

Biology 20 – Human Anatomy

Course Information

Semester: Spring 2020 Section: 50171

Class Meetings: Lecture – Monday 2:00 – 5:05 PM, Life Science 17
Lab – Wednesday 2:00– 4:50 PM, Life Science 17

Instructor: Karen Marks

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- Office: LFS 13
- Office Phone: (559) 638 – 0300 ext. 3715
- Office Hours: TUES 12:30 – 2, THURS: 2– 3:30, FRI: 11—1

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.

Class Policies

Attendance and Drop Policy

- Students are expected to attend in-person class sessions. Attendance will be taken.
- Excessive tardiness (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.
- The final drop date for this course is March 13th, 2020.
 - 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 Each student gets 1 24-hour extension pass on online assignments and in class activities. This pass CANNOT be used on exams of any kind. For in class activities, you must have been in class for the activity to use this pass.

Communication Policy

Email/Messaging The best and most effective way of communicating with me is to email me at karen.marks@reedleycollege.edu or by sending me 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 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.

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. Students who engage in academic dishonesty will receive a zero on the assignment and may be referred to the dean.
- DSP&S: 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

TASK	POINTS	% OF GRADE
Lecture Exams	200 (4 x 50 pts each)	20%
Lab Exams	300 (4 x 75 pts each)	30%
Final Exam	100	10%
Lecture Quizzes	100 (10 x 10 pts each)	10%
Lab Reports	125 (18 x 7 pts each)	12.5%
Lab Reviews	100 (4 units x 25 pts each)	10%
Lab Drawings	75 (15 x 5 pts each)	7.5%
Total:	1000	100%

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

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 1 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
WEEK 1	Course Intro The Cell	1. Intro to Anatomy
WEEK 2	**No class Monday – MLK Day** Histology	2. Histology
WEEK 3	Histology Integumentary System	2. Histology
WEEK 4	Skeletal System	3. Integumentary System
WEEK 5	LECTURE EXAM 1	LAB EXAM 1
WEEK 6	**No class Monday – President’s Day** Skeletal System	4. Skeletal System
WEEK 7	Articulations	4. Skeletal System 5. Articulations
WEEK 8	Muscular System	6. Muscular System
WEEK 9	LECTURE EXAM 2	LAB EXAM 2
WEEK 10	Endocrine System Nervous System	7. Endocrine System 8. Nervous System
WEEK 11	Special Senses Cardiovascular System	<i>(Sheep brain dissection)</i> 9. Special Senses
WEEK 12	Cardiovascular System Lymphatic System	<i>(Eyeball dissection)</i> 10. Cardiovascular System
WEEK 13	LECTURE EXAM 3	LAB EXAM 3
WEEK 14	Lymphatic System Respiratory System	11. Lymphatic System 12. Respiratory System
WEEK 15	Digestive System Urinary System	13. Digestive System
WEEK 16	Urinary System Reproductive System	14. Urinary System 15. Reproductive System
WEEK 17	LECTURE EXAM 4	<i>Sheep Pluck Dissection</i> LAB EXAM 4
WEEK 18	FINAL EXAM	