



Lab Syllabus Addendum

BIOL 2404 - Anatomy and Physiology

Revision Date: 8.14.2020

Assessment(s):

Laboratory:

Lab Quiz Grade: 1 Missed lab quiz, due to legitimate reasons, can be made up at the end of the semester via a comprehensive quiz at the end of the semester. It is the responsibility of the student to take the makeup lab quiz during the scheduled time. A student will not be permitted more than one makeup quiz. Makeup quizzes will consist of fill in the blank questions.

Lab Exercise Grade: 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. Note that the Disease Poster counts as a Lab Exercise.

Lab Practicals: 1 Missed lab practical, due to legitimate reasons, can be made up at the end of the semester via a comprehensive practical at the end of the semester. 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 requirements: The student is responsible for attending all lectures and laboratories 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
- 3 absences for TR or MW classes
- 2 absences for 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. Online courses will calculate attendance based on certain assignments.

Academic integrity is an important value in student development. Plagiarism and cheating are not allowed. Plagiarism is defined as the taking of a person's ideas, words, or information and claiming those properties as one's own. The use of all ideas, words, or information from any source must be properly referenced and due credit must be given to its author. A summary, class report, or lab report which scores higher than 40% on copied material will automatically receive a grade of "0". Properly quoting and citing borrowed information is NOT plagiarism. Properly quoting and citing borrowed information is NOT plagiarism. The instructor reserves the right to employ other means outside turnitin.com to check the "originality" of a student's work. All plagiarizing infractions will result in a grade of "0" for the assignment. A student will fail the class upon their second plagiarizing offense. Students shall have the right to contest a plagiarism or cheating claim. The appeals process is specifically defined in the student handbook. 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 questions 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 makeup 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.