COURSE OBJ: A hands on approach to understanding the structure and function of the human body will be utilized. Laboratory experiences will be used in a detailed study of the structure and function of the human body. Topics covered include structure and function of the cardiovascular, respiratory, digestive, urinary, and reproductive systems, cellular metabolism, and fluid and electrolyte dynamics.

COURSE OUTCOMES: The student will be able to demonstrate.....
- Outcome 1 competence in laboratory skills and safety procedures
- Outcome 2 an understanding of biological processes.
- Outcome 3 a knowledge biological structures and relationships among structures.
- Outcome 4 a knowledge of laboratory instruments and competence in their usage.

INSTRUCTOR: Dr. Ray Barber


LAB MANUAL: Laboratory Exercises in Anatomy and Physiology by Amitrano & Tortora 8th Ed., 2007 or 2013 (required)

ATTENDANCE: The college attendance policy is on the generic syllabus. My policy is as follows. Students missing more than two laboratory sessions will receive an ‘F’ in the class. Two tardies will be considered one absence, therefore 5 tardies and no absences would also be an ‘F’. This course meets once a week for two hours.

DISHONESTY: ABAC’s policy on academic dishonesty is can be found in the college catalog. Academic dishonesty will not be tolerated in any form.

DISABILITIES: Reasonable accommodations will be made to students who have proper documentation and inform the instructor at the beginning of the course.

CELL PHONES: Cell phones, pagers and all other electronic communication devices must be turned OFF or placed in silent mode during each class or laboratory session. Keep phones in book bag or pocket and off your desk. They are highly distractive and can contribute to poor academic performance.

GRADING: The student's grade will be determined from the following:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm exam</td>
<td>60</td>
</tr>
<tr>
<td>Final exam</td>
<td>140</td>
</tr>
<tr>
<td>Lab Quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Lab Reports/Technique</td>
<td>30</td>
</tr>
<tr>
<td>Special Interest Report</td>
<td>30</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td>360</td>
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</tbody>
</table>

A = 324 - 360 (90-100%)
B = 288 - 323 (80-89%)
C = 252 - 287 (70-79%)
D = 216 - 251 (60-69%)
F = below 216 (less than 60%)

All laboratory work must be completed before a student can receive a passing grade in the course.
**MAKE-UP:** Make-up tests will not be given except under very unusual circumstances. If the student has a legitimate excuse, and arrangements can be worked out, the student will be permitted to request a makeup of a missed exam. The ultimate decision as to whether or not a makeup is permitted will be determined by the instructor.

**CONFERENCES:** Please come by and talk to me if you are having any problems with the material or with studying. My office is located in the Conger Hall room 217A, phone 391-5103. My email address is rbarber@abac.edu. In case of emergency my cell phone is 402-2438.

**OFFICE HOURS:** I am available for assistance in my office most of the time that I am not in class or lab. My spring semester schedule is:
- Monday - off campus
- Tuesday - 11:00 – 12:15 class, 2:00 – 4:00 Lab
- Wednesday – on campus in office 9:30 to 5:00 usually
- Thursday - 11:00 – 12:15 class, 2:00 – 4:00 Lab
- Friday - off campus

**WITHDRAWALS:** A student may withdraw from a course and receive a grade of "W" during the first half of the semester. Even though a student may withdraw from a course, that course counts as a W and may affect his/her financial aid status. The last day to withdraw without penalty is **Monday, March 3, 2014**. After this date, students may withdraw but will be assigned a WF. A student who simply abandons the class will be given an F at the end of the semester.

**LAB SAFETY:** No food or drink in lab or evidence in lab trashcans. Clothing – legs from waist down must be covered. Sandles, open top shoes, high pants or shorts are not appropriate. No skin should be seen below the belt line while in lab. Eye protection – goggles, not plastic glasses with side shields, are required for any lab in which anything is being heated, chemicals are involved, or there are liquids that may splash. Additional policies are included on the lab safety sheet that each student will receive and sign. Violation of lab safety rules will result in the student being dismissed from the lab.

**EXAMS**

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**LAB QUIZZES**

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SIR TECH TOTAL PTS =
BIO 2012L LABORATORY - HUMAN ANATOMY AND PHYSIOLOGY II

BIOL 2012 Laboratory is scheduled to meet one day a week for two hours. There is a large amount of material which must be covered and this will require utilizing all of the lab time each week. It may also be to your advantage to spend extra time in the lab over the required hours. This can be arranged.

Lab quizzes will be given each week, a lab midterm exam near mid-semester and a lab final exam will be given at the end of the course. The midterm will each account for 60 points of your lab grade and final exam 140 pts. Lab reports and a technique grade will account for approximately 30 points. One hundred points of the lab grade will be based on lab quizzes given each week. The remaining 30 points will come from an oral report on a topic of special interest to you and approved by the instructor. The oral reports will be presented during the lab periods based on a schedule set up early in the semester.

The laboratory, is designed to help you learn basic concepts in anatomy and physiology. It is to your advantage to fully utilize your laboratory time. While in the laboratory, use care in handling the equipment for it is expensive and should not be abused in any way.

Laboratory – Britt 104

Spring 2014
Time: 2:00 T or R
Instructor: Barber

TENTATIVE LAB SCHEDULE

<table>
<thead>
<tr>
<th>DATE</th>
<th>WEEK</th>
<th>QUIZ</th>
<th>TOPIC</th>
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</thead>
<tbody>
<tr>
<td>Jan. 9</td>
<td>1</td>
<td></td>
<td>Lab Orientation, Syllabus</td>
</tr>
<tr>
<td>Jan. 14, 16</td>
<td>2</td>
<td></td>
<td>Blood - Ex. 16 (G)</td>
</tr>
<tr>
<td>Jan. 21, 23</td>
<td>3</td>
<td>1</td>
<td>Blood con’d, Blood Vessels intro (G)</td>
</tr>
<tr>
<td>Jan. 28, 30</td>
<td>4</td>
<td>2</td>
<td>Cardiovascular Physiology – Turtle (handout)</td>
</tr>
<tr>
<td>Feb. 4, 6</td>
<td>5</td>
<td>3</td>
<td>Heart – Ex. 17 (G)</td>
</tr>
<tr>
<td>Feb. 11, 13</td>
<td>6</td>
<td>4</td>
<td>Cardiovascular Physiology - ECG – Handout &amp; Ex. 19</td>
</tr>
<tr>
<td>Feb. 18, 20</td>
<td>7</td>
<td>5</td>
<td>Blood Vessels – Ex. 18</td>
</tr>
<tr>
<td>Feb. 25, 27</td>
<td>8</td>
<td></td>
<td>LAB PRACTICAL – MIDTERM</td>
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<tr>
<td>Mar. 4, 6</td>
<td>9</td>
<td>6</td>
<td>Reports</td>
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<tr>
<td>Mar. 11, 13</td>
<td>10</td>
<td></td>
<td>Respiratory System (Ex. 21 &amp; handout)</td>
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<tr>
<td>Mar. 18, 20</td>
<td>11</td>
<td></td>
<td>SPRING BREAK – no lab</td>
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<tr>
<td>Mar. 25, 27</td>
<td>12</td>
<td>7</td>
<td>Digestive System – Ex. 22</td>
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<tr>
<td>Apr. 1, 3</td>
<td>13</td>
<td>8</td>
<td>Urinary System - Ex. 23</td>
</tr>
<tr>
<td>April 8, 10</td>
<td>14</td>
<td>9</td>
<td>Reproductive System - Ex. 25 &amp; cat dissection (G)</td>
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<tr>
<td>April 17</td>
<td>15</td>
<td>10</td>
<td>LAB PRACTICAL FINAL EXAM</td>
</tr>
<tr>
<td>April 22, 24</td>
<td>16</td>
<td></td>
<td>Reports/ Case Study Review</td>
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