

Syllabus: Biology 20 – Human Anatomy

Course Information

Semester: Fall 2018

Section: 55177

Class Meetings: Lecture – Tuesday 9:00 – 11:50 AM, Life Science 17

Lab – Thursday 9:00 – 11:50 AM, Life Science 17

Instructor: Whitney Menefee

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- Office: LFS 13
- Office Phone: (559) 638 – 0300 ext. 3257
- Office Hours: Tues 12:00 – 1:30PM, Wed 1:30 – 2:30 (LRC) & Fridays 9:30AM – 12:00PM

Course Description

Biology 20 is a 4-unit biology course with 3 lecture hours and 3 lab hours per week. This is a course providing a basic understanding and working knowledge of the human body with emphasis on the structure of each major system. The interrelationship between human systems and the relationships between the structure and functions of each system will be studied at several levels: cellular, tissue, organ, system, and organismal.

Student Learning Outcomes

Upon completion of this course, students will be able to

- identify the major body systems macroscopically.
- identify the major body tissue and cell types microscopically.
- use a microscope to identify tissues and cells.
- describe the functions of the body systems.
- describe functions of the cells and tissues.

Course Objectives

In the process of completing this course, students will

- identify the basic structure and function of each human system at the macroscopic and microscopic levels.
- develop important critical thinking skills as they evaluate lecture topics and the results of laboratory demonstrations and experiments.
- learn how to use scientific methods.
- develop important manual dexterity skills associated with dissections, free-hand drawings, completion of anatomical color plates, and the operation of microscopes, computers, and other laboratory equipment.

Course Requirements and Policies

Prerequisites

Biology 1 or Biology 5 or Biology 11A

Required Course Materials

- Textbook: Human Anatomy w/Mastering A&P, 9th Ed. Martini; Pearson. ISBN: 978-0134296036
- Lab Manual: Exploring Anatomy in the Laboratory, Amerman; Morton. ISBN: 978-1617314896
- Biology sketch paper (13 sheets)
- Scantrons: 882-E (5x - exams)

Technology Requirements

- Check Canvas and your Reedley College email accounts regularly (multiple times per week) for announcements.
- All lecture and lab PowerPoints, handouts, notes, schedules, grades, ect. will be posted on Canvas.

Class Policies

Attendance and Drop Policy

- Students are expected to attend person class sessions. Sign-in sheets will be used and each student must sign in for himself/herself ONLY.
 - *If you miss 15 hours or more of the this class throughout the semester, it will result in the lowering of your final course letter grade by one letter grade.*
- Excessive tardies (10 min late) will NOT be tolerated (three tardies equals one absence).
- Students will be dropped from this course if they do not attend the first lecture and/or first lab without prior notification to the instructor.
- Students will be dropped from this course if they have excessive absences of 8 hours or more of lab and/or lecture by the end of the third week of instruction (August 31).
- The final drop date for this course is October 12th, 2018.
 - It is the student's responsibility to drop this course if he/she feels necessary. The instructor will NOT drop any students after the third week of instruction.

In-class Conduct Policy

No cell phones should go off during this class. Please be respectful to your instructor and classmates by silencing your phone, and taking phone calls outside if necessary. If they ring or are used during a test or quiz, the student will receive a 0 for that exam or quiz. You cannot make up these assignments.

Late Work Policy

Exams

Lecture Exams may only be made up due to extreme circumstances, at the discretion of the instructor, if arranged with the instructor *before the scheduled exam period (at least 3 hrs prior)*. *Lab exams must be taken on the day that they are scheduled. There are no make-ups, no exceptions.*

Online Assignments/In-class Activities

No late work for any assignments/activities in-person or online, including but not limited to quizzes and lab reports, will be accepted for any reason. No exceptions.

Communication Policy

Email/Messaging

The best and most effective way of communicating with me is to email me at <mailto:whitney.menefee@reedleycollege.edu> or by sending me a message in Canvas. Not sure how to send a message in Canvas? Check out this quick guide: [How to send a message in Canvas](#).

- Please allow a 24hr response time! I will always respond to emails and messages within 24 hours, but please allow up to 24 hours. Do not send an email and two hours later send the email again if I haven't responded. If I don't respond within 24 hours, please double check the email address and resend your message then, chances are I didn't receive it!
- Emailing and messaging can be used 24 hours a day, 7 days a week!

Office Hours

I hold on-campus and virtual office hours. If you would like to come by my office, I am always guaranteed to be in my office during these hours. My office is on the Reedley College Campus in room Life Science 13. You can drop by anytime during this time frame, no appointment needed! If you are unable to make these office hours, but would like to meet with me in person, please email me and we will arrange an appointment to meet in my office. My virtual office hours are held through Canvas using the messaging function. You can expect an immediate response during this time frame if you send me a message in Canvas.

College Policies

- "Students at the Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share responsibility for seeing that their education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences." Reedley College Catalog pg. 45
 - Please see Disciplinary Procedures in the Student Conduct Standards and Grievance Procedures Handbook available in the Vice-President of Student Services office, or at the link listed below.
 - For a comprehensive list of Student Conduct Standards, see: <http://reedleycollege.edu/index.aspx?page=233>
- If you have a verified need for an academic accommodation or materials in alternate media (e.g. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact the instructor as soon as possible.

Grading Policy

Final letter grade scale: A = 90% +, B = 89 - 80%, C = 79 - 70%, D = 69 - 60%, F = 59% or less.

TASK	Points	% of Grade	Breakdown	Notes
Lecture Exams	200	20%	4 exams @ 50 points each	
Lab Exams	300	30%	4 exams @ 75 points each	
Final Exam	100	10%	1 cumulative final	
Quizzes	100	10%	10 lab quizzes @ 10 points each	
Lab Reports	100	10%	22 @ 5 points each	10 pts extra credit
Lab Drawings	100	10%	12 @ 10 points each	20 pts extra credit
Mastering A & P Quizzes	100	10%	4 units @ 25 points each	
Totals	1000	100%		

Grades will be posted on Canvas and will be updated regularly throughout the semester.

Course Exams and Major Assignments

Lecture Exams

Exams may only be made up due to extreme circumstances, at the discretion of the instructor, if arranged with the instructor before the scheduled exam period (at least 3 hrs prior). There will be 4 lecture exams and a comprehensive final exam (see the Tentative Schedule for exam dates). Each exam will include new material covered in the corresponding unit. Exams will consist of multiple-choice, matching, fill in the blank, and short-answer/essay questions. Forming study groups is highly recommended. All exams will be given in class. **Final Exam** is cumulative.

Lab Exams

Lab exams must be taken on the day that they are scheduled. There are no make-ups, no exceptions. There will be 4 lab exams (see the Tentative Schedule for exam dates). These exams will be in the form of a practical, where stations are set up with models, microscopes, and/or images for identification. Students will be timed (45 seconds per question) and will rotate around the room until all students have been through all stations. All questions are fill-in.

Quizzes

Quizzes will be assigned and completed through Canvas (See Tentative Schedule and Unit Schedules on Canvas for due dates). Quizzes may only be accessed one time and must be completed in 20 minutes once accessed. Quizzes will consist of multiple-choice, true-false, and short answer questions and will contain information covered in the unit up to that point. *Quizzes will not be accepted past the due date (will receive a 0) and cannot be made up if missed.*

Note on technology: Quizzes will not be reset or allowed to be made-up due to technology issues (e.g. internet connection lost, computer battery died, ect.). It is the student's responsibility to make sure the correct technology requirements are met to complete the quiz, when accessed, in one sitting (20min).

Lab Reports

Each lab session will have an associated lab report. Lab reports are due at the end of the lab session, unless otherwise informed by the instructor. No late lab reports will be accepted. *You cannot turn in a lab report for a lab that you were not in attendance of.* Lab reports must be submitted on the lab report pages from the lab manual. No photocopied or regular paper copies will be accepted.

Lab Drawings

For each week, students will be required to submit one lab drawing. Suggestions of drawings will be given for each lab session, but students have the flexibility to choose what drawing they will do. These drawings are to be annotated (further information on annotating will be given in class and posted on Canvas). Lab drawings are due at the time of the lab exam for each unit. No late lab drawings will be accepted.

Mastering A & P Quizzes

Assignments will be set-up through Canvas using the Mastering A&P materials associated with your textbook (Note: you can only access these assignments if you purchase the bundle that includes the Mastering A&P access). Every lecture will have an associated Mastering A&P assignment. These assignments (and the eBook) can be accessed through Canvas. Mastering A&P assignments will be due at the end of each unit (at the time of the lab exam). See Canvas for exact due dates.

Extra Credit

Extra credit can be earned by completing all lab reports and all lab drawings. Each category has extra points allotted (see Grading Policy for full breakdown). Throughout the semester, there will be a total of 30 extra credit points offered (or 3%). *There will be no other extra credit offered in this course.*

Participation Standards

Study Expectations. Consider the following statement as a general guideline for participation for this class: "It is usually expected that students will spend approximately 2-3 hours of study time outside of class for every one hour in class. Since this is a 4-unit class (6 hrs./week), you should expect to study an average of at least 18 hours outside of class each week. Some students may need more outside study time and some less. "

Subject to Change Statement

This syllabus and tentative schedule are subject to change with notification. If you are absent from class, it is your responsibility to check on announcements made while you were absent.

Tentative Course Schedule*

DATES	Lecture	Lab	Reading (Ch)	Other
Week 1	Course Intro Anatomical Terminology	1 - Intro to Anatomical Terms 2 - Intro to the Microscope	1	Quiz 1
Week 2	The Cell Histology	3 - Cytology 4 - Histology	2, 3	Quiz 2
Week 3	Histology Integumentary System	4 - Histology 5 - Integumentary System	3, 4	Quiz 3
Week 4	Lecture Exam	Lab Exam		
Week 5	Skeletal System	6 - Intro to the Skeletal System 7 - Skeletal System	5, 6, 7	
Week 6	Articulations Muscular System	8 - Articulations 9 - Muscular System	8	Quiz 4
Week 7	Muscular System Lecture Exam	9 - Muscular System	9, 10, 11	Quiz 5
Week 8	Endocrine System	Lab Exam 14 - Endocrine System	19	
Week 9	Nervous System	10 - Intro to Nervous System 11 - Brain & Cranial Nerves 12 - Spinal Cord & Spinal Nerves	13 - 17	
Week 10	Special Senses	13 - General & Special Senses	18	Quiz 6
Week 11	Cardiovascular System	15 - The Heart 16 - Blood Vessels 17 - Blood	20, 21, 22	Quiz 7
Week 12	Lecture Exam	Lab Exam		
Week 13	Lymphatic Respiratory	18 - Lymphatics & Immunity 19 - Respiratory System	23, 24	
Week 14	Digestive System	20 - Digestive System	25	Quiz 8
Week 15	Digestive System Urinary System	20 - Digestive System 21 - Urinary System	25, 26	Quiz 9
Week 16	Urinary System Reproductive System	21 - Urinary System 22 - Reproductive System	26 27	Quiz 10
Week 17	Lecture Exam	Lab Exam		
Week 18	Final Exam - Cumulative			

Other Important Dates: **Final Drop Date to avoid "W": August 31st** **Final Drop Date (with "W"):** October 12th