

**Syllabus for Human Anatomy**  
**BIOL 2320**  
**Fall 2016**

Utah State University Uintah Basin Campus  
Vernal, Utah 84078

**INSTRUCTOR**

Lea Ann Jolley

Canvas: You can send me messages through Canvas, which I will check regularly. Please be sure to check Canvas regularly, in case I send out an announcement.

I will hold office hours by appointment. Feel free to contact me through Canvas with questions or comments, or to make an appointment to meet in person.

**MEETING TIMES**

Wednesday in Vernal only

Room 122 of the BEERC building

5:30PM – 10:15PM

Lecture: 5:30PM – 8:30PM approx.

Lab: 8:30PM – 10:15PM approx.

The exact duration of lectures and labs will vary somewhat depending on the material being covered and the activities involved.

**REQUIRED TEXTS**

Human Anatomy 4<sup>th</sup> edition by McKinley, Harris, O'Loughlin, and Pennefather-O'Brien (2014) McGraw Hill ISBN 9780073525730

Hole's Human Anatomy and Physiology - Laboratory Manual (Cat Version)  
14<sup>th</sup> edition by Martin. (2015) McGraw-Hill. ISBN 9781259295638

**COURSE FEES**

The course fee for BIOL 2320 is \$70. This fee is used to cover laboratory expenses and materials, such as gloves, masks, aprons, dissection specimens, etc.

## **COURSE GOALS**

The purpose of this course is to aid students in acquiring a basic understanding of, and new appreciation for, the structures of the human body and their relationships using a systems-based approach. Students will be introduced to anatomic terminology in order to facilitate this understanding. Knowledge of anatomy is a fundamental component of any health care profession, as well as many other disciplines in biology.

The following objectives will be emphasized in this course, and you will be asked about them in the course evaluation:

Upon successful completion of this course students will:

- Gain factual knowledge (anatomic terminology, structures of the human body)
  - o Be able to effectively utilize anatomic terminology.
  - o Become familiar with the structures of the human body.
- Learn fundamental principles and generalizations
  - o Appreciate the intricacy and complexity of the human body.
  - o Possess a basic understanding of the structures and relationships of the human body, and be able to use this information in a medical career or other biological discipline.
- Develop skills in dissection
- Learn to apply course material (to improve thinking, problem solving, and decision-making)
  - o Make educated choices in their daily lives based upon an enhanced awareness and understanding of their own bodies.

The laboratory section of this course will allow you an opportunity to engage in hands-on activities, and to investigate topics in more detail. Labs will include the use of models, dissection, and other activities.

## **STUDY AND PREPARATION**

This class involves a large amount of information, presented in a short amount of time. A great deal of memorization will be required. Grasping the “big picture”, and thus establishing a framework in which to place information, is very helpful. To this end, it would be useful to read the assigned material prior to attending lecture and lab. If you are familiar with the topics to be covered in lecture and lab, you will be better able to assimilate the large amounts of information you will encounter. It will also save you time in lab, and allow you to make the most of your time, if you come prepared.

**You will also benefit immensely by becoming comfortable with anatomic terminology early on in the course.** The back of your textbook contains a useful guide to some of the root words, prefixes, and suffixes you regularly encounter in anatomic terminology.

When memorizing information, try utilizing a variety of techniques. Making tables of information and drawing your own diagrams, rather than just relying on those in the book, can be helpful. Try quizzing yourself without relying on your notes, so that you can get a sense of what holes in your knowledge may need to be filled. Similarly, try drawing diagrams and structures from memory, and then compare them to figures in the textbook and lab manual. There are also questions at the end of every chapter in the textbook, which can provide you a means of assessing your mastery of the material. It can also be helpful to have other people quiz you; forming study groups with other students can be effective. Additionally, discussion of the material with other students can help clarify concepts.

There are a number of other resources that may help you with your studies:

**Canvas:** Go to [www.usu.edu/myusu/](http://www.usu.edu/myusu/), click on Canvas, and then log on according to instructions. The website will contain useful class information, such as PowerPoint presentations from lectures, and announcements.

**Textbook related online resources:** There are a number of websites associated with the textbook. These are discussed at the beginning of the textbook on page xxvii.

**The USU Academic Resource Center:** Go to <http://www.usu.edu/arc/> to access this useful Online Learning Center. I would highly recommend that you check out the Idea Sheets and the Test Anxiety Management section located on the website. They provide many useful suggestions and strategies to help you succeed as a student.

### **STUDENTS WHO ARE PREGNANT OR PLAN ON BECOMING PREGNANT**

If you are pregnant or plan on becoming pregnant, please talk to me and your obstetrician regarding safety issues in the lab.

### **POSSIBLE FIELD TRIP TO LOGAN CADAVER LAB**

It is possible that we will be able to take a field trip to the USU Logan campus to visit the cadaver lab. The trip would be on a Saturday and bus transportation would be provided. I will let you know the date of the trip and further details if the trip is approved and subsequently scheduled. This field trip is **NOT** mandatory; it is only meant to provide you with a valuable learning opportunity.

## COURSE POLICIES

### ATTENDANCE:

**LECTURE:** This is a very challenging course; a great deal of information will be covered during each class. **It is expected that you will attend all lectures.** If you do happen to miss a lecture, you will still be responsible for any information given during that lecture. I strongly recommend that you become acquainted with some of your classmates, so that you may ask them for notes and information about any lecture you might have to miss. Given the time constraints and volume of information in this course, I will not be able to bring you up to speed if you miss class.

**LAB: Lab attendance is mandatory.** Several of the labs will involve group activities, such as dissection. It would be unfair to your dissection partner/partners if you did not attend lab, and left them the lion's share of the work. Therefore, **lab attendance is required.** Each student will receive 5 points per lab for attending and participating in that lab (excluding the 1<sup>st</sup> lab). Participation in lab includes completing the lab reports in the lab manual, and any other activities assigned during lab. I will check to see that the lab reports have been completed, but I will not be grading the lab reports. These points will be lost if a student misses the lab without documented proof of circumstances beyond their control, or if they fail to actively participate in lab activities and complete the lab reports. If you have documented proof of circumstances beyond your control that caused you to miss lab, you will not lose the 5 points for that lab. Whether or not a make-up lab can be arranged will depend upon the nature of the lab (dissection, etc) and the availability of the lab room, and will be at the instructor's discretion.

### INSTRUCTOR'S RESPONSIBILITIES:

I will assist you in acquiring knowledge of human anatomy by presenting information in interesting and comprehensible ways, and by encouraging your active participation in the learning experience. I will attend all lectures and labs, read the assigned readings, and prepare exams that are fair and representative of the material covered in class. Students may contact me with questions through Canvas and in person by appointment.

### STUDENT'S RESPONSIBILITIES:

Students are expected to attend all lectures and labs, take notes, read the assigned materials, and participate in class discussions and activities.

**Please do not text on your cell phone during lecture or lab unless there is an emergency.** This course will involve a great deal of memorization; in order to succeed, you must devote a good deal of time outside of class to the study of this material. If you are having difficulty, it is your responsibility to seek help. In the event that you cannot take an exam at the scheduled time, you must let me know **at least 48 hours**

**prior to the test.** If you do miss a test, I will require documentation of circumstances beyond your control before a make-up test will be given. The content covered by a make-up test will be the same as the original test, but the format and scheduling of the make-up test are at the discretion of the instructor.

### **GRADING:**

There will be five exams (Exams 1 – 5) worth 100 points each, and a comprehensive final exam worth 200 points. Exams 1 – 5 will be given in 2 parts (Part 1 and 2). Part 1 will be given in Canvas at the Vernal and Roosevelt testing centers, during regular testing center hours. You will have from Monday until 5:30 pm on Wednesday in which to take Part 1 (see testing schedule at the end of the syllabus). Please allow yourself plenty of time to complete Part 1; please start the exam at least 2 hours before the testing center closes. Part 2 of each exam will be given during class, and will start at the beginning of class. Part 2 will include a practical portion, and questions involving figures, etc. Exams 1 – 5 will each be worth 100 points (Part 1 and Part 2 combined); the number of points that Part 1 and Part 2 are each worth will vary from exam to exam, depending on the subject matter. I will drop the lowest exam score for Exams 1 – 5 when calculating your final grade. **THE FINAL EXAM WILL NOT BE DROPPED.**

As mentioned above, there will also be a comprehensive final exam worth 200 points total. The final exam will be given in 2 parts (Parts 1 and 2). Part 1 will be given in Canvas at the Vernal and Roosevelt testing centers on December 14<sup>th</sup> during regular testing center hours until 5:30 pm; **Part 2 will be given during the regular class period on December 14<sup>th</sup> STARTING AT 5:30 PM.** Part 2 will include a practical portion and questions involving figures, etc. 100 points of the final exam will cover new material, with the remaining 100 points covering comprehensive material. Part 1 and Part 2 will both include new material and comprehensive material. Once again, **THE FINAL EXAM WILL NOT BE DROPPED.**

Each student will also be given 5 points per lab (excluding the 1<sup>st</sup> lab) for attendance and participation (see ATTENDANCE above). Your final grade in this course will be determined by the percentage of total available points you have earned. The tables below are shown to describe how your final grade will be determined. Keep in mind that the total number of points possible at the end of the semester may differ from the total shown on the table, but the final grade will be calculated according to the table.

Exams 1-5 (100 points each; lowest will be dropped)	400 points
New material on Final Exam	100 points
Comprehensive material on Final Exam	100 points
Lab Attendance and Participation	65 points
Assignments, activities (? points each)	Approx. 45 points
Total points possible	Approx. 710 points

Total Available Points	Grade
93-100%	A
90-92%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
63-66%	D
60-62%	D-
59% or less	F

## UNIVERSITY POLICIES

### ACADEMIC INTEGRITY – “THE HONOR SYSTEM”

Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University students.

The Honor Pledge: To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge: "I pledge, on my honor, to conduct myself with the foremost level of academic integrity." A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor Pledge:

- Espouses academic integrity as an underlying and essential principle of the Utah State University community;
- Understands that each act of academic dishonesty devalues every degree that is awarded by this institution; and
- Is a welcomed and valued member of Utah State University.

For the benefit of the students who may not be aware of specific standards of the University with regards to academic honesty, the following paragraph discussing infractions of academic integrity is quoted from the Student Policy Handbook (<http://www.usu.edu/policies/pdf/Acad-Integrity.pdf> )

### **Infractions**

*Acts of academic dishonesty include, but are not limited to:*

**1. Cheating.** (1) Using or attempting to use or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity, including working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done “individually”; (2) depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work; (4) acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission; (5) continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity; (6) submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or (7) engaging in any form of research fraud.

**2. Falsification.** Altering or fabricating any information or citation in an academic exercise or activity.

**3. Plagiarism.** Representing, by paraphrase or direct quotation, the published or unpublished work of another person as one’s own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

### **Penalties**

A. An instructor has full autonomy to evaluate a student’s academic performance in a course. If a student violates the Honor System, the instructor may sanction the student as part of the course evaluation. Such sanctions may include: (1) verbally warning the student; (2) giving the student a written reprimand; (3) requiring the student to rewrite a paper/assignment or to retake a test/examination; (4) adjusting the student’s grade—for either an assignment/test or the course; or (5) giving the student a failing grade for the course. A sanction by the instructor is not a disciplinary penalty. If the instructor believes that, in addition to any

*sanction, the student should be disciplined and a penalty imposed, the instructor shall refer the student for disciplinary proceedings.*

## **PLAGIARISM**

Plagiarism includes knowingly "representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials." The penalties for plagiarism are severe. They include warning or reprimand, grade adjustment, probation, suspension, expulsion, withholding of transcripts, denial or revocation of degrees, and referral to psychological counseling. More can be found at <http://www.usu.edu/policies/pdf/Acad-Integrity.pdf>

## **GRIEVANCE PROCESS (STUDENT CODE)**

Students who feel they have been unfairly treated [in matters other than (i) discipline or (ii) admission, residency, employment, traffic, and parking - which are addressed by procedures separate and independent from the Student Code] may file a grievance through the channels and procedures described in the Student Code:

[http://studentlife.tsc.usu.edu/stuserv/pdf/student\\_code.pdf](http://studentlife.tsc.usu.edu/stuserv/pdf/student_code.pdf) (Article VII. Grievances, pages 25-30).

## **SEXUAL HARASSMENT**

Sexual harassment is defined by the Affirmative Action/Equal Employment Opportunity Commission as any "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature."

If you feel you are a victim of sexual harassment, you may talk to or file a complaint with the Affirmative Action/Equal Employment Opportunity Office located in Old Main, Room 161, or call the AA/EEO Office at 797-1266.

## **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act states: "Reasonable accommodation will be provided for all persons with disabilities in order to ensure equal participation within the program." If a student has a disability that will likely require some accommodation by the instructor, the student must contact the instructor and document the disability through the Disability Resource Center (797-2444), preferably during the first week of the course. Any request for special consideration relating to attendance, pedagogy, taking of examinations, etc., must be discussed with and approved by the instructor. In cooperation with the Disability Resource Center, course materials can be provided in alternative format, large print, audio, diskette, or Braille. For more information go to <http://www.usu.edu/drc/>



## **WITHDRAWAL POLICY AND “I” GRADE POLICY**

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor. If an incomplete grade is to be given, an official incomplete grade form must be completed by both student and instructor. More information can be found at <http://www.usu.edu/policies/pdf/Incomplete-Grade.pdf>

**TENTATIVE Course Schedule**  
**Human Anatomy BIOL 2320 – Fall 2016**

Week	Date	Lecture		Lab	
		Topic	Readings in text	Topic	Readings in lab manual
1	August 31 <sup>st</sup>	-Introduction to the Course -Introduction to Anatomy -Integumentary System	Chapter 1 pp 1-22 Chapter 5 pp 118-134	Lab Safety Body organization and terminology Integumentary system	Lab exercises 2 and 11
2	Sept. 7 <sup>th</sup>	-Cartilage and Bone Connective Tissue -Axial Skeleton – Skull	Chapter 6 pp 146-172 Chapter 7 pp 173-203	Bone structure and classification Organization of the skeleton The skull	Lab exercises 12, 13 and 14
3	Sept. 14 <sup>th</sup> (Exam 1: Part 1 is open Sept 12 <sup>th</sup> thru Sept 14 <sup>th</sup> at 5:30pm)	<b>Exam 1: Part 2</b> -Axial Skeleton – Vertebral Column and Thoracic Cage	Chapter 7 pp 204-214	Vertebral column and thoracic cage	Lab exercises 15
4	Sept. 21 <sup>st</sup>	-Appendicular Skeleton – Pectoral Girdle and Upper Limb; Pelvic Girdle and Lower Limb	Chapter 8 pp 220-245	Pectoral girdle and upper limb bones Pelvic girdle and lower limb bones	Lab exercises 16 and 17
5	Sept. 28 <sup>th</sup>	-Articulations	Chapter 9 pp 252-281	Articulations	Lab exercise 18
6	Oct. 5 <sup>th</sup> (Exam 2: Part 1 is open Oct 3 <sup>rd</sup> thru Oct 5 <sup>th</sup> at 5:30 pm)	<b>Exam 2: Part 2</b> -Muscle Tissue and Organization -Axial Muscles	Chapter 10 pp 287-292 and 306-320 Chapter 11 pp 321-351	Skeletal muscle Muscular system lab exercises Cat dissection: musculature	Lab exercises 20, 22 and 54
7	Oct. 12 <sup>th</sup>	-Axial Muscles continued -Appendicular Muscles	Chapter 12 pp 352-394	Muscular system lab exercises Cat dissection: musculature	Lab exercises 21, 23 and 54
8	Oct. 19 <sup>th</sup> (Exam 3: Part 1 is open Oct 17 <sup>th</sup> thru Oct 19 <sup>th</sup> at 5:30 pm)	<b>Exam 3: Part 2</b> -Nervous Tissue and Nervous System -Brain and Cranial Nerves	Chapter 14 pp 413-426 Chapter 15 pp 437-483	Nervous tissue Brain and cranial nerves Sheep brain dissection	To be announced

9	Oct. 26 <sup>th</sup>	-Brain and Cranial Nerves continued -Spinal Cord and Spinal Nerves	Chapter 16 pp 484-505	Spinal cord and meninges	To be announced
10	Nov. 2 <sup>nd</sup>	-Heart	Chapter 22 pp 654-675	Heart Sheep or cow heart dissection	To be announced
11	Nov. 9 <sup>th</sup> (Exam 4: Part 1 is open Nov 7 <sup>th</sup> thru Nov 9 <sup>th</sup> at 5:30 pm)	<b>Exam 4: Part 2</b> -Vessels and Circulation	Chapter 23 pp 681-712	Blood vessels Cat dissection: cardiovascular system	To be announced
12	Nov. 16 <sup>th</sup>	-Lymphatics -Respiratory System	Chapter 24 pp 722-726 and 733-739 Chapter 25 pp 745-767	Lymphatic system Respiratory system Cat dissection: cardiovascular system continued; respiratory system	To be announced
13	Nov. 23 <sup>rd</sup> - <b>NO CLASS</b>	<b>NO CLASS</b>	<b>NO CLASS</b>	<b>NO CLASS</b>	<b>NO CLASS</b>
14	Nov. 30 <sup>th</sup> (Exam 5: Part 1 is open Nov 28 <sup>th</sup> thru Nov 30 <sup>th</sup> at 5:30 pm)	<b>Exam 5: Part 2</b> -Digestive System	Chapter 26 pp 777-786, 788-791 and 795-807	Digestive system Cat dissection: digestive system	To be announced
15	Dec. 7 <sup>th</sup>	-Urinary System -Reproductive System	Chapter 27 pp 815-821 and 829-832 Chapter 28 pp 840-844, 849-862 and 864-869	Urinary system Reproductive system Cat dissection: urinary system; reproductive system	To be announced
16	Dec. 14 <sup>th</sup>	<b>FINAL EXAM – Part 1 will be available in Canvas during regular testing center hours on Dec. 14<sup>th</sup> until 5:30 pm; PART 2 WILL BE GIVEN IN CLASS STARTING AT 5:30 PM</b>			

### Testing Schedule

Part 1 of Exams 1 - 5 will be given in Canvas in the Vernal testing center and the Roosevelt testing center, during the hours that these testing centers are open. Please be aware that you must start the exam no later than 2 hours before the testing center closes. The exams will be available from Monday through 5:30 pm on Wednesday. Please be aware that Part 2 of the Final Exam will only be given during regular class time on Dec. 14<sup>th</sup>. All of the exams are closed book, no notes, no friends, etc.

<b>Testing Schedule for Part 1 of Exams 1 – 5 In Vernal and Roosevelt Testing Centers</b>		
<b>Exam (Part 1)</b>	<b>Dates available</b>	
1	Sept 12 <sup>th</sup> through Sept 14 <sup>th</sup> (5:30pm)	
2	Oct 3 <sup>rd</sup> through Oct 5 <sup>th</sup> (5:30 pm)	
3	Oct 17 <sup>th</sup> through Oct 19 <sup>th</sup> (5:30 pm)	
4	Nov 7 <sup>th</sup> through Nov 9 <sup>th</sup> (5:30 pm)	
5	Nov 28 <sup>th</sup> through Nov 30 <sup>th</sup> (5:30 pm)	