Welcome to Human Anatomy!
Human Anatomy (Bio 103) is a content-rich course which meets the level and curriculum set for all human anatomy courses taught by California community colleges, CSUs, and UCs. It is recommended that students take this course during a semester in which they have the time and willingness to put in the amount of study required to succeed.

The key to studying for this course is to keep the material organized and learn as you go along. There is a large volume of information and students cannot just study right before a quiz or test and expect to pass the course.

What you should do first is to carefully read and understand the following material.

Course Overview
This course will be taught using a combination of lecture and laboratory work each week. The laboratory portion of the course is designed to reinforce the material covered in the lecture and the textbook. When possible, lecture and lab have been coordinated so that you will be studying the same topics at about the same time in each. While labs will be taught by different instructors, every lab will be teaching the same material each week. Laboratory materials include human models and skeletons, as well as preserved mammalian materials and human cadavers.

Lecture:
Lectures are largely based on the material in the required text by Kenneth Saladin. I suggest scanning the appropriate pages of the text prior to each lecture, then reading them thoroughly after lecture. Anatomy is full of terms and vocabulary that will be new to you. Looking over the material before you come to class will help you get the most out of your class time. It will be very difficult for you to succeed in the class without doing the reading. Use your lecture PowerPoint notes as an outline of what topics to read in the textbook. There will be additional textbook readings announced only during lecture.

Study guides, diagrams, and other printed material may be handed out in lecture from time to time. These will be available only to students who are present at that lecture and will not be available later or in electronic form.

Lab:
The lab portion of the course will give you a hands-on exposure to human anatomy. Your textbook will be used as your lab manual and the Human Anatomy Study Guide (available for you to print on Blackboard - See Lab Content) will be used as your outline of information to know. Bring both to lab every week. Note that terms with an asterisk after them will have been previously taught in lecture and your lab instructor will expect you to know these before class.

Instructors will provide brief instruction at the beginning of each lab period, but the primary lab activity is individual or group study of human models and preserved materials. Take full advantage of this time and use it efficiently and effectively. Each lab will take up the full period.
Course Requirements

Use of Blackboard Learn is Required
This course is organized so that you can find all the course information you will need on Blackboard. Orient yourself to the course by clicking on each item of the Course Menu. You will access the site to print lecture notes, take online quizzes, and to access other important information. For help with Blackboard, see Technology Help in the Course Menu.

Required Textbook for Lecture and Lab

*Human Anatomy, Fourth Edition*, by Kenneth Saladin

Note a third edition is fine to use if you have one.

Recommended Book for Lecture and Lab

Publishing (ISBN 089582-800-6). Earlier or later editions are fine.

Grading

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture exams 3 @ 80 points</td>
<td>= 240</td>
</tr>
<tr>
<td>Lecture final exam 1@120 points</td>
<td>= 120</td>
</tr>
<tr>
<td>Lecture online quizzes 10@5 points</td>
<td>= 50</td>
</tr>
<tr>
<td>Lab weekly quizzes 9@15 points</td>
<td>= 135</td>
</tr>
<tr>
<td>Lab exams 3@75 points</td>
<td>= 225</td>
</tr>
<tr>
<td>Total points</td>
<td>= 770</td>
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</tbody>
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Grading Scale:

A 93-100%  B+ 87-89%  C+ 77-79%  D 50-59%
A- 90-92%  B  83-86%  C  70-76%  F < 50%
B- 80-82%  C- 60-69%

You can check your lecture and lab grades throughout the semester on My Grades in the Course Menu of Blackboard.

Extra Credit:
Extra credit will be added to lab quizzes, lab exams, and lecture exams. All students will have the same number of extra credit points regardless of their lab instructor. There will be 27 points of extra credit in lab and 21 points in lecture during the semester, which will all be attached to quizzes or exams.

*Please do not ask your lecture or lab instructor for special consideration or extra credit projects to raise your grade. You will receive the grade that you earn during the semester.*
Explanation of Assessments:

**Lecture online quizzes**
There will be ten online lecture quizzes. Questions will be very similar to those found on lecture exams. You are responsible to remember when quizzes are scheduled. Exact dates and times are posted on Blackboard.

See the Take Online Quiz link in the Course Menu of Blackboard for information on the details of taking quizzes and to take a quiz. Quizzes will become visible on Blackboard only when they are available to take. They are available for 48 hours.

Lecture quizzes are based on lecture material and textbook readings. They are open book, as their main purpose is to help encourage you to keep up with the material. Questions will be multiple-choice and fill-in-the-blank. Correct spelling is required for fill-in-the-blank questions.

**Lecture exams**
Lecture exams will consist of 80 multiple choice questions. You will be provided a Scantron answer sheet. There will be 5 points of extra credit per exam.

**Lecture final exam**
The lecture final exam will consist of multiple choice questions. You will be provided a Scantron answer sheet.

The exam will consist of 120 questions covering the material since Exam 3 and questions on cumulative material learned throughout the semester. This will not be over everything from the semester, rather the most important terms and concepts. You will be informed exactly what topics you should study. There will be 6 points of extra credit on this exam.

**Lab weekly quizzes**
Nine 15 point lab quizzes will be given on the weeks listed on your schedule. All of the questions will be from material on the Biology 103 Human Anatomy Study Guide. Each quiz will have one point of extra credit.

Lab quizzes may be given at the beginning or end of lab. *If they are given at the beginning of lab, you must be present at the end of the lab period to receive credit. If you leave early, you will receive a zero for the quiz.*

**Lab exams**
Lab practical exams are 75 questions worth 1 point each. Each exam will have 6 points of extra credit. Students will take the exam at the time of their regularly scheduled class and have 1 hour to complete the exam. All of the questions will be from material on the Biology 103 Human Anatomy Study Guide. Questions will ask the name or function of a structure and the student will write the answer. Spelling is an integral part of the exam and points will be taken off for misspelled words.
**Other Information and Policies**

**Make-Up Policies:**

Make-up lecture OR lab exams will be given only under extraordinary circumstances.

If you miss an exam without a “serious and compelling reason” as defined in the CSUC Catalog, you will receive a score of zero. Instructors reserve the right to require you to provide documentation in order to allow you to make up an exam. Make-up exams may be different than regularly scheduled exams and may include essay questions. Note you will need to make up the exam at an alternate time and/or location other than the scheduled class time. *Only one lecture or lab exam may be made up during the semester.* Note that lab exams are very difficult to set up for one student, so they will not be given except in unusual circumstances.

Lecture quizzes and lab quizzes cannot be made-up for any reason.

Don’t even ask for an exception. One of the reasons there are so many extra credit points in this class is to make up for a missed quiz. Missing a number of quizzes can affect your semester grade.

**Missed Lab**

If you miss lab you are to learn the material in open lab and on your own. You are not to attend another instructor’s lab. *Remember, you cannot make up the missed quiz.*

**Cheating Policy:**

**Cheating of any type in lecture or lab is not tolerated**

Cheating will result in an F in the course and referral to the University disciplinary committee. This includes any type of cheating on a quiz or exam in lab or lecture.

**Laptop and Cell Phone Policy**

The use of laptop computers for taking notes during class is permitted. You may want to download the lecture PowerPoint notes to use during lecture. Please turn cell phones off or on silent during class. Please no text messaging during class as it is rude, disturbing to others, and you may be asked to leave class.

**Dropping or Withdrawing:**

You may drop or withdraw from the course at any time **during the first four weeks of the semester.** It is your responsibility to drop or withdraw from class, I will not do this for you if you just stop coming to class. *If you enroll in this class and do not drop/withdraw you will receive an F.* By week 4 you will have had a number of assessments and will be able to judge whether or not you can succeed in the course this semester.

**AFTER the first four weeks** (See the official “last day to drop/withdraw” on the University academic schedule) you cannot withdraw and receive a “W” without a “serious and compelling reason” (CSUC Catalog). University policy regarding drop/withdrawal will be followed exactly.
Please note that to drop a course after the fourth week of classes requires a “serious and compelling reason” and drops after week 4 are rarely granted. It requires written documentation of your reason for withdrawal, approval of the instructor, department chair, and dean.

I will certainly consider your situation. If you feel you need to drop the course after week 4 and have a situation which meets the University definition of “serious and compelling,” please schedule a meeting with me where we can discuss your situation, review your written documentation, and review your grades for the semester. I will not sign “walk-up” drops. We must meet. Note that a specific University exclusion for dropping is failing the course. For more information, see “Dropping after week 4” on the menu of our Blackboard site.

**Americans with Disabilities Act:**
If you need course adaptations or accommodations because of a disability or chronic illness, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Please also contact the Accessibility Resource Center (ARC) office as they are the designated department responsible for approving and coordinating reasonable accommodations and services for students with disabilities. ARC will help you understand your rights and responsibilities under the Americans with Disabilities Act and provide you further assistance with requesting and arranging accommodations.

**Student Learning Objectives:**
This course meets the GE Student Learning Objectives for Critical Thinking.

**Student Resources for Learning**

**Blackboard**
- Explore the **Course Menu** for many resources to help you with this course.
- **Technology Help** gives information regarding help using Blackboard and other computer help.
- **Study Help** gives you tips on how to study for this course. You will need a plan to keep up with all of the material.
- **Lecture PowerPoint:** This is a student version of each PowerPoint used in lecture and is available to students to print before class so it may be used as an outline for taking notes. Found in Lecture Content.

**Open Lab**
- The lab is open and available for you to study lab materials on your own and with other students. Instructors are not present. You will be informed of the **schedule for the semester** the first day of lab and a copy is available in Lab Content and the menu on Blackboard.
- You may attend any Open Lab time. You do not have to sign up for a time.
- Successful students schedule time in open lab each week.

**Free Supplemental Instruction and Free Tutors**
- The University provides supplemental instruction sessions and tutors for this course at no cost to you. It is recommended that you avail yourself of their services if you think they might be of benefit to you, whether you are struggling or wanting additional help to earn an A! **See Lecture Content** in Blackboard for more information.