

Bluegrass Community and Technical College
Division of Natural Sciences

BIO 137
Human Anatomy and Physiology I

Laboratory Syllabus
Spring 2015

0 CREDIT HOURS - 2 CONTACT HOURS

PREREQUISITE: Successful completion of all assigned developmental courses.

COURSE DESCRIPTION: Refer to your lecture syllabus

PERSONNEL:

| | | | |
|------------------------------------|--------------------|-------------------|----------|
| Assistant Dean (Natural Sciences): | Tammy Liles | 234K Oswald Bldg. | 246-6449 |
| Biology Area Coordinator: | Becky McCane | 234A Oswald Bldg. | 246-6442 |
| Course Coordinator: | Irene Camargo | 114 AN, Cubicle 3 | 246-6467 |
| Course Webmistress: | Irene Camargo | 114 AN, Cubicle 3 | 246-6467 |
| Office Manager: | Phyllis Cunningham | 234 Oswald Bldg. | 246-6445 |

INSTRUCTOR INFORMATION:

Name: _____

Office: _____

Office hours: _____

Phone/voice mail: _____

Email: _____

Web site: _____

GENERAL EDUCATION LEARNING OUTCOMES: Refer to your lecture syllabus.

COURSE OBJECTIVES: Refer to your lecture syllabus.

GENERAL EDUCATION COMPETENCIES: Refer to your lecture syllabus.

INSTRUCTIONAL OBJECTIVES: Refer to your lecture syllabus.

INSTRUCTIONAL MATERIALS:

Required Book/CD-ROM:

- ***BIO 137 Laboratory Manual*** –available online at the Virtual Lab website (URL given at the bottom of this page)
- ***InterActive Physiology 10-System Suite****, version 1.1, CD-ROM, Benjamin Cummings.
* This item is included with your lecture text (*Human Anatomy & Physiology*, 9th ed., E. M. Marieb, K. Hoehn, 2013. Pearson/Benjamin Cummings.

Other Required Materials:

- Three (3) each, 100-item ScanTron sheets for lab exams (Form 882-E) available in the bookstore.
- # 2 lead pencils for exams

Optional Books:

A Brief Atlas of the Human Body, M. Hutchinson, J. Mallatt, E. N. Marieb, & P. B. Wilhelm, 2007, Pearson/Benjamin Cummings.

A Photographic Atlas for the Anatomy and Physiology Laboratory. 7th edition. K. M. Van De Graaff and J. L. Crawley

Anatomy & Physiology Coloring Workbook, 10th edition, E. N. Marieb

Anatomy QuickStudy Reference Guide. Bar Charts.

INSTRUCTIONAL RESOURCES:

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.

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 the laboratory door (Cooper OB 324, Lawrenceburg AN 135, etc.). Open lab will be moved to another location during the testing period and possibly at other times as circumstances require (**Note: the availability of laboratory material may be limited at these times**). For Cooper campus, notices will be placed on the door of OB 324. The tutoring schedule for the Spring 2015 semester will be as follows:

| | |
|-----------------|----------------|
| Monday _____ | Thursday _____ |
| Tuesday _____ | Friday _____ |
| Wednesday _____ | Sunday _____ |

Spring 2015 Tutoring Services: <http://www.bluegrass.kctcs.edu/en/Tutoring.aspx>

*It is expected that students be independent learners. **If an instructor does not discuss every item listed in a lab exercise, it is the student's responsibility to study the items not covered by the instructor.** The most successful students stay the entire lab class period and attend open lab (when tutors are available) an additional 3-5 (or more) hours per week.*

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

LABORATORY POLICIES
(These apply To All Lab Sections)

GRADING:

Course Grade: The laboratory average accounts for **25%** of the final course grade. Students **DO NOT** receive a separate grade for lab. Final 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. **There will not be any extra credit or take-home assignments.**
Lab grades will not be curved.

Laboratory Grading:

| | |
|----------------------------------|------------|
| 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 (90 seconds). Exam questions will come from models, diagrams, specimens, experiments and demonstrations presented in the lab and on the virtual lab website.

Quizzes will be based on designated lab material. Quizzes will be given at the beginning of the lab period. See the schedule on page 7. You will have two 20-point and seven 10-point quizzes. Your lowest 10-point quiz will be dropped. However, you may not drop the 20-point quizzes.

ATTENDANCE AND MAKE-UP POLICIES:

Laboratory Attendance: Attendance in the enrolled laboratory section is REQUIRED. Students who miss more than 20% (3 or more) of the laboratories (**for 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. Students who leave lab after taking the lab quiz will not be given credit for the quiz and will be counted absent. If you must miss lab for a legitimate reason, you may attend another section with documentation.

Missed labs: If a student misses a lab, there will be no make-ups. However, with permission, the student may attend another lab section during the same week. It is the student's responsibility to make arrangements to attend another lab (see directions below under **Missed Lab Exam**) or learn the missed information during Open Lab. Labs run from Monday to Sunday each week and the lab times will be posted on the lab door and page 9. If a student attends another lab, they must attend the entire lab in order to be given credit for attendance. If students do not attend the entire lab period, they will not be given credit for the lab quiz. Students need to obtain a signed note from the alternate lab instructor to give to his/her regular lab instructor.

Missed Lab Exam: Students must complete lab exams during their **scheduled lab period!** If a lab exam is missed for a legitimate reason (see "excused absences" below), the student may receive permission to attend another exam during that **same week** (Sunday-Thursday).

Due to the practical nature of these exams, **it will NOT be possible to make up the exam outside of the week the exam is given.** In order to take the exam in another section, students will need to:

1. Contact the instructor of the section the student intends to attend to make sure that space is available (if the section is full, it will not be possible to accommodate additional students).
2. Bring written verification of the excused absence (see below for excusable absences).
Students without verification will not be permitted into the exam.
3. The student must be able to identify their regular section and instructor's name. Without this information, the exam will not be delivered to the correct instructor and the student will not get a grade for that exam.

Missed or Late Quizzes: All quizzes are in-class (no take-home quizzes) and given at the beginning of lab. If a quiz is missed, the student will receive a "zero" unless they take a quiz when attending another lab during the same week. **If a student arrives late to lab, they cannot make up the quiz. Whether a student is absent for an excused or unexcused reason, the first missed 10-point quiz will count as the dropped quiz. A "zero" will be given for any additional missed quizzes. Students may not drop the two 20-point quizzes.**

Excused Absences Include:

- Illness of the student
- Serious illness or death of a member of the student's **immediate** family.
- College sponsored or approved trips (instructor must be notified at least 1 week in advance).
- Major religious holidays (instructor must be notified no later than the last day of the add/drop period).

All excused absences must have written documentation!

OTHER LABORATORY POLICIES:

Withdrawal Policy: In order to withdraw from the lab, the student must withdraw from the lecture class.

Students will be permitted to withdraw for any reason through **Thursday, April 2, 2015.**

To withdraw from January 12 – March 9, you will need to stop by the Records or Main Office on any BCTC campus or withdraw through Peoplesoft. After March 9, you will need to obtain a withdrawal slip from the Records/Main Office, have your lecture instructor sign the slip, and then return it to the Records/Main Office. Lab instructors do not sign the withdrawal slip. If the lecture instructor is not the lab instructor, the student should notify the lab instructor.

****After April 2,** withdrawals will **ONLY** be permitted for extenuating, **non-academic** circumstances.

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 in all laboratory sessions.

Work space: It is the student’s responsibility to clean up their work area before leaving the lab. Put back any model/materials, wipe down the lab table, properly store your microscope, and throw all trash in the trash can. **Keep the lab space as clean as you would like it to be when you arrive!**

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 can be NO EXCEPTIONS.

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

Reasonable Accommodations: If you have a special need that may require an accommodation or assistance, please inform your instructor of that fact at the beginning of the course or as soon as the special need is identified. Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact a staff member in BCTC’s Disability Support Services (DSS) office. Students attending the Cooper, Winchester, or Regency campus, contact Veronica Miller, veronica.miller@kctcs.edu, (859) 246-6530, OB 103. Students attending the Lawrenceburg, Danville, Leestown, or Georgetown campus, contact Dorisa Slaughter, dorisa.slaughter@kctcs.edu, (859) 246-6758 or 1-866-774-4872 ext. 56758.

CODE OF STUDENT CONDUCT

All rules and regulations set forth in the current edition of the Code of Student Conduct will be followed in this course. It is the student's responsibility to access this on the Web at:
http://www.kctcs.edu/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx

WEATHER

Inclement weather 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.

FINANCIAL AID

If you receive grants and/or loans to pay for this class, you should be aware that withdrawing from or failing this class may affect your future financial aid eligibility. You should review the Financial Aid Satisfactory Academic Progress (SAP) policy for additional information. Contact the Financial Aid Office for a copy of the SAP policy. You are expected to attend class and have the required textbook(s) even though you have not received your financial aid or you may have an appeal in process.

**BIO 137 LABORATORY SCHEDULE
SPRING 2015**

| Week (Mon-Sun) | Topic | Lab Manual Exercises (Virtual Lab Site) |
|---------------------------|---|--|
| Jan 12 – 18 | Measurements, Organ Systems, Organization of the Body | 1 1 |
| Jan 19* | Martin Luther King, Jr. Day – Academic Holiday (No Labs – See note below) Open Lab with Instructor | |
| Jan. 20 – 25 | | |
| Jan 26 – Feb 1 | Quiz 1: covers Lab Exercise 1 Microscopy and Cell Structure | 2 |
| Feb 2 – 8 | Quiz 2: covers Lab Exercise 2 Membrane Transport Mechanisms The Cell Cycle | 3 3 |
| Feb 9 – 15 | Quiz 3: covers Lab Exercise 3 Epithelial Tissues and Connective Tissue Proper | 4 |
| Feb 16** | President’s Day – Academic Holiday (No Labs – See note below) LAB EXAM 1 | |
| Feb 17 – 22 | | 1-4 |
| Feb 23 – Mar 1 | Quiz 4: covers <i>Integumentary System Model</i> Cartilage, Bone and Blood Tissues Integumentary System Introduction to the Skeletal System | 5 5 5 5 |
| Mar 2 – 8 | Quiz 5: covers <i>Exercise Lab 5</i> Axial Skeleton | 6 |
| Mar 9 – 12, 22 | Quiz 6: covers Lab Exercise 6 Appendicular Skeleton & Articulations | 7 |
| Mar 15 – 20 | Spring Break – Academic Holiday No Open Lab | |
| Mar 23 – 29 | LAB EXAM 2 | 5-7 |
| Mar 30 – Apr 2 | Good Friday – Academic Holiday, Apr 3-5 NO LABS THIS WEEK | |
| April 2 | Last day to drop & receive a grade of “W” | |
| Apr 6 – 12 | Quiz 7: covers <i>Muscle Physiology Pre-lab Assignment</i> BIOPAC Exercise Muscle Tissue & Skeletal Muscles | 8 8 8 |
| Apr 13 – 19 | Quiz 8: covers Lab Exercise 8 Nervous Tissue & Nervous System | 9 |
| Apr 20 – 26 | Quiz 9: covers Lab Exercise 9 General and Special Senses | 10 |
| Apr 27 – May 3 | LAB EXAM 3 | 8-10 |

*Students in Monday labs may attend another lab the week of Jan 20 – 25.

**Students in Monday labs must take Lab Exam 1 with another section. For Cooper campus, your lab instructor will have the sign-up sheet.

BIO 137 Record of Lab Grades

| Date | Quiz/Exam | Points Possible | My Points |
|-----------------------|---|------------------------|------------------|
| Jan 26 – Feb 1 | <i>Quiz over Lab 1</i> | 20 | |
| Feb 2 – 8 | <i>Quiz over Lab 2</i> | 10 | |
| Feb 9 – 15 | <i>Quiz over Lab 3</i> | 10 | |
| Feb 17 – 22 | LAB EXAM 1 | 100 | |
| Feb 23 – Mar 1 | <i>Quiz 4 over Integumentary System Model</i> | 10 | |
| Mar 2 – 8 | <i>Quiz over Lab 5</i> | 10 | |
| Mar 9 – 12, 22 | <i>Quiz over Lab 6</i> | 20 | |
| Mar 23 – 29 | LAB EXAM 2 | 100 | |
| Apr 6 – 12 | <i>Quiz 7 over Muscle Physiology Pre-lab Assignment</i> | 10 | |
| Apr 13 – 19 | <i>Quiz over Lab 8</i> | 10 | |
| Apr 20 – 26 | <i>Quiz over Lab 9</i> | 10 | |
| Apr 27 – May 3 | LAB EXAM 3 | 100 | |

Possible Points = 400

TOTAL POINTS EARNED (Drop your lowest 10-point quiz) =

To calculate your final lab average, divide your total points earned by 400.