LABORATORY POLICIES
BIO 141
Human Anatomy and Physiology I
4 Credits

INSTRUCTOR INFORMATION
Instructor:
Office Location:
Office Phone:
Office Hours:
Email Address:

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:


The student will be required to furnish his/her self with all materials necessary for the completion of the course material. These items include but are not limited to the following: course textbook, lab manual, recommended material, gloves (non-latex)*, goggles*, pens, and writing utensils.

*These items are required when working with preserved specimens, during dissection exercises, and other labs noted on the schedule.

Required material also includes printouts located on the Alexandria Biology Department webpage:
http://blogs.nvcc.edu/albio/
It is recommended that you print these documents out at the beginning of the semester to prevent internet connectivity issues from interfering with your studies.

EVALUATION
The laboratory grade is 30% of the course grade. Lab exams are used to evaluate your progress. A passing grade must be received in the laboratory in order to pass the course.

PRACTICALS (LAB EXAMS)
Five practicals (lab exams) will be given throughout the semester and will total 325 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 made 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 given during the next lab session.
EXTRA CREDIT
Throughout the semester you may be assigned 0 to 30 points (maximum total) of extra credit to be applied to your laboratory grade. Assigned extra credit assignments may include but are not limited to pre- and post-lab quizzes, bonus exam questions, and topic review questions. Extra credit assignments will be assigned at the sole discretion of the instructor.

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

LABORATORY CONDUCT
Food and beverages are not permitted in the laboratory. Please turn off your cell phones, pagers, 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 a “F” for the course.

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

ACADEMIC HONESTY
Each student is expected to maintain the highest standards of honesty and integrity in academic matters. Cheating is a violation of professional ethics and college policy. Any student found cheating will result in an automatic failure of that assignment with possible expulsion from the course, after which NVCC reserves the right to take further disciplinary action. Cheating involves BOTH giving and receiving information that is to be carried out individually. Plagiarism is also considered cheating and includes (but is not limited to) copying your classmates’ work or published works without providing proper citations.

SPECIAL NEEDS
If you have special needs, problems and/or accommodations, please address these with me at the beginning of the session. If you are seeking accommodations based on a disability, you must provide a disability sheet, which can be obtained from the counselor for special needs.

SCHOOL CLOSING AND EMERGENCY AND EVACUATION PLAN
In the event of inclement weather, please check the NVCC 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.

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, as time permits, because there is no assurance that you will be allowed to return. I will assist any individual with mobility disabilities in exiting the building.

Instructor reserves the right to alter this document at his/her discretion during the semester.
LABORATORY SCHEDULE – 10 weeks
BIO 141
Human Anatomy and Physiology I

If weather conditions cause the cancellation of a lab that involves a quiz or practical, the evaluation will take place during the next lab period.

<table>
<thead>
<tr>
<th>Lab</th>
<th>Date</th>
<th>Topic</th>
<th>Lab Exercises</th>
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</table>
| 1   | May 20  | Laboratory Policies/Schedule/Safety  
                   Anatomical language  
                   Organ systems and body cavities  
                   Metric System – At Home Lab       | Printout from website*  
                   Exercise 1  
                   Exercise 2  
                   Printout from website*            |
| 2   | May 27  | Compound light microscope  
                   Cell structure and cell cycle  
                   Transport across the plasma membrane (Selected Exercises) | Exercise 3  
                   Exercise 4  
                   Exercise 5 |
| 3   | June 3  | Lab Exam 1 (25pts) – Ex. 1-3 and printouts  
                   Tissues  
                   Integumentary system structure and function  
                   Axial skeleton | Exercise 6  
                   Exercise 7  
                   Exercise 9 |
| 4   | June 10 | Lab Exam 2 (50 pts) – Ex. 4-7  
                   Bone and secondary structure identification  
                   Bone structure and function  
                   Appendicular skeleton  
                   Joints and synovial joint movements | Printout from website*  
                   Exercise 8  
                   Exercise 10  
                   Exercise 11 |
| 5   | June 17 | Continue Bones & Joints from last week  
                   Skeletal Muscle identification  
                   Skeletal Muscle Structure  
                   Skeletal muscles and their actions | Printout from website*  
                   Exercise 12  
                   Exercise 14 |
| 6   | June 24 | Lab Exam 3 (75 pts) – Ex. 8-11 and printout  
                   Continue Muscles from last week | Exercise 12  
                   Exercise 14 |
| 7   | July 1  | Lab Exam 4 (75 pts) – Ex. 12, 14, and printout  
                   Nervous tissue Brain structure & function  
                   *GOGGLES*  
                   Cranial nerves | Exercise 16  
                   Exercise 20  
                   Exercise 21 |
| 8   | July 8  | Spinal cord  
                   Spinal nerves  
                   Somatic reflexes | Exercise 17  
                   Exercise 18  
                   Exercise 19 |
| 9   | July 15 | Autonomic nervous system  
                   General senses – (Selected Exercises)  
                   Special Senses | Exercise 22  
                   Exercise 23  
                   Exercise 24 |
| 10  | July 22 | Lab Exam 5 (100 pts) Ex. 16-24 |                                     |

Laboratory Manual for Anatomy and Physiology by Allen and Harper, Fifth Edition

*Biology Lab Website http://blogs.nvcc.edu/albio/*