Spring 2020 BIOL-2320-UT1 Syllabus

Syllabus for Human Anatomy

BIOL 2320 UT1

Spring 2020

Utah State University Uintah Basin Campus

Vernal, Utah 84078

LECTURE MATERIALS

Getting Started with Proctorio - Student Guide (https://usu.instructure.com/courses/572090/pages/getting-started-with-proctorio-student-guide)

Syllabus pdfs (https://usu.instructure.com/courses/572090/pages/syllabus-pdfs)

Homework (https://usu.instructure.com/courses/572090/pages/homework)

Lecture 1 - Intro to Anatomy, Integumentary System (https://usu.instructure.com/courses/572090/pages/lecture-1-intro-to-anatomy-integumentary-system)

(https://usu.instructure.com/courses/572090/pages/lecture-1-introduction-to-anatomy-integumentary-system)

(https://usu.instructure.com/courses/572090/pages/lecture-3-vertebral-column-and-thoracic-cage-appendicular-skeleton)

Lecture 2 - Cartilage and Bone Connective Tissue, The Skull
(https://usu.instructure.com/courses/572090/pages/lecture-2-cartilage-and-bone-connective-tissue-the-skull)

Lecture 3 - Vertebral Column and Thoracic Cage (https://usu.instructure.com/courses/572090/pages/lecture-3-vertebral-column-and-thoracic-cage)

Lecture 4 - Appendicular Skeleton (https://usu.instructure.com/courses/572090/pages/lecture-4-appendicular-skeleton)

Lecture 5 - Articulations (https://usu.instructure.com/courses/572090/pages/lecture-5-articulations)

Lecture 6 - Muscle Tissue and Organization, Axial Muscles (https://usu.instructure.com/courses/572090/pages/lecture-6-muscle-tissue-and-organization-axial-muscles)

Lecture 7 - Appendicular Muscles (https://usu.instructure.com/courses/572090/pages/lecture-7-appendicular-muscles)

Exam 3 Practical List (https://usu.instructure.com/courses/572090/pages/exam-3-practical-list)

Exam 3 Practice Questions (https://usu.instructure.com/courses/572090/pages/exam-3-practice-questions)

Lecture 8 - Nervous System and Nervous Tissue, Brain and Cranial Nerves (https://usu.instructure.com/courses/572090/pages/lecture-8-nervous-system-and-nervous-tissue-brain-and-cranial-nerves)

Lecture 9 - Spinal Cord and Spinal Nerves (https://usu.instructure.com/courses/572090/pages/lecture-9-spinal-cord-and-spinal-nerves)

Lecture 10 - Heart (https://usu.instructure.com/courses/572090/pages/lecture-10-heart)

Exam 4 Practice Questions for Blood Flow Thru Heart (https://usu.instructure.com/courses/572090/pages/exam-4-practice-questions-for-blood-flow-thru-heart)

Lab 10 - Heart (https://usu.instructure.com/courses/572090/modules/654836)

Lecture 11 - Blood Vessels and Circulation (https://usu.instructure.com/courses/572090/pages/lecture-11-blood-vessels-and-circulation)

Lab 11 - Blood Vessels (https://usu.instructure.com/courses/572090/modules/656162)

Lecture 12 - Lymphatic System and Respiratory System (https://usu.instructure.com/courses/572090/pages/lecture-12-lymphatic-system-and-respiratory-system)

Lab 12 - Respiratory System (https://usu.instructure.com/courses/572090/modules/656673)

Exam 5 Practice Questions for Tracing Blood Flow and Practical List (https://usu.instructure.com/courses/572090/pages/exam-5-practice-questions-for-tracing-blood-flow-and-practical-list)

Lecture 13 - Digestive System (https://usu.instructure.com/courses/572090/pages/lecture-13-digestive-system)

Lab 13 - Digestive System (https://usu.instructure.com/courses/572090/modules/657965)

Lecture 14 - Urinary System and Reproductive System (https://usu.instructure.com/courses/572090/pages/lecture-14-urinary-system-and-reproductive-system)

Final Exam Study Guide (Comprehensive Portion) and Practical List (https://usu.instructure.com/courses/572090/pages/final-exam-study-guide-comprehensive-portion-and-practical-list)

Lab 14 - Urinary System and Reproductive System (https://usu.instructure.com/courses/572090/modules/659384)

Optional Lab Assignment (https://usu.instructure.com/courses/572090/assignments/2948574)

COURSE DESCRIPTION:

Study of the human body, with emphasis on the structure of each of the body's essential organ systems. Three lectures, one lab. As preparation for this course, it is highly recommended that students have a background in basic biology and/or human biology.

(https://usu.instructure.com/courses/572090/pages/exam-4-practice-questions-flow-of-blood-through-the-heart)

(https://usu.instructure.com/courses/572090/pages/lecture-13-urinary-system-and-reproductive-system)

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 announce office hours throughout the semester, and you can also meet with me by appointment. My office is room 221W (on the second floor) in the BEERC building in Vernal. Feel free to contact me through Canvas with questions or comments, or to make an appointment to meet in person.

MEETING TIMES

Tuesdays in Vernal only

Room 122 of the BEERC building

5:30PM – 10:15PM

Lecture: 5:30PM – 8:29PM 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

Auto Access eBook: *Human Anatomy eBook, 5e* by McKinley

This course requires digital materials that are provided to you at a lower price than traditional printed materials. These materials are paid for through an “Auto Access Digital Materials” charge placed on your student account when you registered for the course. **To access the materials, visit the Canvas course site.** For more details, including dates, deadlines, and opt-out information,

visit: https://portal.verba.io/usu/login (https://portal.verba.io/usu/login)

Hole’s Human Anatomy and Physiology - Laboratory Manual (Cat Version) 15th edition by Martin (2018) McGraw-Hill. ISBN 9781260165425

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 OBJECTIVES

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 anatomical 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 (anatomical terminology, structures of the human body)

- Be able to effectively utilize anatomical terminology.
- Become familiar with the structures of the human body.

Learn fundamental principles and generalizations

- Appreciate the intricacy and complexity of the human body.
- 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)

- 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 anatomical terminology early on in the course. The sooner you become familiar with this terminology, the easier it will be for you to learn the material in this course.

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/, 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.

The USU Academic Success Programs website: Go to https://www.usu.edu/asp (https://www.usu.edu/asp) to access the Academic Success Programs website. 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 BREASTFEEDING, PREGNANT, OR PLAN ON BECOMING PREGNANT

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

COURSE POLICIES

NONATTENDANCE POLICY:

Students may be dropped for nonattendance. If a student does not attend a class during the first week of the term or by the second class meeting, whichever comes first, the instructor may submit a request to have the student dropped from the course. ***(This does not remove responsibility from the student to drop courses which he or she does not plan to attend.)*** Students who are dropped from courses will be notified by the Registrar's Office through their preferred e-mail account.

LECTURE AND LAB:

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 10 points per lab for attending and participating in that 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, or if they fail to actively participate in lab activities and complete the lab reports. ***There will be no makeup labs, but there will be one (1) optional lab assignment (the last lab of the semester) if you need to miss one lab session.***

LAB SAFETY:

Safety is important in this class; it's important to pay attention and be aware when performing lab activities. It's a good idea to develop good lab habits from the beginning. It's also important to come to lab prepared, so that you know what you need to do for a particular lab. Below is a list of rules for the lab. These may be supplemented as needed.

1) No food or drink in the lab (including water).

2) No gum, candy, mints or the equivalent.

3) Do not use your mobile devices during lab or touch them when you have gloves on.

4) Always use personal protection: plastic apron, gloves, and eye protection.

5) Do not wear personal protection outside of the lab.

6) Do not apply makeup or chapstick in the lab.

7) Dispose of materials appropriately. If you're not sure how to dispose of materials – ask! Do not just throw it into the regular trash or down the drain if you are uncertain.

8) Clean up and wash hands after lab.

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 read the assigned readings and prepare exams and quizzes 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 Friday, Saturday, and Monday during regular testing center hours in which to take Part 1 (except Exam 1 because of Martin Luther King, Jr. Day). You are responsible for knowing the hours of the testing center you wish to use. Please see the testing schedule at the end of the syllabus. Please allow yourself plenty of time to complete Part 1; 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 available in Canvas on April 27th during regular testing center hours, and on April 28th until 5:30 pm; **Part 2 will be given during the regular class period on April 28th only 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 10 points per 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	140 points
Assignments, activities (? points each)	Approx. 45 points
Total points possible	Approx. 785 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+
60-66%	D
59% or less	F

UNIVERSITY POLICIES & PROCEDURES

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.

ACADEMIC DISHONESTY

The instructor of this course will take appropriate actions in response to Academic Dishonesty, as defined in the University’s Student Code. Acts of academic dishonesty include but are not limited to:

Cheating: using, attempting to use, or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity. Unauthorized assistance includes:

- Working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done “individually;”
- Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- Substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work;
- Acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission;
- Continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity;
- Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or engaging in any form of research fraud.

Falsification: altering or fabricating any information or citation in an academic exercise or activity.

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.

SEXUAL HARASSMENT/TITLE IX

Utah State University is committed to creating and maintaining an environment free from acts of sexual misconduct and discrimination and to fostering respect and dignity for all members of the USU community. Title IX and USU Policy 339 (https://www.usu.edu/policies/339/ (https://www.usu.edu/policies/339/)) address sexual harassment in the workplace and academic setting.

The university responds promptly upon learning of any form of possible discrimination or sexual misconduct. Any individual may contact USU’s Affirmative Action/Equal Opportunity (AA/EO) Office for available options and resources or clarification, leading to an informal resolution of the matter. Further information and forms for reporting an incident to USU can be found here: http://aaeo.usu.edu (http://aaeo.usu.edu/)

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.

STUDENTS WITH DISABILITIES

USU welcomes students with disabilities. If you have, or suspect you may have, a physical, mental health, or learning disability that may require accommodations in this course, please contact the Disability Resource Center (DRC) (http://www.usu.edu/drc/) as early in the semester as possible (University Inn # 101, (435) 797-2444, drc@usu.edu (mailto:drc@usu.edu)). All disability related accommodations must be approved by the DRC. Once approved, the DRC will coordinate with faculty to provide accommodations.

DIVERSITY STATEMENT

Regardless of intent, careless or ill-informed remarks can be offensive and hurtful to others and detract from the learning climate. If you feel uncomfortable in a classroom due to offensive language or actions by an instructor or student(s) regarding ethnicity, gender, or sexual orientation, contact:

- Division of Student Affairs: https://studentaffairs.usu.edu (https://studentaffairs.usu.edu/), (435) 797-1712, studentservices@usu.edu (mailto:studentservices@usu.edu), TSC 220
- Student Legal Services: https://ususa.usu.edu/student- association/student-advocacy/legal-services (https://ususa.usu.edu/student-association/student-advocacy/legal-services), (435) 797-2912, TSC 326,
- Access and Diversity: http://accesscenter.usu.edu (http://accesscenter.usu.edu/), (435) 797-1728, access@usu.edu (mailto:access@usu.edu); TSC 315
- Multicultural Programs: http://accesscenter.usu.edu/multiculture (http://accesscenter.usu.edu/multiculture), (435) 797-1728, TSC 315
- LGBTQA Programs: http://accesscenter.usu.edu/lgbtqa (http://accesscenter.usu.edu/lgbtqa/), (435) 797-1728, TSC 3145
- Provost's Office Diversity Resources: https://www.usu.edu/provost/diversity (https://www.usu.edu/provost/diversity/), (435) 797-8176

You can learn about your student rights by visiting:
The Code of Policies and Procedures for Students at Utah State
University: https://studentconduct.usu.edu/studentcode (https://studentconduct.usu.edu/studentcode/)

GRIEVANCE PROCESS (STUDENT CODE)

Students who feel they have been unfairly treated may file a grievance through the channels and procedures described in the Student Code: Article VII. Grievances.

Full details for USU Academic Policies and Procedures can be found at:

- Student Conduct (http://www.usu.edu/studentconduct/)
- Student Code (http://www.usu.edu/studentservices/studentcode/)
- Academic Integrity (http://www.usu.edu/studentconduct/aiv/index.cfm)

EMERGENCY PROCEDURES

In the case of a drill or real emergency, classes will be notified to evacuate the building by the sound of the fire/emergency alarm system or by a building representative. In the event of a disaster that may interfere with either notification, evacuate as the situation dictates (i.e., in an earthquake when shaking ceases or immediately when a fire is discovered). Turn off computers and take any personal items with you. Elevators should not be used; instead, use the closest stairs.