

# ABRIDGED

BIOL 204 (30036)

*Human Anatomy*

Summer 2018

4 Credits

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

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**Lecture:** MTWR 8:15 – 9:30 room 2726

**Lab/Study Period:** MTWR 10:00 – 2:00 room 2736

## Course Description

Lecture and laboratory course designed to introduce the fundamentals of human anatomy from the cellular level through each of the body's eleven organ systems.

## Prerequisites

MATH 091 or MATH 090 and BIOL 100 or BIOL 122 or BIOL 180 or BIOL 182 or MATH 091 or MATH 090 with a grade of "C" or better and current California LVN/RN license.

## Textbooks & Other Resources

### Required:

#### ► Textbook

*Human Anatomy*, Ken Saladin, McGraw Hill, 4<sup>th</sup> or 5<sup>th</sup> ed

#### ► Lab Manual (in bookstore only)

Integrate- Custom library for Anatomy and Physiology. Pearson, 2014.

#### ► Safety glasses (for dissections)

**Recommended:** blank index cards (lots!), voice recorder, colored pencils, highlighters, camera for lab

## Classroom Rules and Etiquette

- Attendance and punctuality are required. I start on time and expect you to be seated by the time class and lab start. If tardiness becomes a problem, I may start assigning extra homework to 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 should be spoken in lecture and lab.
- Only voice recorders may be used to record lectures. Taking photographs or videotaping is never allowed during lectures. "Smart phones" used as voice recorders must be placed next to me. Forward-facing cameras on laptops must be covered.

- During class, if your cell phone starts ringing, **10 points** will be deducted from your final point total.
- No open food or spillable drink containers or glass bottles are allowed in the classroom or lab... on the table OR floor. Such items will be thrown in the trash.
- For lecture periods, time is set aside at the end for questions. Do not start packing and preparing to leave until officially dismissed.

### 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, not making any marks on the tables, 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 stapled in the correct order.\*
- For lab activities 2-3 people may work together
- All group members must participate in **all** activities.
- When appropriate, hard copies of structure lists must be printed from *Canvas* and brought to lab.
- ONE worksheet 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.\*
- Discussion among groups is permitted, but copying another group's answers is not.\*

**\*Point penalty for noncompliance!**

### EXAMS

All exams will take place in 2736. Most exams will include a **practical part** and a **written part**. Questions on both will be based on lectures, chapter diagrams, structure lists, and lab activities. (*See list of disclaimers.*) Some written tests will be only multiple-choice. Some written tests will include various types of questions such as: fill-in, matching, labeling, and short-answer questions. All relevant diagrams in the text and lab manual are fair game on written tests and practicals. 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 securely tied back.
- ◆ No hats or hoods may be worn.
- ◆ Hands must remain on top of the table.
- ◆ All “smart” devices (phone, watch, bracelet, ring, etc.) must be off and put away.

- ◆ You may not leave the room while taking a test without a documented medical excuse.
- ◆ The only acceptable abbreviations are ATP and DNA.\*
- ◆ Answers will automatically be marked wrong if they are included with scratched-out answers. So, if you write in pencil, you must erase unwanted answers. If you write in pen, you must have correction tape with you to cover unwanted answers. \*

**\*Point penalty for noncompliance!**

## Spelling

**You do not get full 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 writing your letters clearly and properly. (Some common mistakes are posted on Canvas.) The penalty for each spelling error is ½ point. An answer will simply be marked wrong if the spelling of it is deemed too far off or is illegible.

## Oral Presentation

You will be required to independently research and present a topic to the class. Presentations should last **6-7 minutes** and a PowerPoint slide show is required.

**Choose a presentation topic that focuses on either –**

- a) A human problem/disease/disorder related to anatomy that interests you.
- b) Anatomical replacement options and latest technological advances (examples: artificial limbs, eye replacement, bioprinting, heart transplants, etc.)
- c)

**Important: Your topic must be pre-approved before 7:00pm on July 1<sup>st</sup> or you forfeit the assignment. No exceptions.**

## Grade Calculation

Test 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: 100-200 pts. each (including practicals)
- ◆ Lab assignments: 10-15 pts each
- ◆ Presentation: 25 pts.
- ◆ Class participation: 25 pts.

**“Participation”** means asking questions in class and/or contributing thoughts, opinions, stories. In other words, you need to be an **active, engaged** member of the class ... not just show up! The quality of this experience depends on that! You must earn these points, so everyone starts at zero. You will remain at zero if you make no contribution to the class.

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 don't pass the class.*

### Additional Help



PowerPoint slide shows will be available for downloading through your Canvas account. Bring a hard-copy with you to lecture for note-taking. NOTE: The slide shows posted will be abridged versions of what's shown in class. Thus, attendance and note-taking are mandatory for success.

Also posted:

- Exam scores and overall test average
- Structure lists. **Hard copies of the lists must be brought with you to the appropriate lab.**
- Helpful handouts and links
- Unlabeled practice diagrams

<b>Tentative Schedule</b>			
<b>(subject to change without notice)</b>			
	LECTURE 8:15 – 9:30 2726	LAB ACTIVITIES 10:00 – 12:00 2736	*STUDY PERIOD 1:00 – 2:00 2736
6/18	Introduction	Language of anatomy & word roots	*
6/19	Ch 1 – Intro to Anatomy	Metric System	*
6/20	Ch 2 – Cells	Microscopy & Cells	*
6/21	Ch 3 - Tissues	<b>EXAM 1</b> – Anatomical terminology, word roots and grammar 12:00 – 2:00	
6/25	Ch 3 - Tissues	<b>EXAM 2</b> – Introduction, cells and metric Written: 10:00 – 11:30 Practical: 1:00	
6/26	Ch 5 – Integumentary System	Tissues & Integument	*
6/27	Ch 6,9 – Skeletal & Joints	Bone & bone structure ID (Ch 7,8)	*
6/28	Ch 10-12 - Muscular	<b>EXAM 3</b> – Tissues Written: 10:00 – 11:30 Practical: 1:15	
7/2	<b>EXAM 4</b> – Integument, Skeletal & Joints	Open lab: 9:00 – 10:00 Written 10:30 – 12:00 Practical: 1:30	
7/3	Ch 19-21 – Cardiovascular System	Cardiovascular Heart dissection	*
7/4			
7/5	Ch 23 – Respiratory System	<b>EXAM 5</b> – Bone ID Open lab: 10:00 – 11:30 Practical: 1:00	

7/9	<b>Exam 6</b> Cardiovascular & Respiratory	Open lab: 9:00 – 10:00 Written: 10:30 – 12:00 Practical: 1:30	
7/10	Ch 13-16 – Nervous System	Nervous Brain dissection	*
7/11	Ch 17 - Senses	Senses Eyeball dissection	*
7/12	Ch 22 - Lymphatic	<b>EXAM 7</b> – Muscular System 12:00 – 2:00	
7/16	<b>EXAM 8</b> – Nervous & Senses	Open lab: 9:00 – 10:00 Written: 10:30 – 12:00 Practical 1:30	
7/17	Ch18 – Endocrine System	<b>PRESENTATIONS</b>	
7/18	Ch24 – Digestive System	Digestion	*
7/19	Ch 25 – Urinary System	<b>EXAM 9</b> – Endocrine and Lymphatic Written: 10:00 – 11:30 Practical: 1:15	
7/23	Ch 26 – Reproductive Systems	<b>EXAM 10</b> – Digestive and Urinary Written: 10:00 – 11:30 Practical: 1:15	
7/24	Ch 4 – Pregnancy & Development	Reproductive & Development	*
7/25	<i>“Science of Sex Appeal”</i> doc (in 2736)	Cont.	
7/26	<b>EXAM 11</b> – Reproductive & Development	Open lab: 9:00 – 10:00 Written: 10:30 – 12:00 Practical: 1:30	

\*  
Mandatory study period in lab  
6 points each (60 points total)