

IMPERIAL VALLEY COLLEGE

BIOL 204

Human Anatomy

Spring 2020

4 Credits

Instructor: Ms. Susan Moss, Professor of Biology

Office: 2776

Office Phone Number: 760-355-5760

Email: susan.moss@imperial.edu

Office Hours: MW 1:00 – 2:30

TR 5:30 – 6:00

Prerequisite

Completion of MATH 090 and BIOL 100 or BIOL 122 or BIOL 180 or BIOL 182, with grades of “C” or better. Or, completion of MATH 090 with a grade of “C” or better AND current California LVN or RN license.

Course Description, Requirements, and Instructional Methods

Lecture and laboratory course designed to study the fundamentals of human body structure and structure-function relationships at the cellular, tissue, organ, and systems level of organization. Course incorporates dissections of animal organs.

This course integrates both lecture and lab material related to the understanding of the human body. There will be written exams, practical exams, quizzes, worksheets, and research projects.

REQUIRED Items & Other Resources

► **Textbooks**

- 1) *Human Anatomy*, Ken Saladin, 3rd or 4th edition
- 2) Customized Version: *BIOL 204 Human Anatomy Lab Manual* available ONLY in the bookstore

► **Safety glasses**

Recommended: blank index cards (lots!), colored pencils, highlighters, 3-ring binder, camera for lab

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Display critical thought related to key concepts in human anatomy using written and/or oral forms of expression and examination.
2. Display knowledge of anatomy and dissection competency using mammal specimens as subjects.
3. Demonstrate competency in communicating information related to the anatomy of the heart.

Classroom Rules and Etiquette

(Rules may be added if problems arise.)

- Attendance and punctuality are required. I start on time and expect you to be seated by the time class begins. **If tardiness becomes a problem, I may start locking the door.**
- 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.
- Questions may be asked *anytime* during lectures. Feel free to interrupt! I also leave some time for questions at the end of lecture periods. Do NOT start packing up until I dismiss class.
- No open food is allowed in the building. Also, no glass or spillable drink containers are allowed ... on the table OR floor. Such items will be thrown in the trash.

Course Objectives

(details available on CurricUNET <http://www.curricunet.com/Imperial/>)

- The student will be able to identify and describe the main structures of cells and tissues.
- The student will be able to identify and describe the main structures of all human organ systems.

Laboratory – Policies & Procedures

- You will be responsible for conducting yourself properly and safely during lab.
- 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.*
- Worksheets are *not* tests! Please ask for help whenever needed.
- Hard copies of structure lists must be printed from *Canvas* and brought to lab.
- Unless otherwise stated, no more than 3 people may work together.*
- All group members must participate in **all** activities. Evidence required! *
- 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!**

NOTE: LAB PERIODS ARE ALSO STUDY PERIODS. If you finish a lab assignment early, you are expected to take advantage of the **full** lab period for reviewing, group study and asking questions.

EXAMS

All exams will take place in 2736. Most exams will include a **practical part** and a **written part (usually multiple choice)**. Questions on both will be based on lectures, chapter diagrams, structure lists, and lab activities. (*Read list of disclaimers on Canvas to see what's "fair game."*) Most practical questions will be recall-type questions.

Grading Policies

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. No exceptions.

EXAM-TAKING RULES:

- ◆ Long hair must be securely tied back so I can clearly see your face.
- ◆ Test pages must be folded under when you turn a page.
- ◆ No hats or hoods may be worn.
- ◆ Hands must remain on top of the table at ALL times.
- ◆ Effort must be taken to keep your test answers completely private.
- ◆ 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. *
- ◆ All digital watches must be off your wrist and stowed.
- ◆ All phones or "smart" devices must be OFF and stowed.

***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. Correct spelling also means writing your letters clearly and properly. (*Some common mistakes to avoid 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 it is illegible.

Additional Help



PowerPoint slide shows will be available for downloading through your Canvas account. NOTE: The slide shows posted will be abridged versions of what's shown in class. Thus, attendance and note-taking are mandatory for success. Material relevant to a test will be removed on the day of the test. Also posted:

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

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

Me! : Don't forget, I see us as a **team**, and my goal is for you to enjoy the class and be successful in it! No question is too small or too big, and you should ask as many questions as you need to. Comments and suggestions about the class are also always welcome.

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 average is $\geq 70.0\%$, your grade will be based on the total points you earn divided by the total points possible. NOTE: The only opportunities for extra credit points will be in the form of **bonus questions** on exams.

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
- ◆ Lab assignments: 10-15 pts each
- ◆ Participation: 30 pts.

“Participation” means asking questions and/or contributing thoughts, opinions, stories. *In other words, you need to be an **active** member of the class! The quality of this experience depends on that! You must earn these points, so everyone starts at zero.*

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.

IVC Withdrawal Policy

- ❖ The deadline for dropping a course without it appearing on your transcript is March 1st.
- ❖ The deadline for dropping the course with a “W” is May 16th.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the Disabled Student Programs and Services (DSPS). The DSPS office is located in Building 2100, telephone 760-355-6313.

Academic Honesty

- **Plagiarism:** Deliberately presenting work, words, ideas, etc., derived in whole or in part from a source external to the student as though they are the student's own efforts.
- **Cheating:** Disseminating or receiving answers or other information by any means other than those expressly permitted by the instructor as part of any academic exercise. This includes copying answers (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment.

Please notify me if you see evidence of cheating.

Student Career Counseling and Health Services

Students have career counseling, mental-health counseling and health services available, provided by the pre-paid Student Health Fee. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog.



Tentative Schedule	(Subject to change without notice)
---------------------------	---

Lecture Period	Lab/Study Period
2/18	Introduction
2/20	Language of Anatomy & Word Roots
2/20	Ch 1 – Intro to Anatomy
2/20	Metric system review
2/25	EXAM 1
2/27	Anatomy Terms & Word Roots
2/25	(Labeling & Fill-in)
2/27	Ch 2 – DNA, Cells
2/27	Cell Structure
3/3	EXAM 2
3/3	Intro & Metric
3/3	(Multiple-choice & Metric problems)
3/5	Ch 2 – Cells
3/5	Cell Cycle & Transport
3/10	Ch 3 – Tissues
3/10	Epithelial Tissues
3/12	EXAM 3
3/12	DNA & Cells
3/12	Written & Practical
3/17	Ch 3 – Tissues; Membranes
3/17	Connective, muscle, nervous tissues
3/19	Ch 5 – Integumentary System
3/19	Integument; Tissue Review
3/24	EXAM 4
3/24	Tissues
3/24	Written & Practical
3/26	Ch 6-9 – Skeletal System
3/26	Bone ID
3/31	Ch 10-12 – Muscular System
3/31	Muscles; Bone review
4/2	EXAM 5
4/2	Integumentary & Skeletal Systems
4/2	Multiple-choice and labeling
4/7	Ch 19-21 -- Cardiovascular System
4/7	Cardiovascular; heart dissection; bone review
4/9	EXAM 6
4/9	Bone ID
4/9	Practical



***** **SPRING BREAK** *****

4/21	Ch 23 -- Respiratory System	Respiratory; muscle review
4/23	EXAM 7 Muscular	Multiple-choice & Labeling
4/28	Ch 22 – Lymphatic, immunity	Cardio & Respiratory review
4/30	EXAM 8 Cardiovascular & Respiratory	Written & Practical
5/5	Ch 25 -- Urinary System	Urinary; kidney dissection
5/7	Ch 13-16 -- Nervous System	<i>IP Anatomy Review</i> : NS, Urinary, Lymphatic
5/12	EXAM 9 Lymphatic & Urinary	Written & Practical
5/14	Ch 13-16 --Nervous System	Brain dissection
5/19	Ch 17 -- Senses	Eye dissection; ear
5/21	Ch 18 – Endocrine System	NS & Senses review
5/26	EXAM 10 Nervous System & Senses	Written & Practical
5/28	Ch 24 -- Digestion	Digestion
6/2	Ch 26 -- Reproductive	Reproductive
6/4	EXAM 11 Digestion & Endocrine	Written & Practical
6/9	Optional open lab for review	
6/11	EXAM 12 Reproductive Systems	Written & Practical