

Biology 20 (Biol 20) Human Anatomy

Semester: Spring 2024 Reedley Community College	
Lecture & Lab Instructor: Paria Azami	Email address: pa015@reedleycollege.edu Or directly through Canvas
Office Hours: TTH: 12-1:40pm in-person Fri: 11-11:50 am through Zoom	In-person OH Location: LFS 13 Virtual OH Zoom Link: https://ucr.zoom.us/j/4865266961
Lectures: (Both sections) MW 12:00-1:15 pm At CCI 203	Labs: Section 50015: M 9:00-11:50 am Section 50016: W 09:00-11:50 am At LFS 17

Welcome Letter:

Dear students, welcome to Bio 20-Human Anatomy! My name is Paria Azami, and I will be your instructor this semester. Having been in academia for a very long time myself, I know what it is like to be a student. Please know that your success is my number one priority, and I will do whatever I can to make this class a fun, memorable, and valuable experience for you all. Please know that you can always reach out to me if you have any questions, need more clarification on a subject, or need any type of accommodation. I will do my best to create a classroom environment that is welcoming and inclusive; one that fosters a culture of sharing, understanding, respect, and collaboration among students. I expect you all to participate in creating such an environment in order to cultivate a positive and enriching learning experience for everyone. I am not just your anatomy instructor, but also a useful academic resource that can help guide you in your academic journeys. I hope that together we can have a very fulfilling semester and learn exciting things about the human anatomy!

Please Note: The instructor reserves the right to change the reading structure and topic schedule. This syllabus and the schedules within are subject to change in the event of extenuating circumstances. If you are absent from class, it is your responsibility to check for any missed assignments or homework. It is recommended that you obtain at least one of your classmate's contact information to reach out in the event that you miss a class.

Catalog Description:

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).

Course Objectives:

In the process of completing this course, students will:

- 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.

Learning Outcomes:

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

- 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

Required Materials:

Textbook: Anatomy & Physiology, OpenStax (available for free on Canvas) or at the following website: <https://openstax.org/details/books/anatomy-and-physiology>

Lab manual/protocols will be available for downloading and printing on Canvas.

Technology Requirements:

- The web/online portion of this course will occur through Canvas. All students must have access to a device with internet that allows students to retrieve and complete assignments through Canvas.
- Check Canvas and your Reedley College email accounts regularly (multiple times per week) for announcements.
- If you need access to technology in order to complete your course, please make sure to contact the Information Center to check out a laptop or other needed technology.

Attendance and Drop/Add Policy:

Attendance and participation is REQUIRED in class. More than three weeks of absences from lecture and lab will result in reduction of the course grade by a letter grade (E.g. from A to B or C to D).

You are expected to attend all the lectures and labs at their scheduled meeting days and times unless circumstances prevent this, in which case, you must discuss and make arrangements with me individually beforehand. Failure to attend will result in reduction of the course grade.

During the first two weeks of the course, students may be dropped by the instructor for inactivity and absence from the course. To avoid being dropped from this class, you must attend all the scheduled lectures and labs, login to Canvas and stay up to date with any posted announcements and complete any published online tasks.

Expectations and Policies:

- Be professional, respectful, kind, and understanding towards your classmates and instructors. Inappropriate behavior towards your classmates or instructors will not be tolerated and will result in removal from the course.
- Make up labs for absences are not possible
- Cheating, suspected cheating, plagiarism, and use or suspected use of AI (e.g. ChatGPT) for any assignment or exam will result in a zero on that assignment, any repeat offense will result in an F in the course.
- During class, please keep electronic devices on silent and away. They should not be out on the counter in the microbiology lab.
- No electronics may be used during exams. Phones and smart watches must be in silent mode and put away during exams.
- No food or drink may be consumed during the lab. No food or drink waste should be discarded in the trash cans in the lab. If you need to eat or drink, wash your hands, leave the lab, and then come back inside.

Public Health Related Safety Clauses and Information:

As of the writing of this syllabus (12/20/2023), this course is scheduled to meet in person for both lecture and lab. However, I reserve the right to modify this course meeting and/or modality including the ability to move this course back to fully online if deemed necessary following increases in prevalence of infectious disease cases, and/or changes to local, state and/or federal public health policies, or declaration of a global pandemic.

Sick?

PLEASE DO NOT COME TO CLASS! Please send me an email explaining your situation and we can discuss and arrange solutions as needed.

Late Assignments and Makeups:

No late assignments will be accepted. No EXCEPTIONS. Late/Makeup exams will only be given except in the most extreme of situations and only with explicit approval from the instructor (me). If an extenuating circumstance arises that is beyond the realm of your control, let me know and we can discuss. In rare instances, make up option may be given with 10% reduction in assignment grade for every 24 hours that the assignment is late. However, you MUST alert me of any situation at least one day before the exam/assignment date/time.

Tests and Evaluations:

Lecture:

Lecture exams (3)	70 pts each
Final exam (Cumulative)	100 pts
Quizzes (3)	30 pts each
Miscellaneous Assignments	5-20 pts each

Lab:

Lab Practical Exams (4)	75 pts each
Lab activities	20 pts each
Miscellaneous Lab Assignments	5-20 pts each

Lecture exams: They will be held in-person during our lecture time, they will be closed notes and will include a combination of free-response, multiple-choice, fill-in-the-blank, true/false, and matching type questions.

Final lecture exam: Similar format as the midterm exams, cumulative, will be provided a study guide.

Lecture quizzes: Will be held on Canvas. They will be timed and remotely proctored (closed notes). You will have two attempts at each quiz, your highest score will count towards your course grade.

Miscellaneous lecture assignments: Throughout the semester, there will be other online or in-person assignments, such as finding scholarly articles on a specific topic, doing drawings of certain concepts, writing summary of a research article that is relevant to our lecture topic, etc. Please check Canvas announcements and your emails regularly for any upcoming assignments and updates.

Lab practical: There will be 4 lab practicals throughout the semester. There is no lab final. The practicals will be a hybrid of both 3D models and paper-based questions with pictures. Different stations will be set up prior to the exam and students will be asked to walk in a line and answer questions related to the models displayed on the stations. The second part of the exam will be paper-based with questions that can be answered by looking at the printed pictures.

Lab activities: Includes lab worksheets that you may be asked to fill out during a lab and turn in for grading at the end of the lab period.

Miscellaneous lab assignments: May include group activities, mini-presentations on assigned body parts, etc.

Extra credit: During both lecture and lab, you will have opportunities to gain extra credit points by correctly answering questions asked by me or your classmates, up to 25 points for the entire semester.

Spelling during exams: Your spelling does not need to be perfect. I am lenient when it comes to spelling names of different body parts and scientific names as long as it is phonetically close enough. For free-response questions, please write as clearly and legibly as possible to help me with the grading.

Course Grading Scale

Percent Range	Grade
90-100	A
80-89.9	B
70-79.9	C
60-69.9	D
Less than 60	F

Communication Policy:

- The best way to get ahold of me is by emailing me at pa015@reedleycollege.edu or by sending me a direct message through Canvas. I check my emails regularly and will generally respond in less than 24 hours, but please allow 24-48 hours for me to respond. Please note that I do not check my emails on Saturdays and after 9pm on weekdays.
- You are also encouraged to meet me during my indicated office hours to discuss any questions or concerns you may have. If the listed days/times do not work for you, we can also meet over Zoom at another time that works for both of us. If that is the case, please email me to schedule a Zoom meeting. The Zoom link is at the top of this syllabus.

Canvas and School Email:

Please make sure to check Canvas and your school email regularly as I will be posting our course content and important announcements throughout the semester. It is your responsibility to stay up to date with the posted material and upcoming assignments.

Drops:

If you elect to drop the class, please do it yourself. The instructor may or may not drop you from the class due to prolonged inactivity and absence. So, if you decide to discontinue the class, it is your responsibility to drop in order to avoid receiving an F for the course.

Here are some important drop dates/deadlines:

January 19: Last day to drop a Spring 24 full-term class for full refund

January 26: Last day to drop a Spring 24 full-term class to avoid receiving a W in person

January 28: Last day to drop a Spring 24 full-term class to avoid receiving a W on Self-Service

Tutoring Services:

Tutors are available in the tutorial center. If you have not had a biology class since high school, working with a tutor will get you up to speed. The tutors are former students who know how to study for the class. “With this statement on my course syllabus, I am referring each of my enrolled students in need of academic support to tutorial services. Referral reason: Mastering the content, study skills, and basic skills of this course is aided by the use of trained peer tutors.” The Learning Center (Tutorial) has tutors for many courses, some meet in-person in the Learning Center and some meet over Zoom. There are two links that allow you to search for tutors by subject and availability. If you cannot find a tutor that fits your needs, contact the Learning Center Coordinator, Jim Mulligan at jim.mulligan@reedleycollege.edu or call (559)- 494-3000 ext. 3430.

Tutoring services website: <https://www.reedleycollege.edu/academics/tutoring-services/index.html>

College Policies:

The university has several policies that you will be expected to adhere to in my course. The Policy on Students with Disabilities, the University Honor Code, the Policy on Cheating and Plagiarism, a statement on copyright, and the university computer requirement, portions of which are below, can all be found in the University Catalog (Policies and Regulations) and Class Schedule.

“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 o 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.

Accommodation:

Students diagnosed with disabilities should contact the Disabled Students Programs and Services (DSP&S). Please give me a copy of the letter you receive from DSP&S detailing the class accommodations you may need (e.g. longer exam times, etc.). If you require accommodation for a test, please make sure I have the letter no less than three days before the exam day. If you have a need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

If you require testing outside of the classroom, we may need to discuss logistics for laboratory assessments as these often must be set up in the lab.

For more information, please visit: <https://www.reedleycollege.edu/student-services/disabled-student-programs-and-services/index.html>

Location: DSP&S Building, Reedley College 995 N. Reed Ave, Reedley, CA 93654

Phone: (559) 494-3032

Every syllabus represents the intended roadmap and structure of the course, but due to unforeseen events and/or feedback during the semester, adjustments may be necessary. This is a reminder that some details described in the syllabus are potentially subject to change at the discretion of the instructor, but I will inform you as promptly and clearly as possible as to the reasoning for any changes.

Diversity Statement:

As a biology instructor at Reedley College, I am committed to fostering an inclusive and diverse learning environment for my students. I recognize the importance of embracing and celebrating the unique perspectives, backgrounds, and experiences of my students. By valuing diversity, I aim to create a safe space where all individuals can thrive academically and personally. I am dedicated to promoting equity, fairness, and respect for everyone, regardless of their race, ethnicity, gender, sexual orientation, ability, or socioeconomic status. Together, we can embrace our differences, learn from one another, and build a strong and inclusive community. If you believe that my course and/or my instructional techniques are in any way invalidating your group identity or are in some way hampering your ability to succeed, please let me know so that I can address any concerns you have.

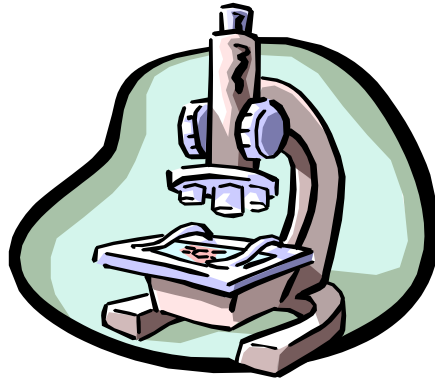
Tentative Lecture and Laboratory Schedule-Spring 2024

Week	Date	Lecture	Laboratory Experiment
1	01/08-01/11	Lecture 1: Intro to the human body	Lab 1: Introduction to Anatomy
2	01/15*-01/18 M: Marthin Luther King Jr. Day Observed, Campus closed	Lecture 2: Cells (Wed)	No Labs Due to Monday's Holiday
3	01/22-01/26	Lecture 3: Histology	Lab 2: Histology Lab 3: Integumentary System
4	01/29-02/02	Lecture 4: Integumentary System	Lab Practical 1
5	02/05-02/09	Lecture 5: Skeletal System Lecture 6: Bone Anatomy	Lab 4: Skeletal System
6	02/12-02/16	Monday: Lecture Exam 1 Lecture 7: Articulations, Knee and Shoulder	Lab 4: Skeletal System Continued Lab 5: Articulations

7	02/19*-02/23 M: Washington Day Observed, campus closed	Lecture 8: Muscular System (Wed)	No Labs Due to Monday's Holiday
8	02/26-03/01	Lecture 8: Muscular System Continued	Lab 6: Muscular System
9	03/4-03/08	Lecture 9: Nervous System	Lab 7: Nervous System, Sheep Brain Dissections
10	03/11-03/15	Lecture 10: Senses	Lab Practical 2
11	03/18-03/22	Lecture 11: Endocrine System Lecture 12: Cardiovascular System	Lab 8: Senses & Eye Ball Dissections Lab 9: Endocrine System
12	03/25-03/29*	Spring recess (no classes held)	
13	04/01-04/5	Monday: Lecture Exam 2	Lab 10: Cardiovascular System
14	04/08-04/12	Lecture 13: Lymphatic System Lecture 14: Respiratory System	Lab Practical 3
15	04/15-04/19	Lecture 15: Digestive System	Lab 11: Lymphatic System Lab 12: Respiratory System
16	04/22-04/26	Lecture 16: Urinary System	Lab 13: Digestive System
17	04/29-05/03	Lecture 17: Reproductive System	Lab 14: Urinary System Lab 15: Reproductive System
18	05/06-05/10	Monday: Lecture Exam 3	Lab Practical 4
19	05/13-05/17	Cumulative Final Week (Exact day/time TBD)	No Labs

MICROSCOPE STORAGE CHECKLIST

1. Shut off the illuminator (light) and turn off the power before unplugging the microscope.
2. Remove any slide from the stage and return all slides to their appropriate storage site.
3. Clean all lenses with lens paper. This means oculars, objectives, and condensers. Make sure to clean from the cleanest lens to the dirtiest lens. (Oculars first, 4x, 10x, 40x and last 100x)
4. Clean any traces of immersion oil, stain, water, or other foreign substances from the stage or any other part of the microscope. If you are unsure how to clean these areas, ask your instructor or the technician.
5. Rotate the scanning objective (4x) lens into position.
6. Lower the stage all the way down, creating a greater working distance between the objective lenses and the stage.
7. Coil the power cord neatly around the hooks provided on the back of the scope
8. Cover the microscope with its protective dust cover.
9. Handle the microscope carefully. Keep a firm grasp on the arm and a protective hand under the base when transporting it from the desk to the cabinet.
10. Make sure when you are placing the microscope back into the cabinet you do not hit the oculars against the back of the cabinet, this damages the plastic ring inside the oculars.
11. Make sure that the microscope is returned to its matching numbered cabinet.
12. Place the microscope in the cabinet with the arm facing out.
13. When you take your microscope out for use, check its condition. If the microscope was put away improperly, please fill out a "Microscope Misuse Report". The student who



was sloppy will get a warning; then, if repeat violations occur, the student will incur penalties. Only the technician and instructor see these slips, so please fill one out if there is something wrong with the microscope.

14. If your microscope appears to be malfunctioning in any way, report the problem to your instructor or the technician.
15. Make sure not to store anything in the microscope cabinet other than the microscope. If you notice anything in there when you start lab notify your instructor or the technician.