

## LABORATORY POLICIES and SCHEDULE

### BIO 142—Human Anatomy & Physiology II 15-week *In-Person* Laboratory

#### SCHEDULE

The Biology 142 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, 3<sup>rd</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, fetal pig, *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, Unit Worksheets, and a Group Project are used to evaluate your progress, equaling a total of **325 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)**

*Four practicals (written lab exams) & a fetal pig quiz will be given throughout the semester and will total 225 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**

*Fifteen unit worksheets (5 points each) will be assigned throughout the semester and will total 75 points. Your instructor will inform you of the due date for each worksheet and also how they should be submitted.*

- **Group Project**

*For this project, your instructor will create groups of 2-4 students and assign your group a clinical case study. This is a group project, so it is crucial that you work together as a team. The assignment is worth 25 points.*

## **IMPORTANT COURSE DATES**

Critical course deadlines (including withdraw dates) can be found at the following website:

<https://www.nvcc.edu/academics/calendar/fall2024.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.

## **Bio 142 Group Lab Project: Clinical Case Studies**

For this project, your instructor will create groups of 2-4 students and assign your group a clinical case study. Your group will then complete the steps below. It is crucial that you work together as a team. The assignment is worth 25 points.

### 1) Choose a presentation method

- PowerPoint slide or Google slide
- Canva poster, infographic, storyboard, newsletter, or mind map (it's **Canva**, not Canvas)
- Other presentation method (requires instructor approval)

### 2) Design an interesting, informative **one-page (one-slide) presentation** of your assigned case study

- Information to include (*\*item may not apply to all cases*)
  - Title
  - Names of all group members
  - Synopsis of case
  - Brief explanation of unfamiliar tests, procedures, and/or drugs\*
  - Medical test results of patient\*
    - may also include what values are considered 'normal'
  - Patient's diagnosis
    - include information about the patient's disease/disorder/condition (eg. name, history, prevalence in population, symptoms, causes, treatments, prognosis, etc)
  - Answers to questions that accompany your case study
    - do not simply list the questions with their answers; instead, incorporate the answers and the rationale behind them into your presentation

### 3) Do not use quotations from sources; instead, paraphrase information in your own words and cite the source

- Beware of plagiarism
- For more information: <http://libguides.nvcc.edu/plagiarism>

### 4) Use APA format for in-text citations and references

- Do not use footnotes
- Page numbers are not necessary for in-text citations
- For more information: <http://libguides.nvcc.edu/APACitationStyle>

### 5) Submit presentation by **due date on lab schedule**

- Your instructor will inform you about how to submit your presentation

### 6) Discuss presentation with classmates

- Two types of discussion are possible (**\*\*your instructor will tell you which type you will be doing\*\***)
  - Type 1: one or more people from each group will present your case study orally to the class on the due date (see lab schedule)
  - Type 2: each student will make at least one comment or ask one question about each presentation via a Canvas Discussion

### 7) Grading criteria

- Content and quality
- Clarity and accuracy
- Creativity and design
- Correct use and format of citations and references
- Correct spelling and grammar
- Interaction with classmates during discussion of case studies

### 8) Other Suggestions

- Keep it simple!
- Focus on key points and do not get lost in the details
- Use shorter bulleted phrases instead of long sentences
- Show your completed presentation to someone who is not familiar with it to see how well they are able to follow and understand it

### 9) Reminder

- This is a team building assignment that will require you to communicate with your team partner(s). Up front, you should exchange e-mail addresses and phone numbers and try to identify times when you can meet to discuss your work. In addition, this assignment introduces you to database searching and will provide you with the ability to successfully research a medical topic that you find important or that you may be required to research in the future.

**BIO 142 — Human Anatomy & Physiology II**  
**15-Week In-Person Laboratory Schedule**

Week	Date	Topic	Lab Units*
1	Aug 26, 27	Laboratory Policies/Schedule/Safety Library database search demonstration	Documents on blog & Canvas
2	Sep 2, 3	<b>LABOR DAY HOLIDAY – NO LABS</b>	
3	Sep 9, 10	<i>Group Project – Topic selection</i> The Endocrine System Blood	Unit 18 Unit 19
4	Sep 16, 17	Anatomy of the Heart Physiology of the Heart	Unit 20 <b>**GOGGLES**</b> Unit 21
5	Sep 23, 24	<b>Lab Exam 1 (50 pts) – Units 18-21</b> Anatomy of Blood Vessels Circulatory Pathways & the Physiology of Blood Vessels	Unit 22 & Blood Vessel Printout Unit 23
6	Sep 30, Oct 1	Blood Vessels (continued) The Lymphatic System	Unit 22, 23 Unit 24
7	Oct 7, 8	Anatomy of the Respiratory System Physiology of the Respiratory System	Unit 25 Unit 26
8	Oct 14, 15	<b>FALL BREAK – NO LABS</b>	
9	Oct 21, 22	<b>Lab Exam 2 (50 pts) – Units 22-26 &amp; Blood Vessel Printout</b> Anatomy of the Digestive System Physiology of the Digestive System	Unit 27 Unit 28 <b>**GOGGLES**</b>
10	Oct 28, 29	<b>Group Project due (25 pts)</b>	
11	Nov 4, 5	<b>ELECTION DAY – NO LABS</b>	
12	Nov 11, 12	Anatomy of the Urinary System Physiology of the Urinary System	Unit 29 <b>**GOGGLES**</b> Unit 30
13	Nov 18, 19	<b>Lab Exam 3 (50 pts) – Units 27-30</b> Reproduction & Development	Unit 31
14	Nov 25, 26	<b>THANKSGIVING HOLIDAY – NO LABS</b>	
15	Dec 2, 3	Fetal Pig Dissection <b>Fetal Pig Quiz (25 pts)**</b>	Pig Dissection Exercises #1-9 <b>**GOGGLES**</b>
16	Dec 9, 10	<b>Lab Exam 4 (50 pts) – Unit 31</b>	

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

\*\*Instructor may choose to give Fetal Pig Quiz during the last laboratory period