

**Human Anatomy and Physiology Laboratory Syllabus**  
**Biology 131 Lab**  
**SUMMER 2022**

**Course:** Human Anatomy and Physiology Laboratory

**Language:** English

**Time Zone:** Central

**Meeting Times:** This is a web course. All materials will be delivered via computer. If you do not have access to a computer or are not comfortable using a computer, please take this course during a different term.

Students who are officially enrolled in this course should be able to access the course at: The dropdown menu (Blackboard) from [www.wku.edu](http://www.wku.edu) homepage.

This is an asynchronistic class but tests will be administered at a Testing Center (See Testing Center section below on syllabus for more information). If you cannot take exams during the windows listed below at at Testing Center, please take this course during a different semester.

- Lab Test 1- Thursday, June 2<sup>nd</sup>- Sunday June 5<sup>th</sup>: Covers Introduction & Histology
- Lab Test 2-Thursday, June 9-Sunday, June 12<sup>th</sup> : Covers the Skeletal System (Bones & Bone Markings)
- Lab Test 3- Friday, June 17- Monday, June 20<sup>th</sup>: Covers Muscles (origins, insertions, actions and Intro)
- Lab Final- Monday, June 27- Wednesday, June 29<sup>th</sup>: Covers Cardiovascular, Urinary, Nervous and Special Senses

You must be concurrently enrolled in both the 131 lab and lecture.

Students will need to log-in to the WKU Blackboard system using the first part of their NET ID and their WKU email password as the password. If you have difficulty, the WKU support Line is 270-745-7000 OR you can email the blackboard help at [bbhelp@wku.edu](mailto:bbhelp@wku.edu) (please include your full name, WKU ID #, course ID, and instructor's full name).

**Contact Information/emails:** Dr. Kerrie McDaniel

**Office:** KTH 3045

**Email:** [Kerrie.mcdaniel@wku.edu](mailto:Kerrie.mcdaniel@wku.edu)

Emails will be answered 8:00-5:00 on weekdays. Make sure that you use this email address for correspondence. This is the ONLY email address where I receive email. If you send messages to another address, I will not get them. Please include **131 lecture in the subject line of your emails.** I will not answer email questions about information that can be found on the syllabus or Blackboard site, such as “when is our final?” or “where is your office?”

**Office Hours:** by appointment- Since this is an online course, most questions will be handled via email.

**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, 9/e PrePack © 2021

**For lab:** Martin, Terry, Laboratory Manual for Human Anatomy and Physiology, 4<sup>th</sup> 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 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 working a lot or have other obligations, it is recommended that you take this course during the regular semester.**

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*	10	5-10	80
APR Assignments	5	10-20	60
Hands-on Assignments			
Exams: Completed in Testing Center	3	100	200
Final Exam: completed during lab	1	100	100
Total points			

***\*\*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 preform 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
<b>Uploaded only the pictures requested</b>	No upload of picture	Uploaded fewer or more pictures than requested	Uploaded the correct pictures as requested in the instructions
<b>Student is in the picture</b>	No picture	Building activity complete but does not have student in picture	Picture of building activity with student
<b>Activity is complete and correct</b>	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.
- **APR Assignments (Anatomy & Physiology Revealed):** Your lab instructions (that follow the posted videos and Power Points) prompt you to stop the video and practice using APR, a cadaver dissection tool. This allows us to compare an actual cadaver with the models we are using in class. The APR assignments walk you through MOST of what you are prompted to do in APR and assign points to your grade for completing these valuable learning activities.

- **Virtual Simulation-** The virtual simulation allows you to experience some aspect of performing lab activities in the virtual world. This semester we will use the Virtual Simulation to observe Muscle tissue with the microscope and to dissect the eye.

**Exams:** The exams cover material over several lab periods. The same policies listed for quizzes exist for exams. These assessments are proctored and taken in the **Testing Center** (See below). They may have a practical element that will involve looking at models, pictures or actual specimen and answering questions. These exams will usually take 1 hour to complete. If you cannot take exams during the windows listed below at Testing Center, please take this course during a different semester. The windows of time that exams can be taken are:

- Lab Test 1- Thursday, June 2<sup>nd</sup>- Sunday June 5<sup>th</sup>: Covers Introduction & Histology
- Lab Test 2-Thursday, June 9-Sunday, June 12<sup>th</sup> : Covers the Skeletal System (Bones & Bone Markings)
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**Reviewing Exams:** Since each person's quizzes and exams are 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 (we do not go over exams with you after the test). 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 insure 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:** Since there is a window of time to take your exam and YOU schedule your exam time, there should be no need for make-up exams. Makeup Exams/Quizzes are only given in **EXTREME circumstances for documented university excused absences with permission**. Make-up exams will just put you behind in the very fast, short summer term. Make-up exams 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, **written, valid, university-excused absence** that strictly prohibited you from taking the exam during the schedule window and must contain the dates and time of the documented hospitalization.

A sniffle 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. 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.

## **DELO TESTING CENTER INFORMATION**

All exams for lecture and lab will be taken at the DELO Testing Center. If you are not near campus, you can contact the Testing Center (or go to their website) to find an approved Testing Center close to your location.

**Link to DELO Testing Center:** <https://www.wku.edu/testing/>

**Contact DELO Testing Center**

*For testing questions or issues, please call or email:*

(270) 745-5122

Toll Free: 1-800-544-2280

[delo.onsite@wku.edu](mailto:delo.onsite@wku.edu)

*WKU DELO Testing Center does not charge a fee; however, the WKU Remote Proctoring Network includes proctor locations who charge for the proctoring services as well as those who do not charge. Students are responsible for payment of any proctoring fees if they choose to use a proctor who charges a fee for this service. Students are also responsible for any additional fees that might be associated with the use of a particular proctoring site, such as parking fees.*

#### **Instructions:**

- 1. There will be a window of time when each test/exam is available in the testing center.**
- 2. You will need to register for a time to take your exam in the Testing Center. This will be an online registration process through their website.**
- 3. You will be asked to provide an ID at the testing center and your test will be proctored.**

**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.

**COVID19 Policies-** We will abide by Healthy on the Hill Guidelines for COVID protocols. The best way to protect yourself against COVID19 is by being vaccinated. COVID related absences will be treated as all other absences (See above).

- WKU Healthy on the Hill: <https://www.wku.edu/healthyonthehill/>
- CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**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:

### **End of Semester Policies:**

- There is no “extra credit” for the course at the end of the semester. 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.

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 while maintaining the integrity of the class. 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