

Syllabus: Biology 20 – Human Anatomy

Course Information

Semester: Spring 2022

Section: 50759

Class Dates: 9-week Short Term 01/10/22 – 03/11/22

Class Meetings: Lecture – 100% Online, Asynchronous

Lab – Monday & Wednesday 4:00 – 6:50 PM, Life Science 17

Instructors

Lecture - Whitney Menefee

- Email: whitney.menefee@reedleycollege.edu
- Office: LFS 13
- Office Phone: (559) 494 – 3000 ext. 3257
- Office Hours: Monday 11:30 – 1:30PM, Tuesday & Thursday 12:30 – 1:30PM
 - Virtual Office Hour*: Friday 10:00 – 11:00AM

*Details on how to access virtual office hours posted on Canvas

Lab – Dr. Grace Freymiller

- Email: grace.freymiller@reedleycollege.edu

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: Human Anatomy (OERI) (available for free on Canvas)
 - Can also be accessed/downloaded for free at:
[https://med.libretexts.org/Bookshelves/Anatomy_and_Physiology/Human_Anatomy_\(OERI\)](https://med.libretexts.org/Bookshelves/Anatomy_and_Physiology/Human_Anatomy_(OERI))
- Lab Manual: Biol 20 – Human Anatomy, Custom Lab Manual by Whitney Menefee (digital version available for free on Canvas)
 - Printed version can be purchased at the Reedley College Bookstore

Technology Requirements

- All content for the lecture portion of this course will be delivered through Canvas. Students must have access to a device with reliable internet access that allows students to retrieve and view material through Canvas.
 - 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) [494-3555](tel:5594943555) 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 in-person class sessions (lab) regularly. Attendance will be taken by the instructor during every class session.
 - Attendance does not count toward a student's grade in this course, but must be reported to college records at the end of the semester.
- Students will be dropped from this course if they do not attend the first in-person lab without prior notification to the instructor.
- The final drop date for this course is February 4th, 2022.
 - It is the student's responsibility to drop this course if he/she feels necessary. The instructor will NOT drop any student after the first week of instruction.

Late Work Policy

LECTURE

Exams

All exams will be given through Canvas. They will have a scheduled window of 24 hours (1day) in which students can take the exam anytime in those 24 hours. Exams must be taken during their scheduled window. There are no make-ups, no exceptions.

LAB

Exams

Lab exams must be taken on the day that they are scheduled. There are no make-ups, no exceptions.

Assignments

Lab reports are subject to -2 pts for each day late

Quizzes

Make-up quizzes are only permitted under extenuating circumstances (e.g. sudden and severe illness, accidents, etc.). Students must communicate with the instructor prior to the start of the class period for a make-up to be considered.

Communication Policy

Email/Messaging

The best and most effective way of communicating with both instructors is to email them at (lecture) whitney.menefee@reedleycollege.edu (lab) grace.freymiller@reedleycollege.edu or by sending 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. 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 for Whitney Menefee

I hold on-campus and virtual office hours.

- On Campus: 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.
- 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 virtual 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. If you are unable to log in to the scheduled virtual office hours, but would like to meet with me virtually, 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	28%	4 exams @ 50 points each
Lab Exams	300	42%	4 exams @ 75 points each
Final Exam	100	14%	1 cumulative final
Lab Quizzes	20	3%	4 quizzes @ 5 points each
Lab Reports	90	13%	6 @ 15 points each
Totals	710	100%	

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

Lab assignments are subject to a 1-week grade dispute period. If a student has questions or concerns about a grade they earned on an assignment, they must bring this to the attention of the lab instructor within one week of receiving the earned grade.

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 24 hours in which students can take the exam anytime in those 24 hours. *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.

Lecture Non-credit Learning Activities

There will be many opportunities to complete activities to aide in the learning process for the lecture portion course. These activities include (but may not be limited to) quizzes, worksheets, and discussion board posts on Canvas. These activities are not worth points, but will allow for instructor feedback and provide materials to study for exams. There are no due dates for these activities. Any activity can be submitted for feedback anytime. Please allow up to one week after submission for instructor feedback.

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 and Canvas 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.

Lab Quizzes

There will be 4 quizzes throughout the course that are designed to help students stay on top of the material. Students will be notified of a quiz the week prior. These quizzes will be taken at the beginning of the designated lab period and will be based only on the previous week's lab material. The question format will include multiple choice and short answer.

Lab Reports

There will be 6 lab reports completed during lab and submitted for grading. These worksheets will consist of several activities that encourage students to engage with the material together in different contexts (including structure identification using models and diagrams, rotating student teaching activities, and Visible Body assignments) and complement the lab manual activities. Majority of the worksheets will be completed in class over the course of two lab periods, but occasionally there will be a small portion for students to complete independently at home. Worksheets must be submitted at the end of the specified lab period to receive credit (see late-work policy).

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
Week 1	Course Intro Intro to Anatomy/The Cell Histology	M 1 - Intro to Anatomy
		W 2 - Histology
Week 2	Histology Integumentary System Lecture Exam #1	M MLK Holiday - No Class
		W 2 - Histology 3 - Integumentary System
Week 3	The Skeletal System Articulations	M Lab Exam #1
		W 4 - The Skeletal System 5 - Articulations
Week 4	The Muscular System Lecture Exam #2	M 6 - The Muscular System
		W 7 - The Endocrine System 8 - The Nervous System
Week 5	The Endocrine System The Nervous System	M Lab Exam #2
		W 8 - The Nervous System 8a - Brain Dissection
Week 6	Special Senses The Cardiovascular System	M 9 - The Senses 9a - Eye Dissection
		W 10 - The Cardiovascular System
Week 7	Lecture Exam #3 The Lymphatic System The Respiratory System	M President's Holiday - No Class
		W Lab Exam #3
Week 8	The Digestive System The Urinary System	M 11 - The Lymphatic System 12 - The Respiratory System
		W 13 - The Digestive System
Week 9	The Reproductive System Lecture Exam#4 Final Exam Review Final Exam - Cumulative	M 14 - Urinary System 15 - Reproductive System
		W Lab Exam #4 Sheep Pluck Dissections

*A more detailed daily schedule and specific readings can be found on Canvas

Other Important Dates:

Final Drop Date to avoid "W": January 19th

Final Drop Date (with "W"): February 4th