

## BIOL 326L: Physiology Laboratory

<b>Location:</b>	Evening
<b>Address:</b>	1001 Rogers Street Columbia, MO 65216
<b>Section:</b>	19FALL2/BIOL/326L/AEV
<b>Semester Credit Hours:</b>	2
<b>Class Day(s) and Time(s):</b>	Tuesday, Thursday 7:45 PM - 10:25 PM from October 21, 2019 to December 14, 2019

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### 📘 Course Information

#### Catalog Description

Laboratory experiences to complement BIOL 326. Additional lab fee applicable to main campus day offerings.

**Prerequisites:** C or better in BIOL 110L and BIOL 223L; C or better in BIOL 326 or concurrent enrollment.

#### Additional Notes

**Attendance Policy:** All students are expected to attend each class period as assigned. When you miss class, you miss important announcements, directions and assignments. If you come in late, the same applies. I will not interrupt class to get you caught up.

**Late Work:** I usually do not accept late work. I do understand that there are circumstances that will allow you to turn your work in late. These will be assessed by me and given at my discretion. If there is an in-class assignment that you miss (except approved absences) you will not be allowed to make those up.

**Absences:** Excused absences are reserved for special circumstances, like a death in your family. You must notify me ASAP about the situation. Unexcused absences are for things such as feeling too tired to come to class. Missing a week of class may make it impossible for you to successfully complete this course.

**Cheating or plagiarism:** Your work must be your own work. Not the work of your classmate, the internet or friends. If you are caught cheating, you will get an automatic zero for that assignment and I will contact the appropriate persons at the college.


**Exams:** All exam dates are solid dates, meaning that they are not moved around. When we have exams, you need to be in class at the time of class and make ups are rarely given. If you miss an exam you must notify me PRIOR to the class period and I will decide if you will be allowed to make it up.

**We will not meet on Thanksgiving November 28, 2019. We will meet instead on Friday December 6th.**

### 📖 Textbooks

As part of Truition<sup>SM</sup>, students will receive their course materials automatically as described below.

 Karin Knisely . (2017). *A Student Handbook for Writing in Biology* (5th). W.H. Freeman & Company. eText

 Terry Martin. (2019). *Laboratory Manual for Holes Human Anatomy and Physiology Cat Version* (15th). McGraw-Hill. Physical Book

## Bookstore Information

Visit <https://www.ccis.edu/bookstore.aspx> for details.

### eText Information

If a course uses an eText, (see textbook information above) the book will be available directly in Desire2Learn (D2L) seven days before the session begins, if registered for courses prior to that date. Upon first login to VitalSource, students should use their CougarMail email address; alternate email addresses cannot be used. More information about how to use the VitalSource platform, including offline access to eTexts, can be found in D2L.

### Physical Course Materials Information

Students enrolled in courses that require physical materials will receive these materials automatically at the shipping address on file with Columbia College. Delivery date of physical materials is dependent on registration date and shipping location. Please refer to confirmation emails sent from Columbia College for more details on shipping status.

**Returns:** Students who drop a class are responsible for returning any physical course materials that were shipped. To initiate a return, visit [Ingram Returns](#) to generate a pre-paid return label. Materials from dropped courses must be returned within 30-days of receipt. **Failure to return physical items from a dropped course will result in a charge to the student account for all unreturned items.**

**Note:** Students who opt-out of having their books provided as part of Truition<sup>SM</sup> are responsible for purchasing their own course materials.

## Technology Requirements

### **THIS IS A TECHNOLOGY-ENRICHED COURSE WHICH COMBINES IN-SEAT INSTRUCTION WITH ONLINE LEARNING.**

Participation in this course will require the basic technology for all classes at Columbia College:

- A computer with reliable internet access
- A web browser
- Acrobat Reader
- Microsoft Office or another word processor such as Open Office

For more information, see [technical requirements](#).

## Course Learning Outcomes

- Describe basic physiological techniques.
- Understand and apply experiments to measure physiological phenomena, and interpret the results.
- Describe how enzymes are important in physiological function.
- Describe the roles of diffusion and osmosis in physiological processes.
- Demonstrate reflex arcs.
- Interpret responses of various sensory receptors.
- Classify muscle tissue responses to stimuli.
- Describe the effects of stimuli on the heart.
- Explain changes in pulmonary function related to exercise.
- Interpret the chemical composition of urine.


 Grading

Grading Scale

Grade	Points	Percent
A	900 - 1000	90-100%
B	800 - 899	80-89%
C	700 - 799	70-79%
D	600 - 699	60-69%
F	0 - 599	0-59%

Grade Weights

Assignment Category	Points	Percent
Lab Write Ups	750	75%
Lab quizzes	250	25%
<b>Total</b>	<b>1000</b>	<b>100%</b>

 Schedule of Due Dates

Week 1

Assignment	Points	Due
Assignment Lab 29 Due	50	Thursday
Lab quiz 1	36	Friday

Week 2

Assignment	Points	Due
Assignment Lab 30 Due	50	Tuesday
Assignment Lab 31 Due	50	Thursday
Lab Quiz 2	36	Friday

Week 3

Assignment	Points	Due
Assignment Lab 32 Due	50	Tuesday
Assignment Lab 33 Due	50	Thursday
Lab quiz 3	36	Friday

Week 4

Assignment	Points	Due
Assignment Lab 34 Due	50	Tuesday
Assignment Lab 35 Due	50	Thursday
Lab Quiz 4	36	Friday

Week 5

Assignment	Points	Due
Assignment Lab 36 Due	50	Tuesday
Assignment Lab 37 Due	50	Thursday
Lab quiz 5	36	Friday

Week 6

Assignment	Points	Due
Assignment Lab 39 Due	50	Tuesday
Lab quiz 6	36	Friday

Week 7

Assignment	Points	Due
Lab quiz 7	34	Friday
Assignment Lab 41 Due	50	Tues
Assignment Lab 44 Due	50	Tuesday
Assignment Lab 46 Due	50	Thursday
Week 8		
Assignment	Points	Due
Assignments Lab 49 Due	50	Tuesday
Assignment Lab 53 Due	50	Thursday
<b>Total Points: 1000</b>		

## Assignment Overview

### Assignments

The assignments for this course are the labs assigned each day. You are to complete all questions, tables, graphs and discussions.

### Examinations

There are 7 online quizzes to test your comprehension of the labs you have completed. They are due the Friday of each week, except for week 8.

## Course Outline

Click on each week to view details about the activities scheduled for that week.

### Week 1:

#### Week 1 Labs

Day 1: Tuesday: Lab 29: Reflex Arc and Reflexes.

Day 2: Thursday: Lab 30: Receptors and General Senses.

#### Assignment Lab 29 Due

Day 1:

Day 2: Lab 29: Reflex Arc and Reflexes.

#### Lab quiz 1

Covers Lab 29 only.

### Week 2:

#### Week 2 Labs

Day 1: Tuesday: Lab 31: Smell and Tastes.

Day 2: Thursday: Lab 32: Ear and Hearing.

#### Assignment Lab 30 Due

Due: Lab 30: Receptors and General Senses.

#### Assignment Lab 31 Due

Due: Thursday (Jan. 17). Lab 31: Smell and Tastes.

#### Lab Quiz 2

Covers Labs 30 and 31.

### Week 3:

#### Week 3 Labs

Day 1: Lab 33: Ears and Equilibrium.

Day 2: Lab 34: Eye Structure.

#### Assignment Lab 32 Due

Due: Lab 32: Ear and Hearing.

#### Assignment Lab 33 Due

Due: Lab 33: Ear and Equilibrium.

#### Lab quiz 3

Covers labs 32 and 33.

### Week 4:

#### Week 4 Labs

Day 1: Tuesday: Lab 35: Visual Tests and Demonstrations.

Day 2: Thursday: Lab 36: Endocrine Histology and Diabetic Physiology.

#### Assignment Lab 34 Due

Due: Lab 34: Eye Structure.

#### Assignment Lab 35 Due

Due: Lab 35: Visual Tests and Demonstrations.

#### Lab Quiz 4

Covers labs 34 and 35.

### Week 5:

#### Week 5 Labs

Day 1: Tuesday: Lab 37: Blood Cells and Blood Typing.

Day 2: Thursday: Lab 39: Cardiac Cycle.

#### Assignment Lab 36 Due

Due: Lab 36: Endocrine Histology and Diabetic Physiology.

#### Assignment Lab 37 Due

Due: Lab 37: Blood Cells and Blood Typing.

#### Lab quiz 5

Covers labs 36 and 37.

### Week 6:

#### Week 6 Labs

Day 1: Tuesday: Lab 41: Pulse Rate and Blood Pressure.

#### Assignment Lab 39 Due

Due: Lab 39: Cardiac Cycle.

#### Lab quiz 6

Covers Labs 39 and 41.

## Week 7:

### Week 7 Labs

Day 1. Tuesday: Lab 44: Action of Digestive Enzymes

Day 2. Thursday: Lab 46: Breathing and Respiratory Volumes.

Day 3: Friday 49: Urinalysis

### Lab quiz 7

Covers Labs 44 and 46.

### Assignment Lab 41 Due

Lab 31: Pulse Rate and Blood Pressure

### Assignment Lab 44 Due

Due: Tuesday (Feb. 19). Lab 44: Action of Digestive Enzyme.

### Assignment Lab 46 Due

Due: Lab 46: Breathing and Respiratory Volume.

## Week 8:

### Week 8 Labs

Tuesday: Lab 49: Urinalysis.

Thursday: Lab 53: Genetics.

### Assignments Lab 49 Due

Due: Tuesday: Lab 49: Urinalysis.

### Assignment Lab 53 Due

Due: Lab 53: Genetics.

## + Additional Resources

Online databases are available at [library.ccis.edu](http://library.ccis.edu). You may access them using your CougarTrack login and password when prompted.

### Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Technology Solutions Center, or the D2L Helpdesk for assistance. If you have technical problems with the VitalSource eText reader, please contact VitalSource. Contact information is also available within the online course environment.

- Columbia College Technology Solutions Center: [CCHelpDesk@ccis.edu](mailto:CCHelpDesk@ccis.edu), 800-231-2391 ex. 4357
- D2L Helpdesk: [helpdesk@d2l.com](mailto:helpdesk@d2l.com), 877-325-7778
- VitalSource: [support@vitalsource.com](mailto:support@vitalsource.com), 1-855-200-4146

### Online Tutoring

Smarthinking is a free online tutoring service available to all Columbia College students. Smarthinking provides real-time online tutoring and homework help for Math, English, and Writing. Smarthinking also provides access to live tutorials in writing and math, as well as a full range of study resources, including writing manuals, sample problems, and study skills manuals. You can

access the service from wherever you have a connection to the Internet. I encourage you to take advantage of this free service provided by the college.

Access Smarthinking through CougarTrack at [Students -> Academics -> Resources](#).

## 📌 Columbia College Policies and Procedures

The policies set forth in the [Policy Library](#) are the current official versions of College policies and supersede and replace any other existing or conflicting policies covering the same subject matter. For more information on policies applicable to students, see [Student Policies](#). For more information on policies applicable to the entire Columbia College community, see [College-Wide Policies](#).

Students are expected to read and abide by the College policies. Policies of particular interest to students include, but not limited to the following:

- Graduate Grading Policy
- Undergraduate Grading Policy
- Registration Policy and Procedures
- Withdrawal Policy
- Alcohol and Other Drugs Policy
- Family Educational Rights and Privacy Act (FERPA)

### Additional Policies:

#### Academic Integrity and Plagiarism

Academic integrity is a cumulative process that begins with the first college learning opportunity. Students are responsible for knowing and abiding by the [Academic Integrity Policy and Procedures](#) and may not use ignorance of either as an excuse for academic misconduct. Additionally, all required papers may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers may be included in the Turnitin.com reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

#### Disability Resources

If you have a disability that requires an accommodation, please speak with the instructor and consult the [Student Accessibility Resources](#) office. Student Accessibility Resources staff will determine appropriate accommodations and will work with your instructor to make sure these are available to you. To find additional information, see our [ADA and Section 504 Policy for Students](#).

#### Notice of Non-Discrimination and Equal Opportunity:

The College has a process through which students, faculty, staff and community members who have experienced or witnessed incidents of discrimination, harassment, or retaliation on the basis of protected status, can report their experiences to a College official. For more information, see our [Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedure](#).

#### Title IX and Sexual Misconduct

The College is committed to addressing the issues of discrimination, harassment and sexual misconduct in the educational and workplace landscape and will continue to modify policies, procedures and prevention efforts as needed. For more information, see the College's [Title IX and Sexual Misconduct Policy](#).

### Course Policies and Procedures:

#### Attendance Policy

Columbia College students are expected to attend all classes and laboratory periods for which they are enrolled.

For classes with an online component, attendance for a week includes submitting any assigned online activity. Assigned activities are scheduled prior to the course commencing. Assigned activity due dates are subject to change based on actual course progression and will be adjusted as necessary. Attendance for the week is based upon the date work is submitted. A class week is defined as the period of time between Monday and Sunday (except for week 8, when the work and the course will end at 11:59 PM Central Time on Saturday.) The course and system deadlines are based on the Central Time Zone.

Students are directly responsible to instructors for class attendance and work missed during an absence for any cause. If absences jeopardize progress in a course, the College reserves the right to drop or withdraw students from classes. For additional information, see the Administrative Withdrawal for Non-Attendance heading in the [Withdrawal Policy](#).

#### CougarMail

All students are provided a CougarMail account when they enroll in classes at Columbia College. You are responsible for monitoring email from that account for important messages from the College and from your instructor.

Students should use email for private messages to the instructor and other students. The class discussions are for public messages so the class members can each see what others have to say about any given topic and respond.

### Late Assignment Policy

All classes rely on participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. You must keep up with the schedule of reading and writing to successfully complete the class.

No late assignments will be accepted without the prior approval of the instructor.

Acceptance of a late assignment is at the discretion of the instructor.

Make-up examinations may be authorized for students who miss regularly-scheduled examinations due to circumstances beyond their control. Make-up examinations must be administered as soon as possible after the regularly scheduled examination period and must be administered in a controlled environment.

### Student Conduct

All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College's **Student Conduct Code** and **Acceptable Computing Use Policy**. Students violating these policies or any other College policy will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct, the **Student Behavioral Misconduct Policy and Procedures**, and the Acceptable Computing Use Policy can be found in the Policy Library at [ccis.edu/policies](http://ccis.edu/policies). The adjunct faculty member maintains the right to manage a positive learning environment all students must adhere to the conventions of online etiquette when enrolled in a course with an online component.