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Lab Syllabus
Summer 2009

Department of Life Science
Muskegon Community College



Course Information

Course Description for Biology 106

- This laboratory course is a continuation of Biology 105 for students in nursing and other health related fields that need an intensive study of the anatomy and physiology of the human organism. Emphasis is on the skeletal, muscular, nervous, digestive, cardiovascular, respiratory, urinary, endocrine and reproductive systems of the human organism.
- 4 Cr. hours; 6 contact hours
- Prerequisite: Biology 105 (with a minimum grade of C)
- Recommended: Chemistry
- This course requires the dissection of animals.

Lab Sections – Room 253

S01 - Anatomy & Physiology Lab, Tuesday 6:00 - 9:45

S02 - Anatomy & Physiology Lab, Thursday 6:00 - 9:45

(S04 – Anatomy & Physiology Lab, Wednesday 3:00-6:45 – Kimberle Crowell)

Contact Information

Name: Jack Mueller, PA(ASCP)^{CM}

Email: Jack.Mueller@muskegoncc.edu, (JMueller@trinity-health.org day of class issues)

Phone: Life Science secretary – 777-0273 – have message left in my mailbox

Office Hours

Room 243-C Life Science office

Tuesday & Thursday 5:30 to 6:00, after lab as necessary

Required Materials

- Saladin, Kenneth. Anatomy and Physiology: The Unity of Form and Function, 4th Ed. ISBN: 0073316083
- Biology 106 Laboratory Supplement, Parts 1 & 2
- Sebastiani, Aurora and Fishbeck, Dale W. Mammalian Anatomy: The Cat, 2e. ISBN: 9780895826831
- Laboratory **non-latex** gloves (you can purchase a box at Meijer or Walgreens)
- Safety Glasses
- Colored pencils

Suggested Materials

- Anatomy and Physiology Revealed. McGraw-Hill. ISBN: 0073215538
- DeGraff, Kent M., Morton, David. Crawley, John L., A Photographic Atlas for the Anatomy & Physiology Laboratory. 6th Ed

Evaluation

The lab portion of this course will count as 30% of your overall grade for Biology 106. Lab grades will be based on the following assessment:

- 2 practical lab exams @ 100 pts = 200 pts
- Weekly lab quizzes totaling 50 pts (roughly 5 pts per lab)
- 10 pre-lab exercises @ 5pts = 50pt

Notes About Lab

- Attendance is required at all lab sessions.
- Any missed lab or incomplete lab will decrease your final grade by 10%.
- Missing 2 labs will result in a WF.
- Pre-lab exercises are due at the beginning of each lab session.
- Lab quizzes and exams cannot be made up and will be scored as zeros (0).
- If you need to miss your regularly scheduled lab time due to extenuating circumstances, it is possible to attend a different lab section. Alternate lab times are listed above.
Please contact your instructor prior to your regular lab session to see what sections have available seats. Please do not assume that a seat will be available when you want to drop into the lab.
- In order to succeed, you must be willing to put sacrifice the time necessary to memorize and familiarize yourself with the large volume of material for this class
- Review labs should emphasize your weaknesses (memorization, microscope, etc)
- **POINTS WILL BE DEDUCTED FOR MISSPELLINGS ON ANY EXAM.**

Miscellaneous Notes

- All student work will be returned to students in a timely manner. All exams will be kept by the instructor and destroyed one semester following the end of the term.
- Open lab – I will open the review room during my Tues. and Thurs. night labs

Lab Schedule

Week of	Description
May 11	Lab 1: Skeletal System
May 18	Lab 2: Muscular System
May 25	Lab 3: Bone/muscle histology & cat Musculature
June 1	Lab 4: Nervous System
June 8	Lab 5: Digestive System
June 15	Practical Exam #1 Labs 1-6
June 22	Lab 6: Circulatory System: Blood
June 29	Lab 7: Circulatory System: Vessels
July 6	Lab 8: Circulatory System: Heart
July 13	Lab 9: Respiratory System
July 20	Lab 10: Urinary System: Bring your urine sample to class!
July 27	Practical Exam #2 Labs 6-10

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*.

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

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.

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*.

Statement on MCC Email

All email communication originating from MCC to students will be via their email account. CHECK YOUR MCC EMAIL FREQUENTLY.