Welcome
Welcome to Human Anatomy! This is a very interesting and challenging course. Whether you are going into the medical, exercise, nutrition, sports or another field where you need to know anatomy for your career or taking it for general education or other reasons, it is interesting to learn about our bodies.

The goal of your instructors is to help you succeed in anatomy. We want everyone to do well, but this course contains a lot of information and takes considerable study to succeed. The key is to get organized and keep up with the work.

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 doing the same thing each week. Laboratory materials include human models and skeletons, as well as preserved mammalian materials and human cadavers.

Lectures:
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.

Labs:
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 at Blackboard “Begin Here”) 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 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 Vista/Blackboard is Required**

This course is organized so that you can find all the course information you will need on Vista/Blackboard. Go to “Begin Here” on the home page for an orientation to the course and instructions on what you should print for class. Lecture quizzes will be online and you will use Blackboard to email the instructor.

Be sure to use Browser Check before using Vista/Blackboard to ensure your browser is configured so the complete functionality of this application is available to you. (Vista/Blackboard will not work properly unless pop-up blockers are disabled and Java is enabled). For help with Blackboard, go to Technology Support within your Portal. Many files will be in Microsoft Word or PowerPoint programs. See “Technology Help” on the home page if you do not have these programs.

**Required Textbook for Lecture and Lab**

_Human Anatomy, Third Edition, by Kenneth Saladin_  

**Grading**

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Lecture online quizzes</td>
<td>8 @ 10 points</td>
</tr>
<tr>
<td>Lecture exams</td>
<td>3 @ 75 points</td>
</tr>
<tr>
<td>Lecture final exam</td>
<td>1@150 points</td>
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<tr>
<td>Lab weekly quizzes</td>
<td>7@10 points</td>
</tr>
<tr>
<td>Lab exams</td>
<td>3@100 points</td>
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<tr>
<td>Written paper (lab)</td>
<td></td>
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<tr>
<td>Total points</td>
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Remember, you can check your grades throughout the semester on MyGrades in Vista/Blackboard.
Grading Scale:

You will receive one grade for lecture and lab. The total points earned in lecture and lab will be added together and a grade assigned according to the following scale:

- A  94-100%
- B+ 87-89%
- B+ 84-86%
- B  80-83%
- A- 90-93%
- C+ 77-79%
- C  74-76%
- C- 70-73%
- D+ 67-69%
- D  60-66%
- D- 50-59%
- F < 60%

Extra Credit:

Extra credit will be added to lab quizzes, lab exams, and lecture exams and all students will have the same number of extra credit points regardless of their lab instructor. There will be 20 points of extra credit in lab and 20 points in lecture during the semester.

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 eight online lecture quizzes which you will take through Vista/Blackboard. You are responsible to remember when quizzes are scheduled. Each quiz is to be completed before class on the date listed on the schedule. They will become available 48 hours prior to that time. You may start taking the quiz any time during this period and once you have started the quiz you will have 60 minutes to answer ten multiple choice questions. Lecture quizzes are open book, as their main purpose is to help encourage you to keep up with the material.

Lecture exams
Lecture exams will consist of 75 multiple choice questions and/or true/false 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 and/or true/false questions. You will be provided a Scantron answer sheet.

The exam will consist of 75 questions covering the material since Exam 3 and 75 questions of 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 sections you should study. There will be 5 points of extra credit on this exam.

**Lab weekly quizzes**
Seven 10 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 exams**
Lab practical exams are 50 questions worth 2 points each. 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. Each exam will have 2 questions (4 points) of extra credit.

**Written Lab Paper**
A written paper submitted to your lab instructor will fulfill the writing requirement for this course. This will be discussed further by your lab instructor. This assignment will have one point of extra credit.

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**Miscellaneous 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. Note that this may require you 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.

Online lecture quizzes OR lab quizzes cannot be made-up for any reason.
Don’t worry if you miss one quiz as there is plenty of extra credit to replace those points. Missing a number of quizzes will 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.
Written lab papers are due on or before the date listed. Late papers will not be accepted.

Papers will be assigned weeks before they are due, so there is no reason they should be late.

Cheating Policy:

Plagiarism or cheating of any type in lecture or lab is not tolerated. Either will result in an F in the course and referral to the university disciplinary committee. Note that cheating includes not only cheating on tests and quizzes, but turning in assignments written by another student or letting other students copy your assignments.

Laptop and Cell Phone Policy

Use of laptop computers for taking notes during class is permitted. Please sit towards the front of the class if you chose to do so and refrain from using it to “surf” the Internet during class. You will be asked to leave class if you do since this distracts other students.

Cell phones must be off or on silent during class. Please do not get up and leave class to talk on your phone. No text messaging during 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.

AFTER the official “last day to drop/withdraw” (see University guidelines) you cannot withdraw and receive a “W” without a “serious and compelling reason” (CSUC Catalog). If you enroll in this class and do not drop/withdraw you will receive an F. University policy regarding drop/withdrawal will be followed.

Please note that to drop a course after the fourth week of classes requires a “serious and compelling reason” and approval of the instructor, department chair, and dean. Therefore, before you request a late drop for this class, obtain written documentation of your reason for withdrawal. I will not consider any late drop without verification of “serious and compelling.”
Student Resources for Learning

Vista/Blackboard
- “Begin Here” explains everything about the course.
- “Technology Help” gives help regarding using Blackboard and other computer help.
- 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.
- Lab Review PowerPoint: Each section of lab has a PowerPoint titled “Review for Lab Exam” which contains photographs or diagrams of the lab materials so that students can continue to study lab when the lab is closed.

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. Generally, this will be on Friday mornings and other times as scheduled prior to exams. Open lab will not be routinely offered evenings.
- 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

Supplemental Instruction and Tutors
- The University provides supplemental instruction and tutors for this course at no cost to you. I recommend that you avail yourself of their services if you think they might be of benefit to you. These will be discussed more in lecture.

Tips for Succeeding in Anatomy

Human anatomy is a challenging course. The general rule for college courses is that in order to succeed, you need to study 2-3 hours a week outside class for each unit of credit. This means that you should expect to spend 8-12 hours a week studying human anatomy in order to receive a satisfactory grade. Of course, this varies from person to person and many people find they need to study more than this. You need to be realistic about how much time you will need to devote to this class and plan your schedule accordingly.

- Be disciplined. Do not fall behind in the reading or in learning the structures for lab. I cannot emphasize this enough. This course starts by discussing the human body at the cellular level and builds from there. Therefore, most of the new material requires an understanding of the previous material. If you get behind, the course will just get harder and harder for you.
• **Use your time effectively**, in and out of class. Learning to manage your time is one of the greatest challenges for successfully completing college course work. Figure out a system for studying that works with your style of learning and allows you to get the most use out of your time. Put in a **consistent** effort. Make time in your schedule to study every week and stick to it.

• **Think critically** about what you are learning; don’t just try to memorize the material. There is logic behind most of the concepts and learning it helps you remember the material.

• **Break the material down into bits and pieces** – trying to learn everything at once will be overwhelming. After each class, ask yourself, ‘What are the major points of the material?’ and try to state them in your own words. Then concern yourself with the details. Study a little each day.

• **Get to know your classmates**. Many students do better when they study with another student or in groups. You may wish to meet in open lab or at other times.

• **Get excited** about the material! Human anatomy is a fascinating topic – it is the study of *yourself*. Applying your newly acquired knowledge to yourself and your personal experiences will make it easier for you to remember. If you can instill a genuine interest in yourself for the subject, the class will be much easier and enjoyable for you.

• **Ask questions**! Instructors want you to succeed. If you don’t understand something, are generally confused, or have any concerns and/or questions, come talk to your lecture or lab instructor.