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**Lab Syllabus
Winter 2012**

Kemberle Crowell
Muskegon Community College
Department of Life Sciences

Course Description:

- This laboratory course is designed to meet the needs of students in nursing and other health-related fields. The course deals primarily with the normal structure and function of organs and organ systems of the body. Cell biology, histology and introductory anatomy and physiology of the skeletal, muscular, nervous, digestive, cardiovascular, respiratory, urinary, endocrine and reproductive systems are studied.
- 4 Cr. hours; 6 contact hours
- Co-requisite: BIOL 105 Lecture (You must be enrolled in both lecture and laboratory sections)
- Prerequisite: None; Co-requisite: BIOL 105 Lecture
- Recommended: Chemistry, Biology 103. Medical Terminology
- This course requires the dissection of animals.

Lab Section W13– Room 247: Lab Meet 6:15-9:15

Contact Information: Kemberle Crowell

Office Room 243E

Telephone: 231-777-0273

Email: kemberle.crowell@muskegoncc.edu

Office Hours: M 5:00-6:15

You **MUST** have written/email permission from your lab instructor to attend another lab section. You may only exercise this option twice during the semester.

Debra.Brown-Hendrickson@muskegoncc.edu (Friday Labs),

Kemberle.Crowell@muskegoncc.edu (Monday evening),

Jack.Mueller@muskegoncc.edu (Wednesday evening)

Shawn.Macauley@muskegoncc.edu (Monday and Wednesday day)

Required Materials:

- Saladin, Kenneth. Anatomy and Physiology: The Unity of Form and Function, 6th Ed. ISBN: 97-0-07-337825-1
- BIOL 105 Lab Supplement Fall 2011 (available in the MCC bookstore)
- Amerman, Erin C., Exploring Anatomy and Physiology in the Laboratory. ISBN:089582-797-2
- *Anatomy and Physiology Revealed 3.0* (Access code purchased with Saladin textbook)
- Smith, David G. & Schenk, Michael, P. A Dissection Guide and Atlas to the Fetal Pig 3rd Edition ISBN: 089582-879-0
- A set of colored pencils (with blue and red minimum) and a set of 3-4 thin dry erase markers (with red and blue)
- Laboratory **non-latex** gloves (you can purchase a box at Meijer or Walgreens or purchase 4 pair in the bookstore)
- 2 acetate pages (packaged with the lab supplement)
- Eye protection during dissections.
- Close-toed shoes must be worn for the labs involving dissections.

Evaluation

The lab portion of this course will count as 30% of your overall grade for Biology 105 (with lecture counting as the other 70%). Lab grades will be based on the following assessments:

- 2 lab exams @ 100 pts = 200 pts
- 11 pre-lab exercises @ 5pts each (11th pre-lab, if completed, is bonus) = 50 pts
- 11 lab quizzes* @ 5pts each (11th quiz, if completed, is bonus) = 50 pts

*Lab quizzes will either be given the first 15 minutes of lab or may be administered online and due before attending the lab.

Statement on Student Assessment and Accreditation: Muskegon Community College is fully accredited by the Higher Learning Commission located in Chicago. The College is currently seeking reaccreditation by completing a two-year process called a self-study. Accreditation helps ensure students that they are receiving a quality education and can transfer to other colleges and universities with ease and confidence. MCC is committed to an essential part of the reaccreditation process: assessing student learning. You may be asked to participate in assessing student academic achievement this semester by doing such things as:

- Evaluate your class and your instructor by completing a Student Opinion Survey, usually given toward the end of the semester.
- In some classes, you will find that one hour of class time may be devoted to completing a test of your general knowledge. Your performance on this test will not affect your grade in this course or your status in the College.
- You may also be asked to be part of a group of students who will be interviewed or surveyed about their views of the College's strengths and weaknesses.

If you have any comments you would like to make about the quality of education at MCC, please email the College's assessment coordinator at this address: studentscount@muskegoncc.edu

Statement on MCC Email: All email communication originating from MCC to students will be via their email account. CHECK YOUR MCC EMAIL FREQUENTLY. It is possible to forward your MCC email account to an account you use more frequently.

Statement on Student Behavior: Muskegon Community College is a community of scholars whose members include administrators, faculty, staff, and students. Mutual respect and civility are expected in the classroom or other college academic settings, as well as, in any communication.

- MCC has the duty of providing students with privileges, opportunities, and protections that best promote learning;
- Students have the right to a non-threatening learning environment;
- Students have the responsibility to refrain from infringing on the right of others to learn or the right of teachers to teach; and
- Any student whose behavior disrupts learning may be subject to disciplinary action as outlined in the Muskegon Community College *Student Handbook/Planner*.

Academic Integrity Policy: Muskegon Community College expects that all faculty and students will adhere to high standards of personal and academic honesty. This means that all academic work will be done by the student to whom it is assigned without unauthorized aid of any kind. Faculty members, for their part, will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged.

Academic dishonesty consists of, but is not limited to:

- A. **Cheating.** Cheating is defined as using or attempting to use, giving or attempting to give, and obtaining or attempting to obtain, materials or information, including computer material pertaining to a quiz, examination, or other work that a student is expected to do alone.

- B. **Plagiarism.** Plagiarism is defined as the use of another’s words or ideas without acknowledgement.
- C. Penalties for violation of these standards of conduct may result in sanctions of up to and including suspension or expulsion from MCC.

Dishonesty of any kind will NOT be tolerated in this course. It is expected that all students adhere to college policy in this manner. Any violation will result in a zero (0) for that assessment and the student will be subject to the measures described in the student handbook.

Statement on Dispute Resolution Process: Should a student not agree with a faculty member’s decision or actions as they may relate to this policy, the following steps shall be followed:

1. A student suspected of academic dishonesty shall be notified in writing within two school days of the time the violation is discovered. Copies of the written notification shall also be filed with the department chair and Vice President of Student Services.
2. The student should try to reach resolution of the matter through direct discussion with the involved faculty member within three (3) school days of the written notification.
3. If the matter is not resolved in Step 2, the student shall bring the matter to the attention of the department chairperson of the involved faculty member.
4. If the matter is not resolved at the department chairperson level, the student shall bring the matter to the attention of the Vice President for Academic Affairs who shall render a decision within five school days of the receipt of the dispute information.
5. If a satisfactory solution is not reached at the Step 4 level, the student may file a written request with the Vice President of Student Services for a hearing before the disciplinary board. This meeting shall be held not more than 20 days following the written request. A student may request a hearing before the disciplinary board. The disciplinary and judicial procedures are outlined in the Muskegon Community College *Student Handbook/Planner*.

Notes About Lab

- Attendance is required at all lab sessions.
- Missing 2 labs (for any reason) will result in an automatic drop per departmental policies.
- Coming to lab without the required materials can result in your being dismissed from the lab and/or points being deducted from your lab quiz.
- Lab quizzes and exams cannot be made up and will be scored as zeros (0).
- **Arriving late to lab may result in your not being able to take the lab quiz.**
- Leaving lab early will count as a missed lab. Lab quiz and pre-lab grades will be zeroed out.
- **Points will be deducted for misspelling words on practical exams. Words with one extra, missing or misplaced letter will be awarded ½ credit. Words with two or more errors will receive no credit.**
- Cell phones should be turned **OFF** during lecture and stored in your backpack or purse. Having cell phones visible during lab is absolutely unacceptable.
- All student work will be returned to students in a timely manner. All exams will be kept by the instructor and destroyed two weeks following the beginning of the next term.

STUDENT CONTACT INFORMATION – OBTAIN THE FOLLOWING INFORMATION FROM STUDENTS IN YOUR CLASS. PLEASE INTRODUCE YOURSELF TO THREE OTHER STUDENTS.

Student Name	Telephone	Email

Lab Schedule

Lab	Week of:	Topic(s)	Lab Manual	Textbook	Fetal Pig
1	Jan 9 -Jan 13	Anatomical Terms Microscopy	Unit 1 Unit 3+	Atlas A Atlas B	Introduction
2	Jan 18# -Jan 23	Chemistry Transport in living systems – Diffusion, Osmosis, Filtration Mitosis	Unit 2 Unit 4	Chapter 3	
3	Jan 25 -Jan 30	Histology Integumentary System	Unit 5 Unit 6	Chapter 5 Chapter 6	
4	Feb 1 -Feb 6	The Human Skeleton (Bones, markings, histology of fresh bone)	Unit 7 Unit 8	Chapter 8	Chapter 2
5	Feb 8 -Feb 13	Movements & Arthrology Muscular System	Unit 9 Unit 10 Unit 11	Chapter 9 Chapter 10 Chapter 11	Chapter 3
	Feb 15 -Feb 20	Review Week 1			
	Feb 22 -Feb 24~	Lab Practical #1 (Labs 1-5; Units 1-11)			
	Feb 27 -Mar 2	Spring Break			
6	Mar 5* -Mar 9	Nervous System (Spinal Cord, Brain, Eye, Ear) Dissection of eye	Unit 12 Unit 13 Unit 14 Unit 15	Chapters 12 through 16	Chapter 8
7	Mar 12 - Mar 16	Digestive System – Endocrine System Fetal Pigs	Unit 25 Unit 26	Chapters 17 & 25	Chapter 5
8	Mar 19 - Mar 23	The Heart Blood Pressure Blood	Unit 16 Unit 18 Unit 19	Chapters 18 & 19	Chapter 4

9	Mar 26 -Mar 30	Cardiovascular System – Lymphatic System Fetal pig vessels	Unit 17 Unit 20	Chapters 20 & 21	Chapter 5
10	Apr 2 -Apr 6	Respiratory System Urinary Systems	Unit 21 Unit 23 Unit 24	Chapters 22 & 23	Chapter 7
11	Apr 9 -Apr 13	Reproductive Systems Human Development	Unit 27 Unit 28	Chapters 27 & 28	Chapter 1
	Apr 16 - Apr 20	Lab Practical #2 (Labs 6-11; Units 12-21, 23-26)			

#No Lab Monday 1/16.

~ Students in Monday labs will take Lab Practical Exam at an alternative time during the week of Feb 20.
Sign up sheet will be made available.

^No Lab Friday afternoon 4/20. These students will be required to take Lab Practical at an earlier time the week of Apr. 16.

+ Answers to Amerman assignments will be available on BlackBoard under Labs following the last lab.

*Labs 6-11 include dissections so you must have your Fetal Pig Dissection Guide, gloves, appropriate eye wear and closed-toe shoes to enter the laboratory. Failure to be prepared can result in your being refused entry into the lab and/or points being deducted from your laboratory quiz.

The Dept. of Life Sciences reserves the right to alter this syllabus. While the content in each lab could vary to meet class needs, the exam dates will not change