

**Course Description**

This course is an introduction to gross, microscopic, and functional anatomy of the organ systems the human body. While lecture and lab are related, the material covered in each may differ in content and/or focus. Completion of all remedial courses is a prerequisite for this course; BIOL 1010/1020 or BIOL 1050 and BIOL 1150 are recommended prerequisites.

**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 (including 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*
- Instructors Dissection Kit. Nasco
- Gloves (nitrile, rather than latex, gloves are recommended)

**Recommended Texts/Materials**

- Kreiger, PA. 2013. *A Visual Analogy Guide to Human Anatomy*, 3e. Morton.
- Sebastiani, AM and DW Fishbeck. 2005. *Mammalian Anatomy: the Cat*, 2e. Morton.
- Borror, DJ. 1988. *Dictionary of Word Roots and Combining Forms*. McGraw-Hill
- 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 and include the course number or name in the subject line.

**Exams (450 points)**

Exams are written with the course objectives in mind. Exam questions randomly survey the material and are written in technical and standard English. Exam questions may be multiple choice, short answer, short essay, or a combination of these. Because the information in this course cannot be divided into discreet units, exams will, to some extent, be cumulative. Unless otherwise stated, exams will begin at the beginning of the scheduled class time. No exams will be handed out after the first student has finished. Exam scores will be posted on the BB page 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 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, but start well before the deadlines approach. It is best to start studying for the first exam on the first day of class. Review after each class; review everyday including weekends and you will learn more easily, and, as a result, you will be more confident and do better on exams. See the Course Schedule for exam dates

**Lecture Exams (250 points)**

Lecture exams will focus on material covered in lecture and assigned readings. There will be three lecture exams (50 points each) and a cumulative final lecture exam (100 points).

**Lab Practical Exams (200 points)**

There will be two lab exams (100 points each). Lab exams will be in a timed, practical format and will focus on identification and understanding of relationships and function. Anything included in the lab manual (or discussed in lab) may be included on these exams. Lab practical exams may also include material from previous exams and, as a way of testing your understanding, may include unknowns (*i.e.*, material that you may not have not seen in lab). The practical exam form will be supplied; you only need bring a pen (you may also want to bring gloves and a probe). Lab practical exams are very time-consuming to set up; make-up lab practical exams will not be given.

### **Quizzes (200 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 or lab exam (depending on material covered). Your overall score will be based on the percentage of correct answers you earn on the on the quizzes (score=percent correct\*50). Quiz scores will be posted on the BB page at the end of the term..

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, which was included with the purchase of your new textbook. If you bought the textbook online or used text, there is an option for you to purchase an access code during the registration process. The name of the course is **ZOOL 2250 (Spring 2015)**; the course code is **JONES21752**.

### **Homework (50 points)**

Homework will be assigned *via* Mastering A&P. Assignments may cover material from lecture and/or lab for which a maximum of 50 points will be available. All assignments will be due on the next lecture or lab exam date (depending on material covered). Your overall score will be based on the percentage of correct answers you earn on the homework assignments (score=percent correct\*50). Homework scores will be posted on the BB page at the end of the term.

### **Labs (25 points)**

Your performance in lab has a direct effect on your understanding of material and subsequent performance in the course. Each student will begin the term with 25 performance points. Points will be subtracted for excessive absences (including arriving late or leaving early), poor or incomplete dissection, and incorrect use of lab materials (microscopes, models, skeletons, specimens, etc.). Performance scores will be posted on the BB page at the end of the term.

### **Attendance**

Regular attendance is vital to your success in this course. You are expected to attend regularly, come to class on time, and stay until the end of the class period. Attendance requires not only your physical presence, but your attention and participation as well. Students who are physically present, but inattentive (including, but not limited to, sleeping, excessive conversation, texting, e-mailing, web-surfing, being disruptive, etc.) may be asked to leave. Attendance will be taken each day in lecture and lab, but will not earn points directly. Unexcused absences for gradable events will result in no score, but 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. 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. After the end of the term, students may access their course grades from <http://my.csustan.edu>. It is expected that students will keep track of their scores (including all graded materials) for the duration of the term. A total of 600 points are available. There will be no other points or assignments available beyond those mentioned herein. Letter grades will be assigned as follows:

A	Demonstrated a high level of competence in meeting course objectives	≥ 510 points (85%)
B	Demonstrated a more than satisfactory level of competence in meeting course objectives	≥ 450 points (75%)
C	Demonstrated a satisfactory level of competence in meeting course objectives	≥ 360 points (60%)
D	Demonstrated only a barely passing level of competence in meeting course objectives	≥ 300 points (50%)
F	Has not demonstrated a minimally passing competence in meeting course objectives	< 300 points

Dissection is a necessary component to the lab. Students who fail to actively participate in dissection will receive a failing grade regardless of their scores.

### **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 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. Withdrawal from the course must be approved by the instructor(s), the chair of the Department of Biological Sciences, and the dean of the College of Science before being submitted to Student Affairs for final approval.

### **Lab Safety**

Each student must watch the Lab Safety tutorial and pass the quiz (with 100%) on Blackboard (2014-2015 BioLab Safety: BioLab Safety). Failure to do so by the end of the second week will result in disenrollment from the course.

### **Open Lab**

The anatomy lab (N224) will generally be available for study/review on Fridays from 10:00-3:00. 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 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 instructors 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 phones or computers. Inappropriate behavior will be dealt with as severely as university regulations allow. In addition, misuse of lab materials will result in lost points and may result in grades being withheld until the department has been compensated for damaged materials. 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.

### **Tips for Success**

There is a substantial amount of information to be mastered in this course. To do well, one must devote a minimum of two hours of preparation and/or review outside of class for every hour in class (at total of 18 hours/week). Each lecture and lab is organized with the assumption that you have read the assigned material prior to class. If you cannot dedicate the time and effort needed for this course, you should reconsider your enrollment.

This course has a reputation for being challenging however, it can be made much easier if you heed the following advice:

- Dedicate the necessary time to the course
- Attend and actively participate in lecture and lab
- Preview relevant material before lecture and lab
- Take good notes and review them daily
- Make use of Open Lab times to study and review
- Make use of the index and glossary in the text and a dictionary
- If you have questions, ask

### **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 and keep it in your notebook to refer to during the term.

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

—Hippocrates, father of medicine

### Course Schedule<sup>1</sup>

Lecture date	Lecture Topic	Text <sup>2**</sup>	Lab Date	Lab Topic
1/28	Introduction	Ch. 1, 2 <sup>3</sup>		
1/30	Embryology	Ch. 3		
2/2	Microanatomy	Ch. 4	2/2-3	Microscopy and Microanatomy
2/4				
2/6	Skeleton	Ch. 6, 9	2/9-10	Skeletal System
2/9				
2/11				
2/13	Muscles	Ch. 10, 11 (262-271)	2/16-17	Skeletal System
2/16				
2/18				
2/20				
2/23	EXAM		2/23-24	Muscular System
2/25	Nervous System	Ch. 12-14, 16		
2/27				
3/2				
3/4				
3/6	Circulatory System	Ch. 18-21	3/9-10	PRACTICAL
3/9				
3/11				
3/13				
3/16	EXAM		3/16-17	Nervous System
3/18				
3/20				
3/23	ANS	Ch. 15	3/23-24	
3/25				
3/27	Respiratory System	Ch. 22	3/30-31	No lab
3/30				
4/1	Digestive System	Ch. 23	4/13-14	Circulatory System
4/3				
4/13				
4/15				
4/17	EXAM		4/20-21	
4/20				
4/22	Urogenital Systems	Ch. 24-25	4/27-28	Respiratory & Digestive Systems; ANS
4/24				
4/27				
4/29	Integument	Ch. 5	5/4-5	Urogenital Systems
5/1				
5/4				
5/6	Human Biology	TBA	5/11-12	PRACTICAL
5/8				
5/11				
5/13	FINAL			
5/15				
5/18				

<sup>1</sup>The lecture schedule is tentative, but the lab schedule and exam dates are, barring unforeseen circumstances, fixed.

<sup>2</sup>These are suggested pages; it is recommended that you make use of the Table of Contents in your textbook.

<sup>3</sup>It is assumed that you have read through chapter 1 before the first day of class and that you covered (and understand) the material in Chapter 2 in an earlier biology course. If not, you should take the time to read through those chapters carefully.