

# Syllabus-Human Anatomy

Biol 2320-Spring 2017

V. Robert Malan, DPT



**Instructor:** V. Robert Malan, DPT

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**Phone:** 435-770-8865 (If I'm not available, please leave a message on my voice mail.) Please contact me by e-mail (either through canvas or directly to my email) unless it is necessary to speak with me by phone.

**Office Hours:** By Appointment. I am generally available after class on Tuesday/Thursday and I am available by e-mail or phone as needed.

## Communication:

Email is the official form of communication for Utah State University. The email address you have listed in ACCESS is the one that will be used. Students are responsible for keeping this email address current.

## Meeting times:

**Lecture** – This class meets Monday and Wednesday from 5:15-6:45 PM.

**Laboratory** – Laboratory times are the following: Monday 2:30-4:30PM/ 7:15-9:15PM, Tuesday 7:15-9:15PM, or Thursday 2:30-4:45PM/7:15-9:15PM. Lab activities will be organized by the instructor to give you a hands-on learning experience to better increase your knowledge of human anatomy.

## Canvas:

Grades, links to required articles, lecture recordings, and class information will be available through the University Canvas Website. To login to Canvas, go to [canvas.usu.edu](http://canvas.usu.edu) and enter your A number and password. You should then see BIOL2320 as one of your classes. Just click on that and you will be at the course home page. I would recommend that you check the web page daily for any announcements, updates, etc. Please make sure to set your notifications to immediate so that you will receive important information in a timely manner.

## Required Materials for Biol 2320:

Michael McKinley's and Valerie Dean O'Laughlin's "Human Anatomy" – 4<sup>th</sup> Ed.

Human Anatomy Course Reader: This booklet can be purchased at the USU bookstore

## Additional Resources for Biol 2320 (optional):

Medical dictionary: Any of the "pocket" medical dictionaries would be fine.

Anatomy and Physiology Revealed Interactive CD: Interactive Cadaver Dissection Experience that is available at the bookstore.

## Course Reader:

For each lecture in this course the student is provided with an outline of the subjects to be discussed that day. These outlines are designed to guide your participation during the lectures and also to guide you in your reading of the textbook. These outlines also frequently reference articles and "Clinical Views" in the text on which you may be tested. You are encouraged to read supplemental information in your textbook, but you will only be tested on what is cited in the course reader or in our class discussions.

## Lecture Recordings:

Each lecture will be recorded (if all goes well with the equipment) and archived using the Panopto feature in canvas. You can access these recordings by clicking on the Panopto tab on the left side of the canvas page. From this link, you may watch and listen to the lectures directly on a computer or portable electronic device.

### Unacceptable Classroom Behavior:

Since a significant goal of this class is to prepare each of you for your upcoming exams, behavior that disrupts the classroom environment will be strongly discouraged.

1. Once class has started, **cell phones should be silenced** and no ring tones, conversations, or text messaging are permitted.
2. Once class has started, **talking among students is strongly discouraged**. If you need to talk, please leave the class and conduct your conversation outside. If students persist in talking among themselves during class they will be asked to leave the room so that other students can benefit from the limited amount of class time available.
3. Use of laptop computers in class is acceptable, provided it is utilized for notes or materials used in this class. **It is not acceptable to use your computer in class to for recreational purposes or for doing work for a different class**. When you come to this class it is expected that you will focus your attention on this class and not engage in computer activities that detract from the classroom experience or that will distract your classmates. If the problem persists, you will be requested to cease your computer activities.

### Examinations and Quizzes for Biol 2320:

There will be four one-hour exams of 100 points each and a comprehensive final exam worth 200 points. The lecture notes, class discussions, handouts, laboratories, and occasional articles distributed in class will be used to formulate exam questions.

The format of the exams usually includes multiple choice, fill in the blank, 2-part story questions, and essay questions (occasionally).

There will be three lab quizzes (60-70 pts. each) presented in the laboratory that will be based on information you will have covered in lab.

Students will have the score on their lowest hourly exam dropped (**Exams #1-4 ONLY, Not your final exam or any lab quizzes**). Their grade will be calculated using the remaining three hourly exams, the lab quizzes, and the final. (If you miss a lecture exam, it is the one that will be dropped). Those students who score less than 70% on the first two exams **should contact the instructor immediately and seriously seek intensive tutoring or consider dropping the class**.

If there are extenuating circumstances that prevent you from taking an exam during the assigned time, you must communicate this with the instructor prior to the exam to get approval and to make the necessary arrangements to take the exam at another time. If you fail to do this, you will receive 0 pts. as your score.

You will NOT be allowed to make copies of the exams or to remove the exams from the classroom. If you would like to review your exam, arrangements will be made to do this with the instructor or the tutor assigned to this class. You may have the opportunity to look over your exams during lab time.

**DO NOT COPY OR REMOVE ANY EXAMINATION MATERIALS FROM THE CLASSROOM OR LABORATORY ON EXAM/QUIZ DAYS!** If you fail to follow these rules, I will make every effort to subject the offender to the disciplinary procedures designated by the University.

### Grading:

**\*\*\*There will not be any extra credit or additional assignments offered to students to get additional points for this class.\*\*\***

The letter grade you receive is based on the percentage of total points earned on your three highest hourly exams (100 points each), the three lab quizzes (200 points total) and the final exam (200 points). The breakdown is as follows:

Actual Points Earned	Percentage of Total Points Earned	Grade
648-700	93-100%	A
627-647	90-92%	A-
606-626	87-89%	B+
578-605	83-86%	B
557-577	80-82%	B-
536-556	77-79%	C+
508-535	73-76%	C
487-507	70-72%	C-
417-486	60-69%	D
416 or less	59% or less	F

Up until the final exam you are invited to view your exam and debate your scores. **After the final exam I will only discuss the final exam with you, not your scores on earlier tests or quizzes.**

### Course Goals:

The main goal of this course is to give students a basic understanding and working knowledge of the structure of their own bodies. Numerous medical examples, clinical experiences, and athletic stories will be provided to illustrate the importance of the systems presented. It is expected that upon successful completion of this course, students will be able to effectively apply the knowledge gained in more advanced courses, in their careers, and in their daily lives.

### Student's Responsibilities:

The student is expected to attend all lectures and laboratories, take supplemental notes, read the assigned readings, and refer to suggested references as needed. In the event there is some difficulty, it is the **student's responsibility** to contact the instructor for advice or assistance.

### Instructor's Responsibilities:

The instructor is expected to attend all lectures, read the assigned reading, present supplemental articles, and prepare examinations that are fair and representative of the material covered. The instructor will also be available at posted office hours and by e-mail to answer **specific** student questions and provide needed assistance.

### Academic Integrity:

Please refer to the University academic policy on academic honesty at the following web address:

<http://www.usu.edu/policies/pdf/Acad-Integrity.pdf>. Included on this page is the following statement:

"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."

### 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 upon 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 includes the intentional and unauthorized altering or inventing of any information or citation in an academic exercise or activity.
3. 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.

### **Penalties**

Violations of the above policy will subject the offender to the University discipline procedures as outlined in the University policy on academic honesty. Those procedures may lead to: (a) a reprimand: (b) a grade adjustment: (c) being placed on warning or probation: (d) suspension from the University; or (e) expulsion from the University.

### **Students with Disabilities:**

Students with ADA-documented physical, sensory, emotional or medical impairments may be eligible for reasonable accommodations. Veterans may also be eligible for services. All accommodations are coordinated through the Disability Resource Center (DRC) in Room 101 of the University Inn, 435-797-2444 voice, 435-797-0740 TTY, (435)797-2444 VP, or toll free at 1-800-259-2966. Please contact the DRC as early in the semester as possible. Alternate format materials (Braille, large print or digital) are available with advance notice.

### **University policy on withdrawals and incomplete grades:**

I direct your attention to the current USU policy on dropping courses at the following links:

<http://www.usu.edu/policies/pdf/Dropping-Courses.pdf>

<http://www.usu.edu/policies/pdf/Complete-Withdrawal.pdf>

I direct your attention to the current USU policy on incomplete grades at the following address:

<http://www.usu.edu/policies/pdf/Incomplete-Grade.pdf>

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.

### **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.

### **Grievance Process:**

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).

### **Course Fees:**

The course fees/Lab fees for Human Anatomy are used to pay for the supplies used in both the dry labs and the cadaver labs as well as to pay for the cost of acquiring cadavers.