

# Abridged

BIOL 204 AM (10323)

## Human Anatomy

Fall 2014

4 Credits

**Instructor: Ms. Susan Moss**, Associate Professor of Biology

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### Office Hours:

Tuesday & Thursday            11:45 – 12:45  
Wednesday & Friday            1:30 – 2:30

<b>Lecture:</b>	<b>Wednesday &amp; Friday</b>	<b>9:10 – 10:05</b>	<b>room 2733</b>
<b>Lab:</b>	<b>Wednesday &amp; Friday</b>	<b>10:35 – 1:25</b>	<b>room 2736</b>

### Textbooks & Other Resources

#### Required:

► **Textbooks**

*Human Anatomy*, Ken Saladin, 3<sup>rd</sup> or 4<sup>th</sup> edition

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

► **Safety glasses**

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

### Attendance Policy

- Each lecture & lab is considered a **separate** instructional period.
- Each missed instructional period earns you **1** strike.
- If you reach **8** strikes, you will be dropped from the course.
- **ONLY** absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as “excused” absences. All other absences count against you.

### Classroom Rules and Etiquette

- 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, disrespectful, inappropriate, or offensive behavior of any kind will not be tolerated and may result in your being dropped from the course.
- 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.
- Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### 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. Only original pages from the lab manual will be accepted and pages must be in the correct order.
- 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 and turned in will receive a **zero** grade.
- Each group member must write his/her **own** name on lab worksheets.

### Oral Presentation – Body Part Replacement

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.

### News Article Assignment – Current Research in 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 Policies

Most exams will include a **practical part** and a **written part**. Questions on both will be based on lecture notes, structure lists, 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.

### 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.

### Grade Calculation

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: 25 pts
- ◆ Participation, class conduct, misc.: 30 pts.

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

*“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.

*If you can't pass the exams, you can't pass the class.*

## Extra Credit

The only opportunities for extra credit points will be in the form of **bonus questions** on exams.

### Additional Help

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

PowerPoint slide shows will be available for downloading 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 and overall test average
- Structure lists
- Unlabeled practice diagrams




Library Services: You have access to tutors and workshops in the learning center, as well as study rooms and online access to a wealth of resources.

### Tentative Schedule





= *Safety glasses required.*

<b>LECTURE @ 9:10</b>		<b>LAB @ 10:35</b>
8/20	Introduction	Language of Anatomy, Word Roots, Grammar
8/22	Ch 1 – Intro to Anatomy	Metric system review
8/27	Ch 2 – Cells	<b>Anatomy Terms, Grammar &amp; Word Root Test: 11:00</b>
8/29	Ch 2 – Cells	Cells Cell Cycle & Meiosis
9/3	Ch 3 – Tissues; News Articles #1	Bones
9/5	Ch 3 – Tissues	Tissues
9/10	<b>EXAM:</b> Metric, cells, cell cycle, meiosis	<b>Written: 9:10 – 10:30</b> <b>Practical: 12:30</b>
9/12	Ch 5 – Integumentary System; News Articles #2	Integument; Muscle ID; bone review

9/17	<b>EXAM: Bone ID</b>	<b>Open Lab: 9:10 – 11:00</b> <b>Practical: 12:30</b>
9/19	Ch 6-9 – Skeletal tissue & Joints	Skeletal Tissue & Joints; Tissue Review
9/24	<b>EXAM: Tissues</b>	<b>Written: 9:10 – 10:30</b> <b>Practical: 12:30</b>
9/25	Ch 10-12 – Muscular System	<b>PRESENTATIONS</b>
10/1	<b>EXAM: Integument, bone tissue, joints</b>	<b>Written: 9:10 – 10:30</b> <b>Practical: 12:30</b>
10/3	Ch 19-21 – Cardiovascular System; News Articles #3	Cardiovascular 
10/8	Ch 19-21 – Cardiovascular System	<b>EXAM: Muscular System</b> <b>Starts at 11:00</b>
10/10	Ch 22 – Lymphatic System Ch 13-16 – Nervous System	<b>PRESENTATIONS</b>
10/15	Nervous System cont.	Brain and nerves 
10/17	Ch 17 – Senses	Senses – Eyes & Ears 
10/22	<b>EXAM: Cardiovascular &amp; Lymphatic</b>	<b>Written: 9:10 – 10:30</b> <b>Practical: 12:30</b>
10/24	Ch 18 – Endocrine System; News Articles #4	Endocrine System Senses – Touch & Taste
10/29	<b>EXAM: Nervous System &amp; Senses</b>	<b>Written: 9:10 – 10:30</b> <b>Practical: 12:30</b>
10/31	Ch 23 – Respiratory System; News Articles #5	Respiratory
11/5	Ch 24 – Digestive System	Digestive System
11/7	Ch 25 – Urinary System; News Articles #6	<b>CADAVER OBSERVATION &amp; QUIZ</b>
11/12	<b>EXAM: Endocrine &amp; Respiratory Systems</b>	<b>Written: 9:10 – 10:30</b> <b>Practical: 12:30</b>

11/14	Ch 26 – Reproductive Systems Ch 4 – Pregnancy & Development	Urinary & Reproductive Systems
11/19	“Miracle of Life”	Computer exercise – Anatomy Review
11/21	<b>EXAM:</b> Digestive & Urinary Systems	Written: 9:10 – 10:30 Practical: 12:30

### THANKSGIVING BREAK

12/3	CAT dissection and QUIZ...	... Cont. 
12/5	CAT dissection and QUIZ ...	... Cont. 
12/10	<b>EXAM:</b> Reproductive Systems & Development	Written: 9:10 – 10:30 Practical: 12:30