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/natural_sciences/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 LAPTOPS). **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:

<table>
<thead>
<tr>
<th>Exams</th>
<th>3 (2 worth 150 points each and 1 worth 100 points)</th>
<th>400 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>7 (6 worth 10 points each and 1 worth 20 points each) Drop lowest 10 pt quiz.</td>
<td>80 points</td>
</tr>
</tbody>
</table>

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.***

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**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 June 4. **After that date a student MAY NOT withdraw from the course.**

Instructions on how to withdraw from a class:  
[https://bluegrass.kctcs.edu/registrar/withdrawal_policy.aspx](https://bluegrass.kctcs.edu/registrar/withdrawal_policy.aspx)

**COLLEGE POLICIES AND RESOURCES**

BCTC College Policies and Resources  
[https://goo.gl/1zBfmk](https://goo.gl/1zBfmk)
[https://bluegrass.kctcs.edu/media/academics/policies-and-procedures-updates/bctc_college_policies_and_resources.pdf](https://bluegrass.kctcs.edu/media/academics/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 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
- DSS Toll-Free Phone: 1 - 866 - 774 - 4872 ext. 6728
**LABORATORY SCHEDULE FOR BIO 139**
Summer I 2018

<table>
<thead>
<tr>
<th>Lab #</th>
<th>DATE</th>
<th>DATE</th>
<th>TOPIC</th>
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<tbody>
<tr>
<td></td>
<td>MW</td>
<td>TR</td>
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</tr>
<tr>
<td>Lab 1</td>
<td>May 14</td>
<td>May 15</td>
<td>Blood and Blood Vessels</td>
</tr>
<tr>
<td>Lab 2</td>
<td>May 16</td>
<td>May 17</td>
<td>Heart Anatomy and ECG, Human Cardiovascular lab pgs. 37-40.</td>
</tr>
<tr>
<td>Lab 3</td>
<td>May 21</td>
<td>May 22</td>
<td>The Heart as a Pump Exercise</td>
</tr>
<tr>
<td>Lab 4</td>
<td>May 23</td>
<td>May 24</td>
<td>Human Cardiovascular Lab/Review</td>
</tr>
<tr>
<td>No Labs</td>
<td>May 28</td>
<td>May 29</td>
<td>Memorial Day</td>
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<table>
<thead>
<tr>
<th>Exam I</th>
<th>DATE</th>
<th>DATE</th>
<th>Lab Exam I (covers Labs 1 - 4)</th>
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<tbody>
<tr>
<td></td>
<td>May 30</td>
<td>May 31</td>
<td></td>
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<tr>
<td>Lab 5 &amp; 7</td>
<td>June 4</td>
<td>June 5</td>
<td>(5) Anatomy of Respiratory, Digestive, and Renal Systems and (7) Respiratory Physiology Lab</td>
</tr>
<tr>
<td>Lab 8 &amp; 9</td>
<td>June 6</td>
<td>June 7</td>
<td>(8) Renal Physiology Lab &amp; (9) Exam Review</td>
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</table>

<table>
<thead>
<tr>
<th>Exam II</th>
<th>DATE</th>
<th>DATE</th>
<th>Lab Exam 2 (covers Labs 5,7-9)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>June 11</td>
<td>June 12</td>
<td></td>
</tr>
<tr>
<td>Lab 11</td>
<td>June 13</td>
<td>June 14</td>
<td>Anatomy/Slides of Endocrine and Reproductive Systems</td>
</tr>
<tr>
<td>Lab 12</td>
<td>June 18</td>
<td>June 19</td>
<td>Endocrine Chart and Case Studies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lab 13</th>
<th>EXAM III</th>
<th>DATE</th>
<th>Lab Exam 3 (covers Labs 11 &amp; 12)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>June 21</td>
<td></td>
<td>All sections on Thursday Friday is Lecture Final</td>
</tr>
<tr>
<td>Lab</td>
<td>Dates</td>
<td>Assignments</td>
<td>Points</td>
</tr>
<tr>
<td>-----</td>
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</tbody>
</table>
| 1   | May 14 & 15 | *Fill out chart on blood cells (pg 2) and blood typing (pg 3); and definitions pgs. 3.*  
Label arteries and veins on human model (pg 9 & 11) and do case study (pg 12) | 10     |           |
| 2   | 16 & 17   | *Quiz 1 – Label interior and exterior of the heart (pg 14 & 15) and label ECG & describe waves (pg 21) and Blood Pressure terms (pg 36).* | 10     |           |
| 3   | 21 & 22   | *Quiz 2 – Prelab for Heart as a Pump (pg 25-27) and IP exercise (pg. 34)*  
End of lab worksheets on Heart (pg 29-33) & 32-33 | 10     |           |
| 4   | 23 & 24   | *Quiz 3 – Cardiovascular Interactive Physiology (pg 46-47)*  
End of lab worksheets on cardiovascular. Do cardiovascular case studies (pg 48) | 10     |           |
| 6   | May 30, 31 | **LAB EXAM 1**  
COVERS LABS 1-4, IP EXERCISES, AND CARDIOVASCULAR CASE STUDIES | 150    |           |
| 5 & 7 | 4 & 5     | *Quiz 4 – Respiratory Interactive Physiology CD (pg 69-73).*  
End of lab worksheets on respiratory experiments (pg 76-81).  
*Label diagrams of respiratory, renal, and digestive systems (pg 55-65)* | 10     |           |
| 8 & 9 | 6 & 7     | *Quiz 5 – Urinary terms (pg 83) and Interactive Physiology CD (pg 88-90)*  
End of lab worksheets on Urinary exercises (pg 86-87). | 10     |           |
| 10  | June 11 & 12 | **LAB EXAM 2**  
COVERS LABS 5,7-9, AND IP EXERCISES | 150    |           |
| 11  | 13 & 14   | *Quiz 6 – Label diagram of male and female pelvis (pg 104-105)* | 10     |           |
| 12  | 18 & 19   | *Quiz 7 – Endocrine chart (pg 112-114).*  
*Do Endocrine Case Studies (pg 115-118)* | 20     |           |
| 13  | June 21   | **LAB EXAM 3**  
COVERS LABS 11 & 12 | 100    |           |
|     | All classes |                                                                                 |        |           |