

**Instructor Contact Information**

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Office Hours: By appointment

**General Course information**

Course Number: BIO 232L 01 DE

Course Title: Anatomy and Physiology II Lab

Course Description: Laboratory activities relating to BIO 232. Corequisite: BIO 232

Credits: 1 term or trimester credits

**Course Requirements**

## Course Materials:

- Visible Body 3D Human Anatomy Atlas <http://www.visiblebody.com>

## Computer Requirements:

- If students do not have access to a computer off campus, there are many computers on campus (Building 3, 5, 6, 8, and LRC) students are welcome to use to participate fully in their courses. Most public libraries also have computers with internet access available.
- Students will need to have an up-to-date browser and operating system. Students may need some additional software on their computers to take this class. Check the KCC Distance Education webpage for hardware & software requirements. <https://www.klamathcc.edu/Academics/Distance-Education>
- Some of the documents in this course will be available to you in PDF form. If you do not have Adobe Acrobat Reader software on your computer, you can download it by going to <http://get.adobe.com/reader/>.

**Course Objectives**

Upon completion of this course, the students should be able to:

- Develop a vocabulary of appropriate terminology to effectively communicate information related to anatomy and physiology (memorization and correct spelling of terminology are required).
- Recall and explain the interrelationships within and between anatomical and physiological systems of the human body.
- Make a connection between knowledge of anatomy and physiology and real-world situations, including healthy lifestyle decisions and homeostatic imbalances.

### Grading

The grade in the course reflects the combined level of achievement in the following.

	<i>Pts. each</i>	<i>Count</i>	<i>Total pts.</i>	<i>%</i>
Syllabus quiz and intro	15	1	15	6.7%
Quizzes	15	6	90	40.2%
Exams	50	2	100	44.6%
HW (practice quizzes)	1.5	6	19	8.5%
			224	100.0%
Extra credit	11	1	11	5%

The grades will be assigned on the following scale:

- 90-100%      A
- 80-89.9%    B
- 70-79.9%    C
- 60-69.9%    D
- Less than 60% F

Everything you need to complete each week is outlined and linked in the lab agenda. Every week you are expected to watch lab videos and label worksheets using the videos and the lab manual. The videos are available from 8am on Monday until 8pm on Sunday of the scheduled week. The following week Monday through Wednesday, you should take the practice quiz (1.5 points each). You have unlimited attempts with the score of the most recent attempt recorded in the gradebook. It is followed by the lab quiz (15 points each, one attempt only) available 8am on Thursday through 8pm on Sunday. Quizzes have 15 fill-in the blank questions to complete in 15 minutes, and no proctor is required. Please see the rules for naming anatomical structure below. You may review your submission any time after the due date by going to *Grades* and clicking on the quiz.

Midterm and Final exams have 50 fill-in the blank questions each and weighs 50 points (1 point per question). No books/notes are allowed during the exams and both exams require proctoring. You have 50 minutes to complete each exam, one attempt only. You may review your submission only once immediately upon the completion while still under the proctor's supervision.

You can earn a maximum of 5% extra point by completing an extra assignment at the end of the term.

### Rules for naming anatomical structures in lab:

- Please note that there are numerous variations in the nomenclature of anatomical parts, but we will only accept terms **EXACTLY** as they are listed in the lab manual. For example,  
*internal carotid a.*, not *internal branch of carotid a.*;  
*profunda femoris a.*, not *deep femoral a.* or any other combination of thereof.  
Please note that for cranial nerves, both Name and Roman Numeral are always required. For example,  
*optic n. (II)*, not *optic n. (2)* or *optic n.*
- **Spelling** errors count as wrong answer, even if it is just one letter.
- **Use the correct singular or plural form of the word.** For example,  
*cerebral peduncle*, not *cerebral peduncles*, if only one structure is pointed at;  
*atria*, not *atriums* when both structures are indicated.
- **Do not use unnecessary words.** For example: *apex*, not *apex of the heart*.
- **Use one, not both of the alternative names.** For example,  
*bicuspid valve* or *mitral valve*, but not *bicuspid (mitral) valve*.  
Please note that for cranial nerves, both Name and Roman Numeral are always required. For example,  
*optic n. (II)*, not *optic n. (2)* or *optic n.*
- **Read the question, it specifies what is required of you.** For example, *Name and side the vessel* would require you to include *right* or *left*. The exception is the heart and the great vessels where the side should always be included. For example: *Name the chamber of the heart*. Answer: *right ventricle*.
- **Abbreviations.** When abbreviating, please use appropriate punctuation (period). The only allowed abbreviations are

<i>a.</i> for artery	<i>R.</i> for right	<i>n.</i> for nerve	<i>l.</i> for ligament
<i>v.</i> for vein	<i>L.</i> for left	<i>m.</i> for muscle	<i>b.</i> for bone.

Duplication of letters in abbreviation indicates plural. For example: *intestinal a.a.*

## Participation

Students are expected to actively participate in the class each week. Students are required to complete each assignment by the due date.

If a student fails to participate appropriately, the following actions may be taken:

- The student will be dropped from the course, OR
- If the date for dropping a course without penalty has passed, the student will receive a failing grade, unless prior arrangements have been made between the instructor and student.

A student who seeks an exception to this policy must do so in advance of the absence and/or provide documentation of the emergency that caused it, as determined by the instructor.

## Proctoring

Proctoring will be required only for the exams, but not quizzes. Please contact [KCC testing center](#) at 541-880-2334 or [testingcenter@klamathcc.edu](mailto:testingcenter@klamathcc.edu) to schedule your appointment at least 72 hours prior to your exam.

When you contact the testing center, please indicate your option of proctoring:

1. Use [Proctor 360](#) for live remote proctoring. It is student's responsibility to ensure that the computer meets technical specifications for the proctoring session.
2. Take the exam at the KCC testing center on campus. Please note that testing centers of other schools and universities as well as libraries or workplace supervisors are not an acceptable substitution.

## Netiquette

Effective written communication is an important part of online learning. In a face-to-face classroom, body language, verbal responses, and questions help the facilitator and participants communicate with each other. In an online environment, however, misunderstandings can easily occur when participants do not follow basic rules of netiquette (online etiquette). Therefore, please use the following guidelines when communicating in this course:

- Use a descriptive subject line in forum posts.
- Include your name in all e-mails because recipients cannot always tell who you are based on your e-mail address.
- Derogatory comments, ranting, and vulgar language are not acceptable in any form of communication in this course.
- Keep in mind that something you consider offensive may be unintentional.
- Any student who engages in inappropriate and disruptive communication may be dropped from the course, assigned a grade of "F," and be ineligible for a tuition refund.
- If you are concerned about something that appears unacceptable, please inform your instructor.
- Do not use ALL CAPITAL LETTERS in online communication, as doing so indicates you are yelling. Limited use of capitalized words is acceptable when you need to emphasize a point.
- You may use appropriate emoticons/emojis in the forums, chats, and messages.

Please visit [KCC Distance Education](#) for student code of conduct and tips for student success in online classes.

## Course Schedule

<i>Week</i>	<i>Lecture</i>	<i>Homework – Practice quizzes (8am Monday-8pm Wednesday)</i>	<i>Quizzes and Exams (8am Thursday-8pm Sunday)</i>
Week 1	Lab 1 The Brain	-	Syllabus quiz and Introduction
Week 2	Lab 2 PNS and spinal cord	Practice lab quiz 1	Lab quiz 1 (Brain)
Week 3	Lab 3 Eye	Practice lab quiz 2	Lab quiz 2 (PNS and spinal cord)
Week 4	Lab 4 Ear	Practice lab quiz 3	Lab quiz 3 (Eye)
Week 5	-	Practice lab midterm exam	Lab Midterm (Labs 1-4)
Week 6	Lab 5 Heart	-	-
Week 7	Lab 6 Vessels of upper body	Practice lab quiz 4	Lab quiz 4 (Heart)
Week 8	Lab 7 Vascular system	Practice lab quiz 5	Lab quiz 5 (Vessels)
Week 9	Lab 8 Blood typing	Practice lab quiz 6	Lab quiz 6 (Vascular system)
Week 10		Practice lab final exam	Lab Final Exam (Labs 5-8)

For all quizzes and exams, please use **plugin (not wireless) connection** and the preferred browser is **Google Chrome**. You should always use the most current version of your preferred browser. Your browser will notify you if there is a new version available