

ABRIDGED VERSION

BIOL 204 (30033)

Instructor: Ms. Susan Moss, Associate Professor of Biology

Required:

► Textbooks

Human Anatomy, Ken Saladin, 4th edition, 2013

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

► Safety glasses

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.
- During class, if your cell phone starts ringing or you use it for personal reasons like texting, **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.
- Each time you attend only one of the 2 daily lab periods earns 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.**

Blackboard (<https://imperial.blackboard.com/>)

PowerPoint slide shows will be available for viewing through your Blackboard account. NOTE: The slide shows posted on BB will not be identical to what's shown in class. Also posted:

- Exam scores
- Structure lists
- Unlabeled diagrams

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.

Missed labs cannot be made up.

Spelling

You do not get credit for knowing a structure if you cannot spell it correctly. Thus, 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 the plural “bronchi,” that would be a spelling error. Correct spelling also means writing your letters clearly and correctly. 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.

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.

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.*

	LECTURE	LAB
6/16	Introduction	Language of Anatomy, Word Roots, Grammar; Metric system review
6/17	Ch 1 – Intro to Anatomy	Internet research project: Human evolution and the history of anatomical research
6/18	Ch 2 – Cells, Cell Cycle, Meiosis	Cells
6/19	Ch 3 – Tissues	Anatomy Terms, Grammar & Word Root Test: 1:00 – 2:40

6/23	OPEN LAB	EXAM <i>Intro to Anatomy, Metric, Cells</i> Written: 10:15 – 11:45 Practical @ 1:45
6/24	Tissues cont.; Ch 5 – Integumentary System	Tissues; Integument
6/25	Ch 6-9 – Skeletal System; Joints	Bones and Joints; Muscle ID
6/26	Ch 10-12 – Muscular System	OPEN LAB – 10:15 – 12:00 TISSUE ID TEST: 2:00

6/30	OPEN LAB	EXAM <i>Tissues, Integument, Skeletal, Joints</i>
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		Written: 10:15 – 11:45 Practical @ 1:45
7/1	Ch 19-21 – Cardiovascular System	Cardiovascular Heart dissection
7/2	Ch 22 – Lymphatic System & Defense	PRESENTATIONS
7/3	Ch 23 – Respiratory System	OPEN LAB 10:15 – 12:00 BONE ID TEST @ 1:45

7/7	OPEN LAB	EXAM <i>Cardiovascular, Lymphatic, Respiratory</i> Written: 10:15 – 11:45 Practical @ 1:45
7/8	Ch 13-16 – Nervous System	Nervous System Brain dissection
7/9	Ch 17 – Senses	Senses Eyeball dissection
7/10	Ch 18 – Endocrine System	MUSCLE EXAM @ 12:00

7/14	OPEN LAB	EXAM <i>Nervous, Senses, Endocrine</i> Written: 10:15 – 11:45 Practical @ 1:45
7/15	Ch 24 – Digestive System	Digestive
7/16	Ch 26 – Reproductive Systems	Ch 4 – Pregnancy & Development Reproductive systems
7/17	Ch 25 – Urinary System	CADAVER OBSERVATION & QUIZ

7/21	OPEN LAB	EXAM <i>Digestive, Urinary</i> Written: 10:15 – 11:45 Practical @ 1:45
7/22	CAT Dissection and QUIZ Cont.
7/23	OPEN LAB	EXAM <i>Reproductive Systems, Pregnancy, Development</i> Written: 10:15 – 11:45 Practical @ 1:45