

# ABRIDGED

BIOL 204 PM (20231)  
**Human Anatomy**  
Spring 2014      4 Credits

**Instructor: Ms. Susan Moss**, Associate Professor of Biology      **Office: 2779**  
**Office Phone Number: 760-355-5760**      **Email: susan.moss@imperial.edu**

## Required:

### ► Textbooks

*Human Anatomy*, Ken Saladin, 4<sup>th</sup> edition, 2013

Customized Version: *BIOL 204 Human Anatomy Lab Manual* available in the bookstore

### ► Safety glasses

**Recommended:** blank index cards (lots!), colored pencils, highlighters, camera

## General Class Policies

- Attendance and punctuality are required. I start on time and expect you to be seated by the time class starts and I begin taking roll. If tardiness becomes a problem, I will start locking out late arrivers.
- Disruptive, inappropriate, or offensive behavior of any kind will not be tolerated and may result in your being dropped from the course.
- Disrespectful behavior, such as putting your head down or audible yawning, will not be tolerated.
- As per IVC policy, this course is conducted solely in English. Only English may be spoken when lecture or lab is in session.
- Only voice recorders may be used to record lectures. Videotaping is never allowed.
- If your cell phone starts ringing, **10 points** will be deducted from your final point total.
- No open food or drink containers are allowed in the classroom or lab.
- Safety glasses must be worn and long hair tied back when dissections are done in lab.

## Attendance Policy

- Each lecture & lab is considered a **separate** instructional period.
- Each missed instructional period earns you **2** strikes.
- Each time you are late earns you **1** strike.
- Each time you leave lab before your group's worksheet is completed and turned in will earn you **1** strike.
- If you reach **12** strikes, you will be dropped from the course.
- There are no "excused" absences. **Every absence counts against you.**

## Exams

Most exams will include a **practical part** and a **written part**. Questions on both will be based on lecture notes and lab activities. Written tests will include multiple-choice, fill-in, T/F, matching and short answer questions. Tests may also include diagrams to label. Most practical questions will be recall-type questions.

### **NO Make-up Exams Will Be Given**

If you notify me in advance that you have to miss an exam **and** you have a legitimate excuse with supporting documentation, I will prorate the first missed exam. Any other missed exams will receive a zero.

### **EXAM-TAKING RULES:**

- ◆ Long hair must be tied back.
- ◆ No hats or hoods may be worn.
- ◆ Hands must remain on top of the table.
- ◆ Test pages must be folded under when you turn a page.
- ◆ For matching & labeling, **capital** letters must be used.
- ◆ Black pen must be used for labeling.

## Laboratory – Policies & Procedures

- You will be responsible for conducting yourself properly and safely during lab. This includes: handling materials and equipment carefully, following instructions, wearing safety glasses and keeping hair tied back when doing dissections, putting items back where you found them, and cleaning your area before leaving.
- Lab work will consist of material taken from the Laboratory Manual and any additional worksheets assigned. For some labs, you will be required to turn in a lab report. Only original pages from the lab manual will be accepted.
- For computer activities, no more than 2 people may work together.
- For all other activities, no more than 3 people may work together.
- All group members must participate in **all** activities.
- ONE lab report is turned in per group.
- Everyone in a group will receive the same grade.
- Any group member who leaves before the assignment is completed & turned in will receive a zero grade.
- Each group member must write his/her **own** name on lab reports.

**Most missed labs cannot be made up.**

## Spelling

Spelling of structures and terms counts on ALL exams and practicals. Correct spelling also means using the correct form of a structure name: singular or plural. For example, if a pointer is pointing to **one** lung bronchus, and you write “bronchi,” that would be a spelling error. The penalty for each spelling error is ½ point.

## Oral Presentation – Body Part Replacement: A Global Perspective

You will be required to independently research and present information related to the replacement of body parts. Your presentation should last **6-7 minutes** and a PowerPoint slide show is required.

### “In the News” – Current Research in Human Anatomy

Once during the semester, you will be required to find a **news** article related to research in human anatomy. The article can be from a science magazine, newspaper or an internet news source. It must be **current** (less than 2 months old) and must be a **news report** about recent research discoveries. You will turn in the article (or copy) stapled to your summary. **The summary must be typed and double-spaced.** In addition, you will present a brief summary of the news story to the class.

*Good source of news articles...*      [www.sciencedaily.com](http://www.sciencedaily.com)

### Grading

Test and practical scores that end up in the middle of two numbers will be rounded down. Final grades are calculated using a simple point system. If your test/practical average is  $\geq 70.0\%$ , your grade will be based on the total points you earn divided by the total points possible. The grading scale will be:

- A  $\geq 90\%$
- B = 80-89 %
- C = 70-79 %
- D = 60-69 %
- F  $\leq 59\%$

- ◆ Exams: 100-140 pts. each
- ◆ Lab assignments: 10-15 pts each
- ◆ Oral presentation: 30 pts
- ◆ Participation, class conduct, misc.: 30 pts.

*“Participation” means asking questions, answering questions, contributing thoughts and opinions. In other words, being an **active** member of the class!*

*“Class Conduct” means following class policies & procedures.*

**IMPORTANT:** ➤ If your exam average ends up below 60%, you will automatically receive an “**F**” for the course.


➤ If your exam average ends up being between 60-69%, you will automatically receive a “**D**” for the course.



## Schedule

**IMPORTANT:** *Schedule is tentative and subject to change.*



*Safety glasses required.*

<b>LECTURE</b>		<b>LAB</b>
1/21	Introduction	Language of Anatomy, Word Roots, Grammar
1/23	Ch 1 – Intro to Anatomy	Metric system review
1/28	Ch 2 – Cells	<b>Anatomy Terms, Grammar &amp; Word Root Test: 3:30</b>
1/30	Ch 2 – Cells	Cells Cell Cycle & Meiosis
2/4	Ch 3 – Tissues; News Articles #1	Bones
2/6	Ch 3 – Tissues	Tissues
2/11	<b>EXAM: Metric, cells, cell cycle, meiosis</b>	<b>Practical: 2:00 – 2:30 Written: 4:30 – 5:30</b>
2/13	Ch 5 – Integumentary System; News Articles #2	Integument; Muscle ID; bone review
2/18	Open Lab	<b>PRACTICAL: Bone ID 4:30</b>
2/20	Ch 6-9 – Skeletal tissue & Joints	Skeletal Tissue & Joints; Tissue Review
2/25	<b>EXAM: Tissues</b>	<b>Practical: 2:00 – 2:30 Written: 4:30 – 5:30</b>
2/27	Ch 10-12 – Muscular System	<b>PRESENTATIONS (Groups 1-3)</b>
3/4	<b>EXAM: Integument, bone tissue, joints</b>	<b>Practical: 2:00 – 2:30 Written: 4:30 – 5:30</b>
3/6	Ch 19-21 – Cardiovascular System; News Articles #3	Cardiovascular 
3/11	Ch 19-21 – Cardiovascular System	<b>EXAM: Muscular System 3:30</b>
3/13	Ch 22 – Lymphatic System Ch 13-16 – Nervous System	<b>PRESENTATIONS (Groups 4-6)</b>

3/18	Nervous System cont.	Brain and nerves	
3/20	Ch 17 – Senses	Senses	

3/25	<b>EXAM:</b> <b>Cardiovascular &amp; Lymphatic</b>	<b>Practical: 2:00 – 2:30</b> <b>Written: 4:30 – 5:30</b>
3/27	Ch 18 – Endocrine System; News Articles #4	Endocrine System; Senses


4/1	<b>EXAM:</b> <b>Nervous System &amp; Senses</b>	<b>Practical: 2:00 – 2:30</b> <b>Written: 4:30 – 5:30</b>
4/3	Ch 23 – Respiratory System; News Articles #5	Respiratory



4/8	Ch 24 – Digestive System	Digestive System
4/10	Ch 25 – Urinary System; News Articles #6	<b>CADAVER OBSERVATION &amp; QUIZ</b>

4/15	<b>EXAM:</b> <b>Endocrine &amp; Respiratory Systems</b>	<b>Practical: 2:00 – 2:30</b> <b>Written: 4:30 – 5:30</b>
4/17	Ch 26 – Reproductive Systems Ch 4 – Pregnancy & Development	Urinary & Reproductive Systems

**SPRING BREAK**



4/29	CAT dissection .....	.....	
5/1	<b>EXAM:</b> <b>Digestive &amp; Urinary Systems</b>	<b>Practical: 2:00 – 2:30</b> <b>Written: 4:30 – 5:30</b>	

5/6	CAT dissection .....	.....	
5/8	CAT dissection and <b>QUIZ</b> .....	.....	

5/13	<b>EXAM:</b> <b>Reproductive Systems &amp; Development</b>	<b>Practical: 2:00 – 2:30</b> <b>Written: 4:30 – 5:30</b>
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