

SYLLABUS for BIOLOGY 2304/2101 -- HUMAN ANATOMY -- FALL 2010

Lecture (BIOL 2304) Synonym - Section Numbers: 16066 - 181
Lab (BIOL 2101) Synonym - Section Numbers: 16017 - 181
Lecture: M & W 7:05-8:25pm in RGC Room 310
Lab: M & W 8:30-9:50pm in RGC Room 310

Instructor Professor Hal Alsup
Office hours Monday & Wednesday 6:00-7:00pm in Rm. 310
To make an appt. for a meeting outside of office hrs., call 469-0244.
Office/Cell phone 461-3151
Home phone 469-0244 (leave a message)
Voice mail 223-1790, Extension (Mailbox): 22008#
E-mail address halsup@austincc.edu

Course Descriptions

Biology 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. Skills: O. Prerequisites: High school biology with proof of competency through ACC departmental exam. Corequisites: BIOL 2101. Course Type: T.

Biology 2101 Human Anatomy Lab (1-0-3): Laboratory component of Human Anatomy. Emphasis on lab-based study of gross and histological anatomy. Fee: \$24. Insurance Fee: \$3.50. Skills: O. Prerequisites: High school biology with proof of competency through ACC departmental exam. Corequisite: BIOL 2304. Course Type: T.

Prerequisite for BIOL 2304/2101: High school biology with proof of competency through ACC departmental exam.

Note: *Even though there's not a college-level course prerequisite to Human Anatomy, because it's a very rigorous class ultimately means that students who have taken Introduction to A&P (BIOL 2404) or Biology Fundamentals (BIOL 1308), are generally more likely to successfully complete Human Anatomy (BIOL 2304/2101).*

Corequisite for BIOL 2304: BIOL 2101 (Human Anatomy Lab)

Corequisite for BIOL 2101: BIOL 2304 (Human Anatomy Lecture)

Course Rationale / Goal: To help students prepare for subsequent courses and professional work.

Instructional Methodology: Human Anatomy is taught as a lecture/lab combination.

Required Textbook: Human Anatomy, Sixth Edition, by Marieb, Wilhelm, Mallatt

Printing and Photocopying Expenses: You will be required to print-out or make your own copies of several pages of course-related information *if you lose the corresponding freely provided handout.*

Z87.1 Safety Glasses or Goggles: You must have **your own** appropriate safety eyewear on days preserved specimens are examined in the lab. The first such day is Wednesday, Oct. 20.

Course Objectives: The common course objectives established by the Biology Department for BIOL 2304/2101 (Human Anatomy) are at this web site: <http://www.austincc.edu/biology/ccobjectives>. Lecture and lab tests will be based on detailed lecture notes, review questions, and lab objectives written by the instructor.

Open Lab Information and ACC Histology Web Site

1. Open Lab in RGC Rm. 310 hours TBA → *Every week, check for postings in Rm. 310 concerning open lab opportunities and open lab cancellations.*
2. Open Lab at RVS (Rm. 2257) hours TBA
3. Open Lab at CYP (Rm. 2238) hours TBA
4. Open Lab at PIN (Rm. 701) hours TBA
5. Open Lab at SAC (Rm. 1309) hours TBA
6. Open Lab at RRC (Rm. 3325.00) hours TBA
7. Histology Web Site: <http://www.austincc.edu/histologyhelp>

Grading System

Your overall grade will be determined by the following factors:

- a. Five Unit Lecture Exams will comprise 65% of your grade.
- b. Five Unit Lab Practicals will comprise 33% of your grade.
- c. Two Dissection Days will comprise 2% of your grade. On these days, you must be in attendance *with Z87.1 safety eyewear, close-toed shoes, and clothing that covers your legs to below the knees*, and must actively participate to receive credit. Relative to the Dissection Days, some credit will be lost for tardiness or inadequate participation. The Dissection Days are scheduled for lab on Wednesday, October 20 and Wednesday, December 1. Lost dissection day credit may **not** be made up.
- d. Lecture & Lab Bonus Points at the end of the semester, 1 bonus point will be added to your lecture exam average (up to a maximum average of 100) and 1 bonus point will be added to your lab practical average (up to a maximum average of 100) **if** you have taken **all** of the unit lecture exams **AND all** of the unit lab tests at their regularly scheduled in-class times.

Overall Grade = the sum of these three products:

$$\begin{aligned} & \text{Lecture Exam Avg. [rounded]} + 1 \text{ Bonus point } \mathbf{if} \text{ eligible } \times .65 \text{ [do not round off this product]} \\ & + \\ & \text{Lab Practical Avg. [rounded]} + 1 \text{ Bonus point } \mathbf{if} \text{ eligible } \times .33 \text{ [do not round off this product]} \\ & + \\ & \text{Dissection Day Avg. [rounded]} \times .02 \text{ [do not round off this product]} \end{aligned}$$

Grade Scale:	A = 90 - 100	D = 60 - 69
	B = 80 - 89	F = 0 - 59
	C = 70 - 79	I = Incomplete ... is not an option in this class

** Note: At the end of the semester, the same overall grade will be recorded & reported for both the lecture (BIOL 2304) and the lab (BIOL 2101) components of Human Anatomy.

Unit Lecture Exams

Five such tests are planned for this class. Lecture exams will primarily consist of short answer (listing & naming), matching, multiple choice, and fill-in-the-blank questions. These tests tend to be *very detailed* and *lengthy*, so reading ability and *test-taking speed* may be factors related to the degree of your success in this class. You may **not** "RE-take" an exam that you've *already taken*. Lecture exams (and lab tests) that you have taken are not handed back during class meetings, so you must come to my office hours if you wish to view the tests. However, you will be informed of your test grades via Blackboard (or by request, via a note in class). If you do want to see a lecture (or lab) test, you must do so within 1 week after it has been graded.

Make-up Unit Lecture Exams

You will be allowed to make up one (and only one) lecture exam. Expect a make-up test to be more difficult than a regularly scheduled in-class exam. The highest grade possible on a make-up lecture exam is 86, and no curve of any sort will apply to a make-up exam.

Date for make-up lecture exams: Saturday - December 11 at 8:45am in Rm. 310.

Unit Lab Practicals

Five lab tests called practicals will determine 33% of your course grade.

Characteristics of lab practicals:

- (1) They are checked for spelling (no word banks are provided on lab tests).
- (2) They are timed tests (you'll have about 30 seconds to answer each question).
- (3) They involve visual identification of anatomical details.
- (4) They require precise naming of features as determined by specific lab objectives.
- (5) They do not include multiple choice or matching questions.
- (6) They require the use of a PRE-sharpened pencil or mechanical pencil.
- (7) They require relatively neat printing.

*Note: You may not "**RE** -take" a practical (or lecture exam) that you've *already taken*.

Make-up Unit Lab Practicals

You will be allowed to make up one (and only one) unit lab practical. A make-up test may be more difficult than a regularly scheduled in-class practical. Note: Do not expect special open lab provisions to study for a make-up lab practical. Also note: The highest grade possible on a makeup lab practical is 86, and no curve of any sort will apply to a make-up practical.

You must take a lab test you've missed on Saturday - December 11 according to the following schedule:

Lab Practical 1	10:30am
Lab Practical 2	11:15am
Lab Practical 3	12:00pm
Lab Practical 4	12:45pm
Lab Practical 5	1:30pm

Note: There may be no open lab hours after Saturday, December 4 to prepare for a make-up lab practical.

Additional Lab Policies & Information

1. Official Biology Department Policy Concerning Student Use of Organisms in the Classroom & 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; and use of frogs in physiology experiments.

2. 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 or safety of another individual will be immediately dismissed from the day's activities, 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

3. As an ACC student, you have medical insurance coverage if you are injured in a laboratory.

4. **You must be in class (LAB) on the day Lab Safety Training is provided: Mon. - Aug. 30; OR you must attend a make-up Lab Safety Training session on Wed. - Sept. 1 at 6:30pm.**
YOU WILL BE WITHDRAWN FROM BIOL 2304/2101 IF YOU DO NOT ATTEND ONE OF THE LAB SAFETY TRAINING SESSIONS.
5. **On Dissection Days**, you must wear **closed-toed shoes & clothing that covers your legs to below the knees**, and have **acceptable (Z87.1) safety eyewear**.
6. Food and drinks are not allowed in the lab.
7. **For safety reasons, students should wait outside of the lab room until the instructor is present. Do not enter the lab room until your instructor arrives.**

Expectations, Attendance, & Related Policies

1. It is in your best interest to attend and be prepared for each lecture & lab meeting and to participate in all class activities. Generally, it is not realistic to expect success in this rigorous course if you're frequently absent from class, regardless of the reason for the absenteeism. You should anticipate the need to spend **several** hours studying **outside of class** to be successful in this course.
2. If you are tardy, enter the room quietly, **avoid walking directly in front of me**, and take an available seat **near the door**. Points may be **deducted** from your grade for **persistent** tardiness.
3. You are held **completely responsible** for keeping up with class announcements, **including any changes made in test dates or course content**.
4. You must **silence or turn off cell phones and audible pagers during class meetings**.

Withdrawal, Reinstatement, and Six Drop Rule

Withdrawal: If you want or need to drop Human Anatomy Lecture/Lab (BIOL 2304/2101), **YOU** should submit the required forms to the Admissions & Records Office before the deadline to do so. According to the ACC Fall 2010 Course Schedule, the deadline to withdraw from a 16-week term session class is Thursday, November 18.

Reinstatement: A student who has dropped this course or has been withdrawn by the instructor may **not** be reinstated into the class.

Six Drop Rule: Texas Education Code Section 51.907 mandates that all students who enroll as first time freshmen at a Texas public institution of higher education in Fall 2007 or later may not drop more than six courses during their academic career. Information about this rule is located at: <http://www.austincc.edu/business/documents/SixWdraft.pdf> and <http://www.austincc.edu/handbook/acaguide2.php>
Students who withdraw from the course by the Official Reporting Date (September 8) will not have a grade of W on their transcript and their withdrawal will not be affected by the Texas Six Drop Rule.

Statement on 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 of 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. **A student with a disability documented by a letter from the Office of Students with Disabilities must meet with the instructor during the first week of the semester to make appropriate arrangements for her/his need. Such a student may be required to take tests before the rest of the class takes them.**

Testing Center Information

There are no plans to use the Testing Center in this course, however, ACC requires that all students be provided with the Testing Center web site: <http://www.austincc.edu/testctr/>

Statement on 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. Violation of this policy may result in receiving a failing grade.

Statement on Academic Freedom

Institutions of higher education are conducted for the common good. The common good depends upon a search for truth and upon free expression. In this course the professor and students shall strive to protect free inquiry and the open exchange of facts, ideas, and opinions. Students are free to take exception to views offered in this course and to reserve judgment about debatable issues. Grades will not be affected by personal views. With this freedom comes the responsibility of civility and a respect for a diversity of ideas and opinions. This means that students must take turns speaking, listen to others speak without interruption, and refrain from name-calling or other personal attacks.

Student Services

Information about other services for students, such as financial aid, counseling, and grade reports can be found at: <http://www.austincc.edu/current/>. The ACC student handbook can be found at: <http://www.austincc.edu/handbook/>

Instructional Services for Students

The web address is: <http://www.austincc.edu/tutor/>

Tentative Lecture Presentation and Exam Schedule

<u>Unit 1</u>	Aug. 23	Introduction to the Human Body
	Aug. 25	Cells, Tissues
	Aug. 30	Tissues
	Sept. 1	Integumentary System
	Sept. 8	Bones and Details of Osseous Tissue
	Sept. 13	FIRST LECTURE EXAM
<u>Unit 2</u>	Sept. 15	Axial Skeleton
	Sept. 20	Axial Skeleton, Appendicular Skeleton
	Sept. 22	Appendicular Skeleton, Joints
	Sept. 27	Details of Muscle Tissue, Skeletal Muscles of the Body
	Sept. 29	Skeletal Muscles of the Body
	Oct. 4	SECOND LECTURE EXAM
<u>Unit 3</u>	Oct. 6	Organization of the Nervous System, Nervous Tissue
	Oct. 11	Central Nervous System
	Oct. 13	Central Nervous System, Peripheral Nervous System
	Oct. 18	Peripheral Nervous System, Autonomic Nervous System
	Oct. 20	Special Senses
	Oct. 25	Endocrine system
	Oct. 27	THIRD LECTURE EXAM
<u>Unit 4</u>	Nov. 1	Blood, Heart
	Nov. 3	Heart, Blood Vessels
	Nov. 8	Blood Vessels, Lymphatic & Immune Systems
	Nov. 10	Lymphatic & Immune Systems, Respiratory System
	Nov. 15	Respiratory System
	Nov. 17	FOURTH LECTURE EXAM
<u>Unit 5</u>	Nov. 22	Digestive System
	Nov. 24	Digestive System, Urinary System
	Nov. 29	Urinary System, Male Reproductive System
	Dec. 1	Female Reproductive System
	Dec. 6	Female Reproductive System, Basic Prenatal Anatomy
	Dec. 8	FIFTH LECTURE EXAM

** Make-up Lecture Exams: See details on page 2.

Tentative Lab Schedule

<u>Unit 1:</u>	Monday, Aug. 23	Orientation to the Human Body
	Wednesday, Aug. 25	Orientation to the Human Body Cell Anatomy The Microscope
	Monday, Aug. 30	<i>Lab Safety Training</i> Tissues
	Wednesday, Sept. 1	Tissues & Integumentary System
	Wednesday, Sept. 8	Integumentary System Structure of a Long Bone & Details of Osseous/Bone tissue Details of Skeletal Muscle Tissue Neuron/Nerve cell Anatomy Lab Practical Procedures
Monday -- Sept. 13		Lab Practical 1
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<u>Unit 2:</u>	Wednesday, Sept. 15	Axial Skeleton
	Monday, Sept. 20	Axial Skeleton & Appendicular Skeleton
	Wednesday, Sept. 22	Appendicular Skeleton Joints Skeletal Muscle Tissue
	Monday, Sept. 27	Skeletal Muscles & Related Features
	Wednesday, Sept. 29	Skeletal Muscles & Related Features
Monday -- Oct. 4		Lab Practical 2
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<u>Unit 3:</u>	Wednesday, Oct. 6	Organization of the Nervous System Nervous Tissue
	Monday, Oct. 11	Brain
	Wednesday, Oct. 13	Spinal Cord Cranial Nerves & Associated Anatomy
	Monday, Oct. 18	Spinal Nerves & Associated Anatomy Special Senses
	<i>Wednesday, Oct. 20</i>	<i>Dissection Day</i> (<i>Day you should be wearing closed-toed shoes, clothing that covers your legs to below the knees, and safety glasses or goggles.</i>) Endocrine System
	Monday, Oct. 25	Histology of the Nervous & Endocrine Systems
Wednesday -- Oct. 27		Lab Practical 3
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<u>Unit 4:</u>	Monday, Nov. 1	Blood Heart
	Wednesday, Nov. 3	Heart Blood Vessels
	Monday, Nov. 8	Blood Vessels
	Wednesday, Nov. 10	Lymphatic System Respiratory System
	Monday, Nov. 15	Respiratory System Additional Microscopic Anatomy / Histology

Wednesday -- Nov. 17 Lab Practical 4

<u>Unit 5:</u>	Monday, Nov. 22	Digestive System
	Wednesday, Nov. 24	Digestive System Urinary System
	Monday, Nov. 29	Urinary System Male Reproductive System
	<i>Wednesday, Dec. 1</i>	Female Reproductive System <i>Dissection Day</i> (<i>Day you should be wearing closed-toed shoes, clothing that covers your legs to below the knees, and safety glasses or goggles.</i>)
	Monday, Dec. 6	Female Reproductive System Basic Prenatal Anatomy

Wednesday -- Dec. 8 Lab Practical 5

Make-up Lab Practicals: See details on page 3.
Do not expect special open lab provisions to study for a make-up practical.
(There may be no open lab opportunities at any campus after Sat., Dec. 4.)

STUDENT INFO SHEET

(fill out and give to instructor)

By signing this form, I acknowledge that I have received a syllabus for Biology 2304/2101 (Human Anatomy), and I understand that I am responsible for abiding by its contents.

And I acknowledge that I must attend a scheduled Lab Safety Training session to remain enrolled in Biology 2304/2101.

Print your name here: _____

Sign your name here: _____

Date signed: _____

E-mail address: _____

Phone number(s): _____

Major (if nursing --MS, BS, RN, or LVN?): _____