# North Carolina Agricultural and Technical State University

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2020

# **Human Anatomy and Physiology II**

North Carolina Agricultural and Technical State University

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## **COURSE SYLLABUS**

Colleae I	Name:	College	of Science	and	Technology

Department Name: Biology

Course Name: Human Anatomy and Phys II

## **COURSE INFORMATION**

Course Number/Section: BIOL 351

Term:

Semester Credit Hours: 4

· Times and Days:

Class Location:

## INSTRUCTOR CONTACT INFORMATION

- Instructor:
- Office Location:
- Office Phone:
- Email Address:

Faculty must notify students of the approximate time and method they can expect to receive an answer to all communications (e.g., email, phone, course messages). Excluding holidays, the response should be provided within 48 hours.

If there is a graduate teaching assistant assigned to work with this course, please include their names(s).

## **STUDENT HOURS**

These are times students may visit the professor without an appointment to request the assistance they need.				
NOTE: Students are responsible for reading, understanding and following the syllabus.				
: AM / PM : AM / PM				
Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐				

## **COURSE PREREQUISITES**

Course prerequisites are: Minimum C grade in A&P 1 (NC A&T course # BIOL350 or equivalent from other institutions)

#### **COURSE DESCRIPTION**

BIOL351 is a continuation of BIOL350 and provides a comprehensive study of the anatomy and physiology of the human body with an emphasis on health and medical issues. The cousre is designed for biology majors and/or students preparing for careers in the health professions. Topics to be covered will include autonomic nervous system, sense organs, circulatory, respiratory, urinary, digestive, and reproductive systems. The laboratory includes studies of histology, physiology experiments, model studies, computer simulations, virtual cadervars, organ and fetal pig dissections, and multimedia presentations.

This course will put emphasis on increasing your independence as a scientist, while also developing you the student into a critical and independent thinker. Critical Thinking is the focus of NCAT's Quality Enhancement Plan (QEP).

# STUDENT LEARNING OBJECTIVES/OUTCOMES (SLO)

Learning outcomes should be specific, measurable and focused on the content knowledge the students are expected to master and not what the faculty will teach.

If the course is a General Education Course, the SLO should be listed and labeled as "General Education."

- SLO 1: Build a framework of knowledge within the major themes and principles of Anatomy and Physiology. These include homeostasis, the chemical basis of life, and the structure and function of organs and organ systems.
- SLO 2: Describe how organ systems interact to maintain life's functions.
- SLO 3: Identify ways that physiological processes impact one's life.
- SLO 4: Identify and explain concepts of Anatomy and Physiology through laboratory opportunities.
- SLO 5: Develop critical thinking skills needed to understand how physiological systems work.

#### **REQUIRED TEXTBOOKS AND MATERIALS**

Any course-level subscriptions and tools linked in Blackboard Learn learning management system (LMS) should be listed here. The Blackboard LMS must have links to their student data privacy statement.

## **REQUIRED TEXTS:**

Saladin, K. (2017). Anatomy & physiology: The unity of form and function. McGraw-Hill.

#### **REQUIRED MATERIALS:**

Laboratory: Laboratory manual for Human Anatomy and Physiology (fetal pig version), w/CD, by Terry Martin, ISBN: 9780077361334, McGraw Hill. With access to the Virtual Cadaver via Connect.

Note: The Materials are ordered as a package via the University bookstore. If you buy material from an independent source, please make sure to get access to the e-book and the virtual cadaver via Connect

## **SUGGESTED COURSE MATERIALS**

#### SUGGESTED READINGS/TEXTS:

The syllabus, announcements, assignments, presentations, exam grades and additional course material will be placed on Blackboard. Each student is responsible for accessing these materials. Make sure to activate your NCAT e-mail account. The academic calendar appears on the A & T home page. Additional background material is available from <a href="PubMed">PubMed</a>. Select Books from the dropdown menu and search for your topic.

#### SUGGESTED MATERIALS:

N/A

#### **GRADING POLICY**

## **ASSIGNMENTS AND GRADING POLICY**

94% and above	Α	76% - 74%	С
93% - 90%	A-	73% - 70%	C-
89% - 87%	B+	69% - 67%	D+
86% - 84%	В	66% - 64%	D
83% - 80%	B-	63% - 0%	F
79% - 77%	C+		

**For GRADUATE COURSES:** See 2020-2021 Graduate Catalog p.38 for graduate grading scale and Non-Graded Courses

#### **GRADING ALLOCATION**

Course grades are based on a weighted grading scale of 100%. The breakdown for the course is as follows: [Faculty, please adjust according to your course.]

Category	# of Activities	Percentage Grade Weight
Discussion Boards	16	5%
Chapter Reading Assignments	12	12.5 %
Lab Reading Assignments	7	10 %
Chapter Quizzes	12	12.5 %
Lab Quizzes	6	10%
Lecture Exams	5	35%
Lab Exams	2	15%

		Percentage
Category	# of Activities	Grade Weight
Total	60	100%

## **COURSE POLICIES**

## USE OF BLACKBOARD AS THE LEARNING MANAGEMENT SYSTEM

Blackboard is the primary online instructional and course communications platform. Students can access the course syllabus, assignments, grades, and learner support resources. Students are encouraged to protect their login credentials, complete a Blackboard orientation and log in daily to course.

**Note:** Uploading assignments through Blackboard presents a challenge for Chromebook users in locating the files for submission. If you use a Chromebook, please be sure you also have access to a Mac computer or Windows computer so you can fully participate in your Blackboard class. For more information about student computer recommendations, please visit <a href="https://hub.ncat.edu/administration/its/computer-recommendations.php">https://hub.ncat.edu/administration/its/computer-recommendations.php</a>.

#### **MAKE-UP EXAMS**

See << Update Academic Year >> Undergraduate Bulletin:

https://www.ncat.edu/provost/academic-affairs/bulletins/index.php

For GRADUATE STUDENTS: See 2020-2021 Graduate Catalog p. 54 EXTRA CREDIT

**LATE WORK** 

SPECIAL ASSIGNMENTS

For GRADUATE STUDENTS: FAILING TO MEET COURSE REQUIREMENTS (Graduate Catalog p.40)

For GRADUATE STUDENTS: CLASS ATTENDANCE (see 2020-2021 Graduate Catalog p. 54-55)

Students are expected to attend class and participate on a regular basis in order to successfully achieve course learning outcomes and meet federal financial aid requirements (34 CFR 668.22). Class attendance in online courses is defined as active participation in academically-related course activities. Active participation may consist of course interactions with the content, classmates, and/or the instructor. Examples of academically-related course activities include, but are not limited to:

- Completing and submitting assignments, quizzes, exams, and other activities within Blackboard or through Blackboard (3rd-party products).
- Participating in course-related synchronous online chats, discussions, or meeting platforms such as Blackboard Collaborate in which participation is tracked.

#### **CLASSROOM CITIZENSHIP**

Courtesy, civility and respect must be the hallmark of your interactions.

## COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

North Carolina A&T State University (N.C. A&T) is committed to following the requirements of the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act.

If you need an academic accommodation based on the impact of a disability, you must initiate the request with the Office of Accessibility Resources (OARS) and provide documentation in accordance with the Documentation Guidelines at N.C. A&T. Once documentation is received, it will be reviewed. Once approved, you must attend a comprehensive meeting to receive appropriate and reasonable accommodations. If you are a student registered with OARS, you must complete the Accommodation Request Form to have accommodations sent to faculty.

OARS is located in Murphy Hall, Suite 01 and can be reached at 336-334-7765, or by email at <a href="mailto:accessibilityresources@ncat.edu">accessibilityresources@ncat.edu</a>. Additional information and forms can be found on the internet at <a href="https://www.ncat.edu/provost/academic-affairs/accessibility-resources/index.php">https://www.ncat.edu/provost/academic-affairs/accessibility-resources/index.php</a>.

**Please note:** Accommodations are not retroactive and begin once the Disability Verification Form is provided to faculty.

#### TITLE IX

North Carolina A&T State University is committed to providing a safe learning environment for all students—free of all forms of discrimination and harassment. Sexual misconduct and relationship violence in any form are inconsistent with the university's mission and core values, violate university policies, and may also violate federal and state law. Faculty members are considered "Responsible Employees" and are required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator. If you or someone you know has been impacted by sexual harassment, sexual assault, dating or domestic violence, or stalking, please visit the Title IX website to access information about university support and resources <a href="https://www.ncat.edu/legal/title-ix/index.php">https://www.ncat.edu/legal/title-ix/index.php</a>. If you would like to speak with someone confidentially, please contact the Counseling Services at 336-334-7727 or the Student Health Center at 336-334-7880.

## **TECHNICAL SUPPORT**

If you experience any problems with your N.C. A&T account, you may call Client Technology Services (formerly Aggie Tech Support and Help Desk) at 336-334-7195, or visit <a href="https://hub.ncat.edu/administration/its/dept/ats/index.php">https://hub.ncat.edu/administration/its/dept/ats/index.php</a>.

## FIELD TRIP POLICIES / OFF-CAMPUS INSTRUCTION AND COURSE ACTIVITIES

If applicable:

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and university policies and procedures regarding travel and risk-related activities. Information

regarding these rules and regulations may be found at <a href="https://www.ncat.edu/campus-life/student-affairs/index.php">https://www.ncat.edu/campus-life/student-affairs/index.php</a>.

#### STUDENT HANDBOOK

https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php

## STUDENT TRAVEL PROCEDURES AND STUDENT TRAVEL ACTIVITY WAIVER

https://hub.ncat.edu/administration/student-affairs/staff-resources/studen activity travel waiver.pdf

**OTHER POLICIES** (e.g., Copyright Guidelines, Confidentiality, etc.)

#### STUDENT HANDBOOK

 $\underline{https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php}$ 

**Graduate Catalog** 

#### SEXUAL MISCONDUCT POLICY

https://www.ncat.edu/legal/title-ix/sexual-harassment-and-misconduct-policies/index.php

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

https://www.ncat.edu/registrar/ferpa.php

#### STUDENT COMPLAINT PROCEDURES

https://www.ncat.edu/current-students/student-complaint-form.php

## STUDENT CONDUCT AND DISCIPLINE

North Carolina A&T State University has rules and regulations that govern student conduct and discipline meant to ensure the orderly and efficient conduct of the educational enterprise. It is the responsibility of each student to be knowledgeable about these rules and regulations.

Please consult the following about specific policies such as academic dishonesty, cell phones, change of grade, disability services, disruptive behavior, general class attendance, grade appeal, incomplete grades, make up work, student grievance procedures, withdrawal, etc.:

- Undergraduate Bulletin <a href="https://www.ncat.edu/provost/academic-affairs/bulletins/index.php">https://www.ncat.edu/provost/academic-affairs/bulletins/index.php</a>
- Graduate Catalog https://www.ncat.edu/tgc/graduate-catalog/index.php
- Student Handbook <a href="https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php">https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php</a>

#### **ACADEMIC DISHONESTY POLICY**

Academic dishonesty includes but is not limited to the following:

- 1. Cheating or knowingly assisting another student in committing an act of cheating or other academic dishonesty;
- Plagiarism (unauthorized use of another's words or ideas as one's own), which includes but is not limited to submitting exams, theses, reports, drawings, laboratory notes or other materials as one's own work when such work has been prepared by or copied from another person;
- 3. Unauthorized possession of exams or reserved library materials; destroying or hiding source, library or laboratory materials or experiments or any other similar actions;
- 4. Unauthorized changing of grades, or marking on an exam or in an instructor's grade book or such change of any grade record;
- 5. Aiding or abetting in the infraction of any of the provisions anticipated under the general standards of student conduct;
- Hacking into a computer and gaining access to a test or answer key prior to the test being given. N.C. A&T reserves the right to search the emails and computers of any student suspected of such computer hacking if a police report of the suspected hacking was submitted prior to the search; and
- 7. Assisting another student in violating any of the above rules.

A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but may also affect the evaluation of a student's level of performance. Any student who commits an act of academic dishonesty is subject to disciplinary action.

In instances where a student has clearly been identified as having committed an act of academic dishonesty, an instructor may take appropriate disciplinary action, including a loss of credit for an assignment, exam or project; or awarding a grade of "F" for the course, **subject to review and endorsement by the chairperson and dean**.

For GRADUATE STUDENTS: Reference for academic dishonesty – 2020-2021 Graduate Catalog, p.59

For GRADUATE STUDENTS: STUDENT RELIGIOUS OBSERVANCE (see Graduate Catalog, p.55)

## **ASSIGNMENTS AND ACADEMIC CALENDAR**

Include topics, reading assignments, due dates, exam dates, withdrawal dates, pre-registration and registration dates, all holidays and convocations.\*

The Week of MM/DD/YY	Subject	Unit Learning Objectives	Reading in Text, activity, homework, exam
	Unit 1: Autonomic Nervous System	ULO1: Describe the properties of the autonomic nervous system. (SLO1-3, 5)  ULO2: Describe the function of the autonomic nervous system. (SLO1-3, 5)	Read: Saladin, K. (2018). Anatomy & physiology: The unity of form and function. McGraw- Hill.  a. Chapter 15: Autonomic Nervous System
			Complete: Discussion Board #1: Self- Introductions
			Complete: Discussion Board #2: Autonomic Nervous System
			Complete: Chapter Reading Assignment #1
			Complete: Chapter Quiz #1

The Week of MM/DD/YY	Subject	Unit Learning Objectives	Reading in Text, activity, homework, exam
	Unit 2: Sense Organs	ULO1: Describe the structure and function of sensory organs. (SLO1-3, 5)  ULO2: Name 2 diseases in each organ system and explain their causes. (SLO1-3, 5)	Read: Saladin, K. (2018). Anatomy & physiology: The unity of form and function. McGraw- Hill.  a. Chapter 16: Sense Organs  Complete: Discussion Board #3: Sense Organs  Complete: Chapter Reading Assignment #2  Complete: Chapter Quiz #2

The Week of MM/DD/YY	Subject	Unit Learning Objectives	Reading in Text, activity, homework, exam
	Unit 3: Endocrine System	ULO1: Name and explain the organs included in and the function of the endocrine system. (SLO1-3, 5)  ULO2: Describe the hormones secreted from each organ and the function of the hormones and the targeted tissues or the organs. (SLO1-3, 5)  ULO3: Name two diseases and explain their causes in the endocrine system. (SLO1-3, 5)	Read: Saladin, K. (2018). Anatomy & physiology: The unity of form and function. McGraw- Hill.  a. Chapter 17: Endocrine System  Complete: Discussion Board #4: Endocrine System  Complete: Chapter Reading Assignment #3  Complete: Chapter Quiz #3  Complete: Lab Reading Assignment #1  Complete: Lecture Exam #1

The Week of MM/DD/YY	Subject	Unit Learning Objectives	Reading in Text, activity, homework, exam
	Unit 4: Circulatory System: Blood	ULO1: Describe the overall function of the circulatory (blood) system. (SLO1-3, 5)  ULO2: Describe the components of blood and the function of each component. (SLO1-3, 5)  ULO3: Name two diseases and explain their causes in the circulatory (blood) system. (SLO1-3, 5)	Read: Saladin, K. (2018). Anatomy & physiology: The unity of form and function. McGraw- Hill.  a. Chapter 18: Circulatory System: Blood  Complete: Discussion Board #5: Circulatory System: Blood  Complete: Chapter Reading Assignment #4  Complete: Chapter Quiz #4

The Week of MM/DD/YY	Subject	Unit Learning Objectives	Reading in Text, activity, homework, exam
	Unit 5: Circulatory System: Heart	ULO1: Describe the pulmonary circulation route. (SLO1-3, 5)  ULO2: Name and explain the organs included in and the function of the circulatory (heart) system. (SLO1-3, 5)  ULO3: Describe the structure of the heart and the pumping system. (SLO1-3, 5)  ULO4: Name two diseases and explain their causes in the circulatory (heart) system. (SLO1-3, 5)	Read: Saladin, K. (2018). Anatomy & physiology: The unity of form and function. McGraw- Hill. a. Chapter 19: Circulatory System: Heart  Complete: Discussion Board #6: Circulatory System: Heart  Complete: Chapter Reading Assignment #5  Complete: Chapter Quiz #5

The Week of MM/DD/YY	Subject	Unit Learning Objectives	Reading in Text, activity, homework, exam
MM/DD/YY	Unit 06: Circulatory System: Blood Vessels and Circulation, Part 1	and different types of blood ressels. (SLO1-3, 5)  ULO2: Describe controlling systems for blood flow; local, neural, and hormonal. (SLO1-3, 5)  ULO3: Describe the filtration and reabsorption of blood ressels. (SLO1-3, 5)  Complete: Discussion B. #7: Circulator	
			Complete: Discussion Board #7: Circulatory System: Blood Vessels and Circulation, Part 1  Complete: Chapter Reading Assignment #6  Complete: Lab Reading Assignment #2

The Week			Reading in
of	Subject	Unit Learning Objectives	Text, activity,
MM/DD/YY			homework, exam
	Unit 07: Circulatory System: Blood Vessels and Circulation, Part 2	ULO1: Describe brain regulation and major systemic arteries. (SLO1-3, 5)  ULO2: Name two diseases and explain their causes in the circulatory (blood vessels) system. (SLO1-3, 5)	Read: Saladin, K. (2018). Anatomy & physiology: The unity of form and function. McGraw- Hill.  a. Chapter 20: Circulatory System: Blood Vessels and Circulation, Part 2
			Complete: Discussion Board #8: Circulatory System: Blood Vessels and Circulation, Part 2
			Complete: Chapter Quiz #6  Complete: Lab
			Quiz #1

The Week			Reading in
of	Subject	Unit Learning Objectives	Text, activity,
MM/DD/YY	Gasjeet	Sim Edairing Objectives	homework, exam
	Unit 08: Lymphatic and	ULO1: Describe the	Read: Saladin, K.
	Immune Systems	components and the function	(2018). Anatomy &
		of the lymphatic system.	physiology: The
		(SLO1-3, 5)	unity of form and
			function. McGraw-
			Hill.
		ULO2: Describe the	a. Chapter 21:
		mechanisms of immunity.	Lymphatic
		(SLO1-3, 5)	and Immune
			Systems
		ULO3: Describe 2 diseases in	
		the lymphatic/immune	Complete:
		systems and explain their	Discussion Board
		causes. (SLO1-3, 5)	#9: Lymphatic and
			Immune Systems
			Complete: Chapter
			Reading
			Assignment #7
			7.00igiiiiiciit #1
			Complete: Chapter
			Quiz #7
			Complete: Lab
			Reading
			Assignment #3
			_
			Complete: Lecture
			Exam #2

The Week of MM/DD/YY	Subject	Unit Learning Objectives	Reading in Text, activity, homework, exam
	Unit 09: Respiratory System, Part 1	ULO1: Describe the anatomy and function of the respiratory system. (SLO1-3, 5)  ULO2: Describe the mechanisms of respiration. (SLO1-3, 5)	Read: Saladin, K. (2018). Anatomy & physiology: The unity of form and function. McGraw- Hill.  a. Chapter 22: Respiratory System, Part 1
			Complete: Discussion Board #10: Respiratory System, Part 1
			Complete: Chapter Reading Assignment #8
			Complete: Lab Reading Assignment #4
			Complete: Lab Exam #1

The Week of MM/DD/YY	Subject	Unit Learning Objectives	Reading in Text, activity, homework, exam
	Unit 10: Respiratory System, Part 2	ULO1: Describe the merriment of pulmonary function. (SLO1-3, 5)  ULO2: Describe the factors affecting respiration. (SLO1-3, 5)  ULO3: Name 2 diseases in the respiratory system and explain their causes. (SLO1-3, 5)	Read: Saladin, K. (2018). Anatomy & physiology: The unity of form and function. McGraw- Hill.  a. Chapter 22: Respiratory System, Part 2  Complete: Discussion Board #11: Respiratory System, Part 2  Complete: Chapter Quiz #8  Complete: Lab Quiz #2

The Week of MM/DD/YY	Subject	Unit Learning Objectives	Reading in Text, activity, homework, exam
	Unit 11: Urinary System	ULO1: Describe the organs and the functions of the urinary system. (SLO1-3, 5)	Read: Saladin, K. (2018). Anatomy & physiology: The unity of form and function. McGraw-
		ULO2: Describe how the kidney performs the filtration function and the factors affecting the filtration. (SLO1-3, 5)	Hill. a. Chapter 23: Urinary System
		ULO3: Name 2 diseases in the urinary system and explain their causes. (SLO1-	Complete: Discussion Board #12: Urinary System
		3, 5)	Complete: Chapter Reading Assignment #9
			Complete: Chapter Quiz #9
			Complete: Lab Reading Assignment #5
			Complete: Lab Quiz #3
			Complete: Lecture Exam #3

The Week			Reading in
of	Subject	Unit Learning Objectives	Text, activity,
MM/DD/YY	Gabjeet	Onit Learning Objectives	homework, exam
IVIIVI/DD/11	Unit 12: Digestive	ULO1: Describe the organs	Read: Saladin, K.
	System	and function of the digestive system. (SLO1-3, 5)  ULO2: Describe the factors affecting the absorption and digestion efficiency. (SLO1-	(2018). Anatomy & physiology: The unity of form and function. McGraw-Hill.  a. Chapter 25: Digestive
		3, 5)  ULO3: Name 2 diseases in the digestive system and explain their causes. (SLO1-3, 5)	System  Complete: Discussion Board #13: Digestive System
			Complete: Chapter Reading Assignment #10  Complete: Chapter
			Quiz #10  Complete: Lab Reading
			Assignment #6  Complete: Lab Quiz #4

The Week of MM/DD/YY	Subject	Unit Learning Objectives	Reading in Text, activity, homework, exam
	Unit 13: Male Reproductive System, Part 1	ULO1: Compare the basic structures/organs between the male and female reproductive systems. (SLO1-3, 5)  ULO2: Describe the anatomy and the function of each organ in the male reproductive system. (SLO1-3, 5)	Read: Saladin, K. (2018). Anatomy & physiology: The unity of form and function. McGraw- Hill.  a. Chapter 27: Male Reproductiv e System, Part 1
			Complete: Discussion Board #14: Male Reproductive System, Part 1
			Complete: Chapter Reading Assignment #11
			Complete: Lab Quiz #5
			Complete: Lecture Exam #4

The Week			Pooding in
of	Subject	Unit Learning Objectives	Reading in Text, activity,
	Subject	Offic Learning Objectives	
MM/DD/YY	Unit 14: Male Reproductive System, Part 2 and Female Reproductive System, Part 1	ULO1: Describe the hormonal regulation in the male and female reproductive system. (SLO1-3, 5)  ULO2: Describe the process of gamete cells production. (SLO1-3, 5)	homework, exam  Read: Saladin, K. (2018). Anatomy & physiology: The unity of form and function. McGraw- Hill.  a. Chapters 27-28: Male Reproductiv e System, Part 2 and Female Reproductiv e System, Part 1
			Complete: Discussion Board #15: Male Reproductive System, Part 2 and Female Reproductive System, Part 1
			Complete: Chapter Quiz #11  Complete: Lab Reading Assignment #7

The Week of MM/DD/YY	Subject	Unit Learning Objectives	Reading in Text, activity, homework, exam
	Unit 15: Female Reproductive System, Part 2	ULO1: Describe the anatomy and the function of each organ in the male reproductive system. (SLO1-3, 5)	Read: Saladin, K. (2018). Anatomy & physiology: The unity of form and function. McGraw-Hill.
		ULO2: Describe the menstrual cycle. (SLO1-3, 5)  ULO3: Name the 2 diseases in the reproductive system (male and female) and	a. Chapter 28: Female Reproductiv e System, Part 2
		explain their causes. (SLO1-3, 5)	Complete: Discussion Board #16: Female Reproductive System, Part 2
			Complete: Chapter Reading Assignment #12
			Complete: Chapter Quiz #12
			Complete: Lab Quiz #6
			Complete: Lecture Exam #5
			Complete: Lab Exam #2

<sup>\*</sup> These descriptions and timelines are subject to change at the discretion of the instructor.