

ZOOL 2250
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N 254

Human Anatomy
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Fall 2016
209.667.3480
Thurs. 9-11 and by appointment

Course Description

This course is an introduction to gross, microscopic, and functional anatomy of the organ systems of the human body. Successful 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).

It is presumed that you have a fundamental understanding of biology from previous courses. If not, you should review cell structure and function (one of the first chapters in most anatomy texts).

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

- Jones, TD. Human Anatomy Laboratory Manual (available on Bb)
- Instructors Dissection Kit. NascoWest.
- Gloves (nitrile, rather than latex, gloves are recommended)
- Human Anatomy text (recommended text below; others may suffice)

Recommended Texts/Materials

- Marieb, EN *et al.* 2012. *Human Anatomy*, 8e. Pearson
- Borror, DJ. 1988. *Dictionary of Word Roots and Combining Forms*. (Available on Bb)
- 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 Bb 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 material related to the topic before class. 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 the recommended text book. Lecture slides generally are images with few words; 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

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 cumulative to some extent. Unless otherwise stated, exams will begin at the beginning of the scheduled class time. Exam scores will be posted on Bb after they are graded. After exams have been returned, students have one week 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 (300 points)

There will be four lecture exams (50 points each) and a cumulative final exam (100 points). Lecture exams will focus on material covered in lecture. You will have 50-minutes to complete the lecture exams (120 minutes for the final). All topics covered are important to understand human anatomy and thus exam questions randomly survey the material presented in lecture. Exam questions are generally multiple-choice, but may include short answer, short essay, or other forms of questions. You will need a Scantron form 882E and a pencil for each lecture exam. No exams will be handed out after the first student has completed the test. Scantron forms will be returned, but 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.

If you are absent for a lecture exam for compelling and documented circumstances, your score on that exam will be calculated from the percentage earned on the final exam. If your absence is not excused, your score on the lecture exam will be zero. If subsequent exams are missed, you will earn no points and you should withdraw from the course (see *Course Drop and Withdrawal Policy* below).

Lab Practical Exams (300 points)

There will be three 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, practical exams may include unknowns (*i.e.*, material that you may not have not seen in lab). A practical exam form will be supplied; you only need bring a pen or pencil (you may also want to bring gloves and a probe).

There will be 25 stations with 2 questions at each one; each question will be worth 2 points. You will have 90-seconds to answer the questions at each station. After 90-seconds 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, but errors in which another word is spelled correctly will be marked wrong (*e.g.* humorous instead of humerus).

Practical exams will be given on Mondays or Tuesdays (see Course Schedule). You must sign up for an exam time. Practical exams will begin at the specified time. Once the practical exam starts, no one will be allowed into the room; do not be late. Missed exams will not be rescheduled.

Lab practical exams are very time-consuming to set up; make-up lab practical exams will not be given. If you must be absent for a practical exam for compelling and documented circumstances, your score on

that exam will be calculated from the score on the other practical. If your absence is not excused, your score on that practical exam will be zero.

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 lecture or lab 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. 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.

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 grade 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. 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. A total of 600 points are available. Letter grades will be assigned as follows unless natural breaks in the class determine a downward shift (the use of +/- grades is at the instructors' discretion):

A	≥ 510 points (85%)
B	≥ 450 points (75%)
C	≥ 360 points (60%)
D	≥ 300 points (50%)
F	< 300 points (or lack of participation in dissection)
WU	< 300 points and one or more unexcused exam absences

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...Withdrawals after the Enrollment Census Date and prior to the last twenty percent of instruction [18 November] may be assigned only for serious and compelling reasons."

Lab Safety

Each student must watch the tutorial on the BioLab Safety course on Blackboard and pass the quiz with 100% correct. Failure to do so by 5:00 pm Friday, 02 September will result in disenrollment from the course.

Open Lab

The anatomy lab (N224) will generally be available for study/review on Fridays from 8:00-3:00 (see Course Schedule). It is highly recommended that you make use of this time. However, inappropriate use of the lab or destruction/loss of lab materials during open lab will result in cancellation of this privilege for the duration of the term for all students.

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: 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 6-9 hours/week outside of class for preview and review of materials.
- Attend and actively participate in lecture and lab.
- Read the relevant material before lecture (see lecture schedule); previewing 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 may be on the slide. Use abbreviations.
- Take notes using a pen or pencil, not a keyboard.
- Re-write or type (don't just re-copy) your lecture notes as soon after the lecture as possible. Use your own words. Integrate information from reference sources and lecture. Store your notes in the cloud so you can access them anytime and anywhere.
- When there are topics you don't understand, refer to your resources for clarification and if that doesn't work, mark the section in your notes and ask during the next class or office hours.
- Review your lecture notes daily starting with the current topic 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. Write summaries.
- Limit study sessions to 50-minutes; even 10-15 minute sessions are useful. Take short breaks between sessions; switching study topics between sessions is recommended.
- 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 the lab, refer only 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 and understanding that cannot be 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.
- Don't waste time making flashcards 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.