

Bluegrass Community and Technical College  
Division of Natural Sciences

**BIO 137**  
**Human Anatomy and Physiology I**

Laboratory Syllabus  
Summer II 2011

0 CREDIT HOURS  
2 CONTACT HOURS

**COURSE SECTION:** J0L4

**PREREQUISITE:** Successful completion of all assigned developmental courses.

**COURSE DESCRIPTION:** Refer to your lecture syllabus.

**PERSONNEL:**

Assistant Dean:	Vicki Partin	MB118	246-6414
Office Manager:	Phyllis Mulcahy	OB 234	246-6445
Course Coordinator:	Becky McCane	OB 214	246-6442
Instructor:	Robin Cooper	<a href="mailto:rcooper0048@kctcs.edu">rcooper0048@kctcs.edu</a>	
Lab Instructor:	Cotteka Lloyd	<a href="mailto:clloyd0010@kctcs.edu">clloyd0010@kctcs.edu</a>	

**GENERAL EDUCATION LEARNING OUTCOMES:** Refer to your lecture syllabus.

**COURSE OBJECTIVES:** Refer to your lecture syllabus.

**GENERAL EDUCATION COMPETENCIES:** Refer to your lecture syllabus.

**INSTRUCTIONAL OBJECTIVES:** Refer to your lecture syllabus.

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## INSTRUCTIONAL MATERIALS:

### Required Textbooks:

1. BIO 137 Laboratory Manual, online
2. \**A Brief Atlas of the Human Body*, M. Hutchinson, J. Mallatt, E.N. Marieb, & P.B. Wilhelm, 2007, Benjamin Cummings.
3. \**InterActive Physiology 10-System Suite*, version 1.1, CD-ROM, Benjamin Cummings.

\* These items are bundled with your lecture text.

### Optional Textbooks:

1. *A Photographic Atlas for the Anatomy and Physiology Laboratory*. 6<sup>th</sup> edition. K.M. Van De Graaff and J.L. Crawley
2. *Anatomy and Physiology Coloring Workbook*, 9<sup>th</sup> edition, E.N. Marieb
3. *Anatomy Quick Study Reference Guide*. Bar Charts.

### Other Required Materials:

1. Three 100 item scantron sheets for lab exams (Form number 882-E)
2. # 2 lead pencils and highlighter for exams (pencils will not be provided)

## INSTRUCTIONAL RESOURCES:

**Tutoring/Open Lab:** Due to the tremendous volume of material covered in BIO 137, it is necessary that students spend additional time in the lab studying materials outside their assigned lab period. During open lab times, a tutor will be available for answer questions and assist students with models, specimens, slides, etc as well as lecture material. Tutoring is provided at no cost to students. Open lab hours will be posted on the lab door (OB 324). Open lab will be moved to another location during the testing period and possibly other times as circumstances require. Notices will be placed on the lab door (OB324). The tutoring schedule for the Summer II semester is as follows:

Tuesdays	1:30pm-3:30pm	Heather Bread	OB324
Thursdays	1:30pm-3:30pm	Heather Bread	OB324

**Virtual lab website:** To further assist students in their studying, a website is available that illustrates many (but not all) of the models, specimens, and slides from lab. It is located at:

[http://legacy.bluegrass.kctcs.edu/natural\\_sciences/biology/bio\\_137\\_virtual\\_lab/](http://legacy.bluegrass.kctcs.edu/natural_sciences/biology/bio_137_virtual_lab/)

*It is expected that students be independent learners. If an instructor does not discuss every item listed in a lab exercise, it is the student's responsibility to study the items not covered by the instructor. The most successful students stay the entire lab class period and attend open lab (when available) an additional 3-5 hours per week. Students are required to read their lab exercises before their come to lab!*

## LABORATORY POLICIES

### GRADING:

**Course grade:** The laboratory average accounts for 25% of the final course grade. Students do NOT receive a separate grade for lab. Lab grades will be reported to the lecture instructor. Student must pass the lab component (60% or better) in order to receive a passing grade for the course. Lab grades are NOT curved.

### Laboratory Grading:

3 practical exams @ 100 points each	300
<u>Instructor assigned points</u>	<u>100</u>
Total	400

Lab exams are practical and involve testing at individuals stations for a times period. Exam questions will come from models, diagrams, specimens, experiments, and demonstrations present in lab. Instructor assigned points may be based on quizzes, homework, in class assignments, or other factors as determined by your instructor.

### ATTENDANCE AND MAKE-UP POLICIES:

**Laboratory attendance:** Attendance in the assigned lab section is REQUIRED. Students who miss more than 20% of the labs for either excused or unexcused reasons will receive an E for the course or need to withdraw. Instructors may also assign attendance points at their discretion.

**Missed labs:** 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.

**Missed lab exam:** Students must complete lab exams during their SCHEDULED LAB PERIOD! If a student misses a lab exam for a legitimate reason (see excused absences below), a student may receive permission to attend another lab exam later that same week. Due to the practical nature of the exams, it will NOT be possible to make up the exam outside of the week the exam is given. In order to take the exam in another section, students will need to:

1. Contact the instructor of their normal lab instructor as well as the instructor of the section that the student intends to make up the exam in.
2. Bring written documentation of the excused absence. Students without verification will NOT be permitted to take the exam.
3. Be able to identify their regular section and their instructor's name and section number. Without this information, the exam cannot be delivered to your regular instructor and you will not get a grade for the exam.

**Missed or late quizzes/assignments:** All written work and assignments must be given to your instructor at the beginning of the lab in which they are due. Assignments that are late, or in which you are present to participate, will receive a zero unless you have an EXCUSED absence.

**Excused Absences include only:** illness of the student, serious illness or death of a member of a student's immediate family, college sponsored or approved trips (instructor must be notified in advance), major religious holidays (instructor must be notified no later than the last day of the add/drop period). All excused absences must have written documentation!

## **OTHER LABORATORY POLICIES**

**Withdrawal Policy:** In order to withdraw from the lab, the student must withdraw from the lecture class. Students will be permitted to withdraw for any reason until July 14<sup>th</sup>. After that date, withdrawals will only be permitted if there are extenuating non-academic reasons.

**Cheating:** Cheating will not be tolerated. This includes plagiarism as well as cheating on an exam or quiz. Plagiarism involves copying homework exercises and worksheets from fellow students. If proven, students caught cheating will receive at a minimum receive a 0 for the assignment and may receive an E for the course.

**Removal of lab equipment,** models, supplies, and specimens from the laboratory is stealing and will be grounds for dismissal from the course and possible criminal prosecution.

**Safety:** All BCTC and OSHA requirements and safety precautions must be followed in all laboratory sessions.

**No eating, drinking, chewing tobacco, or smoking** in the lab at anytime. No open food or beverage containers are permitted in the lab and must be discarded or left in the hallway. Failure to abide by this policy is grounds for dismissal from the course.

**Children:** Children and pets are not permitted in the laboratory at any time for safety related reasons. **NO EXCEPTIONS!**

**Cell phones must be turned off during lab.**

**You are expected to act in a professional manner during lab.** Examples of non-professional behavior include: talking during the lecture portion of lab, texting during class, and creating a hostile environment.

**Reasonable Accommodations:** If you have a special need that may require an accommodation or assistance, 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>

## LAB SCHEDULE

Day, Date	Topic	Total Points	My Grade
<b>Tuesday June 28</b>	Measurements } Organ Systems and Organization of the Body } Lab 1 Microscopy } Cell Structure } Lab 2		
<b>Thursday June 30</b>	<b>Quiz 1 (10 points)</b> Membrane Transport Mechanisms } The Cell Cycle } Lab 3	10	
<b>Tuesday July 5</b>	<b>Quiz 2 (15 points)</b> <b>Osmosis/Memb Transport homework due (20 points)</b> Epithelial Tissues } Connective Tissues Proper } Lab 4	35	
<b>Thursday July 7</b>	<b>LAB EXAM 1</b>	100	
<b>Tuesday July 12</b>	Integument; Cartilage, Blood, Bone } Skeletal System } Lab 5 Axial Skeleton – Lab 6		
<b>Thursday July 14</b>	<b>Quiz 3 (20 points)</b> Appendicular Skeleton } Articulations } Lab 7	20	
<b>Tuesday July 19</b>	<b>LAB EXAM 2</b>	100	
<b>Thursday July 21</b>	Muscle Physiology Pre-lab assignment due (10 points) Skeletal Muscles } BIOPAC Exercise } Lab 8 Nervous System – Lab 9	10	
<b>Tuesday July 26</b>	<b>Quiz 4 (25 points)</b> General and Special Senses } Lab 10	25	
<b>Tuesday Aug 2</b>	<b>LAB EXAM 3</b>	100	
	TOTAL POINTS	400	