

**Anatomy and Physiology II**  
**Spring 2019**  
**BIO 139 – All Lab sections**

Instructor Information				
Instructor:			Email ( <i>preferred contact</i> )	
Office/Mailbox:			Office Phone:	
Office Hours:				
Allied Health and Natural Science				
Biology Coordinator:	Dr. Hopper	<a href="mailto:Kevin.hopper@kctcs.edu">Kevin.hopper@kctcs.edu</a>	NSEC 205M	859-246-6454
	Dr. Snyder	<a href="mailto:Bill.snyder@kctcs.edu">Bill.snyder@kctcs.edu</a>	M 132	859-246-6701
Biology Lab Coordinator:	Dr. Frisbie	<a href="mailto:Molly.frisbie@kctcs.edu">Molly.frisbie@kctcs.edu</a>	NSEC 205R	859-246-6469
Assistant Dean:	Dr. Congleton	<a href="mailto:Yasemin.congleton@kctcs.edu">Yasemin.congleton@kctcs.edu</a>	NSEC 205M	859-246-6487
Biology Program Website:	<a href="https://bluegrass.kctcs.edu/education-training/programs/biology/index.aspx">https://bluegrass.kctcs.edu/education-training/programs/biology/index.aspx</a>			
Bluegrass Community & Technical College Information				
BCTC Website:	<a href="http://www.bluegrass.kctcs.edu">www.bluegrass.kctcs.edu</a>	Access Peoplesoft, Blackboard, Email, BCTC Info		
KCTCS Blackboard:	<a href="https://elearning.kctcs.edu">https://elearning.kctcs.edu</a>	Course syllabus and other important course information		
KCTCS MyPath:	<a href="https://kctcs.sharepoint.com/sites/mypath">https://kctcs.sharepoint.com/sites/mypath</a>	Single Sign-on KCTCS portal to Email, Blackboard, OneDrive, Student Self-Service, STARFISH, and other resources.		

**OFFICIAL COURSE INFORMATION:**

The second semester continues the study of the interrelationships of organ systems, including the endocrine, reproductive, cardiovascular, lymphatic, digestive, respiratory, and urinary systems. Lecture: 3 hours. Laboratory: 2 hours. Prerequisites: BIO 137

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

**COURSE MATERIALS**

**Required Technology:** Students must access the BIO 139 Virtual Lab:  
[https://bluegrass.kctcs.edu/education-training/programs/biology/bio\\_139\\_virtual\\_lab/index.aspx](https://bluegrass.kctcs.edu/education-training/programs/biology/bio_139_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**

**Attendance:**

**Class attendance is required.** : 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. You must have permission from your instructor to attend a lab other than your own.**

**CLASS REQUIREMENTS/EXPECTATIONS**

**Grading:**

<b>Exams</b>	<b>3 (2 worth 150 points each and 1 worth 100 points)</b>	<b>400 points</b>
<b>Quizzes</b>	<b>9 (7 worth 10 points each and 2 worth 20 points each) Drop lowest 10 pt quiz.</b>	<b>100 points</b>

**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. **If you leave lab immediately after the quiz, your score on the quiz will be "zero".**

**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 139. (See lecture syllabus for grading scale)

## **WITHDRAWAL POLICY:**

The last day for a student to officially withdraw from the course at their discretion without the instructor's signature and receive a "W" grade is **March 11**. **Student's may withdraw from the course with the instructors permission up until March 31. After that date a student MAY NOT withdraw from the course.**

Instructions on how to withdraw from a class:

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

## **COLLEGE POLICIES AND RESOURCES**

### **BCTC College Policies and Resources**

[https://bluegrass.kctcs.edu/academics/media/policies-and-procedures-updates/bctc\\_college\\_policies\\_and\\_resources.pdf](https://bluegrass.kctcs.edu/academics/media/policies-and-procedures-updates/bctc_college_policies_and_resources.pdf)

Click the links or type address in a browser to see 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.

### **ADDITIONAL CLASS POLICIES:**

#### **CHEATING:**

Cheating will absolutely NOT be tolerated! If you are caught cheating you will be given an "E" for the course. If any cell phones and any electronic devices are in sight during the exam, the student will assume to be cheating and a 0 will be given for that quiz/exam

#### **USE OF 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.

#### **REMOVAL OF LABORATORY EQUIPMENT:**

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

**Safety:** All OSHA requirements and safety precautions must be followed in all laboratory sessions especially in those labs involving body fluids. **NO OPEN TOED SHOES OR SHORTS.**

**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.

**Open Lab :**

Open lab hours will be posted on the laboratory door. Open lab will close around noon on the Friday preceding a lab test. During a lab exam, tutoring will be available in THE NUCLEUS on the second floor.

**Children:**

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

**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/DSS/>
- DSS Email: [BL\\_DSS@kctcs.edu](mailto:BL_DSS@kctcs.edu)
- DSS Toll-Free Phone: 1 - 866 - 774 - 4872 ext. 6728

## LABORATORY SCHEDULE FOR BIO 139

**Spring 2019**

<i>Lab #</i>	<i>WEEK OF</i>	<i>TOPIC</i>
<b>Lab 1</b>	Jan 14-20	Blood and Blood Vessels
	Jan 21-27	Open Labs
<b>Lab 2</b>	Jan 28-Feb 3	Heart Anatomy & ECG
<b>Lab 3</b>	Feb 4-10	Heart as a Pump Exercise (Monday lab attend another lab this week)
<b>Lab 4</b>	Feb 11-14	Cardiovascular Lab
<b>Lab 5</b>	Feb 18 (no lab) Feb 19-24	Anatomy of Respiratory, Digestive & Urinary Systems Review for Lab Exam I ** Monday lab attends another lab this week
<b>Lab 6</b>	<b>Feb 25- March 3</b>	<b>LAB EXAM I</b>
<b>Lab 7</b>	March 4-9	Respiratory Physiology Lab
	<b>Mar 11-17</b>	<b>Spring Break</b>
<b>Lab 8</b>	March 18-24	Renal Physiology
<b>Lab 9</b>	March 25-31	Review for Lab Exam II
<b>Lab 10</b>	<b>April 1-7</b>	<b>LAB EXAM II</b>
<b>Lab 11</b>	April 8-14	Male/Female Reproduction/Endocrine I
<b>OPEN LABS</b>	April 15-18	Open Labs (except Sunday lab April 21 – Easter)
	April 22-28	Male/Female Reproduction/Endocrine II/Review for Lab Exam III

**Lab 13**

April 29- May 5

**LAB EXAM III**

BIO 139 Assignment Sheet – Spring 2019

<b>Lab #</b>	<b>Dates</b>		<b>Points</b>	<b>My Grades</b>
		Worksheets completed during lab		
		<i>Print out Lab Syllabus and Labs 1-4 from the Lab manual</i>		
Lab #1	Jan 14-20	<i>Fill out charts on blood cells (pg 2) and blood typing (pg 3). Look up definitions (pg 3).</i>		
	Jan 22-27	<i>Open Labs</i>		
Lab #2	Jan 28-Feb 3	<i>Quiz 1 – Label interior and exterior of heart (pgs 14 &amp; 15) and label &amp; describe ECG waves (pg 21)</i>	(10)	
Lab# 3	Feb 4-10	<i>Quiz 2 – Pre-lab for Heart as a Pump (pgs 25-27) and IP exercise on Cardiac Output (pg 34)</i>	(10)	
		Cardiovascular worksheets (pgs 28-29 & 32-33)		
Lab #4	Feb 11-14	<i>Quiz 3 – Blood pressure terms (pg 36) and IP exercises (pgs 46-47)</i>	(10)	
		Worksheets on Control of Blood Pressure (pgs 43-48)		
Lab #5	Feb 18-24	<i>Quiz 4– Cardiovascular Case Studies (pg 48)</i>	(20)	
<b>Lab #6</b>	<b>Feb 25- Mar 3</b>	<b>Lab Exam I</b>	<b>150</b>	
Lab # 7	Mar 4-9	<i>Quiz 5– Respiratory IP exercises (pgs 69 –73)</i>	(10)	
		Respiratory worksheets (pgs 76 – 81)		
Lab #8	March 18-24	<i>Quiz 6– Urinary Terms and IP exercise – Renal Anatomy (pgs 88-90)</i>	(10)	
		Renal worksheets (pgs 86 – 87)		
Lab #9	March 25-31	Review Lab for Exam II – <i>Quiz 7 – IP exercises (pgs 94, 95 and 96-97)** Sunday lab, Quiz on Male/Female Anatomy pgs 104-105)</i>	(10)	
Lab #10	<b>April 1-7</b>	<b>Lab Exam II</b>	<b>150</b>	
Lab #11	April 8-14	<i>Quiz 8– Diagrams of male and female pelvis (pgs 104–105)</i>	(10)	
Lab #12	April 22-28	<i>Quiz 9 – Endocrine Chart (pgs 112-114)</i>	(20)	
<b>Lab #13</b>	<b>April 29-May 5</b>	<b>Lab Exam III</b>	<b>100</b>	

Drop lowest 10 pt quiz

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