

ALL LAB SECTIONS

Instructor Information:	
Instructor:	EACH INSTRUCTOR PLEASE FILL OUT YOUR INFORMATION HERE
Email:	
Phone:	
Office Location:	
Virtual Office Hours for Students:	
Virtual Communication:	

Area Coordinator and Division Assistant Dean	
Course Leader:	Becky McCane
Email:	becky.mccane@kctcs.edu
Campus-Office:	Office: 859-246-6442
Phone:	Newtown Campus NSEC 205-I
Area Coordinator:	Dr. Kevin Hopper; Dr. Bill Snyder
Email:	Kevin.Hopper@kctcs.edu ; Bill.Snyder@kctcs.edu
Campus-Office:	Newtown Campus NSEC 205-N; Newtown Campus NSEC 205-H
Phone:	859-246-6454; 859-246-6701
Division Assistant Dean:	Dr. Valdis Zeps
Email:	Val.Zeps@kctcs.edu
Campus-Office:	Newtown Campus NSEC 205-C
Phone:	859-246-6450
Division/Program Website:	https://bluegrass.kctcs.edu/education-training/programs/biology/index.aspx

Bluegrass CTC Information:	
BCTC Website:	Bluegrass.kctcs.edu
KCTCS Blackboard:	elearning.kctcs.edu
KCTCS MyPath:	mypath.kctcs.edu (access to Email, Student Self-Service, etc.)

IMPORTANT NOTE

Information about BCTC Closed Campus – Remote Instruction Course Contingency Plan can be found at the end of the syllabus. For Fall 2020, all BCTC classes will go to Remote Instruction after Thanksgiving.

OFFICIAL COURSE INFORMATION

The interrelationship of structure and function of each body system will be presented in two semesters. The first semester will include basic chemistry, cell structure, cell physiology, metabolism, tissues, and integumentary, skeletal, muscular, and nervous systems. Lecture: 3 credits. Laboratory: 1 credit

COURSE COMPETENCIES AND GENERAL EDUCATION COURSE INFORMATION: Refer to Lecture Syllabus

** GENERAL EDUCATION INFORMATION **

GENERAL EDUCATION COURSE INFORMATION

Refer to Lecture Syllabus

CLASS MATERIALS

Required Technology:

Reliable access to the internet is a requirement. All lab materials will be accessed through Blackboard and the BIO 137 Virtual Lab website.

This course requires regular and consistent access to a computer, web cam, and high-speed internet.

Access to required technologies is necessary and expected, even when open computer labs or public library access might be limited, so please make arrangements to access technologies as needed. If you need assistance meeting this requirement, please contact your instructor immediately.

Required Textbook/Supplies:

Your eText and Lab Manual are available on your Blackboard account for this course. You are required to access the lab manual from the Blackboard site or the BIO 137 Virtual Lab website.

Course Fee:

Upon registration, a digital course fee was added to your student bill. This fee grants you access to the eText and online content from the first day of class for less cost than the standard text. The eText and online content can be accessed through Blackboard. No hardcopy of the text is required. No additional purchases required for eText access. This fee covered both the lecture and lab portion of this course.

CLASS POLICIES AND EXPECTATIONS

Attendance/Participation:

Attendance in the assigned online laboratory section is REQUIRED. Attendance in the online portion of the lab is defined as "accessing Blackboard during the week that the lab is available AND

completing the lab quiz for that lab during the time period in which it is open". In-person attendance in the hybrid lab is OPTIONAL. Students who miss more than 20% (3 or more) of the laboratory assignments (**for both excused and unexcused reasons**) will receive an E for the course or need to withdraw (see withdrawal policy below).

Attendance Verification (“No Show”):

Each lab instructor will give you an attendance verification assignment. If this assignment is not completed by Tuesday, August 25, you will be reported as a “NO SHOW” and dropped from the course. You will not be eligible to continue working in the course.

Email Policy:

All email communication with your instructor must take place through the KCTCS email system. **All emails should include your NAME and the COURSE NUMBER.** Emails are answered within 24 hours, except for weekends, but often much sooner. You should use proper English and grammar and avoid “text-speak”. Communications that do not adhere to these policies may not receive a response.

Academic Integrity Policy:

It is an expectation for all college classes that all academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is the result of the student’s own thought, research, or self-expression. Utilizing outside resources and study groups for guidance of learning concepts is strongly encouraged. **However, all submitted work should be completed solely by the student.**

This class follows the policies outlined in the [KCTCS Code of Student Conduct](#).

CLASS REQUIREMENTS

Grading:

Exams	3 (worth 100 points each)	300 points
Quizzes	10 (7 worth 10 points each & 2 worth 20 points each) Drop lowest 10 point quiz	100 points

400 points total

Lab exams are online over the assigned lab exercises and they will be timed. Exam questions will come from models, diagrams, specimens, experiments and demonstrations presented in the lab exercises and on the virtual lab website. Exams will be available from Monday through Thursday each exam week. Sunday and Friday students will need to take it on those days.

Quizzes are online and are based on the designated lab material in the lab schedule toward the end of this syllabus. They will be available from Monday through Thursday each quiz week. Sunday and Friday students will need to take the quizzes on those days. There are two 20-point and seven 10-point quizzes. Your lowest 10-point quiz will be dropped. You may not drop either 20-point quiz.

NO EXTRA CREDIT

Proctorio:

New this year, BCTC will utilize **Proctorio** online proctoring service for Proctored Exams. This no-appointment needed online proctoring service is currently available at no extra charge for KCTCS students. To utilize **Proctorio**, students must have access to a computer with high-speed internet, a web-cam, and Google Chrome browser. See [Proctorio Minimum Requirements](#). For general information about **Proctorio**, please see the [Proctorio Website](#). Otherwise, more specific information will be available in Blackboard soon.

MAKE-UP WORK/LATE WORK:

There are no make-up quizzes or exams. All quizzes and exams are available over a 4 day period, and students are advised to take them early to prevent missing them. If a 10 point quiz is missed, it will be counted as the dropped quiz. 20 point quizzes cannot be dropped and will count as a zero if missed. If an exam is missed for an excused reason, detailed below, the excuse will first need to be verified by the instructor. If verified, then the missed exam will be calculated by taking the average percentage of the other two lab exams.

Excused Absences:

1. Illness of the student or serious illness or death of a member of the student's immediate family
2. College sponsored or approved trips
3. Major religious holidays.

***** All excused absences require written documentation.**

COURSE GRADE:

Midterm Grades:

Midterm grades will be posted in Peoplesoft as indicated on the course calendar. You can access all official Midterm and Final course grades through your Student Self-Service account.

Final Course Grade:

The lecture portion of the course is worth 75% of your final grade and the laboratory portion accounts for the remaining 25%. A student must pass both the lecture and lab sections of the course to receive credit for BIO 137. (See lecture syllabus for grading scale)

See [instructions for accessing grades](#) to view your midterm and official course grades.

WITHDRAWAL POLICY:

Students will be permitted to withdraw at their own discretion through the Student Self-Service (PeopleSoft) website for any reason through **Monday, October 12, 2020**

Students will be permitted to withdraw from **Tuesday, October 13, 2020** through **Friday, October 30, 2020** by requesting a withdrawal through the Student Self-Service (PeopleSoft) website.

****After Friday, October 30th, a student may NOT withdraw from BIO 137.**

For more information and Instructions on how to withdraw from a class:

<https://bluegrass.kctcs.edu/current-students/registrar/withdrawal-policy.aspx>

BCTC COLLEGE POLICIES AND RESOURCES

BCTC College Policies and Resources

[BCTC College Policies and Resources](#) document Includes more information about BCTC College Policies and Resources, including College Contact Info, email, campus closing for weather information, withdrawal policies, Student Code of Conduct, financial aid, emergency closing, tutoring info, and more.

ACCOMMODATIONS:

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for a course, must contact BCTC's Disability Support Services (DSS) Office. Students should not request accommodations directly from the instructor.

- DSS Website: [Disability Support Services Website](#)
- DSS Email: BL_DSS@kctcs.edu
- DSS Toll-Free Phone: 1 – 866 – 774 – 4872 ext. 6728

FREE TUTORING:

Free on-campus Tutoring is available while campuses are open. Additionally, BCTC has free online tutoring available through *Thinkingstorm*. See the [Tutoring Website](#) for general information or this [Tutoring Schedule](#) link.

ADDITIONAL CLASS POLICIES:

CHEATING:

Cheating will absolutely NOT be tolerated! If you are caught cheating by our proctoring service you will be given an "E" for the course—NO EXCEPTIONS.

BCTC CLOSED CAMPUS – REMOTE INSTRUCTION COURSE CONTINGENCY PLAN

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

In the event the college closes for an extended time due to extreme weather, disaster, or illness, provisions have been put in place to conduct class remotely. Assignments and lecture may change from what is currently being conducted on campus. Please check your email and/or course messages often for updates and details.

For Fall 2020, all BCTC classes will move to Remote Instruction after Thanksgiving.

In preparation for such an event please do the following at the beginning of the semester:

- Establish a routine of logging into the course to read announcements and check your [KCTCS email](#) daily.
- If your class uses [Blackboard Messages](#), [Microsoft Teams](#), and/or additional software, access those components regularly for important updates.
- Purchase and install a webcam (highly recommended, often required for online proctored exams).
- [Install Office 365](#) (free for students).
- Know how to scan documents using your phone.
- Bookmark the [BCTC Home Page](#) and [BCTC Help Desk](#) websites.
- Verify you have the correct equipment, [browsers](#), and software needed for your course.

The information below will help you understand how this course will be conducted should we be required to go to remote learning. Please note, each instructor will have a different process for conducting remote coursework. This information is specific only to this course.

FOR BIO 137 LAB HYBRID:

In the event of an extended campus closure, the following adjustments to the course delivery and policies will be made:

- Attendance/Participation:
 - Attendance/Participation will be based on quizzes and exams as normal.
- Online Class Sessions:
 - Online class sessions will be held on the days and times indicated by your lab instructor, using the method that will be announced by your lab instructor. Please be prepared to meet during these times just as you did for regularly scheduled classes. These sessions are required as per your instructor's instructions and will be recorded and posted for later viewing.
 - Days/Time: as scheduled
- Course Online Access:
 - Additional course materials, online and recorded class sessions will be found within Blackboard
- Communication Preference:
 - Please use the means announced by your lab instructor for communication between students and instructors.
- Online Office Hours:
 - Regular online office hours will be made available through as indicated by your lab instructor
- Course Calendar/Due Dates:
 - Our calendar will not be impacted by closure as all graded materials are online
- Graded Course Components:
 - No changes
- Assignment Submission Procedure:
 - No changes
- Late Work/Makeup Work Policies:
 - No changes
- Exams:
 - All exams will be given online and proctored using Proctorio regardless of campus open/closed status
- Withdrawal Policy:
 - No changes

LABORATORY SCHEDULE FOR BIO 137
FALL 2020

Week	Topic	Lab Exercise (Virtual Lab Site)
Aug 17 – 23	Measurements, Organ Systems, Organization of the Body	1
Aug 24 – 30	<i>Quiz 1: covers Lab Exercise 1</i> Microscopy and Cell Structure	2
Aug 31 – Sep 6	<i>Quiz 2: covers Lab Exercise 2</i> Epithelial Tissue and Connective Tissue Proper	3
Sep 7 – 11	NO LAB, Attend Open Lab this week (optional)	
Sep 13 – 18	<i>Quiz 3: covers Lab Exercise 3</i> Membrane Transport Mechanisms The Cell Cycle	4 4
Sep 20 – 25	LAB EXAM 1	1-4
Sep 27 – Oct 2	<i>Quiz 4: covers The Ribcage and Vertebrae</i> Axial Skeleton	5
Oct 4 – 9	<i>Quiz 5: covers The Skull</i> Appendicular Skeleton & Articulations	6
Oct 11 - 16	<i>Quiz 6: covers Lab Exercise 6</i> Cartilage, Bone and Blood Tissues Integumentary System Introduction to the Skeletal System	7 7 7
Oct 18 - 23	LAB EXAM 2	5-7
Oct 25 – 30	<i>Quiz 7: covers Muscle Physiology Pre-lab Assignment</i> BIOPAC Exercise Muscle Tissue & Skeletal Muscles	8 8 8
Nov 1 – 6	NO LAB, Attend Open Lab this week (optional)	
Nov 8 – 13	<i>Quiz 8: covers Lab Exercise 8</i> Nervous Tissue & Nervous System	9
Nov 15 – 20	<i>Quiz 9: covers Lab Exercise 9</i> General and Special Senses	10
Nov 22 - 29	Thanksgiving Break, No Lab	
Nov 30 – Dec 4	LAB EXAM 3	8-10

*Note that following an Exam, the quiz is over the CURRENT lab, not the previous lab.

BIO 137 Record of Lab Grades

Please record your grades in the last column

Quiz/Exam	Points Possible	Points Earned
<i>Quiz 1: covers Lab 1</i>	20	
<i>Quiz 2: covers Lab 2</i>	10	
<i>Quiz 3: covers Lab 3</i>	10	
LAB EXAM 1	100	
<i>Quiz 4: covers the Ribcage and Vertebrae</i>	10	
<i>Quiz 5: The Skull</i>	20	
<i>Quiz 6: covers Lab 6</i>	10	
LAB EXAM 2	100	
<i>Quiz 7: covers Muscle Physiology Pre- lab Assignment</i>	10	
<i>Quiz 8: covers Lab 8</i>	10	
<i>Quiz 9: covers Lab 9</i>	10	
LAB EXAM 3	100	

Possible Points = 400

To calculate your final lab percentage, add all points earned and, if you took all of the 10-point quizzes, subtract the lowest one from your total. Divide those points by 400, then multiply by 100.