

Biology 231: Human Anatomy – Syllabus for Fall 2019

(1) Course Information

- Section: E/2076
- Year and quarter: Fall 2019
- Schedule:
 - Labs in Shuksan 140 on Mondays and Wednesdays, 12:20-2:10pm
 - Lectures in Shuksan 145 on Tuesdays and Thursdays, 12:20-2:10pm
 - Final exam in Shuksan 145 on Thursday, December 12, 12:20-1:50pm

(2) Instructor Information

- Instructor name: Gregory J. Crowther, Ph.D.
- Contact information:
 - Email: gcrowther@everettcc.edu (Canvas messages work too)
 - Office phone number: 425-388-9480 (note: I do not check voice-mail often)
 - Website: <http://faculty.washington.edu/crowther/>
- Office location: Shuksan 118
- Office hours for this quarter:
 - Mon/Tues/Wed/Thurs, 9:15-9:45am and 2:25-2:55pm
 - Fridays, 9:15-10:45am
 - And by appointment

(3) Course Description*

Detailed examination of the structure of the human body using human models, human skeletons, microscopic slides, digital photographs and animations, and dissection of fresh animal specimens and preserved cats. For allied health professional majors.

(4) Learning Objectives and Core Learning Outcomes*

Upon successful completion of this course, students will be able to meet these Learning Objectives:

- Describe in detail the structures of the following human organ systems: Integumentary, Skeletal, Muscular, Lymphatic/Immune, Respiratory, Digestive, Nervous, Endocrine, Cardiovascular, Urinary, Reproductive.
- Describe in detail the structures in the regions of the human body.
- Describe in detail the organizational levels of structural anatomy.
- Carry out detailed dissections of animal specimens.
- Use a microscope to observe cells and tissues.
- Clinically apply anatomic knowledge and identify anatomic parts.

Three of EvCC's seven Core Learning Outcomes are also introduced or assessed in this course:

- *Engage and take responsibility as active learners.* Students will acquire active learning skills by using multiple resources to find anatomical structures they must identify in each lab unit and to learn material not taught through lecture.
- *Think critically.* Students will learn to acquire and pull together and acquire knowledge from multiple information resources (textbook, lab manual, websites like MasteringAandP.com, etc.).
- *Communicate effectively.* Some lab worksheet and lecture test questions will require answers of 1-4 clear, precise sentences.

(5) Required Resources

- General comment: The easiest way to get the required materials is to buy the bookstore bundle. However, you might be able to save a little money by buying the components separately.
- Textbook: *Human Anatomy* (9th edition/2018) by Martini, Tallitsch, and Nath; published by Pearson.
 - You are welcome to buy or rent this textbook, either as a physical copy or an online version (via PearsonMyLabAndMastering.com; see below), whatever works best for you. (Personally, I prefer to own a physical copy that I can write in and keep for future reference.)
 - When I refer to page numbers, section numbers, figure numbers, and problem numbers, I will use those of the current edition. If you use an older edition, it is your responsibility to notice and overcome discrepancies between editions. That is, if you use an older edition, you should make sure that you also have easy access to a current edition so that you can easily compare the two.
- Lab manual: *Human Anatomy Laboratory Manual with Cat Dissections* (9th edition/2020) by Marieb & Smith; published by Pearson.
 - The above notes on textbook access and edition also apply to the lab manual.
 - It is possible, though not necessarily recommended, to work with a used lab manual whose Review Sheet pages already include answers or are already torn out. You will need to see what the questions are, but you will turn in your answers on a separate piece of paper rather than the original Review Sheet pages.
- Websites
 - Course website: <https://everettcc.instructure.com/courses/1813413>. Please check this site every day or adjust your Canvas settings so that you are notified of all new announcements, assignments, etc. There is no additional charge for using this website.
 - Pearson Mastering site: <https://www.pearsonmylabandmastering.com>. Your course ID is crowther27437.
 - You will need to access the following parts of this website: Learning Catalytics (for “clicker” questions), Practice Tests and Quizzes (in the Study Area section), and the e-textbook if you don’t have a physical copy.
 - You are welcome to use any of the other online resources that are included.

- With the exception of Learning Catalytics (“clicker” questions), you will not be submitting any to-be-graded work to the Mastering website. Instead, you will submit assignments in Canvas or in person.
- Use of this website requires a subscription that is included in your bookstore bundle, but that may also be purchased separately.
 - If you are currently awaiting financial aid or have some other temporary financial constraint, you can register for a 14-day free trial, after which you will need to pay for continuing access.

(6) Other Requirements and Expectations

(6.1) Prerequisites*

- BIOL& 211 (or BIOL& 221 and BIOL& 222) with a grade of C or higher
- CHEM& 121 (or CHEM& 161 and CHEM& 162) with a grade of C or higher

Any student who has not yet met both prerequisites but wants to take this course should consult me as soon as possible (if you have not already done so).

(6.2) Attendance and Participation

Consistent attendance and participation are critical for success!

- You really should come on time to all labs and exams. In cases of unavoidable scheduling conflicts or personal emergencies, contact me as early as possible and explain the situation in enough detail for me to grasp its seriousness; I will try to work something out with you. Arriving late to an exam does not entitle you to extra time unless you have an exceptionally good excuse. Arriving late to a lab inconveniences both your lab partner (who has to start without you) and your instructor (who has to re-explain things once you arrive).
- I urge you to attend all lectures as well. Please take advantage of the presence of your classmates and instructor, rather than figuring everything out on your own outside of class! I will do my best to make lectures engaging, interactive, and relevant to the exams. We will explore the material through think-pair-share discussions, clicker questions, worksheets, and even content-rich songs. Lectures will generally be recorded via Panopto, but recordings should be used as a supplement to (not a replacement for) participation in lectures. If you simply cannot get to a particular lecture, please notify me (in advance, if possible) so that I can help you stay on top of the material.
- Open lab: During weekday “business hours” (7:30am to 5pm), if the lab is not occupied by a class, it will often be open for studying. Some weekend time will also be available, pending the recruitment of student monitors. (If you do come in on weekends, please refrain from scalpel use.) I strongly recommend taking advantage of this time.

(6.3) Assignments

We learn through regular, focused, thoughtful practice. This course will give you many opportunities to practice working with and processing the material. In general, there will be assignments due before

each lecture and lab to ensure that you are prepared for the day's work. There will also be numerous in-class and in-lab assignments, plus several lab and lecture exams. These different assignments will be graded in different ways:

- Daily assignments will be graded for completeness (did you do the whole thing?) and timeliness (did you turn it in on time?).
- Exams will be graded for quality (were your answers good?). Exams will include formats such as multiple-choice, short-answer, and name-that-structure.
- Lab worksheets will be graded for completeness, timeliness, and quality. In general, only a few answers will be checked for quality.

Assignment category	# of assignments	Points per assignment	Total points in this category
Pre-lecture homework	18 (none dropped)	2	36
In-lecture assignments	36 (lowest 5 dropped)	2	62
Pre-lab homework	16 (none dropped)	2	32
Lab worksheets	15 (lowest 1 dropped)	10	140
Tests	7 (lowest 1 dropped)	100	600
Approximate total			870

There will also be a couple of small extra-credit opportunities during the quarter.

(6.4) Final Grades

Final grades will be based on the percentage of total points earned, according to the chart below. No "curving" will be applied at the stage of awarding final grades.

0.00-59.49%: F	59.50-66.49%: D	66.50-69.49%: D+	69.50-72.49%: C-	72.50-76.49%: C	76.50-79.49%: C+
79.50-82.49%: B-	82.50-86.49%: B	86.50-89.49%: B+	89.50-92.49%: A-	92.50% and up: A	

(6.5) Late Work

In general, late work is accepted but penalized 20% per day, up to a maximum penalty of 60%. For example, a 10-point assignment would receive a 2-point penalty if submitted 0.1 to 24 hours late, a 4-point penalty if submitted 24.1 to 48 hours late, and a 6-point penalty if submitted more than 48 hours late. To minimize late penalties, post a scanned or photographed copy to the corresponding assignment listing in Canvas as soon as possible. If you have a good excuse for being late (e.g., a sudden illness or family emergency), please post your excuse and documentation (doctor's note, prescription, photo of open wound...) to the corresponding assignment listing in Canvas and I'll consider waiving the penalty.

(6.6) Academic Integrity – Cheating and Plagiarism

Inappropriate use of someone else's work will result in a failing grade on the assignment or a failing grade in the course, depending on the details of the situation. Any incidents of this type will be reported to the Dean of Student Development as a violation of the Student Conduct Code, which is described in the [Student Rights and Responsibilities Handbook](#).

(6.7) Lab Safety, Cleanliness, and Organization

Please observe the following guidelines!

- Wear close-toed shoes and clothes that cover your legs.
- Reassemble models and return them to their proper cupboards. If you break a model, please save the pieces so they can be repaired or submitted for an insurance claim.
- Clean all equipment with dish soap and Lysol, dry it, and put it away properly.
- Use Lysol disinfectant to wipe table tops and chairs each time you are done in the lab.
- Push chairs under the lab tables before you leave.
- Place used scalpel blades in the red sharps container.
- Clean sink plugs and drains before you take your latex gloves off.
- Bring an old white t-shirt to wrap your cat.
- Place all fresh (not preserved) dissection materials in the gray (regular) trash receptacles.
- We provide gloves. A lab coat is optional.
- Safety goggles are required during dissections, and are in a bin in the back of the lab.
- Children are not allowed in the labs. Students are not allowed in the stockroom.
- No smoking, eating, or drinking in lab at any time.

(6.8) Other Tips for Success

- *Actively participate in everything.* Take notes in class. Ask questions. Answer questions, even if you have to guess. Don't let your lab partner do all the fun stuff. Take charge of your education!
- *Practice metacognition.* Metacognition refers to cognition about cognition, i.e., thinking about how you think. For students, this encompasses "knowing how to learn, being able to monitor their own understanding, being reflective about what they understand and do not understand, and being able to strategize about how to resolve their confusions" (K.D. Tanner, *CBE Life Sciences Education* **11**: 113-120, 2012).
- *Work together.* This can be done both online (via Canvas Discussion posts and Chats) and in person. Form study groups and help each other out! Just be sure that your submitted work reflects your own understanding and credits any outside sources.
- *Respect me and your peers, and expect respect in return.* Respectful behavior includes: listening carefully when spoken to; giving people the time and space to think and to ask and answer questions; refraining from harsh or persistent criticism; avoiding language, attire, or movements likely to be annoying or distracting; keeping conversations reasonably focused on course material; and maintaining reasonable control over one's emotions.

- *Get help when you're starting to struggle, not after weeks of problems.* Let's address small problems – regardless of whether they concern the material itself, study habits, interactions with classmates, or whatever – before they become big problems. Office hours and lab sessions are especially good times to check in with me.

(7) Approximate Class Schedule

Textbook chapters are referred to as “Ch.”; lab manual exercises are referred to as “Ex.” This schedule is subject to change; however, every effort will be made to hold the tests on the days indicated.

Week # (Dates)	Monday lab	Tuesday lecture	Wednesday lab	Thursday lecture
1 (Sept. 23-26)	Ch. 1 (orientation), Ex. 1 (orientation)	Ch. 2 (cells), Ch. 3 (tissues)	Ex. 5 (histology)	Ch. 4 (integument)
2 (Sept. 30- Oct. 3)	Ex. 6 (integument), Ex. 7 (skeletal)	Ch. 5 (bones), Ch. 6 (axial skeleton)	Ex. 8 (axial skeleton)	Ch. 7 (appendicular skeleton), Ch. 8 (articulations)
3 (Oct. 7-10)	Ex. 9 (appendicular skeleton)	Ch. 9 (skeletal muscle)	Ex. 10 (articulations), Ex. 11 (skeletal muscles)	Lecture Test 1 (Ch. 1-8)
4 (Oct. 14-17)	Practical Test 1 (Ex. 1, 5-9)	Ch. 10-11 (axial & appendicular muscles)	Ex. 12 (skeletal muscles)	Ch. 13 (nervous tissue)
5 (Oct. 21-24)	Ex. 12 (skeletal muscles), continued	Ch. 14 (spinal cord & nerves)	Ex. 14 (brain & cranial nerves)	Ch. 16 (brain & cranial nerves)
6 (Oct. 28-31)	Ex. 17 (vision), Ex. 19 (hearing/ balance)	Lecture Test 2 (Ch. 9- 11, 13-14)	Ex. 23 (heart)	Ch. 17 (autonomic NS)
7 (Nov. 4-7)	Practical Test 2 (Ex. 10-12, 14, 17, 19)	Ch. 18 (senses)	Ex. 24 (blood vessels)	Ch. 19 (endocrine), Ch. 20 (blood)
8 (Nov. 11-14)	No lab (Veterans Day)	Ch. 21 (heart)	Ex. 30 (surface anatomy)	Ch. 22 (blood vessels)
9 (Nov. 18-21)	Ex. 26 (respiratory)	Lecture Test 3 (Ch. 16-21)	Ex. 27 (digestive)	Ch. 23 (lymphatic), Ch. 24 (respiratory)
10 (Nov. 25-28)	Ex. 28 (urinary)	Ch. 25 (digestive)	Ex. 29 (reproductive)	No class (Thanksgiving)
11 (Dec. 2-5)	Open lab (review)	Ch. 26 (urinary)	Practical Test 3 (Ex. 23-24, 26-30)	Ch. 27 (reproductive)
12 (Dec. 9-12)	No lab (finals week)	No class (finals week)	No lab (finals week)	Lecture Test 4 (Ch. 22-27)

(8) Support for Students: Equity and Accessibility*

Everett Community College, through its Vision, Mission, and Strategic Plan, has made an institutional commitment to establish a diverse, equitable and inclusive working and learning environment. My goal

is to create a classroom environment in which everyone can participate and learn. Because of the diversity of backgrounds, experiences, and beliefs all of us bring to this class, I expect you to interact with your peers in a spirit of generosity, mutual respect, and understanding.

If there are aspects of this course that prevent you from learning or that exclude you, please speak with me as soon as possible. Together we can develop strategies to meet both your needs and the requirements of this course. I am happy to talk privately after class or during my office hours.

You also have the right to request accommodation for a verified disability. For information and assistance, contact the Center for Disability Services (located in Parks 267, 425-388-9272, or cds@everettcc.edu) for help documenting specific needs you may have and determining appropriate accommodations.

Reasonable Accommodations for Faith/Conscience: Everett Community College students are entitled to two days of excused absences per academic year (summer quarter through the end of spring quarter) for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Everett Community College will grant reasonable accommodation so that grades are not impacted for students who are absent for reasons of faith or conscience, or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization. Such absences must be requested in writing within the first two weeks of the class or the first week for a late start class and may not incur additional fees for students. This policy and the associated procedure is posted on the [Student Rights & Responsibilities Handbook](#). Students who have concerns about approval or a grade impact may utilize the student grievance procedure for concerns not directly related to grades, or to the grade appeal process in cases impacting a final grade.

We understand that for our campus to be welcoming and safe, it must be free from all forms of discrimination. Everett Community College does not discriminate based on, but not limited to, race, religion, creed, color, national origin, age, sex, sexual orientation, gender identity or expression, pregnancy or parental status, marital status, disability, genetic information, or status as a veteran of war. If you believe that you have been subjected to discrimination or harassment based upon any of these, you should let me know or contact the college's Title IX Coordinator at TitleIXCoordinator@everettcc.edu or 425-388-9271.

Additional student support information:

- *Canvas.* Assistance with the Canvas learning management system including logging in and course access. Whitehorse 210 – 425-388-9027 or 1-866-575-9027. Canvas Help Desks are also in the library, outside the Tutoring Center and the Whitehorse lobby.
- *Counseling and Student Success.* Assistance with career counseling, academic/educational counseling, advising, and referral to community mental health resources. Parks 3rd Floor – 425-388-9263.

- *Library.* Information and services to support research and learning including books, media materials, and databases. Librarians assist students in locating information and developing research skills. Parks 1st floor – 425-388-9353 (checkout) and 425-388-9354 (reference assistance).
- *Tutoring Center.* Free academic/tutorial support with course material, study skills, time management, and preparation for exams. Rainier 119 and Baker 112 – 425-388-9356.
- *Writing Center.* Peer writing assistants offer feedback, ideas, and methods for editing and polishing work. Gray Wolf 150 – 425-388-9406.
- *Additional Support Services.* Visit the Everett Community College [Student Services website](#).

(9) General Information about EvCC Policies and Procedures*

As outlined in the campus civility statement (everettcc.edu/files/administration/policies/evcc1010-civility-statement.pdf), Everett Community College is committed to providing a safe learning and working environment. The expectation is that all students will conduct themselves in a civil, respectable and appropriate manner as a responsible member of the college community. The Student Rights and Responsibilities Handbook (everettcc.edu/files/students/student-activities/student-rights-responsibilities-and-policies.pdf) identifies and describes college expectations, students' rights, and outlines the process for resolving disciplinary matters, including Student Code of Conduct violations. The provisions of the Student Code of Conduct apply to all students whenever they are on the college campus, in college housing, or engaged in college-sponsored activities and functions.

(9.1) Emergency Preparedness and Campus Closures*

In the event of an emergency situation adversely affecting college operations, public health, or the well-being and safety of students or employees, the college president may declare a temporary closure of any or all units of the institution. If the event of a closure, information will be posted on the opening screen of the EvCC website, emailed to students and employees at their college email address, and will also be available as a message on the college's main phone line at 425-388-9100. Students may sign up to receive an emergency alert as a text message or by personal email through the Rave system (getrave.com/login/everettcc). Faculty will communicate with students about adjustments in course content or requirements, including assignment deadlines that may be impacted by a closure.

(9.2) Academic Calendar*

Registration and payment dates, application and refund deadlines, the final examination schedule, and all other information related to the academic year and each individual quarter is available on the college website (everettcc.edu/enrollment/registration/important-dates-calendar).

Student Registration Instructions

To register for **Bio 231: Human Anatomy (Crowther), Fall 2019**:

1. Go to www.pearson.com/mastering.
2. Under Register, select **Student**.
3. Confirm you have the information needed, then select **OK! Register now**.
4. Enter your instructor's course ID: **crowther27437**, and **Continue**.
5. Enter your existing Pearson account **username** and **password** to **Sign In**.
You have an account if you have ever used a MyLab or Mastering product.
 - » If you don't have an account, select **Create** and complete the required fields.
6. Select an access option.
 - » Enter the access code that came with your textbook or that you purchased separately from the bookstore.
 - » If available for your course,
 - Buy access using a credit card or PayPal.
 - Get temporary access.

If you're taking another semester of a course, you skip this step.
7. From the You're Done! page, select **Go To My Courses**.
8. On the My Courses page, select the course name **Bio 231: Human Anatomy (Crowther), Fall 2019** to start your work.

To sign in later:

1. Go to www.pearson.com/mastering.
2. Select **Sign In**.
3. Enter your Pearson account **username** and **password**, and **Sign In**.
4. Select the course name **Bio 231: Human Anatomy (Crowther), Fall 2019** to start your work.

To upgrade temporary access to full access:

1. Go to www.pearson.com/mastering.
2. Select **Sign In**.
3. Enter your Pearson account **username** and **password**, and **Sign In**.
4. Select **Upgrade access** for **Bio 231: Human Anatomy (Crowther), Fall 2019**.
5. Enter an access code or buy access with a credit card or PayPal.