OPTIONAL TEXTBOOK:

(Available in the PC Bookstore)

LAB MANUAL: MANDATORY

Human Biology for Allied Health Laboratory Exercises Bio 156 by Barbara Cole and Mark Rosati, Ronjon P

LAB SECTIONS:

<table>
<thead>
<tr>
<th>SECTION</th>
<th>DAY</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>0434</td>
<td>Monday</td>
<td>10:00 am</td>
<td>B. Cole</td>
</tr>
<tr>
<td>0436</td>
<td>Monday</td>
<td>1:00 pm</td>
<td>B. Cole</td>
</tr>
<tr>
<td>0438</td>
<td>Wednesday</td>
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<td>B. Cole</td>
</tr>
<tr>
<td>5398</td>
<td>Monday</td>
<td>7:00 pm</td>
<td>G. Hudson</td>
</tr>
<tr>
<td>5399</td>
<td>Wednesday</td>
<td>7:00 pm</td>
<td>G. Hudson</td>
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</tbody>
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CLASS POLICIES:

1. Students must be registered for both lecture and lab.

2. Attendance policy:
   a. According to school policy you are allowed three (3) unexcused lecture absences and one (1) unexcused lab absence.
   b. If you must be absent, please notify your instructor as soon as possible. Excess absences gives your instructor the right to withdraw you from class.
   c. Daily attendance will be taken using a sign-in sheet. Daily attendance will be used in the determination of final grades in borderline cases.

3. Withdrawals:
   d. If you wish to withdraw from class, for whatever reason, you must start the withdrawal proceedings by notifying your instructor. Do not just stop attending class and expect your instructor to withdraw you from class.
Important Dates:

Friday Mar. 2  Last day to withdraw without instructors signature.
Monday Apr. 23  Last day withdrawals accepted from students, must have instructors signature

4. **Academic Honesty:**

Academic dishonesty includes cheating and plagiarism and will be dealt with in accordance with College policy. (See the Phoenix College Student Handbook pages C-7/C-8.

5. **Disruptive Behavior:**

Disruptive behavior in class will not be tolerated and will be dealt with in accordance with college policy. (See the Phoenix College Student Handbook Pages C-23/C-28. Disruptive behavior includes harassment of other students or the instructor and inappropriate or unsafe activities with respect to other students, instructors, equipment or supplies.

6. **Disability Support Services:**

If you are aware of any physical or non-physical disability that may affect your performance in class, Please inform your instructor during the first week of school.

7. **Lecture and lab start on time.** Please be in the classroom at the scheduled time. If you arrive late, take a seat in the back of the class. Wait until the end of class to obtain any handouts. **Be sure to sign the sign-in sheet.**

8. **Make-ups:**

a. Lecture Exams:

Six (6) unit exams and a Comprehensive Final will be given. The Comprehensive Final will replace your lowest grade or take the place of a missed exam. If you have a valid reason and call the morning of the exam and leave a message, arrangements may be made to take the exam. **You must be on time for the exam. If you are late you will have the remaining class time for the exam.**

b. Six (6) lecture quizzes will be given. The tentative dates are indicated by an asterisk (*) on the Schedule. Quizzes will be given at the last 10 minutes of class. If you miss a quiz, you must make it up within a week or lose those point.
OTHER INFORMATION:

a. Instructor: Barbara Cole  
b. Office; DB 206  
c. Phone: 602-285-7100  
d. E-mail – Barbara.cole@pcmail.maricopa.edu  
e. I am available on request

GRADING:

There is a total of 1240 points available for the course.

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>NUMBER</th>
<th>POINTS</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>Lecture Exams</td>
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<tr>
<td>Lecture Quizzes</td>
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<tr>
<td>Lab Quizzes</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>1240</strong></td>
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</table>

GRADING INFORMATION:

a. Lecture exams are multiple choice, matching, true-false, and diagram identification.

b. Lab quizzes are multiple choice and diagram identification.

CELL PHONES:

All cell phones must be turned off or put on vibrate so as not to disturb other students.