

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE
ALLIED HEALTH AND NATURAL SCIENCES
Fall 2017

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:	Dr. Yasemin Congleton	Rm 234J	246-6487 yasemin.congleton@kctcs.edu
Program Coordinator:	Ms. Becky McCane	Rm 234A OSB	246-6442 Becky.mccane@kctcs.edu
Course Coordinator:	Dr. Molly Frisbie	Rm 306C OSB	246-6469 molly.frisbie@kctcs.edu
Office Manager:	Ms. Joanel Robinson	Leestown campus	246-6448 Joanel.robinson@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 (10th edition)
(required student code for Mastering A and P)

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.

Being Prepared: All students are required to bring their lab manual with them on the day of lab. If a student does not bring their lab materials with the, they will be asked to leave lab and will not receive credit for their quiz. Laptops are NOT to be used in place of a hard copy of the lab manual.

Withdrawal Policy: Anatomy and Physiology II Course Policy: The last day for students to withdraw without the instructor's signature and receive a "W" grade is Midterm (**October 9th**). The last day for students officially withdraw **with the instructor's signature** and receive a grade of "W" is **Friday, October 27**. **After that date, student's may NOT withdraw from the class.**

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 and a marked absence.

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, 321 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.

SAP Statement

If you receive grants and/or loans to pay for this class, you should be aware that withdrawing from or failing this class may affect your future financial aid eligibility. You should review the Financial Aid Satisfactory Academic Progress (SAP) policy for additional information. Contact the Financial Aid Office for a copy of the SAP policy. You are expected to attend class and have the required textbook(s) even though you have not received your financial aid or you may have an appeal in process.

LABORATORY SCHEDULE FOR BIO 139

Fall 2017

<i>Lab #</i>	<i>WEEK OF</i>	<i>TOPIC</i>
Lab 1	Aug 20-24	Blood and Blood Vessels
Lab 2	Aug. 27-31	Heart Anatomy & ECG
Lab 3	Sept 3-7	Heart as a Pump Exercise (Monday lab attend another lab this week)
Lab 4	Sept 10-14	Cardiovascular Lab
Lab 5	Sept 17-21	Anatomy of Respiratory, Digestive & Urinary Systems Review for Lab Exam I
Lab 6	Sept 24-28	LAB EXAM I
Lab 7	Oct 1-5	Respiratory Physiology Lab
	Oct 8-12	No Labs
Lab 8	Oct 15-19	Renal Physiology
Lab 9	Oct 22-26	Review for Lab Exam II
Lab 10	Oct 29– Nov 2	LAB EXAM II
Lab 11	Nov 5-9	Male/Female Reproduction/Endocrine I
Lab 12	Nov 12-16	Male/Female Reproduction/Endocrine II/Review for Lab Exam III
	Nov 20-23 and Sun Nov 26	No labs Thanksgiving Holiday
Lab 13	Nov 27– 30 and Sunday Dec 3	LAB EXAM III

BIO 139 Assignment Sheet – Fall 2017

Lab #	Dates		Points	My Grades
		Worksheets completed during lab		
Lab #1	Aug 20-24	<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 27-31	<i>Quiz 2 – Label interior and exterior of heart (pgs 14 & 15) and label & describe ECG waves (pg 21)</i>	(10)	
Lab# 3	Sept 3-7(Monday lab attend another lab)	<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 10-14	<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 17-21	<i>Quiz 5– Cardiovascular Case Studies (pg 48)</i>	(20)	
Lab #6	Sept 24- 28	Lab Exam I	150	
Lab # 7	Oct 1-5	<i>Quiz 6– Respiratory IP exercises (pgs 69 –73)</i>	(10)	
		Respiratory worksheets (pgs 76 – 81)		
	Oct 8-12	<i>No labs</i>		
Lab #8	Oct 15-19	<i>Quiz 7– Urinary Terms and IP exercise – Renal Anatomy (pgs 88-90)</i>	(10)	
		Renal worksheets (pgs 86 – 87)		
Lab #9	Oct 22-26	Review Lab for Exam II – <i>Quiz 8 – IP exercises (pgs 94, 95 and 96-97)</i>	(10)	
Lab #10	Oct 29- Nov 2	Lab Exam II	150	
Lab #11	Nov 5-9	<i>Quiz 9– Diagrams of male and female pelvis (pgs 104–105)</i>	(10)	
Lab #12	Nov 12-16	<i>Quiz 10 – Endocrine Chart (pgs 112-114)</i>	(20)	
	Nov 19-23 and Sun Nov 26	<i>No Labs _ Thanksgiving Holiday</i>		
Lab #13	Nov 27- 30 and Sun. Dec 3	Lab Exam III	100	

Drop lowest 10 pt quiz _____
 Your total = _____

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