

**Perimeter College, Georgia State University**  
**Biology 2251L, Anatomy & Physiology I Laboratory**  
**Term: Summer 2024**

**Full semester Face-to-Face (on campus; in-class) class**

Rev: 03/25/24

**Instructor:** Dr. Mark Hollier

**Phone:** 678-891-3779 (This is an office landline and does not accept text messages)

**Email:** Emails are to be sent through iCollege. Dr Hollier's GSU email is for emergencies only (see section on Emailing Dr. Hollier in the syllabus).

**Course Abbreviation:** BIOL 2251L-006 & -010. **CRN:** 52023 & 52024

**Course Hours:** 1

**Class times:** 52023 = 0700-1045 (7:00am-10:45am) & 52024 = 1400-1645 (2:00pm-4:45pm)

**Class location:** CC-2120

**Office location:** CC-1126 (Suite C-1120, Rm. 1126 – Office is at the back on the right). My office is in the CC-1120 office suite. Locate the elevator on the first floor of C-building, find the phone on the wall, and dial my office extension (this is displayed on the wall above the phone).

**BIOL-2251L: Anatomy & Physiology 1 Lab**

**This is a Core IMPACTS course that is part of the STEM area.**

Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help master course content, and support students' broad academic and career goals.

This course should direct students toward a broad Orienting Question:

- How do I ask scientific questions or use data, mathematics, or technology to understand the universe?

Completion of this course should enable students to meet the following Learning Outcomes:

- Students will use the scientific method and laboratory procedures or mathematical and computational methods to analyze data, solve problems, and explain natural phenomena.

Course content, activities and exercises in this course should help students develop the following Career-Ready Competencies:

- Inquiry and Analysis
- Problem-Solving
- Teamwork
- Information Literacy (for Mathematics)







**Miscellaneous:**

- **Follow the instructions in the “Starting the course” section within the first week of the course.**
- Dr Hollier will reply to emails within 24-48 hours Monday to Friday. Dr Hollier will do his best to check email over the weekend and will reply to emails received over the weekend by the end of Monday (11:59pm) at the latest.
- Students should feel free to contact me with any questions at any time. I am here to help you as much as you require, but I cannot help you if you leave it until the last minute.
- **All assignments (tests, quizzes, etc.) will be given online. It is your responsibility to ensure you have adequate internet speed, access to a computer, and to check the iCollege maintenance schedule. Most assignments will be given using the Lockdown browser with identity verification using a webcam.**
- This class will use turnitin.com, a plagiarism prevention site, for some assessed work. However, any assessed work may be sent by the instructor to turnitin.com. **Dr Hollier takes cheating and plagiarism very seriously and has a zero tolerance policy for cheating and plagiarism,** so do not do it (or suffer the consequences). Ignorance is not an excuse.

**Tutoring and Advising times:**

Day	Time (24hr)	Time (12hr)	Location
Tuesday	07:00-08:00	7:00am-8:00am	Open Lab (CC-2120)
Tuesday	16:45-17:00	4:45pm-5:00pm	Open Lab (CC-2120)
Tuesday	17:00-18:00	5:00pm-6:00pm	TEAS (CC-2120)
Thursday	07:00-08:00	7:00am-8:00am	Open Lab (CC-2120)
Thursday	16:45-17:15	4:45pm-5:00pm	Open Lab (CC-2120)
Thursday	17:00-18:00	5:00pm-6:00pm	TEAS (CC-2120)

Feel free to come and see me when you need help at the location(s) listed in the table above. The first set of tutoring hours will be on the first date of classes (Start of classes) as listed in the class schedule. The final set of tutoring hours will be on the last date of classes (End of classes) as listed in the class schedule. There are no set tutoring hours during final exam week. Students must email Dr Hollier in iCollege to make arrangements for tutoring outside the hours listed above. The time must be mutually agreeable to the student and Dr Hollier and will be performed through Webex for all appointments outside of the hours listed in the table above. Students who turn up outside the hours listed above without an appointment will be turned away / ejected from Webex.

<b>Tutoring &amp; Advising</b>	<b>Webex</b>	<b>Book information</b>
		
<b>Learning &amp; Tutoring Center (LTC)</b>	<b>TEAS tutoring</b>	<b>Pharmacy Day</b>
		

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## Pre-requisite

None.

I strongly recommend taking the Science courses in the following order (take other core curriculum required classes around these each semester), as it will prepare you with the required knowledge for the courses through the entire sequence: The first science sequence course (lecture and lab, or a combined course); the next semester take second science sequence course (lecture and lab, or a combined course) and BIOL-2251 (lecture and lab, or a combined course); the next semester take BIOL-2252 (lecture and lab, or a combined course); the next semester take BIOL-2260 (lecture and lab, or a combined course).

Some Allied Health Professions specifically require the Survey of Chemistry courses (CHEM-1151 and CHEM-1152) as your science sequence. Check with the programs that you wish to apply to for their program specific requirements.

Taking courses in a different order will mean you are lacking the knowledge and skills instructors assume you already have when you go through the entire sequence of courses. This could severely disadvantage you in those courses. Attempting to take these courses in a different order and withdrawing when you realize you are not prepared for the course will probably impact your application to the health profession programs and will definitely count towards your withdrawal limits.

## Co-requisite

BIOL 2251.

## Required text

<http://www.mhollier.com/booksaandplab.html> provides an image of the text book.

- *Printed Book (No Modified MasteringA&P)*: Marieb, E. N., Smith, Lori., 2018, Human Anatomy & Physiology Lab Manual, Pig Version, 13/E, Pearson. ISBN: 9780134806365
  - This lab manual does not come with any codes for Modified MasteringA&P
- Older editions of the book are fine to use, as long as they are within three editions of the book(s) listed. Modified Mastering access must be for the current edition listed.
  - 12th edition: Human Anatomy & Physiology Laboratory Manual, Fetal Pig Version; Marieb, E.N., & Hoehn, K.; 2015; Benjamin Cummings; ISBN: 9780133925593
  - 10th edition: Human Anatomy & Physiology Laboratory Manual, Fetal Pig Version; Marieb, E.N., & Hoehn, K.; 2010; Benjamin Cummings; ISBN: 9780321616135
  - 9th edition: Human Anatomy & Physiology Laboratory Manual, Fetal Pig Version; Marieb, E.N., & Hoehn, K.; 2007; Benjamin Cummings; ISBN: 9780805372656

**This course requires Modified MasteringA&P.** Modified MasteringA&P must be purchased for the [lecture text book](#), not for the lab manual. Multiple assignments will be performed using Modified MasteringA&P. The coursework cannot be completed without Modified MasteringA&P as it is not possible to incorporate the activities in Modified MasteringA&P into iCollege. The course ID will be available in iCollege on the first day. You can register immediately with free access for 2 weeks by following the directions on the [Mastering site page](#). You only need a single access code to the lecture text book for both lecture and lab classes. With a single access code you will be able to use a course ID for lecture class and a course ID for lab class. Register for one class, then when registered, click to join another class when you are logged in.

- *Modified MasteringA&P*: Available from <http://www.pearson.com/mastering> directly.

## Required material

Students will be required to bring Scantrons (available in bookstore), #2 pencils, and paper to every test / examination that is given in person. If tests / exams are online, they will not be needed.

## Course description

This is a laboratory covering microscopic survey of animal cells and tissues, osmosis, skeletal system, muscle system (animal dissection and muscle identification using human models), nervous system with emphasis on the brain and sense organs.

## Course objectives

As a consequence of completing this course, the student will be able to:

1. Identify and determine spatial relationships of anatomical structures being studied in BIOL 2251 through the use of practical examples provided by animal dissection, models and microscope slides, and explain the function of certain aspects of the muscular and nervous systems. Video and computer demonstrations may be used to reinforce this learning.
2. Perform physiological experiments, gather and interpret data, and draw conclusions based on those data.
3. Write a coherent description of the methods, results, and conclusions of the experiment and their findings.
4. Demonstrate laboratory skills and techniques to include - reading and following directions, performing experiments and recording data.

## Course content

1. Introduction - safety procedures and review of the metric system
2. Language of anatomy
3. Cell structures and mitosis
4. Cellular transport mechanisms and cell permeability
5. Classification of tissues
6. Anatomy of the skeletal system, including classification of bones,
7. Individual bone components and articulations
8. Muscle cell physiology
9. Anatomy and physiology of the muscular system
10. Anatomy of brain and cranial nerves
11. Anatomy of spinal cord, nerves and autonomic nervous system
12. Anatomy of special sense organs
13. Nervous system physiology

## Class preparation

You are expected to read the lab exercises and have studied the appropriate sections in the co-requisite lecture class before coming to lab.

## Course assignments and due dates

**The class schedule is on the last page of syllabus.** This schedule is also posted in iCollege as a single page. It includes ALL assignments, their due dates, and what is covered in them. **Print the class schedule and cross off assignments as you complete them.** The schedule is available on a single page and on multiple pages if it is difficult for you to read the single page version.

**The calendar in iCollege will NOT be used.** The calendar in iCollege does not function correctly, sometimes it will display the items listed in it and sometimes it won't. It also does not show Mastering assignments. If you wish to use an electronic calendar, then enter the dates of assignments yourself into whichever electronic calendar you use (such as your phone's calendar). Do not trust the iCollege calendar!

All due dates for important dates and assignments (iCollege, Mastering, and Turnitin) are listed on the one-page class schedule. If you request extensions, note the new due date on your printed schedule and cross it off when you complete it.

## **Specific course requirements**

Below are descriptions of the assignment categories for this course. Detailed information, such as question types, number of questions, time limits, number of attempts, etc. can be found by clicking on the appropriate link(s) in the "Detailed information specific to Dr. Hollier's classes" part of this syllabus.

## **Midterm and final exams**

Laboratory exams assess your competency in the course content at multiple Blooms taxonomy levels (knowledge, comprehension, application, analysis, synthesis, and/or evaluation) and using different styles of questions (MultiSelect and/or multiple choice).

**The Midterm exam and Final exam are closed book exams. You are NOT allowed anything to assist you other than your own brain. This means you cannot have anything, including, but not limited to, books, notes, electronic devices, etc. during these tests.**

The mid-term exam will cover all material up to the day of the exam. The final exam will cover everything from after the midterm exam up to the final.

## **A&P practical exam assessments**

Practical exam assessments test your ability to do something (as much as possible), such as use a microscope correctly, identify anatomical structures on models, accurately measure heart rate and blood pressure, perform an ECG, and perform dissections. Practical exam assessments will occur throughout the semester in place of being on exam days.

## **Laboratory reports**

Students are required to submit one or more lab reports on a laboratory exercise in which the scientific method is used. Students are expected to have basic knowledge of the topic prior to completing the laboratory activity. Students will perform an activity and collect data. Data will be analyzed and evaluated. **Online lab reports are the generated reports from completing the PhysioEx activities as listed in the schedule.**

## **Quizzes**

Quizzes assess your competency in the course content at multiple Blooms taxonomy levels (knowledge, comprehension, application, analysis, synthesis, and/or evaluation) and using different styles of questions (MultiSelect and/or multiple choice). Quizzes will be given online according to the schedule.

## **Histology**

The histology requirement for this course will be performed in Mastering. In the study area of Mastering is a section for Practice Anatomy Lab (PAL). Directions for accessing the study area are shown in iCollege (Course Information Files content folder, file = "PAL directions"). You need to study this area for the histology slide parts according to the assignment titles listed in the schedule. The

histology quizzes in Mastering will be based on those slides and will cover the location, anatomy, and/or physiology of those slides in PAL.

## **Post-lab homework**

Homework assignments assess your competency in the course content at multiple Blooms taxonomy levels (knowledge, comprehension, application, analysis, synthesis, and/or evaluation) and mostly use multiple choice questions (a few questions may of other types such as MultiSelect, true/false, or labeling). Online homework assignments will be given in iCollege according to the class schedule (online homework column). Online homework assignments are given after the exercise was covered in class.

## **Anatomical models**

The anatomical model requirement for this course will be performed in Mastering. In the study area of Mastering is a section for Practice Anatomy Lab (PAL). Directions for accessing the study area are shown in iCollege (Course Information Files content folder, file = "PAL directions"). You need to study this area for the anatomical models parts according to the assignment titles listed in the schedule. The anatomical models quizzes in Mastering will be based on the anatomical models in PAL.

## **Disease project**

To meet the Board of Regents (BOR) IMPACTS for this course, a group project requiring writing, application of the scientific method, inquiry and analysis of scientific literature and data, problem-solving, teamwork, and information literacy will be completed. During the first week of classes the groups will be assigned (tables you sit at). The project will cover week 2 of the semester to the last full week before classes end. Components of the project will be submitted on a weekly basis (mini-semester classes) or biweekly basis (full semester classes).

## **Start of the semester quizzes**

Students must complete the following quizzes (these have unlimited attempts; you must score 100% on each quiz for all other content in iCollege to be released to you).

- Syllabus quiz
- Roll verification quiz (online classes only)
  - Roll verification for on campus (face-to-face) classes can only be performed in the classroom with a signature on a piece of paper (see Roll verification policy in this syllabus)
- Cheating and plagiarism quiz
- Success in this course quiz
- Lockdown Browser quiz

You can have the syllabus and schedule open when taking these quizzes. All of these "start of the semester quizzes" are due by the end of roll verification (due date will be listed in the class schedule). You will not be able to complete any course work until you have completed all of the start of the semester quizzes. The sooner you pass them, the sooner you can start learning.

## **Discussions**

Discussions held in the classroom are intended to engage you in the material covered in the course as an individual student and this requires that you actively participate, provide dialogue, and demonstrate that you have learned from the course material by applying your understanding to the topic. Discussions will be conducted in the classroom / laboratory each class as part of your course grade. Only students present in the room are eligible to participate. Dr Hollier will display a QR code on the projector for students to scan on their mobile device. The QR code will direct the student to an online form where they are to follow the instructions in the discussion on the form.

## Attendance

Students' academic success is the major priority of the College. Because regular participation enhances the learning process, students are expected to adhere to the attendance policy set forth by the College and individual faculty members. Differences in content and teaching styles exist among courses, which can impact students' learning. Therefore, students are strongly encouraged to attend all classes to better prepare them for assignments, tests, and other course-related activities. Students are accountable for assignments, announcements, and material covered during an absence. You are expected to attend all classes and take all exams. Students' responsibility for materials covered is unaffected by absence. Arrival to any class 10 minutes after the scheduled class time is counted as absence; similarly an early departure 10 minutes before the class is over is also counted as an absence. Attendance after the roll verification period will be determined by attendance sheets in the classroom.

## Extra credit

Two different categories of extra credit are given to students. Both should be completed.

- **Midterm exam extra credit:** A multiple choice assignment will be assigned that covers the same topics as present on the midterm exam. The extra credit assignment is worth a maximum of 10 points to be added to your midterm exam score.
- **Final exam bonus:** A bonus assignment will be assigned that is comprehensive (covers all of the lecture and lab course content). Questions will be MultiSelect and/or multiple choice style and cover multiple Blooms taxonomy levels (knowledge, comprehension, application, analysis, synthesis, and/or evaluation). Each question is worth 1 point towards your final exam grade. Your final exam score cannot go above 100%.
- **Essay extra credit:** There are two parts to this essay:
  - The essay: write an essay (in something like Microsoft Word) on a disease of your choice. In A&P the disease or condition must be due to the body malfunctioning. In A&P this must not be caused by a pathogen.
  - A scientific research paper evaluation (in something like Microsoft Word): Find an original scientific research paper on the disease you signed up for and answer the 5 questions in the scientific research paper evaluation detailed information section about that paper. It cannot be a review paper, they must actually do lab work, present data, and discuss the data. Failure to do this part of the assignment will result in a zero grade for the overall assignment.



## Grading policy

### Course Grade Weighting

Column in "How to calculate your lab grade" file	Col AI
Assignment	Course weighting
Midterm exam	17.5%
Final exam	17.5%
A&P Practical Exam Assessments	5.0%
Laboratory reports	10.0%
Quizzes	7.0%
Histology	10.0%
Post-Lab Homework	4.0%
Anatomical Models	4.0%
Disease project	4.0%
Start of the semester quizzes	1.0%
Discussions	10.0%
Attendance	10.0%
Total	100.0%
Extra credit essay	5%

Course grade ranges	
A	Greater than or equal to 90.000%
B	Greater than or equal to 80.000%, but less than 90.000%
C	Greater than or equal to 70.000%, but less than 80.000%
D	Greater than or equal to 60.000%, but less than 70.000%
F	Less than 60.000%

Students will automatically be given the highest grading option at the end of the semester in lecture classes where more than one grading option is available. Lab classes have a single grading option.

I do not believe in curving grades as it is unfair to all students in the class and goes against my academic ethics, so please do not ask me at the end of the semester. The grade you earn is the grade you get.

**It is the student responsibility to keep track of their grades and how each category affects their overall course grade.** In the "Class/Course information and files" folder on iCollege there is a pdf file titled "How to calculate your lecture grade" for lecture classes" or "How to calculate your lab grade" for lab classes". You can check that you correctly calculated your grade by emailing a picture of your completed "How to calculate your lecture/lab grade" file to Dr Hollier as an attachment in iCollege. Dr Hollier will verify your calculations but will not do them for you. Final course grades calculated by Dr Hollier will be the only valid course grades. If required, Dr Hollier will provide the course breakdown calculations to you to show how your course grade was generated.

Dr. Hollier will post current course averages each week in iCollege (this could occur at any point during the week, based on when Dr Hollier has time to post grades). This will represent the highest current average if more than one grading option is available. Grades posted each week represent your course average based on all assignments which had a due date on or before the previous Sunday at 11:59pm. Assignments will be dropped in the weekly course average only after you have

one more assignment grade in that category than the number listed as being dropped. If you want to know how that average was calculated, complete the grade tracking file “How to calculate your lecture grade” for lecture classes” or “How to calculate your lab grade” for lab classes”. You will receive a notification / email in iCollege if your current average is less than 70% on the day or the following day after the grade is posted.

The course grade is based on the weightings listed in the course grade table above, and the policies in this syllabus for how many items are dropped in the different assignment types / categories (see table below). The iCollege gradebook is used to post grades to students, not to calculate grades. Subtotals in iCollege are automatically generated and are meaningless in regard to your overall course grade calculation. The subtotals iCollege automatically generates do not take into account grade weightings for different types of assignments, do not list values for all assignments, and/or may include assignments that have no course grade. You **MUST** calculate your course grade and average using the grade weighting in the course grade table and policies in this syllabus, not just simply adding up total points as listed in iCollege.

At the end of the semester, your course grade will be posted in iCollege as “[Short course name] Overall Course Grade”. [Short course name] will be the short name of your course, for example A&P1 Lecture or Micro Lab. This overall course grade applies the scores you earned on your assignments throughout the semester to the grade weighting listed in the “Course Grade Weighting” table above. It includes all grades, which includes extra credit. You can convert this numerical grade into a letter grade using the “Course grade ranges” table above. **Subtotals in iCollege are automatically generated and are meaningless in regard to your overall course grade calculation.**

**Subtotals in iCollege are automatically generated and are meaningless in regard to your overall course grade calculation.** The subtotals iCollege automatically generates do not take into account grade weightings for different types of assignments, do not list values for all assignments, do not assign a zero for assignments you did not complete, and/or may include assignments that have no course grade. **Subtotals in iCollege are automatically generated and are meaningless in regard to your overall course grade calculation.**

To view your course grade in PAWS you may need to complete the course survey(s) that are available in PAWS when they become. If the surveys are being given, then they must be completed for all courses that you took this semester before all grades will be displayed. The grades in PAWS will be viewable in PAWS according to GSU “Grades available to Students via PAWS” date as listed on the GSU website / calendar. I have no control over this date, which is why I post your numerical grade in iCollege.

GSU now uses a “Thank A Teacher Program” (<https://cetl.gsu.edu/programs-grants-awards/thank-a-teacher-program/>) in addition to the student evaluations located in PAWS:

Each semester, CETLOE collects thank you notes from students across the university to share with faculty. Students are invited to participate in the Thank A Teacher Program through announcements on their iCollege pages at the end of every semester, and they have responded to the invitation!

Notes collected through Thank a Teacher are shared with faculty at the end of each grading period and the response from faculty has been truly humbling. Many of them tell us that one note from a student made their whole semester worth it!

**Students interested in writing Thank You Notes to their teachers will be able to do so in the last three weeks of any semester. Just log into iCollege during the last three weeks, and you’ll see a link to a form for your note.** Please be aware that thank you notes **DO NOT** replace student evaluation of instruction, so be sure to take the time to complete that as well.

Faculty receiving notes should consider the note an official university communication and add the note to their teaching portfolios or annual review.

Questions about the Thank a Teacher program can be directed to Jennifer Hall (CETLOE Associate Director) at [jenniferhall@gsu.edu](mailto:jenniferhall@gsu.edu)

### Number of assignments dropped

Assignment category	Number of items dropped
Midterm exam (Midterm exam score plus extra credit for midterm exam)	0
Final exam (Final exam score plus bonus for final exam)	0
Laboratory reports (If more than 2 reports are assigned)	1
Disease project	0
Quizzes	1
Histology	1
Anatomical Models	1
A&P Practical exam assessments	1
Post- lab homework	1
Discussions	Scores for 2 weeks values as posted in iCollege
Attendance (number of weeks excused before absence authorization from the Dean of Students is required)	Scores for 2 weeks values as posted in iCollege
Start of the semester quizzes	0

Notes for dropped assignments

- The above table contains the accurate information for how many items of each assignment type are dropped in the course. This information supersedes any reference in other parts of this syllabus that may contradict this. Dr Hollier has done his best to ensure that this table is the only place where this information is listed.
- Assignments will be dropped in the weekly course average only after you have one more assignment grade in that category than the number listed as being dropped.

### Grade transferal from external sites (such as those provided by Publishers of the textbook)

Grades from external sites will be transferred the following week from the external site to iCollege. Any grades that are due after 11:59pm on the Sunday of the prior week will not be transferred until the following week. Any grades from extended work will be transferred based on the above policy and based on the due date for the extension(s).

### Attendance policy

#### Attendance Policy – On campus (face-to-face; in-class) classes

Students' academic success is the major priority of the College. Because regular participation enhances the learning process, students are expected to adhere to the attendance policy set forth by the College and individual faculty members. Differences in content and teaching styles exist among courses, which can impact students' learning. Therefore, students are strongly encouraged to attend all classes to better prepare them for assignments, tests, and other course-related activities. Students are accountable for assignments, announcements, and material covered during an absence. You are expected to attend all classes and take all exams. Students' responsibility for

materials covered is unaffected by absence. Arrival to any class 10 minutes after the scheduled class time is counted as absence; similarly an early departure 10 minutes before the class is over is also counted as an absence.

Students who register for an on-campus class are agreeing that they will attend class on campus at its specified meeting days and times. Students who want to complete all work online and not come to the classroom must register for an online section of the course. They should not register for an on-campus class and treat it like an online class.

Roll verification and attendance for on campus (face-to-face) classes requires a physical signature on a piece of paper in the classroom. One of the main reasons is related to student VISAs for international students and their requirement that they can only take one online class a semester and must be enrolled as a full-time student. All of their other classes must be on campus (face-to-face) classes with actual attendance ( <https://isss.gsu.edu/incoming-students/step-1-admissions/sevis-student-exchange-visitor-information-system/> ). Due to this policy, the only way to comply is to perform roll verification and attendance for on campus classes in the classroom.

Faculty have been directed by the Department Chair of Life & Earth Sciences for Perimeter College to meet the above requirements through attendance and/or assignment grades that can only be earned in the classroom for on campus classes. How this is accomplished has been left up to each individual faculty member to identify in the course syllabus.

Dr Hollier will comply with the above policy through an attendance grade and participation in discussions in the classroom. All other assignments will be given in an online setting. Online assignments offer many benefits to students, including, but not limited to: the ability to be given multiple attempts with the highest score being the one that counts; reduced stress environments as the student picks their location, environment, and can play music in the background if desired; reduced distractions than in a classroom; ability to meet ADA requirements for students with disabilities; ability to extend assignments according to the extension policy listed in this syllabus; reduced anxiety for students; more frequent assignments that cover less course material on the assignment.

Attendance after the roll verification period will be determined by attendance sheets in the classroom. Each weeks attendance is worth 1 point. For classes that meet twice a week, that means 0.5 points per class. For classes that meet once per week, that means 1 point per class. Attendance points will be updated in iCollege after the last class that week and will be listed as a weekly attendance total.

**Any official request or policy from GSU, the State government, and/or the Federal government for reporting of attendance will be based on when you last signed an attendance sheet in the classroom.** If you are ill and do not come to class, you will need to submit an absence authorization request to the Dean of Students ( <https://deanofstudents.gsu.edu> ; <https://deanofstudents.gsu.edu/student-assistance/#professor> ) when you are feeling better and/or able to access a computer / mobile device. The Dean of Students online process may require documentation. The number of on campus absences you're excused for before you must request an absence authorization is listed in the number of assignments dropped part of this syllabus.

## **If you are ill, don't come to class.**

Do not come and infect your classmates or Dr Hollier and make it hard for them to get their work done just because you are ill. **Missed classes due to illness, up to the number allowed under the**

**number of on campus absences you're excused for before you must request an absence authorization, will NOT require an authorization absence from the Dean of Students.** These will be dropped at the end of the semester according to the number of assignments dropped section in the syllabus. You will be expected to keep up with the work missed through the materials in iCollege when you are feeling better / capable of doing that. Assignments can be extended according to the extension policy in this syllabus.

All students are expected to log into iCollege frequently (at a minimum of twice per week) and must always check announcements / emails / course materials when they log into the class.

If a student registers late, then any classes that were held prior to when they registered will be considered missed classes. These will count as unexcused missed classes in relation to the attendance policy. Registering late was the student's choice. Material for the course was covered in the missed class(es) where the student was not present. The student missed that information and thus missed class. Class registration is the student's responsibility and registering after classes have started is not recommended as they will have missed class material.

## **Make-up policy**

The make-up of assignments is considered extensions and has the following requirements.

- Extensions can be requested by sending an email in iCollege to Dr Hollier. Emails sent to Dr Hollier's GSU email will be ignored with no reply given. Repeated emails to Dr Hollier's GSU email will result in no extension(s) being granted when you finally do use the iCollege email system.
- In the email on iCollege, you must type up the list of assignments to be extended and the due date when you want the assignment(s) extending to. If the date you request is not reasonable, then Dr Hollier will set your due date.
  - Attaching a screenshot is not acceptable as it takes me more time to work out what you want extended. Stating everything between a date range is not acceptable. I don't carry the schedule around with me or have it memorized. This is why the dates are in the schedule. You want the extension and I am doing this as a benefit to you. If you don't get an extension then it does not affect my grade. Don't make my work harder than it needs to be. You are one person, I give extensions for all classes which have many students. The simple act of me having to work out what you want extending compounds when multiple students do this and wastes my limited time. I will ignore requests that do anything other than type up the assignment titles and due dates when making requests for extensions.
  - If you do not include a due date in your email then it will be set to the Sunday after the date of your email for 11:59pm.
- Extensions are for assignments not completed and/or submitted. They are not do-overs where you get to take an assignment again to see if you can get a better grade. If you have started an assignment and something goes technically wrong, then do not submit the test. Email Dr Hollier and state the assignment has not been submitted and explain what happened. If you have completed an assignment and/or submitted an assignment, then it cannot be extended.
- You can only request extensions for work listed in the bullet point below. Items that have no course grade will not be extended. These must be completed in the designated time frame if you wish to use them studying from.
- **Assignments that can be extended:**
  - Lecture:
    - Chapter Tests
    - Important Topics Extra Credit Tests
    - Extra Credit for Chapter Tests
    - Mastering Tutorials (if given in the course)

- Mastering Disease Cases (if given in the course)
  - Short Quizzes
- Lab:
  - Extra credit for the midterm exam
  - Post-lab Homework assignments (if given in the course)
  - Online Quizzes (if given in the course)
  - Histology Drawings (if given in the course)
  - Lab Reports based on online activities (if given in the course)
- **Assignments that cannot be extended:**
  - Lecture:
    - Online Discussions of any type (if given in the course)
    - Follow-Up Quizzes (if given in the course)
    - Case Study (if given in the course)
    - Any component of the Final exam grade (Online Multiple Choice / MultiSelect Final, Bonus Quiz, A.S.S., Proctored / In-Class Final)
    - Online attendance
    - In-class attendance
    - Online discussions
    - In-class discussions
  - Lab:
    - Midterm exam
    - Final exam
    - In-Class Quizzes (if given in the course)
    - Pre-lab homework assignments (if given in the course)
    - Lab Reports based on in-class experiments (if given in the course)
    - Unknown Report (Micro lab) (if given in the course)
    - Extra Credit Assignment(s) in lab
    - Online attendance
    - In-class attendance
    - Online discussions
    - In-class discussions
  - **Extenuating circumstances:** Extenuating circumstances supersede the list of what is and is not extendable.
- When requesting an extension, you must **list ALL assignments by TITLE**, and the due date you want it extending to.
- You can always complete tutorial assignments on Mastering before I have extended it, and when the extension is applied it will be regraded for you. This means you don't have to wait for me to respond.
- For the syllabus quiz, roll verification quiz, cheating & plagiarism quiz, and lockdown browser test quiz, if you did not take these during the first week of classes, then you will have to email Dr Hollier in iCollege and request an extension. The latest these can be extended to is the end of the second week of classes. Failure to complete these within that time will result in you being entered as never attended under the roll verification policy.
- There are 2 deadlines for requesting extended work (excluding the syllabus quiz, roll verification quiz, cheating & plagiarism quiz, and lockdown browser test quiz):
  - **Before midpoint extension request date:** This will be set approximately 1 week before midpoint. **Assignments up to this date can be extended with a due date of no later than Sunday at 11:59pm before the midpoint / last day to withdraw date.** If you do not request an extension for an assignment in this time frame then you will not be able to extend it later in

the course. If you do not complete it by the day before midpoint, it will not be extended again, even if this is your first extension request for this assignment.

- Students must have sufficient information to make an informed decision about their course progress at midpoint. The due date of the Sunday before midpoint is the last possible extension date so that student receive those grades, Dr Hollier can grade any written answers / assignments, and Dr Hollier can post the weekly course average for the student that includes the grades from the extended assignments before midpoint.
- **After midpoint extension request date:** This will be set approximately 2 weeks before the last day of classes or the lab final exam. **Assignments from the “before midpoint extension request date” until the “after midpoint extension request date” can be extended with a due date of no later than 1 week before the last day of classes / lab final exam.** If you do not request an extension for an assignment in this time frame then you will not be able to extend it later in the course. If you do not complete it by the date of no later than 1 week before the last day of classes / lab final exam, it will not be extended again, even if this is your first extension request for this assignment. Assignments due after the second extension date cannot be extended. You will need to plan your time accordingly and get the work done by the due date.
- **Extenuating circumstances:** Extenuating circumstances supersede the above extension request dates.
- Not being aware of the dates for these deadlines is not an acceptable excuse. They are posted in the class schedule.
- **Extenuating circumstances:** For extenuating circumstances you must submit your documentation through the dean of students site to be approved ( <https://deanofstudents.gsu.edu> ) for an extension. Approval of the extenuating circumstances is made by the Dean of Students, not Dr Hollier.
- The deadline for extended work will be sent in a reply email. It is your responsibility to check your email for the due date and to ensure that you complete the work before that date.
- **No assignment, other than the part(s) of the final exam, will be extended into final exam week.** All assignments (excluding the final exam) must be finished by the end of classes as listed in the official college calendar. Criteria for the before midpoint extension request date and after midpoint extension request date apply.
- Each assignment will only be extended a maximum of twice. Not completing assignment(s) within the time(s) that the assignment(s) has been extended for will result in no additional extensions for those assignments. Exceptions to this rule: (i) Work requested to be extended under the before midpoint extension request date category must be completed by the day before midpoint. If you do not complete it by the day before midpoint, it will not be extended again, even if this is your first extension request for this assignment. (ii) Work requested to be extended under the after midpoint extension request date category must be completed by the date of no later than 1 week before the last day of classes / lab final exam. If you do not complete it by the date of no later than 1 week before the last day of classes / lab final exam, it will not be extended again, even if this is your first extension request for this assignment.
- Extension requests must be requested within 2 classes of your return to class, but no later than the official end of classes date. Extension requests will not be accepted after the official end of classes, except for the final exam.
- After completing online tests that have been extended, you must email Dr Hollier to let him know that it needs grading. When doing this, you must specify what test Dr Hollier needs to grade for you. Until you send this email and Dr Hollier has graded it, the test will show with a grade of zero. **If you forget to inform Dr Hollier that it needs grading within a week of submitting the test then you may be stuck with a grade of zero.**

- Work submitted late without requesting an extension according to the policy for requesting extensions results in a grade of zero.
- **Discussions are not extendable.** They require an interaction with either Dr Hollier and/or other students, and so all must be on the same schedule for that to work. Not being on the same schedule prevents discussions from achieving their academic goal. Thus, discussions cannot be extended as the academic goal cannot be achieved without the interaction.

## Academic Honesty

Please review GSU's policy on academic dishonesty at the following websites:

<http://codeofconduct.gsu.edu/>

<https://deanofstudents.gsu.edu/faculty/#academic-honesty>

Please see a detailed version of cheating and plagiarism linked in the table of links in this syllabus.

**Dr Hollier's policies on cheating and/or plagiarism (in addition to the college wide policies): Students who give their work to another student to review and/or allow their work to be copied are just as guilty of cheating and/or plagiarism and will receive the same penalty as the student who copied the work (no exceptions).** Cheating and plagiarism also includes (but is not limited to): **quoting or copying material you are not allowed to quote (see assessed work section of syllabus), submitting false references (see referencing section of the syllabus),** attempting to copy answers during tests/exams from other students/individuals, using ANY resources during closed book assignments, copying answers/work between students/individuals, copying answers/work from the internet, copying answers/work from any source that gives the same question, having another student/individual take quizzes/do the work for you, and/or working in groups (of students or other individuals) to complete gradable work in any format (unless specifically directed by Dr Hollier as constituting gradable group work). Students must also show valid ID and take a picture of their face with the webcam for tests using the Respondus Lockdown Browser and Respondus Monitor. Students are not allowed to cover up the webcam to prevent the test being recorded. Students must perform the environment check to show what is around them during the test. Any test where the identity of the student is not clear, an environment check is adequately performed, or the student is not visible in the recording will be graded as a zero score is considered a violation of the test conditions and a form of academic dishonesty.

## Student Code of Conduct

Students should be familiar with the Student Code of Conduct ( <http://codeofconduct.gsu.edu/> ).

## American Disability Act Statement

Students who wish to request accommodation for a disability may do so by registering with the Access and Accommodation Center. Students may only be accommodated upon issuance by the Access and Accommodation Center of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which accommodations are sought.

## Course deviations from schedule

The course syllabus provides a general plan for the course; deviations may be necessary.

## Constructive assessment of this course

Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take the time to fill out the online course evaluation.



## Detailed information specific to Dr. Hollier's classes

Students are responsible for reading the information linked to below. Completing syllabus quiz requirements is an acknowledgment that you have read and understood this detailed information.

Please read [Starting the course](#) first.

Detailed information, such as question types, number of questions, time limits, number of attempts, etc. can be found by clicking on the appropriate link(s). The links are in alphabetical order and will open in a new tab.

[Academic honesty](#)

[Academic regulations](#)

[Academic support](#)

[Advising information for Allied Health careers](#)

[American disability act statement](#)

[Artificial intelligence](#)

[Attendance policy - on-campus \(face-to-face\) classes](#)

[Basic needs statement](#)

[Campus safety](#)

[Cheating and plagiarism](#)

[Children in class / at college](#)

[Class withdrawal](#)

[Constructive assessment statement](#)

[Copyright of course materials](#)

[Counselling services](#)

[Course assignments and due dates](#)

[Course deviations](#)

[Course materials in iCollege](#)

[Discussions for on-campus \(face-to-face\) classes](#)

[Disease project - Lab](#)

[Disruptive behavior](#)

[Dr. Hollier's teaching philosophy](#)

[Dress attire](#)

[Early alerts - Course performance reports](#)

[Electronic devices](#)

[Emailing Dr Hollier](#)

[Expectations of students](#)

[Extra credit essay - A&P1 Lab](#)

[Final exams in final exam week](#)

[Grading policy - A&P1 Lab](#)

[GSU email policy](#)

[GSU policy prohibiting students from posting instructor-generated materials on external sites](#)

[House bill 280](#)

[How to study for classes](#)

[iCollege](#)

[Inclement weather / School closings](#)

[Incomplete](#)

[Instructor-student interaction](#)

[Lab reports - A&P Lab](#)

[Learning preferences \(styles\)](#)  
[Letters of recommendation](#)  
[Make-up policy](#)  
[Mastering - A&P Lab](#)  
[Non-discrimination statement](#)  
[Online anatomical models assignments - A&P Lab](#)  
[Online histology assignments - A&P1 Lab](#)  
[Online homework - Post-Lab \(A&P\)](#)  
[Perimeter College student scholarships](#)  
[Querying graded work](#)  
[Quizzes - Lab](#)  
[References](#)  
[Respondus Lockdown Browser with Respondus Monitor](#)  
[Reviewing assignments](#)  
[Roll verification policy - on-campus \(face-to-face\) classes](#)  
[Scientific research paper evaluation](#)  
[Secondary point of contact for students](#)  
[Sexual misconduct policy](#)  
[Specific course requirements - A&P1 Lab](#)  
[Starting the course](#)  
[Success in College classes](#)  
[Tests - A&P1 Lab](#)  
[Tobacco and smoke-free campus policy](#)  
[Tutoring & Advising hours](#)  
[Video and or audio recording in general](#)  
[Why you are taking this course](#)

## **Disclaimer**

**Dr Hollier reserves the right to make any changes to any part of this syllabus at any time (students CANNOT change the syllabus). Any changes to be made will be discussed with students, and then the approved changes (by instructor and students) will be written down and ALL students will have to sign for the changes to take effect. If a student fails to sign for the changes, then the changes will NOT apply to that student (and they will not be allowed to sign later) if they change their mind.**

Instructor: Dr. Mark Holler  
Phone: 678-891-3779  
Email: In College (mholler@gsu.edu = emergencies only)  
Course Abbreviation: BIOC-2110, 006 & BIOC-2110L, 010  
CRN: 52023 & 52024  
Course Hours: 1  
Class times: S2023 = TR 10:00-12:45 (10:00am-12:45pm) & S2024 = TR 14:00-16:45 (2:00pm-4:45pm)  
Class location: CC-2120

Day	Time (24hr)	Time (12hr)	Location
Tuesday	07:00-08:00	7:00am-8:00am	Open Lab (CC-2120)
Wednesday	08:00-17:00	8:00am-5:00pm	Open Lab (CC-2120)
Thursday	17:00-18:00	5:00pm-6:00pm	TEAS (CC-2120)
Friday	07:00-08:00	7:00am-8:00am	Open Lab (CC-2120)
Thursday	18:00-17:15	4:50pm-5:00pm	Open Lab (CC-2120)
Thursday	17:00-18:00	5:00pm-6:00pm	TEAS (CC-2120)

Any changes to tutoring hours, whether for a single day or a change for the duration of the semester, will be posted in the announcements section of iCollege. You should always check the announcements prior to attending any tutoring and advising time.

Webex tutoring is available outside of the above listed hours. Dr. Holler is always willing to schedule appointments outside of the regular posted tutoring and advising hours. To schedule a session outside of the regular hours, you need to email Dr. Holler in iCollege 48 hours prior to the day you wish to meet. In your email, specify what time of the day you can meet. Dr. Holler will do his best to meet your appointment. However, the day and time must be mutually compatible for both of us. Students who turn up outside the hours listed or without an appointment will be turned away/ ejected from Webex.

Office location: CC-1125 All assignments are open book unless they specify state closed book

Date (start of week, Monday)	Lab	Exercises	Misc dates	Anatomical Models (Mastering - Assignments)	Histology Assignments (Mastering - Assignments)	Lab Reports (Mastering - PhysioEx)	Online Homework - Post-Lab (iCollege)	Quizzes (iCollege)	Discussions for on campus (Face-to-Face) classes	Lab Practical Exam Assessments	Disease project	Misc. Assignments towards course grade
6/3/24	1	1 - The language of anatomy	Start of classes = 06/03/24 Roll Verification Period = 06/03/24-06/10/24						Submit your discussion from the classroom using the QR code displayed in class.			iCollege Syllabus quiz = 06/03/24-06/10/24
		3 - The Microscope	Roll Verification MUST be signed in class (no emails or online quiz is allowed by Department / iCollege policy for on-campus classes)					A&P1 Quiz 01 (Ex1+3) = 06/07/24-06/10/24 A&P1 Quiz 02 (Ex4) = 06/07/24-06/10/24	If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).			Plagiarism module = 06/03/24-06/10/24
6/10/24	2	4 - The Cell: Anatomy & Division	Safety Contracts uploaded under assignments in iCollege = 06/02/24-06/09/24						Submit your discussion from the classroom using the QR code displayed in class.	Lab Practical Exam Assessment 1 (performed during class in the lab room) = 05/06/24		Success in this course = 06/03/24-06/10/24 Lockdown Browser Test = 06/03/24-06/10/24
		5 - The Cell: Transport Mechanisms and Cell Permeability GLOVES & GOGGLES			API Lab - Histology 01 (Epithelial) = 06/10/24-06/14/24 API Lab - Histology 02 (Connective) = 06/10/24-06/14/24 API Lab - Histology 03 (Epithelial) = 06/10/24-06/14/24 API Lab - Histology 04 (Connective) = 06/10/24-06/14/24	Exercise 1: Cell Transport Mechanisms and Permeability = Activities 1, 2, 3, and 5 = 06/10/24-06/12/24	A&P1 Post-lab Homework 02 (Ex 4 & Ex5) = 06/14/24-06/17/24	A&P1 Quiz 03 (Ex3) = 06/14/24-06/17/24 A&P1 Quiz 04 (Ex6) = 06/14/24-06/17/24	If you are not in the classroom, then you cannot submit your discussion (see policy in the syllabus).			
6/17/24	3	6 - Classification of Tissues							Submit your discussion from the classroom using the QR code displayed in class.	Lab Practical Exam Assessment 2 (performed during class in the lab room) = 06/13/24	Disease Project part 1 = 06/14/24	
		7 - The Integumentary System							Submit your discussion from the classroom using the QR code displayed in class.	Lab Practical Exam Assessment 3 (performed during class in the lab room) = 06/18/24		
6/24/24	4	8 - Overview of the Skeleton: Classification and Structure of Bones and Cartilage 9 - The Axial Skeleton 10 - The Appendicular Skeleton	Before mid-point extension request date = 06/24/24						Submit your discussion from the classroom using the QR code displayed in class.	Lab Practical Exam Assessment 4 (performed during class in the lab room) = 06/20/24	Disease Project part 2 = 06/21/24	
		9 - The Axial Skeleton 10 - The Appendicular Skeleton							Submit your discussion from the classroom using the QR code displayed in class.			
6/24/24	5	11 - Articulations and Body Movements 12 - Microscopic Anatomy and Organization of Skeletal Muscle 13 - Gross Anatomy of the Muscular System	Last day to withdraw = 06/26/24						Submit your discussion from the classroom using the QR code displayed in class.			Online = MIDTERM EXAM = Closed book (no resources other than your brain) = 06/25/24-06/26/24
		11 - Articulations and Body Movements 12 - Microscopic Anatomy and Organization of Skeletal Muscle 13 - Gross Anatomy of the Muscular System							Submit your discussion from the classroom using the QR code displayed in class.			
7/1/24	6	15 - Histology of Nervous Tissue	Independence day (07/04/22) = No classes						Submit your discussion from the classroom using the QR code displayed in class.			iCollege (Assignments): Extra credit assignment = 07/04/24
		17 - Gross Anatomy of the Brain and Cranial Nerves GLOVES & GOGGLES	Independence day (07/04/22) = No classes						Submit your discussion from the classroom using the QR code displayed in class.	Lab Practical Exam Assessment 5 (performed during class in the lab room) = 07/04/24	Disease Project part 4 = 07/05/24	
7/8/24	7	19 - The Spinal Cord and Spinal Nerves							Submit your discussion from the classroom using the QR code displayed in class.			
		20 - The Autonomic Nervous System							Submit your discussion from the classroom using the QR code displayed in class.			
7/15/24	8	21 - Human Reflex Physiology CLEAN SOCKS!							Submit your discussion from the classroom using the QR code displayed in class.			
		22 - General Sensation							Submit your discussion from the classroom using the QR code displayed in class.			
7/15/24	9	23 - Special Senses: Anatomy of the Visual System GLOVES & GOGGLES							Submit your discussion from the classroom using the QR code displayed in class.			
		24 - Special Senses: Visual Tests and Experiments							Submit your discussion from the classroom using the QR code displayed in class.			
7/15/24	10	25 - Special Senses: Hearing and Equilibrium	After mid-point extension request date = 07/11/24						Submit your discussion from the classroom using the QR code displayed in class.			
		26 - Special Senses: Olfaction and Taste							Submit your discussion from the classroom using the QR code displayed in class.			Online = FINAL EXAM = Closed book (no resources other than your brain) = 07/11/24-07/18/24
7/15/24	11	25 - Special Senses: Hearing and Equilibrium							Submit your discussion from the classroom using the QR code displayed in class.			
		26 - Special Senses: Olfaction and Taste							Submit your discussion from the classroom using the QR code displayed in class.			

Work due dates are 11:59pm of the day indicated, unless otherwise indicated (late submissions will NOT be graded)  
Online assignments are open from 12:01am on the first date of the range listed until 11:59pm of the last date listed.