

Dr. Terry D. Jones

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**COURSE DESCRIPTION**

Histology is the study of tissues and how they are arranged to form organs. Although it focuses on structure, the goal is to better understand function. This course is arguably one of the most useful biology courses you can take. Histology is the foundation of the study of function, macroscopic and microscopic anatomy, physiology, and cell and molecular biology and is a fundamental part of contemporary medicine.

**COURSE OBJECTIVES**

This course will allow you to:

- Understand the organization of the mammalian body from the cellular to organ levels
- Understand the relationship of structure and function
- Understand the correct use of a light microscope
- Understand lectures, texts, articles that you may subsequently encounter.
- Understand the nature of science and the biological significance of animal structure

**TEXTBOOK AND MATERIALS**

- Gartner, L.P. Textbook of Histology, 4e. Elsevier. 9780323355636
- Biology Filler Paper, Roaring Springs

**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 Blackboard page and your university email account regularly.

If you need to contact me, I recommend that you use email rather than telephone. Before emailing me, re-read this syllabus; answers to nearly all questions I receive are answered here.

**LECTURES**

Lectures are organized with the presumption that you have at least scanned the material in the text related to the topic before class. Lecture slides are used to supplement the lecture, illustrate some aspect of histology, and give students something to look at besides me. Lecture slides often are composed labelled images with little, if any, other text; you are expected to take notes on what is said rather than merely copying what may be on the slide.

**LABS**

Labs are designed to allow students to actively interact with materials and learn to identify specific structures, tissues, and organs. To that end, an Identification Sheet will be available on Blackboard for each topic. You should be able to locate and identify each of these items on a microscope slide or image and to describe or define them.

**HISTOLOGY SLIDE SETS**

A slide set will be checked out to each student. You will be responsible for each slide in the set. You will be charged for each slide that is lost or damaged. The entire slide set costs \$600; individual slide prices range from \$4.00 - \$20.00. Grades will not be submitted until charges are paid; after one semester the grade will become an F.

**OPEN LAB**

To gain the most from the course (and to achieve success as measured by grades) you will want to study in the laboratory for several hours each week in addition to the scheduled class and lab sessions. The lab will normally be available Friday 8:00 am-3:00 pm unless there is a lab exam scheduled. Any inappropriate use of the lab or the destruction or loss of lab materials during open lab will result in cancellation of this privilege for the duration of the term for all students.

## **EXAMS**

Exams are written with the course goals in mind. The information in this course cannot be divided into separate, discreet units and therefore all exams will, to some extent, be cumulative. Exam questions are written in technical and standard English. Your answers must be clear, thoughtful, and appropriate to the question asked. Histological knowledge is demonstrated when you can locate, identify, and accurately describe a particular histological structure (tissue, cell, structure, organ, etc.). Accordingly, this will be the basis for exams. Correct spelling and grammar is necessary for effective communication and poor spelling and grammar are signs of intellectual immaturity and/or carelessness. Therefore, spelling and/or grammatical errors will result in loss of points on exams; illegible and/or unintelligible answers will receive no credit.

Exams will begin promptly at the beginning of class; students arriving after the exam has begun will not be allowed to take the exam. Unexcused absences for exams will earn a zero for that exam. Students with excused absences for an exam may be able to replace the missing score with the average from their other exams. Students have one class day after an exam has been returned to contest scores; after that exam scores will not be changed.

There will be two exams (see Course Schedule) worth 100 points each that will generally include three parts:

- identification of structures, tissues, organs, etc., from projected images
- fill-in, short answer, or short essay in which you will be asked to identify, define, describe, or explain, etc. specific items or concepts
- show me specific items from the identification list on slides from your slide set

## **HISTOLOGY PORTFOLIO**

The portfolio will include your drawings of each of the tissues and organs we study and illustrate each item on the identification sheet; this may require drawings at different levels of magnification. I realize that not everyone is a scientific illustrator, but this is an excellent way for you to learn and understand histology. The portfolio is worth a total of 200 points and drawings will be graded on with the following criteria:

- The portfolio is a separate 3-ring binder (1.5" will probably be sufficient) with the course and your name on the spine; all previous drawings must be included
- Use biology filler paper (other paper is not acceptable)
- Use a sharp pencil with hard head (H-3H); drafting pencils are recommended, but mechanical or standard pencils will suffice with appropriate lead
- Lines must be crisp and clear; do not sketch
- Drawings (image and labels) must fill at least half of the page
- Labelled drawings must be centered horizontally and vertically; image placed left of center to allow for leader lines and labels
- Leader lines must be straight and cannot cross; use a ruler or straight edge
- Labels are printed neatly, horizontal, and right justified; each item from the identification list must be labelled on one or more drawings
- Drawing title is printed at the top of the page; include magnification
- No color or shading may be used; use stippling, cross-hatching, etc. to show texture and tone

The portfolio will be due at the beginning of class on exam days; late submissions will not be accepted under any circumstances. It is recommended that you submit a photocopy of drawings at the beginning of the second week of classes; these will be critiqued but not graded.

## **GRADING**

Grades are determined by your achievement on exams and the quality of your portfolio. CR/NC grades are not possible for this course. Letter grades will be assigned as follows:

A	Excellent	Demonstrated a high level of competence in meeting course objectives.	≥ 360
B	Good	Demonstrated a more than satisfactory level of competence in meeting course objectives.	≥ 320
C	Satisfactory	Demonstrated a satisfactory level of competence in meeting course objectives.	≥ 280
D	Unsatisfactory	Demonstrated only a barely passing level of competence in meeting course objectives; it is not necessary to repeat the course for credit.	≥ 240
F	Failure	Has not demonstrated a minimally passing competence in meeting course objectives. Credit is not merited.	< 240
WU	Withdrawal Unauthorized	Did not withdraw from the course and failed to complete course requirements. For purposes of grade point average computation, the WU is equivalent to an F.	< 240

The use of +/- grades is at my discretion.

While attendance and participation (or lack thereof) will not be directly calculated into your grade, they are generally revealed in your exam performance. You are expected to be in class from the beginning to the end; it is extremely rude to arrive late and disrupt class. You are also expected to be in class until the end. However, it is not enough to merely be present; be an active participant in your learning.

#### **COURSE DROP AND WITHDRAWAL POLICY**

The policies for this course are the same as the policies given in the University Catalog: "...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..." 21 February is the Enrollment Census Date.

#### **RECORDING POLICY**

The use of audio and/or video recorders or cameras (including cell phones, tablets, and computers) is not permitted during lecture or lab; including taking pictures of microscopic images, lecture slides, blackboard drawings or notes, models, etc. An exception is made for students who are registered with Disability Resource Services and specifically approved for this specific 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. 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.

#### **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.

**COURSE SCHEDULE**

LECTURE			LAB		
DATE	TOPIC	TEXT	DATE	TOPIC	TEXT
28 Jan	Histotechnique, Microscopy	1 (2-4)			
30 Jan	Epithelia	5	30 Jan	Microscopy, Epithelia	1, 5
04 Feb	Epithelia	5			
06 Feb	Connective Tissues	6	06 Feb	Epithelial Tissues	5
11 Feb	Connective Tissues	7			
13 Feb	Muscle Tissues	8	13 Feb	Connective Tissues	6, 7
18 Feb	Nervous Tissues	8			
20 Feb	Nervous Tissues	9	20 Feb	Muscle and Nervous Tissues	8, 9
25 Feb	Circulatory Systems	10			
27 Feb	Circulatory Systems	11	27 Feb	Circulatory Systems	10, 11
03 Mar	Lymphoid System	12			
05 Mar	Lymphoid System	12	05 Mar	Lymphoid System	12
10 Mar	Endocrine System	13			
12 Mar	Endocrine System	13	12 Mar	Endocrine System	13
17 Mar	Integumentary System	14			
19 Mar	<b>Exam 1: Tissues - Endocrine</b>		19 Mar	<b>Exam 1: Tissues - Endocrine</b>	
24 Mar	<b>Spring Break</b>				
26 Mar	<b>Spring Break</b>		26 Mar	<b>Spring Break</b>	
31 Mar	<b>Cesar Chavez Day</b>				
02 Apr	Integumentary System	14	02 Apr	Integumentary System	14
07 Apr	Respiratory System	15			
09 Apr	Respiratory System	15	09 Apr	Respiratory System	15
14 Apr	Digestive System	16			
16 Apr	Digestive System	17	16 Apr	Digestive System	16, 17
21 Apr	Digestive System	18			
23 Apr	Digestive System		23 Apr	Digestive System	18
28 Apr	Urinary System	19			
30 Apr	Reproductive Systems	20	30 Apr	Urogenital Systems	19-21
05 May	Reproductive Systems	21			
07 May	Special Senses	22	07 May	Special Senses	22
12 May	Special Sense				
14 May	<b>Exam 2: Integument – Special Senses</b>		14 May	<b>Exam 2: Integument – Special Senses</b>	