

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE
NATURAL SCIENCES
Fall 2011

BIO 139
HUMAN ANATOMY AND PHYSIOLOGY II
LABORATORY SYLLABUS

0 CREDIT HOURS
2 CONTACT HOURS

PREREQUISITE: BIO 137

COURSE DESCRIPTION:

The laboratory portion of BIO 139 is designed as a “hands on” experience that corresponds to the lecture portion of the course. Anatomical models, computer programs, charts, slides of microscopic tissue sections, physiological experiments and preserved specimens for dissection will be used to reemphasize principles and structures discussed in lecture.

PERSONNEL:

Assistant Dean:	Tammy Liles	Rm 234K OSB	246-6449
Program Coordinator:	Dr. Yasemin Congleton	Rm 234J OSB	246-6487
Course Coordinators:	Dr. Shirley Whitescarver	Rm 325C OSB	246-6465
	Dr. Molly Frisbie	Rm 306C OSB	246-6469
Office Manager:	Phyllis Mulcahy	Rm 234 OSB	246-6445

Instructor: Name: _____
Office: _____
Office Hours: _____
Phone: _____ email: _____

Website for BIO 139:

http://www.bluegrass.kctcs.edu/natural_sciences/biology/bio_139_virtual_lab

Bluegrass Community and Technical College
Equal Opportunity Institution

General Education Learning Outcomes: Please refer to your lecture syllabus.

Instructional Materials:

Required Textbook (Lecture and Lab): Human Anatomy and Physiology
by Marieb and Hoehn (8th edition)
(packaged with Interactive Physiology CD)

Laboratory Manual is available on the Virtual Lab website (listed on frontpage).

LABORATORY POLICIES FOR ALL BIO 139 LABS:

Attendance: Students are required to attend all laboratory sessions. We will follow the 20% rule. **If you miss more than 20% of the labs (3 labs- excused or unexcused), you will be asked to drop the course.**

Grading:

Exams	3 (2 worth 150 points each and 1 worth 100 points)	400 points
Quizzes	10 (8 worth 10 points each and 2 worth 20 points each) Drop lowest 10 pt quiz.	110 points
Your percentage will be given to your lecture instructor.		Total
		510 points

Quiz Policy: A quiz over the day's lab will be given at the beginning of each lab (except exam days). If you miss the lab, there are no make ups for the quiz (unless you attend another lab the same week). The quizzes will be fill in the blank (no multiple choice) in order to prepare you for the lab exams. There will be no take-home quizzes. The lowest 10 point quiz will be dropped.

Late Work Policy: There are no take home quizzes or homework assignments; therefore there is no late work policy.

Extra Credit: There is no extra credit in BIO 139 Lecture or Lab.

Withdrawal Policy: Anatomy and Physiology II Course Policy: The last day for students, at their discretion, to withdraw and receive a "W" grade is Midterm (October 8th). The last day for students, at the instructor's discretion, to officially withdraw and receive a grade of "W" is **the week after the second lab exam (Nov. 6-10)**. Students must obtain the lecture instructor's signature on a drop slip and return it to the registrar's office.

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

Cheating: Cheating will not be tolerated. This includes plagiarism as well as cheating on an exam. Plagiarism involves copying homework exercises, experimental worksheets, and case study reports from fellow students.

Safety: All OSHA requirements and safety precautions must be followed in all laboratory sessions especially in those labs involving body fluids.

No eating, drinking, chewing tobacco or smoking in the lab at any time. Failure to abide by this policy is grounds for dismissal from the course.

Cell Phones: Cell phones must be turned off and stored out of sight during class. They cannot be used as calculators on lab exams. Calculators are provided in lab. A cell phone out during the lab exam will constitute cheating and the student will receive a “0” on the exam. Unauthorized use of cell phones during class can result in loss of your quiz score for the day.

Open Lab – open lab hours will be posted on the laboratory door (OSB 322). Open lab will close around noon on the Friday preceding a lab test. During a lab exam, tutoring will be available in OSB 321 during regularly schedule times.

Children: Children are not permitted in the laboratory during scheduled labs or during open lab sessions for safety-related reasons.

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.**
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. A student should call the instructor immediately to schedule the exam with another section. After the week of the lab practical, a make-up exam is not feasible.

Excused Absences:

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

The instructor must be notified in advance of trips and holidays not observed by BCTC.

Reasonable Accommodations: 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, 103 Oswald Building. The DSS phone number is 246-6530. Accommodations cannot be requested directly from the professor. However, please inform your instructor of that fact at the beginning of the course or as soon as the special need is identified.

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/student/code.htm>

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.

LABORATORY SCHEDULE FOR BIO 139

Fall 2011

<i>Lab #</i>	<i>WEEK OF</i>	<i>TOPIC</i>
Lab 1	Aug 21-25	Blood and Blood Vessels
Lab 2	Aug 28-Sept 1	Heart Anatomy & ECG
Lab 3	Sept 4-8	Heart as a Pump Exercise (Sept 5 th labs attend another lab – Labor Day Holiday)
Lab 4	Sept 11-15	Cardiovascular Lab
Lab 5	Sept 18-22	Anatomy of Respiratory, Digestive & Urinary Systems Review for Lab Exam I
Lab 6	Sept 25-29	LAB EXAM I
	Oct 6 – 9	Fall Break
Lab 7	Oct 10-13 (Oct 2 Sunday)	Respiratory Physiology Lab
Lab 8	Oct 16-20	Renal Physiology
Lab 9	Oct 23-27	Review for Lab Exam II
Lab 10	Oct 30-Nov 3	LAB EXAM II
Lab 11	Nov 6-10	Male/Female Reproduction/Endocrine I
Lab 12	Nov 13-17	Male/Female Reproduction/Endocrine II/Review for Lab Exam III
	Nov 23-27	Thanksgiving Holiday
Lab 13	Nov 28-Dec 1 (Sunday Dec 4)	LAB EXAM III