

BSC 227-131 – Human Anatomy – Syllabus
Fall 2018 – Department of Biological Sciences – Marshall University

Course Title/Number	Human Anatomy/ BSC 227
Semester/Year	Fall 2018
Lecture Time/Room	Monday and Wednesday 9:00 – 10:15am in KANAC 213
Lab Time/Room	Friday 2:00-3:50pm in TPB740 3110 (requires swipecard access)
Instructor	Robert Cooper
Office	Technology Park Building 740, Room 3202 (requires swipecard access)
Phone	(304) 720-0043
E-Mail	cooper239@live.marshall.edu
Office Hours	M 1230-330, WF 1230-200, or by appointment. *I make every effort to keep scheduled office hours. However, conflicts may arise.
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on “Marshall University Policies.” Or, you can access the policies directly by going to www.marshall.edu/academic-affairs/policies/ . Academic Dishonesty/Excused Absence Policy for Undergraduates/Computing Services Acceptable Use/Inclement Weather/Dead Week/Students with Disabilities/Academic Forgiveness/Academic Probation and Suspension/Academic Rights and Responsibilities of Students/Affirmative Action/Sexual Harassment

Course Description:

Principles of gross and microscopic anatomy of human body systems and their development. Provides preparation for degrees in health professions. Does not count toward a major in Biological Sciences. 3lec-2lab. Prerequ. ACT composite 19 or higher, or 12 hrs. college credit 100 level or above with min. GPA of 2.3.

The table below shows the following relationships: How each student learning outcome will be practiced and assessed in the course.

Course student learning outcomes	How students will practice each outcome in this course	How student achievement of each outcome will be assessed in this course
Students will develop a fundamental understanding of functional human anatomy.	Discussion in lectures, textbook readings, weekly laboratory activities.	In-lecture quizzes. Exam questions. Laboratory assessments.
Students will develop their ability to integrate information and think about it critically.	Discussion in lectures, textbook readings, weekly laboratory activities.	In-lecture quizzes. Exam questions. Laboratory assessments.
Students will gain knowledge of functional anatomy necessary for career goals.	Discussion in lectures, textbook readings, weekly laboratory activities.	In-lecture quizzes. Exam questions. Laboratory assessments.
Students will gain knowledge of functional anatomy necessary for physiology.	Discussion in lectures, textbook readings, weekly laboratory activities.	In-lecture quizzes. Exam questions. Laboratory assessments.

Required Texts, Additional Reading, and Other Materials

Human Anatomy, 5th Edition, 2016, Saladin et al. (required)

BSC 227 Lab Manual, Strait (required)

Computer Requirements: Access to MUOnline is required. I use MUOnline to distribute slides from my lectures, supplementary material or exercises, study aids and additional material you may find interesting. I do not post lecture notes or study guides. I may send messages to your Marshall email account, you are expected to check it regularly. Any electronic course communication must be from your Marshall email account (not gmail, yahoo, MUOnline, etc). Do not email me inside MUOnline; always use the address above. In most cases, I will reply to messages within 2 business days. If you enter into an email conversation with me, I expect you to check for answers and reply promptly.

Course Requirements/Due Dates

Written exams (dates in schedule below) and quizzes are a necessary means of evaluating how well students have met my expectations. Exam questions will be written so as to test your preparation at every level, from memorization of facts to application of conceptual knowledge. I expect that you will be prepared to answer questions in the lecture, and with this in mind short announced or unannounced quizzes may be given.

Grading Policy

Quizzes:	5%
Preliminary Exam 1:	15%
Preliminary Exam 2:	15%
Preliminary Exam 3:	15%
Lecture Final Exam:	25%
Laboratory:	<u>25%</u>
Total:	100%

Final grades are determined using this scale: 100-90 = A; 89-80 = B; 79-70 = C; 69-60 = D; <59 = F.

I will round up grades between X.5 and X.9 to X+1, **after** addition of any extra credit. Grades will never be curved.

No extra credit is guaranteed. If any extra credit is given, it will be in such a format as the entire class is given equal opportunity to participate. Exams may contain 4 to 6 points of extra credit each. At the instructor's discretion, extra credit quizzes may be given without notice. Extra credit will never be given for any activity outside of class, least of all any activity that does not relate to the subject material of this course.

Every score earned on quizzes and exams will be posted on MUOnline so that you can calculate your current grade at any time. If you need help calculating your grade, I am available to help you learn how to do it yourself. The math tutoring center is available to help you. There are also many resources online to help you with this skill. I will not calculate grades for you throughout the semester.

Attendance Policy

I do not take attendance in the lectures. However, you will quickly fall behind and can get lost if you do not attend. In addition, quizzes will frequently be given during lectures. Missed quizzes cannot be made up. The two lowest quiz grades will be dropped when the final course grades are calculated.

Missed exams can be made up only in the case of an excused absence issued by myself, Student Affairs, or a University closure. It is your responsibility to be familiar with the University Class Attendance Policy, which can be found in the 2018-2019 Undergraduate Catalog (page 85) or at this web address:

<http://www.marshall.edu/academic-affairs/policies/>. If you miss a preliminary exam without an excused absence from Student Affairs, you must contact me for an excused absence as soon as possible.

In case of an excused absence for an exam, you must contact me as soon as possible to arrange for a make-up exam, and the exam must be taken on the first day that your approval expires. In case of absence for a sporting event or other pre-arranged activity, approval to make up the exam must be obtained before the day of the exam. Failure to follow either of these policies will result in you being considered absent without excuse for the exam. Any make-up exam may be, at my discretion, completely long answer or oral format.

In case of University closure on an exam day, the exam will be automatically rescheduled to the next lecture session.

If absences, excused or not, result in a significant proportion of total classwork missed, you will receive a recommendation for withdrawal from the course. **More than 4 absences from lab, excused or not, will result in a lab grade of 0.**

Academic Honesty

I take honesty and integrity seriously, and will not tolerate any form of dishonest conduct. You are responsible for knowing the University's policies, which can be found in the student handbook or at this web address:

<http://www.marshall.edu/academic-affairs/policies/>

During exams, I will expect you to NOT look at the work of those sitting around you, or have any form of course related material or electronic devices either on or in view. In the lab, most experiments will be done in groups, but I expect that all assignments will be written up independently. Exceptions to independent work will only be allowed in cases where you are expressly instructed to write up your assignment in groups. I also expect that all references used in your reports be properly cited. Any incidence of dishonest conduct will result in a grade of ZERO for that test, quiz, or assignment, and possible failure or dismissal from the course. Every case will also be referred to Academic Affairs for further action, as required by policy.

An important note on plagiarism: Plagiarism is any use, whether intentional or not, of another person's words in your assignments. This includes the use of quotes to indicate borrowed words - using quotes is not done in scientific writing and is not allowed in this class. I am interested in how you can express your thoughts, not that you can copy someone else's.

General Learning Concepts

I use the textbook to organize my lectures, but I do bring in additional ideas and I will emphasize different topics. Occasionally I may argue points with the textbook. Everything presented in lectures and reading assignments is examinable.

During the lectures, you will have to fill in a lot of information that is not printed on the slides. Therefore, by preparing yourself in advance for the lectures, you will place yourself in a much better position to succeed. Furthermore, attendance is critical, as material in this course builds upon itself and it can be very easy to fall behind. The lecture slides posted at MUOnline are not sufficient to achieve a passing grade in this course.

Study Habits

This course will cover a great deal of material, and the exams will be comprehensive both in the scope of material covered and in the ways in which you will be asked to demonstrate how well you have learned the material. Cramming and memorizing from lecture handouts just before an exam tends not to result in good exam scores, so you will want to develop good study habits. Among these are coming to class prepared, and taking good notes. Study often; it is best to review material at least weekly, and to rewrite your notes. Ask questions in class. Use the textbook to help fill in gaps in your understanding. Self-test frequently and seek help from me early.

Find study habits that work for you. There are a few general rules (avoid distractions and stress, don't leave it to the last second), but aside from this different people respond very differently to different environments. Use this web page to read about different learning styles, and take the quiz to find out which ones might work best: <http://www.learning-styles-online.com/overview/>. There are also some good pointers at the following website: <http://www.cod.edu/people/faculty/fancher/STUDY.HTM>

Personal Conduct

I expect everyone in the labs and lectures to act in a professional and courteous manner. Disruptive, abusive, or offensive behavior directed at anyone involved in the class will not be tolerated, and offenders may be asked to leave the classroom and forfeit any associated grades. Cell phones and other communication devices should be turned off or set to silent. If you absolutely must answer a phone call, quietly leave the room before doing so. Text messaging is not allowed. Use of computers or personal electronic devices is not allowed, unless their use is directly involved with class activities **and** has been approved by me. If you are late, enter quietly and avoid disturbing class. Any disruptive behavior, including but not limited to talking, reading other material in class, texting, or cell phone use, will result in the offender being required to leave class and forfeit any associated grades. Furthermore, I only respond to emails written with professionalism and courtesy.

High-Demand Course Statement

BSC 227 is listed in the Marshall Undergraduate Catalogue as a “high-demand” course. If a student drops a “high-demand” course during the Withdrawal period (Aug. 25 – Oct . 27, 2016), they will not be able to pre-register for the course for the following semester.

Social Justice

Absolutely NO student will be discriminated against based on race, ethnicity, sex, age, sexual orientation, social class, health condition, or religion. Every student is an integral and essential member of this class, and their opinions and discussion will be treated with value and respect.

Students with Disabilities

Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304 696-2271 to provide documentation of their disability. Following this, the DSS Coordinator will send a letter to each of the student’s instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 117, phone 304-696-2271.

Tentative Lecture Schedule*

Week	Date	General Lecture Topics	Readings
1	8/20-8/24	Course overview; Body Organization, Anatomical Terminology Cytology – The Study of Cells	Chapter 1 Chapter 2
2	8/27-9/2	Histology – The Study of Tissues Human Development	Chapter 3 Chapter 4
3	9/3-9/7 9/3	The Integumentary System Labor Day – No Lecture	No lab this week Chapter 5
4	9/10-9/14	The Skeletal System I The Skeletal System II	Chapters 6&9 Chapter 7
5	9/15-9/21 9/19	The Skeletal System III PRELIMINARY EXAM 1	Chapter 8
6	9/24-9/28	The Muscular System I The Muscular System II	Chapters 10&11 Chapters 11&12
7	10/1-10/5	The Muscular System III The Nervous System – Introduction	Chapters 11&12 Chapter 13
8	10/8-10/12	The Nervous System – Spinal Cord and Spinal Nerves The Nervous System – The Brain and Cranial Nerves	Chapter 14 Chapter 15
9	10/15-10/19 10/17	The Nervous System – Sense Organs PRELIMINARY EXAM 2	Chapter 17
10	10/22-10/26 10/26	The Nervous System – Autonomic Nervous System The Endocrine System LAST DAY TO DROP AN INDIVIDUAL COURSE	Chapter 16 Chapter 18
11	10/29-11/2	The Circulatory System – The Heart and Blood The Circulatory System – Blood Vessels	Chapter 19 Chapter 20
12	11/5-11/9	The Respiratory System The Digestive System	Chapter 21 Chapter 22
13	11/12-11/16 11/14	The Urinary System PRELIMINARY EXAM 3	Chapter 23
	11/19-11/23	Fall/Thanksgiving Break. No Class.	
14	11/26-11/30	Male Reproductive System Female Reproductive System	Chapter 24 Chapter 24
15	12/3-12/7	Review	

Final Exam (Cumulative): Friday, 12/14 8:00am in KANAC 213

***Subject to change. Certain topics may be covered sooner or later than scheduled, depending on the progression of the term.**