

HUMAN ANATOMY (BIOLOGY 2)

LEC MW 9 – 11AM B210, LAB T 9AM-12PM OR TH 9AM-12PM B207

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OFFICE HOURS: MWTh 1-2PM, T 4-5PM (USUALLY IN B207) OR BY APPOINTMENT

MATERIALS REQUIRED

- Textbook: Human Anatomy, Marieb, Wilhelm & Mallatt, 7th ed.
- Lecture Notes
- Handout packet
- Scantron forms, total of 5 for the semester (#882-E)
- Gloves for dissection

OBJECTIVE

To understand the structure and basic functions of the human body and its organ systems.

FORMAT AND GENERAL INFORMATION

Lecture will begin at 9 am on Monday and Wednesday. Plan to be in your seat and ready to take notes at that time. You may take notes in your lecture outline book. There will be a short break in the middle of each class. You should read the appropriate chapters of the text prior to exams, focusing on the diagrams that you have seen in lecture. You will note that the schedule (see attached page) does not give an exact date for each chapter, as we may move faster or slower depending on the amount of questions there are on the material. We will follow the general pattern of the schedule for lecture, and while chapter dates may vary, exam dates will not change. Lab will begin at 9am every Tuesday or Thursday. You must bring your textbook to lab. You are expected to budget your time to complete the day's assignment, and you can include a 15 minute break. Some days we may finish early, but you should expect to stay for the entire lab period most days. If you finish your lab assignment early, you are expected to use your time wisely for reviewing, etc.

ATTENDANCE

You are required to attend every class, arrive on time, and stay until the end of class. For purposes of emergency or illness, you may miss up to 3 lab sessions and 5 lectures. If you miss more than this you will be dropped from the course. There is no such thing as an excused absence beyond the absences you are allowed for illness/emergency. Attendance will be accounted for by sign-in sheets. Each day of lecture or lab you are responsible for checking off your own name (do not check off other students). Remember, participation is part of your grade, and you can't participate if you don't attend.

ASSESSMENT (1000 POINTS TOTAL)

Lecture Exams

You must recognize and define terms used in class, synthesize information from lecture and answer multiple choice, T/F and matching questions. You must write logical, organized, detailed essays explaining lecture material. During the exam, if you feel a question is not clear, you may ask me to clarify. There will be four lecture exams, each worth 100 points, and graded on a typical straight scale (90 and above = A, 80-89 = B, etc.). There will be an opportunity for 10 points of extra credit on each exam. You may replace your lowest lecture exam score by taking an optional comprehensive final exam. If you miss an exam, you may not make it up under any circumstances, nor may you take an exam early. If you miss an exam, you must replace it with the comprehensive exam. (400 points)

Lab Practicals

You must work quickly (two minutes per station) to identify and correctly name structures from figures, models, or microscope views. Correct terminology and correct spelling are essential. Practicals require short written answers. There will be an opportunity for 10 points of extra credit on each practical exam. There will be three practical exams, each worth 100 points, graded on a typical straight scale (90 and above = A, 80-89 = B, etc.). You may not make up a practical exam. (300 points)

Lab Materials

Lab materials are to be turned in at each lab practical exam. The materials must include study tools from each major topic of study for that unit (lab only, *do not mix with lecture notes*). Any digital materials must be uploaded to Canvas **before** the practical exam.

Practical #1: basic terminology, cells and tissues, skeletal system (67 points)

Practical #2: muscles, CNS (67 points)

Practical #3: PNS, cardiovascular, respiratory, urinary, digestive and reproductive systems (66 points)

Minimally, lab materials must include all lab handouts and notes taken in lab. To receive full credit, several of the following must also be included: copies or drawings of figures/models, flashcards, drawings of cells/tissues or other structures, anatomy coloring book with completed pages clearly marked, lists of terms for spelling practice, or other appropriate materials. Any purchased materials, such as pre-made flashcards, must show some aspect of your own work (for example, highlighting terms used in this specific class). Your text is acceptable as part of these materials only if you have clearly marked pages that you have altered in some way, to tailor it to your study needs (for example, highlighting terms, taking notes, covering labels on figures). All your hard copy materials must be kept *in a single package*, such as a neatly organized folder or envelope, with first and last name clearly on the front. Flashcards should be bound together, not loose, and included in the package with the other materials. Online resources such as apps must be uploaded to Canvas *before you arrive for your practical exam*. (200 points for all three sets)

Participation

You should ask well thought-out, relevant questions during lecture, lab and/or office hours. You must show enthusiasm for the topics and willingness to communicate with, help, and learn from other students, the instructor and instructor's student aide. You must work well independently and contribute significantly and positively to group work. You must take responsibility for your successes and your difficulties. You must attend lecture and lab regularly, be on time, and stay for the scheduled class period. You must keep your lab area clean and participate in keeping common use areas clean and organized.

In lab, you will locate and identify structures on figures and models. You must be able to take apart models and put them back together properly, and put the models away properly. You must correctly use the microscope, including the following steps: choose an appropriate slide, place it on the microscope, focus and adjust lighting, and locate and identify cells/tissues/other structures and state functions. You must clean the microscope and put it away properly. (100 points)

ASKING QUESTIONS/ASKING FOR HELP

If you have a question while I am lecturing feel free to raise your hand. I will repeat things as often as necessary for the majority of students to catch on. If there is still confusion I will meet with you individually. Please don't be embarrassed to ask a question, because it shows you are really trying to grasp the material. I'll do my best to answer questions. If you have a question that is not related to the topic we are working on, or is not appropriate for the lecture period, or you need individual attention for any reason, see me during office hours. If at any time you have a problem that affects your performance in class, please talk with me about it as soon as possible. Prompt attention to a problem greatly increases your chances of having it resolved favorably.

OTHER ADMINISTRATIVE ITEMS

1. You must keep your lab area clean. Everyone is responsible for seeing that all common areas are clean and all equipment is in its proper place.
2. No eating or drinking in the classroom. Exception: you may bring a water bottle if it can be sealed.
3. Cheating will result in a zero for the assignment, possible notification of the Dean, and/or failure of the course and suspension from school. Don't talk during exams for any reason. Cell phones are not allowed out during exams or when keys are posted.
4. You are responsible for knowing all the information in this syllabus.
5. You should keep track of your absences and grades and let me know if you want help. Remember, it is your responsibility to get as much as you can from this course.
6. You must turn off the sound for cell phones and other devices while in the classroom. You may use electronic devices for educational purposes only, no personal use during class time. No electronic dictionaries are allowed during exams.

STUDENT LEARNING OUTCOMES

Upon completion of this course, the student will be able to...

1. Define and correctly use terminology in regard to structure and function of the human body, and explain issues of structure and function in a way that a medical patient could understand.
2. Synthesize information, think independently and critically, and reason through new material in a way that not only reflects facts learned about a particular topic but also an understanding of the overall structure and function of the human body.
3. Work well independently and in small groups, demonstrating both self-direction and motivation and contributing to group work.
4. Infer three-dimensional structures from two dimensional drawings, pictures, or microscope views.

ADDITIONAL GOALS FOR ANATOMY STUDENTS

1. Describe the molecular, cellular, tissue, organ, organ system and organismal levels of structure for all human organ systems, and apply this information in discussions and on exams.
2. Describe the details of structure of the human body and be able to apply them to the “big picture” in discussions and on exams.
3. Describe the basics of the molecular, cellular, tissue, organ, organ system and organismal levels of function for all human organ systems, and apply this information in discussions and on exams.
4. Define and correctly use terminology in regard to basic function of the human body, in discussions and on exams.
5. Label anatomical diagrams using correct terminology on laboratory practical exams.
6. Correctly focus and adjust lighting on microscope slides, to locate and identify tissues and organs of the human body during laboratory.
7. Dissect mammalian organs and identify parts during laboratory.
8. Recognize and name structures on the human body and three-dimensional models on laboratory practical exams.
9. Explain issues of structure and basic function of the human body in a way that a medical patient could understand.
10. Realize the value of studying every day, accept responsibility for the learning process, and express that understanding in discussions.
11. Assess personal needs in regard to study time and methods, and discuss with instructor.
12. Create useful study materials that enhance learning of course topics. May include flashcards, drawings, diagrams, etc.
13. Budget in-laboratory and at-home study time appropriately to learn the material, working at a level and pace that demonstrates preparation for success in professional school. Demonstrate this with steady high scores on assignments or consistent improvements in course work.
14. Show proficiency in taking multiple-choice exams to prepare for testing at the professional school level and for state board exams.
15. Show proficiency in taking lab practical exams, responding to questions quickly and accurately, effectively handling the pressure of a timed exam.

Human Anatomy Schedule Spring 2020

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|------------------------------------|--|---|---|---|--|
| Jan 20 HOLIDAY (MLK) | Jan 21 Language of Anatomy, Microscope | Jan 22 | Jan 23 Language of Anatomy, Microscope | Jan 24 | Jan 25 Sat. classes begin [Jan 26: last day to add w/o Perm #] |
| Jan 27 | Jan 28 Cells & Tissues | Jan 29 | Jan 30 Cells & Tissues | Jan 31 | Feb 1 [Feb 2: Last day to add & to drop w/o W; Census due] |
| Feb 3 | Feb 4 Bone & Skeletal Tissues, The Skeleton | Feb 5 | Feb 6 Bone & Skeletal Tissues, The Skeleton | Feb 7 Last day to file PASS/NO | Feb 8 |
| Feb 10 | Feb 11 The Skeleton | Feb 12 | Feb 13 The Skeleton | Feb 14 HOLIDAY | Feb 15 NO SAT/SUN CLASSES |
| Feb 17 HOLIDAY | Feb 18 The Skeleton | Feb 19 | Feb 20 The Skeleton | Feb 21 OPEN LAB/REVIEW 9-11am | Feb 22 |
| Feb 24 Exam 1 (Ch 1, 2, 4-9) | Feb 25 Lab Practical 1 Lab Materials Due | Feb 26 | Feb 27 Lab Practical 1 Lab Materials Due | Feb 28 | Feb 29 |
| Mar 2 | Mar 3 Muscle Tissues, Muscles | Mar 4 | Mar 5 Muscle Tissues, Muscles | Mar 6 | Mar 7 |
| Mar 9 | Mar 10 Muscles Cadaver | Mar 11 | Mar 12 Muscles Cadaver | Mar 13 Last day to file for AA/AS | Mar 14 |
| Mar 16 | Mar 17 Muscles, Nervous Tissue, CNS | Mar 18 | Mar 19 PROFESSIONAL DAY (faculty meetings) no classes | Mar 20 | Mar 21 |
| Mar 23 | Mar 24 CNS/PNS | Mar 25 Exam 2 (Ch 10-14) | Mar 26 Muscles, Nervous Tissue, CNS | Mar 27 | Mar 28 |
| Mar 30 | Mar 31 HOLIDAY (Cesar Chavez) | Apr 1 | Apr 2 CNS/PNS | Apr 3 OPEN LAB/REVIEW 9-11am | Apr 4 |
| Apr 6 | Apr 7 Lab Practical 2 Lab Materials Due | Apr 8 | Apr 9 Lab Practical 2 Lab Materials Due | Apr 10 | Apr 11 |
| Apr 13 SPRING RECESS | Apr 14 SPRING RECESS | Apr 15 SPRING RECESS | Apr 16 SPRING RECESS | Apr 17 SPRING RECESS | Apr 18 SPRING RECESS |
| Apr 20 | Apr 21 Heart & Blood Vessels | Apr 22 | Apr 23 Heart & Blood Vessels | Apr 24 Attend. Verif. Day Last day to drop with W | Apr 25 |
| Apr 27 Exam 3 (Ch 14-16, 18-20) | Apr 28 Blood, Lymphatic System, Respiratory Slides | Apr 29 | Apr 30 Blood, Lymphatic System, Respiratory Slides | May 1 | May 2 |
| May 4 | May 5 Respiratory & Digestive Systems | May 6 | May 7 Respiratory & Digestive Systems | May 8 OPEN LAB/REVIEW 9-11am | May 9 |
| May 11 | May 12 Urinary & Reproductive Systems | May 13 | May 14 Urinary & Reproductive Systems | May 15 HOLIDAY (Malcolm X) | May 16 Finals (Sat. classes) |
| May 18 Finals | May 19 Lab Practical 3 (T 8-10, Th 10-12), Lab Materials Due | May 20 Exam 4 (Ch 21-25, 17) + OptComp 8-10am | May 21 Finals | May 22 Finals | May 23 |

Chapter Lecture Dates Are Subject to Change

You must carefully follow all instructions regarding safety in the laboratory