

# Syllabus: Biology 20 – Human Anatomy

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## Course Information

<b>Semester:</b>	Spring 2020
<b>Section:</b>	50167
<b>Class Meetings:</b>	TTH 6:00 – 8:50PM (T = HUM 64; TH = LFS 17)
<b>Instructor:</b>	Darin Peterson
<b>Email:</b>	darin.peterson@reedleycollege.edu

## 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, 9<sup>th</sup> Ed. Martini; Pearson. ISBN: 978-0134296036
- Lab Manual: Exploring Anatomy in the Laboratory, Amerman; Morton. ISBN: 978-1617314896
- Biology sketch paper (10 sheets)
- Scantrons: 882-E (need 10)

## Technology Requirements

- Check Canvas regularly (multiple times per week) for announcements.
- All lecture and lab PowerPoints, handouts, notes, schedules, grades, etc. will be posted on Canvas.

## Class Policies

### Attendance and Drop Policy

- 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 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.
- The final drop date for this course is February 2.
  - 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.

### Cell Phone / Watch 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.

Cell phones should NOT be used to take photos of the lecture powerpoints or whiteboard unless instructed to do so. All powerpoints are posted on Canvas. You should be taking as many notes as you can during class and then adding to them or rewriting/organizing them later on your own. Cell phones SHOULD be used to take photos of the models used during lab for studying purposes.

### In-Class Behavior

Be respectful

### 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.**

### Coursework

No credit for late work. It is still important to turn in all assignments. Missing assignments may be interpreted as negligence and irresponsibility. Your work ethic and consistency is extremely important.

### Communication Policy

### Email/Messaging

The best and most effective way of communicating with me is to email me at [darin.peterson@reed-leycollege.edu](mailto:darin.peterson@reed-leycollege.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](#).

## 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	400		4 exams @ 100 points each	
Lab Exams	400		4 exams @ 100 points each	
Final Exam	150		1 cumulative final	
Quizzes	250		10 Quizzes @ 25 points each	
Lab Reports	180		18 @ 10 points each	
Lab Drawings	100		10 @ 10 points each	
Assignments	50		5 @ 10 points each	
Totals	1530			

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. **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 (90 seconds per station) and will rotate around the room until all students have been through all stations. All questions are fill-in.

## 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.

## 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. "

**\*This is a challenging class. Focused effort during class time is important. This is when I am able to observe your work ethic.** Leaving class early and/or wasting time leaves a bad impression. In the event that your final grade is within 1% of the higher grade (i.e. 89%, 79%, 69%, 59%) your work ethic and having no missing assignments will earn you the 1% that you need.

## 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.

## Important Dates

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- January 24: Last day to drop with full refund
- February 2: Last day to add/drop a class (no "W" on transcript)
- February 21: Last day to declare pass/no pass (P/NP) grade option
- March 13: Last day to be dropped with a "W"
- April 6-9: Spring Break
- FINAL EXAMINATION: May 19

## Tentative Course Schedule\*

<b>DATES</b>	<b>Lecture</b>	<b>Lab</b>	<b>Reading (Ch)</b>	<b>Other</b>
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	<b>Lecture Exam #1</b>	<b>Lab Exam #1</b>		
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 <b>Lecture Exam #2</b>	9 – Muscular System	9, 10, 11	Quiz 5
Week 8	Endocrine System	<b>Lab Exam #2</b> 14 – Endocrine System	19	
Week 9	Nervous System	10 – Intro to Nervous System 11 – Brain / Cranial Nerves ( <b>Sheep Brain Diss.</b> ) 12 – Spinal Cord & Spinal Nerves	13 - 17	
Week 10	Special Senses	13 – General & Special Senses ( <b>Eye Ball Diss.</b> )	18	Quiz 6
Week 11	Cardiovascular System	15 – The Heart ( <b>Heart Diss.</b> ) 16 – Blood Vessels 17 – Blood	20, 21, 22	Quiz 7
Week 12	<b>Lecture Exam #3</b>	<b>Lab Exam #3</b>		
	<b>Spring Break</b>			
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	<b>Lecture Exam #4</b>	<b>Lab Exam #4 (Sheep Pluck Diss.)</b>		
Week 18	<b>Final Exam - Cumulative</b>			

