**Biology 2423 Human Anatomy-Syllabus, Spring 2018**

**Instructor**
Dr. M. Scott Burt

**Information**
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**Office Hours:** M 11-3, W 9:30-11, R 2-3; other times by appointment

**OVERVIEW and LEARNING OUTCOMES:** Welcome to Human Anatomy and your first “mega” syllabus! It is chock full of valuable information, so please take the time to read it thoroughly. This is a science course about the study of the structure of cells, tissues, organs, and organ systems of the human body (see schedule). It serves a variety of academic majors (6 to be precise) and I will do my best to accommodate special interest topics in each discipline. While the specifics of content will vary depending on the needs of the participants, we will be aiming at the following goals to help prepare you for a career in your field.

A successful student in human anatomy should be able to achieve the following course related learning outcomes:

− locate, identify, and functionally describe the structures of the human body at all levels of organization (i.e. recall content) = CT1, EQS1, EQS2 – Assessment = In class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports

− determine/visualize the physical relationships of structures to one another at all levels of organization (i.e. comprehend the material). CS1 – Assessment = In class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports

− collect and apply anatomical information to evaluate relevant clinical scenarios/problems (i.e. apply information you have learned). EQS1 – Assessment = In class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports

− work effectively with others to support and accomplish a shared goal = CS1, TW2 – Assessment = In class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports

− connect what she/he is learning to her/his own field (i.e. to make anatomy relevant to your own academic endeavors). Assessment = In class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports

For Departmental, State, and Accreditation purposes this course will assess:

− CT1: Gather, analyze, evaluate, and synthesize information relevant to a question or issue
− CS1: Develop, interpret, and express ideas through effective written communication.
− EQS1: Manipulate and analyze numerical data and arrive at an informed conclusion.
− EQS2: Manipulate and analyze observable facts and arrive at an informed conclusion.
− TW2: Work effectively with others to support and accomplish a shared goal

**CLASS PREPARATION:** I have provided all lecture presentations, outlines, handouts, and exam checklists on BlackBoard. In lecture I will clarify many, but not all of the concepts you are required to know. Therefore much of you learning will occur outside of the formal class meetings. Educational research tells me that learning outside of class is more effective than learning that occurs in class. Therefore to achieve these goals and maximize your learning, it is vital you attend class and come prepared. This means reading the assigned chapters, completing coloring-book plates or other assignments, reading the on-line notes, and completing lab activities in the manual before lab. Anatomy is not conceptually difficult, but like any science course the amount of material and unfamiliar terminology can make it seem unwieldy. This means it is largely your responsibility to learn the material presented, read the text, and complete the assignments on your own. This requires you to possess a positive attitude toward learning and a serious commitment to studying outside of class everyday, especially within 24 hours of class or lab. It also means participating in activities vital to the concept being taught that day to enhance the teaching of a particular subject. In other words don’t expect to learn anatomy just by sitting and listening in lecture. While this will enhance your learning, you must take an active role in your own learning by practicing anatomy everyday. As a member of the class you are also:

− expected to attend and be prepared for all lecture and lab meetings.
− required to follow all directions/instructions both written and spoken.
− invited to ask questions (at the proper time of course), no matter how naive they seem to you. There are probably at least two other folks who have the same question. The only stupid question is one that isn’t asked.
encouraged to ask for help and/or clarification. Don’t suffer in silence. I can’t help you learn if I don’t know you’re confused or if my instructions are unclear.

encouraged (strongly) to use course Blackboard site (see below) which has extensive anatomy resources and study tips. If you are unfamiliar with how to study for a memory intensive course like anatomy, it’s definitely worth your time to take a look.

WHAT YOU NEED TO STUDY: Simply stated, these are the things you need to work on EVERYDAY. Start by organizing all your materials and making a study plan.

FOR LECTURE:
- Power Point Presentations on Blackboard
- Class notes & activities (notes, clinical applications, & activities we actually do in class)
- Coloring Book Plates (see lecture syllabus schedule)
- Exam Checklists on Blackboard
- TopHat quizzes
- Mastering A&P Assignments

FOR LAB:
- Lab Manual Exercises and Assignments
- Lab Manual Summary Word lists
- Mastering A&P (MAP)/Practice Anatomy Lab (PALS) Assignments
- Coloring Book Plates (see lab syllabus schedule)
- Open Lab

COURSE MATERIALS:
- ASU HUMAN ANATOMY PACKAGE:
  - Marieb, Wilke, Griffin, and Adkins (2012) Fundamentals of Anatomy – Custom Lab Guide for Angelo State University (required)
  - Subscription to TopHat (see below)
- All students in my lecture section will also be using a software/application product called Tophat. This service may cost a small fee, depending on whether or not you have purchased this for other courses. If you have purchased this application for another course this semester, there is no additional cost. If you have already purchased the long term contract year for another course at ASU in the recent past, there will also be no additional cost. If you have never used Tophat before, there will be three purchase options: $26 for a one semester unlimited use, $38 for annual use for 1 year, or $75 for “lifetime” use. Tophat requires everyone to have an electronic device (Smartphone, tablet, laptop, etc.) with them every day in class. Please use your ASU email when signing up for tophat.
- Non-sterile surgical dissection gloves
- All lecture presentations, handouts, exam checklists, lab images, and study tips are posted on Blackboard.
- Anatomy laboratory dissecting kit (optional). These are available at the campus bookstore. Since lab can be quite messy at times we require that you also get some non-sterile surgical gloves and suggest than you wear old clothing on dissection days. (Your lab instructor will provide you with more information).
- Colored pens, pencils, or markers (optional) are helpful for your coloring book assignments and taking notes.

INTERNET ACCESS IS REQUIRED for this course. Lecture and lab materials will be distributed routinely via the internet on Blackboard. In addition to many lecture and lab resources, there are many study tips and strategies that you may find useful in your studies. You may access the web free at any computer lab on campus and from home. For more information call the Informational technology department at 942-2911.

You are required to have a Blackboard account and an official ASU email address. I will use these to make announcements, distribute materials (lecture notes, outlines, handouts, and exam checklists) and post grades. You can access blackboard 24/7 at http://blackboard.angelo.edu. Please visit the site regularly. If you have not used Blackboard before, you may wish to review the tutorial by selecting “the help” icon or call the ASU Technology Service Center at 942-2911 (MCS-111) for assistance.

GRADE DETERMINATION: Your grade is will be based on the total point accumulation you earn on all quizzes and examinations in both lecture and lab. The total number of available points is 1110. In lecture and lab each student will have an opportunity to earn activity points on lecture exams, lecture and lab quizzes, Mastering A&P assignments and other activities where participation is necessary to earn points (see below). Any points earned on these activities will be added to the student’s point total in the course. At the end of the semester all points (lecture, lab and activity) are added together. Final grades are assigned according to the following scale
<table>
<thead>
<tr>
<th>Course Component</th>
<th>Maximum Points Available</th>
<th>Grading Scale (points needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Laboratory Practical Exams &amp; 2 Lab Assignments</td>
<td>510 points</td>
<td>900 or more = A</td>
</tr>
<tr>
<td>Lecture Exam 1</td>
<td>125 points</td>
<td>800-899 = B</td>
</tr>
<tr>
<td>Lecture Exam 2</td>
<td>125 points</td>
<td>700-799 = C</td>
</tr>
<tr>
<td>Lecture Exam 3</td>
<td>125 points</td>
<td>600-699 = D</td>
</tr>
<tr>
<td>Lecture Exam 4</td>
<td>125 points</td>
<td>599 or less = F</td>
</tr>
<tr>
<td>Lecture Activities, Quizzes, and Mastering A&amp;P assignments</td>
<td>100 points</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1110 points available</strong></td>
<td></td>
</tr>
</tbody>
</table>

Please note I do not curve exams or final grades nor are they negotiable (i.e. an 899.9 pts = B; 599.9 pts = F, etc). Grades will be changed only if you can demonstrate (with verifiable evidence) that there was an error in how the grade was calculated or an incorrect grade was entered, but once the graded is posted on Blackboard you have only 48 hours to challenge it. (At the end of the semester is too late). See ‘regarding procedures’ below for a more complete explanation of how to do this. All students will be treated equally and fairly, and all grades will be calculated in the same way, regardless of extenuating circumstances or any reason not related to your actual performance in the course. However much I may sympathize with your personal circumstances or situation, I never consider them to be a basis for grade assignments due to obvious logistical, equity, and university policy issues. The activity points serve as an extremely generous, built-in curve. I strongly encourage you to take advantage of the activity points when they become available because once assigned they cannot be made up. Therefore you should always attend class and strive to do your best, so that you may earn the grade you want. It is your responsibility to keep up with your point total. Don’t worry……. I will help if you just ask!

**ASSESSMENT MEASURES:**

**Laboratory Practical Exams and Quizzes:** Your lab performance will be assessed with practical exams, in-class and out of class quizzes, and activities. These will be discussed in more detail by your lab instructor.

**Lecture Exams:** In lecture your performance will be assessed by 4 lecture exams (see schedule) worth 125 points each for a total of 500 points. You are required to take all 4 exams, no exceptions. I will not drop any exam grades, but your highest lecture exam score can replace your lowest and will therefore be counted twice. Lecture exams will assess your knowledge, comprehension, and application of the material presented in lecture and on-line notes, readings, or other in-class assignments made since the previous exam (~60%). A portion of your exams will also cover assigned plates, from the *Anatomy Coloring Book 3rd ed.*, (~25%) that you should be able to label and/or identify (i.e. figures you have been assigned for study will be selected and used on each exam). See schedule for specific plate assignments. The exams will also assess your application of the content in the form of problems that will be assigned in advance from your summary checklists and/or text (~15%). The format of all the exams will be multiple-choice. Tentative exam dates are given in the schedule. Exams are designed to be completed in a 75- minute time frame. See your exam checklists on blackboard (under assignments) for sample questions.

**Exam Days:** On exam days, you will need a couple of good #2 pencils with erasers and your own Scantron.. Use of electronic devices such as cell phones, smartwatches, tablets, or MP3 players (iPods, etc.) is not allowed and must be turned off during the exam. *If they go off during the exam, you will receive a warning. If they go off a second time, you will receive a ZERO for the exam in question.* Please arrive as early as possible. The exam will begin promptly after the previous class is dismissed. No talking is allowed once I begin to hand out the exam. You will also not be allowed to leave during the exam. If you have a question during the exam, please raise your hand. If you leave, you will have to turn in your exam. Please see me before the first exam, if you anticipate any problems with the procedures outlined above.

**Make-Up Exams:**
1. Lecture make-up exams will NOT be provided. This means there are NO make-up exams unless it is for an approved university function (athletics event, etc.). No exceptions.
2. If you miss an exam (1, 2, or 3) for any reason, your highest exam score can replace the zero.
3. Your highest exam score will replace only one exam. If you miss more than one exam for any reason, you will not pass this course.

Lecture Activity Points: The volume of material covered in this course makes it necessary for you to dedicate a sufficient amount of time each day, not only to attending class, but to studying material outside of class. To encourage you to keep up with this material and to provide a means of self-assessment, activity quizzes, activities, and assignments will be made periodically during the semester. There will be 100 activity points available throughout the semester in lecture. These activity points are the equivalent of a built-in curve equivalent to one full letter grade. Activity quizzes will cover material presented in lecture or from other sources and may be incorporated into each lecture exam. These quizzes will be announced in advance and taken in-class via TopHat or out of class via Mastering A&P. Other activities (TBA) such as take-home assignments or in class activities may be assigned which form the basis of a quiz. Students who are not present for in-class lecture quizzes, activities, or assignments will not have the opportunity to make-up these points.

- Students who arrive late for class will not be given extra time to complete a quiz or assignment. In-class activity points cannot be made up.
- Mastering A&P quizzes not completed by posted deadlines will automatically receive a 0.
- Out of class assignments are considered late once class officially begins. Late take home assignments will be accepted with a proportional point deduction.

Re-grading Procedures: An answer key for each lecture exam will be made available after it has been graded and returned. You are encouraged to review the key to learn from your mistakes. You are also encouraged to confer with me via the outlined procedure below if you have concerns regarding your quiz or exam once you have compared your work to the key. To report calculation or grading errors on your exam, you are required to visit with me during office hours during which your grade may be adjusted via the following procedures:

1. If the error is strictly a mathematical error:
   - You must show that there is an error in calculation. Be aware that copies of your scantrons are made prior to returning them after grading.

2. If you believe you have found a grading error:
   - study the key before you request that any question(s) be re-graded. You must clearly verbally state your reason(s) for thinking the question has been graded incorrectly. This means I expect a clearly delineated/thoughtful reason based on verifiable factual information that your answer is correct (i.e. from a reputable source like your text or lab manual

3. Understand I will be very fair and accurate. The deadline for requesting any recalculating or re-grading is 72 hours following the posting of the grade on Black board.

ATTENDANCE POLICY: Attendance will affect your grade in the course. You are expected to be in class every day and are responsible for all information given. ASU requires that attendance be checked at each class meeting. Attendance will be taken using TopHat. I do not give points for perfect attendance nor do I subtract points for excessive absences. Attendance will affect your grade in this course however. You penalize yourself on exams when you miss class simply because you are missing learning opportunities. For example, activity opportunities given in-class cannot be made up. Plus on average, students who miss a single lecture class score 6-8% lower than the class average on exam scores. This decreases about another 6-8% for missing two classes. Missing more than two lecture classes virtually guarantees a very poor exam score. In general it is true that students who exhibit erratic attendance do not perform to their full potential and may be perceived as having a lack of interest in completing the course. If a situation exists which is causing you to miss an excessively, I encourage you to discuss the situation with me. Excessive absences are required by the university to be reported to the Registrar’s Office, the Dean of Student Life and/or the department head of your declared major. If you are an athlete, the NCAA compliance officer and your coach will be contacted. Contrary to popular belief, a student who fails to attend class is not automatically withdrawn from a course and will receive a grade that represents their performance throughout the entire semester.
**Academic Honesty/Plagiarism/Cheating:** No form of academic dishonesty will be tolerated. Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and following the ASU policies on academic dishonesty contained in both print and web versions of the Student Handbook. Students in this class are expected to submit work in accordance with the guidelines of academic honesty provided by the handbook and/or their instructor. The penalty for ANY act of academic dishonesty is a grade of ZERO on the assignment and disciplinary action as warranted by the university guidelines that includes dismissal from ASU.

**Angelo State University – Honor Code:** ASU expects its students to maintain complete honesty and integrity in all of their academic pursuits. Students are responsible for understanding and following the Academic Honor Code as outlined on the university’s web site and in the Student Handbook.

**Withdrawal From the Course:** Contrary to what many students believe, you are not automatically withdrawn from a course if you cease to attend lectures or labs. If you wish to discontinue participation human anatomy you must formally withdraw by seeing your lecture instructor. Dropping the lecture automatically drops the lab, so no separate drop slip is necessary. Failure to do this can result in a grade of F appearing on your academic transcript. Dropping the lecture automatically drops the lab.

**Special Needs/Disability Statement:** Persons with disabilities which may warrant academic accommodations must contact the Student Life Office, Room 112 University Center, in order to request and to implement academic accommodations. Angelo State University is committed to the principle that no qualified person shall, on the basis of disability, be excluded from the participation in or be denied the benefits of the services, programs, or activities of the University, as required by the Americans with Disability Act of 1990. However, all students at Angelo State University must have the capacity and ambition to undertake, with reasonable assistance from the faculty and administration, the academic challenges necessary to fulfill the academic requirements for the degree or certification programs they are pursuing. Any accommodations will require documented, verifiable evidence from an accredited professional. If you believe your success in the course is at risk due to a disability, it is your responsibility to arrange a meeting with me by the end of the first week of classes, so that we may further assess your situation. I will work with you to provide reasonable accommodations so that you have a fair opportunity to perform successfully in this class, but only if you take responsibility. (Right before a quiz, practical, or exam IS not taking responsibility. You must meet with me well in advance, so that I may help you.

**RELIGIOUS HOLY DAY:** A student who intends to observe a religious holy day during the semester should make that intention known in writing to the instructor during the first week of the semester and one week prior to the absence. If this submission is completed, a student who is absent from classes for the observance of a religious holy day shall be allowed to take make up missed exams or assignments scheduled for that day in accordance with syllabus policy.

**Supplemental Instruction is available for this course.** SI sessions are student led, group study focused on helping you learn to be successful in human anatomy. Sessions are regularly scheduled, hour-long meetings wherein you will be able to participate in group discussion about the lecture and assigned readings. SI sessions cover the following:

- Key course concepts and how to identify important material
- Clarification of lectures and text; Efficient organization of course material
- Development of possible test questions and taking mock exams
- Problem-solving techniques and Critical thinking skills
- Study skills strategies (e.g., understanding lectures, effective note-taking, textbook reading, etc.)
- They will not help you complete homework/activity assignments.

The cost is absolutely FREE to students enrolled at ASU. SI leaders are former Anatomy students who performed exceptionally well in the course. SI Leaders are trained to lead small group discussions and assist you with problematic course concepts. Preliminary results indicate students who attended SI earned on average earn one to one and half letters grade higher on lecture exams than students who do not attend. More information will be provided later.
<table>
<thead>
<tr>
<th>Week (Approx.)</th>
<th>Biology 2423.030</th>
<th>TOPICS in Approximate order</th>
<th>MARIEB CHAPTERS</th>
<th>COLORING BOOK PLATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Biology 2423.030</td>
<td>Body Organization &amp; Cavities, Organ Systems, Cell Structure</td>
<td>1, 2</td>
<td>1-7</td>
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<tr>
<td>2</td>
<td>Biology 2423.030</td>
<td>Tissues &amp; Integumentary System</td>
<td>4,5</td>
<td>8-16</td>
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<td>3</td>
<td>Biology 2423.030</td>
<td>Skeletal System Organization, Bone Tissue, &amp; Joints</td>
<td>6-9</td>
<td>17,18,19, (bone names), 20-21, 38-39, 41</td>
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<td>4</td>
<td>Biology 2423.030</td>
<td>Muscle System Organization, Groups, Microanatomy &amp; Levers</td>
<td>10,11</td>
<td>11-12,71,42-43</td>
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<td>5</td>
<td>Biology 2423.030</td>
<td>Endocrine System Overview</td>
<td>17</td>
<td>149</td>
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<td>6-8</td>
<td>Biology 2423.030</td>
<td>Fundamental of the Nervous System &amp; Nervous Tissue</td>
<td>12, 13, 14, 15, 16</td>
<td>13, 68-71, 85, 90, 73-79, 80-81, 83, 84-86, 89-90, 92-93, 94-100</td>
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<td>8</td>
<td>Biology 2423.030</td>
<td>Central Nervous System</td>
<td>12</td>
<td>13, 68-71, 85, 90</td>
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<td>9</td>
<td>Biology 2423.030</td>
<td>Peripheral Nervous System</td>
<td>13</td>
<td>73-79, 80-81, 83</td>
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<td></td>
<td>Biology 2423.030</td>
<td>Autonomic Nervous System and Visceral Sensory Neurons</td>
<td>14</td>
<td>84-86, 89-90</td>
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<td></td>
<td>Biology 2423.030</td>
<td>Special Senses: Visual, Gustatory, Auditory, Olfactory</td>
<td>15</td>
<td>92-93</td>
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<td>8</td>
<td>Biology 2423.030</td>
<td>Respiratory System</td>
<td>16</td>
<td>94-100</td>
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<td>Biology 2423.030</td>
<td>Digestive System</td>
<td>17</td>
<td>127-132</td>
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<td>10</td>
<td>Biology 2423.030</td>
<td>Blood</td>
<td>18</td>
<td>134-136, 138-143</td>
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<tr>
<td>11</td>
<td>Biology 2423.030</td>
<td>The Heart</td>
<td>19</td>
<td>100-102</td>
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<td></td>
<td>Biology 2423.030</td>
<td>Blood Vessels</td>
<td>20</td>
<td>103-106, 114-119</td>
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<td>11-12</td>
<td>Biology 2423.030</td>
<td>Lymphatic and Immune Systems</td>
<td>21</td>
<td>120, 121, 123-126</td>
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<td>13</td>
<td>Biology 2423.030</td>
<td>Urinary System</td>
<td>24</td>
<td>144-148</td>
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<tr>
<td>14</td>
<td>Biology 2423.030</td>
<td>Reproductive System</td>
<td>25</td>
<td>155-158, 160-162</td>
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<tr>
<td>8 February</td>
<td>Biology 2423.030</td>
<td>Exam 1 = 125 points</td>
<td>8</td>
<td>My Score =__________</td>
</tr>
<tr>
<td>8 March</td>
<td>Biology 2423.030</td>
<td>Exam 2 = 125 points</td>
<td>8</td>
<td>My Score =__________</td>
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<tr>
<td>12 April</td>
<td>Biology 2423.030</td>
<td>Exam 3 = 125 points</td>
<td>8</td>
<td>My Score =__________</td>
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<tr>
<td>8 May 8:00-10:00</td>
<td>Biology 2423.030</td>
<td>Exam 4 = 125 points &amp; Comp. Make-Up</td>
<td>8</td>
<td>My Score =__________</td>
</tr>
<tr>
<td>Various</td>
<td>Activity Activities, &amp; Assignments, Assessments (In and out of class)</td>
<td>Activity Activities, &amp; Assignments, Assessments (In and out of class)</td>
<td>Activity Activities, &amp; Assignments, Assessments (In and out of class)</td>
<td>Activity Activities, &amp; Assignments, Assessments (In and out of class)</td>
</tr>
</tbody>
</table>
First, make sure you have these 3 things...

Email: You'll get some important emails from your instructor at this address.

Course ID: Ask your instructor for your Course ID!

Access code or credit card: The required access code comes either with your book or by itself at your bookstore. Alternatively, you can buy instant access with a credit card or PayPal account during registration.

NOTE: Course ID is MAPBURT05330

Next, get registered!

2. Under the large Register section on the right side of the page, and click the Student button.
3. Read the onscreen instructions and click OK! Register now.
4. Next, check off whether or not you have an Access Code. If you don’t, select your textbook.
5. After this, either Create a new Pearson username/password, or, if you’ve already registered for another Pearson product (i.e. MyMathLab), enter that username/password. If you have an Access Code, enter it on the bottom of the page.
6. On the next page, fill out the appropriate information fields then click Next. If you entered an Access Code, you will be brought to a page from which you can access your product. If not, enter your payment information so that you can Purchase Access, after which you’ll be granted access.
7. You are now registered! Now, it’s time to sign. Go to www.masteringaandp.com and click the Sign In button in the top right. Enter your username and password.

Need help?

Visit www.masteringaandp.com/get-registered for:

- Helpful videos
- Frequently Asked Questions
- System Requirements
- Other helpful “getting started” info!

I, ________________________________, (print your name) have read the information contained in the biology 2423 human anatomy lecture syllabus for the Spring 2018 semester at Angelo State University and fully understand the expectations, requirements, and regulations for completing this course successfully. In addition, I pledge to maintain the highest standards of academic honesty, integrity, and discipline while I am enrolled in this course.

LAB section (day & time) ________________________________.

LAB INSTRUCTOR ________________________________.

Academic major ________________________________.

Classification ________________________________.

ASU ID# ________________________________.

Hometown ________________________________.

ASU Email and other addresses you check regularly (required):

__________________________________________.

Phone # (optional) ________________________________. In some rare cases I have found it necessary to contact a student.

I acknowledge that I understand and am responsible for the material contained in the syllabus.

SIGNATURE: __________________________________________.

TODAY’S DATE: ________________________________.