance policy for <b>Online courses</b> above.</p> <p><b>Zoom class sessions:</b> If Zoom class sessions have been scheduled for this course, students should prepare to <b>have both video and audio activated during each session</b>. This means you should be visibly present and actively engaged during the session, not just audibly present with a picture or name as your screen. All zoom class sessions will occur at your class's originally scheduled day and time. For example, if your class was to meet on M/W from 12p to 1:30p, the zoom class session will meet at some point during this time. Scheduled Zoom class session dates and times can be found in the "Course Schedule" section of this syllabus.</p>

	<p><b>Attendance and Your Grade.</b> Missing class will have a negative effect on your final grade. You are allowed no more than 3 absences with no change in your grade, so long as each absence is properly communicated <i>ahead of time</i>. Additional absences will drop your final grade by 0.3 grade points.</p> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• Final grade in class: <b>A</b> GPA: <b>4.0</b></li> <li>• Final attendance record: 4 total absences for the semester</li> <li>• Adjusted Final grade in class: <b>A-</b> GPA: <b>3.7</b></li> </ul> <p><b>Absence due to college events.</b> We do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence <b>in advance</b> and you are responsible for all missed work.</p>
<p><b>Turning In Your Work</b></p>	<p>You cannot succeed in this class if you do not turn in all your work when due.</p> <p><b>Missing Assignments</b> 15% will be deducted from all assignments turned in after the posted due date. The highest grade you will be able to earn on late work will be 85%. <b>No late work will be accepted after the dates posted on the syllabus.</b> See syllabus for dates to plan-ahead.</p> <p><b>Missing Exams</b> All exams are required to complete this course. You must take all exams for a low score to be dropped (if applicable). If you are absent on exam day, you must <b>email</b> the instructor by the end of the week to schedule your make-up exam. 15% will be deducted from all make-up exams. The highest grade you will be able to earn on make-up exams will be 85%.</p>
<p><b>Meeting Standards for Classroom Behavior</b></p>	<ul style="list-style-type: none"> <li>• <b>Use all the class time.</b> Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others.</li> <li>• <b>Come prepared.</b> Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class.</li> <li>• <b>Respect others.</b> Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately.</li> <li>• <b>Use electronic devices only for class purposes.</b> Engage with your classmates and the instructor without technological distractions. Headphones and cellphones should remain in your bags during class time. Students who appear to be constantly distracted by their electronic devices will be marked absent. (See attendance policy for information on attendance and your grade.)</li> </ul> <p><b>Laboratory Rules:</b> If you fail to adhere to the safety rules delineated below you will not be allowed to remain in lab. Behavior that is deemed by the instructor to be unsafe to yourself or to others will result in your dismissal from that week's experiment. You will not be allowed to finish the lab later.</p> <ul style="list-style-type: none"> <li>• The use of cell phones in the laboratory is strictly forbidden. Your cell phone must be turned off for the duration of the laboratory period.</li> <li>• If you are pregnant, you must obtain a letter from your obstetrician that states that it is safe for you to conduct experiments during the quarter and you must submit this letter to your lab instructor.</li> <li>• Safety glasses/goggles must be worn always in the lab. Contact lenses are not recommended; wear prescription glasses instead.</li> </ul>

	<ul style="list-style-type: none"> <li>• Open-toes shoes, shorts, skirts, short-sleeved shirts, tank-tops, and excessively loose or flowing clothes are forbidden in the lab. You must adhere to the lab attire rules or you will be asked to leave the lab.</li> <li>• Smoking, eating, drinking, gum chewing, and applying cosmetics in the lab are prohibited.</li> <li>• Long hair must be tied back.</li> <li>• Gloves must be worn when handling chemicals. You must remove your gloves before exiting the laboratory. Always wash your hands after each lab.</li> <li>• Never use your mouth to pipette a liquid; use a pipette bulb.</li> <li>• Never leave experiments unattended.</li> <li>• Never return excess chemicals to the stock bottle.</li> <li>• Dispose of waste in the appropriately-labeled containers ONLY.</li> <li>• Always return equipment in its original condition and to its original location.</li> <li>• Clean up after yourself. Clean your part of the laboratory bench at the end of your stay in the lab. Points will be taken off the lab report grade if the balance room or the laboratory is left untidy. General Laboratory Guidelines:</li> <li>• Know the locations of the safety shower, eye wash stations, and first aid kit in the lab.</li> <li>• Report all personal injuries to the instructor who will assess the wound and summon professional help if necessary.</li> <li>• Assume the chemicals are dangerous unless you are told otherwise.</li> <li>• Work only with clean equipment and glassware (dry) on a clean bench top.</li> <li>• Carefully handle and measure appropriate quantities of the reagents needed in the experiment</li> <li>• Use the right chemicals – pay attention to the names of the chemicals you plan to use. You could cause a serious accident if you mix the wrong chemicals</li> <li>• Save all solutions and solids until you have successfully completed the experiment.</li> <li>• Manage your time wisely so that you do not rush or take short cuts</li> <li>• Record all data in ink in your laboratory notebook while you work! Do not write data, even temporarily, on scraps or other pieces of paper. Make sure your data is complete. Make sure to record the date or the unknown number, if any.</li> <li>• If you do not know or are unsure about any aspect of your experiment, ask the instructor.</li> <li>• Your preparedness and behavior in lab will be evaluated as part of your lab report grade. If you follow the rules and guidelines stated above, earning these points should be straightforward.</li> </ul>
<b>CCSJ Student Honor Code</b>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> </ul>

	<ul style="list-style-type: none"> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> <li>• Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>
<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at <a href="http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite">http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</a></p> <p>You'll also find a comprehensive guide to understanding what constitutes plagiarism, "What Is Plagiarism," on the Specker Library Web page at <a href="https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf">https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf</a> This guide comes from Plagiarism.com, and covers many ways in which plagiarism can occur. Be sure to review this important source!</p> <p><b>Please note:</b> All papers are electronically checked for plagiarism.</p>
<b>Sharing Your Class Experience</b>	<p>Your voice matters! At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!</p>
<b>Withdrawing from Class</b>	<p>After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.</p>

<b>Resources</b>	
<b>CCSJ Book Rental Program</b>	<p>The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see <a href="http://www.ccsj.edu/bookstore">http://www.ccsj.edu/bookstore</a>. <b>All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</b></p>
<b>Student Success Center</b>	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library. In addition, you can access online tutoring at Tutor.com. See the link within the Blackboard course.</p>
<b>Disability Services</b>	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a "reasonable accommodation" because of a disability, contact the Disability Services Coordinator at 219-473-4349.</p>
<b>Student Assistance Program</b>	<p>Through a partnership with <b>Crown Counseling</b>, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential</p>

	counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, <b>contact Kerry Knowles SAP Counselor</b> , at 219-663-6353 (office), 219-413-3702 (cell), or <a href="mailto:kerryk@crowncounseling.org">kerryk@crowncounseling.org</a> .
<b>CCSJ Alerts</b>	Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a> .