



BIOSCI 202 (Anatomy and Physiology I)
Lab Section 811 Syllabus and Schedule
Spring 2023
Laboratory Section 811

Course instructor: Rosemary Stelzer

Laboratory instructor: Hailey Grace Davis
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Lab: Tuesday 2:30-5:20 in Lapham N112
Office hours: Tuesday @1-2pm in Lapham N410

Grading:

Pre-lab assignments	Weekly pre-lab reading assignment quizzes. Available in Canvas	10%
Assignments	Lab assignments and activities, LearnSmart Labs, check-off	30%
Post-lab quizzes	Weekly post-lab review quiz available in Canvas	10%
Lab Practical Quizzes	6 total, biweekly quizzes that may be practically based using models, slides, and specimens	50%

- **To earn a passing grade in Bio. 202 students must earn a laboratory average of 60% (D-) or greater. If a student does not earn at least a 60% in the laboratory portion of the course, an F will be recorded as the final grade.**
- Your lab grade will be combined with your lecture grade to report a single grade for the whole course on your transcript.
- The Lecture Component is worth **50%** and the Lab component is worth **50%** of your total final grade.
- You need to complete all the components as scheduled to receive a complete grade.
- A small amount of extra credit may be earned based on the performance of students on review activities or assignments. If an extra credit opportunity is available, this opportunity will be given to all students. No individual extra credit opportunities will be given to students at any time for any reason.
- No assessments (pre-lab, post-lab, or practical quizzes) will be dropped.
- In case of illness or other excusable circumstance, please contact your lab instructor within 24 hours after the assignment or assessment due date to make arrangements for extensions. It is the instructor's decision to grant extensions based on the individual situation.

Course Grading Scale:

A: 93 – 100	C+: 77 - 79.99	D-: 60 - 62.99
A-: 90 - 92.99	C: 73 - 76.99	F: 0 - 59.99
B+: 87 - 89.99	C-: 70 - 72.99	
B: 83 - 86.99	D+: 67 - 69.99	
B-: 80 - 82.99	D: 63 - 66.99	

- Remember that the grades from various parts of the course are ***weighted***, so they figure into the course average in different ways (see weighted components above).
- Grades are never rounded. As there will always be a cutoff to all percentage values of a certain letter grade. Please do not ask that your final grade be rounded up no matter how small you may think the percentage difference to the next grade in the scale. Ex: If your final average is 79.97%, your letter grade is a C+.

Canvas Grade book:

Canvas is programmed to maintain a running ***estimate*** of your total course grade. Look in the "final grade" column. This is an estimate only, and it will change as more assignments are added.

This estimate does not tell you what your final grade ***WILL*** be, but only the approximate level of your performance in the course up to that point. In the end, the final grade depends on the score that you earn as the values from all areas of the course are added.

From time-to-time revisions must be made to grades stored in the Canvas grade book. Revisions are done in case of imputing errors, downloading errors, TA errors in weighting components of the lab, testing center errors etc. If there is a revision to a grade found listed in Canvas, the instructor will communicate why the change was necessary.

All instructors in the course will maintain the most accurate grade book in Canvas as possible. Corrected errors to grades found in the Canvas grade book are not a valid reason to argue for a grade entered erroneously or a late course drop.

A. Typical class schedule and student responsibilities

- **Complete required tasks by their due dates each week**
 - Complete the week's assigned readings and pre-lab assignments listed in the weekly Canvas modules.
 - Some weeks will have McGraw Hill Connect LearnSmart labs. These are to be completed before the start of the following class. Utilize the class schedule to determine when LearnSmart labs will be assigned.
 - Be in possession of the following during class:
 - Your lab assignment (print copy or via Internet access)
 - Required printed resources downloaded from Canvas (if needed)
 - Homework (if assigned and not being turned-in via Canvas)
 - Any other requested resources (some may be your choice of printed or electronic)
 - Writing apparatus
 - Lab notebook (physical or electronic)
- **Lab practical quizzes**
 - Lab quizzes will include material covered in the previous 2 week's lab PowerPoint, readings, and activities.
 - They will be completed during the first 30-40 minutes of lab.
 - If a student is late to class, the lab instructor will determine if a student is allowed to take the quiz.
 - They serve as check of your understanding of concepts presented previously

- Format: Fill-in-the-blank, identification and short answer
- **PowerPoint presentations**
 - The presentation is not intended to cover every aspect of what was in the reading, nor will it address everything on the quizzes; it is the student's responsibility to study all the weekly resources on their own time to be prepared for assessments
 - Each PowerPoint will be uploaded to Canvas for student accessibility.
 - Discussion is intended for:
 - Presentation of study techniques
 - Clarification of student questions and common misconceptions
- **Group learning activities**
 - Instructions and procedures as indicated by your lab instructor
- **Hands-on lab activities and clean up**
 - **It is expected that all lab group members are responsible for cleaning up their work area. If the area is left messy, points will be deducted from the day's lab activity assignment. If you are unsure if the workspace is acceptably clean, ask your lab instructor for further instruction.**
- **Explanation of lab exercises and upcoming assignments**
- **Feedback on graded assessments and lab exercises**
- **Wrap-up**

B. Lab Practical Quizzes

- Covers all the content from the previous two weeks of lab.
- Depending on the topics covered, they may be progressive in nature, meaning that pertinent information from weeks previous may be included if that information builds to the topics covered in the quiz of material being assessed (ex. Landmarks of the bones being covered again during the muscle unit if they are an attachment point, cell structure reviewed on the quiz relating to histology). Your lab instructor will instruct you of information that could be included on these progressive quizzes.
- Students will have 30-40 minutes to complete the quizzes.
- Will include questions related to models, images, prepared slides, and specimens.
- Students may be allowed to make up a missed practical exam only if there is a legitimate reason. It is the discretion of your lab instructor on whether you may make-up the practical exam regardless of the situation. Students should contact their instructor as soon as possible after a missed practical exam to discuss the possibility of an extension.

C. Assignments and lab activities

- All laboratory assignments must be completed by the due dates given to them by their laboratory instructor.
- Late work will not be accepted unless the student has an extenuating circumstance which makes it impossible to complete the assigned materials. Students should contact their instructor as soon as possible following the missed assignment to discuss their situation and confirm an extension is necessary.
- If a student has a situation that qualifies for an extension, they must have the extension approved by their lab instructor before they submit for credit.
- Depending on the situation, a penalty for late assignments may be added. The penalty will be assessed by the instructor depending on the situation. If the situation does not qualify for full credit, typical late penalties are listed here.
 - **Weeks 2-5 (Unit 1)** = one late assignment with 0% penalty, **per instructor approval.**

- **Weeks 6-11 (Unit 2) = 25% penalty per approval**
- **Weeks 12-15 (Unit 3) = 50% penalty per approval**
- A student will earn a zero for any lab assignment/activity left incomplete by the due date unless an extension has been granted by their instructor.
- All documents submitted via Canvas should be in Word document (.doc) or PDF (.pdf) format. Pages (.Pages) or any other type of file format will not be accepted and will be subject to a reduction in grade. UWM students receive FREE access to downloadable Microsoft Office products during their tenure as a student. For more information, please visit the UWM page (<https://uwm.edu/o365/>).
- If a blank assignment is submitted to Canvas, a zero will be added to the grade book even if it is submitted by the due date. It is imperative that students check that they are submitting a completed version of the assignment before final submission.
- Assignments are graded for correctness not by completion.

D. General administrative information

- Missing class: **for all missed classes written documentation is required.**
 - Any emergency, military leave, or religious holiday when landing on the student's lab day will be excused. Students who want to extend their holiday by including a day/s before or after will not be excused.
 - Emergencies are defined as events that are unexpected, unpredictable, and beyond the student's control which prevent attendance or participation.
 - In the event of illness—especially communicable diseases—it is better that you do NOT attend class. You must provide documentation from a healthcare professional for an excused absence that cannot be made up within the same week of lab.
 - **You must contact the lab instructor within 24 hours of the qualifying event to earn an excused absence. If notification is not received within 24 hours, the student will not be allowed to make-up any missed work.**
 - It is your responsibility to contact the instructional staff to find an alternate class to attend.
 - Use the UWM schedule of classes (<http://www4.uwm.edu/schedule/>) to find a section that works for you, then contact the instructor listed for that section by email and request the ability to attend. Make sure to copy your regular lab instructor in the email.
 - You will also need to make specific arrangements with your lab instructor to be sure that all requirements for your lab section are met.
 - You will be allowed to make up a missed practical quiz only if you have a legitimate reason. Documentation may be required. It is the discretion of your lab instructor whether you may make-up the quiz regardless of the reason.
 - Grade clarifications must be done within one week of the time the grade is posted to the Canvas grade book.
 - **No eating or drinking (including water) is allowed in the lab.** It is expected that students follow all lab safety guidelines discussed on the first day of class at all lab meeting times regardless of the lab activity scheduled. Students can be dismissed from lab if the instructor observes unsafe lab practices.
 - Expect class to last a full 2 hours and 35-50 minutes
 - **Academic dishonesty** will not be tolerated and is subject to review and failure.
 - All work submitted to fulfill the academic requirements in both the lecture and laboratory sections must be the student's own, except when students are assigned or given permission to work in groups. In these cases, all the work submitted by the group must

be original and written for this assignment by the students in this group. Policies on group collaborations will be communicated on the Canvas course site when necessary. Plagiarism is never tolerated.

Examples of plagiarism:

- Copying and pasting sentences (wholly or partially) from an internet source as an answer to assignment/quiz/practical exam questions.
- Not giving credit to a source if information has been paraphrased or partially used as an answer to assignment/quiz/practical exam questions.
- Taking passages from multiple sources, piecing them together, and turning in the work as your own.
- For more examples of plagiarism visit: Plagiarism.org <http://www.plagiarism.org/plag_article_types_of_plagiarism.html>
- UWM Policies on academic integrity and misconduct may be reviewed at: http://www.uwm.edu/Dept/Acad_Aff/policy/academicmisconduct.cfm.
- Academic misconduct in *any* part of the course may result in a grade of F for the whole course.

E. Accessibility Accommodations:

- Students with disabilities must contact the lab instructors ahead of time if special accommodations are needed. A student must inform their lab instructor of their accommodation plan and forward the ARC accommodation plan to their lab TA. **If the student informs the instructor that they need accommodations and do not present the instructor with a valid student accommodation plan from the Accessibility Resource Center (ARC) on campus, they will not be allowed the accommodation.** Students must update their ARC plans **EVERY** semester.
- Accommodations require at least one week's notice.
- Some will require more planning and negotiation of the specifics of the assignment.
 - Be sure to allow sufficient time.
 - It is the student's responsibility to contact the instructor for their accommodations, not the instructor's responsibility to remind the student of the accommodation.

F. Lab/Lecture synchronization

- There will be times during the semester when lab/lecture will not correspond. The course is designed so that they complement one another as closely as possible. Due to timing of the UWM academic calendar and holidays, some lab materials may not be synchronized with the lecture component of Bio. 202.
- There are four additional weeks during the semester devoted to lecture compared to lab. These additional weeks are accounted for by weeks in which UWM classes do not meet all 5 days. Due to the discrepancy between lecture and lab, the instructors of this course try to choose lab activities and readings that enhance and support the content of the course. Instructors choose lab activities on select topics that student's typically need hands-on instruction, or group learning for increased understanding.

G. Strategies for success in A&P 202 lab

- **Reading**
 - You may have to reread a section more than once to understand it
 - Look up unfamiliar words immediately
 - Write questions as you read to ask your instructor; if you do not write them down immediately, you may forget them

- **Attention**
 - “Multi-tasking” has been scientifically discredited, so focus only on A&P when studying: no internet surfing, phone, video, side conversations, etc.
- **Time**
 - Take your time on assignments and re-read any material that may be confusing. Take notes during the recorded lectures and review them as you study for your quizzes and practical exams.
- **Study strategies**
 - Flash cards
 - i. Works well for details you are not able to remember easily
 - ii. If you can get a card right several times in a row, remove it from the deck to focus on problem content
 - Completion of diagrams and lists/tables from texts
 - i. Cover up text labels with a piece of paper and attempt to write in the correct labels from memory on this paper
 - ii. Advantage: Much faster than making flash cards
 - Diagramming from scratch
 - i. See if you can make a sketch of a structure or system
 - ii. Does not need to be artistic or overly detailed; simple shapes and lines can work well
 - iii. Examples: diagram the anatomy of the heart and the flow of blood through it; diagram the sensation and perception of sound in the ear
 - Use of instructor slideshows
 - i. These are available on Canvas
 - ii. Study each slide, then look away from it and see if you can summarize all the important points on it aloud to yourself, then look back at the slide and make a note of what you missed
 - iii. Can be used to make flashcards as well
 - Assessment metacognition
 - i. Look over EACH question you got wrong on tests and quizzes, and decide WHY you got the question wrong, and HOW you will prevent the problem from occurring in the future.
 - ii. If you do not know HOW to prevent the problem, see your instructor for thoughts on a good approach to try
 - iii. Example: reasons you might have gotten a question wrong: didn't know a fact; misread or misunderstood the question; made a random silly mistake; anxiety prevented you from thinking clearly; etc.
 - Quizzing with classmates
 - Creation of acronyms and mnemonics can be extremely valuable; develop ones that you know will stick in your head
 - Use of etymology (the study of word derivations)
 - i. Memorization of commonly used prefixes, suffixes, and word roots
 - Use of academic support services (SI leaders)

If you are having a problem in class, don't ignore it and go on doing what you're doing; get help from your instructor to address it as soon as possible!!!

Week	Due Before Class	Assessment	Concepts Covered	Lab Activities
1 (1/23-1/27)	<p>No Lab – Review Syllabus Complete the lab safety quiz and Syllabus acknowledgement before your first lab period</p>			
Unit 1: Organization of the Body				
2 (1/30-2/3)	-Syllabus Acknowledgement Form -Lab safety quiz -Pre-lab assignment: Body organization -Pre-lab assignment: Cell organelles	None	-Body organization -Directional terminology -Cell organelles	-Body Organization Activity -Cell Anatomy Activity -Post-lab quiz -LearnSmart Labs (2)
3 (2/6-2/10)	-Week 2 Lab activities and post-lab quiz -Pre-lab assignment: Movement of materials -Pre-lab assignment: Cell cycle	None	-Cell transport: active & passive -Concentration gradients -Cell cycle -Lab Practical quiz 1 review	-Movement of Materials Activity -Cell Cycle Activity -Post-lab quiz -LearnSmart Labs (4)
4 (2/13-2/17)	-Week 3 Lab Activities and post-lab quiz -Pre-lab assignment: Histology of Epithelial tissues	Lab practical quiz #1	-Microscopy: components & functions -Histology 1: Epithelial tissue types & characteristics	-Histology Activity -Post-lab quiz -LearnSmart Labs (1)
5 (2/20-2/24)	-Week 4 Lab Activities and post-lab quiz -Pre-lab assignment: Histology of Connective, Nervous, and Muscular tissues	None	-Histology 2: Connective, nervous, and muscular tissue types & characteristics	-Histology Activity 2 -Post-lab quiz -LearnSmart Labs (3)
Unit 2: Support and Movement				
6 (2/27-3/3)	-Week 5 Lab Activities and post-lab quiz -Pre-lab assignment: Axial skeleton	Lab practical quiz #2	-Axial skeleton	-Axial skeleton activity -Post-lab quiz
7 (3/6-3/10)	-Week 6 lab activities and post-lab quiz -Pre-lab assignment: Appendicular skeleton	None	-Appendicular skeleton	-Appendicular skeleton activity -Post-lab quiz

8 (3/13-3/17)	-Week 7 Lab Activities and post-lab quiz -Pre-lab assignment: first 10 muscles	Lab practical quiz #3	-Muscles: cells, organs, organs system -First 10 muscles	-First 10 muscles anatomy in clay activity
9 (3/20-3/24)	Spring Break – No Class			
10 (3/27-3/31)	-Week 8 Lab Activities and post-lab quiz -Pre-lab assignment: Second 10 muscles	None	-Muscles: Second 10 muscles -Joints	-Second 10 muscles anatomy in clay activity -Joints Activity
Unit 3: Integration and Control				
11 (4/3-4/7)	-Week 10 Lab activities and post-lab quiz -Pre-lab assignment: Nervous system	Lab practical quiz #4	-Nervous system: cells, tissues, organs -Reflex arcs	-Modeling an action potential activity -Reflexes activity -LearnSmart Lab (1)
12 (4/10-4/14)	-Week 11 Lab Activities and post-lab quiz -Pre-lab assignment: Brain and cranial nerves	None	-Brain structures + functions	-Sheep brain dissection activity
13 (4/17-4/21)	-Week 12 Lab Activities and post-lab quiz -Pre-lab assignment: senses	Lab practical quiz #5	-Senses: cells, tissues, organs; organ systems of vision, hearing & equilibrium	-Eye dissection activity -Touch receptors activity -Smell activity -LearnSmart Lab (1)
14 (4/24-4/28)	Lab practical quiz #6			
15 (5/1-5/5)	NO LABS MEET---EXAMS BEGINNING ON 5/13			

* Class schedule is subject to change