

Course Description

This course is an introduction to gross, microscopic, and functional anatomy of the organ systems the human body. Completion of all remedial courses is a prerequisite for this course. BIOL 1010/1020 or BIOL 1050 are recommended prerequisites. The lecture and lab are combined into a single grade. While lecture and lab are related, the material covered in each may differ in content and/or focus. Only letter grades are available for this course (no CR/NC).

Course Objectives

- Understand the organization of the human body, the major features and interrelationships of the organ systems, and the relationship of structure and function
- Visualize the internal anatomy, both gross and microscopic, and to relate this to surface features
- Understand lectures, texts, articles, and/or clinical demonstrations in subsequent classes
- Understand the nature of science and to the biological significance of animal structure
- Develop care in verbal expression, especially the precise use of terminology

Required Texts/Materials

- Marieb, EN *et al.* 2012. *Human Anatomy*, 7e. Pearson
- Mastering A&P. Pearson
- Jones, TD. Human Anatomy Laboratory Manual (available on Bb)
- Instructors Dissection Kit. NascoWest
- Gloves (nitrile, rather than latex, gloves are recommended)

*There are, in fact, two things,
science and opinion; the former
begets knowledge, the latter
ignorance.*

—Hippocrates

Recommended Texts/Materials

- Borror, DJ. 1988. Dictionary of Word Roots and Combining Forms. McGraw-Hill
- Kreiger, PA. 2013. A Visual Analogy Guide to Human Anatomy, 3e. Morton.
- Sebastiani, AM and DW Fishbeck. 2005. *Mammalian Anatomy: The Cat*, 2e. Morton.
- Lab coat (or old shirt)

Course Information

Information for the course (syllabus and other relevant material) can be found on Blackboard (blackboard.csustan.edu). Communication regarding the course will be done *via* Blackboard or email; it is your responsibility to check the course page and your university email regularly. If you need to contact me, I recommend that you use email rather than telephone. Include your name and the course number in the subject line along with the subject. Before emailing me, re-read the syllabus to find if your question is answered there.

Lectures

Lectures are organized with the presumption that you have read the related material in the text before class. The lecture may not cover every aspect of the chapter, but will generally follow the chapter and focus on important aspects or on those areas that are generally more difficult for students to grasp. Slides are used to supplement the lecture and generally illustrate some aspect of human anatomy (and give students something to look at besides me); the vast majority of the figures will be taken from your text book. There will usually be few words on the slides, students are expected to take notes on what is said rather than merely copying words from the slide. If you feel I am covering the material too fast, feel free to stop me by asking questions about the material.

Exams (450 points)

Exams are written with the course objectives in mind. The questions will be written in technical and standard English (like the text and lab manual). Because the information in this course cannot be divided into discreet units, exams are, to some extent, cumulative. Unless otherwise stated, exams will begin at the beginning of the scheduled class time. Exam scores will be posted on the BB page after they are graded. After exams have been returned, students have two class days to dispute scores; no scores will be changed after that time.

Correct spelling and good penmanship is necessary for effective communication and poor spelling or poor penmanship is a sign of intellectual immaturity and carelessness. Therefore, spelling errors will result in lost points and illegible answers will receive no credit.

Don't put off reviewing for exams; start well before the deadlines approach. It is best to start studying for the first (and final) exam on the first day of class. See the 'Course Schedule' for exam dates and 'Tips for Success' for suggestions on studying, etc.

Lecture Exams (250 points)

There will be three lecture exams (50 points each) and a cumulative final exam (100 points). Lecture exams will focus on material covered in lecture and assigned readings. All topics covered are important to understand human anatomy and thus exam questions randomly survey the material in the assigned portions of the text and presented in lecture. Exam questions are generally multiple-choice, but may include short answer or short essay. You will need a Scantron form 882E and a pencil for exam lecture exam. No exams will be handed out after the first student has finished the test. Scantron forms will be returned, the exams will not. You may look over the exam during office hours. The lowest of the three lecture exam scores will be replaced by the final score (on a 50-point scale) if the final exam score is higher than the percentage of the lowest lecture exam.

Lab Practical Exams (200 points)

There will be two lab practical exams (100 points each). The questions will focus on identification and understanding of relationships and function. Anything included in the lab manual (unless specifically omitted) may be included on these exams. As a way of testing your understanding, practicals may include unknowns (*i.e.*, material that you may not have not seen in lab). There will be 25 stations with 2 questions at each one. You will have 90 seconds to answer the questions after which you will be instructed to move to the next station. After you have been to all stations, you will have 5 minutes to review questions. 2 points will be lost for every three spelling errors. The practical exam form will be supplied; you only need bring a pen or pencil (you may also want to bring gloves and a probe). Once the practical exam starts, no one will be allowed into the room. Lab practical exams are very time-consuming to set up; make-up lab practical exams will not be given.

Mastering A&P

Mastering A&P is a collection of online supplements to the text. These can be very useful aids for learning the material for this class. Additionally, this will be used for homework assignments and quizzes (see below). To register for the Mastering A&P visit the website (<http://www.masteringaandp.com>). Click the "STUDENTS" button under the register option. You will be asked for a student access code. This is a printed code supplied inside the Mastering A&P Student Access Kit that was included with your new textbook or access that you purchased separately at the university bookstore. If you bought a new or used textbook online, there is an option for you to purchase an access code during the registration process. The name of the course is **ZOOL 2250 (Fall 2015)**; the course code is **MAPJONES41939**.

Homework (25 points)

Homework will be assigned *via* Mastering A&P. Assignments may cover material from lecture and/or lab. All assignments will be due on the next lecture exam date. Since you have ample time to complete them, there will be no extensions permitted for late submissions. To maximize the usefulness of these assignments, I strongly suggest that you try to complete the each homework question without the aid of your books or notes, then check to make sure your answers are correct before submitting them. Your overall score will be based on the percentage of correct answers you earn on the homework assignments (homework score = [points earned/points possible]*25). Homework scores will be posted on the BB page at the end of the term.

Quizzes (25 points)

To help students keep up with material, quizzes will be administered on Mastering A&P. Quizzes will consist of up to 10 questions on a lecture or lab topic. Quiz questions for each student will be randomly chosen from a larger set of questions. The time allowed for the quiz will be 1 minute per question. Quizzes will be due on the day of the next lecture exam. Since you have ample time to complete them, there will be no extensions for late submissions. Your overall score will be based on the percentage of correct answers you earn on the on the quizzes (quiz score = [points earned/points possible]*25). Quiz scores will be posted on the BB page at the end of the term.

Attendance

Regular attendance in lecture and lab are vital to your success in this course (see 'Tips for Success', below). You are expected to attend regularly, come to class on time, and stay until the end of the class period. Attendance requires your physical presence as well as your attention and participation. Students who are physically present, but

inattentive or disruptive may be asked to leave. Attendance may be taken in lecture and lab, but will not earn points. Absences, inattentiveness, lack of participation, etc. will have a direct effect on test scores and may be considered when grades are determined. Unexcused absences for exams will result in no score. In the event of documented compelling circumstances, attempts will be made to work out conflicts prior to the absence.

Grading

Your grade will be determined by your combined performance in lecture and lab; only letter grades can be earned (CR/NC is not available for this course). The use of +/- grades is at the instructors' discretion. Because of potential privacy issues, scores and/or grades will not be given out *via* e-mail or phone. Scores will be posted on Bb. After the end of the term, you may access your course grades from <http://my.csustan.edu>. It is expected that you will keep track of your scores (including all graded materials) for the duration of the term. A total of 500 points are available. Dissection is a necessary component to the lab. Students who do not actively participate in dissection will receive a failing grade for the course regardless of their scores. There will be no other points or assignments available beyond those mentioned herein. Letter grades will be assigned as follows unless "natural breaks" determine a downward shift:

A	≥ 425 points (85%)
B	≥ 375 points (75%)
C	≥ 300 points (60%)
D	≥ 250 points (50%)
F	< 250 points (or lack of participation in dissection)
WF	< 250 points and one or more exams not taken

Course Drop and Withdrawal Policy

The policies for this course are the same as the university policies: "Adding or dropping courses after the Enrollment Census Date (21 September) will not be allowed. After the Enrollment Census Date, students are responsible for completion of the course(s) in which they are enrolled." Withdrawal from courses after the Enrollment Census Date may be allowed "for documented extreme circumstances beyond the student's control". Illness and similar catastrophes may qualify as extreme circumstances; academic difficulties do not.

Lab Safety

Each student must watch the Lab Safety tutorial and pass the quiz (with 100% correct) on Blackboard (2015-FL-BioLab Safety: BioLab Safety). Failure to do so by 5:00 pm Friday, 28 August will result in disenrollment from the course.

Recording Policy

The use of audio and/or video recorders or cameras (including cell phone cameras) is not permitted during lecture or lab. An exception is made for students who are registered with Disability Resource Services and approved for this accommodation. If you do not intend to comply with this policy, please disenroll from this class.

Students with Disabilities

Students with documented disabilities need to make an appointment with the instructor as soon as possible to discuss course adaptations and/or accommodations. If you have an undocumented disability, contact Student Support Services.

Personal Integrity

Behavior that interferes with the instructor's ability to teach or the ability of students to benefit from instruction will not be tolerated. Examples of such behavior include: audible ring tones, late arrivals, early departures, irrelevant conversation, and inappropriate use of personal electronic devices. Such behaviors will be dealt with as severely as university regulations allow. Behavior that is not consistent with the Student Conduct Code—including any form of academic dishonesty—will result in immediate expulsion from the course, a failing grade, and the matter will be referred to the Office of Student Judicial Affairs. Misuse of lab materials will result in grades being withheld until the department has been compensated for damaged materials.

Implied Contract

This syllabus serves as a contract between you and the instructor. Your continued enrollment in this class denotes your understanding of, and agreement with, the material herein. You are expected to print this syllabus, read it carefully, and keep it in your notebook to refer to during the term.

Tips for Success

Students often ask what they should do to be successful in this course, I invariably answer with the following:

- Dedicate the necessary time to the course. You should schedule at least 6 hours/week outside of class for preview and review of materials.
- Attend and actively participate in lecture and lab.
- Read the relevant text material before lecture (see lecture schedule). Don't worry if it isn't clear; this allows you to be familiar with the concepts.
- Take good notes in lecture: write down the ideas discussed--don't try to write every word said or just copy the text that maybe on the slide. Take notes using a pen and paper, not a keyboard.
- Re-write or type (don't just re-copy) your lecture notes as soon after lecture as possible. Use your own words. When there are topics you don't understand, refer to your book for clarification and if that doesn't work, mark the section and ask during the next class or office hours. If you type them, store them "in the cloud" so you can access them anytime and anywhere.
- Review your lecture notes daily starting with that week's material and then, beginning with the very first page and going to the last page. Make corrections or additions as needed to increase clarity or completeness.
- Limit review/study sessions to 15-minute segments (our attention span is about this long), but do as many sessions as possible every day.
- Read the relevant material in the lab manual before lab. Use the index and glossary in the text and a dictionary if you find terms that are unfamiliar.
- When working in lab, refer primarily to the lab manual (use supplements only when you are lost or confused).
- Students often think that pictures are necessary to accurately dissect and identify structures: this is incorrect. Reading and following instructions gives context that isn't gleaned from images.
- Re-read the manual when reviewing. When doing so, try to envision the material. If you cannot, use supplemental materials and images to help and then return to the lab manual.
- Review weekly with other students who are also taking the time to study and review.
- Use homework as a way to see how well you understand the material, not just an exercise to earn a few points.
- Use quizzes to find out what you don't know.
- Don't waste time making flash cards and highlighting—these are inefficient and ineffective practices.

Following these tips will allow you to learn more easily and more efficiently. You should also be more confident about your understanding, which translates into higher exam scores. Of course, choosing to do otherwise has the opposite effect.