

Human Anatomy and Physiology Laboratory Syllabus
Biology 131 Lab
Summer 2019

Meeting Times: Vary for Lab Sections

Office Hours: Vary for each TA: Will be discussed during the first lab meeting

Contact Information/emails: Contact information for your TA will be provided during lab. Emails will be answered 8:00-5:00 on weekdays. Instructors and TAs are not available 24/7. **You must include the section number of your lab in the subject line or message of your email to receive a response.** There are many sections of the lab and without the section number we have to look through them all to find you.

Building and Room: Snell Hall Room 3101

Required Materials:

For lecture in Biol 131 and Biol 231: SALADIN, Kenneth: PPK VitalSource and Connect with APR and Phils for Anatomy and Physiology: The Unity of Form and Function ENTRP, 8/e PrePack © 2018
13 digit ISBN: 9781260210293 10 digit ISBN: 1260210294

For lab: Martin, Terry, Laboratory Manual for Human Anatomy and Physiology, 3rd edition. McGraw Hill
ISBN: 978-259-29885-3.

Ability to use technology: The ability to use technology is required. As a future professional, you will need to be able to use technology in a variety of ways in your job. Many workplaces are becoming paperless and depend on the use of technology. This lab will be mainly paperless. Hand-outs, lab exercises, homework, quizzes and exams will be administered via Blackboard using electronic devices such as ipads. You **MUST** be able to use this type of technology to access materials in this course. If you choose to print materials and bring them to lab, you may, but paper copies will NOT be provided. Photographing or capturing images of lab materials, exams or quizzes in any way is considered cheating and will result in an “F” for the course and a letter stating your attempt at cheating sent to your Department Chair.

READ BEFORE PURCHASING TEXT/MATERIALS:

The Biology Department at WKU has worked over the past year to develop a new model for textbook adoption. In order to save you some money, maximize your effective use of your textbook, increase learning and evaluate the best ways of teaching you difficult topics, we’ve entered into a partnership with McGraw-Hill publishers.

By enrolling in this course, you agree to purchase the digital materials associated with this course. These materials include 12-month access to Connect, LearnSmart or LabSmart where appropriate, a downloadable e-copy of the textbook which is yours to keep, and the option to print a gray-scale copy of your textbook at greatly reduced cost. If you want a printed copy, that’s about \$25, but you must order that through the WKU Store during the first week of class. In order to make these savings available to you, WKU must institutionalize the purchasing process. **As a result, about two weeks into the semester, you will be billed the cost of the materials for the course.** The nice thing about this is that you will have access to all the course materials from day one, without doing a thing! If you choose to drop the course during the regular add-drop period, you won’t be charged for the book. **You should note that for this course, you WILL be charged for the digital materials.**

General Education Statement: This course fulfills the Natural Science Explorations Category of Colonnade. Students will gain the ability to:

1. Demonstrate and understand the methods of scientific inquiry in biology
2. Explain basic concepts and principals in biology
3. Apply scientific principles to interpret and make predictions in biology
4. Explain how scientific principles relate to issues of personal and/or public importance

Goals: The general goals of this course are:

Students will have an understanding of:

1. the relationship between form and function in the human body
2. the mechanisms for maintenance of homeostasis in the human body
3. the hierarchy of organization of the human body
4. the use of models to demonstrate anatomy and physiology
5. how anatomy and physiology is used in real-life settings

Objectives:

Students will be able to:

1. Describe the form and function of basic histology in the human body
2. Identify specific bones, bone markings, muscles, and origins/insertions/actions in the human body
3. Demonstrate the functional relationship between bones and muscles
4. Explain the anatomy and functions of major parts of the cardiovascular system.
5. Compare the structures of the respiratory system with the functions of the cells of which they are composed
6. Analyze the components of the nervous system
7. Differentiate between the structures/organs involved in the special senses

Topics covered in Lab: A complete schedule, including assignments and due dates, is posted for the semester on Blackboard

- Body Regions, Cavities, Directional Terms and Planes
- Histology including Epithelial, Muscle, Nervous, and Connective Tissue
- Bone Anatomy, Articulations and Movements
- Muscle Anatomy and Function
- Cardiovascular System: Heart and Blood Vessels
- Nervous System: Reflex Arc
- Special Senses

About Biology 131 Lab: Biology 131 lab is not a typical 100 level course. It is a fast-paced course that covers a lot of material in a short amount of time. It involves hands-on activities to help you learn Human Anatomy and Physiology and requires a great amount of discipline and dedication on your part. You can expect to spend an additional 4-6 hours/week of time outside of class reading, doing homework and studying for this course. If you are not serious about this course and are not willing to put in the effort, please drop the course to make room for another student who is willing to make this lab a priority.

Grading: Your laboratory average will be calculated and then forwarded to your lecture instructor, who will use it along with your lecture average to determine your **overall** grade for the course. The laboratory average will represent 40% of your overall course grade (your lecture average will constitute the remaining 60%). This means you will **not** receive a separate grade for the lab at the end of the semester; your lab grade will be included as part of your **overall grade** shown on the lecture side of the course.

You can calculate your overall grade by:

- Taking your lab average and multiplying it by .4

- Taking your lecture average and multiplying it by .6
- Adding these 2 numbers together

Grading Scale for Lecture/Lab Combination:

A= 90-100%

B=80-89%

C=70-79%

D=60-69%

F= Below 60%

Tentative Assessment Table

The due dates for all homework assignments, quizzes and exams are clearly provided under “Course Schedule” tab in Blackboard. There will be NO EXTENSIONS or MAKEUPS for Homework or quizzes.

Type of Assignment	Number of Assignments	Points/assignment	Total points
Homework: Completed BEFORE Lab *Includes quiz over Lab Safety*	12	5	60
*Attendance and Participation (See Rubric)		5	50
Quizzes: Given during class over Homework	5	20	100
Exams: Completed during lab	2	80	160
Final Exam: completed during lab	1	100	100
Total points			470

****Remember: Grades are not given. The Instructors simply record the grade that you have earned.**

Explanation of Assignments/Quizzes/Exams

- **Homework:** Homework assignments are designed to help you learn and practice material that you will need for lab. It is imperative that you know the information BEFORE lab. You can attempt the homework as many times as you wish to practice the material and to improve your grade. However, the homework assignment will go away forever at midnight the evening BEFORE your lab meets! There will be NO MAKEUPS or EXTENSIONS for these assignments! You will have 1 week to complete them which is more than enough time!
 - Your first homework assignment will cover **LAB SAFETY and Procedures**. Failure to complete this assignment will result in being dropped from the course.
 - Most of the Homework assignments are designed to help you practice material that is more “skill and drill” rather than critical thinking. Answers to the homework can be found in the e-lab manual and the e-textbook. Homework assignments will require you to read your lab manual and textbook and use the labeled figures to help you label the unlabeled figures in the homework. The chapters for these assignments are provided in the Course Schedule. Since the process of looking up the material in the text and matching it to the figures in the homework is a process

that helps you learn the material, most of the assignments will NOT provide you with the right answer if you miss it when you do the assignment. This will keep you from simply guessing at the answer, getting the right answer and filling it in without completing the process of actually looking up the answers. If you miss a question, go back to your e-textbook and/or e-lab manual and look up the figure or answer.

- Sometimes it may take up until 2 hours for a pre-lab homework grade to be posted in Blackboard. So if you do a homework assignment multiple times and earn a better grade, it may not post to Blackboard immediately. You do not need to email your TA or Instructor unless it does not post after 24 hours.

- **Participation and Attendance:** Attendance is mandatory for the labs. You cannot complete lab activities unless you are present. Four points per lab will be awarded to students who:
 - attend lab for the entire period,
 - participate in all lab exercises, and
 - clean up their lab area before leaving.

Leaving lab early will forfeit attendance points for the day as will failure to clean up your Maniken or lab space. Lack of participation will also result in loss of attendance points. Please schedule all doctor's appointments, work, advising appointments etc. at a time other than during your lab. Making this lab a priority is key to succeeding in the lab.

- **Quizzes:** Exams and quizzes will be given electronically during class. Quizzes will cover information from the pre-lab and exams will cover the information from class. There are documents in Blackboard for each quiz to help you prepare. **You will take an electronic version of the exam on your personal computer or the laboratory ipads.** You will need to trade your ID or driver's license to borrow a lab ipad. **You are required to download the Respondus Lock-down browser from WKU** onto your computer. The ipads already have this browser downloaded. This browser will prohibit you from exiting the exam or toggling to other sights during the exam.

Exam Rules:

1. All exams will be given in the Respondus Lock-down browser
2. All other tabs, links, browsers, apps, etc. **MUST BE CLOSED** during the exam. Accessing anything other than the exam is **CHEATING** and will be treated as such. Penalties for cheating include but are not limited to a '0' on the test, a written formal letter in your electronic record, a '0' for the course. It is not worth it. Don't cheat.

Since each person's quiz/exam is unique (questions pulled from a large question bank), some quizzes use secured, practical materials, and the fact that most of the questions have concrete answers (labels, vocabulary etc.), you will not be able to view the actual questions that you missed after the assessments. You should be able to look at your lab materials and determine areas that confused you on the quizzes and tests. If there is content you do not understand or are having difficulty with, please ask for help or clarification. We want you to be successful. Quizzes and tests are monitored for frequently missed questions and/or invalid/confusing questions, and then adjusted in the parent pool.

As mentioned above, these quizzes will cover material that you are supposed to know **BEFORE** lab! Quizzes may include a practical component that requires you to look at actual lab material (such as bones) and answer questions about them. Usually the material on the quizzes and homework will overlap. Quizzes typically will take 15-20 minutes at the beginning of lab, and then a lab exercise will follow. If you are late to lab, you risk missing the quiz! You will not be given extra time because you are late! There are **NO MAKEUPS** for quizzes **EXCEPT** in instances of university excused absences where you **get permission and attend another lab section** during the same week. Failure to make-up the exam during the same week, except in extreme circumstance, will forfeit your ability to make up the quiz. In these **RARE** instances when makeup quizzes are permitted, **written documentation of the university excused absence will be required**. Examples of university excused absences where permission is granted to makeup an exam include:

- Documented hospitalization
- Attending a university sporting event where you are a player
- Attending a university academic event such as a conference/debate etc. where you are a presenter or performer.

A snuffle is not an excused illness. Work is not an excused event. Oversleeping is not an excused absence. Procrastination or other tests on the same day are not excused absences.

Leaving lab after a quiz without participating in the lab activities for the day will result in a 50% penalty on the quiz grade PLUS the loss of attendance/participation points. **Make lab a priority.**

- **Exams:** These are longer quizzes that cover material over several lab periods. The same policies listed for quizzes exist for exams. They may have a practical element that will involve looking at models, pictures or actual specimen and answering questions. The exams, like the quizzes will be taken on the lab ipads or your personal electronic devices using the **Resondus Lock-down browser**. These exams will usually take 1 hour to complete. Makeup Exams are only given in **EXTREME circumstances for documented university excused absences when permission is given to attend and make up the exam with another lab section** during the same week! They are not permitted for students who just want more time during the week to get ready for the exam or student who oversleep or have to work. These are not university excused absences. In order to be eligible to take a makeup exam you must have a documented, valid, university-excused absence that strictly prohibited you from taking the exam on the schedule date and time. You must also make arrangements with your TA or Instructor ASAP to makeup the exam. Waiting more than a week, except in extreme circumstances, to inform you TA/Instructor and arrange a makeup forfeits your ability to make up the exam.
 - Documentation must cover the date missed in lab. For example, if your lab meets on Tuesday and you obtained a doctor's note for Monday because of illness, you still need to take the quiz/test on Tuesday.
 - See the list of excusable and non- excusable absences under Quizzes above.

General Policies: General policies are simple and based on respect. This involves:

- **ASOLUTELY NO CELL PHONES IN LAB!!!!** Unfortunately past lab sections have revoked this privilege in lab. The use of cell phones for ANY reason will be perceived and treated like cheating. If you cannot keep your hands off your cell phone, you will be asked to deposit your cellphone in a basket at the front of the room until the end of class.
- Attending class on time: Roll will be taken each lab period
- Remaining in the class the entire period until dismissed
- Paying attention in class and taking notes
- No excessive talking or inappropriate behavior (reading newspapers, making rude remarks etc.)
- No excuses. You are in preparation to become a professional and need to take responsibility for your learning and actions.

CHEATING: To be fair to all students we have very strict cheating policies. You are competing for spots in the nursing, physical therapy and dental hygiene programs. It is important that you honestly earn the grades used to determine who is admitted into these programs. Guard against the perception of cheating. This involves keeping your eyes on your own paper, keeping all tabs closed on electronic devices except for Blackboard, stowing cell phones until after class.

- Don't cheat. It is not worth it. It could result in dismissal from your program or from the university.
- **If you are caught cheating (or the perception of cheating (i.e. cell phone out, extra tab open on computer or ipad, wandering eyes) your test will be confiscated immediately and you will not be allowed to finish the exam. There will be no arguing or discussion at that point. After class you**

may discuss the situation with your TA who may refer you to the Lab Supervisor. Cheating will result in one or more of the following:

- **A “0” on a quiz or exam**
- **A failing grade for the course**
- **Acknowledgement of cheating in your file that can be viewed by other departments such as nursing etc.**

***Rubric Guide for 131 Lab Participation Points**

While there is some subjectivity to the participation points, I have created a rubric to help standardize the way points are awarded.

There are 10 labs each worth 5 points for a total of 50.

The break down for the points should be:

1.0 point = attendance

2.5 points= participation

2.0 points = cleaning up

	0 points	0.5 points	1 point	2-2.5 points
Attendance (1)	Not present	Present but late	Present	NA
Participation (2.5)	Came to lab but did not participate	Came to lab but participated minimally -spent time off-task on phone or computer	Came to lab and somewhat participated but did not fully engage. -spent a little time off-task on phone or computer	Came to lab, participated completely and was engaged the entire time
Clean up (2)	Did not clean up -This would include students who leave early	Attempted to clean up but did a really bad job of it	Somewhat cleaned up	Cleaned up completely -Removed clay from Manikens -Put bones, papers back in their place

Academic Integrity and Misconduct: Don't cheat. Cheating is not only disrespectful (violating general policies) but it is also dishonest. Cheating on quizzes, exams or assignments will result in a failing grade for the course and could result in expulsion from the university. It is not worth it. Do your own work.

Attendance: Attendance will be taken in lab. Experience has shown that poor attendance in class results in poor grades. You must come to class to maximize all of the resources available to you to learn course material, to take the quizzes and the exams and to earn your attendance/participation points. If you are not interested enough in the material to come to class, please drop the course; there is a high demand for this class and many people who wanted to take it this semester could not get in. If you do not want to be here, make room for someone who does want to be here.

Deadlines: The University designated deadlines for withdrawal from a class or the university are firm. Credit for the course will not be changed to an audit after the university-designated time due to a poor grade in the class. Please make note of these dates. Dropping the class after the university deadline requires a written explanation by you and signatures from the Instructor, the department head and the dean of Ogden College. These exceptions are only granted in extreme circumstances. So ABIDE by the deadlines!

These deadlines can be found at the following location:

https://www.wku.edu/registrar/academic_calendars/calendar_fallterm.php

End of Semester Policies:

- There is no “extra credit” for the course. Do not ask. Study hard, do well on the tests and quizzes.
- Grades are not completed until final grades are posted in TOPNET, so please do not email and ask if grades are finished.
- The grading scale is posted on this syllabus. If you have an 89.45876, then you are guaranteed at least a B in the course. If grades are not posted in TOPNET, then they are not complete (see above bullet), so please do not email and ask if there is “rounding up”. You will know if any adjustments were made when grades are posted on TOPNET. Emails asking about “rounding up” or about what final grades will be until after they are posted in TOPNET will be ignored.
- There is absolutely no “making up” missed homework assignments. Get it done when it is due.
- If a legitimate inquiry is made about a grade AFTER they are posted in TopNet, the section number must be included in the email.

Blackboard Entry

www.wku.edu (choose "Blackboard" from the pull down menu)

Family Educational Rights and Privacy Act:

Due to the Family Educational Rights and Privacy Act (FERPA), if you are 18 years old or older, I cannot discuss your grades, etc. with your parents.

Student Disability Services

In compliance with university policy, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in DUC A-200 of the Student Success Center in Downing University Center. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

Title IX: Sexual Misconduct/Assault Policy (#0.2070) and Discrimination and Harassment Policy (#0.2040). Discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121