LABORATORY POLICIES and SCHEDULE

BIO 141—Human Anatomy & Physiology I
1st 6-week *In-Person* Laboratory

SCHEDULE
The Biology 141 laboratory schedule is located on the Alexandria Biology blog site (https://blogs.nvcc.edu/albio/) and/or on your instructor's Canvas course site. Please download and/or print a copy of the schedule for your section.

ATTENDANCE
Regular attendance is required. All lab meetings *(except for the first one)* will be in-person on the Alexandria Campus in room 493 of the Bisdorf building.

Please be on time. If you arrive more than **ten** minutes late, you will not be permitted in the laboratory. Attendance will be recorded each lab period. *If you consistently come in late or leave early you may not be given credit for attending lab*. You are responsible for knowing any material covered in the lab whether you were in attendance or not. Any absences should be discussed with your instructor to determine acceptability.

MATERIALS
Required:
Human Anatomy & Physiology Laboratory Manual (Fetal Pig Version) by Catharine Whiting, 2nd Edition

It is recommended that you also bring the course textbook to the laboratory (Human Anatomy & Physiology by Amerman, 2nd Edition).

You will be required to supply all materials necessary for the completion of the course. These items include but are not limited to the following: course textbook, lab manual, *chemical splash & impact resistant goggles**, writing utensils, and face coverings. Face shields may be required for some labs – if required, they will be provided.

**Goggles are required when working with preserved specimens during dissection exercises and other labs as noted on the schedule.*

Required material also includes printouts located on the Alexandria Biology blog site (https://blogs.nvcc.edu/albio/) and/or your instructor's Canvas course site.

EVALUATION
The laboratory grade is ***30%*** of the course grade. Lab Exams and Unit Worksheets are used to evaluate your progress and equal a total of 440 points. ***A passing grade must be received in the laboratory in order to pass the course***. A word bank will not be provided on lab exams.

- **Lab Exams (Practicals)**
  Five practicals (written lab exams) will be given in-person throughout the semester and will total 350 points.

  No unexcused makeup exams will be offered. Documented emergencies and extenuating circumstances will be considered. If the instructor is informed of the absence prior to the scheduled exam, arrangements may be made to take the exam at an alternative time designated by the instructor. A request in writing must be made, and the instructor should be left with phone numbers (work and home) to make such arrangements. Permission to take the exam will only be granted for legitimate reasons. ***No Exceptions***.

  If school is closed on the day a practical is scheduled, the evaluation will be rescheduled.

- **Unit Worksheets**
  Eighteen unit worksheets (5 points each) will be assigned throughout the semester and will total 90 points. Your instructor will inform you of the due date for each worksheet and also how they should be submitted.

IMPORTANT COURSE DATES
Critical course deadlines (including withdraw dates) can be found at the following website:
https://www.nvcc.edu/calendars/academic/summer22.html

EQUIPMENT

All work surfaces must be kept clean and neat. Laboratory equipment and supplies must be properly used and maintained; if this policy is not adhered to, a grade penalty may be imposed. ***This is especially important in the handling and maintaining of microscopes***. Protective goggles must be purchased and worn for dissection activities.

LABORATORY CONDUCT

Food and beverages are not permitted in the laboratory. ***Please turn off your cell phones, alarm watches, etc. during the laboratory session***. A report of abusive behavior on the part of any student in working with the personnel in the Science Lab may result in the student receiving an ***"F"*** for the course.

Open toed shoes must not be worn in the laboratory. If the lab you are performing requires goggles, you must wear them. You will be dismissed from the laboratory for that day if you are not obeying the safety rules.

ACADEMIC INTEGRITY

Academic dishonesty will **not** be tolerated. Academic dishonesty includes cheating, plagiarism, and other forms of dishonorable conduct. Cheating includes (but is not limited to) giving, receiving, or soliciting assistance when you are expected to do the work on your own, as well as unauthorized use of notes or other materials during exams. Plagiarism includes (but is not limited to) copying another classmate's work or published work (word-for-word or in substance) and representing it as one's own work, as well as failing to properly cite any source used to complete assignments.

Consequences of academic dishonesty could include a re-examination on the material, an automatic zero for the assignment, and/or a failing grade for the course at the instructor's discretion. The incident will also be reported to NOVA's Office of Wellness and Mental Health for further disciplinary action. The incident may become part of a student's academic record. All students are expected to be familiar with and abide by NOVA's Academic Integrity Policy which can be found at the following site: www.nvcc.edu/students/handbook/conduct.html

ACADEMIC SUCCESS CENTER AND WRITING ASSISTANCE

The Academic Success Center (ASC) is a student resource center that provides services such as math assistance, peer tutoring, support, and much more. For more information, please see the ASC website (https://blogs.nvcc.edu/asc/).
The Writing Assistance Center helps students with reading, writing, and critical thinking strategies. For more information, please see their website (https://blogs.nvcc.edu/asc/writing-center/).

ACCOMMODATIONS AND ACCESSIBILITY SERVICES

If you have special needs and/or require special accommodations, please make an appointment outside of class time to address them with your instructor at the beginning of the course. Reasonable accommodations will only be made for students who have a verifiable need. If you are seeking accommodations based on a disability, you *must* provide a Memorandum of Accommodation (MOA), which can be obtained from the Office of Accommodations and Accessibility Services (https://www.nvcc.edu/accommodations/index.html).

SCHOOL CLOSING AND EMERGENCY AND EVACUATION PLAN

In the event of inclement weather, please check NOVA's homepage for school closing information. If the college is scheduled to re-open at a time when at least 45 minutes of class would remain, you will be required to attend class.

A framed emergency evacuation plan is located near the door to the classroom. This plan describes the evacuation procedures and route that must be followed in case of emergency. If an event occurs that requires evacuation, do not use the elevators, and once outside move at least 300 feet away from the building. Before leaving you should take all personal belongings with you, as time permits, because there is no assurance that you will be allowed to return. Your instructor will assist any individual with mobility disabilities in exiting the building.

COVID-19

- **Wearing a face covering in class is optional.**
- For the latest information and updates, please refer to NOVA's COVID-19 Resources webpage: **https://www.nvcc.edu/safe-campus/index.html**

The Associate Dean of Biology reserves the right to alter this document at his/her discretion during the semester.

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All lab worksheets are due by 11:59 pm the Sunday after they appear below

Lab	Date	Topic	Lab Units*
1	**Virtual Meeting** May 16	Academic Success Center – Science Study Skills Laboratory Policies/Schedule/Safety Metric System **Zoom Link: https://vccs.zoom.us/j/85809144691**	Documents on blog & Canvas Printout from Canvas
2	May 18	Introduction to Anatomy & Physiology Introduction to the Organ Systems	Unit 1 Unit 2
3	May 23	Chemistry The Microscope The Cell	Unit 3 Unit 4 Unit 5
4	May 25	**Lab Exam 1 (50 pts) – Units 1-4 & Metric System** Histology The Integumentary System	Unit 6 Unit 7
5	May 30	**No Lab — Memorial Day Holiday**	
6	June 1	**Lab Exam 2 (50 pts) – Units 5-7** Introduction to the Skeletal System The Axial Skeleton	Unit 8 & Bone Printout Unit 9
7	June 6	The Appendicular Skeleton Joints	Unit 10 Unit 11
8	June 8	**Lab Exam 3 (75 pts) – Units 8-11 & Bone Printout** Introduction to the Muscular System: Muscle Tissue Gross Anatomy of the Muscular System	Unit 12 Unit 13 & Muscle Printout
9	June 13	Gross Anatomy of the Muscular System (continued)	Unit 13 & Muscle Printout
10	June 15	**Lab Exam 4 (75 pts) – Units 12-13 & Muscle Printout** Introduction to the Nervous System The Peripheral Nervous System: Nerves & Autonomic Nervous System	Unit 14 Unit 16
11	June 20	**No Lab — Juneteenth Holiday**	
12	June 22	The Central Nervous System: Brain & Spinal Cord General & Special Senses	Unit 15 **GOGGLES** Unit 17 **GOGGLES**
13	June 27	**Lab Exam 5 (100 pts) – Unit 14-17**	

*** Human Anatomy & Physiology Laboratory Manual (Fetal Pig Version) by Catharine Whiting, 2nd Edition**