INSTRUCTIOR: Dr. Zaineb Al-Dahwi

Office: Biology 104
Office Hours: Mondays, and Wednesdays: 10:00a.m.-11:00a.m. or by appointment
Phone: 747-8762
E-mail Address: zaineb@utep.edu

COURSE OBJECTIVES

The main objectives of this course are for the student to become conversant with the vocabulary and concepts of anatomy and physiology. The student should use this course as a way of obtaining the necessary information in anatomy and physiology for future work in the Health Sciences or in Biology. This is the first of a two part course and thus, it only covers some of the important systems a student needs to know to understand basic human anatomy and physiology.

PREREQUISITES

This course requires that a student has completed Biology 1305. A clear understanding of the material covered in this course in this course is important to a basic understanding of the major themes of anatomy and physiology.

LABORATORY REQUIREMENTS, EVALUATIONS, AND LABORATORY REGULATIONS

REQUIRED LAB MATERIAL

2. Lab Tutor Experiments Booklet available at the Paydirt Printing Shop, Hertzog building.
3. Lab coat and goggles should be used during dissection exercises in the laboratory.

EVALUATION:

Grades will be based on attendance, quizzes, lab reports, midterm exam, and final exam.
Grade Distribution

Attendance and Participation: 10%
Lab Reports (from Lab Tutor Experiments Booklet): 10%
Quizzes: 20%
Midterm Exam: 30%
Final Exam: 30%

The lowest QUIZ grade will be dropped in calculating the final lab average.

The Final Lab Grade will be assigned based on the following grading scale:

A=90%-100%
B= 80%-89%
C= 70% -79%
D=60% -69%
F=0-59%

Grade Disputes: All grade disputes must be brought to the attention of the lab teaching assistant within one week of grade assignment. All grade disputes must be settled by August 1st, 2014.

Grade disputes unresolved by the Teaching Assistant must be discussed with the Lab coordinator, Dr. Zaineb Al-Dahwi.

Attendance, Quizzes, Lab Reports, and Exams:

Full credit for class participation requires no absences and active contribution to all lab work and assignments. Absences will be excused only for official university activities. The student should notify the lab teaching assistant in advance about his/her participation in an official university activity.

NO STUDENT WILL BE ALLOWED TO MAKE UP THE LAB EXERCISE IN ANOTHER LAB SECTION

STUDENTS ATTENDING A LAB SECTION OTHER THAN THE ONE IN WHICH THEY ARE ENROLLED WILL BE RECEIVING A FAILING GRADE (=F) AS A FINAL AVERAGE

There will be a quiz in the second lab meeting of every week starting the week of MONDAY JUNE 23rd, 2014. The quiz (taken by individual students) will cover the previous lab exercises material and will be given in the first 20 minutes of the lab. No make-up quiz will be given to any quiz during the semester. If a quiz is missed, it will be considered the lowest and will be the quiz grade that will be dropped in calculating the final lab grade.

Lab reports are part of the lab grade evaluation. The lab report for each exercise is due in the first 30 minutes of the following lab period.

No make-up will be given to the midterm exam and final exam.
LABORATORY REGULATIONS:

All cell phones and communication devices must be turned off at all times. Taking pictures by any means in the lab is strictly forbidden and is grounds for administrative expulsion from the course.

No food or drinks are allowed in the laboratory. Open–toed shoes and flip flops are strictly prohibited while working in UTEP laboratories.

MAKE UP POLICY: Make-up exams, quizzes and other activities and other activities will NOT be allowed.

ATTENDANCE POLICY: Attendance of classes and labs is mandatory. Absences must be communicated at least 24 hours in advance. In case of an emergency situation, please contact the instructor by e-mail and/or phone at the earliest situation, please contact the instructor by e-mail and/or phone at the earliest convenience.

ACADEMIC INTEGRITY: It is the policy of the University of Texas at El Paso that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All students involved in academic dishonesty will be disciplined in accordance with the University regulations and procedures. For further information, please refer to UTEP’s Handbook of Operating Procedures, Chapter 1: Student Conduct and Discipline at http://admin.utep.edu/Default.aspx?PageContentID=2084&tabid=30292. Also, please see Plagiarism and Scholastic Integrity webpage, at UTEP’s Library: http://libraryweb.utep.edu/research/plagiarism.php.

CIVILITY STATEMENT: Students are encouraged to actively participate in all course activities. However, during lectures and labs, use of cell phones, talking, texting, and other disruptive activities are unacceptable. All cell phones must be placed in silent mode. Laptops, iPads, smart phones etc. are allowed in class only as a resource for class material. These devices cannot be used for any activity other than those related to the class session. Taking pictures by any means in the class is strictly forbidden.

ACCOMMODATIONS AND SUPPORT SERVICES: If a student has or suspects he/she has a disability and needs classroom accommodations, he/she should contact the Center for Accommodations and Support Services (CASS) at 747-5148, or by e-mail to cass@utep.edu, or visit their office located at the UTEP Union East, Room 106. For additional information, please visit the CASS website at www.utep.edu/CASS. CASS staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities. Students registered with CASS are responsible for presenting any CASS accommodation letters and instructions to the instructor.

MILITARY STATEMENT: If you are a military student with the potential of being called to military service and/or training during the course of the semester, you are encouraged to contact the instructor by phone and/or e-mail at the earliest convenience.

LAB INSTRUCTOR CONTACT INFORMATION:

NAME:

E-MAIL ADDRESS:
## LAB SCHEDULE

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<tr>
<th>LAB</th>
<th>WEEK OF</th>
<th>TOPIC</th>
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<td>1 AND 2</td>
<td>JUNE 16</td>
<td>Introduction and Lab Safety</td>
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<tr>
<td></td>
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<td>The Language of Anatomy</td>
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<td>3 AND 4</td>
<td>JUNE 23</td>
<td>Cell Transport Mechanisms and Permeability: Physio-EX</td>
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<td></td>
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<td>The Axial Skeleton</td>
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<td>5 AND 6</td>
<td>JUNE 30</td>
<td>The Appendicular Skeleton</td>
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<td>Organ Systems Overview: Rat Dissection</td>
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<td>7 AND 8</td>
<td>JULY 7</td>
<td>Gross Anatomy of the Muscular System</td>
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<td>Midterm Exam</td>
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<td>9 AND 10</td>
<td>JULY 14</td>
<td>Muscle: Lab Tutor Experiment</td>
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<td>EMG: Lab Tutor Experiment</td>
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<tr>
<td>11 AND 12</td>
<td>JULY 21</td>
<td>Gross Anatomy of the Brain and Cranial Nerves: Sheep Brain dissection</td>
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<td>EEG: Lab Tutor Experiment</td>
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<td>13 AND 14</td>
<td>JULY 28</td>
<td>Reflexes and Reaction Times: Lab Tutor Experiment</td>
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<td>Final Exam</td>
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### Important Dates

- **July 3** No Classes: **Summer 8 week Classes DO NOT MEET** (due to Summer I Final Exams)
  
  Course Drop Deadline **(last day to drop the lab with automatic “W”)**

- **July 4** No Classes (Independence day)