

# Syllabus: Biology 20 – Human Anatomy

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## Course Information

Semester: Spring 2022

Sections: 53505 & 53511

Class Meetings: Lecture – 100% Online, Asynchronous

Lab – Tuesday (53505) OR Thursday (53511) 9:30 AM – 12:20 PM, Life Science 17

Instructor: 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

## 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 March 11<sup>th</sup>, 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

#### Exams

Lecture and Lab Exams will be taken in-person during scheduled lab sessions. 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.*

## Communication Policy

### Email/Messaging

The best and most effective way of communicating with me is to email me at [whitney.menefee@reedleycollege.edu](mailto: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. 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 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	33.3%	4 exams @ 50 points each
Lab Exams	300	50%	4 exams @ 75 points each
Final Exam	100	16.7%	1 cumulative final
Totals	600	100%	

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

## Course Exams and 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 cumulative 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 SI sessions is highly recommended. All exams will be given during scheduled in-person lab sessions.

### 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.

### Non-credit Learning Activities

There will be many opportunities to complete activities to aide in the learning process for this course. These activities include (but may not be limited to) quizzes, lab reports, 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.

## 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\*

<b>DATES</b>	<b>Lecture</b>	<b>Lab</b>
Week 1	Course Intro Introduction to Anatomy/The Cell	1 - Introduction to Anatomy
Week 2	Histology	2 - Histology
Week 3	Integumentary System	3 - Integumentary System
Week 4	The Skeletal System	<b>Lecture Exam #1</b> <b>Lab Exam #1</b>
Week 5	The Skeletal System Articulations	4 - The Skeletal System 5 - Articulations
Week 6	The Muscular System	6 - Muscular System
Week 7	The Muscular System	6 - Muscular System
Week 8	Endocrine System	<b>Lecture Exam #2</b> <b>Lab Exam #2</b>
Week 9	The Nervous System	7 - Endocrine System 8 - The Nervous System
Week 10	The Nervous System	8 - The Nervous System 8a - Sheep Brain Dissection
Week 11	Special Senses	9 - The Senses 9a - Eye Ball Dissection
Week 12	The Cardiovascular System	10 - The Cardiovascular System
Week 13	The Cardiovascular System	<b>Lecture Exam #3</b> <b>Lab Exam #3</b>
<b>Spring Break - No Classes</b>		
Week 14	The Lymphatic System The Respiratory System	11 - The Lymphatic System 12 - The Respiratory System
Week 15	The Digestive System	13 - The Digestive System
Week 16	The Urinary System The Reproductive System	14 - Urinary System 15 - Reproductive System
Week 17	Review/Catch-Up	<b>Lab Exam #4</b> Fetal Pig Dissections
Week 18	<b>Lecture Exam#4</b> <b>Final Exam - Cumulative</b>	

\*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 28<sup>th</sup>**

**Final Drop Date (with "W"): March 11<sup>th</sup>**