

## LABORATORY POLICIES and SCHEDULE

### **BIO 141—Human Anatomy & Physiology I** **15-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 expected. Please be on time. Students arriving more than **ten** minutes late will not be permitted in the laboratory. Attendance will be recorded each lab period. *Those students who consistently come in late or leave early may not be given credit for attending lab.* A student is responsible for knowing any material covered in the lab whether he/she was in attendance or not. ***Only one laboratory session may be missed without a grade penalty.*** Any additional absences should be discussed with the instructor to determine acceptability. Additional unexcused absences will result in a **5% grade reduction** (per missed lab) on the corresponding lab exam.

#### **MATERIALS**

Required:

Human Anatomy & Physiology Laboratory Manual (Fetal Pig Version) by Catharine Whiting, 2<sup>nd</sup> Edition

It is recommended that you also bring the course textbook to the laboratory (Human Anatomy & Physiology by Amerman, 2<sup>nd</sup> 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.

*\*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 **370 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 throughout the semester and will total **300 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**

*Fourteen unit worksheets (5 points each) will be assigned throughout the semester and will total **70 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/spring24.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](http://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.

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

**BIO 141 — Human Anatomy & Physiology I**  
**15-week In-Person Laboratory Schedule**

| Week | Date          | Topic                                                                                                                                                     | Lab Units*                            |
|------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 1    | Jan 22, 24    | Laboratory Policies/Schedule/Safety<br>Academic Success Center – Science Study Skills                                                                     | Documents on blog & Canvas            |
| 2    | Jan 29, 31    | Introduction to Anatomy & Physiology<br>Introduction to the Organ Systems                                                                                 | Unit 1<br>Unit 2                      |
| 3    | Feb 5, 7      | Microscope Review<br>Histology<br>The Integumentary System                                                                                                | Unit 6<br>Unit 7                      |
| 4    | Feb 12, 14    | <b>Lab Exam 1 (50 pts) – Units 1, 2, 6, 7</b><br>Introduction to the Skeletal System<br>The Axial Skeleton                                                | Unit 8 & Bone Printout<br>Unit 9      |
| 5    | Feb 19, 21    | The Appendicular Skeleton                                                                                                                                 | Unit 10                               |
| 6    | Feb 26, 28    | Joints                                                                                                                                                    | Unit 11                               |
| 7    | Mar 4, 6      | <b>Lab Exam 2 (75 pts) – Units 8-11 &amp; Bone Printout</b><br>Introduction to the Muscular System: Muscle Tissue<br>Gross Anatomy of the Muscular System | Unit 12<br>Unit 13 & Muscle Printout  |
| 8    | Mar 11, 13    | <b>SPRING BREAK – NO LABS</b>                                                                                                                             |                                       |
| 9    | Mar 18, 20    | Gross Anatomy of the Muscular System (continued)                                                                                                          | Units 13 & Muscle Printout            |
| 10   | Mar 25, 27    | Gross Anatomy of the Muscular System (continued)                                                                                                          | Unit 13 & Muscle Printout             |
| 11   | Apr 1, 3      | <b>Lab Exam 3 (75 pts) – Units 12-13 &amp; Muscle Printout</b><br>Introduction to the Nervous System                                                      | Unit 14                               |
| 12   | Apr 8, 10     | The Central Nervous System: Brain & Spinal Cord<br>The Peripheral Nervous System: Nerves & Autonomic Nervous System                                       | Unit 15 <b>**GOGGLES**</b><br>Unit 16 |
| 13   | Apr 15, 17    | <b>Lab Exam 4 (50 pts) – Units 14-16</b><br>General & Special Senses                                                                                      | Unit 17 <b>**GOGGLES**</b>            |
| 14   | Apr 22, 24    | General & Special Senses (continued)                                                                                                                      | Unit 17 <b>**GOGGLES**</b>            |
| 15   | Apr 29, May 1 | <b>Lab Exam 5 (50 pts) – Unit 17</b>                                                                                                                      |                                       |

\* **Human Anatomy & Physiology Laboratory Manual (Fetal Pig Version)** by Catharine Whiting, 2<sup>nd</sup> Edition