

MASTER SYLLABUS

BIOL 2304/2101 Human Anatomy

Name:	Section #:
Phone #:	Synonym:
Email:	Course hours:
Web site:	Office location:
	Office hours:
	Appointments

Course Description:

BIOL 2304 HUMAN ANATOMY LECTURE (3-3-0). Lecture component of Human Anatomy. A detailed study of the structures of the human body with emphasis on gross and histological study of the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Corequisite enrollment in laboratory course (BIOL 2101) also required. Skills: I, Prerequisites: High school biology with proof of competency through ACC departmental exam.

BIOL 2101 HUMAN ANATOMY LAB (1-0-3). Laboratory component of Human Anatomy. Emphasis on lab-based study of gross and histological anatomy. Corequisite enrollment in lecture course (BIOL 2304) Skills: I, Prerequisites: High school biology with proof of competency through ACC departmental exam.

Instructional Methodology: Lecture and lab.

Course Rationale: This course is designed for students entering professional programs such as nursing, especially those who will be transferring to another institution. It provides a foundation for the clinical topics covered in those courses by requiring mastery of factual material, laboratory techniques, and problem-solving skills.

Required Texts/Materials

Textbook: From the departmental approved list

Lab Manual: From the departmental approved list. Bring to every class.

Other: Course Notes (available by download from www.ausitncc.edu/cwayne)
Safety eyewear that meets Z87.1 standards
Closed-toed shoes for lab classes using chemicals, biohazards or sharps

Student Support

ACC Student Services offers various forms of support to help you succeed at ACC such as advising, academic, career and personal counseling, financial aid and accommodations for disabled students. See the

Rules and Attendance

Your performance depends heavily on your class and lab attendance. Regular attendance will improve your chances for success. You are responsible for all materials, activities, assignments or announcements covered in class, regardless of your reason for being absent. All materials covered in lectures, textbook, handouts and assigned readings are “fair game” for lecture exams. The exact dates of exams can be changed to accommodate changes in the syllabus or wishes of the majority of students. Any changes will be announced ahead of time. **Keep your syllabus updated** as changes are made. There is no excuse for forgetting an important date.

Lecture attendance is important but will not be regularly checked or graded but will be informally monitored. If your percent grade is within 1 point of a letter grade, your final letter grade will be determined by your attendance and participation in lecture and lab. **Experience has proven over and over again that poor attendance results in poor grades!**

Lab reports are due at the 2nd lab period following the lab. You will lose a point for each day that it is late. There are no makeup labs.

Preparation and Study Time

The course schedule indicates reading assignments for each lecture and lab period. You are expected to read the assigned material **before** coming to that day’s class or lab. If you want to get a good grade in this course, expect to spend about two hours studying and reading outside of class for every hour in class. Since you are in class 5 hour per week (lecture and lab) then you should expect to spend **at least** 10 to 15 hours per week studying and preparing for this class. *The most common cause of poor grades is not being able, or willing, to schedule enough study time outside of class.*

Course Policies:

Withdrawing from Class

The instructor has the right, but not the responsibility to drop you from the course for excessive absences. **Withdrawing from class is the responsibility of the student.** It is done by filling out the appropriate form and submitting it to the A&R office before the stated deadline. If you do not complete the course requirements and forget to withdraw you will receive a grade of “F” on your transcript. Make sure you keep a copy of the drop form.

Incomplete Grades

An incomplete grade will **only** be given **in extreme emergencies** mutually agreed upon ahead of time by the instructor and student. Such a grade may require some kind of verification of the unusual circumstances and is given only if the student has completed **at least 75%** of the course work.

Exams

Lecture: There will be 4 - 5, 100 point lecture/lab exams. These tests will include material over the topics from the lecture, textbook, handouts and assigned readings. The exam may include true and false, multiple-choice, essay, fill-in-the-blank and cross-matching types of questions. You will be allowed to drop your lowest exam. The lecture will count for 75% of your grade.

Note: the Scantron machine sometimes makes mistakes, particularly when you change an answer and do not completely erase the other choice. In order to verify these mistakes you must also write the correct answer in the space provided on the question sheet. Challenges to the machine's accuracy will not be accepted if you did not do so. You have until the next class period, after the Scantron is returned, to challenge its accuracy.

Lab: There will be 3 - 5 lab tests. They will be announced and may include short answer, matching, fill-in-the-blank, multiple choice or essay. The lowest grade will be dropped. If you miss an exam, **for any reason**, this will count as the one you drop. Unannounced lab quizzes will be given and may include true and false, fill in the blank, essay, matching or short answers. These are counted as extra credit. The lab exams count for 70% of your lab grade. The quizzes may not be made up.

AV Project: Students will work in groups consisting of 4 – 5 students and produce a video or power point presentation that describes a technique or lab procedure that can be used to facilitate the understanding of any of the scheduled lab exercises. If none of the students in the group have access to a camera, one will be provided. This project will be graded and count for 20% of your lab grade.

Lab Book and Data Sheets: The lab book data sheets, questions and additional material should be filled during lab class time and if needed, completed at home. The lab book will be collected at the end of the semester and will be graded. If it is not turned an **Incomplete** will be given for the course. The lab book data sheets count for 10% of your lab grade.

Extra Credit: A total of **10 extra points** are possible for the semester: A 5 – 10 page research paper may be written to obtain a maximum of 10 points. The maximum credit per page is 1 point. The paper must have a minimum of 5 pages. The topic must be approved by the instructor.

Grading:

COURSE GRADE: your grade for this course will be based upon your combined performance in the lecture and lab. Your lecture exam average will constitute 75% of your overall course grade; your laboratory exam average will comprise the remaining 25%. Your **approximate** grade can be determined at any time using the chart below and the following formula: $\text{Current grade} = (\text{current lecture average} \times 0.75) + (\text{current lab average} \times 0.25)$. Human Anatomy (Biology 2304/2101) is treated as a single course that includes both lecture and lab. After completion of the lecture and lab a single grade is calculated. Two courses will appear on your transcript both with the same grade.

Additional Important Information

Common Course Objectives: available at the Biology Department website: www2.austincc.edu/biology/ccobjectives/course specific objectives are in the instructor packet

Testing Center Policies: available at the Testing Center Website: www2.austincc.edu/testctr

Student Handbook: www3.austincc.edu/evpcss/handbk/

Student Freedom of Expression: “Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile

topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.”

Scholastic Dishonesty: “Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework.” (Student Handbook 2002-3, p32)

Students With Disabilities: “Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester.” (Student Handbook, 2002-3, p14)

Statement on Safety - "Health and safety are paramount values in science classrooms, laboratories and field activities. Students are expected to learn, understand and comply with environmental, health and safety (EHS) procedures and protocols, and must agree to abide by the ACC science safety policy. Students are expected to conduct themselves with appropriate professional behavior and with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health of another individual will be immediately dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending all activities. Specific safety information for each activity will be discussed at the beginning of the activity. For those activities that require specific safety training, a student who is late and misses the safety training will not be able to participate in the activity. The comprehensive science safety policy can be found at: <http://www.austincc.edu/sci-safe/>.

Official Biology Department Policy Concerning Student Use of Organisms in the Classroom and Laboratory: Most ACC biology classes, particularly those with laboratory components, use actual organisms during instruction in addition to images and models. ACC students generally are preparing for real-world careers requiring workers with hands-on experience. These careers include health care, veterinary work, horticultural and agricultural work. Other students plan to transfer to four-year colleges and will be participating in biological research where hands-on experience is equally important.

Organisms used at ACC are fundamental in biology instruction and they are utilized to teach specific skills and knowledge. Their condition and usage varies from course to course. Students will be expected to actively participate in these activities. Students with particular concerns in this matter should consult with their instructor and/or departmental officials before enrolling in a laboratory course so that they can know what will be required of them.

Some organisms are observed alive while others are dead and preserved in various ways. Student manipulation of organisms ranges from culturing living organisms to dissecting preserved ones. Some examples include, but are not limited to: bacterial culturing for microbiology courses; cat, pig or rat dissection for anatomy courses; skeleton and pelt examination for field biology; and use of frogs in physiology experiments.

Biology 2304 Human Anatomy - Biology 2101 Human Anatomy Lab

Course Schedule: Fall, 2006, Wayne; Lecture Section 39843-014, Lab Section 39813-014 PIN Campus

Wk	Date	Lecture Topic	Reading	Laboratory Topic	Supplemental Materials
1	Aug29	Introduction to course, Course Expectations	Ch1	L1:Terminology, Safety	
	Aug31	The Cell	Ch2	L2: The Microscope	
2	Sep5	Tissues	Ch4	L3:Epithelial Tissues	CPP
	Sep7	Integument	Ch5	L4: Connective Tissues	
3	Sep12	Bone & Cartilage	Ch6	L5:Integument	CPP
	Sep14	Skeletal System	Ch7	Lab Exam I	
4	Sep19	Skeletal System	Ch7	L6-8:Bones	CPP Handout APR
	Sep21	Lecture Exam I	Ch8	L6-8:Bones	
5	Sep26	Articulations	Ch9	L6-8:Bones	CPP Handout APR
	Sep28	Muscle Tissue	Ch10	L6-8:Joints	
6	Oct3	Muscular System	Ch11-13	Lab Exam II	CPP
	Oct5	Nerve Tissue	Ch14	L9-10: Skeletal Muscles Cat	
7	Oct10	Lecture Exam II	Ch15-18	L9-10: Skeletal Muscles Cat	CPP APR
	Oct12	PNS		L11:Human Muscles	
8	Oct17	ANS	Ch15-18	L12-13: Nerve Tissue, Spinal Cord	CPP APR
	Oct19	CNS	Ch15-18	L12-13:Human Brain ,Sheep Brain Dissection	

9	Oct24	CNS	Ch15-18	Lab Exam III	CPP
	Oct26	Lecture Exam III		L14: Sensory Structures Eye Dissection	
10	Oct31	Sensory Structures	Ch19	L15:- Blood	CPP
	Nov2	Blood	Ch21	L16-17: Human Heart & Blood Vessels	
11	Nov7	Heart	Ch22	L16-17: Sheep & Cow Heart	CPP
	Nov9	Blood Vessels	Ch23	L16-17: Blood Vessels Cat	APR CPP
12	Nov14	Lymphatic	Ch24	L16-17: Blood Vessels Cat	CPP
	Nov16	Lecture Exam IV		L18: Lymphatic System	APR
13	Nov21	Respiratory Structures	Ch25	Lab Exam IV	APR
	Nov23	Thanksgiving (no classes)		Thanksgiving (no classes)	
14	Nov28	Digestive	Ch26	L19: Respiratory System	CPP APR
	Nov30	Digestive	Ch26	L20: Digestive	
15	Dec5	Urinary	Ch27	L21: Urinary	CPP APR
	Dec7	Reproductive	Ch28	L22: Reproductive	CPP
16	Dec12	Endocrine	Ch20	L23: Endocrine	CPP APR
	Dec14	Lecture Exam V (Final Exam)		Lab Exam V	

CPP- Pictures to help with lab material provided on laptop computers

APR- Anatomy & Physiology Revealed will used as needed

L – Lab Exercise that needs to be downloaded from web site