

BIO 137 – All Traditional Lab sections

Instructor Information				
Instructor:		Email <i>(preferred contact)</i>		
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Office Hours:				
Allied Health and Natural Sciences Division Information				
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Dept. Website:	https://bluegrass.kctcs.edu/education-training/programs/biology/index.aspx			
Bluegrass Community and Technical College Information				
BCTC Website:	www.bluegrass.kctcs.edu			
KCTCS Blackboard:	https://elearning.kctcs.edu			
KCTCS MyPath:	https://kctcs.sharepoint.com/sites/mypath		Single Sign-on KCTCS portal to Email, Blackboard, OneDrive, Student Self-Service, STARFISH, and more.	

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

COURSE MATERIALS

Virtual Lab Web Site: To further assist students in their studying, a web site is available that illustrates many (but not all) of the models, specimens, and slides from the Cooper campus lab. Note: Since some models will vary on satellite campuses, acquaint yourself with materials on your campus. It is located at:

https://bluegrass.kctcs.edu/education-training/programs/biology/bio_137_virtual_lab/index.aspx

Required Materials: Your E text and Mastering A and P are available on your Blackboard account for this course. In addition, you are required to print the lab manual from the Virtual Lab website (see above). Students are REQUIRED to bring their lab manual with them to each lab (NO LAP TOPS). **STUDENTS WHO DO NOT BRING THEIR LAB MANUAL TO LAB WILL BE NOT BE ALLOWED TO STAY FOR THE LAB AND WILL RECEIVE A ZERO ON THEIR QUIZ.**

CLASS POLICIES

Laboratory Attendance: Attendance in the assigned laboratory section is REQUIRED. Students who miss more than 20% (3 or more) of the laboratories (**for both excused and unexcused reasons**) may receive an E for the course or need to withdraw (see withdrawal policy below). Students should plan to stay for the entire lab period to study for the upcoming exam.

Before leaving the lab, it is the student's responsibility to clean up the work area, put back any model/materials and throw all trash in the trash can. **Keep the lab clean!**

CLASS REQUIREMENTS/EXPECTATIONS

Grading:

Course Grade: The laboratory average accounts for **25%** of the final course grade. Students **DO NOT** receive a separate grade for lab. Lab grades will be reported to the lecture instructor. Students must pass the lab component (60% or better) in order to receive a passing grade for the course.

NOTE: There will **not** be any extra credit or take-home assignments.

Lab quiz and exam grades will **not** be curved.

<u>Laboratory Grading:</u>	3 practical exams @ 100 pts each	300
	Quizzes	100 TOTAL
	POINTS	400

Lab exams are practical and involve testing at individual stations for a timed period. Exam questions will come from models, diagrams, specimens, experiments and demonstrations presented in the lab and on the virtual lab website.

Quizzes are based on designated lab material and will be given at the beginning of the lab period. See the schedule at the end of the document. There are three 20-point and five 10-point quizzes. Your lowest 10-point quiz will be dropped. You may not drop a 20-point quiz

NO EXTRA CREDIT

MAKE-UP POLICIES:

All excused absences (see below) must have written documentation.

1. **Missed lab** - If a student misses a lab there will be no make-ups. It is the student's responsibility to learn the missed information during open lab or attend another lab that same week.
2. **Missed Quizzes** – All quizzes are in-class (no take-home quizzes). If a quiz is missed, the student will receive a “zero” unless they attend another lab that same week. **If the student is late to lab, they cannot make up the quiz, which is given at the beginning of lab. If a student takes the quiz at the beginning of lab, they are expected to stay the entire lab period. If they leave, a zero will be given for the quiz.**
3. **Missed lab practical exam** - Students must complete lab exams during their **scheduled lab period**. If a student misses a lab practical exam for a legitimate reason (see below), a student may receive permission to attend another lab exam that same week, if written documentation of the excused absence is provided. Make up exams are NOT offered after that week. A student **MUST** notify their lab instructor **within 24 hours** of the missed lab exam.

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:

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)

WITHDRAWAL POLICY:

Withdrawal Policy: To withdraw from lab, you **MUST** withdraw from lecture. Students will be permitted to withdraw for any reason through **Monday, March 11, 2019.**

You may withdraw from **March 11 – April 7** with instructor permission (instructions below).

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

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

NOTE: After April 7, students may not withdraw from the course.

COLLEGE POLICIES AND RESOURCES

See Lecture Syllabus

ADDITIONAL CLASS POLICIES:

Being Prepared: All students are required to bring their lab manual with them on the day of lab. If a student does not bring their lab materials with them, they will be asked to leave lab and will not receive credit for their quiz. Laptops are NOT to be used in place of a hard copy of the lab manual.

Students are required to read their lab exercises before they come to lab!!

Cell Phones: Cell phones must be turned off and stored out of sight during class. During lab exams, cell phones must be turned off and stored in an area designated by the instructor. Unauthorized use of cell phones during class can result in loss of your quiz score for the day and a marked absence. **A cell phone out during quizzes and lab exams will constitute cheating and the student will receive a "0" on the quiz or exam.**

Cheating: Cheating will not be tolerated. This includes plagiarism as well as cheating on an exam or quiz. Plagiarism involves copying homework exercises and worksheets from fellow students. If proven, students caught cheating will at a minimum receive a 0 for the assignment and may receive an E for the course (and will not be permitted to withdraw). **Possession of a cell phone during the lab exam will constitute cheating and the student will receive a "0" on the exam.**

Removal of laboratory equipment, models, supplies, and specimens from the laboratory is stealing and will be grounds for dismissal from the course and possible criminal prosecution.

Safety: All BCTC and OSHA requirements and safety precautions must be followed during all laboratory sessions.

No eating, drinking, chewing tobacco or smoking in the lab at any time. No open food or beverage containers are permitted in the laboratory and must be discarded or left on the cart outside the lab door. Failure to abide by this policy is grounds for dismissal from the course.

Children: Children and pets are not permitted in the laboratory at any time for safety-related reasons. There are NO EXCEPTIONS.

Other: Any other policies are left to the discretion of the instructor.

Tutoring / Open Lab: Due to the tremendous volume of material covered in BIO 137, it is necessary that students spend additional time in the lab studying outside their assigned laboratory time period. During open lab times a tutor will be available to answer questions and assist students with lecture and lab (models, specimens, slides etc.) material. **Tutoring is provided at no cost to the students.** Open lab hours will be posted on Virtual Lab website and the Tutoring Services website. On Newtown campus, open lab will be moved to another location (usually SEC 201) during the testing period and possibly at other times as circumstances require (**the availability of laboratory material may be limited at these times**).

Spring 2019 Tutoring Services: <https://bluegrass.kctcs.edu/tutoring/index.aspx>

WEATHER POLICY:

Inclement weather or other emergencies may cause BCTC classes to be cancelled or delayed. If classes are **delayed**, you are to report to school at the announced time and attend the class where you would NORMALLY be at that time. Information about cancelled or delayed classes will be posted on the BCTC website. Many local radio and television stations will also carry announcements. Instructors may send email messages and/or Blackboard announcements regarding assignments for a class that was cancelled. Students are responsible for checking these sources for such messages

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: <https://bluegrass.kctcs.edu/about/student-life/accessibility-services/index.aspx>
- DSS Email: BL_DSS@kctcs.edu
- DSS Toll-Free Phone: 1 - 866 - 774 - 4872 ext. 6728

Week	Topic	Lab Exercises (Virtual Lab Site)
Jan 14 – 20	Measurements, Organ Systems, Organization of the Body	1
Jan 27 – 2/1	<i>Quiz 1: covers Lab Exercise 1 (20 points)</i> Microscopy and Cell Structure	2
Feb 3 - 8	<i>Quiz 2: covers Lab Exercise 2 (10 points)</i> Membrane Transport Mechanisms The Cell Cycle	3 3
Feb 10 – 15	<i>Quiz 3: covers Lab Exercise 3 (10 points)</i> Epithelial Tissue and Connective Tissue Proper	4
Feb 24 – 3/1	LAB EXAM 1	1-4
Mar 3 – 8	<i>Quiz 4: covers Integumentary System Model, Cartilage, Bone and Blood Tissue. (10 points)</i> Cartilage, Bone and Blood Tissues Integumentary System Introduction to the Skeletal System Axial Skeleton – Skull only	5 5 5 6
Mar 10, 18 – 22	<i>Quiz 5: covers Skull Bones and Markings (20 points)</i> Axial Skeleton (remainder) Appendicular Skeleton and Articulations	6 7
Mar 11 – 17	Spring Break – Academic Holiday No Open Lab	
Mar 24 – 29	LAB EXAM 2	5-7
Mar 31 – Apr 5	<i>Quiz 6: covers Muscle Physiology Pre-lab Assignment (20 points)</i> BIOPAC Exercise Muscle Tissue & Skeletal Muscles	8 8 8
Apr 7 – 12	<i>Quiz 7: covers Lab Exercise 8 (10 points)</i> Nervous Tissue & Nervous System	9
Apr 14 – 19	<i>Quiz 8: covers Lab Exercise 9 (10 points)</i> General and Special Senses	10
Apr 22 – 28	LAB EXAM 3	8-10

BIO 137 Record of Lab Grades

Quiz/Exam	Points Possible	Points Earned
<i>Quiz 1</i>	20	
<i>Quiz 2</i>	10	
<i>Quiz 3</i>	10	
LAB EXAM 1	100	
<i>Quiz 4</i>	10	
<i>Quiz 5</i>	10	
<i>Quiz 6</i>	20	
LAB EXAM 2	100	
<i>Quiz 7</i>	20	
<i>Quiz 8</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.