Anatomy and Physiology Laboratory – ZOO 330

Instructors:

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Office: WG 361  
Office Hours: Mon 11am-1pm  
BAC: Mon 9-11am

Joseph VanDyke  
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Office Hours: Wed 1-3pm  
BAC: Friday 2-3pm

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BAC: Mon 1-2pm

Required Materials


-Dissection Kit which should contain:
  - Scissors, forceps or tweezers, blunt “mall” probe, and scalpel handle that allows for removable blades (highly recommended)
  - Dissection kits are available at the WIU bookstore, but be sure you have the kit designated for this lab course rather than kits for introductory classes.
  - Goggles / Safety Glasses
    - These will be required during ALL dissections and demonstrations. **Use of spare lab goggles will result in loss of 1 dissection point for that lab.**

The Purpose of Laboratory

This laboratory is an opportunity for you to gain first-hand knowledge and experience with the anatomical and physiological concepts covered in lecture. It also gives you the opportunity to learn and practice a variety of skills that will be valuable tools should you continue in a scientific, medical, or laboratory field.

However, the information gained from the laboratory activities relies greatly on the student. It is our experience that students who work to understand how the lecture and laboratory concepts are interconnected do better than those who do not. **To do well in this lab you should ask good questions, be an independent learner, and come prepared for each lab.**

Student Responsibilities

1. Be Prepared

Read the lab exercise before coming to lab, use the syllabus to keep track of exams, quizzes, and due dates, complete and turn in assignments on time, have the necessary tools (i.e. dissection kits, goggles, pen/pencil, note cards, assignments, etc.) needed for lab, participate in lab, check Western Online for updates, emails, changes, and understand the policies given in this syllabus.
2. Be Safe
   Observe all safety precautions and warnings (i.e. gloves, goggles, not eating or drinking in lab),
   behave in a safe manner in lab, and keep yourself and each other safe in lab.

3. Be Respectful
   Respect yourself, your peers, the instructors and professors. Also, be respectful to the lab
   equipment, materials, and specimens.

Expectations for Student Behavior
All students are expected to behave respectfully to one another, the lab instructors, and professors.
Students will follow all safety precautions and rules and conduct themselves accordingly. Students will
also adhere to the WIU Academic Integrity Policy. Students are expected to understand and abide by all
policies set forth in this syllabus. Students are also expected to take an active role in their education and
take responsibility for their actions.

Any students whose actions are disrespectful, unsafe, in violation of WIU policy, or who are not
participating in the lab will be asked to leave the lab. If this occurs, the student will forfeit any points
earned that day and take a zero (0) and an unexcused absence. If a student is asked to leave lab more
than once, more serious consequences may follow.

Attendance Policy
Students are expected to be present and on time for all labs (see tardy policy below). Any unexcused
absences will result in loss of all points for that day. If a student misses a quiz or an exam due to an
unexcused absence, he or she will have an automatic zero (0) for that quiz or exam. Any student that
receives three (3) unexcused absences will fail the laboratory. Any student that receives five (5)
excused absences (or total absences) will fail the laboratory.

For any absence to be excused, appropriate documentation must be supplied to your TA (i.e.,
appropriate medical or funeral documentation). Medical documentation must be from the day the lab
was missed or specifically state that the student was not to attend classes on the date the lab was
missed. If you are unsure whether or not an absence will be considered excused, contact your TA as
soon as possible prior to missing the lab. In general, if a lab exam or quiz will be missed because of a
planned excused absence, the exam or quiz will be made up before the absence. There will be no
makeup option for assignments / quizzes / exams missed due to unexcused absences.

No one may leave lab to attend a school related practice. Documentation from a coach/adviser must
be provided for a game/performance, etc. to be excused. Greek related or social activities (i.e.
homecoming) are NOT excused absences. Make up assignments must be completed within one week of
the absence.
Tardy Policy
Each lab period that does not already include a quiz or exam will begin promptly with a two point notecard quiz. These questions will be used to track attendance, preparation, and participation. If a student’s behavior or participation in any lab becomes an issue, any points earned on that day’s quiz will be taken. In the event of excessive tardiness (more than 4 tardies in one semester) an unexcused absence will be given for every fourth tardy.

Lab Exams
Each exam will be worth 75 points. The first lab exam will be all new material, the second will include 10% old material, the third will have 20% old material, and the fourth will have 30% old material. Use the homework, objectives, vocabulary lists, and any additional information provided by your TA to study for exams.

Quizzes
Each quiz will be worth 20 points. Quizzes will cover material from the labs and homework. They will NOT be cumulative. The quizzes are given at the beginning of lab and will last 20 minutes. Any student who is late to lab on a quiz day will forfeit that time to work on the quiz. Any student arriving after the quiz is completed will not be permitted to take the quiz and will take a zero (0) score for that quiz.

Homework Packets and Study Material
Four homework packets will be given out throughout the semester. The packet will be graded in lab by the TA. Homework packets will be assigned in lieu of homework assignments in the lab book. This packet will be graded the day it is due and handed back to the student that same lab period. If homework is forgotten the student has until the end of the lab period to turn it in. No late homework will be accepted and will result in a zero for that assignment.
In addition to homework packets, objectives and vocabulary lists will be posted on Western Online for each section at the beginning of that section. You should bring these with you to class and use them to ensure you understand the labs as you do them. This will go a long way in helping prepare you for exams. Additional materials may be provided by your TA in lab or on Western Online periodically. Your TA will also send emails, post grades, and send announcements via Western Online, so check the class page and your WIU email often.

Participation
Each lab is worth one participation point, each dissection is worth two participation points. To earn these points students will: come prepared to lab, work diligently in lab, refrain from using electronic devices, complete all aspects of the lab, and clean up after themselves at the end of lab. Failure to do any of the above will result in the loss of participation points for that day’s labs/dissections.

Notecard Quizzes
At the beginning of each lab (on days without an exam or quiz scheduled) there will be a one question (2 point) notecard quiz. The best 15 quizzes will be counted at the end of the semester for a total of 30 possible points. Material for each quiz will be taken from that day’s lab, so you must read the lab material before coming to class. As stated earlier, these quizzes will be used to keep track of attendance
and the preparation for lab. **The question will not be repeated for students who are late. Any student that is late and misses the question will receive a zero (0) for that quiz.**

**Grading of Misspelled Words**  
Spelling is important to the understanding and meaning of terminology. Misspelled words will be given half credit.

**Grading Scale**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>4 Lab Exams @ 75 points each</td>
<td>300 points</td>
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<tr>
<td>4 quizzes @ 20 points each</td>
<td>80 points</td>
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<tr>
<td>4 Homework Packets @ 10 points each</td>
<td>40 points</td>
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<tr>
<td>Participation Points</td>
<td>30 points</td>
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<tr>
<td>Dissection Points</td>
<td>20 points</td>
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<tr>
<td>Note Card Quizzes, best 15@ 2 points each</td>
<td>30 points</td>
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</tbody>
</table>

**TOTAL**  
500 points

**Proper Lab Attire**  
To attend or participate in lab students must wear **closed toed shoes and long pants (Capris are okay).** Any student not wearing proper lab attire will not be allowed in lab, and will be given an unexcused absence and loss of participation points for that lab day. During dissections, long hair should be tied back. Goggles must be brought to dissection labs. Failure to bring dissecting equipment including goggles will result in a loss of 1 participation point for that lab dissection activity.

**Electronic Device Policy**  
Electronic Devices (cell phones, PDA’s, Mp3 players, iPods, CD players, and the like) should be turned off and put away during lab. If a student is seen using any electrical device during a quiz or an exam, he or she will receive a zero for that quiz or exam. If a student is seen using any electrical device during lab he or she will receive a zero for participation points for that day. Please leave all electronic devices in backpacks to avoid confusion.

**Academic Integrity**  
At Western Illinois University, cheating is a violation of official university policy. Cheating, plagiarism, and other forms of academic dishonesty will not be tolerated in this course. Should you have any doubt as to what constitutes academic dishonesty, please consult the Official University Policy (http://www.wiu.edu/policies/acintegrity.php). Ignorance of university policies on academic dishonesty does not exempt a student from the penalties. Students will be held to Official University Policy (http://www.wiu.edu/policies/acintegrity.php) in relation to these matters, and are responsible for understanding and following it. If the need for a grade appeal arises, we will follow university procedure: http://www.wiu.edu/policies/gradeapp.php

**Students with Disabilities**

“In accordance with university policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. For the instructor to provide the proper accommodation(s) you must obtain documentation of the need for an accommodation through Disability Resource Center (DRC) and
provide it to the instructor. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact Disability Resource Center (DRC) at 309-298-2512 for additional services”.

** Students are expected to adhere to and understand the following in addition to the above policies:
ALL WIU University Policies; they can be found at: http://www.wiu.edu/policies/
ALL aspects of the WIU Student Code of Conduct: http://www.wiu.edu/policies/stucode.php
## Lab Schedule – Subject to Change!

<table>
<thead>
<tr>
<th>DATE</th>
<th>LAB</th>
<th>Homework</th>
<th>MISC.</th>
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<tbody>
<tr>
<td>08/19 &amp; 20</td>
<td>Lab 1: Language of Anatomy and Lab 3: The Microscope</td>
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<tr>
<td>08/21 &amp; 22</td>
<td>Lab 4: The Cell: Anatomy and Division</td>
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<tr>
<td>08/26 &amp; 27</td>
<td>Lab 5: The Cell: Transport and Permeability</td>
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<td>Quiz 1</td>
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<tr>
<td>08/28 &amp; 29</td>
<td>Lab 6: Classification of Tissues/ Exam Review</td>
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<td>HWK 1</td>
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<tr>
<td>09/02 &amp; 03</td>
<td>NO M/T Labs Due to Labor Day</td>
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<tr>
<td>09/04 &amp; 05</td>
<td>Lab Exam 1</td>
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<tr>
<td>09/09 &amp; 10</td>
<td>Lab 7: The Integumentary System</td>
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<td>09/11 &amp; 12</td>
<td>Lab 8: Skeletal Overview</td>
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<td>09/16 &amp; 17</td>
<td>Lab 9: Axial Skeleton</td>
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<td>09/18 &amp; 19</td>
<td>Lab 10: Appendicular Skeleton</td>
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<td>Quiz 2</td>
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<tr>
<td>09/23 &amp; 24</td>
<td>Lab 11: Articulations and Body Movements</td>
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<td>09/25 &amp; 26</td>
<td>Lab 46: Surface Anatomy Roundup</td>
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<td>09/30 &amp; 10/01</td>
<td>Lab 12: Microscopic Anatomy and Organization of Skeletal Muscle / Exam Review</td>
<td></td>
<td>HWK 2</td>
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<tr>
<td>10/02 &amp; 03</td>
<td>Lab Exam 2 (10% Cumulative)</td>
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<tr>
<td>10/07 &amp; 08</td>
<td>Lab 13: Gross Anatomy of the Muscular System, DEX 1 (skinning)</td>
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<td>10/09 &amp; 10</td>
<td>Lab 14: Skeletal Muscle Physiology Frogs and Humans</td>
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<td>Quiz 3</td>
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<tr>
<td>10/14 &amp; 15</td>
<td>Lab 15: Histology of Nervous Tissue</td>
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<td>10/16 &amp; 17</td>
<td>Lab 16: Neurophysiology of Nerve</td>
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<tr>
<td>10/21 &amp; 22</td>
<td>DEX 1 Continued / Exam Review</td>
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<td>HWK 3</td>
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<tr>
<td>10/23 &amp; 24</td>
<td>Lab Exam 3 (20% Cumulative)</td>
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<tr>
<td>10/28 &amp; 29</td>
<td>Lab 17: Gross Anatomy of the Brain and Cranial Nerves</td>
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<td>10/30 &amp; 31</td>
<td>Lab 18 Electroencephalography</td>
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<td>11/04 &amp; 05</td>
<td>Lab 19: Spinal Cord, Spinal Nerves Dex 2</td>
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<td>11/06 &amp; 07</td>
<td>Lab 20: Autonomic Nervous System</td>
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<td>11/11 &amp; 12</td>
<td>Lab 22: General Sensation</td>
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<td>Quiz 4</td>
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<tr>
<td>11/13 &amp; 14</td>
<td>Lab 21: Human Reflex Physiology</td>
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<td>11/20 &amp; 21</td>
<td>Lab 25: Special Senses: Hearing and Equilibrium</td>
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<td>11/25 – 11/29 Thanksgiving Break, NO CLASS</td>
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<tr>
<td>12/02 &amp; 03</td>
<td>Lab 26: Special Senses: Olfaction and Taste / Exam Review</td>
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<td>HWK 4</td>
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<tr>
<td>12/04 &amp; 05</td>
<td>EXAM 4 (30% Cumulative)</td>
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## IMPORTANT DATES:
- **August 30, 2013** – Last day to withdraw with full credit.
- September 2, 2013 – Labor Day No Classes
- September 3, 2013 – Lecture will be held the Tuesday after Labor Day
- October 14, 2013 – Early warning grades emailed to students.
- **October 27, 2013** – Last day to withdraw with a “W”
- December 9-13, 2013 – Finals Week