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.

The university has implemented an online absence recording system (OARS) for students that are ill. If you are to miss lab due to illness an OARS report must be filled out online for the day missed. For any absence to be excused, appropriate documentation must be supplied to your TA (i.e., appropriate medical or funeral documentation). OARS reports are not a valid form of documentation for the absence to be excused. Valid documentation must be a note signed by the medical staff of the clinic you were seen at or discharge instructions with the date and your name on it. 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 or absences lacking proper documentation.

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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</thead>
<tbody>
<tr>
<td>4 Lab Exams @ 75 points each</td>
<td>300</td>
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<tr>
<td>4 quizzes @ 20 points each</td>
<td>80</td>
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<tr>
<td>4 Homework Packets @ 10 points each</td>
<td>40</td>
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<tr>
<td>Participation Points</td>
<td>30</td>
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<tr>
<td>Dissection Points</td>
<td>20</td>
</tr>
<tr>
<td>Note Card Quizzes, best 15@ 2 points each</td>
<td>30</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>500</strong></td>
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</table>

**Proper Lab Attire**
To attend or participate in lab students must wear **closed toed shoes and long pants (No Capris or Long Skirts)**. 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. No cameras or other imaging device may be used when the cadaver is out for demonstration. This is out of respect of privacy for the dead and to remain compliant with policies set by the cadaver supplier. If a student is caught taking pictures of the cadaver they will be penalized.

**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/](http://www.wiu.edu/policies/)
<table>
<thead>
<tr>
<th>DATE</th>
<th>LAB</th>
<th>Homework</th>
<th>Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/13</td>
<td>Lab 2: Organ Systems Overview</td>
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<tr>
<td>1/15</td>
<td>Lab 27: Functional Anatomy of the Endocrine Glands and DEX 3</td>
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<tr>
<td>1/20</td>
<td>NO CLASS: DR. MARTIN LUTHER KING DAY</td>
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<tr>
<td>1/22</td>
<td>Lab 28a: Role of Thyroid Hormone, Pituitary Hormone, Insulin, and Epinephrine</td>
<td>HWK 1</td>
<td>Quiz 1</td>
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<tr>
<td>1/27</td>
<td>Lab 29: Blood</td>
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<tr>
<td>1/29</td>
<td>EXAM 1 – Endocrine System</td>
<td></td>
<td>Exam</td>
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<tr>
<td>2/03</td>
<td>Lab 30: Anatomy of the Heart</td>
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<tr>
<td>2/05</td>
<td>Lab 31: Conduction System of the Heart</td>
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<tr>
<td>2/10</td>
<td>NO CLASS: LINCOLN’S BIRTHDAY</td>
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<tr>
<td>2/12</td>
<td>Lab 32: Anatomy of the Blood Vessels</td>
<td>Quiz 2</td>
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<tr>
<td>2/17</td>
<td>DEX 4: Blood Vessels and Cardiovascular Organs</td>
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<tr>
<td>2/19</td>
<td>Lab 33: Human Cardiovascular Physiology</td>
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<td>2/24</td>
<td>Lab 34: Frog Cardiovascular Physiology</td>
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<tr>
<td>2/26</td>
<td>Lab 35: Lymphatic System</td>
<td>HWK 2</td>
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<td>3/03</td>
<td>EXAM 2 – Cardiovascular and Lymphatic Systems (10% cumulative)</td>
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<td>3/05</td>
<td>Lab 36: Anatomy of the Respiratory System</td>
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<td><strong>3/10-14 NO CLASS – SPRING BREAK</strong></td>
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<tr>
<td>3/17</td>
<td>Lab 37: Respiratory System Physiology</td>
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<tr>
<td>3/19</td>
<td>DEX 6: Respiratory System</td>
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<tr>
<td>3/24</td>
<td>Lab 38: Anatomy of the Digestive System</td>
<td>Quiz 3</td>
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<tr>
<td>3/26</td>
<td>Lab 39: Chemical and Physical Processes of Digestion</td>
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<tr>
<td>3/31</td>
<td>DEX 7: Digestive System</td>
<td>HWK 3</td>
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<td>4/02</td>
<td>EXAM 3 – Respiratory and Digestive Systems (20% cumulative)</td>
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<tr>
<td>4/07</td>
<td>Lab 40: Anatomy and of the Urinary System</td>
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<td>4/09</td>
<td>Lab 41: Urinalysis and DEX 8: Urinary System</td>
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<td>4/14</td>
<td>Lab 42: Anatomy of the Reproductive System</td>
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<tr>
<td>4/16</td>
<td>DEX 9: Reproductive System</td>
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<td>4/21</td>
<td>Lab 43: Physiology of the Reproductive System</td>
<td>Quiz 4</td>
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<tr>
<td>4/23</td>
<td>Lab 44: Survey of Embryologic Development</td>
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<td>4/28</td>
<td>Lab 45: Principals of Heredity</td>
<td>HWK 4</td>
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<tr>
<td>4/30</td>
<td>EXAM 4 – Urinary and Reproductive Systems (30% cumulative)</td>
<td>Exam</td>
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**5/5-7 FINALS WEEK**

**IMPORTANT DATES:**

January 27, 2014 – Last day to withdraw with full credit / refund.
March 11, 2014 – Early warning grades emailed to students.
March 30, 2014 – Last day to withdraw with a “W”
May 5-9, 2013 – Finals Week