Biology 20 (BIOL 20) Human Anatomy

Course Information

Spring 2021 Reedley Community College	4 units, 3 Lecture hours, 3 Lab hours
Instructor: Evelin Munoz	**Email:** evelin.munoz@reedleycollege.edu Please allow 24 - 48 hours for response
Office Hours: Tuesday/Thursday 11am-12pm (Digital via Zoom)	**Zoom Meeting Information:** Confer Zoom under the course Canvas
Website: To access the course login to Canvas at https://scccd.instructure.com/ using your Reedley College username and password. For help with Canvas, contact the Help Desk at 1.844.887.2223	**Class Meetings:** 100% online for lecture and lab **Section**: 55079

Course Description

The purpose of this course is to help you develop an understanding of fundamental processes that form the basis of biological life. 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.

This course is taught in a traditional lecture and laboratory format in combination with additional online content; however, due to the current pandemic, this spring will be taught fully online. Lectures will utilize PowerPoint and a variety of multimedia presentations which will be uploaded on Canvas. Laboratory will be largely visual based, utilizing a variety of resources including PowerPoint, multimedia, prepared microscope slides, models, and human and animal specimens. The course outcomes are designed to help you *understand and apply* (**not just memorize**) cell biology concepts, and to help you think in an analytical and critical way about contemporary cellular issues.

Student Learning Outcomes

Upon completion of this course, students will be able to

1. Identify the major body systems macroscopically.
2. Identify the major body tissue and cell types microscopically.
3. Use a microscope to identify tissues and cells.
4. Describe the functions of the body systems.

5. Describe functions of the cells and tissues.

Course Objectives

In the process of completing this course, students will

1. Identify the basic structure and function of each human system at the macroscopic and microscopic levels.
2. Develop important critical thinking skills as they evaluate lecture topics and the results of laboratory demonstrations and experiments.
3. Learn how to use scientific methods.
4. 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.

Prerequisites for the Course

Biology 1 or Biology 5 or Biology 11A

Required Materials

- Lecture: Textbook; Anatomy & Physiology, OpenStax (available for free on Canvas)
- Lab Manual is available for on Canvas. All lab assignments will be submitted as a Word document, PDF, or high-quality scan. Photos of lab pages will not be accepted. If you do not have a scanner, there are apps that use your phone camera to create a scanned document (such as CamScanner.)
- Lab Materials: (Online Platform): A & P Virtual Labs Suite, https://connect.mheducation.com/class/e-munoz-ap-labs-suite-demo

Technology Requirements

Due to the current pandemic, all course material will be delivered through Canvas. All students must have access to a device with reliable internet to navigate through Canvas.

If you need a device such as a laptop or Wi-Fi hotspot, Reedley College can provide you these resources for the semester at no cost. Contact the IT department at (559) 637-2555 for help on obtaining the equipment you may need.

Class Policies: Communication, Attendance, Drop, and Late Work

Communication Policy

- The most effective way of communicating with me is to email me at: Evelin.munoz@reedleycollege.edu or by sending me a message through Canvas
- Office hours Tuesday/Thursday 11am-12pm via Confer Zoom, unless it is a holiday. No appointment needed to join. If these hours do not work with your schedule and you would like to meet with me, email me to schedule a one-on-one zoom meeting that fits both our schedules.
- When you email me, please follow the following:
  - Subject line: class name, class number
  - State your first and last name and include your message

- Emails, canvas messages, and discussion board questions will be answered within 24 hours Monday-Friday. If I do not respond within the 24-hour period, please email me again because I might have missed your message.

Attendance and Drop Policy

- In order to avoid being dropped from this class, the following tasks must be completed on Canvas by the end of the first week of instruction (*1/17/2021 by 11:59PM*):
    - Post a profile picture
    - Participate in the Ice Breaker: Meet & Greet Discussion Board
    - Complete all tasks in the WEEK 1 Module
- It is the student's responsibility to drop this course if he/she feels necessary. The instructor will NOT drop any students after the first week of instruction.
- Communicate with me if there are any serious and compelling reasons for your attendance.

Late Work Policy

- **Assignments/Activities**: No late work will not be accepted, ever. There will be NO EXTENSIONS, MAKE UPS, NO EXCEPTIONS.
- **Exams**: All exams will be given through Canvas. Please see the tentative schedule for exam dates. Exams must be taken when they are scheduled. I will NOT accept late exams unless prior arrangements with the instructor were made (minimum of one week notice) for extreme circumstances that are documented in writing and provided to instructor. The instructor holds final decision on what constitutes an acceptable circumstance. I will work with you if you communicate with me.

College Policies

The university has several policies that you will be expected to adhere to in my course. The Policy on Students with Disabilities, the University Honor Code, the Policy on Cheating and Plagiarism, a statement on copyright, and the university computer requirement, portions of which are below, can all be found in the University Catalog (Policies and Regulations) and Class Schedule.

Cheating and Plagiarism

I DO NOT TOLERATE CHEATING. PERIOD. Most of you are entering into the health care field and could harm or seriously injure other human beings if you do not know the basic information in this course. The University policy reads, "Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it includes any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means.

Any student caught cheating or plagiarizing will be subject to the Reedley College disciplinary procedures (review the Reedley College catalog section on academic dishonesty). Electronics of any kind are not permitted during exams and will result in an automatic zero for that exam.

Students with diagnosed disabilities should contact the Disabled Students Programs and Services' (DSP&S). Please give me a copy of the letter you receive from DSP&S detailing class accommodations you may need. If you require accommodation for test-taking, please make sure I have the letter no less than three days before the test. If you have a need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

Grading Policy

Course grades are non-negotiable; FINAL GRADES WILL NOT BE CURVED. ALSO, I DO NOT round up your grades to the next letter grade. The final course grade is based on the following percent range:

Percent Range	**Grade**
90-100	A
80-89.99	B
70-79.99	C
60-69.99	D
Less than 60	F

I WILL NOT give an individual student separate extra credit at the end of the course to increase their percentage grade. I do not mind correcting honest mistakes so do not hesitate to contact me regarding them, but do NOT ask for special treatment. Do not contact me to request that I "give" you a higher grade: **you earn the grade you receive in this course**.

Course Point Breakdown

Assignment Description	**Points**	**% of Grade**	**Point Breakdown**
Lecture Exams	200	20%	4 lecture exams
Lab Exams	200	20%	4 lab exams
Final Exam	100	10%	1 cumulative final
Lecture Quizzes	80	8%	8 total; 10 points each
Lab Quizzes	80	8%	8 total; 10 points each
Lab Reports	160	16%	16 total; 10 points each
Lab Drawings	80	8%	16 total; 5 points each
Interactive Discussion Boards	80	8%	16 total; 5 points each
Other Activities	20	2%	Assignments will vary
Total	*1,000 points*	*100%*	

Course Exams and Assignments

Lecture Exams

Four lecture exams and one comprehensive final will cover the topics listed in the schedule below. Each exam will include multiple-choice, matching, fill in the blank, and short answer/essay questions. Exams will be given through Canvas and must be taken during the scheduled day (see tentative schedule below). Exams will have a time limit and may only be accessed one time. *No makeups, no exceptions. I will not reset exams due to technology issues (e.g., internet issues, computer issues).* Make sure to have the correct technology requirements before starting an exam and/or quiz. All exams and quizzes must be completed in one sitting.

Lecture and Lab Quizzes

Quizzes will be completed through Canvas (See Canvas and tentative schedule for due dates). Quizzes must be completed in one sitting and completed within the given time allowed. Each quiz will include true/false, multiple-choice, matching, fill in the blank, and short answer/essay questions. *Quizzes will not be accepted late, no makeups, no exceptions.*

Discussion Boards

Interactive discussion boards will be available through Canvas. Under each week's discussion board, students will have specific instructions on how to submit and reply to their peers. Discussion topics will relate to material covered for that week. All due dates and instructions can be found on Canvas. *No late discussion boards will be accepted late, no makeups, no exceptions*.

Note on discussion board/online etiquette*:* All students are expected to be respectful when posting and reply to their peer's posts. The purpose of these discussions it to facilitate peer learning in a safe and respectful environment. Students who make disrespectful and/or inappropriate posts/comments in the discussion board forums will be subject to Reedley College Disciplinary Procedures (see above under the College Policy section).

Lab Exams

There will be four lab exams. These exams will be in the form of a practical, where questions are set up with models, microscope slides, and/or images for identification. Lab exams will be given through Canvas and must be taken during the scheduled day (see tentative schedule below). Exams will have a time limit and may only be accessed one time. *No makeups, no exceptions. I will not reset exams due to technology issues (e.g., internet issues, computer issues).* Make sure to have the correct technology requirements before starting an exam. All exams must be completed in one sitting.

Lab Reports

Each week will have an associated lab report(s). Lab reports are due at the end of each week, unless otherwise informed by the instructor. No late lab reports will be accepted. For detailed instructions on how to access and complete lab reports, see Canvas. Lab reports may be typed up or handwritten.

Note: If you choose to hand write your lab report, DO NOT submit photos of your report. Photos of lab reports are often too small, blurry, and illegible. If you choose to hand write it, you must scan your report and submit it as a **PDF**. There are phone apps that can utilize you phone camera to create a high-

quality PDF scan such as CamScanner. Scans must be quality, legible, and be a single document. **Do not submit each page individually**. Make sure every page is included in order on your scan.

Lab Drawings

For most labs, students will be required to submit a lab drawing. These drawings are to be labeled and annotated. Drawings should be done on a sheet of plain white paper. Lab drawings are due at the end of the week in which they are assigned. No late lab drawings will be accepted. Submit as a pdf (see note above).

Participation Standards and Study Expectations

Professional Behavior is expected at ALL TIMES. Please respect other students and me. Disruptive behavior that interferes with the teaching and learning processes will be cause for appropriate penalties as described under the Reedley College policies.

How to be Successful in this Course:

- Read the chapter before you watch the lecture on it. Really, do this! It will make your life easier in this class and solidify your understanding of the topics.
- When you read the chapter, take your own notes. Write down questions when you don't understand something.
- If you should experience difficulty understanding the material presented in the course, it is **your responsibility** to contact me at the earliest possible time. Do not wait until the final weeks of the course.
- This course requires that you become familiar with and understand a great deal of information about the human body. Keep up with both lecture and lab material provided weekly.
- **Listen in lecture and take good notes.** Organize your notes and redo them if necessary, after lecture. **Review your notes frequently, not just before a test**.
- Keep a **vocabulary list of all terms** mentioned in lecture, in bold print in the text, or listed at the end of each chapter. Know the **meaning** of each of these terms.
- **Spend some time studying each day**. You are learning a new language; immerse yourself in it! Review notes for 15-30 minutes at one time. The best way to absorb book chapters is to read for one hour at a time. Don't try to complete your study hours all in one sitting or on the same day, as your efficiency will drop dramatically. Review an additional 3-5 hours a day prior to examinations.
- **Form study groups to work together.** Make your own review sheet or, if you work in a study group, have each person make a review sheet for a chapter and teach each other.
- Use all materials available materials provided to you. If one study method does not work, try another! Use as many ways to access your memory as possible (auditory, visual, kinetic, etc.).
- Stay healthy and get adequate sleep!

Student Expectations

- Keep up with assignments and lectures. This course is fast paced and requires student engagement and participation.
- 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. "

- Check Canvas and your Reedley College email regularly, as announcements will be posted periodically.
- If you have questions or confused, email me immediately. Ask questions. All questions related to the course are welcomed.
- Be considerate and respectful to your instructor and classmates at all times.
- Participate actively in class discussions.
- Try different learning tactics. Ask for help when needed.

Important Resources

- Tutoring services: https://www.reedleycollege.edu/academics/tutoring-services/index.html
- Technology Support: https://www.reedleycollege.edu/campus-life/technology-help.html
- Health and Psychological Services: https://www.reedleycollege.edu/campus-life/health-services/index.html
- Reedley College Library Resources: https://www.reedleycollege.edu/campus-life/library/index.html
- Student Services: https://www.reedleycollege.edu/student-services/index.html

Accommodations

Video content included in this course will be closed-captioned. Documents and online pages will meet accessibility requirements. If you have a verified need for other academic accommodations or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible

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

Week	Lecture	Lab	Assignments/ Quizzes
Week 1	Ch.1 Intro to the Human Body	Lab 1 Introduction to Anatomical Terminology	Discussion Board #1 Lab Report #1 Lab Drawing #1
Week 2	Ch.3 The Cell	Lab 2 The Cellular Level of Organization	Lecture Quiz #1 Discussion Board #2 Lab Quiz #1 Lab Report #2 Lab Drawing #2
Week 3	Ch.4 Histology	Lab 3 Histology	Discussion Board #3 Lab Report #3 Lab Drawing #3
Week 4	Ch.5 Integumentary System	Lab 4 Integumentary System	Lecture Quiz #2 Discussion Board #4 Lab Quiz #2 Lab Report #4 Lab Drawing #4
Week 5	Ch. 6-8 Skeletal System **Lecture Exam #1**	Lab 5 Skeletal System **Lab Exam #1**	Discussion Board #5 Lab Report #5 Lab Drawing #5
Week 6	Ch.9 Articulations	Lab 6 Articulations	Lecture Quiz #3 Discussion Board #6 Lab Quiz #3 Lab Report #6 Lab Drawing #6
Week 7	Ch.10 Muscular System	Lab 7 Muscular System	Discussion Board #7 Lab Report #7 Lab Drawing #7
Week 8	**Lecture Exam #2**	**Lab Exam #2**	
Week 9	Ch.17 Endocrine System	Lab 8 Endocrine System	Lecture Quiz #4 Discussion Board #8 Lab Quiz #4 Lab Report #8 Lab Drawing #8
Week 10	Ch.12-15 Nervous System	Lab 9 Nervous System	Discussion Board #9 Lab Report #9 Lab Drawing #9
Week 11	Ch.14 Senses	Lab 10 Senses	Lecture Quiz #5 Discussion Board #10 Lab Quiz #5 Lab Report #10 Lab Drawing #10
	Spring Break	***Spring Break***	***Spring Break***

Week 12	Ch.18-20 Cardiovascular System	Lab 11 Cardiovascular System	Discussion Board #11 Lab Report #11 Lab Drawing #11
Week 13	Ch.21 Lymphatic System **Lecture Exam #3**	Lab 12 Lymphatic System **Lab Exam #3**	Lecture Quiz #6 Discussion Board #12 Lab Quiz #6 Lab Report #12 Lab Drawing #12
Week 14	Ch.22 Respiratory System	Lab 13 Respiratory System	Discussion Board #13 Lab Report #13 Lab Drawing #13
Week 15	Ch.23 Digestive System	Lab 14 Digestive System	Lecture Quiz #7 Discussion Board #14 Lab Quiz #7 Lab Report #14 Lab Drawing #14
Week 16	Ch.25 Urinary System	Lab 15 Urinary System	Discussion Board #15 Lab Report #15 Lab Drawing #15
Week 17	Ch.27 Reproduction **Lecture Exam #4**	Lab 16 Reproductive System	Lecture Quiz #8 Discussion Board #16 Lab Quiz #8 Lab Report #16 Lab Drawing #16
Week 18	**Final Cumulative Exam**	**Lab Exam #4**	

Other Important Dates

- January 31st Last day to drop a spring 2021 full-term class to avoid a "W"
- March 12th Last day to drop a full-term class (letter grades assigned after this date)
- March 29th - April 2nd Spring Break
- May 17th - 21st Finals Week