

(Functional) Human Anatomy w/ Lab**Spring 2018** section 50

Lecture S 8:00-10:50am Lab S 11:30-2:20pm Rm: HLS 222

Instructor: **Prof. Martin Donley**

Office Hours MW 5:00-5:30 pm (HLS 232)

Email: mdonley@valleycollege.edu

The best way to reach me is by email and I do my best to respond to students within 24hrs. I request that even if you speak with me in person about a particular subject that you send a follow-up to the conversation via email.

Course Description: This is a comprehensive lecture and laboratory course in human anatomy. It is organized to explore the body regionally and systemically. It is primarily oriented toward gross anatomy with extensive dissection of the cat. Histological and cellular anatomy is included as they apply to various structures.

Course Objectives and Student Learning Outcomes

Upon satisfactory completion of this course students will:

1. Student will name the chambers, major blood vessels, and valves of the human heart using diagrams and models. Given a starting point within the studies pattern of circulation, the student will correctly identify the next three structures in the pattern of circulation.
2. Students will identify the muscles of breathing in images and a cat dissection. Students will determine which muscles are involved in thoracic inspiration, abdominal inspiration, and forced expiration.
3. Students will locate and name the major muscles of the thigh on cat specimens by dissecting and identifying each muscle.
4. Students will identify the spinal roots, cords, and major nerves of the brachial plexus.
5. Students will identify the lobes, parts, structures, and functional areas of the brain.
6. Students will correctly name each bone of the skull and several surface features on a practical exam.

Required Text & Materials

1. Acquire and activate your college email account.
2. Canvas: <https://sbccd.instructure.com/login/canvas>
3. Lecture:
 - a. Marieb and Hoehn. 2013. Human Anatomy & Physiology. 9th edition. Pearson.
Online textbook: Anatomy and Physiology from [OpenStax](https://openstax.org/r/physiology), ISBN 1938168135
 - b. 5, scantron forms **882-E** and no. 2 pencil(s) with a very good eraser
4. Lab:
 - a. All lab materials will be provided on Canvas. It is the responsibility of each student to have a copy of the lab handout with them for class if not provided by the instructor.
 - b. Personal protective equipment – Surgical gloves, lab coat, eye protection, & closed-foot shoes
 - c. A set of colored pencils or pens for differentiating various structures as you draw or take notes
 - d. Recommended text for lab:
 - Cat Musculature. Greenblatt, Univ. Chicago Press
 - Pictorial Anatomy of the Cat. Gilbert, Univ. Washington Press

Class PoliciesAttendance & Drop Policy:

- ✓ Failure to attend the first lab meeting will result in the student being dropped from class. **NO EXCEPTIONS**
- ✓ Students are expected to attend class on a regular basis. There will be **NO MAKE-UPS** or accommodations given for Exams, assignments, quizzes, or participation if students cannot attend class, arrive late, or leave early.
- ✓ After the first week, a student may be dropped if they have several missing assignments/quizzes/Exams or attend so irregularly it will be unlikely they will be successful in class.
- ✓ **However, it is ultimately a student's responsibility to officially drop the course before the final drop date. See schedule below. Failure to do so may result in a grade of an "F".**

Class and Lab Etiquette

1. Turn off, or mute, all cell phones before class starts.
 - a. There should not be any non-medically prescribed listening devices in the ear during lecture and/or lab period.
 - b. NO cellphone usage during class. Please step outside to answer your calls or texts.
2. When communicating via email please try to be professional. In the subject line include your campus name, your course title, and the time for your class (i.e. SBVC college_ Bio 155_3:10pm).
3. **NO FOOD or DRINKS of any sort in the lab.** Leaving it on the floor is NOT the solution, NOT having it in the lab at all is the best practice.
4. Disruptive behavior during class will NOT be tolerated! **Students who disrupt the class will be given one opportunity to correct their behavior, if the behavior continues all parties involved will be asked to leave immediately.** This include anything that distracts the Instructor or fellow student's in the learning environment such as:
 - a. Excessive talking, and or whispering while the others including the Instructor, are speaking
 - b. Excessive use of your cell phone for texting, using social media, playing games, watching videos, etcPlease see the college Standards of Conducts and Disciplinary procedures for more information.

Methods of Instruction

Lecture: The Lecture portion of the course may be presented in a PowerPoint format along with in-class participation between the professor and students. Lecture may include visual materials, traditional lectures, class discussions, individual or group work, and assignments or activates. Materials for lecture are presented from a number of different Anatomy & Physiology textbooks. Therefore, students are responsible for the entire subject matter provided in PowerPoint for the examinations regardless if it is presented during lecture. Students are advised to read prior to and/or after lecture to enhance their learning experience.

Lab: The activities selected for lab are designed for students to gain hands-on experience with A&P and participation is **mandatory**. Students will use the required lab handouts as a guide to study the various anatomical models, perform dissections, and use light microscopes to study histology/student-prep slides. All students are **REQUIRED** to be **ON TIME** and **FULLY PREPARED** for each lab meeting. **READ** the lab handout **BEFORE** lab, and be prepared to start the laboratory activity once you walk into lab so that there is time to complete each activity. **It is essential to utilize time wisely and efficiently during lab.**

Grading Policy: The final grade for this course will be based on a combined Lecture (~60%) and Lab (~40%) grade.

Point Distribution

Graded Activities	Points / Unit	Quantity	Total Pts
Lecture Exams	100	4	400
Assignments/ Quizzes	TBD	TBD	100
Anatomy Paper	50	1	50
Lab Practical	75-100	3	250
Assignments/ Quizzes	TBD	TBD	50
Participation	TBD		
TOTAL			850

Grading Scale

Letter Grade	Percentage	Description
A	90-100%	Excellent
B	80-89.9%	Good
C	70-79.9%	Satisfactory
D	60-69.9%	Less than satisfactory
F	0 – 59.9%	Failing

NOTE: Total points may vary based on the performance of the class and maybe subject to change.

Scores, as well as your overall course grades, will be routinely posted on Canvas. Check your progress regularly! Quizzes, Lab Exams and Practicums may be reviewed by making an appointment with the instructor or during laboratory.

Grades are NOT given, they are EARNED. I do not grade on a curve and final grades are NOT up to debate. Final grades will ONLY be adjusted if a mistake has been during calculations.

Each semester I get one, if not more, emails from students requesting that their final percentage be adjusted to represent a higher grade. At the end of semester, the grading scale is used to assign each student a letter grade based on the percentage

EARNED. It is very important that you start this course off right getting high scores and working hard. If you need help with material during the semester please seek it early and often through me or the resources available on campus.

Make – up Policy*: **No early or make-up Exams will be offered.** However, if you need to miss an Exam due to an unavoidable or very serious reason, it is your responsibility to notify me within 24 hours of test time through email. **You will then be eligible to request an alternative, which will be to have your missing Exam score replaced with your Lecture Exam average.** However, this policy will only be applicable to individuals who have an Exam average of 70% or higher.

*NOTE: This policy is NOT applicable to Lab Practical or Lecture/Lab quizzes and is only possible for one (1) missing Exam.

Methods of Assessment

Assessments are intended to 1) facilitate the learning process and/or 2) determine to what degree a student has learned the course material. Students may be encouraged to work together, however, copying will not be tolerated.

All forms of assessment may contain any combination of multiple choice, matching, labeling diagrams, speaking or writing short to long essay-style answers, identification of structures and associated functions on human models, and/or dissected specimens (i.e. muscles, bones, cats).

Participation: Points may be awarded based on a student's presence and duration they attend laboratory, as well as active participation during discussions and laboratory activities. Students may be asked to sign-in and/or out for each lecture and/or laboratory. Tardiness and absences will result in loss of participation points.

Quizzes: Are meant to gauge students' prior knowledge, assess progress midway through a unit, or assist with review before the test. Studying on a regular basis is the best learning approach and quizzes facilitate good study habits, as well as determine if there is any material that a student needs more help with.

Assignments / Activities*: Are designed to monitor students' understanding of material, as well as analytical and investigative skills during the learning process.

***These are due on the date and time specified.** After the due date and time, they are late and 20% will be deducted for each day late. After assignments are graded and returned, they will not be accepted for partial credit. All assignments must be handwritten, unless otherwise specified. If your class does not have an online component, then emailed assignments will NOT be accepted, unless otherwise specified.

Reports, Papers, or Projects: Are designed for students to apply what they have learned in new and creative ways and demonstrate their ability to explain the material in their own words.

Lecture Exams:** Are aimed to gauge a students' knowledge about the topics covered during lecture and if they are meeting course objective and learning outcomes. All lecture exams will include a written portion, no more than 20%, where students will put the knowledge they've acquired to use and write concepts in their own words, so when studying make sure you understand the basics but you can also apply the concepts to new scenarios/situations.

Lab Practicums:** Are intended to establish students' knowledge about the anatomical structures, or experiments performed in lab. The lab will be set up with several stations and students will be given a specific amount of time to visit each station and answer questions pertaining to structure and function of a specimen, or identify experimental equipment or results. **Lab practicums are not multiple-choice, no word banks will be provided, and spelling counts!!!!**

Final Exam:** A cumulative Final Exam may be given at the end of the semester and is designed to determine how well you retained the information learned during the course. Long-term learning should be your goal not just pump and dump, since this material will be valuable during future classes and your career goals.

Students will NOT be allowed to exit the classroom until they have turned in the exam or quiz - this includes using the restroom. Personal items are not allowed during quizzes or exams. This includes having bags on benches or laps. You will be asked to turn OFF your electronic devices and place them in full view of the instructor during the Exam. **Personal items found in a student's possession during a quiz or exam will be considered an act of cheating. Please see academic integrity policy for more information.

Extra Credit: **There will be no extra credit assignments or projects offered for this class.** However, bonus points will be offered to ALL students and will not exceed 5% of the total points for the course.

Academic Integrity

I have a zero-tolerance policy for cheating! The expectations of this class are high and so are the ethical standards. You should be able to take pride in your achievements in this class, while having the confidence that the efforts and achievements of others are due to similar, honest, efforts. **Using means other than honest ones will not be tolerated and will result an “F” grade in the assignment/test/report and possibly for the course to all parties involved.** Repeated offense will be reported and documented according to the disciplinary actions stated by the college under the standards of Conducts and Disciplinary procedures.

Cheating – Pretending, or helping others to pretend, to have mastered the course material. Examples include:

- Copying another student’s work such as an exam or assignment, or allowing another student to copy your work
- Having someone attend class for you or take an exam for you, or attending class or taking exams for someone else
- Using unauthorized materials on an exam or quiz
- Changing answers on exams or assignments and presenting it as graded incorrectly

Plagiarism – Presenting someone else’s work as your own. Examples include:

- Copying and pasting text from printed or electronic sources and presenting as your own original work
- Using another student’s work and claiming it as your own (even if you have their permission)
- Presenting research data as your own if you were not present to perform the experiment and collect the data

Fabrication – The intentional use of invented information. Examples include:

- Signing a roll sheet for another student or having another student sign a roll sheet for you
- Falsifying personal information
- Inventing data or information sources for assignments including research papers

CAMPUS RESOURCES

SBVC Mission: San Bernardino Valley College provides quality education and services that support a diverse community of learners.

College Resources

Science Division Office – Physical Science Building 148

Interim Division Dean: Lorrie Burnham (909) 384-8650

Division Secretary: Rose Garcia (909) 384-8645

Tutoring Services:

- **The Success Center:** Provides Math and Science course drop-in tutoring; Hours of Operation: M-F 8-5pm. For more information call (909) 384-8651 or visit the center at PS 134.
- **The Writing Center:** Provides individual and group tutoring sessions for enrolled students free of cost. Student can receive feedback on writing assignments for any subject area. For more information call (909) 384-8244 or visit the center at LA 201
- **The Academic Advancement Lab:** Provides access to computers, software, printers and tutors. Call 384-4407 for current hours and additional information. [L] [SEP]

Disabled Student Programs & Services: Students have the right to accommodations for documented special needs via the Disabled Student Programs & Service department. Students who need services related to a disability or who desire further information, may contact the department in AD/SS building, Room 105, or call (909) 384-4443.

****NOTE:** It is the student's responsibility to go to the DPS Office on his/her own time to be tested, acquire, and provide appropriate written documentation(s) from the DPS office to the Professor 5 SCHOOL DAYS IN ADVANCE before any reasonable accommodation(s) can be honored. If a Professor determines that an accommodation may interfere with the integrity of the subject matter, the professor reserves the right to NOT fulfill it and contact the office of DPS. For example, the use of a computer and/or a dictionary/thesaurus on an Exam or Lab Practical.

Classroom Safety Briefing: To keep in accordance with the Board of Trustees for the San Bernardino Community College District, campus maintains a Police Department 24 hours a day, 7 days a week. [L] [SEP]

For non-emergencies: Contact the SBCV District Police Department (909) 384-4491. This number is the number to call in order to locate or turn in lost articles or the rely concerns for personal safety or campus regulation. The office is located on the SBVC Campus Center, Room 100. [L] [SEP]

To report any criminal action or a life-threatening emergency: Contact the San Bernardino Community College District Police Department (909) 384-4491. Be aware that when the office is closed, the San Bernardino County Sheriff will dispatch for the District Police Department.

Counselors: [L] [SEP] Available to assist students with career and curriculum planning decisions, as well as personal problems such as drugs and alcohol dependency. Call 384-4404 for current hours or additional information. [L] [SEP]

Student Health Center: [L] [SEP] Students have paid a health fee as part of their registration for each semester. During the semester students can freely obtain health care from the college nurse during available hours. See college website for hours or call 384-4495.

Biology 260 Tentative Course Schedule SPRING 2018

Prof. Donley: mdonley@valleycollege.edu

W	Day	DATE	LECTURE Topic	Quiz	LAB Topic
1	S	Aug 18	Welcome to A&P & Terminology Intro to A&P & Human Organization		A&P Terminology & Introduction to Microscopy
2	S	Aug 25	Cell Anatomy & Functions	1	Cell Anatomy & Tissue basics
3	S	Sep 1	Histology & Integumentary System	2	Histology (CT) & (ET)
4	S	Sep 8	Exam 1 (wks 1-3)		Brain & Eye Dissections
5	S	Sep 15	Nervous System I		Practical 1 (wk 1-4 materials)
6	S	Sep 22	Central Nervous System		Axial Bones (Skull)
7	S	Sep 29	Peripheral and Autonomic Nervous Systems	3	Axial + Appendicular bones
8	S	Oct 6	Exam 2 (wks 6-8)		Histology (MT); Cat Muscle Dissection
9	S	Oct 13	Skeletal System & Joints <i>Pamphlet Topic</i>		Cat Muscle Dissection
10	S	Oct 20	Muscular System	4	Cat Muscle Dissection
11	S	Oct 27	Cardiovascular & Lymphatic System		Practical 2 (wk, 7-11 materials)
12	S	Nov 3	Exam 3 (wks 10-12)		Cat Organ Dissection
13	S	Nov 10	Respiratory & Endocrine Systems <i>Pamphlet Outline Due</i>		Sheep Heart & Blood vessels
14	S	Nov 17	Digestive System	5	Cat Dissection & Human Models
15	Thanksgiving Holiday				
15	S	Dec 1	Urinary & Reproductive Systems <i>Pamphlet Due</i>		Practical 3 (wk 13-15 materials)
16	S	Dec 8	Exam 4 @ (wks 14-16)		

Disclaimer: This syllabus and course schedule is subject to change.

Please sign and return to your instructor by the end of the second lecture period.

Student Contract:

The Biology Department policy regarding cheating and plagiarism is clearly outlined in the syllabus and will be strictly followed. Several rules are detailed and listed in the syllabus and are considered my classroom policies. **Each student is responsible for reading and understanding the syllabus, the standards of this course and signing the acknowledgment of understanding.**

I have read and understand the policies documented in this syllabus as well as those presented in the laboratory and intend to abide by these policies to make every effort to optimize my success in this course:

Print Name

Biology 260 - Anatomy
Class title

Semester

Signature

Date