

Biology 20 – Human Anatomy

Course Information

Semester: Summer 2022 Section: 56729

Class Meetings: Lecture – Online, no scheduled meeting time
Lab – MTW 11:00 am – 1:50 pm, Life Science 17

Instructor: Karen Marks

- Email: karen.marks@reedleycollege.edu
- Office: LFS 13
- Office Phone: (559) 638 – 0300 ext. TBD
- Office Hours: By appointment only

Course Description Biology 20, Human Anatomy, is a 4-unit biology course. 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, LibreText (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. You will also need to access Canvas for online quizzes and assignments.

Class Policies

Attendance and Drop Policy

- Students are expected to attend in-person class sessions. Attendance will be noted.
- While I don't give points for attendance, excessive tardiness and absences will NOT help you. This is a fast-paced summer course. Losing time adds up quickly!
- 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 6 hours or more of lab and/or lecture by the end of the first week of instruction.

In-class Conduct Policy

Please be respectful to your instructor and classmates by silencing your phone and taking phone calls outside if necessary. If they 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

All exams (lecture AND lab) are given during our in-person class meetings. 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 3 48-hour extension passes on online assignments and in class activities. This pass CANNOT be used on exams of any kind.

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 generally respond to emails and messages within 24 hours during the week, 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! Weekends may result in slower response times, as I do not check my email much, if at all on weekends.
- Emailing and messaging can be used 24 hours a day, 7 days a week!

Office Hours

I do not hold regular office hours during the summer. However, I do spend time in my office and our classroom before/after class and you are welcome to stop by and utilize the space or ask me for help. If I'm available, I'm more than happy to help. You can also arrange an in-person or virtual meeting with me during regular business hours.

College Policies

All students are expected to maintain academic integrity. Many of you want to go into healthcare, which means you will be responsible for other people's wellbeing. Your coursework will also build on itself in the form of future classes and examinations. Per the Reedley College catalog, "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.)

Academic dishonesty can include, but it not limited to:

- Copying/using someone else's work
- Copying answers from internet sources (such as Chegg or Google)
- Using false excuses/reasons to get extensions or exemptions
- Using unauthorized resources on exams (such as phones or notes)

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	150 (3 x 50 pts each)	21%
Lab Exams	150 (3 x 50 pts each)	21%
Final Exam	120	17%
Lecture Quizzes	100 (10 x 10 pts each)	14%
Lab Reports	90 (15 x 6 pts each)	13.5%
Lab Reviews	90 (3 units x 30 pts each)	13.5%
Total:	700	100%

Final letter grade scale: A = 90% +, B = 89.9 - 80%, C = 79.9 - 70%, D = 69.9 - 60%, F = 59.9% 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 3 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 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 3 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 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 be accessed twice 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.

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 week, unless otherwise informed by the instructor. Lab reports must be submitted 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 on the day 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.

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 summer class (meeting 9 hrs/week), you should expect to study an average of at least 18-27 hours outside of class each week. Some students may need more outside study time and some less.”

This sounds like a lot, but keep in mind that this course is only 6 weeks, which means we **MUST** move at **3 times** the pace of a regular 18 week semester, while covering all of the same material. Do not take the pace of the course lightly. You will **NOT** have time to catch up if you fall behind from not studying enough.

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	Chapters 1-4	1. Intro to Anatomy 2. Histology 3. Integumentary System
WEEK 2	Chapters 5-8	4. Skeletal System 5. Articulations 6. Muscular System (Cont. in week 3) <i>LECTURE and LAB EXAM 1 – 6/29</i>
WEEK 3	Chapters 9-11	<i>**No Lab on Monday 7/4**</i> 6. Muscular System 7. Endocrine System
WEEK 4	Chapters 12-15	8. Nervous System – Dissection 9. Special Senses – Dissection 10. Cardiovascular System <i>LECTURE and LAB EXAM 2 – 7/13</i>
WEEK 5	Chapters 16-19	11. Lymphatic System 12. Respiratory System 13. Digestive System
WEEK 6	Chapters 20-23	14. Urinary System 15. Reproductive System <i>LECTURE and LAB EXAM 3 – 7/26</i> <i>LECTURE FINAL – 7/27</i>