

Syllabus: Biology 20 – Human Anatomy

Course Information

Semester: Spring 2021

Sections: 56712 & 56713

Class Meetings: Lecture and Lab – 100% Online/100% Asynchronous

Instructor: Whitney Menefee

- Email: whitney.menefee@reedleycollege.edu
 - Office: Online via Zoom
 - Office Phone: (559) 494 – 3000 ext. 3257
 - Virtual Office Hours*: Tuesday & Wednesday 9:00 – 11:00AM; Friday 9:00 – 10:00AM
- *Details on how to access virtual office hours posted on Canvas

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)
- Lab Materials (Online Platform): A & P Virtual Labs Suite, McGraw-Hill 2021, ISBN: 9781265715137

Technology Requirements

- All content for this course will be delivered through Canvas and McGraw-Hill Connect. Students must have access to a device with reliable internet access that allows students to retrieve and complete assignments through Canvas and McGraw-Hill Connect.
 - If you need a computer or WiFi hotspot, Reedley College can provide you one or both of these at no cost for the semester! Please contact the IT department at (559) [637-2555](tel:559-637-2555) to discuss your needs with a member of the IT team and/or arrange to pick up needed equipment.
- Check Canvas and your Reedley College email accounts regularly (recommended multiple times per week) for announcements.

Class Policies

Attendance and Drop Policy

- Students are expected to “attend” class regularly. Attendance will be recorded as the percentage of weekly work completed online.
 - For example: If you submit all of your course work for the week, you get 100% attendance. If you only submit 50% of your course work for the week, you only get 50% attendance for the week.
 - *If you miss 20% or more of this class throughout the semester, it will result in the lowering of your final course letter grade by one letter grade.*
- 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 (1/15/21 @ 11:59PM):
 1. Complete the Syllabus Quiz
 2. Post a profile picture
 3. Participate in the Check-In: Meet & Greet Discussion Board
 4. Complete all tasks in the WEEK 1 Module

Failure to complete ALL the tasks listed above, will result in a student being dropped from this course after the first week of instruction.
- The final drop date for this course is March 12th, 2021.
 - 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.

Late Work Policy

Exams

All exams will be given through Canvas. They will have a scheduled window of three days in which students can take the exam anytime in those three days. *Exams must be taken during their scheduled window. There are no make-ups, no exceptions.*

Assignments/Activities

No late work for any assignments/activities, including but not limited to quizzes, lab reports, and discussion boards, 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 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

This semester I will hold virtual office hours via Zoom (online video conferencing platform). A link to my Zoom room will be provided on Canvas. You can use the link to access my office hours anytime they are scheduled, no appointment needed! If I am already talking with another student, you will be directed to the 'waiting room' until I am finished with that student. This is the same practice that would be followed if office hours were offered in person. If you are unable to log in to the scheduled office hours, but would like to meet with me, please email me and we will arrange an appointment to meet that will fit both our schedules.

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 | 200 | 20% | 4 exams @ 50 points each |
| Final Exam | 100 | 10% | 1 cumulative final |
| Lecture Quizzes | 75 | 7.5% | 15 quizzes @ 5 points each |
| Lab Reports | 150 | 15% | 15 @ 10 points each |
| Lab APR Modules | 100 | 10% | 16 @ points will vary for each |
| Lab Drawings | 50 | 7.5% | 10 @ 5 points each |
| Discussion Boards | 75 | 7.5% | 15 @ 5 points each |
| Other (Handouts, etc.) | 50 | 5% | Assignments will vary |
| Totals | 1000 | 100% | |

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

Course Exams and Major Assignments

Lecture Exams

Lecture exams will be given through Canvas. Exams may only be accessed one time and will have a time limit (60 minutes, the equivalent of one lecture session). They will have a scheduled window of three days in which students can take the exam anytime in those three days. *Exams must be taken during their scheduled window. There are no make-ups, no exceptions.* There will be 4 lecture exams and a comprehensive final exam (see the Tentative Schedule and Canvas 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 tutoring sessions is highly recommended.

Note on technology: Lecture exams 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 exam, when accessed, in one sitting.

Lab Exams

Lab exams will be given through Canvas. Exams may only be accessed one time. They will have a scheduled window of three days in which students can take the exam anytime in those three days. *Exams must be taken during their scheduled window. There are no make-ups, no exceptions.* There will be 4 lab exams (see the Tentative Schedule and Canvas for exam dates). These exams will be in the form of a practical, where questions are set up with models, microscope slides, and/or images for identification. Students will be timed (45 seconds per question). All questions are fill-in.

Note on technology: Lab exams 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.

Lecture Quizzes

Quizzes will be completed through Canvas (See Tentative Schedule and 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 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 A & P Revealed (APR) Modules

For each lab, there will be an associated A & P Revealed module through the McGraw-Hill online Connect platform. These modules have all of the necessary models, histology, and interactive images that students need to successfully complete lab reports. This material is necessary to obtain a full understanding of the structural nature of the lecture content. This material will also help students prepare for lab practicals by testing their knowledge regarding lab material. Modules are due at the end of each week, unless otherwise informed by the instructor. No late submissions will be accepted. However, students can access this material past the due date for study purposes. *For detailed instructions on how to access and complete A & P Revealed Modules, see Canvas.*

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.

Discussion Boards

Most weeks will require discussion board posts as part of the interactive nature of this class. Topics will relate to material covered for that week. All discussion board topics and due dates can be found on Canvas. No late posts will be accepted.

- 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 is 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 link above under the College Policy section).

Participation Standards

Consider the following statement as a general guideline for study expectations 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.

Tentative Course Schedule*

| DATES | Lecture | Lab |
|--------------|--|---|
| Week 1 | Course Intro Anatomical Terminology | 1 - Introduction to Anatomical Terminology |
| Week 2 | The Cell | 2 - The Cellular Level of Organization |
| Week 3 | Histology | 3 - Histology |
| Week 4 | Integumentary System | 4 - Integumentary System |
| Week 5 | Lecture Exam #1 The Skeletal System | Lab Exam #1 5 - The Skeletal System |
| Week 6 | Articulations | 6 - Articulations |
| Week 7 | The Muscular System | 7 - Muscular System |
| Week 8 | Lecture Exam #2 | Lab Exam #2 |
| Week 9 | Endocrine System | 8 - Endocrine System |
| Week 10 | The Nervous System | 9 - The Nervous System |
| Week 11 | Special Senses | 10 - The Senses |
| Week 12 | The Cardiovascular System | 11 - The Cardiovascular System |
| Week 13 | Lecture Exam #3 The Lymphatic System | Lab Exam #3 12 - The Lymphatic System |
| Week 14 | The Respiratory System | 13 - The Respiratory System |
| Week 15 | The Digestive System | 14 - The Digestive System |
| Week 16 | The Urinary System | 15 - Urinary System |
| Week 17 | The Reproductive System Lecture Exam#4 | 16 - Reproductive System |
| Week 18 | Final Exam - Cumulative | Lab Exam #4 |

*A more detailed weekly schedule of assignments and specific readings can be found on Canvas

Other Important Dates:

Final Drop Date to avoid "W": January 29th

Final Drop Date (with "W"): March 12th