



Lab Syllabus Addendum

Physical Lab BIOL 2402 - Anatomy and Physiology 2

Revision Date: 01-10-26

Alternate Operations:

If we are required to go to alternate operations, the plan is to convert the course to digital delivery via the canvas platform.

Assessment(s):

Laboratory:

Lab Quiz Grade: Several quizzes will be given during the semester. Any laboratory session may begin or end with a quiz. Missed lab quizzes due to legitimate reasons should be rescheduled with the professor within one week of the scheduled quiz. It is the responsibility of the student to schedule makeup quizzes. Makeup quizzes are harder and may consist of fill in the blank questions.

Mastering A&P Quizzes: There will be several quizzes on Mastering A&P (tab inside Canvas). The quizzes are untimed and multiple attempts per question are allowed. They will be open for a few days and will close at date and time set by the professor. No extensions are allowed on these quizzes.

Lab Exercise Grade: Laboratory exercises may include drawings, laboratory reports or any other methodologies deemed important by the professor. To earn credit for laboratory work the student must be both present and participating in the activity. Lab exercises are due by the deadline. Thirty points or more will be taken away for any assignment turned in late. The quantity of materials necessary and the time sensitive nature of some exercises are usually not conducive for make-up sessions.

Lab Practicals: Lab practical questions will cover all items studied in lab (including: models, charts, pictures, diagrams, dissections, and experiments), text objectives and review sheet. Lab practicals will consist of fill in the blank questions. Missed lab practical due to legitimate reasons will be rescheduled on one day during the last week of school before final exams. The makeup practical will consist of fill in the blank questions. It is the responsibility of the student to take the makeup lab practical during the scheduled time. A student will not be permitted more than one makeup practical.

Course Grade:

The grading scale for this course is as follows: A=90-100, B=80-89, C=70-79, D=60-69, F=59 and below

Components: Lecture is 70% of total course grade; Laboratory is 30% of total course grade.

The number of exams, quizzes, and awarding of points will be at the discretion of the professor.

Lab Grade: A&P Concepts – 10% of lab grade, Mastering A&P Quizzes – 10%, Lab Quizzes – 20% of lab grade, Lab Exercises – 20% of lab grade, and Lab Practicals – 40% of lab grade.

- A student can earn 1 point on their lab average for attendance, and not exceeding the college's attendance policy (see below)
- A student can earn 1 point for participating in lab activities

Course requirements: The student is responsible for attending all lectures, laboratories and A&P concepts classes, and completing all assigned lecture/lab assignments/examinations. When the professor feels that the student has been absent to such a degree as to invalidate the learning experience, the professor may recommend to the Vice President of Instructional Affairs that the student be dropped from the course. The professor may drop the student for attendance deficiencies after they have accumulated the following number of absences:

- Fall or Spring semester
- 5 absences, MWF classes
- 3 absences, TR or MW classes
- 2 absences, one-day-per-week class

The student is also responsible for being punctual to class and attentive in class. One point will be deducted from the final average in lecture or lab for every absence that exceeds the college's attendance policy (above). Three tardies count as one absence.

Academic integrity is an important value in student development. Plagiarism and cheating are not allowed. Cheating is defined as unauthorized help on an examination, practical or assigned course material. A student must not receive from any other student or give to any other student any information, answers, or help during an exam, in-class quiz, and practical. A student must not "steal" the answers from an unsuspecting student during an exam, in-class quiz, and practical. A student must not use any sources for answers during the exam (including, but not limited to: notes, books or electronic devices) without prior authorization from the professor. A student must not obtain exam question illegally, tamper with the exam/in-class quiz/practical questions, nor change the results of an exam/in-class quiz/practical after it has been graded. All cheating infractions will result in a grade of "0" for the assignment. A student will fail the class upon their second cheating offense. Students shall have the right to contest a cheating claim. The appeals process is specifically defined in the student handbook.

The student is responsible for taking notes, reading and outlining course materials, and being prepared for lecture and laboratory responsibilities.

It is the responsibility of the student to complete and turn in all course work on the scheduled dates. Thirty points or more will be taken away for any assignment turned in late. Regardless of any situation, the professor should be contacted ASAP to develop an alternate schedule.

** The student will need to makeup the missed lab hours. Failure to make up the missed lab hours will result in a loss of points. For example, if a student turns in a lab assignment without making up the missed hours will only get 40% of the total grade.

Technology (Minimum system Requirement Reminder):

Please make sure that your system is up to the task of a modern college course. The library does have some systems for checkout, but your Professor is not responsible for your technology. Below is a basic guideline of minimum system requirements for the majority of the technology used in this course:

- At least 8GB of Ram (16 GB suggested)
- At least 2.5GHz processor (3.5 GHz suggested)
- Broadband or equivalent connection is required:

- 100 Mbps download / 10Mbps upload is ideal
- 50 Mbps download / 5 Mbps upload is lower limit
- Google account (please note that your PC student email gives you access to a google account) is required
- Google Office Suite (or Microsoft Office)
- The brand of the computer does not matter as much as the requirements listed above.

General (college level critical thinking / reading):

The student is responsible for taking notes, reading and outlining course materials, and being prepared for lecture and laboratory responsibilities.

It is the responsibility of the student to complete and turn in all course work on the scheduled dates. Thirty points or more will be taken away for any assignment turned in late. Regardless of any situation, the professor should be contacted ASAP to develop an alternate schedule.

Extra Credit:

The point of extra credit is to reward students that keep up with the course readings more so than to give students a last minute saving grace. Students should note that extra credit requirements vary from Professor to Professor. Your Professor/Instructor may offer multiple forms of extra credit throughout the semester including **but not limited to:**

- Pop-Up Discussion Events
- Replacement of the lowest labster grade with bonus labster assignments.
- Concepts Room Study time (via course assignment).