

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE  
NATURAL SCIENCES  
Spring 2012

**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
		<a href="mailto:tammy.liles@kctcs.edu">tammy.liles@kctcs.edu</a>	
Program Coordinator:	Dr. Yasemin Congleton	Rm 234J OSB	246-6487
		<a href="mailto:yasemin.congleton@kctcs.edu">yasemin.congleton@kctcs.edu</a>	
Course Coordinators:	Dr. Shirley Whitescarver	Rm 325C OSB	246-6465
		<a href="mailto:shirley.whitescarver@kctcs.edu">shirley.whitescarver@kctcs.edu</a>	
	Dr. Molly Frisbie	Rm 306C OSB	246-6469
		<a href="mailto:molly.frisbie@kctcs.edu">molly.frisbie@kctcs.edu</a>	
Office Manager:	Phyllis Cunningham	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](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 (8<sup>th</sup> 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. You must have permission from your instructor to attend a lab other than your own.**

**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>10 (8 worth 10 points each and 2 worth 20 points each) Drop lowest 10 pt quiz.</b>	<b>110 points</b>
<b>Your percentage will be given to your lecture instructor.</b>	<b>Total</b>	<b>510 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". If you leave the lab early, points can be deducted from your quiz.

**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. 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**. 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. 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:**

- 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 - SPRING 2012**

<u>Lab #</u>	<u>WEEK OF</u>	<u>TOPIC</u>
<b>Prelab</b>	<b>Jan 8-12</b>	Instructor Training / Students work on Virtual Lab (print out labs 1 through 4 from lab manual, fill in pages 2 &3 and 8 & 9, prepare for quiz)
<b>Lab 1</b>	<b>Jan 15-19</b>	Blood and Blood Vessels
<b>Lab 2</b>	<b>Jan 22-26</b>	Heart Anatomy & ECG
<b>Lab 3</b>	<b>Jan 29-Feb 2</b>	Heart as a Pump Exercise
<b>Lab 4</b>	<b>Feb 5-9</b>	Cardiovascular Lab
<b>Lab 5</b>	<b>Feb 12-16</b>	Anatomy of Respiratory, Digestive & Urinary Systems & Review for Lab Exam I
<b>Lab 6</b>	<b>Feb 19-23</b>	<b>LAB EXAM I</b>
<b>Lab 7</b>	<b>Feb 26-Mar 1</b>	Respiratory Physiology Lab
<b>Lab 8</b>	<b>Mar 4-8</b>	Renal Physiology
	<b>Mar 12-18</b>	Spring Break
<b>Review</b>	<b>Mar 11 (Sun) Mar 19-22</b>	Open Labs run by Instructors during normal lab hours
<b>Lab 9</b>	<b>Mar 25-29</b>	Interactive Physiology & Review for Lab Exam II
<b>Lab 10</b>	<b>Apr 1-5</b>	<b>LAB EXAM II</b>
<b>Lab 11</b>	<b>Apr 9-12* 15 (Sun)</b>	Male/Female Reproduction / Endocrine I (last week to drop)
<b>Lab 12</b>	<b>Apr 16-19 22 (Sun)</b>	Endocrine Chart and Case Studies & Review for Lab Exam III
<b>LAB 13</b>	<b>Apr 23-26 29 (Sun)</b>	<b>LAB EXAM III</b>

\*Sunday lab moved due to Easter Sunday Holiday

BIO 139 Assignment Sheet – Spring 2012				
Lab	Dates	Quizzes	Points	My Grades
Pre Lab	Jan 8-12	Get on to Virtual Lab – print out Lab 1 and prepare for quiz		
1	Jan 15-19	Quiz 1 - Fill out charts on blood cells (pg 2) and blood typing (pg 3). Look up definitions (pg 3).	(10)	
2	Jan 22-26	Quiz 2 – Label interior and exterior of heart (pgs 14 & 15) and label ECG & describe waves (pg 21)	(10)	
3	Jan 29-Feb 2	Quiz 3 – Pre-lab for Heart as a Pump (pgs 25-27) and IP exercise on Cardiac Output (pg 34)	(10)	
		Cardiovascular worksheets (pgs 28-29 & 32-33)		
4	Feb 5-9	Quiz 4 – Blood pressure terms (pg 36) and IP exercises (pgs 46-47)	(10)	
		Worksheets on Control of Blood Pressure (pgs 43-48)		
5	Feb 12-16	Quiz 5– Cardiovascular Case Studies (pg 48)	(20)	
<b>6</b>	<b>Feb 19-23</b>	<b>Lab Exam I</b>	<b>150</b>	
7	Feb 26-Mar 1	Quiz 6– Respiratory IP exercises (pgs 69 –73)	(10)	
		Respiratory worksheets (pgs 76 – 81)		
8	Mar 4-8	Quiz 7– Urinary Terms and IP exercise – Renal Anatomy (pgs 88-90).	(10)	
		Renal worksheets (pgs 86 – 87)		
	Mar 11 (Sun) Mar 19-22	Open Labs run by Lab Instructors during regular lab times		
	Mar 12-18	No Labs Spring Break		
9	Mar 25-29	Quiz 8– IP exercises (Pgs 94-95 and 96-97)	(10)	
<b>10</b>	<b>Apr 1-5</b>	<b>Lab Exam II</b>	<b>150</b>	
11	Apr 9-12 15 (Sun)	Quiz 9– Diagrams of male and female pelvis (pgs 104–105) (Easter - April 8 <sup>th</sup> )	(10)	
12	Apr 16-19 22 (Sun)	Quiz 10 – Endocrine Chart (pgs 112-114)	(20)	
<b>13</b>	<b>Apr 23-26 29 (Sun)</b>	<b>Lab Exam III</b>	<b>100</b>	

Drop lowest 10 pt quiz

Your total =

- \_\_\_\_\_  
\_\_\_\_\_

Total pts = 510

Percentage in lab = \_\_\_\_\_ (your total/510)