

Basic Course Information

Semester:	Fall 2019	Instructor Name:	Fatima Villalobos
Course Title & #:	Human Anatomy – BIOL 204	Email:	fatima.villalobos@imperial.edu
CRN #:	11361	Webpage (optional):	N/A
Classroom:	2735 Lecture, 2736 Lab	Office #:	2777
Class Dates:	8/19/19 – 12/14/19	Office Hours:	MTWR 11:30 am -12:30 pm or by appointment
Class Days:	MW	Office Phone #:	760-355-5743
Class Times:	1:00pm-2:05pm lecture, 4:20pm-7:30pm Lab	Emergency Contact:	Dept. Secretary 760-355-6155
Units:	4		

Course Description

Lecture and laboratory course designed to introduce the fundamental principles of the human body structure from cellular through organ system levels of organization, including the cat and organ dissection, study of the human skeleton, structural-functional relationships, and appreciation of related human diseases and aging. This course may require the use of human cadavers for observation and/or dissection. (CSU) (UC credit limited. See a counselor.)

Course Prerequisite(s) and/or Corequisite(s)

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.

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 topics in human anatomy using written forms of expression and examination. (ILO2, ILO3, ILO4),
2. Display knowledge of anatomy and dissection competency using cat specimens as subjects. (ILO2, ILO3),
3. Display critical thought related to topics in human anatomy as it applies to a global perspective. (ILO2, ILO5),
4. Demonstrate competency in communicating information related to the anatomy of the heart. (ILO1, ILO3, ILO4)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Characterize the levels of structural organization in the human body and to describe regional names, directional terms, body cavities and abdominal regions and quadrants.
2. Define a cell and explain the structure and functions of its principle parts.
3. Identify and discuss the classification, structure, location and functions of four major types of tissues.
4. Describe the structural and functional characteristics of the integumentary system.
5. Describe the gross features of the skeletal system and the process of bone formation, identify the bones of the skeleton and their important surface markings, and describe the structural and functional classifications of joints.

6. Describe the components and the microscopic anatomy of muscular system, describe how the skeletal muscles provide specific movements of the body, and identify the principal skeletal muscles of the body.
7. Describe the major surface features of the head, neck, trunk, and upper and lower extremities.
8. Describe characteristics and functions of the blood plasma and the formed elements of the blood.
9. Describe and contrast the general flow of blood through the systemic and pulmonary circulations, the structural and functional features of the heart, and the structure and functions of blood vessels and identify the major vessels in the body.
10. Trace lymphatic circulation and describe the structure and functions of lymphatic tissues and organs.
11. Describe the organization of the nervous system, and contrast the histological characteristics and functions of neurons and neuroglia, describe the anatomy of the spinal cord, the reflexes, and the origin, composition, and branches of spinal nerves and nerve plexuses.
12. Identify the principal parts of the brain and cranial nerves, and explain the formation and circulation of cerebrospinal fluid, and describe the components of sensations, major characteristics of sensory receptors and the sensory pathways.
13. Describe the location, histology, and functions of the major endocrine glands.
14. Describe the structures of the respiratory system and the mechanics of pulmonary ventilation, the structure and functions of the organs of the gastrointestinal tract and the accessory organs of digestion, the urinary system and the male and female reproductive systems.
15. Demonstrate dissection skills using animals and/or a human cadaver.

Textbooks & Other Resources or Links

Required:

- Saladin, K. S. Human Anatomy, 6th Ed. McGraw-Hill Company, ISBN 9781260210262
- Lab manual: Integrate- BIOL 204 Human Anatomy- Imperial Valley College (Custom). The Pearson Learning Solutions, 2019. ISBN 13: 9781323943281

Course Requirements and Instructional Methods

This course consists of two lecture and two lab sections every week. The course is designed so that concepts taught in lecture are applied in a laboratory. Teaching will be aided with the use of PowerPoint, based on the materials derived from the textbook and other sources. Students will be asked to answer questions relative to materials covered in each chapter. Models, charts, dissections, and microscopic specimen will be used during lab hours. **Missed sessions and late works will not receive any points.**

Exams: The course will include six non-cumulative lecture exams (30 pts each) and lab practical exams (20pts each), a cumulative Final exam, and a cumulative lab exam.

There are NO Make-Up exams or class/ lab activities except for extreme circumstances. If you have a valid, documented reason for missing an exam, it is your responsibility to tell me about it and provide valid documentation by the next class meeting, otherwise you will not have the opportunity to make up the exam and will be given a zero for that exam.

Lab assignments: There will be 17 collected labs throughout the semester. At the end of each lab you are responsible for turning in a completed lab worksheet worth eight points each.

Lab mini-quizzes: At the beginning of each lab there will be two question quizzes that are 2 points each. One question will cover material from the previous week's lab and the other will cover the lab introduction of the current week's lab. There will be no lab mini-quiz for the first week lab. The miniquiz grade will be added to your lab assignment grade (8 points for lab assignment + 2 points for mini-quiz = 10 points total)

In-class assignments and mini-quizzes: Lecture class will include in-class assignments and mini-quizzes. While you will not be graded on attendance, you will be graded on these in-class activities.

Homework: One homework set is due via paper copy at the beginning of lecture every Wednesday except when noted in the Homework Schedule. Homework assignments will not cover every topic, so you are encouraged to complete book practice problems not assigned.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

DATES TO REMEMBER: (please check Imperial Valley College Important Dates & Deadlines)

- Monday, September 2nd, 2019 : Last day to drop a course without it appearing on your transcript
- Monday, September 2nd, 2019 : Labor Day Holiday, campus closed. No classes.
- November 9, 2019: Last day to drop WITH “W”
- November 11, 2019: Veterans Day Holiday, campus closed. No classes.

Course Grading Based on Course Objectives

Your course grade will be based on quizzes, exams, lab assignments, and research project/oral presentation. Anticipated points awarded toward the final grade include:

6 Equally-Weighted Non-Cumulative Exams.....	6 x 50 pts	300 pts
Lab Final Exam (cumulative)	1 x 50 pts	50 pts
Lecture Final Exam (cumulative)	1 x 50 pts	50 pts
Labs (+mini-quizzes).....	17 x 10 pts	170 pts
In class participation, activities, mini-quizzes.....	20 x 2 pts	40 pts
Homework.....	11 x 10 pts.....	110 pts
Presentation/Research	1 x 30 pts	30 pts
TOTAL		750pts

Total possible points = 750 points. Calculating Grade Point; To calculate your grade, add all the points earned during the course, divide that value by total possible points, and multiply by 100. Example; if the total points that you earned is 620 points out of 750 possible points, your average grade for the course would be; $(620/750) \times 100 = 86\%$ which equals the letter grade “B”. Extra Credit may be awarded in the form of critical thinking questions or bonus questions on exam.

Grading scale: A = 90 % or higher, B = 80-89 %, C = 70-79 %, D = 60-69 %, F = ≤ 59 %.

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. **It is the student’s responsibility to drop or officially withdraw from the class.** See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. **Additional restrictions will apply in labs. There is to be no food or drink, including water bottles in lab class.** Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others’ opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another’s work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one’s own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to “cite a source” correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 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; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services \(DSP&S\)](#) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic

and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College’s success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students’ access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC’s Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Week	LECTURE		Text	LABORATORY	
	Lecture Date	Lecture Topic		Lab Date	Laboratory Topic
1	8/19	M: Syllabus, Intro, The Study of Anatomy	Ch. 1	8/19	M: Lab Intro and Safety
	8/21	W: Cytology – The Study of Cells	Ch. 2	8/21	W: The Language of Anatomy (pg. 1), The Cell (pg. 17)
2	8/26	M: Histology- The Study of Tissues	Ch. 3	8/26	M: Classification of Tissues (pg. 31) Tissue types & function, Microscope slides
	8/28	W: The Integumentary System	Ch. 5	8/28	W: The Integumentary system (pg. 57)
3	9/2	M: HOLIDAY, no class		9/2	M: HOLIDAY, no class
	9/4	W: EXAM 1: (Ch. 1,2,3&5)		9/4	W: EXAM 1:(Ch. 1,2,3&5: Lab practical) (Room 2736)
4	9/9	M: The skeletal system I	Ch. 6	9/9	M: Overview of skeleton: structure of bone/cartilage (pg. 71)
	9/11	W: The Skeletal System II	Ch. 7	9/11	W: The Axial Skeleton (page 83)
5	9/16	M: Skeletal System III & IV	Ch. 8,9	9/16	M: The Appendicular Skeleton (pg. 111)
	9/18	W: Muscular System I & II	Ch.10, 11	9/18	W: Muscular system- Axial. Use of models; Gross anatomy of Muscular System (pg. 133, 2 day lab)
6	9/23	M: EXAM 2: (Ch. 6-9)		9/23	M: EXAM 2: (Ch. 6-9: Lab practical) (Room 2736)
	9/25	W: Muscular System III	Ch.12	9/25	W: Muscular system – appendicular (pg. 133 cont'd)
7	9/30	M: EXAM 3: (Ch. 10-12)		9/30	M: EXAM 3: (Ch. 10-12: Lab practical) (Room 2736)
	10/2	W: Nervous System, Part I & II	Ch.13, 14, 15	10/2	W: Gross Anatomy of the Brain & Cranial Nerves (p.171)
8	10/7	M: Nervous System, Part III	Ch.15, 16,17	10/7	M: Special Senses – The eye (pg. 197)- Dissection
	10/9	W: Endocrine System	Ch.18	10/9	W: Endocrine System- handout, in-class activities Special Senses –The ear & equilibrium,(209) Presentation Topic Approval Deadline – by e-mail, 7:30pm
9	10/14	M: EXAM 4: (13-17)		10/14	M: EXAM 4: (13-17: Lab practical) (Room 2736)
	10/16	W: Circulatory System I	Ch.19	10/16	W: Blood (pg. 227)
10	10/21	M: Circulatory System II & III	Ch.20, 21	10/21	M: Anatomy of the heart (247)- Dissection
	10/23	W: Respiratory System	Ch.23	10/23	W: Anatomy of the Respiratory System (pg. 285)
11	10/28	M: Lymphatic System & Immunity	Ch.22	10/28	M: Study Session, Presentation Prep, No lab
	10/30	W: Digestive System	Ch.24	10/30	W:Anatomy of the Digestive System(pg.297)

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12	11/4	M: Exam 5: (18-21, & 23) (Room 2736)	Ch.25	11/4	M: Exam 5: (18-21, & 23: Lab practical) (Room 2736)
	11/6	W: Urinary system		11/6	W: Urinary System – models, handout, Dissection
13	11/11	M: HOLIDAY, no class	Ch.26	11/11	M: HOLIDAY, no class
	11/13	W: Reproductive System		11/13	W: Anatomy of the Reproductive System (pg. 319), models, Dissection
14	11/18	M: Exam 6: (22 & 24-26)		11/18	M: Exam 6: (22 & 24-26: Lab practical) (Room 2736)
	11/20	W: In-class activities, Review of Systems		11/20	W: Models, In-class activity
11/25 – 11/29 Thanksgiving Break, No Class					
15	12/2	M: In-class activities, Review, Study Guide		12/2	M: Open Lab, Models
	12/4	W: Presentations		12/4	W: Presentations
16	12/9	M: LAB FINAL EXAM (CUMULATIVE)- Review		12/9	M: LAB FINAL EXAM (CUMULATIVE)
	12/11	W: LECTURE FINAL EXAM (CUMULATIVE)- Review		12/11	W: LECTURE FINAL EXAM (CUMULATIVE)

Tentative, subject to change without prior notice

Homework Schedule

All homework is due at the beginning of lecture every Wednesday except when noted in the Homework Schedule. It is recommended that you complete all end of chapter questions, but this is not required. Example of a properly formatted homework question (Write question and correct answer):

7. peroxisomes, smooth ER

D. small intestine

Week	Due Date	Assignments
1		No Homework
2	8/28	Ch. 3 Testing Your Recall (20 problems total)
3		No Homework
4	9/11	Ch. 6 Testing Your Recall (20 problems total)
5	9/18	Ch. 8 and 9 Testing Your Recall
6	9/25	Ch. 10 and 11 Testing Your Recall
7	10/2	Ch. 12 Testing Your Recall, Building Your Medical Vocabulary, and “What’s Wrong...?”
8	10/9	Ch. 17 Testing Your Recall, Building Your Medical Vocabulary, and “What’s Wrong...?” Presentation Topic Approval Deadline – by e-mail, 7:30pm
9	10/16	Ch. 18 Handout on Hormones
10	10/23	Ch. 20 and 21 Testing Your Recall
11	10/30	Ch. 23 Testing Your Recall, Building Your Medical Vocabulary, and “What’s Wrong...?”
12	11/6	Ch. 24 and 22 Testing Your Recall
13	11/13	Ch. 25 Testing Your Recall, Building Your Medical Vocabulary, and “What’s Wrong...?”
14		No Homework
Thanksgiving break, no class		
15		No Homework
16		No Homework