Human Anatomy BIO 20 Fall 2023

Section 52019

Syllabus & Course Information

Instructor Information

- **Name:** Karen W. Walters, Ph.D.
- **E-mail:** karen.walters@reedleycollege.edu (message through Canvas inbox).
- **Student hours: By appointment**
- **Zoom:** Dr. Walters Zoom

Course Meeting Times & Rooms

Lecture: M/W 3:00 pm - 4:15 pm Life Sciences RM 17 (LS17)
Laboratory: W 12:00 pm - 2:50 pm Life Science 17

Important Dates & Add/Drop Policies 2022

- **August 7 (M) Start of Fall 2023 semester**
- August 18 (F) Last day to drop a Fall 2023 full-term class for **full refund**
- August 25 (F) Last day to drop a Fall 2023 full-term class to **avoid a "W"**
- **Sept 4 (M) Holiday-Labor Day** (no classes, campus closed)
- **October 6 (F) Last Day to Drop – grade assigned**
- **Nov 10 (F) Holiday**-Veterans Day (no classes)
- **Nov 23-24 Holiday-Thanksgiving (no classes, campus closed)**
- **Dec 4 (M) Final Exam 3:00-4:50 pm**
- **December 8th End of Fall 23 term**

Full Academic Calendar Reedley College Fall 2023

Inclusion Statement-Building a Community of Learning

In this class, we will work together to develop a **learning community** that is inclusive and respectful. Our diversity may be reflected by differences in race, culture, age, religion, sexual orientation, socioeconomic background, and myriad other social identities and life experiences. The goal of inclusiveness, in a diverse community, **encourages and appreciates expressions of different ideas, opinions, and beliefs**, so that conversations and interactions that could potentially be divisive turn instead into opportunities for intellectual and personal enrichment.

A dedication to inclusiveness requires respecting what others say, their right to say it, and the thoughtful consideration of others' communication. Both speaking up and listening are valuable tools for furthering thoughtful, enlightening dialogue. Respecting one another's individual differences is critical in transforming a collection of diverse individuals into an inclusive, collaborative and excellent learning community. Our core commitment shapes our core expectation for behavior inside and outside of the classroom.

In this course, all students are expected to treat each other and the instructor with respect and courtesy. Racism, intolerance, and bullying will NOT be tolerated in this course. Any disrespectful, intolerant, racist, or bullying behavior will result in disciplinary action.

Online communication: Please refer to the course catalog policy on appropriate online communications (netiquette) for all communication in this course.

Required Materials and Technology

Lecture Materials

- **Textbook:** **Human Anatomy** (Menefee et.al.) is available for free as an online text from LibreTexts. This text is available free online but is also incorporated into our Canvas course. Text and additional lecture materials such as Power points, videos, or reading assignments will be provided in the Canvas modules.

Lab Materials

- **Lab Manual** (no cost): The laboratory portion of this class uses an **OER Lab Manual.** Lab material will be provided in the Canvas modules at no cost to students. You may purchase a pre-printed lab manual from the bookstore (low $ cost).

Technology

To complete this course, you must have use of a **computer with internet access.** Laptops and tablets will work; please do not plan to do this class on your phone. Some of the links and apps we are using do not work well or at all on phones. If you do not have access to a computer, you may check one out from the library.

- ➢ Please contact technology services to request a laptop.
- ➢ Additional helpful links and apps: Canvas app for your phone Downloading instructions for the Canvas app

- ➢ **Internet browser: Google Chrome or Firefox** will run all of the assignments required for the course. Safari does not work well for Canvas quizzes (images do not display), or for many virtual platforms.

- ➢ **Word Processing and Slide Presentations.** In this course there may be written assignments and slide presentations, I recommend Microsoft Word and Powerpoint. You may also use an alternative version of these platforms if you like (e.g. Google docs and Google slides). If you have a Mac and are using Pages, make sure you convert the file to a pdf before turning it in (see file types below).

- ➢ **File type restrictions:** Throughout the semester you will be uploading many types of files, including documents and images. However there are few file types from Macs or iPhones that will not work on most computers and should not be uploaded as assignment submissions. These include: ".pages", "HEIC" and "HEIF". Pages files are made from the pages applications on Mac computers and iPads; these can easily be converted to a pdf or word document. HEIC and HEIF are image files from iPhones and iPads and are Mac specific. See links below for information on how to convert these file types to more universal formats.
  - How to convert a pages document to a pdf or word document
  - How to convert a HEIC image file to a jpeg
  - How to convert a HEIF image file to a jpeg

Accessibility

Every effort will be made to ensure that the content of this course is accessible to all students. Video content will be closed-captioned, or transcriptions will be available, documents and online pages will meet accessibility requirements.

Course Description and Learning Outcomes

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. . PREREQUISITES: Biology 1 or 5 or 11A. ADVISORIES: English 1A or 1AH and Mathematics 11 or 45. (A, CSU-GE, UC, I) (C-ID BIOL 110)

Student Learning Outcomes (SLO)

Upon completion of this course, students will be able to:

1. SLO1: Describe functions of the cells and tissues
2. SLO2: Describe the functions of the body systems.
3. SLO3: Identify the major body systems macroscopically.
4. SLO4: Identify the major body tissue and cell types microscopically.
5. SLO5: Use a microscope to identify tissues and cells.

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.

Course Outline-Topics

1. Introduction: Anatomical Terminology, Homeostasis, Feedback, and Biochemistry
2. Four types of human tissues: Histology–Epithelial, Connective, Muscle, Nervous
3. Muscular System
4. Bones: Axial and Appendicular Systems
5. Endocrine System
6. Nervous System
7. Special Senses
8. Cardiovascular System

9. Respiratory System
10. Lymphatic System
11. Gastrointestinal Tract
12. The Urinary System
13. Reproductive Systems: Human male and female

Lab Outline

Lab 1: Anatomical terminology, quadrants, regions
Lab 2: The cell, mitosis and meiosis
Lab 3: Histology
Lab 4: The Integument
Lab 5: Skeletal System
Lab 6: Muscular System
Lab 7: Articulations
Lab 8: Endocrine System
Lab 9: Nervous System
Lab 10: Special Senses
Lab 11: Cardiovascular System
Lab 12 Respiratory and Lymphatic Systems
Lab 13: Digestive System
Lab 14: Urinary System
Lab 15: Reproductive System

Assignments and Grading

Lecture Evaluations

- **Quizzes & Case Study.** Lecture material will be assessed by **Canvas quizzes** to measure understanding, mastery of the material and in preparation for the unit exam.
- **Canvas homework assignments** are planned to re-enforce the lecture material. Assignments vary, but may include watching a movie, reading an article, listening to a podcast, etc.

Lecture Exams

- There will be **4 lecture exams and a cumulative final exam** (see the Tentative Schedule and Canvas for exam dates). 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 48 hrs prior).

- ➢ 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 lecture exams will be given during scheduled in-person class sessions. A scantron may be required 882E.

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 rotate around the room until all students have been through all stations. All questions are fill-in or short answer.

Lab Reports

- ➢ Each week you will complete a lab during the scheduled time (see the course schedule for details). Completed labs will be turned in digitally as part of a lab completion quiz. There are 15 labs planned.

Grading Policy

Final letter grade scale: A = 90% +, B = 89 - 80%, C = 79 - 70%, D = 69 - 60%, F = 59% or less.

Activity	Points	% of Grade	Breakdown
Lecture Exams	300	30%	4 exams @ 75 points each
Lab Exams	300	30%	4 exams @ 75 points each
Final Exam	100	10%	1 cumulative final
Lab Reports-Quizzes Presentations	200	20%	15 labs @ 10 points (150) Muscle & Endocrine presentations (50)
Lecture Quizzes/Case Study, HW	100	10%	Reading Quizzes (50) Homework (50)
Totals	1000	100%	

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

Letter grades will be based on percentages of total points:
90.00 – 100.00% = A
80.00 – 89.99% = B
70.00 – 79.99% = C
60.00 – 69.99% = D
59.99 – 0%= F

Course Policies

Communication

The best way to communicate with me is by **email**. I check email often and will respond within 24 hours during the week. If you do not receive a response within a day, assume I did not receive your communication- please resend the email. You may email through Canvas or directly. Please remember to include your name, ID, and the course. Canvas will do this automatically for you.

- **E-mail:** karen.walters@reedleycollege.edu (message through Canvas inbox).
- **Student hours: By Appointment**
- **Zoom:** Dr. Walters Zoom

- **Canvas** - I will send **weekly announcements** and provide **feedback** on your submitted assignments. Canvas is our primary contact point for the course. You should be checking Canvas daily to keep current. I recommend that you set the notifications to alert you when announcements are posted. How to reset notifications

Attendance and Drop Policy

As with any class, regular attendance is a key to success! It is critical that you establish your intentions to remain enrolled in the class. During the first week, Complete the Getting Started module, attend lecture and lab. Take advantage of opportunities to connect with the instructor and your peers.

- **Attendance is required** for all lectures and laboratories unless class is canceled or not meeting due to holiday schedules. Attendance will be taken by the instructor during every class session.
- Attendance is **not graded** but your participation in class and lab will enhance your success and enjoyment of the course.
- Students **will be dropped from this course** if they do not attend the first in-person lab without prior notification to the instructor.

Review and Study Expectations

- **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. “
- **Review** and practice opportunities will be provided both during class time and in optional in-person or virtual (Zoom) sessions. Watch Canvas announcements for details.
- For **extra help**, please feel free to reach out. There are a number of resources to help you!
    - Student Hours with your instructor(s)
    - Tutorial Center: Contact the Reedley tutorial center here
    - Study groups-form one!

Late Work Policy

Exams will be given on the days/times posted. These exams will cover multiple chapters and overlap material presented in labs. There are **no make-up exams**, plan accordingly. I reserve the right to make exceptions under extenuating circumstances. You must notify me 48 hours **BEFORE** the exam.

Assignments are due on their due date. **Your success in Bio 20 will be directly related to the time and effort you put in to complete the labs and course work.** If you cannot complete the assignment on time, please reach out to me directly. Assignments will be accepted for credit until the Exam covering the material. For example, no assignments from weeks 1-4 will be accepted after Exam I.

Assignment & Exam Feedback

I will make every effort to grade assignments promptly and give you meaningful feedback. A reasonable expectation is that assignments will be graded within 1 week of submission. Grades will be updated in Canvas as assignments are completed. Note-Canvas grading scale may not be accurate. Your course grade is determined as a % of the total points for the semester. If you have any questions or concerns about grading, please reach out to your instructor.

Technology Support Policy

For basic technology concerns related to the course, I am happy to help. For questions related to navigating Canvas, access to assignments, broken links and such, please send me an **email.**

If you have any issues with Canvas that are not directly related to the materials in our course, or more technically challenging, then please contact Technology Services and Support.

American Disability Act

“If you have verified need for an academic accommodation or materials in alternate media (ie: Braille, large print, electronic text, etc.) per the American With Disabilities Act or Section 504 of the Rehabilitation act please contact your instructor as soon as possible”

Academic Dishonesty Policy

“**Students at 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 the responsibility to ensure that this 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.”

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

Plagiarism is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify contributors to work done in collaboration, submitting duplicated work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents. For more information, contact the Vice President of Instruction and Student Services’ Office.”

Biol 20: Human Anatomy Fall 2023 Schedule*

DATES	Lecture (M/W)	Lab (W)
Week 1 8/07/23	Course Intro CH 1: Introduction to Anatomy CH 2: Cellular Level of Organization **HW 1**-Cell Labeling	1 – Introduction to Anatomy
Week 2 8/14/23	CH 3: Tissue Level-Histology **HW 2** - Virtual Microscope	2 – Histology
Week 3 8/21/23	CH 4: Integumentary System **HW 3** - Skin Color	3 – Integumentary System
Week 4 8/28/23	CH 5: Bone Tissue & The Skeletal System	**Lecture/Lab Exam #1** **Given during Lab (W)** **Chapters #1-4, Labs #1-3**
Labor Day	Holiday-No Classes Monday (Sept 4)	
Week 5 9/04/23	CH 6-7: The Skeletal System CH 8: Joints **HW 4** - Label Bones of Hands & Feet	4 – The Skeletal System 5 - Articulations
Week 6 9/11/23	CH 10: The Muscular System	6 – Muscular System
Week 7 9/18/23	CH 10: The Muscular System	6 – Muscular System **Presentations** (25)
Week 8 9/25/23	CH 15: Endocrine System	**Lecture/Lab Exam #2** **Given during Lab**
Week 9 10/02/23	CH 15: Endocrine CH 11: The Nervous System	7 – Endocrine System **Poster Session** (25)
Week 10 10/9/23	CH 12-14: The Nervous System **HW 5** - Nerve Labeling	8 – The Nervous System 8a – Sheep Brain Dissection
Week 11 10/16/23	CH 13: Special Senses	9 – The Senses 9a – Eyeball Dissection
Week 12	CH 16: Blood	10 – The Cardiovascular System

10/23/23	CH 17-18 The Cardiovascular System & Vessels	10a - Heart Dissection
Week 13 10/30/23	Review	**Lecture/Lab Exam #3** **Given during Lab**
Week 14 11/06/23	CH 19: The Lymphatic System CH 20: The Respiratory System **HW 6** - Immune System	11 – The Lymphatic System 12 – The Respiratory System
Week 15 11/13/23	CH 21: The Digestive System **CS**-Celiac Disease	13 – The Digestive System
Week 16 11/20/23	CH 22: The Urinary System CH 23: The Reproductive System	14 – Urinary System 15 – Reproductive System
Thanksgiving Holiday on Thursday (Nov 23) and Friday (Nov 24) .		
Week 17 11/27/23	Review/Catch-Up	**Lecture/Lab Exam #4** **Given during Lab (11/29)**
Week 18 12/04/22	**Final Exam - Cumulative** **Monday Dec 4th 3:00 - 4:50 pm**	

**This schedule is tentative and subject to change. Check Canvas for most current information.*