GRAYSON COLLEGE

Course Syllabus

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

Course Information

BIOL 2302 (lecture) & 2102 (lab)
Human Anatomy & Physiology II
Section:

Face-to-Face lab course and online lecture. Lecture tests will be offered online or through the testing center. Note that this semester you must make an appointment for taking tests at the testing center. Lab meets 3 hours/week, lab testing conducted on campus in the lab.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Although students must register for a separate course number for lab and lecture, the two "courses" are in fact the same course and are separated for scheduling and reporting reasons. Your final grade is derived from the combination of your lecture and laboratory grades (60/40 respectively). Together the lecture and laboratory satisfy the state learning objectives (CS1, CT2, CT3, EQS2, and TW1) and therefore must be taken concurrently.

Prerequisite: **Successful completion with a grade of C or better in BIOL 2301/2101 required.**
Concurrent enrollment in BIOL 2102 is required.
Students must have passed the reading portion of the THEA (score of at least 230).

Course Description

BIOL 2302. Anatomy and Physiology II. (3-0-3). Anatomy and Physiology II is the second part of a two course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Concurrent enrollment in BIOL 2102 is mandatory. Prerequisite: Successful completion with a grade of C or better in BIOL 2301/2101 required. College readiness in reading required. (R)

BIOL 2102. Anatomy and Physiology Laboratory II. (3-0-1). Study of the structure and function of human anatomy, including neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. In this course, students will participate in experiments, view slides and models, and dissect specimens. Topics include genetics, blood, urine, and organs of the reproductive, respiratory, urinary, cardiovascular, lymphatic, endocrine, and digestive organ systems. Prerequisite: Successful completion with a grade of C or better in BIOL 2301/2101 required. College readiness in reading required. (R)

Student Learning Outcomes:

State Core Objectives Met in this Combined Lecture and Lab Course:

1. Communication Skills, CS1 – Students will develop, interpret, and express ideas through written communication.

2. Critical Thinking Skills, CT2 – Gather and assess information relevant to a question.

3. Critical Thinking Skills, CT3 – Analyze, Evaluate, and Synthesize Information.

4. Empirical and Quantitative Skills, EQS2 – Students will describe, explain, and predict natural phenomena using the scientific method.

5. Teamwork, TW1 – Students will work cooperatively with their pears and leaders to more effectively solve problems by utilizing insights from multiple perspectives.

Student Learning Outcomes Met in this Combined Lecture and Lab Course:

Upon successful completion of the lecture, 2302, students will:

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.

3. Describe the interdependency and interactions of the systems.

4. Explain contributions of organs and systems to the maintenance of homeostasis.

5. Identify causes and effects of homeostatic imbalances.

6. Describe modern technology and tools used to study anatomy and physiology.

Upon successful completion of the lab, 2102, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions.

Course Competencies:

A student completing this course can expect lectures covering the following topics in detail, and will be tested over each section as announced by the instructor. Within each section of Anatomy and Physiology II, content may or may not be covered in the sequence presented here. Content topics need not be taught in single blocks, yet may be integrated. Unifying themes, such as homeostasis, are emphasized throughout.

- Endocrine System-Students who have completed this section of the course should be able to identify and describe the major gross and microscopic anatomical components of the endocrine system and explain the functional roles of their respective hormones in communication, control, and integration.
- Blood and Cardiovascular System-Students who have completed this section of the course should be able to identify and describe the major gross and microscopic anatomical components of the blood and cardiovascular system and explain their functional roles in transport and hemodynamics.
- Lymphatic System-Students who have completed this section of the course should be able to identify and describe the major gross and microscopic anatomical components of the lymphatic system and explain their functional roles in fluid dynamics and immunity.
- Digestion and Nutrition-Students who have completed this section of the course should be able to identify and describe the major gross and microscopic anatomical components of the digestive system and explain their functional roles in digestion, absorption, nutrition, metabolism, excretion, and elimination.
- Respiratory System-Students who have completed this section of the course should be able to identify and

describe the major gross and microscopic anatomical components of the respiratory system and explain their functional roles in breathing, ventilation and in the processes of external and internal respiration.

- Urinary System-Students who have completed this section of the course should be able to identify and describe the major gross and microscopic anatomical components of the urinary system and explain their functional roles.
- Fluid/Electrolyte and Acid/Base Balance-Students who have completed this section of the course should be able to identify and describe the physiology of the homeostatic mechanisms that control fluid/electrolyte and acid/base balance.
- Reproductive System-Students who have completed this section of the course should be able to identify and describe the major gross and microscopic anatomical components of the reproductive system and explain their functional roles in reproduction and inheritance.
- Growth and Development-Students who have completed this section of the course should be able to describe and explain the anatomical and physiological changes from conception to senescence.
- Genetics-Students who have completed this section of the course should be able to explain Mendelian inheritance in the human organism along with gene therapies currently in use.

Required Textbooks

LECTURE
Anatomy and Physiology, 1st edition, OpenStax College, 1st edition (January 1, 2013, updated 2017).
ISBN-13:978-1938168130
This is a FREE download with options to order print copies. Go to: https://openstax.org/details/anatomy-and-physiology , select how you want to access the book. I provide pdfs of the chapters in your Canvas modules.

LAB
Exploring Anatomy & Physiology in the Laboratory, 3rd Edition by Erin C. Amerman, Morton Publishing Company, ISBN 9781617316203.

Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework. *This schedule is subject to change with fair notice. You will be notified in your Canvas shell if a change is required.*

Week	Date	Topics, Readings, Assignments, Deadlines
1	LECTURE	**Chapter 17 – The Endocrine System**
	LAB	**Lab 16 Endocrine System** Exercises 16.1 Endocrine system anatomy, 16.2 Endocrine system histology and 16.3 Time to Trace! Negative feedback loops **Lab 17 Cardiovascular System-Part I: The Heart** Exercises 17.1 Anatomy of the heart, DEMONSTRATE labeling
2	LECTURE	**Chapter 19 – The Cardiovascular System, the Heart**

Week	Date	Topics, Readings, Assignments, Deadlines
	LAB	Take lab quiz over endocrine tissues and heart anatomy **Lab 17 Cardiovascular System-Part I: The Heart, continued** the dissection of the pig heart, **Lab 18 Cardiovascular System-Part II: Blood Vessel Anatomy** Exercises 18.1 Major arteries of the body, 18.2 Major veins of the body and 18.4 Histology of the blood vessel wall
3	LECTURE	**Chapter 20 – The Cardiovascular System, Blood Vessels and Circulation**
	LAB	Take lab quiz over blood vessel and pig heart anatomy **Lab 18 Cardiovascular System-Part II: Blood Vessel Anatomy** dissection of the fetal pig **Lab 19 Cardiovascular System-Part III: Cardiovascular Physiology** Exercise 19.1 Heart Auscultation, 19.2 Vascular examination, 19.3 Blood pressure, 19.5 The electrocardiogram
4	LECTURE	**Chapter 18 – The Cardiovascular System, Blood**
	LAB	Take lab quiz over cardiovascular physiology and fetal pig **Lab 20 Blood** Exercise 20.1 Formed elements (cells) of blood, 20.2 ABO and Rh blood groups, some of 20.4 Blood donation
5	LECTURE	**Finish up chapter content and prepare for test 1** **LECTURE TEST 1 over CHAPTERS 17 to 20**
	LAB	Take lab quiz over blood REVIEW FOR PRACTICAL 1 **PRACTICAL 1 covers labs 16 to 20**
6	LECTURE	**Chapter 21 The Lymphatic and Immune System**
	LAB	No lab quiz **Lab 21 Lymphatic and Immunity** Exercises 21.1 Lymphatic system anatomy, 21.2 Lymphatic organ histology
7	LECTURE	**Chapter 23 –The Digestive System**
	LAB	Lab quiz over the lymphatic system and immunity **Lab 24 Digestive System** Exercises 24.1 Digestive system anatomy, 24.2 Digestive system histology, 24.4 Time to Trace! **TAKE HOME NUTRITION RECALL RECORD**
8	LECTURE	**Chapter 24 Metabolism and Nutrition**

Week	Date	Topics, Readings, Assignments, Deadlines
	LAB	Take lab quizzes over digestive system **There is no lab in your manual for the nutrition, but this is part of the Core report to college** Fetal pig dissection will be done this week to cover digestive, lymphatic and respiratory **SUBMIT the DIETARY RECALL TABLES**
9	LECTURE	**LECTURE TEST 2: Chapters 21, 23 and 24**
	LAB	Lab quiz over metabolism and nutrition **Lab 22 Respiratory System** Exercises 22.1 Respiratory system anatomy, 22.2 Histology of the respiratory tract **Lab 23 Respiratory System Physiology** Exercises 23.1 Pressure volume relationships, 23.2 Measuring pulmonary volumes and capacities (NOT SMOKERS) 23.3 pH and ventilation
10	LECTURE	**Chapter 22 The Respiratory System**
	LAB	Take lab quiz over respiratory system REVIEW FOR PRACTICAL 2 **PRACTICAL 2 covers labs 21 to 24 and nutrition**
11	LECTURE	**Chapter 25 The Urinary System**
	LAB	No lab quiz ? **Lab 25 Urinary System Anatomy** Exercise 25.1 Urinary system anatomy, 25.2 Urinary organ histology **Lab 26 Urinary System Physiology** Exercise 26.1 The model kidney set up a demonstration kidney but ALL will check filtrate. 26.2 Urinalysis, 26.3 Time to Trace!
12	LECTURE	**Chapter 26 Fluid, Electrolyte and Acid-Base Balance**
	LAB	Lab quiz over urinary system **Lab 27 Reproductive System** Exercise 27.1 Male reproductive system and part of 27.4 Histology of reproductive system
13	LECTURE	**LECTURE TEST 3: Chapters 22, 25 and 26** **Chapter 27 The Reproductive System**
	LAB	Take lab quiz over male reproductive **Lab 27 The Reproductive System, continued** Exercise 27.2 Female reproductive anatomy, rest of 27.4 Histology of reproductive system Fetal pig dissection and contraception

Week	Date	Topics, Readings, Assignments, Deadlines
14	LECTURE	**Chapter 28 Development and Inheritance**
	LAB	Take lab quiz over female reproductive **Lab 28 Human Development and Heredity** Exercises 28.1 Fertilization and implantation, 28.2 Embryogenesis, fetal development and fetal cardiovascular anatomy, 28.3 Heredity
15	LECTURE	**LECTURE TEST 4: Chapters 27 & 28**
	LAB	Review for practical 3 **PRACTICAL 3 covers labs 25 to 28**
16		**Lecture Final Test is COMPREHENSIVE & OPTIONAL will be available online according to instructor** **Lab Final Practical is COMPREHENSIVE & OPTIONAL will be done in room 204 during final's week**

Note: The sequence of instruction may be modified during the semester. Students will receive notification from the instructor of any changes

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Methods of Evaluation

Anatomy and Physiology I is a composite course, composed of a Biology 2302 lecture section and a Biology 2102 laboratory section. 60% of the composite course grade will come from the student's performance in the lecture section. The remaining 40% of the composite course grade will come from the student's performance in the laboratory section. The student's final composite course grade will be calculated by their lecture professor at the end of the semester. **The resulting letter grade will be reported to the registrar as the final grade for both the laboratory and lecture sections.**

Lecture Component:
Daily work, which may consist of chapter quizzes, study questions, post tests, or on-line activities, will be required of students. Daily work will constitute 20% of the lecture grade.
Four major examinations will be given at scheduled times throughout the semester. Dates of the examinations will be announced in class. There will be **no makeups** taken after an exam has been returned to the students or on daily work. The two lowest daily work assignments will be dropped. Students not taking the exam will receive a "0". Exams may be taken early as scheduled with the instructor for special circumstances. Exams may consist of multiple choice, matching, short answer, fill-in-the-blank, true and false and/or discussion questions. Graded exams will be returned to the students. After the student examines the test, it will be returned to the instructor. Each exam will constitute 20% of the lecture grade.

An optional comprehensive final will be given at the time scheduled by the college. Students who have not taken all four exams must take the final. Students who have taken all four exams have the option of taking the final to replace the lowest exam grade. The final cannot be used to replace the daily work average.

Lecture Grading
Grades will be calculated in the following manner:
Add the four exams, or three exams and optional final exam (if it is not higher than the lowest of the four exams), then divide by four to get the lecture average.
Grades will be rounded up or down. For example, an average of 89.5 will be rounded up to a 90 and 89.4 will be rounded down to an 89.

Lab Component:

Lab quizzes: Students will be given weekly quizzes over the information taught during the previous week's labs. Students may take the other instructor's quiz and must stay for the entire lab, otherwise students will receive a "0" for that quiz and for each quiz they do not take. **There will be NO quiz make-ups. The lowest grade of these quizzes will be dropped.** The remaining quiz grades and lab reports will be averaged and will constitute 25% of the laboratory grade. A student *may have the ability* to earn up to 10 extra credit points during the semester.

Lab work: Nutrition Summary with tabular data will be submitted to fulfill our Core Reporting.

The lab quizzes and lab work will constitute approximately 25% of the lab grade.

There will be three lab practicals given at scheduled times throughout the semester. Each practical will consist of 50 questions (each worth 2 points) with an additional bonus of 4 points. The students will be timed at each station of the lab practical (2 questions per station). Partial credit for answers will be awarded due to deductions such as ¼ point for incorrect spelling and ½ point for failure to designate right or left when identifying structures. The grade for each practical will constitute 25% of the laboratory grade in the course. **NO make-up practicals will be given throughout the semester.** Anyone missing a lab practical must take the Comprehensive Final Lab Practical at the scheduled time at the end of the semester. **For those who have taken all three practicals, the Comprehensive Final Lab Practical is optional.** It may be taken and substituted for a lower grade on one of the other three practicals. This will allow those who have taken all three practicals and the Comprehensive Final Practical to drop their lowest practical grade. Those who are satisfied with their grades do not have to take the Comprehensive Final Practical.

Lab Grading
Grades will be calculated in the following manner:
The two lowest quiz grades will be dropped, and the average of the quiz grades AND the lab reports will constitute 25% of the lab grade. Each lab practical constitutes 25% of the lab grade.

Course Grading
Anatomy and Physiology II is a composite course, composed of a Biology 2302 lecture section and a Biology 2102 laboratory section. 60% of the composite course grade will come from the student's performance in the lecture section. The remaining 40% of the composite course grade will come from the student's performance in the laboratory section. The student's final composite course grade will be calculated by their lecture professor at the end of the semester. **The resulting letter grade will be reported to the registrar as the final grade for both the laboratory and lecture sections.**

To calculate a final grade in lecture and lab: You take the lecture grade and multiply by 0.60 and the laboratory grade multiplied by 0.40. You add the two resulting numbers together and get the final grade. e.g., you make a 72% average in lecture and an 86% in the laboratory. So you do the following: (0.72*0.60) + (0.86 * 0.40) = final grade. If you perform this equation, you calculate 0.43 + 0.34 = 0.77 or 77% as a final course grade, because your lecture grade contributes more to the final grade than your laboratory grade. This calculated grade will then be reported for BOTH lecture and lab sections to the registrar.

At the end of the semester, the laboratory instructor will communicate students' laboratory grades to the students' lecture professor for calculation of the students' final A&P2 course grades.

Lab report and exam grades will be posted on Canvas, students should retain quiz scores to calculate class points

Composite grades will be rounded up or down. For example, an average of 89.5 will be rounded up to a 90 and 89.4 will be rounded down to an 89.

Letter grades will be assigned as follows:

100 - 89.5	= A
89.4 - 79.5	= B
79.4 - 69.5	= C
69.4 - 59.5	= D
Below 59.4	= F

Daily work and exam grades to be posted on Canvas

Methods of Instruction

Lectures by the instructor will be the main method of instruction. Group work, class discussions, Power point presentations, overhead transparencies, skits, models, etc., may also be incorporated to enhance the learning process.

Students will work in groups to conduct experiments, collect data, draw logical conclusions and answer questions on biological principles presented in the lecture portion of this course. Students will dissect preserved specimens, work with models, and view prepared slides through the microscope. The instructor will present information on exercises to be done weekly and will be present during the scheduled lab period for assistance and to answer questions.

Computer Hardware and Software Requirements

Students are expected to have a basic understanding of personal computers, internet browsing, desktop applications such as Microsoft Word, Open Office Adobe Acrobat and file management (uploading, downloading, or sending files). Generally, personal computers purchased in the last 3 years should be adequate to access Canvas. Canvas access through mobile devices will work well for all things except EXAMS. Lecture exams will be taken with Respondus Lockdown Browser & Monitor. This means you MUST have a webcam with microphone that functions.

Software requirements include an appropriate and Canvas-friendly browser. This means do NOT use Internet Explorer, use Google Chrome or Mozilla Firefox both are free downloads (http://www.mozilla.org/en-US/firefox/new/), respondus lockdown browser, the latest version of Sun JAVA (www.java.com), the latest updates to your operating system (Microsoft Windows 7.0 (or higher) or Apple MAC OS X or higher), and the latest updates to your anti-virus and spyware protection. If using Microsoft 10 Home "S: mode you need to switch out of this for Canvas use. Please use the following link to help: https://www.howtogeek.com/354057/what-is-windows-10-in-s-mode/#:~:text=What%20is%20S%20Mode%3F,%2C%20speed%2C%20and%20stability%20here.

Students needing assistance with accessing instructional technology should contact the GC Help Desk. For more information, visit www.grayson.edu and under "Directory" tab at the top, select the "Help Desk". Internet students should take full advantage of services provided.

Course & Instructor Policies

Class Attendance and participation:

Academic success is closely associated with regular classroom attendance and course participation.
All successful students, whether on campus or online, are expected to be highly self-motivated.
All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions.

Students taking courses during compressed semester time frames such as mini-mester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. **In accordance with the College's Developmental Education Plan, students withdrawn from their only developmental course may be withdrawn from all academic courses.** In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

In order for students to be counted as having attended a class before the census date, the following guidelines are to be used:
• Physical attendance in class with an opportunity for instructor and student interaction
• Submission of an academic assignment• Completion of an exam, interactive tutorial, or computer-assisted instruction

• Attendance at a study group assigned by the faculty
• Participation in an online discussion in the class
• Contact with a faculty member to ask a question relevant to the coursework or assignment

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Student Conduct & Discipline

Online Instruction Requirements:

Communication should be through Canvas INBOX. I will establish groups from the lab sections that will allow you to interact with other group members through Canvas. You have access to classmates through inbox as well. Correspondence with students and instructor should be courteous and respectful. If there are any complaints about fellow students, please contact me through Canvas Inbox and describe the situation and people involved. If it is a straight forward conflict, difference of opinion or motivational issue with the group. I will look to resolve this quickly and may need to change group members. If the problem is more serious, I may need to involve the chairperson, dean and vice president of instruction. If it is a potential violation of Title IX, I will refer the incident to the coordinators. Please feel free to report any problems that you think will interfere with your success in this course.

While there is no "participation grade" in the course, you are expected to participate in the quizzes, additional activities, and discussions that arise. I will check your online activity and practice quizzes to ensure that you are taking advantage of the materials. During lecture tests you will use a webcam with a functioning microphone to ensure academic integrity. I will be able to view video and listen to audio after the test is completed, if there is a problem or concern. If you do not have a webcam, you will be able to take the test at the testing center by appointment.

If you have computer/internet problems, it is your responsibility to locate another computer/location to complete the course work for lecture and lab. Grayson College has several areas that have computers available for you to use. There is an open computer lab available for GC students during the regular operating hours of the GC Library. Library hours are Monday through Friday 8:00a.m. to 5:00p.m. One example of an alternant location would be public libraries that usually have community computers with high speed internet that are free to use.
Please do not wait until the last minute to submit assignments and to take exams! Allow enough time before the due date to submit your assignments/discussions. Should there be a technical problem, immediately notify the instructor via Canvas Inbox. Alternative arrangements, if permitted, will be discussed at that time. You may always submit photos and files as attachments through Canvas Inbox if necessary. File uploads can be pdf, doc, docx, txt, rtf or odt.

Classroom Behavior:
Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance and an attitude that seeks to take full advantage of the educational opportunity.

Defacing College Property
Anyone caught defacing property in the lab will be responsible for cleaning, repairing or replacing the defaced property. The individual will also receive a zero (0) for the current lab assignment. Defacing property includes, but is not limited to, writing, marking or scratching on the tables, tabletops, chairs, cabinets, counter tops, shelving or walls.

Cell Phone Policy
All cell phones and other electronic devices must be turned off before entering the classroom. Text messaging is not permitted during class. If you have an emergency and need to take a call during class, you must inform the instructor before the beginning of class. Turn your ringer to vibrate, and when your call comes in, pick up all of your belongings and leave the classroom. You may return to class the next time the class meets.

Academic Integrity
The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/ Accidental plagiarism may include *minor* instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:

- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper),
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else,
- Quoting or copy/pasting phrases of three words or more from someone else without citation,
- Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original,
- Submitting an assignment with a majority of quoted or paraphrased material from other sources, even if correctly cited, when original work from the student is expected,
- Copying images or media and inserting them into a presentation or video without citation,
- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation,
- Giving incorrect or nonexistent source information or inventing source information,
- Performing a copyrighted piece of music in a public setting without permission,
- Composing music based heavily on someone else's musical composition.

The policy of the Science Department: Any instance of a) plagiarism, b) collusion, c) cheating, or d) falsifying records, will result in a "0" for the assignment. The "0" assigned for cheating
cannot be dropped or replaced by another grade when calculating the course average.

Student Responsibility
You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

Student Resources & Information

Student Needs Services
The goal of Needs Services (disabilities and accommodations) is to provide students with educational opportunities when they have some exceptional situation that requires additional support. Needs Services is located on the second floor of the NEW Student Success Center.

The contact information for administrator of the services is:
Jeffri Hodge
(903) 463-8751 (voice or TTY)
hodgej@grayson.edu

It is the student's responsibility to notify his or her professors of the need for any accommodations. Needs Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Tutoring
This is a FREE service provided by the Student Success Center and administered by Jeffri Hodge as well. To schedule tutoring services, login to https://grayson.upswing.io Click "Meet with a tutor" and search course or by tutor's name. There are face to face appointments that can be made here as well. Note: we are ALWAYS looking for tutors, so please talk to your instructor if you are interested in helping other students with their studies and getting paid.

Withdrawing or Dropping the Course
Students need to initiate this process. Instructors should be consulted and typically sign the drop form. Instructors have set office hours for providing these services. Please check with your instructor and make an appointment for consultation. If you wait until the last drop date in the semester, you or your instructor may be unable to complete the request to the college. If the request is incomplete, you will remain in the course and receive a grade.

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.
Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.
For more information on Title IX, please contact:

Dr. Molly M. Harris, Title IX Coordinator (903)463-8714
Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646
Mr. Mike McBrayer, Title IX Deputy Coordinator - Main Campus (903) 463-8753
Website: http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html
GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 - South Campus)
GC Counseling Center: (903) 463-8730
For Any On-campus Emergencies: 911

Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/ clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

Grayson College campus-wide student policies may be found on our Current Student Page on our website: https://www.grayson.edu/currentstudents/Academic%20Resources/index.html

Biology Laboratory Safety Guidelines

1. Locate safety equipment: know where to find exit(s), fire extinguisher, and first aid kit. Know how to use the safety equipment.

2. **Do not eat or drink in the laboratory**.

3. Monitor risk: inform the instructor if you are pregnant, taking immunosuppressive medicines, or have any medical condition that might require special precautions in the lab, such as medications that would influence your response or reflex time. Under NO circumstances should you attend a lab session while "under the influence" of any chemical substance.

4. Avoid spills: place liquids toward the center of the bench, away from the edges.

5. Labels: read labels carefully before removing substances from containers. Properly label glassware before use.

6. Dissection: use care at all times when handling sharp dissection tools. Wear disposable gloves when dissecting preserved materials. Cover open cuts with a bandage before donning gloves. Do not touch face or eyes while wearing soiled gloves, and wash hands immediately after gloves are removed.

7. Discard used chemicals and materials into appropriately labeled containers, do not dispose of them down the sink unless specified by the instructor.

8. Broken glass: be careful handling broken glassware with bare hands. Dispose of all cracked or broken glassware in a puncture resistant container found in S 200 (chemistry lab), not the regular trash can.

9. Report any spills, accidents, strange occurrences, or other safety incidents to the instructor. Immediately report damaged equipment to your instructor

10. Professional conduct is expected to avoid creating dangerous situations. If you have any questions concerning the safety of a procedure, consult your instructor.

11. To find the MSDS on any product used by Grayson, please go to this link and search **https://msdsmanagement.msdsonline.com/?ID=C9DFE03B-6CE5-4E53-AD11-CB6588BAE690**

12. Thoroughly wash hands with soap and water before leaving the laboratory.

You will be asked to sign the following during class:

Waiver of Liability: As a Science student in a Grayson College laboratory course, I hereby confirm that I have been advised of laboratory safety measures and rules and agree to comply with these rules at all times during my enrollment in this laboratory course. In addition, I agree to hold harmless GC in any event resulting from the laboratory environment.
Contact Lenses: I am aware of the added health risks associated with wearing contact lenses in the lab, but have elected to do so against the advice of my instructor. (If unsigned, I have agreed not to wear contact lenses at any time during this course.)