



---

# BIOL20 Human Anatomy (Hybrid)

Section 52021 LFS-17 Lab T 9:30AM-12:20PM

---

## Welcome to Reedley College

### Our Mission

The mission of Reedley College is to cultivate opportunities that empower our students and communities through engaging, equity-minded programs and services.

### Our Commitment to Diversity, Equity, and Inclusion

At Reedley College, we believe that the best learning environment for students and staff is one in which we encounter viewpoints and experiences that are different, yet complementary to ours. This environment is fostered by the presence of people with diverse backgrounds. We recognize that acknowledging diversity is a necessary precondition, but sustained effort is necessary to ensure equity and greater inclusion. Through strategic planning and initiatives, we seek to develop programs that promote equity and inclusion for everyone so that all members of RC community can reach their full potential. To create and maintain a truly diverse, equitable and inclusive learning community, we strive to make all feel equally valued, and we uphold our Commitment to Freedom of Expression. We may celebrate diversity, but we “live” inclusion.

---

## Course Overview

### What's this course about?

The Human Anatomy course is a fundamental study of the structure and organization of the human body, designed specifically for community college students. This course provides a comprehensive exploration of the anatomical structures, systems, and functions that form the basis of human form and movement. Throughout the course, students will embark on a detailed journey through the various systems of the human body, including the skeletal, muscular, nervous, cardiovascular, respiratory, digestive, urinary, and reproductive systems. They will learn about the intricate relationships between organs, tissues, and cells, enabling them to develop a thorough understanding of the body's structure and its role in overall health and well-being. In the classroom, experienced instructors will guide students through the exploration of anatomical terminology, anatomical regions, and body planes. Students will also delve into the identification and classification of bones, muscles, nerves, blood vessels, and organs through detailed dissections, models, and digital resources. Topics covered in the course include the study of anatomical terminology, the integumentary system, skeletal structure, muscular organization, nervous system function, cardiovascular dynamics, respiratory mechanics, gastrointestinal processes, urinary system physiology, and reproductive system anatomy.

### Course Objectives

- Develop important critical thinking skills as they evaluate lecture topics and the results of laboratory demonstrations and experiments.
- 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.
- Learn how to use scientific methods.
- Identify the basic structure and function of each human system at the macroscopic and microscopic levels.

## Course Student Learning Objectives

- Describe functions of the cells and tissues.
- Describe the functions of the body systems.
- Identify the major body systems macroscopically.
- Identify the major body tissue and cell types microscopically.
- Use a microscope to identify tissues and cells.

## Faculty Member

Instructors: Lecture: Joseph Lin Lab: Kevin Helwick Lab: Manuel Gonzalez	Email: <a href="mailto:Joseph.lin@reedleycollege.edu">Joseph.lin@reedleycollege.edu</a> <a href="mailto:Kevin.helwick@reedleycollege.edu">Kevin.helwick@reedleycollege.edu</a>
Telephone: 5596380300 ext. 3407	Office Hours: Lin: Upon request and Discord <a href="https://discord.gg/B7UbGUW">https://discord.gg/B7UbGUW</a>

## Communication Expectations

---

### In class and online

Identify yourself by your real name. Be mindful of your language, and avoid including personal information, such as phone numbers or addresses, in any online discussions. All online communications should be transmitted with the intent to inform, inspire, etc. and not to offend or breach personal privacy. Use humor, joke, or sarcasm with caution. We often rely on non-verbal cues such as facial expressions to communicate joking or sarcasm, but these cues are not always clear in an online environment. These cues can be simulated with emoticons to reduce misunderstandings.

Be Professional, Clear and Respectful. Clear and effective writing translates to clear and effective communication. Writing the way, you speak is a good rule of thumb, use a positive tone and adhere to the same rules you would follow in face to face communications. Remember This Course is Online. Your instructor and fellow students may be located around the world or have very different schedules than you do. You may not always receive an immediate response.

### Apps and technology

**McGraw-Hill Connect:** Your access code will allow you to access the textbook and assignments. Although I have the assurance from the publisher that the content in your online assignments works for all electronics, this may not be the case. **It is your responsibility to find out if the content works with your electronic device.**

**Canvas:** Canvas is fully functional on many types of smartphones and tablets. Compatible devices include platforms such as iPhone/iPad/iPod Touch, and Android. **However, it is recommended that you do not solely rely on one of these devices to complete your online course work. Access to a computer is still needed for many online activities.** Visit the Mobile section of the [Canvas Guides](#) website for more information.

## Learner Expectation

---

### What to keep in mind

- **Lectures are asynchronous (self-paced online) via Canvas and Connect which includes videos and readings.**
- **Labs are synchronous (in-person) at Reedley College campus.**
- **If you feel any symptoms from any airborne illness (including COVID) sneezing, coughing, or fevers you are excused from the lab and can request an extension for any assignment except the Lab Exam.**
- Review the assignments on the Course Schedule and print them out for easy reference as you complete each task.
- You are expected to plan your study time around the course schedule and recommended completion dates.
- While the due dates for the course are just suggestions, it is expected that all assignments will be submitted based on due dates located on McGraw-Hill Connect website and Canvas.
- Check your email account regularly for updated information. Use e-mail for private messages to the instructor and other students.
- If you have questions or confusion about an assignment, act promptly! Check the Question Cafe to see if your concern has been addressed already and post your question there if you don't see an answer.

## Course Requirements/Assignments

---

### Total points

Assignment Description	Points
Lecture Smartbook (23@5pt) - Connect	115 points
Lecture IRAT (23@10pt) - Connect	230 points
Final Exam - Connect	150 points
Lecture Exams (4@100pt) - Connect	400 points
Lab Applications (23@10pt) - Connect	230 points
Lab Exams (4@100pt) - Canvas	400 points
Lab Extra Credit (check with instructor)	15 points
<b>Total</b>	<b>1525 points</b>

## Activities, Assignments, and Submissions

---

### Lecture Exams

Four midterms and one comprehensive final will cover the topics listed in the schedule below. Each exam

will be scheduled on the Connect platform with a required Lock-down browser during this timed exam. **Extensions can be requested if you are feeling symptomatic or have an excused absence.**

## Lab Exams

Lab exams must be taken on the day that they are scheduled. There will be 4 lab exams (see the Tentative Schedule for exam dates). These exams will be administered in person via Canvas and utilize images of models, slides, diagrams, and experimental set up. Question formats will include multiple choice true and false, and matching questions.

## Smartbook and IRAT (Individual Readiness Assurance Test)

Pre-class preparation is essential for successful in-class experiences. What you learn on the McGraw-Hill Connect platform will be assessed prior to the weekly lecture content. The Smartbook are reading assignments based on participation and completion at a 10-point total and posted in the Canvas gradebook. IRAT (Individual Readiness Assessment Test) are quizzes that occur on dates specified on the course schedule in class. IRAT quizzes are given through Connect website and will only be open for a set period. If you are late your quiz will still be collected automatically when the time is up. Material may include and combination of multiple-choice, true-false, matching, fill in the blank, and short answer questions. **Smartbook and IRAT assignments will be due the Sunday 11:59PM each week. Extensions can be requested if you are feeling symptomatic or have an excused absence.**

## Lab Applications

The labs will be done in person in the lab, and you will be required to complete the entire lab application by the end of the lab. The lab application will be on the Connect platform under “Lab Application”. Lab application questions include matching and identification which will include images that will be on the exam. To receive full credit, you must submit lab application before the due date. You will be encouraged to work with your groups during the lab time to complete these assignments. **Extensions can be requested if you are feeling symptomatic or have an excused absence.**

# College Information, Policies, and Guidelines

---

## Expectations of Students at Reedley College

As a student at RC, you will need to balance your academic work with your personal and professional life. This balance is not easy to achieve! As such, it's useful to know the expectations RC faculty and staff hold for you. As an RC student, you are expected to:

- Actively participate in all aspects of the course in which you are enrolled, including reading the assigned readings, viewing the presentations, submitting course assignments, and completing assessments like exams and module quizzes.
- Apply professional standards and conventions to your written work. It is assumed that you utilize available tools (e.g., spell- checker) to review your documents before submitting them.
- Submit all required coursework on the published due dates in your course.
- Unless clearly identified as a collaborative project, each assignment must be submitted as an individual effort.
- Adhere to standards and guidelines pertaining to intellectual property and plagiarism, including the “student conduct standards” policy: <https://www.reedleycollege.edu/about/policies-and-procedures/student%20conduct%20standards.html>
- These policies and guidelines will help you complete this course more successfully: Submit ALL required coursework by the due dates and times published in your course. Check your email daily.

- For help with issues, call Student Services at 559-494-3526.
- If you have questions about an assignment, please contact your course faculty member.

## Attendance Policy

An attendance policy is required by the college to fulfill a federal compliance mandate. Reedley College of Education recognizes regular attendance and interaction in a course is required to optimize the student learning experience.

Maximum student learning outcomes are achieved through course attendance and interaction. Students, in their own interest, are, therefore, responsible for regular attendance. Students may expect poor attendance or lack of participation and interaction to negatively impact their course grades.

**Student Attendance:** For all electronically delivered credit hour courses at Reedley College, attendance is measured by a student’s engagement in the course by submission of assignments. To maintain registration in the course, students must complete the Mandatory Attendance Verification form by 5:00 PM PST on Friday of the first week. Students who do not complete the Attendance Verification form by 5:00 PM PST on the Friday of the first week of the term are administratively withdrawn from the course.

## Grade Evaluation

To calculate your grade, total all points earned and divide that number by the total points available. Course grades are non-negotiable. **I DO NOT ROUND UP your grades to the next letter grade.** The final course grade is based on:

Percent Range	Grade
90-100	A
80-89.99	B
70-79.99	C
60-69.99	D
Less than 60	F

## Late Work

Due to extenuating circumstances, students may submit an assignment past the due date.

**Assignments:** Students are responsible for contacting their faculty member regarding all late work and to establish the deadline for late submission. At the faculty’s discretion, late work may be accepted without a point deduction, dependent solely on extenuating student circumstances which will require documentation when asked.

**Quizzes/Exams:** Quizzes and Exams must be completed by the specified deadlines. Late submissions of

quizzes and exams are not accepted except in the case of extenuating circumstances.

**For Students Requesting Extensions Due to Extenuating Circumstances Only:** Extenuating circumstances are limited to any emergency which can be clearly documented, including, but not limited to, a death in the family, medical emergency/illness requiring medical attention for the student or family member, or related urgent issues beyond the student's control. Students must submit all documentation within 48 hours after the original assignment deadline.

## Standards of Student Behavior

A college is a marketplace of ideas, and in the course of the search for truth, it is essential that freedom exists for contrary ideas

to be expressed. RC students are expected to conduct themselves as responsible members of the College's academic community. This requires the demonstration of mutual respect and civility in academic and professional discourse. As such, it is mandatory students interact with other students and all College faculty, administrators, and staff with respect and in a professional manner. Conduct that is determined to impair the opportunities of others to learn or that disrupts the orderly functions of the College will be deemed misconduct and will be subject to appropriate disciplinary action,

**Disciplinary Action for Student Conduct Behavior:** While an alleged violation of the Standards of Student Behavior is being investigated, a student may be removed from class, College-sanctioned events, or other College functions. If a violation is found, disciplinary action will be based on the seriousness of the situation and may include, but not be limited to, documented counseling by a college staff member, loss of credit, suspension and/or dismissal.

## Academic Integrity

Academic dishonesty, which includes but is not limited to plagiarism, self-plagiarism, collusion, abuse of resource materials, fabrication, conspiracy to plagiarize, or cheating on an examination or other academic work, is subject to disciplinary action. Student work created for a specific assignment in a course will be subject to plagiarism sanctions if reused for any other purpose. For questions regarding self-plagiarism, students should visit the College's Writing Center for assistance. **Exams must be taken independently.**

## Accommodation of Disabilities Policy

To be considered for disability-related accommodations, individuals are responsible for identifying themselves and disclosing information about their disability to Disability Support Services at 559-494-3032 or through <https://www.reedleycollege.edu/student-services/disabled-student-programs-and-services/index.html>

In keeping with its mission to deliver high-quality, affordable, and accessible online programs to its students, Reedley College makes all efforts to comply with the requirements of applicable state and federal laws, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008, in the provision of and access to post-secondary education. As such, the college provides reasonable accommodation for qualified students with disabilities unless doing so would cause undue hardship to the College.

## Best Practices for Online Learning

An online learning environment needs structure for effective communication to occur. Below is a list of guidelines for effective online communication:

- Stay engaged and on-task with relevant messages.
- Communicate using a respectful, professional tone suitable for collaborative learning

environments.

- Utilize netiquette standards in all forms of communication.

# Mark Your Calendar

This syllabus and schedule are subject to change in the event of extenuating circumstances. It is **your responsibility** to check Canvas announcements during the semester of this course. (\*) Double chapters in the week.

Week	Dates	Lecture	Lab
1	8/8 – 8/10	A First Look at Anatomy (1) Chapter 1 SB (8/13) IRAT 1 (8/13)	Sign up for Connect (Free Trial) Lab Application Body Orientation
2	8/15 – 8/17	The Cell Basic Unit of Structure and Function (2) Chapter 2 SB (8/20) IRAT 2 (8/20)	Lab Application Cells and Chemistry
3	8/22 – 8/24	Tissue Level of Organization (4) Chapter 4 SB (8/27) IRAT 4 (8/27)	Lab Application Tissues
4	8/29 – 8/31	Integumentary (5) Chapter 5 SB (9/3) IRAT 5 (9/3)	Lab Application Integumentary
5	9/5 – 9/7	Cartilage and Bone (6) Chapter 6 SB (9/10) IRAT 6 (9/10) <b>9/4: Labor Day</b>	Lab Application Cartilage and Bone <b>Lab Exam #1 (Body, Cells, Tissues, Integumentary)</b>
6	9/12 – 9/14	* Axial Skeleton (7) Appendicular Skeleton (8) Chapter 7 and 8 SB (9/17) IRAT 7 and 8 (9/17) <b>Exam #1 Modules 1, 2, 4, 5 on (9/11)</b>	Lab Application Axial Skeleton Lab Application Appendicular Skeleton
7	9/19 – 9/21	Articulations (9) Chapter 9 SB (9/24) IRAT 9 (9/24)	Lab Application Articulations
8	9/26 – 9/28	Muscle Tissue and Organization (10) Chapter 10 SB (10/1) IRAT 10 (10/1)	Lab Application Muscle Tissue
9	10/3 – 10/5	* Axial Muscles (11) Appendicular Muscles (12) Chapter 11 and 12 SB (10/8) IRAT 11 and 12 (10/8) <b>Exam #2 Modules 6, 7, 8, 9 on (10/2)</b>	Lab Application Axial Muscles Lab Application Appendicular Muscles <b>Lab Exam #2 (Cartilage, Axial/Appendicular Skeleton, Articulations)</b>
10	10/10 – 10/12	Nervous Tissue (14) Chapter 14 SB (10/15) IRAT 14 (10/15) <b>10/10: Veterans Day</b>	Lab Application Nervous Tissue
11	10/17 – 10/19	* Brain and Cranial Nerves (15) Spinal Cord and Spinal Nerves (16) Chapter 15 and 16 SB (10/22) IRAT 15 and 16 (10/22)	Lab Application Brain and Cranial Nerves Lab Application Spinal Cord and Spinal Nerves



12	10/24 – 10/26	* Autonomic Nervous System (18) Senses: General and Special (19) Chapter 18 and 19 SB (10/29) IRAT 18 and 19 (10/29) <b>Exam #3 Modules 10, 11, 12 on (10/23)</b>	Lab Application Autonomic Nervous System Lab Application Senses: General and Special
13	10/31 – 11/2	* Endocrine (20) Reproductive (28) Chapter 20 and 28 SB (11/5) IRAT 20 and 28 (11/5)	Lab Application Endocrine Lab Application Reproductive <b>Lab Exam #3 (Muscle, Axial/Appendicular Muscle, Nervous Tissue)</b>
14	11/7 – 11/9	* Heart (22) Vessel and Circulation (23) Chapter 22 and 23 SB (11/12) IRAT 22 and 23 (11/12)	Lab Application Heart Lab Application Vessel and Circulation
15	11/14 – 11/16	Respiratory System (25) Chapter 25 SB (11/19) IRAT 25 (11/19) <b>Exam #4 Modules 14, 15, 16, 18, 19 on (11/13)</b>	Lab Application Respiratory System
16	11/21 – 11/23	Digestive System (26) Chapter 26 SB (11/26) IRAT 26 (11/26) <b>11/23 – 11/24 Thanksgiving</b>	Lab Application Digestive System
17	11/28 – 11/30	Urinary System (27) Chapter 27 SB (12/3) IRAT 27 (12/3)	Lab Application Urinary System <b>Lab Exam #4 (Brain and Cranial Nerves, General and Special Senses, Heart, Vessel and Circulation, Respiratory System, Digestive System, and Urinary System)</b>
Final	12/5-12/7	<b>Final Exam Modules 20, 22, 23, 25, 26, 27, 28 on (12/4)</b>	