

**Biological Sciences 47 (5 units)
Human Anatomy, Section 86641
Spring 2010, Mission College**

Instructor: Kelly Neary

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Office Hours: Mon & Wed 11:45-12:30; Tues & Thurs 2:15-3:00 in SCI-130

Meeting times: Mon & Wed 12:40 pm – 2:05 pm in SCI-140 AND
Mon & Wed 2:15 pm – 5:25 pm in SCI-220

Biological Sciences 47 is a detailed lecture and laboratory study of the gross and microscopic structures of the human body in preparation for careers in health care, including nursing and physical therapy.

Required Materials (available in the bookstore and on reserve in library)

Marieb, Mallatt, and Wilhelm, Human Anatomy, 5th edition (2008)

10 scantron forms (#882-E) and a sharpened #2 pencil

Goggles/Safety glasses

Also available (but not required):

Krieger, A Visual Analogy Guide to Anatomy, 2nd edition (2009)

Attendance policy:

You must attend the first meeting in order to ensure your enrollment in the course. On-time, regular attendance in lecture and lab is required. Roll will be taken during all class meetings. If your accumulated unexcused hours of absence exceed ten percent of the total number of hours the class meets during the semester, you may be dropped.

Lecture:

The lecture portion of the course will account for 400 of the 900 total points of your grade.

Exams: Lecture exams will be objective exams consisting of 50 multiple choice questions worth 2 points each for a total of 100 points. You will need to purchase and bring your own scantron forms (#882-E, the green form with 50 answer spaces on both sides) to each lecture exam. These exams are not comprehensive. Five exams are scheduled: 4 midterms and a final exam. See the attached schedule for dates. The lowest exam grade will be dropped, meaning that 4 of the 5 exam grades will be counted. NOTE: Unless you have a valid excuse for missing an exam (see below), you cannot drop an exam that you did not take. That is, if you decide not to take an exam or forget to take an exam, the 0 will remain on your record and lowest grade of the exams that you did take will be dropped. If you cheat on an exam and receive a 0, you cannot drop that grade either.

Final Exam: The fifth exam is the final exam. The final exam will last the first two hours of class. See the attached schedule for the date. All students are required to take the final exam.

Make-up exam policy: Lecture exams must be taken at the scheduled time. If you have a **valid** reason for missing an exam, which is accepted by the instructor, you will be excused from the exam. In that case, the missed exam will automatically be the grade that is dropped. This can only be done ONCE during the semester, NO EXCEPTIONS. Reasons that WILL be accepted: illness accompanied by a doctor's note; death in the family accompanied by proper documentation. It is the student's responsibility to notify the instructor no later than the day of the exam if unable to make the exam date, or zero points will be awarded.

Laboratory:

The laboratory portion will account for 500 out of the total 900 points of your grade. Laboratory work is intended to reinforce concepts covered during lecture. Please note that dissection and observation of preserved animal specimens are a component of the laboratory.

Practical exams: Five laboratory practical exams will be given during the semester. You will need to purchase and bring your own scantron forms (#882-E, the green form with 50 answer spaces on both sides) to each practical exam. See the attached schedule for dates. During practical exams you will be asked questions relevant to laboratory work and may be asked to identify structures on diagrams, models, preserved specimens, or microscope slides. The practical exams are not comprehensive. The lowest exam grade will be dropped, meaning that 4 of the 5 exam grades will be counted.

NOTE: As with the lecture exam, unless you have a valid excuse for missing a practical exam (see below), you cannot drop an exam that you did not take. That is, if you decide not to take an exam or forget to take an exam, the 0 will remain on your record and lowest grade of the exams that you did take will be dropped. If you cheat on a practical and receive a 0, you cannot drop that grade either.

Make-up practical exam policy: Due to the nature of these exams, they cannot be made up. If you have a **valid** reason for missing an exam, which is accepted by the instructor, you will be excused from the exam. In that case, the missed exam will automatically be the grade that is dropped. This can only be done ONCE during the semester, NO EXCEPTIONS. Reasons that WILL be accepted: illness accompanied by a doctor's note; death in the family accompanied by proper documentation. It is the student's responsibility to notify the instructor no later than the day of the exam if unable to make the exam date, or zero points will be awarded.

Lab etiquettes points: Subjective laboratory etiquette points are earned during each lab session. These are intended to award students who demonstrate excellent laboratory behavior. Examples of how to EARN etiquette points: attend lab on time and remain until you are excused, participate in all lab activities, clean up after yourself when lab activities are completed, and keep breaks (e.g. bathroom) and socializing to a minimum. Examples of some ways to LOSE etiquette points: leave lab early before the class is excused by the instructor, do not participate in the required lab activities, spend more time on break or socializing than in the classroom doing work, don't clean up after yourself before leaving, and leave your cell phone ringer on.

Course Policy on Cheating:

Students found cheating will receive zero points on the exam or assignment AND have your course grade lowered. You may also be referred to the Dean of Student Support Services. Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means. Examples of cheating include copying from someone else's exam, consulting with others during exams, using materials like dictionaries or notes during exams, or plagiarizing from the textbook, lab manual or lab partners during assignments. Feel free to visit the following website for more information on plagiarism: http://www.sjlibrary.org/services/literacy/info_comp/plagiarism.htm.

Mission College Policy on Students Behaving Badly:

It is my responsibility to ensure that all students enjoy a supportive, respectful learning environment. I have a zero-tolerance policy toward any speech or behavior that disrupts the learning environment or prevents any student from achieving their educational goals. This includes disruptive behavior in the classroom such as speaking over the instructor, interrupting other students, monopolizing the instructor's attention such that other students cannot be served, disrespectful, demeaning, or discriminatory remarks of any kind, and any form of coercive behavior toward the instructor or other students. **Any student who engages in such speech or behavior will be told to leave the class for the day, and if the behavior occurs a second time the student will be dropped from the class and will be referred to the Vice President of Mission College for disciplinary action.**

Grade computation:

| | Points: |
|-----------------------------|------------|
| Lecture Exams (4x100) | 400 |
| Lab Practical Exams (4x100) | 400 |
| Lab Etiquette | <u>100</u> |
| Total Points | 900 |

Letter grades are assigned as follows:

| | | |
|-----|-----------|--------------------------|
| A = | 100 - 90% | (900 - 810 total points) |
| B = | 89 - 80% | (809 - 720 total points) |
| C = | 79 - 70% | (719 - 630 total points) |
| D = | 69 - 60% | (629 - 540 total points) |
| F = | Below 60% | (below 539 total points) |

Additional information:

- Bring your textbooks to each class session.
- The only times that the classroom will be open for you to review materials is during the class hours. Please make good use of lab time!
- Turn off cell phone ringers and pagers when coming to class. Points may be deducted from your course grade if your cell phone or pager interrupts the class.
- No extra time will be given to students who arrive to exams late. Be on time!
- While not likely, any of the scheduled events may be changed. Adequate notice will be given to the students in the event that this should happen.
- Observe all safety policies as outlined in your lab manual or covered in class. Use common sense and dress appropriately for a science course with a laboratory portion.
- No children are allowed in class, and no visitors are allowed without the instructor's permission.
- Mission college makes reasonable accommodations for persons with documented disabilities. Students should notify DISC (Disability Instructional Support Center) located in S2-201 (408-855-5085 or 408-727-9243 TTY) of any special needs.
- Emergency procedures: In the event of an evacuation, the emergency assembly area for this classroom is Parking Lot C. When directed to evacuate the classroom, be sure to take all or your belongings when you leave and remain with your class in the assembly area until you receive further directions from me or another responsible official (college administrator, police, fire, etc.). In case of emergency, CALL 911.
- Additional emergency information
 - Student health services: 408-855-5140 (5140 if dialing from campus phone)
 - Safety escort: 408-855-5435 (5435 if dialing from campus phone)
 - Nearest campus phone: in the classroom
 - Nearest fire alarm: first floor, next to building entrance door; second floor by emergency exit in 220
 - Nearest fire extinguisher: first floor across from lecture hall; second floor between 220&221
 - Nearest first aid kit: in the lab, next to the eye wash station
- If you have a complaint or someone has shared information with you as a student or employee that is unlawful discrimination or sexual harassment, contact the Director of Human Resources at West Valley-Mission Community College District, Human Resources Department, 408-741-2060. If the Director of Human Resources is not available, contact the President of the college at 408-855-5123.
- Mission College is a smoke free campus. Please observe and adhere to the no smoking rules.
- Important dates for enrollment are listed below. It is the student's responsibility to keep these dates in mind. **Under NO circumstances will the instructor be dropping students after the withdrawal deadline.**

| | |
|--|-----------------------|
| Last day to Add or Drop for Enrollment fee refund: | Thursday, February 11 |
| Last day to Drop without a grade | Friday, February 19 |
| Last day to Drop with a "W" (withdraw): | Friday, April 30 |
- Important phone numbers:

| | |
|---------------------------------------|--------------|
| Counseling | 408-855-5030 |
| EOPS | 408-855-5055 |
| Financial Aid | 408-855-5065 |
| Learning Assistance & Tutorial Center | 408-855-5085 |
| Health Services | 408-855-5140 |

15. **Instructor website.** Here you can: links to interesting websites (including animations), get another copy of the syllabus and schedule, find out how to contact the instructor, and lots of other things. Go to:

<http://missioncollege.org/depts/biology/neary/index.htm>

16. **Angel website.** <http://wvmccd.angellearning.com/frames.aspx>

Materials there include:

Lab activities: in lieu of a lab manual I have put the procedures for several labs on the website. It is your responsibility to print these procedures prior to coming to lab. See schedule for the dates that you should bring them to lab.

Study guides: download these lists of pertinent points for you to understand for exams. Please note that while I make every effort to make these lists complete, anything mentioned in lecture and lab is fair game for the exams.

Student Learning Outcomes

Students will be able to:

- Use anatomical terms to describe body planes, sections, cavities and regions
- Describe the structure and function of cellular organelles
- Describe the structure and function of the different tissue types
- List the components of all eleven body systems and describe the gross and microscopic structure of each