

# Syllabus: Biology 20 – Human Anatomy

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## Course Information

Semester: Fall 2019

Section: 51285

Class Meetings: Lecture – Tuesday & Thursday 9:30 – 10:45 AM, Life Science 17

Lab – Tuesday & Thursday 11:00 AM – 12:15 PM, Life Science 17

Instructor: Whitney Menefee

- Email: whitney.menefee@reedleycollege.edu
- Office: LFS 13
- Office Phone: (559) 638 – 0300 ext. 3257
- Office Hours: Thursday 12:30 – 3:00PM, Friday 9:30 – 12:00PM

## Course Description

Biology 20, Human Anatomy, 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: Anatomy & Physiology, OpenStax (available for free on Canvas)
- Lab Manual: Biol 20 – Human Anatomy, Custom Lab Manual by Whitney Menefee (available for free on Canvas)
- 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 in-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 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 30th).
- The final drop date for this course is October 11<sup>th</sup>, 2019.
  - 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 [whitney.menefee@reedleycollege.edu](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
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
Lecture Quizzes	100	10%	10 quizzes @ 10 points each
Lab Reports	125	12.5%	18 @ 7 points each
Lab Reviews	100	10%	4 units @ 25 points each
Lab Drawings	75	7.5%	15 @ 5 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 and attending SI sessions 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.

### Lecture 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, fill-in, 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(s). 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 provided on Canvas and/or in class.

### Lab Reviews

For each lab, there will be an online lab review. These reviews will help students prepare for lab practicals by testing their knowledge regarding lab material. These reviews will be completed on Canvas and are due at the time of the lab exam for each unit. There is no time limit for these reviews and they do not have to be completed in one sitting. Also, students have unlimited attempts at the reviews up until the due date.

### Lab Drawings

For each lab, 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). Drawings should be done on a sheet of plain white paper. Lab drawings are due at the time of the lab exam for each unit. No late lab drawings will be accepted.

## 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 12-18 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 The Cell	1 - Intro to Anatomy	1, 2	Quiz 1
Week 2	Histology	2 - Histology	4	Quiz 2
Week 3	Histology Integumentary System	2 - Histology 3 - Integumentary System	4, 5	Quiz 3
Week 4	<b>Lecture Exam #1</b>	<b>Lab Exam #1</b>		
Week 5	The Skeletal System	4 - The Skeletal System	6, 7, 8	
Week 6	Articulations The Muscular System	4 - The Skeletal System 5 - Articulations	6 - 9	Quiz 4
Week 7	The Muscular System <b>Lecture Exam #2</b>	6 - Muscular System	10, 11	Quiz 5
Week 8	Endocrine System	<b>Lab Exam #2</b> 7 - Endocrine System	17	
Week 9	The Nervous System	8 - The Nervous System 8a - Brain Dissection	12, 13, 15.1	
Week 10	Special Senses	9 - The Senses 9a - Eye Dissection	14.1	Quiz 6
Week 11	The Cardiovascular System	10 - The Cardiovascular System	18, 19, 20	Quiz 7
Week 12	The Lymphatic System	11 - The Lymphatic System	21	Quiz 8
Week 13	<b>Lecture Exam #3</b> The Respiratory System	<b>Lab Exam #3</b>	22	
Week 14	The Respiratory System The Digestive System	12 - The Respiratory System 13 - The Digestive System	22, 23	
Week 15	The Digestive System The Urinary System	13 - The Digestive System 14 - Urinary System	23, 25	Quiz 9
Week 16	The Reproductive System	15 - Reproductive System	27	Quiz 10
Week 17	<b>Lecture Exam#4</b> Final Exam Review	<b>Lab Exam #4</b> Sheep Pluck Dissections		
Week 18	<b>Final Exam - Cumulative</b>			

\*A more detailed daily schedule can be found on Canvas

Other Important Dates:

**Final Drop Date to avoid “W”:** August 30<sup>th</sup>

**Final Drop Date (with “W”):** October 11<sup>th</sup>