

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE
NATURAL SCIENCES
Fall 2014

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
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Program Coordinator:	Ms. Becky McCane	Rm 234A OSB	246-6442
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Course Coordinator:	Dr. Molly Frisbie	Rm 306C OSB	246-6469
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Office Manager:	Phyllis Cunningham	Rm 234 OSB	246-6445
		Phyllis.cunningham@kctcs.edu	

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 (9th 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. **If you leave lab immediately after the quiz, your score will be reported as a "zero".**

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 **Friday, October 31**. 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.

Being Prepared for lab – All lab materials (lab manual) must be brought to lab. If a student is not prepared, the quiz for that lab will be recorded as a “zero”.

Attending another lab – Students are only allowed to attend an alternative lab during the same week if they have a documented excuse. This must be approved by the lab instructor and the lab instructor whose lab the student wants to attend. Failure to notify the lab instructors will result in a grade of “zero” for the quiz for that week.

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 2014

<i>Lab #</i>	<i>WEEK OF</i>	<i>TOPIC</i>
Lab 1	Aug 24-28	Blood and Blood Vessels
Lab 2	Aug. 31-Sept. 4	Heart Anatomy & ECG (Sept 2 nd labs attend another lab that week – Labor Day Holiday)
Lab 3	Sept 7-11	Heart as a Pump Exercise
Lab 4	Sept 14-18	Cardiovascular Lab
Lab 5	Sept 21-25	Anatomy of Respiratory, Digestive & Urinary Systems Review for Lab Exam I
Lab 6	Sept 28-Oct 2	LAB EXAM I
Lab 7	Oct 5-9	Respiratory Physiology Lab
	Oct 13-16	No Labs – Fall Break *** Oct 19 <i>Sunday</i> lab – Lab 8 – Renal Physiology
Lab 8	Oct 20-23	Renal Physiology *** Oct 20 <i>Sunday</i> lab – no lab(Fall Break)
Lab 9	Oct 26-30	Review for Lab Exam II Last week to drop with a “W” (need instructor’s signature)
Lab 10	Nov 2-6	LAB EXAM II
Lab 11	Nov 9-13	Male/Female Reproduction/Endocrine I
Lab 12	Nov 16-20	Male/Female Reproduction/Endocrine II/Review for Lab Exam III
	Nov 24-30	No labs Thanksgiving Holiday
Lab 13	Dec 1-7	LAB EXAM III

BIO 139 Assignment Sheet – Fall 2014				
Lab #	Dates		Points	My Grades
		Worksheets completed during lab		
Lab #1	Aug 24-28	<i>Quiz 1 - Fill out charts on blood cells (pg 2) and blood typing (pg 3). Look up definitions (pg 3).</i>	(10)	
Lab #2	Aug 31-Sept 4 (Mon. labs attend another lab)	<i>Quiz 2 – Label interior and exterior of heart (pgs 14 & 15) and label & describe ECG waves (pg 21)</i>	(10)	
Lab# 3	Sept 7-11	<i>Quiz 3 – 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	Sept 14-18	<i>Quiz 4 – Blood pressure terms (pg 36) and IP exercises (pgs 46-47)</i>	(10)	
		Worksheets on Control of Blood Pressure (pgs 43-48)		
Lab #5	Sept 21-25	<i>Quiz 5– Cardiovascular Case Studies (pg 48)</i>	(20)	
Lab #6	Sept 28-Oct 2	Lab Exam I	150	
Lab #7	Oct 5-9	<i>Quiz 6– Respiratory IP exercises (pgs 69 –73)</i>	(10)	
		Respiratory worksheets (pgs 76 – 81)		
	Oct 13-16	<i>No labs- Fall Break EXCEPT OCT 12 (Sunday) – Quiz 7-Urinary Terms and IP exercise (pgs 88-90)(10 pts)</i>		
Lab #8	Oct 20-23 **Oct 19 (Sunday – no lab)	<i>Quiz 7– Urinary Terms and IP exercise – Renal Anatomy (pgs 88-90)</i>	(10)	
		Renal worksheets (pgs 86 – 87)		
Lab #9	Oct 26-30	<i>Review Lab for Exam II – Quiz 8 – IP exercises(pgs 94, 95 and 96-97) Last week to drop (need instructor’s signature)</i>	(10)	
Lab #10	Nov 2-6	Lab Exam II	150	
Lab #11	Nov 9-13	<i>Quiz 9– Diagrams of male and female pelvis (pgs 104–105)</i>	(10)	
Lab #12	Nov 16-20	<i>Quiz 10 – Endocrine Chart (pgs 112-114)</i>	(20)	
	Nov 24-30	<i>No Labs</i>		
Lab #13	Dec 1-7	Lab Exam III	100	

Drop lowest 10 pt quiz _____
Your total = _____

Total pts = 510 Percentage in lab = _____ (your total/510)