RESPONSE TO COVID-19

This course will be a blend of face-to-face teaching and online content. I will post recorded lectures, lab materials/videos, assignments, etc in Canvas, and then we will discuss the material when we meet face-to-face in class. The labs will be a blend of hands-on, in-class activities and online activities.

In order to continue to provide a high standard of instruction at USU, and to limit the spread of COVID-19 during the pandemic, students are asked to follow certain classroom protocols during the Spring 2021 semester. These protocols are in place not only for your safety but also the safety of the rest of the campus community. You will be asked to clean your desk area at the start of each class, sit in designated seats, wear face coverings, and follow dismissal instructions. There may be individual medical circumstances that prevent some students from using face coverings. These circumstances will be rare, but if they do exist, we ask that everyone be respectful. It is imperative that we each do our part so that on-campus instruction can continue.
COURSE DESCRIPTION: BIOL 2320 - Human Anatomy

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.


INSTRUCTOR

Lea Ann Jolley

Canvas: You can send me messages through Canvas, which I will check regularly. Please be sure to check Canvas regularly, so that you don’t miss important announcements and messages.

I will announce virtual office hours throughout the semester, and you can also set up a virtual meeting with me by appointment. Feel free to contact me through Canvas messages with questions or comments, or to make an appointment to meet virtually.

MEETING TIMES

Wednesdays in Vernal only

Room 122 of the BEERC building

10:30AM – 3:15PM

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

REQUIRED TEXTS

**Auto Access: Connect for Human Anatomy, 6e with APR courseware by McKinley**

This course requires all-inclusive 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 info, visit your student Auto Access Portal: https://portal.verba.io/usu/login

**Auto Access eBook: Laboratory Manual for Hole's Human Anatomy & Physiology Cat Version eBook, 15e by Shier**

This course requires all-inclusive 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 info, visit your student Auto Access Portal: https://portal.verba.io/usu/login

COURSE FEES
The course fee for BIOL 2320 is $150. This fee is used to cover laboratory expenses and materials.

The fees for the digital materials are as follows:
- Connect for Human Anatomy, 6e with APR courseware and ebook by McKinley: $89.95
- Laboratory Manual for Hole's Human Anatomy & Physiology Cat Version eBook: $48.75

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.
- 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.

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 watching lecture videos and doing the labs. 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.

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
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 / ORGANIZATION

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 prepare exams that are fair and representative of the material covered in class. Students may contact me with questions through Canvas and virtually by appointment.

Student’s Responsibilities:

Students are expected to watch lecture and lab videos before class, take notes, read the assigned materials, participate in class discussions and activities, complete lab assignments and homework assignments, and take exams. Please do not text on your cell phone during class 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. I will require documentation of circumstances beyond your control before an exam will be rescheduled.

Lecture, Lab, and Homework Assignments:

Material for this class will be organized into modules, and will include lecture videos, lab materials (which may include lab videos, activities, assignments, and/or virtual labs, depending on the topic being covered), and homework assignments. I will also post objectives and slides for each of the lectures. Points for assignments will vary. I very strongly recommend that you use the objectives to guide you while studying and doing the readings.

You will be expected to watch the lecture videos and do any prelab activities (watch lab videos, do prelab assignments, etc) before we meet each week for face-to-face class. During face-to-face class time we will work on the material covered in the lecture videos, and we will do hands-on and/or online lab activities (depending on the topic).

Lab points: Online component

You will receive 10 points for completing all of the online components of the lab each week. These online lab activities will be found in the weekly modules, and will include assignments in Canvas and Connect.

Lab points: In-class lab activities / dissection points

Provided that it is safe to do so given the COVID-19 situation, many weeks we will have in-class lab activities, such as examining bone models, dissection, etc. You will receive 5 points for actively participating in an in-class lab activity, for a total of 35 possible points. The exact nature of the in-class lab activities will vary by topic, and some
classes will not include in-class lab activities. Please be aware that it may be necessary to modify in-class lab activities, or eliminate them entirely, in response to COVID-19. It subsequently may be necessary to modify the total number of in-class lab points that are awarded during the course.

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) When doing hands-on lab activities, 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 (except masks).
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.

CLASS PARTICIPATION POINTS:

You can earn a total of 21 class participation points. You will receive 3 points for answering a question in class or presenting information to the class during group activities in class. You can earn 3 points per class meeting for a total of 21 possible participation points.

EXAMS:

There will be five midterm exams (Exams 1 – 5) worth 100 points each, and a cumulative Final Exam worth 200 points. The exams will cover material from the lectures, labs, and readings. Exams 1 – 5 will be given in Canvas using Proctorio. You may also take the exams in Canvas at the testing centers if the testing centers are available and you are able to make an appointment. If you are unable to take the exams at a testing center you must take them using Proctorio. You will have Monday and Tuesday in which to take the exam. The dates of the exams are given in the Tentative Course Schedule, and in the Testing Schedule, at the end of the syllabus. 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 cumulative Final Exam worth 200 points total. **The Final Exam will be given in Canvas using Proctorio (or in Canvas at a testing center if available) on April 30th through May 4th.** 100 points of the Final Exam will cover new material, with the remaining 100 points covering cumulative material. Once again, **THE FINAL EXAM WILL NOT BE DROPPED.**
You should be prepared to take all of the exams using Proctorio. There is a link to “Getting Started with Proctorio – Student Guide” in Canvas. This will walk you through getting set up to use Proctorio. It also includes a practice quiz to make sure everything is working; please take this practice quiz. You will need a computer with a web cam, microphone, the Chrome browser (which is free), the Proctorio extension (which is free) and adequate memory. You will also need a good internet connection and a quiet room in which to take the exam. Again, please make sure you have what you need well in advance.

You may take the exams at a USU testing center if the testing centers are open and you are able to make an appointment. Please be aware that you must make an appointment in advance to take an exam at a testing center. Spaces will be limited due to COVID-19 restrictions. If it becomes necessary to close the testing centers, you obviously will not be able to take the exams at a testing center. If you are unable to make an appointment with a testing center, you must take the exam using Proctorio. Being unable to make an appointment at a testing center will not be a valid reason for not taking an exam by the closing date. Assume that you will have to take the Exams using Proctorio, so that you will be prepared if that occurs.

GRADES:

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.

<table>
<thead>
<tr>
<th>Exams 1-5 (100 points each; lowest will be dropped)</th>
<th>400 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>New material on Final Exam</td>
<td>100 points</td>
</tr>
<tr>
<td>Cumulative material on Final Exam</td>
<td>100 points</td>
</tr>
<tr>
<td>Labs: online component</td>
<td>140 points</td>
</tr>
<tr>
<td>Labs: in-class activities*</td>
<td>35 points*</td>
</tr>
<tr>
<td>Homework assignments</td>
<td>Approx. 40 points</td>
</tr>
<tr>
<td>Class participation points</td>
<td>21 points</td>
</tr>
<tr>
<td>Total points possible</td>
<td>Approx. 836 points</td>
</tr>
</tbody>
</table>

*Subject to change in response to COVID-19

<table>
<thead>
<tr>
<th>Total Available Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100%</td>
<td>A</td>
</tr>
<tr>
<td>90-92%</td>
<td>A-</td>
</tr>
<tr>
<td>87-89%</td>
<td>B+</td>
</tr>
<tr>
<td>83-86%</td>
<td>B</td>
</tr>
<tr>
<td>80-82%</td>
<td>B-</td>
</tr>
<tr>
<td>77-79%</td>
<td>C+</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>---</td>
</tr>
<tr>
<td>73-76%</td>
<td>C</td>
</tr>
<tr>
<td>70-72%</td>
<td>C-</td>
</tr>
<tr>
<td>67-69%</td>
<td>D+</td>
</tr>
<tr>
<td>60-66%</td>
<td>D</td>
</tr>
<tr>
<td>59% or less</td>
<td>F</td>
</tr>
</tbody>
</table>

**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/) 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

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)

MENTAL HEALTH

Mental health is critically important for the success of USU students. As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. Utah State University provides free services for students to assist them with addressing these and other concerns. You can learn more about the broad range of confidential mental health services available on campus at Counseling and Psychological Services (CAPS) (https://counseling.usu.edu/) https://aggiewellness.usu.edu/ (https://aggiewellness.usu.edu/)

Students are also encouraged to download the “SafeUT App” (https://healthcare.utah.edu/uni/programs/safe-ut-smartphone-app) to their smartphones. The SafeUT application is a 24/7 statewide crisis text and tip service that provides real-time crisis intervention to students through texting and a confidential tip program that can help anyone with emotional crises, bullying, relationship problems, mental health, or suicide-related issues.

STATEWIDE MENTORING PROGRAM

For students at any of our statewide campuses (not available in Logan yet, so sorry!), I encourage you to consider signing up for our USU Statewide Faculty-to-Student Mentoring Program. The purpose of this program is to help students to: (1) successfully adjust to university life; (2) realize they are valued members of the university; (3) have a clear sense of purpose; and (4) achieve their educational goals. If you sign up, then you will be assigned a faculty member, who will help provide academic support, career guidance, and psychosocial support. If you sign up, you will also have the opportunity to participate in a voluntary research study, whose purpose is to evaluate if the program’s effectiveness. The total time commitment is between 2 and 5 hours per semester for as long as you are enrolled in the program. To learn more, please visit https://statewide.usu.edu/mentor (https://statewide.usu.edu/mentor). To sign up, please go to https://usu.co1.qualtrics.com/jfe/form/SV_eQdWbzozyv34udr7 (https://usu.co1.qualtrics.com/jfe/form/SV_eQdWbzozyv34udr7).