

**BIOLOGY 2304/2101
HUMAN ANATOMY -- LECTURE
DISTANCE LEARNING VERSION**

Fall Semester 2008

Section # 21588(024) (Lecture) / #21552 (024) (FRIDAY Lab)

CLASS LOCATION AND TIME:

Lecture – No Location, Distance Learning course, Lecture Materials presented online via Blackboard.

Lab – PIN Rm 701 **Fridays** 1:15pm-4:05 pm. (Dean Keddy-Hector- Instructor)

INSTRUCTOR: Dr. Anne Keddy-Hector

Telephone #: 223-6082 (Office), 293-0996 (cell).

Office Hours and Location: Tuesday 9am-1pm RVS 2249; and at other times by appointment.

Email: akeddy3@aol.com, akeddy@austinctc.edu. Email both addresses for fast response

SECTION I : BASIC COURSE INFORMATION

COURSE DESCRIPTION: "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. Co-requisite enrollment in laboratory course (BIOL 2101).

PREREQUISITES: All students must have passed a departmental assessment test covering introductory biology. This is to insure that all students have a basic understanding of cell structure and function, as well as some introductory chemistry concepts.

REQUIRED TEXT AND MATERIALS:

Required Text: Marieb, Mallatt, and Wilhelm. 2005. Human Anatomy (Fifth or most recent edition); Benjamin-Cummings Publishing Co., San Francisco, CA.

Note about textbooks: Get the best deal you can on a decent used textbook or the previous recent edition -- both will be acceptable in my course. Don't feel like you have to buy just what the ACC bookstore has to offer. You should have no problem using the last edition of the lecture text if needed. Please note however, I will only give page numbers etc on Blackboard for the latest edition

Other required materials: See your LAB SYLLABUS

Supplementary (optional) materials:

Note: many students do very well with nothing more than the textbook, lecture notes, and intensive work in lab.

***Some type of photographic atlas such as Hutchinson, Mallatt, and Marieb. 2003. A brief atlas of the human body. Benjamin Cummings, San Francisco.; OR A Photographic Atlas for the

Anatomy and Physiology Laboratory, 5/e by Kent M. Van De Graff and John L. Crawley. OR comparable online resources.

***Drawing implements such as sketchbooks, colored pencils, multi-colored pens, magic markers, ball-points, pencils or whatever drawing implement you like to use to do simple schematics or more detailed drawings of anatomical structures.

***The Anatomy Coloring Book by Wynn Kapit and Lawrence M. Elson (Note: many students find these coloring atlases useful).

***Anatomy & Physiology Revealed CD

Use of BLACKBOARD for Class Communication

You will need a computer with internet access so you can keep up with class information, lesson plans, practice questions, etc. This will be my mail vehicle of communication with the class. ACC has computer labs (locations at <http://irt.austincc.edu/CollegeComputers/>) if you need access.

You will need an email account to communicate with the instructor. If you don't have an email account, you can get a free one at www.yahoo.com. Make sure your correct email address is listed in your personal information on Blackboard. To do this, log into Online Services using the Student Login link in the lower right corner of the ACC main web page. Log in using your ACCeID and password. Click on the Current Students box, then click email change under Academic Profile. Type in your complete correct email address and then click on Submit. You are responsible for any course information or announcements in Blackboard- so make sure your email address is correct!

You will need a user ID and password to access Blackboard. Blackboard is an online course management system used to deliver content and services for ACC courses. You are automatically signed up at the beginning of the semester. You can sign in from the ACC main web page (www.austincc.edu); the link is in the lower right corner of the screen. Click on the "Login" button, then read the instructions "Students – How to log in" and use the link on the same page to read about the new ACCeID. If you cannot access Blackboard after doing this, please email me. Check your email address in Blackboard under Personal Information during the first week of class.

INSTRUCTIONAL METHODOLOGY: The lecture portion (Bio. 2304) is taught as a distance learning course with all materials presented online through blackboard (see Blackboard section below) and lecture examinations taken in the nearest or most convenient testing center. The lab portion of this class (Bio. 2101) is taught by Dean Keddy-Hector in the PIN anatomy lab (PIN 701). The lecture and lab grades will be combined into one final grade for the course. **You cannot get a separate grade for lecture and lab.**

COURSE RATIONALE: This course provides a fairly rigorous introduction to human anatomy that begins with histology and then covers the structure and organization of each organ systems.

COURSE OBJECTIVES: See Detailed Common Course Objectives: These are the course objectives that all instructors must cover in ACC classes. If you are interested, they can be found on the ACC website at <http://www2.austincc.edu/biology/ccobjectives>, then click on "Human Anatomy Bio. 2304/2101". The common course objectives will be covered wither through lecture or through lab. All information covered by my exams is clearly identified in lecture exam review sheets and lists of lab terminology.

Informal Objectives: (1) to learn essential anatomical terminology that will allow you to communicate with other students and professionals in this field; (2) to become familiar with the appearance and construction of the structures themselves; and (3) to understand how the design of anatomical structures allows these structures to work together as an unbelievably complex, living machine.

SKILLS AND COMPETENCIES: The following is a list of skills and competencies that are expected of students completing this course successfully: (1) ability to understand and explain the structure and function of the human organ systems; (2) ability to demonstrate higher level thinking skills; (3) ability to recognize various tissues under the microscope; (4) ability to recognize anatomical structures from models and cat dissection; and (5) ability to work effectively both individually and in a group setting.

Section II: COURSE POLICIES AND GRADING

Grading Policy

1. **Lecture Exams.** There will be four (4) lecture exams, each worth 100 points (see lecture exam schedule below) and an **optional** comprehensive final. If you take all 4 lecture exams, you may take the comprehensive final to replace your lowest grade. If you miss an exam during the specified week, you will receive zero (0) points for the exam and you **must** take the comprehensive final to replace that grade. If you miss more than one lecture exam you need to drop this class

Each exam will consist of roughly 50 multiple choice questions, two "essays" and an extra credit question worth 5 points. The multiple choice questions will come directly from the study terms, essay questions, or the chapter reading. I will not try to trick you- you will have seen the information in your book or in my notes. But be prepared- these will not all be simple multiple choice questions that only require simple memorization. You will need to know your material. There will be lots of practice questions. You will also have extended essays some that will require drawings. You will be given the list of potential essays **before** the test- which means you can practice them! I will randomly select some of the essays to put on your test and you will have to answer 2 of them. Different test versions will have different essays- so to be prepared you need to go over all of them. This is not wasted time! Finally, the extra credit is just that- extra. It might be something a harder, or require higher level thinking on your part. Always try it! I will give partial credit when possible- **so don't leave anything blank.**

2. **Take Home Assignments.** There will be 4 take home assignments involving some outside reading, concept mapping, drawings or perhaps other activities worth a total of 50 points. These will be turned in during the next to last lab session.- **NO LATE WORK WILL BE ACCEPTED**

3. **Lab Practicals.** Your lab instructor will set the parameters of lab practicals. But lab will be worth a total of 200 points.
4. **Calculation of your final grade.** To derive a letter grade I will simply add up all the points you have earned from the lecture exam scores, the lab practical scores, and four take-home assignments, and divide by the maximum scores you could get for these assignments. For example,

Proportion of Possible Points = (Exam Total + Lab Practical Total + Take Home Assignments) / 650 points.

I will have your grades entered in blackboard within one week of you taking an exam or a practical (as long as there is no glitch in getting the tests quickly). Your lab instructor will hand back both your practicals and your lecture exams. If you wish to go over a lecture exam you will need to call me, or come into my office hours where I will be happy to help you. **IF YOU REQUEST A LECTURE EXAM REGRADE, YOU MUST BRING YOUR LECTURE EXAM INTO MY OFFICE BEFORE THE NEXT EXAM.** Otherwise you will lose your opportunity for a regrade. Do not count on the lab instructors returning them for you! They have their other classes to take care of and this will place a burden on them. Instead go into the campus mail office and use intercampus mail to return your test- or bring it to RVS if that is more convenient.

Grading Component	Possible Points
2 Lecture Exams @ 100 pts. ea	= 400 points
Lab Practicals 200 point total	= 200 points
4 Take Home assignments .	= 50 points
TOTAL POSSIBLE	= 650 points

Assignment of Letter Grades	
Cumulative Points	Letter Grade
At least 581	A
580-516	B
515-452	C
452-386	D
< 385	F

Attendance. Attendance and participation at all lab sessions is required. Your lab instructor will have their own specific attendance policy.

Incompletes are only given if the student has completed 70% of the course, and there is a written request. I reserve the right to ask for documentation (such as a doctor's explanation) if needed. All incomplete requests must be in by Dec 4th.

Withdrawing from this Course. The last day to withdraw from this class is **NOVEMBER 24th 2008.** **NOTE !** By state law, any student taking a class for the third time or more may be charged an *additional* \$60 per credit hour unless exempted. We call it the **Rule of Three or Third Course Attempt.** There is more information at <http://www.austincc.edu/support/admissions/thirdattempt/index.php>

Important Note: Don't forget as an undergraduate you are only allowed 6 withdrawals during your undergraduate career (see "Legal Limitations" below).

SECTION III: SUCCESSFUL STUDY SKILLS:

What makes this class difficult is the sheer volume and pace of the material. Each week you must have covered and studied the previous weeks materials IN DETAIL before you start the new week. Cramming at the last minute WILL NOT WORK no matter how much you wish it would!

(1) Study actively. This means not just reading silently, but reorganizing lab and lecture material, recopying lecture notes, reciting concepts and terminology out loud while writing and rewriting. This also means reviewing material with me (if needed during office hours) and with study partners (whenever possible).

(2) Be organized enough so that you can find essential notes and course materials without wasting a lot of time. Keep lecture notes in chronological order in a loose leaf format (or even in a file in a filing cabinet) with the notes for each exam grouped with the review sheet for each exam. Create an area for all course announcements and other course business, and another separate space for all graded material and grade summaries.

(3) Develop efficient memorization techniques. There are no word banks on any of the exams given in class and there is lots of terminology and other details associated with anatomical concepts. For example, you will be responsible for over 200 terms per lab practical (lab test). This means that you need to be able to memorize, recall, and write down important terms and core concepts quickly and easily. This means using flash cards, self-testing, group study or some other form of active drill to prepare for exams. The simpler the better – I used to just create columns of about 10 terms on one side of a page then cover them up with a sheet of paper and see if I could recite them and explain them from memory. Another technique is to recopy and reorganize lecture notes into some type of neat, well spaced-out and logical format that fits easily onto a page or two (one page per important section or concept) then see if you can reconstruct the page of notes from memory. Your friends and classmates and various study skills books will also have some good ideas. But whatever you do, don't think you can pass this class by only skimming your notes, casually reading the textbook while highlighting every other line. This will not work unless you have a photographic memory. On the bright side, memorization does get easier the more you practice it, so this type of study should become less and less painful as the course progresses.

(4) Try to Find Opportunities to apply your anatomical knowledge outside of class. Look for opportunities to use terminology outside of class. Look for opportunities to link up concepts learned in class with relevant current events such as stem cell research, athletic movements, exercise physiology, exploration of outer space, infertility, steroid use, etc. – any topic that is relevant and of interest to you. This is good way to liven up your memories of course materials, and this will make it easier for you to recall and actually use course concepts in everyday life.

(5) Reserve adequate time for study. I think this is the single most important problem for students in this class because of real life factors like families and jobs. Spouses, kids, friends, parents, bosses, etc. need to understand that you deserve the quiet time necessary to do well in

this course. This means blocking out **at least 2 hours per day** to focus entirely on this course. We usually recommend about 2 hours per lecture hour.

(6) Take the practice lecture tests/quizzes that I provide, are in your book or on various web sites. One of the most common problems students face in this class is self deception- that you think you know the material better than you do. Sometimes the only way you will remember a fact is when you have just read the information before it in your lecture notes. That means you recognize the material- but you don't know it forward and backwards like you need to. By taking the practice tests and grading yourself you will see whether you have mastered the material or whether you need to go back and study the part you missed in greater detail.

HOW TO STUDY FOR THIS COURSE:

In a regular class format, I require students to spend at least two hours outside of class for every hour spent in the classroom **in order to pass this class**. So be prepared to spend at least 15 hours per week **every week** on reading assignments, homework etc. **You cannot cram 6 chapters in the weekend before the exam and expect to do well.**

How to study for this course:(Please also read the separate document on **How to prepare for lecture exams**. It is more detailed).

First set yourself up with a study time schedule of 1-2 chapters a week, That will give you a review week to go over the all chapters before you take each unit test.

1. Read the assigned pages from the book, spending time on the graphs, tables and figures.
2. Make notes as you go along. Pay attention to those concepts and figures that give you trouble.
3. Call me during office hours, email me, or come in for help.
4. Practice defining key terms from the book and answering the chapter review summaries at the end of each chapter and the study guide. Again these terms and questions are highly relevant and are likely to appear on tests.
5. Practice writing out the essays that will appear on the test. Practice Drawings that will appear on the test.
6. Study for short periods at a time- 30 minutes several times a day. This is much more effective that one marathon session the day before the unit exam. (Hint- this last one does not work).
7. See <http://opc.austin.cc.tx.us/handbook.htm> - a student handbook geared towards distance learners.

SECTION IV : TAKING TESTS IN THE TESTING CENTER

Unit exams will be available at each of the testing centers based on the students who have signed up for that testing center. You must select a preferred testing center on your online orientation form so I can plan accordingly. Thus you must go to your preferred testing center unless you have made arrangements with me 1 week ahead of time! No exceptions. Otherwise it could be a nightmare for you (and me) if you go to take a test and they are all out!

During “exam week” the exams will be available to take for 5 days starting on a Saturday and running through the next Wednesday. The exception is exam 4th available Tuesday through Saturday. See the last page of the syllabus for the exam dates. You must take the test during that window of time- no exceptions. If you miss the exam window, it will be counted as a 0 and you must take the comprehensive final to replace your missed exam.

Please note there will be multiple copies of each test with slightly different multiple choice questions, and different essays. You cannot choose which version of the test you want- the testing center will simply give you one.

On the day of the test, **please make sure to give yourself sufficient time to take the test. Many times the testing centers are full and students have to wait several hours before they get in.** It is your responsibility to finish the tests by the deadline date. **BE PREPARED!!**

1. **YOU MUST** bring a student ID to the testing center, and be ready to fill out the form with the section number etc. for this course. If you don't already have an ACC ID, you need to get one by going into an ACC campus. The web site for student ID cards is found at http://www.austincc.edu/support/admissions/student_id.php

Students are required to present an **ACC Student ID card** in order to use campus services such as Libraries, Academic Testing Centers, and Computer Labs. Students can come to any campus Admissions & Records Office one day after registering for courses to have the photo ID card made. Students must present a valid state or federally issued photo ID, such as a Driver's License, to receive their ACC Student ID card.

The ACC Student ID card is permanent; it does not expire at the end of the semester. Each semester, after a student is registered for classes, their ACC ID card becomes valid for that semester. Lost or stolen cards should be reported to an Admissions & Records Office immediately, where a replacement card can be issued; a replacement fee will apply. Contact the Admissions & Records Office with questions about ACC ID cards.

Please note: Your student ACC ID cards **is not** mailed. Student ID cards are only available through the Admissions & Records Office.

2. **Also note that not all testing centers are open on the weekend etc. It is your responsibility to know the hours of operation for your testing center** and get there in time to take your test before the deadline. Expect to give yourself at least 1.5 hours on your test.
3. After you have completed the exam, retain your test request form. This is your verification that you took the exam, in case the test becomes lost in the mail. This has happened in the past- so protect yourself!

The testing center will run your red scantron and give you your multiple choice score, and mail the scantron and essay questions back to me. I will then post your grades on blackboard so you can keep track of your class grades. I will give your test to your instructor so they can hand them back in lab class.

SECTION V: ADDITIONAL IMPORTANT COURSE INFORMATION

Student-initiated withdrawal: All students must take responsibility for withdrawing themselves. If you do not have a satisfactory grade by November 15th, you should consider dropping the

course by **November 24th 2008** and taking it in the future. Your grades will be posted on blackboard and you will know exactly what your grade is before the withdrawal date.

If you do not complete the course requirements and forget to withdraw you will have a grade of "F" on your transcript. If you complete the withdrawal process, keep your copy of the withdrawal form as proof that you withdrew.

Instructor-initiated withdrawal:

- The instructor may withdraw any student who fails to complete the mandatory online registration on time, does not attend the first mandatory lab class and who has not received prior approval from the lecture instructor to miss one of these mandatory tasks.
- If you are dropped for the reason stated above you will not be reinstated.

Legal Limitations on the Number of Times you can Withdraw from a Course.

You should be aware of recent changes in Texas law before you decide to drop:

Students who entered a Texas public college for the first time in or after the fall of 1999 are subject to a Texas statute that limits the number of courses a student may take for which the state will pay the college. At the community college, the limit is 1.5 times the credits required for the two-year degree. Students who exceed the number of credits required for a degree by 50% may be charged additional fees. Courses for which students receive a grade of W (withdrawal) are included in the total credits calculation. Developmental courses are not included in the total credits calculation. This rule applies to university students and to community college students who transfer from ACC to Texas public colleges and universities. Students who leave ACC with excess hours may have to take fewer courses at the Texas institution to which they transfer or pay higher tuition for the extra hours.

Participation: I expect students to participate in lab by cooperating courteously to help each other learn course concepts and obtain course materials.

Statement on Scholastic Dishonesty. You will receive a grade of zero and possible forced withdrawal from my class if you engage in any form of academic 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 presentation; and homework."

Students with Disabilities: "Each 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." If you have need of reasonable accommodations, please provide me with written documentation from Student Services stating the types of necessary accommodations. Please get these to me by the end of the first week of class, so I can have the materials ready for you in a timely fashion.

Statement on Academic Freedom:

"Institutions of higher education are conducted for the common good. The common good depends upon the search for truth and upon free expression. In this course the professor and

the students shall strive to protect free inquiry and the open exchange of facts, ideas, and opinions. Students are free to take exception to the views offered in this course and 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 the diversity of ideas and opinions. This means that students must take turns speaking, listening to others without interruption, and refrain from name-calling or other personal attacks."

INSURANCE: You are covered by a student accident insurance policy if you have an accident during lab. Ask the instructor for directions and forms.

Student Service Web Site:

http://www3.austincc.edu/resources_students/services.php

Online Instructional Services Handout

<http://www3.austincc.edu/evpcss/newsemester/pdfs2/studsvcs.pdf>

COURSE SUPPORT SERVICES:

There are several sources of additional help for you. There is also a RVS study lab (Room 2233) that contains many useful CD-ROMs and other learning aids. There will also be open lab times at RGC and RVS.

SECTION VI: LECTURE SCHEDULE

LECTURE SCHEDULE- Below is a basic lecture schedule. This is the pace that I would set, and the time I would spend on each unit if this were a class-room based lecture course. You can see that the pace is fast and furious with **1-2 chapters per week**. This is why you must have 2 hours per day or more to devote to this class- the chapter reading alone will take up roughly 50% of your time. And this is not accounting for your lab time! Obviously you can work ahead if you have spare time one week, or catch up if you have had a crazy week. But be prepared. The material must be covered by you by the exam deadlines.

**LECTURE SCHEDULE-HUMAN ANATOMY
BIOLOGY 2304-Fall 2008**

Week	Date	Lecture topic, exam schedules, holidays, etc.
1	25- AUG	MARTIN LUTHER KING JR.'S BIRTHDAY – NO CLASS ICE STORM 07 – NO CLASS
2	1- SEPT	Course Introduction. Embryology and Histology (Ch. 3 & 4). Ch. 4. Histology
3	8-SEPT	Ch. 5 Integumentary system Ch. 6 Bones and Skeletal system
4	15- SEPT	Ch. 9 Joints Ch. 10 Muscle tissue
5	22-	Ch. 11 Muscles of the body.

SEPT

EXAM I (Ch. 3,4, 5, 9, 10, 11) AVAILABLE Sept. 27- OCT 1

- 29-
6 SEPT Ch. 12 Fundamentals of the nervous system and nervous tissue
Ch. 13 Central nervous system
- 7 6-OCT Ch. 13 cont'd
Ch. 14 The peripheral nervous system
- 13-
8 OCT Ch. 15 Autonomic nervous system and visceral sensory neurons.
Ch. 16 The special senses.
- 20-
9 OCT Ch. 16 cont'd.

EXAM II (Ch. 12, 13, 14, 15, 16) AVAILABLE Oct. 25-Oct 29

- 27-
10 OCT Ch. 17 Blood
Ch. 18 Heart
- 11 3-NOV Ch. 19 Blood Vessels
Ch. 20 Lymphatic and Immune system
- 10-
12 NOV Ch. 21 Respiratory system
continued

17-

- 13 **NOV EXAM III (Ch. 17, 18, 19, 20, 21) AVAILABLE Nov. 22- 26**
Ch. 22 Digestive system

24-

- 14 NOV Ch. 23 Urinary system
Ch. 24 Reproductive system.
- 15 1-DEC Ch. 24 Reproductive system
Ch. 25 Endocrine system

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- 16 8-DEC **EXAM IV (Ch. 22, 23, 24, 25) AVAILABLE Dec 9-13**
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COMPREHENSIVE FINAL AVAILABLE Dec. 11- 14

NOVEMBER 24- 2008 LAST DAY TO WITHDRAW
