

# BIOL 2323

## Human Anatomy-Syllabus,

### FALL-2021

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## Instructor: Christie L. Adkins, M.S.

Email: [Christie.Adkins@angelo.edu](mailto:Christie.Adkins@angelo.edu) Please type 'Bio 2323' in the subject line. **If the email subject line is different from that stated above your email will not receive a reply.**

Phone: (325) 486-6633 or 942-2189 (Bio. Dept. Office)

Office: 118-B, Raymond C. Cavness Science Building, first floor

**Office Hours:** Email Ms. Adkins ([christie.adkins@angelo.edu](mailto:christie.adkins@angelo.edu)) to request an appointment on **TR 11 AM-12:15 PM, W 10 AM-1 PM, or R 2-2:30 PM.** (See Blackboard or my office door for my full schedule). **You MUST set up any appointment via email during or outside of office hours. All office hour meetings will be by APPOINTMENT ONLY.**

## Course Information

### Course Description

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.

### Prerequisite and Co-requisite Courses

There are no prerequisites for this course. Human Anatomy Lecture is also a co-requisite with Biology 2123 - Human Anatomy Lab. This means you must enroll in both the lecture and the lab to earn credit for each. In other words, enrollment is required in both courses.

### Prerequisite Skills

Accessing Internet websites, using ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the BIOL 2323/2123. Other expectations include the ability to

create and upload Word/PDF documents to Blackboard. Other formats like JPG's, Links to Google Docs, etc. will not be accepted.

## Student Learning Outcomes

Upon completion of this course, students will be able to:

- 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

## Course Delivery

Biology 2323 and 2123 is a face-to-face course with online components that students are expected to access in [Blackboard](#).<sup>1</sup> In other words, we will be meeting physically on campus AND will be completing much of the course work online (see the Required Course Materials section of your syllabus for the necessary technology).

## Required Texts and Materials

- **Required** - Kapit and Elson (2014) The Anatomy Coloring Book 4th edition
- **Required** - Non-sterile surgical gloves. (You will need these the first day of lab).
- **Encouraged** - Masks at all times.
- **Optional** - Highlighters, colored pens, pencils, or markers are helpful for your coloring book assignments and taking notes.
- **Optional** - Standard Human Anatomy Dissection Kit. (Most supplies will be provided)

## Technology Requirements

To successfully complete this course, students are required to:

- purchase the **Top Hat Response System** – Mobile/Electronic device-driven platform that we will use for attendance, quizzes, readings, AND homework activities. It also incorporates the required textbook Human Anatomy by Jenny, Lindsey, & Geske, Nicole (Eds.). (2018). Human Anatomy. Toronto, ON: Top Hat Monocle. It is a separate purchase. Also, if you plan on taking BIO 2324/2124 next semester, purchase Top Hat for a year. There is an app for both android and apple-based smartphones and tablets so that you can take anatomy anywhere! It also works well with and without Wi-Fi, although Wi-Fi is required. I will also send you an email to join the class through Top Hat Monocle.

- have reliable Wi-Fi and broadband internet access either on campus, off campus, or both.
- have access to a desktop computer or laptop (must be able to run the Google Chrome browser)
- have in class (both lecture and lab) access to a laptop or a smartphone/tablet (either Apple or Android-based)
- have access to a web camera (either on a desktop computer/laptop or smartphone/tablet)
- check Blackboard regularly. Announcements, grades, some course materials, and assignments for lectures will be distributed this way. Most lab resources will be distributed via the LAB Blackboard course page.
- complete the Biosafety Course on Bb. You cannot attend lab unless you take and pass the required safety training with at least a 90%. It must be completed by the 2nd lab meeting.
- **NOT Required** – Chromebooks are **NOT** allowed for the technology that we use in lecture (or lab). The technology that we use CANNOT be accessed by a Chromebook.

\*\*\*Note: lecture presentations, handouts, outlines, exam checklists, and study tips are posted on Top Hat or Blackboard.\*\*\*

## Communication

Class communication will be routinely distributed via email. Students are required to have an ASU email account that is **MUST** be checked **DAILY** and is the prefer method of communication for BIOL 2323/2123. **This is NOT an option.** Call the ASU IT Department if you need one or have forgotten how to access it (325-942-2911).

All private communication will be done exclusively through your ASU email address, which should be checked frequently for announcements and policy changes.

In your emails, you are required to include the course name and section number/day and time in your subject line. In the body of your email clearly state your name, ASU (campus) ID number, and a detailed reason for your email. Email messages will receive a response within 24 hours during working hours Monday through Friday. Weekend and late Friday afternoon messages may not be returned until Monday. **However, if the email subject line is different from that stated above AND you do not include the information previously stated, your email will not receive a reply in a timely manner or it may not receive a reply at all. Any email not originating from an ASU email account will NOT receive a reply.**

**Virtual communication is available:** Office hours and/or advising may be done with the assistance of the telephone, Collaborate, etc. Please email me for more information on these modes of communication.

## Grading

### Evaluation and Grades

Course grades will be determined as indicated in the table below.

Assessments and Course Components	Maximum Points Available
Laboratory Practical Exams & Various Lab Quizzes/Exercises/Activities	535
4 Lecture Exams at 125 points each	500

Activities, Homework, Quizzes via Top Hat or Blackboard (BB) <sup>***</sup>	125 <sup>***</sup>
<b>***Cumulatively this is equal to 1 lecture exam.</b>	<b>***These are required points</b>
<b>Total</b>	<b>1160 points available</b>

## Grading System

Course grades will depend on completing course requirements and meeting the student learning outcomes.

This course uses the following grading scale:

- A = 900.00-1000 points or greater
- B = 800.00-899.99 points
- C = 700.00-799.99 points
- D = 600.00-699.99 points
- F = 0-599.99 points (Grades are not rounded up)

**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. Once the grade is posted on Blackboard, you have only 48 hours to challenge it...(the end of the semester is too late). See 'Re-grading Procedures' below for a 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, I never consider them to be a basis for grade assignments. The activity points serve as an incredibly generous, built-in curve. You are required to complete ALL 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 - Assignment and Activity Descriptions

### Class Participation Activities & Homework (125 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 via Top Hat and Blackboard. Participation in ALL of these activities is expected and required.
- **A maximum of 125 points** is allowed from Top Hat and Blackboard (Bb) activities and other homework. Because there are no make-ups or late credit for these activities, if you miss the deadline, these points cannot be made up. It is in your best interest to complete all activities correctly and on time.

- If you do not earn points on a given assignment or miss a deadline, you will have an opportunity to earn them on another but are still responsible for the material covered in the assignment. Top Hat Module assignments are online so that you can work on them at your convenience.
- **The maximum number of points** you can earn in this category is **125**. Remember these are equivalent to 1 lecture exam, so DO NOT miss an activity point assignment.
- Also, please note that Blackboard is merely a repository for grades and cannot calculate them. For example, **the maximum number of points** you can earn in this category is **125**, even though you may have more showing in your total.

### **Laboratory Assessment (535 points):**

Your lab performance will be assessed using various practical exams, quizzes, lab activities, and exercises via Blackboard and Top Hat. These will be discussed in more detail by your lab instructor and posted in your lab syllabus.

### **Lecture Exams (500 points):**

Your performance will be assessed by **4 lecture exams** (see schedule) worth **125 points each for a total of 500 points** in the lecture. You are required to take all 4 exams, no exceptions. (See Make-Up Exams below).

- Lecture exams will assess your knowledge, comprehension, and application of the material presented via Top Hat and Blackboard, and other in-class or online assignments made since the previous exam.
- A portion of your exams will also cover assigned plates, from the Anatomy Coloring Book 4th ed., 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 the schedule for specific plate assignments. Terms listed on Top Hat are those you need to know.
- 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 (See Top Hat) (~25%).
- 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 1.5-hour time frame.
- Student conferences are required for any freshman who fails any exam, quiz, or assignment or who has a combined lecture/lab grade of less than 60%. Upperclassmen are also invited to meet with me at their discretion.

### **Exam Days:**

- Exams will be given on Top Hat on the days scheduled (See below for exam days and times). The exam will be available, beginning and ending during your regularly scheduled lecture day and time on the dates provided (See section titled "Exam Dates" in your syllabus).
- The Exams will be timed. You will have 1.5 hours (90 minutes) to complete the exam once it begins. Exams must be completed in one setting.
- Exams are "open-note," but you will still need to study ALOT in advance since it will be timed. It is critical you have your materials organized and study in advance, so you do not have to "hunt and peck" to confirm answers. To be successful, you must study as if this was a regular in-class exam.

- Exams may require a passcode, which I will email you in advance. If a passcode is required, you will use the code to access the exam.
- Top Hat also uses several "exam proctoring" features to ensure academic integrity...in other words...to keep you from cheating. For example, if you leave the exam for more than 5 seconds or open another screen/window more than 5 times or take a screenshot, it will automatically lock you out of the exam.
- I will be monitoring the exam remotely, so email me if you are experiencing connection problems. However, I will only be available to "un-lock" your exam during the normal working days, Monday through Friday from 9 AM to 5 PM. Please keep this in mind and plan appropriately.
- My suggestion is to study in advance (obviously) and have your coloring book and all other printed materials like power points, notes, outlines, etc. available in front of you so you don't have to leave the exam.
- If you are using a computer/laptop/tablet, you are required to use Google Chrome or Mozilla Firefox (and connect to Wi-Fi obviously).
- Please make sure your laptop or computer is fully functional and virus free with a fully charged battery or reliable power source. Also, make sure your computer is set to Central Standard Time.
- The computer labs on the ASU campus have fully functional computers with strong Wi-Fi connections. Also, the IT assistants are available to assist with technical computer issues you might have during the exam (i.e. poor connection or images not loading.)
- If you are using a cell phone, make sure you log in directly to the Top Hap App and use Wi-Fi, if at all possible. Please do not log in to Top Hat through the web browser on your phone because you won't be able to access the test. Ensure that you have updated to the most recent version of the app from the Apple or Google Play App Store.
- Also, if an image or question doesn't display correctly, try refreshing the screen a couple of times. That fixes most issues.
- Exam instructions will be announced at least one day prior to each exam. PLEASE READ THEM CAREFULLY AND THOROUGHLY!

Those students with documented special accommodations must meet with me at least 3 days prior to the exam in order to make arrangements. Failure to follow these instructions may not have accommodations available.

### **Make-Up Exams:**

- Lecture make-up exams will NOT be provided. You will be able to make up the missed points, but not the actual exam due to exam security and equity issues to other students.
- If you miss an exam (1, 2, or 3) for any reason, your score on exam 4 will be used to replace the missed exam.
- If you miss more than one exam, you will not pass the course.
- Every student must take the final exam (exam 4). You will not pass the course if you do not take the final exam.
- If you take ALL 4 exams AND Exam 4 is the highest of all of your exam scores, Exam 4 can replace the lowest score of Exam 1, 2, or 3 (only 1 replacement score is allowed).

## Re-grading Procedures:

An answer "key copy" of each lecture exam will be made available (in my office ONLY) after it has been graded. You are encouraged to review the "key copy" (in my office ONLY) to learn from your mistakes. You are also encouraged to confer with me via the outlined procedure below if you have concerns regarding your exam once you have compared your work to the key. To report calculation or grading errors on your exam, you are required to follow the **Procedures for Re-grading** shown below. Activity quizzes and assignments are not subject to re-grading.

### If you believe you have found a grading error:

- remember that a 1 point error is at best only .0025 pts on your final course average.
- study the key in my office before you request that any question(s) be re-graded. You must clearly state your reason(s) for thinking the question has been graded incorrectly in a neatly written, note. "Question X is graded wrong, or I deserve more points on question Y" are not reasons. This means I expect a clearly delineated/rational reason based on verifiable factual information that your answer is correct (i.e., from a reputable source like your text or lab manual). This means I expect a short paragraph for each error along with specific "page" references.
- Email or turn in to me your justification. Understand I will be very fair and accurate, but the entire exam will be re-graded, AND if the resulting grade is lower than the previous, the second grade will replace the first.
- The deadline for requesting any recalculating or re-grading is 48 hours following the posting of the grade on Black board...No Exceptions.

## General Policies Related to This Course

### CLASS PREPARATION & EXPECTATIONS:

This is a face to face course with a large online component of the course. In other words, we will be meeting physically on campus AND completing a large portion of the course work online (see the Required Course Materials section of your syllabus for the necessary technology). **You are expected to be a self-motivated, self-regulated learner. And I will be your guide on the side to assist you.** I will provide all lecture materials, outlines (if there are any), handouts, and exam discussion questions on Top Hat and Blackboard. From time to time, I will record lectures to clarify many, but not all of the concepts you are required to know. I expect you to read the assigned chapters/modules, complete homework, and other assignments to facilitate your learning. 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 daily commitment to studying. You must take an active role in your own learning by practicing and studying anatomy every day.**

### READ THIS SECTION CAREFULLY

**In lecture I will make assignments, give you instructions, and clarify many, but NOT all of the concepts you are required to know. Completing the Top Hat Modules assigned will be your main mode of learning the materials. Therefore, much of your learning (~75%) 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 assigned lectures and come prepared. This means thoroughly completing ALL Top Hat Modules (take notes while completing these), studying the assigned materials, completing coloring-book plates or other assignments, reading any on-line notes that will be posted throughout the semester, and completing any lab activities 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 or reference the text for clarification, and complete the assignments on your own.

### **CLASS FORMAT:**

**AGAIN... This is a face-to-face course with a large online component of the course.** Therefore, much of the interactions between the members of the class and the instructor will occur in a virtual setting. As a member of the class, you are also:

- expected to attend and be prepared for all required lecture and lab meetings.
- expected to complete all assignments within the timeframe allotted.

**Attendance will affect your grade in the course.** You are required to be in class every day that it is scheduled (announcements will be made frequently via Blackboard and Email, if assignments are strictly online.) and are responsible for all information given. ASU requires that attendance be checked at each class meeting. Via Top Hat a randomly generated attendance code will be generated at the beginning of each class meeting. You must enter this attendance code into your Top Hat application. If you arrive late, it is your responsibility to locate and enter the attendance code. Anyone who does not enter the attendance code at each day's meeting will be counted absent. You must stay for the entire lecture to get credit for attendance. Other means of taking attendance will also be used to cross reference your presence in class. 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 point 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 class 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.

You will also be expected to meet the attendance requirements, by completing all posted assignments by the deadlines on Top Hat and Blackboard. This means you are required to have internet access for the entire course. Accommodations will not be made for a lack of internet access. Please inform me well ahead of time if you will need to miss an assignment for any reason, including religious holy days. NOTE: You are NOT automatically dropped if you stop attending class or stop completing assignments. **Monday, 22 November 2021, is the last day to drop a course for the Fall 2021 session. The appropriate form must be submitted by 5:00 p.m. Central Time.**



## WHAT YOU NEED TO STUDY:

AGAIN... This is a face to face course with a large online component of the course. Therefore, much of the interactions between the members of the class and the instructor will occur in a virtual setting. Simply stated, these are the things you need to work on EVERY DAY. Start by organizing all your materials and making a study plan. Then implement and stick to it. See me if you need help.

### For Lecture:

- Required access to Blackboard for announcements, scores or grades, and other course materials
- Posted lecture slides and activities via Top Hat
- Hand written or typed lecture notes that you take from Power Point slides, along with various other lecture activities (notes, clinical applications, & activities we actually do in class or online)
- Cell phones, tablets OR laptops are a requirement in face to face lectures. These will be required with the Top Hat Response System (or for typing your notes).
- Online Lessons with lecture notes and activities on Top Hat (these are notes or materials that we will not have time to cover in lecture, but you are still responsible for on exams (these will be announced or assigned well in advanced of an exam)
- **Top Hat Modules – These reading exercises, accompanying slides, and homework activities that should be your primary focus for learning**
- Coloring Book Plates – These are meant to help you visualize textual material. Coloring is optional, but the assigned images will appear on the exam. Only study/recall the terms we cover on Top Hat. Plates are assigned in the syllabus.
- Exam Checklist/Discussion questions – Located on Top Hat. These are application questions that will help you review the material for exams. Some will be verbatim on the lecture exams.
- Lecture Videos on Blackboard – Located under “Required Videos” on Bb, they will introduce some topics. I will also record various video presentations of material and make them available for your review
- PowerPoint Presentations on Top Hat. We will use these occasionally to review material not available by other means. They will also help you in answering Exam Checklist/Discussion questions.
- All CoVid-19 polices must be followed.

### For Lab:

- **Complete the ASU.BioSafety: BioSafety Training course on Blackboard. You cannot attend lab unless you take and pass the required safety training with at least a 90%. It must be completed by the 2nd lab meeting.**
- Lab Summary Word Lists on Blackboard
- Lab Activities and Exercises on Bb and Top Hat
- Lab Images on Bb and Top Hat
- Lab Videos on Bb and Top Hat
- More information will be provided in your lab syllabus
- All CoVid-19 polices must be followed.

## HOW SHOULD I STUDY?

Because everyone learns in different ways, there are lots of ways to learn the material. Anatomy is mostly about learning and recalling information with some problem solving thrown in for good measure. This is how I would suggest that you approach the course.

1. Start with reviewing any Required Videos, if assigned. Watch and take notes on any assigned videos. Most are short videos, 9-12 minutes. It will give you an introduction to the topic.
2. Next, complete the Top Hat reading assignments, study the accompanying slides, and complete accompanying questions and/or quizzes assigned.
3. After reading through a Module on Top Hat, reference the Coloring Book Plates for a visual representation. Learn the terms mentioned on Top Hat that are visible on the coloring book plates.
4. After reading through the Module and reviewing the corresponding Coloring Book Plates, answer the discussion/checklist questions. These will not be graded but will appear on the exam. Use the Selected PowerPoint Presentations for reference to assist you.
5. Complete any assignments on Top Hat or Blackboard (Bb).
6. Now comes the fun. You will need to commit to memory the items on Top Hat, Coloring book Plates, and Discussion/Checklist Questions to memory. There are lots of different ways to do this, and I will help.
7. Every 2-3 days, I will update you on all assignments and due dates.

## **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 in human anatomy, you must formally withdraw by first seeing your lecture instructor. After visiting with your instructor and you still wish to drop the course, you must complete and submit the **Course Drop Request Form** located on RamPort (Under the Registration link). Requests for drops after the established drop date will not be processed and you will receive a grade in the class. **The last day to drop the course is Monday, 22 November 2021. The appropriate form must be submitted by 5:00 p.m. Central Time.**

In addition to any policies and procedures outlined above, all students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](#)<sup>2</sup>
- [Angelo State University Catalog](#)<sup>3</sup>

## **Academic Integrity**

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the university's [Statement of Academic Integrity](#).<sup>4</sup>

## **Accommodations for Students with Disabilities**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the

Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at [ADA@angelo.edu](mailto:ADA@angelo.edu). For more information about the application process and requirements, visit the [Student Disability Services website](#).<sup>5</sup> The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dr. Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
325-942-2047  
[dallas.swafford@angelo.edu](mailto:dallas.swafford@angelo.edu)  
Houston Harte University Center, Room 112

**If you believe your success in the course is at risk due to a disability or already have accommodations in place through Student Disability Service, it is your responsibility to arrange a meeting with me by the end of the second week of class, 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.

## **Incomplete Grade Policy**

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 [Grading Procedures](#)<sup>6</sup> for more information.

## **Plagiarism**

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#)<sup>[06]</sup> in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft. in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the [ASU Writing Center](#).<sup>7</sup>

## **Student Absence for Observance of Religious Holy Days**

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 [Student Absence for Observance of Religious Holy Day](#)<sup>8</sup> for more information.

Any make-up assignments will need to be completed and turned in in advance. If an exam is missed, see 'Make-Up Exams' above.

## **Title IX at Angelo State University**

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Miller, J.D. You may submit reports in the following manner:

Online: [Incident Reporting Form](#)<sup>9</sup>

Face to Face: Mayer Administration Building, Room 210

Phone: 325-942-2022

Email: [michelle.miller@angelo.edu](mailto:michelle.miller@angelo.edu)

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit the [Title IX website](#).<sup>10</sup>

## **Information About COVID-19**

Please refer to ASU's [COVID-19 \(Coronavirus\) Updates](#)<sup>11</sup> web page for current information about campus guidelines and safety standards as they relate to the COVID-19 pandemic.

## **Modifications to the Syllabus**

This syllabus, including grade evaluation and course schedule, is subject to modification on potentially short notice based on developing circumstances.

# Course Schedule

<b>Date</b> <i>(Approximate Week of)</i>	<b>TOPICS</b> <b>in Approximate order on Top Hat</b>	<b>Assigned Top Hat Module</b>	<b>COLORING BOOK (CB) PLATES</b> <i>4th Edition of Kapit &amp; Elson</i>
23 Aug – 10 Sept	Body Organization & Cavities, Organ Systems, Cell Structure & Division	1-2	1-7
23 Aug – 10 Sept	Tissues & Integumentary System	3-4	8-11,13,15, 16
13-24 Sept	Skeletal System Organization, Bone Tissue, & Articulations (Joints)	5 & 8 only	17, 18, 19 (bone names), 20-21, 39, 41
27 Sept – 1 Oct	Muscle System Organization, Groups, Microanatomy & Levers	9 only	11-12, 71, 42-43
4-8 Oct	Endocrine System Overview	19	149
4-8 Oct	Nervous Tissue	13	13, 68-70, 85, 90
11-15 Oct	Central Nervous System	14	73,75-77, 80-81, 83
18-22 Oct	Peripheral Nervous System & Pathways	15-16	84, 86
25-29 Oct	Autonomic Nervous System and Visceral Sensory Neurons	17	92-93
25-29 Oct	Special Senses: Visual, Gustatory, Auditory, Olfactory	18	94-97, 99-100
1-5 Nov	Digestive System	24	134-136, 138-143
1-5 Nov	Respiratory System	23	127-132
8-12 Nov	Blood and Blood Vessels	21	100-102
15-19 Nov	The Heart	22	103-106, 114-119
22-26 Nov	Lymphatic and Immune Systems	20	120, 121, 123-126
29 Nov – 3 Dec	Renal/Urinary System	25	144,146,147,148
29 Nov – 3 Dec	Reproductive System	26	155-158, 160, 162
Exam date posted below	Exam 1 = 125 points (Covers Top Hat Modules 1-4, Exam #1 Discussion Questions, and CB Plates		My Score = _____
Exam dates posted below	Exam 2 = 125 points (Covers Top Hat Modules 5, 8, and 9, Exam #2 Discussion Questions, and CB Plates		My Score = _____
Exam date posted below	Exam 3 = 125 points (Covers Top Hat Modules 13-19, Exam #3 Discussion Questions, and CB Plates		My Score = _____
Exam date posted below	Exam 4 = 125 points (Covers Top Hat Modules 20-26, Exam #4 Discussion Questions, and CB Plates		My Score = _____

## Lecture Exam Dates for MWF Sections:

- Lecture Exam 1 on Monday 13 September**
- Lecture Exam 2 on Monday 4 October**
- Lecture Exam 3 on Monday 1 November**
- Lecture Exam 4 on Wednesday 8 December @ 8:00 AM-10:00 PM (9 AM Lecture)**  
**Lecture Exam 4 on Wednesday 8 December @ 1:00 PM-3:00 PM (1 PM Lecture)**

## Lecture Exam Dates for TR Sections:

1. **Lecture Exam 1 on Tuesday 14 September**
2. **Lecture Exam 2 on Tuesday 5 October**
3. **Lecture Exam 3 on Tuesday 2 November March**
4. **Lecture Exam 4 on Thursday 9 December @ 8:00 AM-10:00 PM**

## **STUDY TIPS**

Tips specifically designed for a memory-intensive course like anatomy are available on Blackboard. If you are unfamiliar with how to study for a course like anatomy or how to manage your time effectively, it is well worth your time to take a look. This is especially important if you are a true freshman or have never taken a science course at ASU before. If this description fits you, please make an appointment with me as soon as possible so we may discuss a study work-out plan for you.

**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 discussions 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, one to one and a half letters grade higher on lecture exams than students who do not attend. More information will be provided later.

## **A SPECIAL NOTE:**

We are excited you decided to travel with us this semester on a fascinating journey through the human body. Anatomy is the ABC's of biology. It is fundamental and absolutely essential in understanding biology and an integral part of many other disciplines such as physiology, medicine, athletics, natural history, psychology, nursing, and other allied health sciences. Since Anatomy is taught in an academic setting, it requires a great deal of conceptual understanding and rote memorization...and although most of anatomy is straight forward, the amount of material and unfamiliar terms make it a seemingly difficult subject. You absolutely must prepare for class and study nearly every day to earn the grade you want. This requires you to PDA... practice (the content), be disciplined (to study), and possess a positive attitude (about the course). Any deficiency in these learning characteristics may affect your ability to learn and thus the grade you earn in the course. Let me put it this way. Some students who have never had a "real" science class before employ the same study strategies they have used in other classes only to find they are a dismal failure. For example, some students find that studying 30 minutes to an hour (or even not at all) before an exam in their major can easily earn a "C's" (or even B's) with no problem. That same strategy used in anatomy virtually guarantees you will be unsuccessful. You must, therefore, change your study



habits to accommodate this science course. Anatomy requires you to be disciplined to study EVERY DAY! Therefore, it is VITAL that you keep up with your studies starting from DAY 1. Students who get behind often have difficulty catching up because of the ferocity of the schedule and the amount of material covered on each exam. Don't worry; many students are extremely successful in this course. The key to success often starts with budgeting your time carefully and making lots of room for anatomy in your schedule...again...we recommend 2-3 hours/day OUTSIDE of class. Successful students in the past have told us that's just about right. Like learning a foreign language, some students prefer the total immersion in the material, which may help you as well. I can show you how to maximize your study time, so please don't hesitate to ask me. I'm here to help you learn J! Yes, I do care about your success. Yes, I'm here to help! Yes, you can do it! See the study tips on Blackboard for more information. I know that anatomy can seem overwhelming at times, but it really can be easy IF you are just willing to put time and effort into the course. It will take intense dedication on your part, but I will do everything I can to help you achieve your learning goals.

If you are unfamiliar with or unaccustomed to studying for a memory-intensive, science-based course like human anatomy, please review the study tips on Blackboard for useful information that has helped students just like you! Read on for more details.

### **WHAT YOU NEED TO DO TO EARN AN A (OR THE GRADE YOU WANT):**

The fact that you're reading this shows that you have the potential to be an "A" student. In fact, I would like for every student in this class to earn an A. Read that again...Shocking, isn't it? Yes, believe it or not, I want you to do well, and if you're reading this, I sincerely believe you have the potential to do so in this class. I will do everything in my power to help **YOU EARN** the grade you want, but you'll have to do your part too, which means **studying** for complete understanding every day, **attending** class and lab, and **learning** beyond just memorizing the facts.

Anatomy is conceptually easy to understand, but learning it will require much effort on your part. Many students after an exam say, "but I knew the material," or "I even studied for 8 hours," and are truly bewildered by a grade lower than they anticipated. The problem is that there's a big difference between understanding something you hear and/or read and knowing it. Understanding is what has to come first, but knowing is beyond even that. Knowing requires being able to, without reference, (1) repeat what you hear/read, accurately and completely, AND (2) use what you've heard/read to figure out things you've never seen before at all! In other words, using what you know. Don't let time dictate your studying; let learning. Study until you "learn" the material, no matter how much time it takes.

Also, consider that knowing requires a degree of familiarity and usefulness of the material that cannot occur overnight. Cramming doesn't work. I suggest you spend "quality time" with anatomy every day. Also, don't be deceived by the massive amounts of free time in your schedule. They simply do not exist. The general rule of 3 hours of outside study a week for each hour of course credit is no joke. Such experiences have led to the classification of a person carrying 12 semester hours as a full-time student.

**Here are some examples:**

Based on the experiences of successful anatomy students of the past, we have prepared this handout to assist you in your studies. Listed below are the top study strategies of A and B students consistently reported to us in surveys.

1. **Reread your lecture notes and lab material EVERY DAY.** Research shows if you read your notes for 10-15 minutes a day, you will absolutely do better on your exam than if you didn't. Why? Because you won't have to cram in the end. You will already be familiar with your notes. In addition, you will have discovered early on what you do not understand and can get help well before the exam. ***This is by far the most common strategy used by A and B students. Repetition simply works!***
2. **Recopy/Reorganize your notes** - Some folks simply recopy their notes after lecture. Others will reorganize them and incorporate information from their text to supplement those taken in lecture. Still, others take notes using the 3-column method. One large central column is used for notes. Two smaller peripheral columns are used for the actual reorganization. One column is used for generating questions, ideas, and comments, the other for the actual reorganization of the notes. People tell me it works. The idea is to spend as much time as possible with the material and to get help with concepts you do not understand early.
3. **Study the coloring book plates and lecture notes at the same time.** This is an excellent way for visual learners to maximize their study time. The coloring book structures most often asked on exams are the ones covered in the lecture notes. So while you study the "liver" in your lecture notes, have the coloring book plate open to the "liver" to visualize the textual material you're reading. You'll automatically be studying for both portions of your lecture exam. Also, since many coloring book plates are duplicated between lab and lecture, you'll also find you'll be able to "double-dip." Those plates you are required to know for lab are also the same plates you have to know for lecture. If you learn it well the first time, it will only take a brief review later. This can help you maximize the number of points you are able to receive in both lecture and lab.
4. **Form study groups and go over material together.** If used properly, this is a great way to study. Schedule weekly meetings with your group to "go over the notes." You can see if everyone else got the same thing out of lecture as you did. If things are not clear, you can make a list of questions and ask your instructor for clarification. Likewise, in lab having a consistent study partner quiz, you can help you know early on whether you are retaining the material.
5. **Develop the habit of asking questions to yourself and your study group.** For example, "What would be a good test question from this material? What don't I understand about this? What is/are the main idea(s)/process(es)/application(s) of this topic? Why and When do they happen? etc." You'll find that you will begin to anticipate the actual test questions! Good students always ask questions. This shows they are enveloping themselves in the culture of the course and constantly reviewing the material in their minds so that it makes sense. Psychology tells us this is how most people learn...by asking questions.
6. **Manage your time efficiently and prioritize/schedule your days to include school, work, family, fun, friends, health, and exercise.** Calendars are wonderful things, and no college

student should be without one. We recommend writing down exam dates, etc., from all your courses, so you'll always know what's coming. In addition, it is also helpful to write down your work schedule and or any other important dates. A and B students know how to prioritize, and most tell us they do study 10-15 hours a week for anatomy alone. They break the material down into manageable chunks (i.e., a little every day) and don't ever procrastinate.

7. **Attend lecture and lab.** Some of the topics and specific examples we will use you will not be able to get unless you come to class or discussion. Attendance and participation are vital to your success in this course. Our statistics tell us that A and B students almost never miss class or lab. Those students who miss just one class or lab, on average, score 6-8% lower than the class average on exams or practicals.
8. **Make a vocabulary sheet/or flashcards and keep them with you at all times.** Yes, this is just what you did in high school, but it works. Lots of students find that this helps them learn the vocabulary quickly and easily. You can pull them out anywhere and review them. You'll be surprised what you can learn waiting in line for 10 minutes. Remember, you will learn as many new words this semester as you would in a beginning foreign language course (about 3500 or so).
9. **Internalize New Words.** To internalize (learn) a new word, to make it truly part of your vocabulary, you must use the word and use it often. Write it and speak it at every opportunity. Make opportunities to do so. Yes, I just said this, but it is worth mentioning again. Don't just stare at the diagrams and illustrations in your references; draw on your own...and label them! Test your comprehension and retention by discussing the material. Study in a group. Set up weekly meetings to "go over the notes." But don't permit anyone at any time to substitute words like "thingy," "stuff," "doodad," or "dealie" for the proper words required. You'll defeat the whole purpose of discussion if you do.
10. **Read your text and lab manual before (or after) class.** Reading can help solidify your understanding of the material and help you retain information. For example, if you've read the material ahead of time and then hear it in lecture, you've just helped your brain make an association between the two sources of information. Conversely, if you read your text after lecture and remember me lecturing about it, you've just made another connection. Psychologists tell us that's the first step toward learning...making associations. Ask me about successful and efficient ways or reading your textbook assignments.
11. **Take advantage of lab time/extra lab time.** The lab portion of this course is vital to your success. Lab is scheduled for 3 hrs/week that may not be enough for you. You need ALL of that time and more if it is available...read that again. You always need to come prepared to work and stay the full 3 hours. A and B students often read ahead to get a jump on things and frequent open lab every chance they get. Anatomy lab requires a high level of comprehension and familiarity that only comes with hands-on experience and lots o' practice. It still amazes us when people goof off in lab or consistently leave early and then come crying to us when they perform poorly on the practicals. To do well in this course, you need to take advantage of lab time. A & B students do. We simply can't help you if you're wasting time/leaving early/or not attending lab.

12. **Same as number 1.** This should tell you how important it really is. The single most important study strategy you can implement in human anatomy is reviewing and recalling your lecture and lab material every day, especially within 24 hours of each lecture class and lab. For those students who review and recall their lecture and lab notes everyday within 24 hours, one can almost guarantee success in recalling material even after 63 days. There is such a drop in retention of material if you wait 24 hours to review that it becomes very difficult to master the course with the amount of material we have. This is especially true if you try to cram all the material in the night (or even several days) before a lecture exam or lab practical. Why does reviewing and recalling your notes and lab material within 24 hours of class work? Basically there are two causal explanations. One is that you won't have to cram. You will already be intimately familiar with your notes when the exam arrives. In addition, you will have discovered early on what you do not understand and can get help well before the exam. Again this is by far the most common strategy used by A and B students. REPETITION works...and...it won't get done by itself.

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<sup>1</sup> <https://blackboard.angelo.edu/>

<sup>2</sup> <https://www.angelo.edu/current-students/student-handbook/>

<sup>3</sup> <https://www.angelo.edu/academics/catalog/>

<sup>4</sup> <https://www.angelo.edu/live/files/27603-student-handbook-2020-21#page=96>

<sup>5</sup> <https://www.angelo.edu/current-students/disability-services/>

<sup>6</sup> <https://www.angelo.edu/content/files/14197-op-1011-grading-procedures>

<sup>7</sup> [https://www.angelo.edu/current-students/writing-center/academic\\_honesty.php](https://www.angelo.edu/current-students/writing-center/academic_honesty.php)

<sup>8</sup> <https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of>

<sup>9</sup> <https://www.angelo.edu/incident-form>

<sup>10</sup> <https://www.angelo.edu/title-ix>

<sup>11</sup> <https://www.angelo.edu/covid-19/>