Lab is a **separate class** from the lecture. The timing of lab and lecture topics **will not always align depending on schedules**. Even though they are less credit hours, **labs will require the same amount of study time**! You are required to print out the syllabus and the supplemental packet. You may bring a tablet or laptop to lab if you do not want to print the pages.

TENTATIVE SCHEDULE for

**BSC 2093L – Anatomy & Physiology I Laboratory**

Spring 2018

Course Reference #:\_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

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| **Week Of:** | **Lab Topic** | **Required\* Lab Manual Readings** |
| Jan 8 -12 | Introduction, Safety; Microscope; Histology – Epithelium | v-viii; p. 1-20 |
| Jan 15 -19 | Connective Tissue & Muscle ***(Monday - Holiday)*** | 21 - 45 |
| Jan 22 - 26 | Nervous tissue & Integument system | 46 - 52 |
| **Jan 29 - Feb 2** | **PRACTICAL 1** | **1 - 52** |
| Feb 5 - 9 | Axial skeleton | 53 - 75 |
| Feb 12 - 16 | Appendicular skeleton & Articulations | 53 – 75; 76 - 108 |
| **Feb 19 - 23** | **PRACTICAL 2** | **53 - 108** |
| Feb 26 - Mar 2 | Muscles of head, neck, trunk | 109 - 113 |
| Mar 5 - 9 | Muscles of extremities | 114 - 126 |
| Mar 12 - 16 | **No Classes – Spring Break** |  |
| **Mar 19 - 23** | **PRACTICAL 3** | **109 - 126** |
| Mar 26\* - 30 | Neuron, Spinal Cord ***(\*Withdrawal date: M 26 March 2018)*** | 127 - 134 |
| Apr 2 - 6 | Reflexes, Brain | 135 - 145 |
| Apr 9 - 13 | Eye, Ear (special Senses) | 146 - 162 |
| **Apr 16 - 20** | **PRACTICAL 4** | **127 - 162** |

**COURSE OBJECTIVES:**

* To provide an understanding of structure and function of the cell
* To examine tissues with respect to their specific structure, locations in the human body, and normal physiology
* To investigate the structure and function of the integument and the muscular, skeletal, and nervous systems.
* To explain the importance of each aspect in the maintenance of homeostasis in the body
* To present the counterpart of normal function as leading to particular pathological problems

**COURSE DESCRIPTION:** This is the lab component for BSC 2093. Lab topics include histology, the

 integument, and the skeletal, muscular, and nervous systems.

**PREREQUISITE:** Student must score into college level mathematics and reading on placement tests,

 BSC 2010 & BSC 2010L.

**COREQUISITE:** BSC 2093

**CONTACT INFORMATION**:

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| **Technical Lab Specialist, TLS:** | **Instructor of Record, IOR:** |
|  | Sarah Rodgers |
| **Email:** | **Email:** srodgers@irsc.edu |
|  | **Office:** N124 (knock at N122) |
|  | **Phone:**772-462-7149 |

The **Instructor of Record** **(IOR)** for this course is Professor Sarah Rodgers. The IOR is responsible for the selection of experiments and exams developed and approved by Biology Department Faculty, approves all assignments, and assigns the student’s grade for the course. In addition to the IOR, a **Technical Lab Specialist (TLS)** is also assigned to this course. The role of the **TLS** is to facilitate the performance of the assigned experiments within the laboratory setting. The **TLS** also assists with the grading of assessments under the direction of the course instructor and other biology faculty. If you have any questions or concerns, please first try to work with the course **TLS**. If the issue cannot be resolved, Professor Sarah Rodgers (772-462-7149, srodgers@irsc.edu) is also available to assist. Any correspondence must include the **student’s name** and **course reference number**. The IOR/TLS will generally respond to the student within 2 business days *(note: failure to include* ***name*** *and* ***reference number*** *in initial correspondence, may result in delayed to no response)*.The IOR reports the grade the student earns over the course of the semester and will issue any incompletes (I) or withdrawals (W) that are needed.

**REQUIRED MANUAL/ TEXT**: BSC2093L ANATOMY & PHYSIOLOGY 1, 2nd ED. Indian River State College,

 HAYDEN MCHEIL: ISBN 978-0-7380-8644-6

 Anatomy & Physiology: The Unity of Form and Function, Saladin, 7th ed.

**OPTIONAL TEXT**: The Visual Dictionary of the Human Body

 Photographic Atlas for Anatomy & Physiology Lab, Vandergraaff, 6th Ed

**Additional Resources Available:** [http://biology-irsc.weebly.com](http://biology-irsc.weebly.com/)

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| The **Miley** **Library** serves as IRSC's main library.  The library is an information place providing professional assistance, library books and media, and access to the library's electronic resources. There is an extensive online database system also available through IRSC’s website [www.irsc.edu](http://www.irsc.edu)  |

**GRADES:** Grades are based on four unit exams (400 points) and completion of homework assignments by

individual deadlines (60 points total).Final grades are based on the percent of 460 possible points earned. **\*\*\*Also see ATTENDANCE policy below that may affect the grade\*\*\*** Course grades are assigned on the following basis and parentheses () include the minimum points needed for that grade:

**A:** 90% - 100% (414 pts)

**B:** 80% - 89% (368 pts)

**C:** 70% - 79% (322 pts)

**D:** 60% - 69% (276 pts)

**F:** below 60%

The student’s test grades can be viewed at any time on Blackboard, thus the student has continual access to their current academic standing in the course. It is the student’s responsibility to monitor their grade and also to approach the instructor for academic support/suggestions if the student is not earning the grade they desire. **Instructor contact must be administered in a timely manner**, as last minute concerns cannot be addressed or remedied, nor can they positively impact final grades.

**\*\*\*No extra credit projects will be granted; your grade is entirely made up of the four exams and assigned homework assignments.\*\*\***

W = student withdraw by Mon., March 26, 2018 I = incomplete for passing students only in EXTREME cases

 which *must be approved by the IOR*

If a student withdraws from the course, the student must email both the TLS and IOR. **The IOR will respond with a confirmatory email that the student has been withdrawn.** This is to minimize the number of Instructor Withdrawals (WI) that are requested after final grades are posted. Requests for Instructor Withdrawal (WI) after the student has taken the final exam will not be considered for students whom were failing prior to the final exam and did not speak with their TLS/IOR about possible solutions to pass the course.

**EXAMS:** Students are responsible for knowing their exact dates and times of their Practical exams based off

the schedule above. You will NOT be permitted late, even if it’s 30 seconds, so plan accordingly. This is to ensure all students have a fair and equal testing experience. Exams will be **timed** rotational station-based practical’s in which the students will view parts of the experiments they conducted in the weeks prior and will be expected to answer questions pertaining to that specific lab. Like all lab class periods, the students will be physically required to participate by walking and standing at each station during the test. Students will not be able to return to a station; only one rotation of the stations is allowed. Due to increased number of students in the Biology program, you will NOT be able to attend another instructor’s lab for an Exam if you have missed yours. Make-up dates are available for this course ONLY if the absence is approved by the IOR (see “Make-up Policy” below) and will be administered directly after the forth practical.

**ASSIGNMENTS:** The required lab manual was designed specifically for this lab class. The student is

responsible for completing & understanding the information within the lab book and for knowing the due dates of the assignments as listed below\*. Completion of ALL blanks in the lab manual will be given as homework assignments. The instructor will specify how s/he will check the homework. Overall assignment grades correspond to point values for each assignment, with a maximum of 60 points. Assignment completion comprises 13% of your overall course grade, which will drop you a full letter grade if you fail to complete it. Blank spaces or answers that show no effort (complete random guesses) will result in no credit awarded. **Turn in homework at the BEGINNING of the lab period.** If a student is absent, and has an approved verifiable reason for the absence, they may hand in the assignment at the beginning of the next lab class without point penalty.

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| **\*Due Dates: (week of)** | ***HW Assignment pages:*** |
| Jan 22 | *Pages 1 – 52*  |
| Feb 12 | *Pages 53 – 101* |
| March 5 | *Pages 103 – 126* |
| April 9 | *Pages 137 – 162*  |

**OPEN LAB POLICY:** Refer to General Lab Rules handout

**ATTENDANCE:** All students (including DUAL Enrollment students) are expected to be present and punctual in lab in order to accomplish the learning goals for the lab practical examinations. It is solely the students responsibility to sign into class ON TIME in order to be counted present; TLS/IOR’s are not expected to remember students attendance nor will be held liable for a student failing to sign in. **Five points will be taken off for *EACH lab class missed*; absences will be assessed at the end of the course.  Students will receive 1 free absence *per semester*.** For example, if you miss two lab classes during the semester, one before Practical 1 and one after Practical 2, 5 points would be deducted from your score on Practical 2.

If you happen to know you will be missing a lab class, contact your TLS/IOR immediately to discuss possible options to participate in another instructor’s lab so you will not miss that week’s experiment. You can find other lab times and locations at [http://biology-irsc.weebly.com.](http://biology-irsc.weebly.com/) It is the student’s responsibility to initiate finding a time and day that works with their schedule; the TLS/IOR is available to help facilitate once an appropriate lab time/date/day is selected by the student.

\**Note for Friday Labs: Lab experiments are set up by week, so if a student happen to miss their Friday lab class, they will not have any opportunities to sit in a later lab class to participate in the experiment.*

To effectively utilize lab time, preparation is required on the part of the student. The student should

read the assigned laboratory exercises **prior to class** to become familiar with details for lab BEFORE lab starts. (NOTE: The above schedule is only tentative and each student is responsible

for knowing his/her exact lab days.)

**EXTRA CREDIT:** No extra credit is given.

**LAB ATTIRE:** Appropriate attire is required for your protection. In keeping with Federal regulations, **students are required to wear flat closed-toe, close-heel shoes in laboratory**. The attire worn in the laboratory work setting should include full coverage of legs (long pants or skirt), shirt with sleeves (not low cut and no bare midriff), hair restraints for long hair, and no dangling jewelry. **If you do not come properly dressed for lab, you will NOT will allowed into class or permitted to enter to take your Exam which will result in a score of “0” (zero points) for that Exam. NO EXCEPTIONS.**

**ELECTRONIC DEVICES:** All electronic communication devices are prohibited during exams or quizzes. The use of cell phones is prohibited during class and must be set on *silent* or *off* during the class period.  Any student who uses a cell phone to make or answer a call, or send and/or read text messages or emails during class time may be asked to leave and considered absent for that class. Electronic devices may be used to take pictures of slides or models when permitted by the instructor.

**CHEATING:** Cheating of ANY kind **WILL NOT** be tolerated by this Department or the College. *Anyone caught cheating will automatically receive a minimum of a zero for that assignment/test.* Any further episodes will result in an F in the class. Anyone who witnesses this inexcusable behavior and does not report it is also considered to be guilty of improper conduct.

**MAKE-UP POLICY:** Students must take all exams in the course reference number they are registered in. If a student misses Practical 1, 2, or 3, they must contact the instructor **within 24 hours of the schedule exam time** with a *verifiable emergency*. Students whom miss more than one exam, regardless of reason, will be withdrawn from the course. Approved make-up exams are given immediately after Practical 4 and students must confirm via email to the TLS and IOR at minimum one week prior to the final exam date which Make-up Exam 1, 2, or 3 they will be needing. If a student misses the forth exam, they must contact the instructor **within 24 hours of the schedule exam time** with a *verifiable emergency*. Only with an approved verifiable emergency via the IOR, *and only if they are currently passing the course*, will a student be eligible to receive an incomplete (I) for the course. If a student is not passing the course prior to the final exam, the missed final will count as a score of zero “0” as described above and will be used in calculations of the students final earned letter grade in the course.

**LEARNING OUTCOMES:** at the completion of the course, the student will be able to:

* Communicate major anatomical and physiological concepts and relate how these are connected within various areas of the biological sciences in a laboratory setting.
* Apply problem solving, analytical, and communication skills based on the scientific method that will provide the foundation for lifelong learning and career development.

**STUDENT ACCESSIBILITY SERVICES:** Indian River State College provides reasonable accommodations to students with documented disabilities through the Student Accessibility Services (SAS) Office. The rights of students with disabilities which pertain to post-secondary education are provided under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students who wish to request an accommodation for a documented disability may contact Student Accessibility Services at 772-462-7808, 772-462-7782 or e-mail accessibilityservices@irsc.edu.

**NON-DISCRIMINATION AND NON-HARASSMENT POLICY:** Indian River State College (College) is committed to maintaining a fair and respectful employment and educational environment. In accordance with federal, state and local equal opportunity laws, Indian River State College prohibits discrimination on the basis of race, color, national origin, ethnicity, sex, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information.