

Modesto Junior College
Course: Human Anatomy
Units: 5
Lecture & Lab: Room MSCC 225 West
Lecture: TTh, 2:40p – 4:05p
Lab: TTh, 4:15p – 7:20p
Semester and year: Fall, 2014

Instructor: Dr. Nash-Rule
Office: MSCC 238
Office Hours: TTh 2p – 2:30p
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HUMAN ANATOMY

😊 **Welcome to Anatomy** 😊

Course Introduction:

The term anatomy is derived from the Greek ἀνατέμνω - *anatemnō*, "cut up, cut open", which itself is derived from ἀνά - *ana*, "on, upon", and τέμνω - *temnō*, "I cut". In this course we examine the structure (anatomy) of the human body. Next semester you may study the function (physiology) of the human body. However, because structure and function are so entangled, we will discuss some function as we study anatomy.

We begin with a brief overview of the subject and then work our way up to the organ system level by starting with cells and tissues. The organ systems we will study are the integumentary (skin), skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.

Throughout the course, we will focus on structure (anatomy), which will prepare you to next study function (physiology), as the two are complementarity. We will also examine the levels of organization within the body, the interrelationships between the organ systems and the importance of maintaining relatively stable internal conditions (homeostasis) for health. Although the emphasis will be on the healthy human body, we will also examine the changes in anatomy when this relative stability is lost and illness results. As you progress through the course, you will also learn a new language essential for accurate and concise communication.

As we all learn in multiple ways, we will use a variety of approaches to master the material including PowerPoint lectures, hands-on laboratory work, videos, discussions, group and poster projects, and, of course, textbook readings. In the laboratory, we will use models, charts, histology slides, lab equipment, bones, various imaging films, isolated organs, non-human organs and organisms, and even your own body.

Your knowledge and understanding of this material will be evaluated by mixed format exams, laboratory write-ups, tissue drawings, organ labelings, and practical laboratory exams. I strongly recommend that you find a compatible group of people to work with in the lab that will also be a good study group outside the lab. We have a large amount of material to cover in one semester. Most likely you are taking this course because you are planning to become a health professional. As such, I believe you will find the material in anatomy both extremely relevant and interesting.

There are many students who want to enroll in the class in which you currently have a seat. Due to the demand for this course, I do not deviate from MJC's add policy. For the details on adding a class, please see MJC's catalog as policies vary between schools. I do not make exceptions from this add policy.

Science courses are typically time-consuming and this course is no exception. Carefully consider your other time constraints (such as other classes, work, or family responsibilities) before taking this course.

If you decide to drop this class, understand that it's your responsibility to do so. Students are responsible for officially withdrawing from classes by the deadline date listed in the current Class Schedule using the Internet registration system. There is no automatic withdrawal process. Failure to follow the proper withdrawal procedures may result in a grade of "F". The student should drop the class by using the Internet registration system. As a matter of courtesy and to assist the instructor in maintaining accurate class records, the student should also inform the instructor of the decision to drop the course. However, before dropping, talk with me, there may be other options.

Catalog Description:

- Study of human body structures including organ, tissue and cellular interrelationships. Involves extensive use of models, specimens, histological material, and dissection. Cadaver materials and demonstrations are used. Intended for students entering the health professions. (A-F or P/NP)
- Transfer: CSU, UC (CC BIOL 10) General Education: (CSU-GE: B2, B3) (IGETC: 5B) (MJC-GE:A)

Student Learning Outcomes:

Upon satisfactory completion of this course, the student should be prepared to:

- Describe the parts, from cells to tissues to organs, that the body uses to protect itself and produce movement after studying the integumentary, skeletal and muscular systems.
- Demonstrate the parts, from cells to tissues to organs, that the body uses to intake nutrients and gases and to transport substances around the body and release wastes after studying the digestive, respiratory, cardiovascular and lymphatic systems.
- Explain how the parts, from cells to tissues to organs, that the body uses to communicate between cells after studying the nervous and endocrine systems.
- Describe from cells to tissues to organs, how the body maintains fluid balance and reproduces after studying the urinary and reproductive systems.

Requirements and Recommendation Before Taking This Course:

- Satisfactory completion of BIO 101, BIO 116, or BIO 111

Required and Recommended Materials And Textbooks:

- You are required to obtain the following:
 - Name: Human Anatomy & Physio Delta W/ Mastering A&P Custom
 - Author: Marieb ISBN: 9781269776271
 - Publisher: Pearson Higher Ed
- You may want to **consider** the following recommended materials:
 - Lab coat
 - Color pencils
 - Lab goggles
 - Flash cards, i.e.
 - **Netter's Anatomy Flash Cards, 3rd ed. (2010)**
 - **Author: Hansen ISBN:9781437716757**
 - Histology atlas, i.e.
 - Name: A Photographic Atlas of Histology (2003)
 - Author: M. J. Leboffe
 - Publisher: Morton Publishing Co ASIN: B0038DJIMW
 - General anatomy illustrated atlas, i.e.
 - **Brief Atlas Human Body, 2nd ed. (2007)**
 - **Author: Marieb ISBN:9780805373738**
 - Name: Atlas of Human Anatomy: with Student Consult Access, 5th ed. (2010)
 - Author: Frank H. Netter MD
 - Publisher: Saunders ISBN: 9781416059516
 - Skeletal muscles illustrated atlas, i.e.
 - Name: An Illustrated Atlas of the Skeletal Muscles, 3rd ed. (2010)
 - Author: B. Bowden And J. Bowden
 - Publisher: Morton Publishing Co ISBN: 9780895828088
 - Name: An Illustrated Atlas of the Skeletal Muscles: Study Guide and Workbook (2012)
 - Author: B. Bowden And J. Bowden
 - Publisher: Morton Publishing Co ISBN: 9780895828842
 - Name: Illustrated Essentials of Musculoskeletal Anatomy, 5th ed. (2009)
 - Author: K. W. Sieg
 - Publisher: Megabooks, Inc. ISBN: 978-0935157079
 - Medical Dictionary, i.e.
 - Name: Mosby's Medical, Nursing and Allied Health Dict., 9th ed. (2012)
 - Editors: K. N. Anderson, L. E. Anderson, and W. D. Glanze
 - Publisher: Mosby ISBN: 9780323085410
 - Anatomy coloring book:
 - **Anatomy & Physiology Coloring Workbook, 10th ed, (2012)**
 - **Author: Marieb ISBN:9780321743053**

- Name: Anatomy Coloring Book, 3rd ed. (2001)
 - Author: W. Kapit And L. M. Elson
 - Publisher: HarperCollins
- ISBN: 9780321832016

Attendance:

- To get the most benefit from the course, you need to attend all of the discussions and laboratory sessions. Please arrive on time and stay for the full allotted time. Part of your grade is determined by your active constructive participation in discussion and laboratory.
- Attendance may be taken for every session. Attendance is required from the beginning through the end of both discussion and laboratory sessions (btw: sleeping is not attending, and you will be required to leave). Attendance will be recorded with student signatures on a roll sheet. Attendance may additionally be confirmed at any time during the scheduled period.
- You may be dropped for excessive absence. Regular attendance is necessary for satisfactory academic progress. Attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. Under no circumstances will a student be allowed to attend a class if he/she is not officially enrolled. Any student who fails to attend a class during the first four sessions may be dropped unless the student has advised and obtained an absence approval from the instructor.
- You are responsible for all announcements made during discussion or lab. I recommend exchanging phone numbers with other students; if you are late or miss class, please contact one of your fellow classmates to find out what you missed. I do not accept late work, period.
- Textbook and lab readings are to be completed before the topic is covered in discussion or lab. Expect to read and study the material several times.

Grading: See the MJC 2014 – 2015 Catalog for MJC's policies on grading.

- Your grade is based on the total points accumulated in discussion and lab combined. Students are responsible for storing all returned materials until the final grade has been posted for the course. Students may not dispute any score without this evidence. All requests for any reconsideration must be made in writing (8.5" x 11" paper), with appropriate evidence stapled to the communication and turned in to Dr. Rule. Final course grades will be assigned as follows:
- The grade of "A" is earned when performance on an assessment is outstanding, exceptional and of the highest caliber. A score of 89.5% or higher is required to earn an "A".
- The grade of "B" is earned when performance is above and beyond what is required. A score of 79.5% to 89.4% is required to earn a "B".

- The grade of “C” is earned when performance meets all of the criteria called for in the assessment. A score of 69.5% to 79.4% is required to earn a “C”.
- The grade of “D” is earned when an assessment is attempted, but performance on that assessment does not meet many of the criteria called for in the assessment. A score of 59.5% to 69.4% results in a “D”.
- The grade of “F” is earned when an assessment is not attempted or when an assessment is attempted, but performance on that assessment does not meet most of the criteria called for in the assessment. A score of 59.4% or below will result in a grade of “F”.
- Grading Policy: There are scheduled discussion exams. Each assessment covers the material primarily from the chapters that were just covered. In addition to scheduled assessments, you will also have unscheduled assessments. These events will not be announced again – this is the announcement.
- No Make-Up Assignments! - I do not offer make-up assignments of any kind for ANY reason, period! As a result of this strict policy, I will drop the lowest single score from each examination assessment category (discussion exams and lab practicals) and the two lowest scores from each of the other assessment categories. Remember, you will do your best if you do not allow yourself to fall behind!
- Discussion Outlines (5% of grade): Daily, before class, you will show me the outline(s) that you have made on the material to be covered during that day’s discussion. Your outline(s) may be hand written, or typed, it may be on my power-point slides or on your electronic device. However, there must be clear evidence that you have reviewed the materials and taken notes prior to that day’s discussion. If you are late, your outline is late, and I do not accept any late work, period. This will begin the second day of class.
- Pre- and Post-Discussion Quizzes (5% of grade each, 10% total): Daily, you may have a pre- and/or post-discussion multiple choice quiz. Be sure to have your answer sheet ready to go, as the quiz will begin at the scheduled course start time. Make sure you have completed each question before I go on to the next because I will NOT go back. If you are late, start your quiz as soon as you walk in the room to at least get some credit. Again, I will not go back. If you arrive after the quiz has been completed, then you have missed that quiz and will receive a 0 on that assessment. A student must be present in class and take the quiz in order to earn these points; these points CANNOT be made up. Graded discussion quizzes will not be announced ahead of time in class – this is my announcement.
- Discussions: Daily, based upon your reading of assigned materials and the pre-lecture quiz, when given, you will put questions on the board for that day’s discussion. These questions direct the discussion for the day. The more questions you have, the more

material I will cover, but I will not read the book to you. That is your responsibility prior to class. Class discussions are completely driven by student questions and input. If the class as a whole has no questions, then there will be no discussion that day.

- Homework (20% of grade): There will be online homework assigned for each section of material covered. Homework is a significant part of your grade and cannot be made up, nor will it be accepted late. The online homework has videos that cannot be viewed on some personal electronic devices (iPad, iPhone, etc), so keep that in mind when scheduling your time. Plan on each homework assignment taking between 2-3 hours. It can be completed in sections and saved, so you do not have to do it all at once.
- Discussion Exams (20% of grade): Up to 5 100-point discussion exams will be given during the course. The exams will encompass the material from the text packet (chapter and study guide materials), homework and discussions. Material covered during discussion that is not covered in the printed material is fair game for the exams. Please bring 1- 882E Scantron form and No. 2 pencils with a good eraser for each discussion exam. Exams may have a mixed format and may include objective (multiple-choice, true-false, matching, fill-ins, charts, etc.) and subjective (short answer) sections. During every exam, please put all of your belongings at the front or side of the class, and your cell phone on my desk. If you have your cell phone with you during an exam, on or off, you may be given a "0" on that exam.
- Laboratory Outlines (5% of grade): Daily, at the beginning of lab, you will show me the outline(s) that you have made on the material to be covered during that day's laboratory session. Your outline(s) may be hand written, typed, or on your electronic device. However, there must be clear evidence that you have reviewed the lab materials and taken notes prior to that day's laboratory session. If you are late for lab, your outline is late, and I do not except any late work, period.
- Laboratory: Most of your lab exercises will be a group effort and group discussions are encouraged. The keys for all lab assignments will be provided in class. I encourage you to check your work as your lab assignments are the basis for your lab practicals. After completion of the activities assigned for the day, you and your 1-2 lab partner(s) will give another lab group a 1-minute verbal summary of your Me/You/Us learning for the day. You must complete the Me/You/Us with a different group each day of class until you've presented to every group, and then you will start over again. Make sure the group you present it to signs it before you turn it in, as it counts towards participation for all involved.
- Laboratory Practicals (20% of grade): This course is very lab intensive and you must pass the lab to pass the course! You will have up to 5 100-point lab practicals during the course and active constructive participation (50 points) which combined will account for a

significant portion of your course grade. Please bring 1- 882E Scantron form and No. 2 pencils with a good eraser for each lab practical.

- **Active Constructive Participation (10% of grade):** Attendance will obviously contribute to your participation grade (you cannot participate if you are not in class), but simply attending is not enough to earn participation points. You must contribute to in class discussions and activities in order to earn participation credit. Getting the full active constructive participation points requires your active and constructive participation in discussions, labs, appropriate behavior in using the microscopes and safe and professional behavior.
- However, disruptions during class (and that does includes disrupting me), such as conversation not relevant to class, early departures, phone/texting activities, etc. will not be tolerated. Please turn off your cell phone during class. Check for messages and make any calls during the breaks.
- Disruptive students will first receive a verbal or visual warning. Students who continue to disrupt the class will be required to leave class for the remainder of that day. If there is an emergency, then a student may step out of the room, but this is not acceptable on a regular basis.
- **Final exam (10% of grade):** The final will be a comprehensive exam covering all of the material from the course (200 points). Please bring 2- 882E Scantron forms and No. 2 pencils with a good eraser for the final exam.

Academic Integrity: You are responsible for reviewing and abiding by MJC's Academic Honesty Policy. I will try to help you avoid the temptation to cheat. However, I do enforce the highest standards of academic integrity, both to preserve the value of the education offered and to prepare students for the workforce. True learning can take place only when students do their own work honestly, without copying from other students or other sources and in the long run, dishonesty will not help you or your future patients or clients.

- It is considered a breach of academic honesty for students to employ any form of deception in the completion of academic work, including, but not limited to:
- allowing/helping another person to copy or borrow your work, in any form;
- copying or borrowing work from another, in any form;
- copying lab write-ups, exams, lab practicals, work, ideas or projects from any source;
- allowing/helping another person copy assignments, exams, lab practicals, work, ideas or projects from any source answers on a quiz or test or to communicate with another person during a quiz or test, including take home exams, if applicable;
- representing the work of another team member as your own;

- stopping or delaying another student in the completion of any work;
- plagiarism in any form, including failing to give credit to the source of thoughts, words, ideas, or work from any other: person, printed material, or website.
- When a violation of this policy occurs, disciplinary action will be taken. The consequences are as follows:
 - A score of zero will be given for the assessment;
 - This assignment will not be dropped as the lowest score;
 - In addition to the score of zero that will be given for the assessment, your final grade in the course will be lowered by one full letter grade;
- All violations of academic integrity, no matter how minor, will be documented and may be made a permanent part of the student's record;
- Depending on the nature of the violation, the instance may additionally be referred for further disciplinary action;
- The penalty is at the discretion of the instructor and even may be a score of 0 points, an "F" in the course, dismissal from the course, and referral to the Academic Dean of the College;
- Students, while in my classroom, will work in a spirit of cooperation and mutual support rather than competition against each other. No behavior will be tolerated that obstructs another student's ability to learn and achieve, whether this behavior is academic or personal in nature. This includes, but is not limited to, discrimination, sexual harassment, or hostile behavior towards anyone, based on race, sex, national origin, disability, sexual orientation, religion, philosophy, or anything I may have forgotten.

Support Services:

One of your best resources is the MJC 2014 – 2015 Catalog, as there are many sources of help on campus to help students.

- **MJC 2014 – 2015 CATALOG:**
This catalog will be your best friend while you are at MJC, and possibly beyond.
- **DSPS:** If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact Disability Support Programs and Services (DSPS) so that we can make any accommodations that will help you be successful in this course.
- **Learning Resource Center:** They have great resources, including anatomical models that you can use for studying. They also have tutors and SIs.
- **EOPS Students:** Please feel free to introduce yourself to me. I understand you are required to complete an EOPS Progress Report mid-semester, or after the first exam or paper is completed. I look forward to meeting with you during my office hours or by appointment to complete your EOPS Progress Report.

- Office Hours: I have office hours, but I can also meet with you by appointment if, I am available. If you're having trouble, see me right away. Please refer to the section on Student Services and Programs in your MJC catalog and above for other support services.
- Learning Aids: It might take some experimentation to find what learning aids work best for you. Please remember that I want to help you learn this information as easily as possible, but it will require a lot of effort on YOUR part.
- Discussions: I intend to cover all necessary material between discussion and lab. Yes, material will also be covered in the lab that is not covered in the discussion!
- The textbook: It is an excellent text with more detail than you could possibly commit to memory in one semester. I recommend that you scan the text before discussion. I will provide details of the concepts covered in the chapters to help you better understand the material. There is also a lot of review information at the end of each chapter.
- The textbook Website: These have a lot of visual aids, review information, activities and practice quizzes.
- The lab: There are numerous lab materials available to help supplement the concepts discussed in discussion.
- Mnemonics: These can be very helpful memory aids.
- Study groups: These are very helpful.
- Don't forget me: Ask questions, ask for help, that's why I'm here!

Extra Credit (worth up to 5%):

There will be a **few** limited opportunities for extra credit on relevant activities. The emphasis in this class is the core curriculum. Additionally, extra credit **will not be added to your final course points** if you miss more than one discussion exam.

You will sign a statement of understanding and return it to me the second class session. The document on the next page is for **your records**, and the separate document on **my website** is to be returned to me.

STATEMENT OF UNDERSTANDING

In signing the following, I acknowledge that I have read and understand the General Course Information sheet provided to me for Dr. Rule's _____ (semester & year) _____ (course name) course. In addition, my signature confirms that I will abide by the rules outline within this document and follow the Modesto Junior College Student Conduct Code. I also understand that if I do not abide by these rules, I will be held accountable according to the terms described within this document and MJC's policies.

Print name: _____

Sign: _____

Date: _____

The instructor copy must be completed and submitted to me on the second class session.