

Web Human Anatomy and Physiology Laboratory Syllabus
Biology 131 Lab
Summer 2021

Meeting Times: Web- Tests will be administered at 10:30 on dates in schedule

Zoom Introduction: Tuesday, June 1 at 10:30 a.m. CST

*This lab is asynchronistic but will have required meeting times for exams. If you cannot make these times consider taking this course a different semester. The time/date of exams is as follows:

- Thursday, June 3- 10:30 a.m. CST- Lab Test 1
- Thursday, June 10th- 10:30 a.m. CST- Lab Test 2
- Thursday, June 17- 10:30 a.m. CST- Lab Test 3
- Thursday, June 24- 10:30 a.m. CST- Lab Test 4

Office Hours: web

Contact Information/emails: kerrie.mcdaniel@wku.edu

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.**

Building and Room: Web: This lab will be entirely online for the summer only. All materials will be delivered via computer.

Required Materials:

For lecture in Biol 131 and Biol 231: Saladin, (WKU) BIOL131/231: MHHE DIRECT PPK ECOMM
Connect with APR and Phils for Anatomy and Physiology: The Unity of Form and Function with VS EBOOK,
9th ed. (2021) ISBN: 1265190275 / 9781265190279

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, especially in the summer. It normally involves hands-on activities to help you learn Human Anatomy and Physiology and requires a great amount of discipline and dedication on your part. For this summer, you will be watching videos, doing activities at home, reading your book and learning the material provided. 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*	8	5-10	55
Activity Assignments	5	5-10	30
Test 1-Histology & Introduction to Terms	1	100	100
Test 2- Bones	1	100	100
Test 3- Muscles	1	100	100
Final Exam	1	100	100
Total points			485

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

The Process of Lab

There is a folder for each lab in Blackboard. Within this folder you will find all the documents and materials that you need to complete this lab. A description of the materials, assignment and tests are below. The first document in each folder is a document entitled “Direction Lab X”. This is a step by step description of what to access in Blackboard to finish the lab. The general procedure for each section is as follows:

1. Read the overall directions for the lab.
2. Watch the Video using the Lab Instructions for the section and the Power Point Presentation that accompanies the video. The video will cue you to “stop” the video and perform lab activities as you watch the video. Some of these will be uploaded for grading. Lab Activities may include:
 - a. Building in Clay
 - b. Performing Virtual Dissections in Anatomy & Physiology Revealed
 - c. Watching videos of animations
 - d. Practicing using Practice Atlas or Get Body Smart
 - e. Learning using Diagrams
 - f. Coloring bones and bone markings
 - g. Performing experiments or activities

Explanation of Assignments/Quizzes/Exams and Materials

- **Homework:** Homework assignments are designed to help you learn and practice material that you will need for 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 on the day of the exam at NOON! 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. Although this lab is online and safety risks are minimal, we do take safety seriously!
 - 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.
- **Activity Assignments:** As you watch the Videos associated with each lab, you will be directed to do various lab activities. Some of these will be virtual using Anatomy & Physiology Revealed, Practice Atlas or Get Body Smart while others will actually be things that you need to do. One activity will be building the body in clay or playdough. You will need to purchase or make (recipe included in Blackboard) some type of modeling clay that you can use for your builds. Pictures of these builds will be uploaded as assignments and graded. These will not be automatically graded by the computer so you will see a “needs grading” symbol in gradebook when these are submitted. To receive full credit the uploads must include (see rubric below):

- The correct picture requested in the assignment (no more or no less)
- YOU included in the picture (so that I can see you did the assignment)
- A complete and correct build of the anatomy

Grading Criteria	No Credit	Partial Credit	Full Credit
Uploaded only the pictures requested	No upload of picture	Uploaded fewer or more pictures than requested	Uploaded the correct pictures as requested in the instructions
Student is in the picture	No picture	Building activity complete but does not have student in picture	Picture of building activity with student
Activity is complete and correct	Activity was not done	Activity was partially done or had incorrect elements	Activity was complete and correct

- **Lab Instructions:** A set of Lab Instructions are posted in Blackboard for each of the sections of the lab that we are doing. This is your guide to the lab. It holds the objectives to each lab as well as background information and what you need to do to complete the lab.
- **Videos:** Each set of Lab Instructions has a Power Point and a video to accompany it. You should begin the lab by watching this video using the corresponding Power Point presentation. The video will prompt you to “stop” the video intermittently to complete the lab exercises.
- **Tests and Quizzes:**
Tests will be administered electronically at home using the Respondus Lock-down browser. They will be administered on the following dates at 10:30:
 - Thursday, June 3- 10:30 a.m. CST- Lab Test 1
 - Thursday, June 10th- 10:30 a.m. CST- Lab Test 2
 - Thursday, June 17- 10:30 a.m. CST- Lab Test 3
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All exams will be timed and you will not be able to backtrack, that is once you leave a question you will not be able to revisit it. You must study and prepare for the exam as if you were attending class. This information is foundational for your future classes and career and it is imperative that you learn the information. Academic honesty and integrity are assumed and any breaches in this will be dealt with as cheating.

Since each person’s test/quiz 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. We do check the quizzes and exams for grading accuracy to ensure that grading is fair and impartial. 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.

Make-up Exams: Make-up exams are ONLY given in **RARE** instances with a **written documentation of the university excused absence will be required**. Makeup exams may follow a different format including coming to campus to take the exam or an **oral Zoom exam**. Make Lab a priority! 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. Attending a wedding or going on vacation is not an excused absence. Procrastination or other tests on the same day are not excused absences.

General Policies: General policies are simple and based on respect. Although we have changed the format for this summer, I have left these in to remind you of what we expect in this lab. 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. **This policy is in effect the moment you enter the classroom**
- 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. This also involves doing your own work and maintaining academic integrity during exams.

- 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.

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 in the online environment means to keep up with your work. This means that you should watch the videos, perform the lab activities, do your homework and study for each section of the lab in a timely manner. If you wait until the night before an exam to try to cram all of the labs, you will not do well and probably won't finish all of the labs. 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 put effort into the course or 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/registrationguide/>

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

We take student accommodations very seriously since we want all students to succeed. We will do our very best to meet your accommodation in a reasonable way. Because of this we require that you meet with the Instructor and talk about what is needed for your success as outlined on your SARC form. In the online setting this can become tricky so we need to come to a reasonable result where you can have your accommodation but the integrity of the course will not be invalidated. If your accommodation is for extra time on exams, then you will need to make arrangements to take your exams in the SARC office on campus. If this is a problem, consider taking this course a different semester. 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.

We are interested in your success and take accommodations very seriously. For this reason, you need to bring your letter from SARC to your TA or Instructor and talk about how your needs can be met reasonably within the confines of the laboratory setting. We will not “just sign your sheet”.

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