

# COURSE SYLLABUS



COURSE TITLE: BIOL-150: Human Anatomy

CLASS SECTION: 002A/B

TERM: Winter 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): In person/In lab

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

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## INSTRUCTOR DETAILS

NAME: Ryan Suleman MSc RMCCM

EMAIL: [suleman@camosun.ca](mailto:suleman@camosun.ca)

OFFICE: F250D

HOURS: Monday 3:00-4:00pm (Virtual Zoom) & Thursday 3:00-4:30pm (In person)

### Lab Instructors

NAME: Kirk Hart (002A lab)

Geoffrey Morris (002B lab)

EMAIL: [Hartk@camosun.ca](mailto:Hartk@camosun.ca)

[MorrisG@camosun.ca](mailto:MorrisG@camosun.ca)

OFFICE: F346A

F340D

HOURS: M 11:30-12:30; T 3:00-4:00

Monday 12:00-12:30pm and 2:00-3:00pm,  
Thursday 9:30-11:00am, Friday 9:30-10:00am

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

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## CALENDAR DESCRIPTION

This course provides an introduction to structural and functional relationships within the eleven systems of the human body. A lab and lecture based format, combining slides, models, photographs, diagrams and organ dissections is used to study both gross and microscopic human anatomy. Anatomical and physiological terminology is stressed.

### PREREQUISITE(S):

One of:

- C in English 12
- C in Camosun Alternative

And one of:

- C in Biology 12
- C in Camosun Alternative

### CO-REQUISITE(S):

Not Applicable

### EXCLUSION(S):

Not Applicable

### COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon completion of this course a student will be able to:

1. Describe, using anatomical terminology, the human body at the tissue, organ and organ system levels.
2. Locate and identify gross and microscopic anatomical structures associated with the 11 human organ systems in slides, models, photographs, diagrams and dissections.
3. Interpret the relationships between anatomical structures in sectional planes of the human body, and describe these relationships using regional and directional terminology.
4. Relate anatomical structures to their basic functions and predict how changes in one would logically be expected to result in changes in the other.
5. Locate and identify surface anatomical structures by palpation.
6. Define anatomical and physiological terms, and apply this terminology in the context of human health science.

### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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**Lab Manual (Required):** Biology 150 lab manual is available through the Camosun Bookstore. Alternatively, you may download the manual from the Biology 150 D2L website to use digitally or print yourself. You will be responsible for reading the outline and following any pre-lab instructions before the lab session.

**Recommended Texts:** Fundamentals of Human Anatomy and Physiology, 11th or 12th edition, Martini, Nath & Bartholomew, Pearson Education. The 11<sup>th</sup> edition textbook may be purchased from the Camosun Bookstore as a hardcopy. The 12<sup>th</sup> edition is only available as an e-text.

The Anatomy Coloring Book, 4th edition. Kapit & Elson, Pearson Education, 2014. The coloring book may be purchased from the Camosun Bookstore. This book is a good resource for lab-related content.

**Lecture Outlines:** Lectures will be delivered in a PowerPoint format. Copies of slides will be made available on the Biology 150 D2L website. These may be used at the student's discretion.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK (DATE RANGE)	LECTURE TOPIC	LABORATORY
Jan 8 <sup>th</sup> -12 <sup>th</sup>	Introduction Tissues (histology)	No Labs
Jan 15 <sup>th</sup> -19 <sup>th</sup>	Tissues (cont'd) Skeletal System	Course Intro and Lab Safety Lab 1 Introduction Lab 2 Histology
Jan 22 <sup>nd</sup> -26 <sup>th</sup>	Skeletal System (cont'd) Articulations	Lab 3 Axial Skeleton
Jan 29 <sup>th</sup> - Feb 2 <sup>nd</sup>	Muscular System	Lab 4 Muscle Tissues and Muscles of Axial Skeleton
Feb 5 <sup>th</sup> - 9 <sup>th</sup>	Cardiovascular System	Lab 5 Upper Appendage Bones, Muscles, and Joints
Feb 12 <sup>th</sup> -16 <sup>th</sup>	Cardiovascular (cont'd) Review Session	Lab 6 Lower Appendage Bones, Muscles, and Joints
Feb 19 <sup>th</sup> -23 <sup>rd</sup>	Reading Break No Classes	NO LABS
Feb 26 <sup>th</sup> - Mar 1 <sup>st</sup>	<i>Lect. Exam 1</i> Lymphatic System	<i>Lab Exam 1</i>
Mar 4 <sup>th</sup> -Mar 8 <sup>th</sup>	Respiratory System Digestive System	Lab 7 Cardiovascular and Lymphatic Systems
Mar 11 <sup>th</sup> - Mar 15 <sup>th</sup>	Digestive System (cont'd) Urinary System Reproductive Systems	Lab 8 Respiratory and Digestive Systems
Mar 18 <sup>th</sup> - Mar 22 <sup>nd</sup>	<i>Lect. Exam 2</i> Rep. Systems (cont'd)	Lab 9 Urinary and Reproductive Systems
Mar 25 <sup>th</sup> – Mar 29 <sup>th</sup>	March 29 <sup>th</sup> (No Classes) Nervous System	NO LABS
April 1 <sup>st</sup> - April 5 <sup>th</sup>	April 1 <sup>st</sup> (No Classes) Sensory Organs	Lab 10 Nervous Systems and Sensory
April 8 <sup>th</sup> - April 12 <sup>th</sup>	Integumentary System Endocrine System	<i>Lab Exam 2</i>
April 15 <sup>th</sup> – April 23 <sup>rd</sup>	Final Exam Period Lecture Exam 3- Date TBA	NO LABS

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

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DESCRIPTION	WEIGHTING
Pre-Lab Assignments	10%
Weekly Lab Quizzes	5%
Lecture Assignments and Activities	10%
Lecture Exam 1	15%
Lecture Exam 2	15%
Lecture Exam 3	15%
Lab Exam 1	15%
Lab Exam 2	15%
<b>TOTAL</b>	<b>100%</b>

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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### Written Work

Lecture and lab assignments may be assigned at the instructor's discretion. It is the student's responsibility to be informed of any work expected and the dates the work is due. Assignments may be intended to be completed as individuals or as groups. The instructor will make clear which is which. Work intended to be submitted by an individual must be completed independently, keeping in mind student conduct requirements. Work intended for completion by a group must not be completed by an individual. Each person in a group will receive the same mark on any group work.

Unless otherwise indicated, all submitted written material (including numerical entries in data tables) must be prepared using word processing (typically MS Word) or graphing software (e.g. Excel). The only exceptions are calculations and some graphs, which may be submitted handwritten or hand drawn. Any exceptions will be clearly indicated. Submitted work that is inappropriately formatted, which includes last-minute handwritten corrections, will not be marked until all formatting is correct. Since properly formatting requires time, this will likely mean a late penalty will be assessed.

## Late Penalties

All assignments must be handed in by the time indicated on the assignment. Be sure to submit all assignments on time to avoid deductions. Where possible, late assignments will be graded but marks equivalent to 15% of the total value of the assignment will be deducted for each day (or partial day) past the deadline. For example, an assignment submitted two hours late would be deducted 15%; an assignment submitted 40 hours late would be deducted 30%. Pre-lab assignments may not be submitted after the start of the lab period.

## Exams

All exams in this course are non-cumulative. Dates for lab exams 1 and 2, as well as lecture exams 1 and 2 are set; please refer to the schedule above. Lecture exam 3 will occur during the final exam period and is scheduled by the Registrar's Office. Do not make any travel plans until the Final Exam Schedule is announced. Should an emergency or issue arise that prevents you from completing an exam at the scheduled time, you are required to contact your instructor ASAP and **before** the noted scheduled time. At that point your instructor will arrange for a deferred exam date with the Assessment Center, or re-weighting overall grade. Failure to obtain prior approval will result in the exam being automatically marked zero. No re-writes are allowed once an exam has been started or attempted. Study guides for each exam will be available on D2L closer to the exam dates.

## Laboratory Safety & Attendance

Nothing is more important to the instructor than students enjoying a safe class and lab environment. Consider the following issues:

Lab footwear	For safety reasons WorkSafeBC mandates, and federal regulations require, that students are required to wear closed shoes in all lab times. Flip flops, sandals or shoes with holes are not acceptable. Other footwear posing an instability risk (e.g. high heels or bicycle shoes) are prohibited.
Eating & drinking	Eating or drinking anything in the lab is a violation of federal regulations, so absolutely nothing may be ingested while in the lab. Chewing gum and applying makeup or lip balm are similarly prohibited. No exceptions will be made, even for medications. If something must be consumed, then it may be taken out of the lab.
Hair	It is recommended that long hair be tied securely to prevent it from being exposed to lab equipment.
Handwashing	Hands should be thoroughly washed after removing lab coats and before leaving the lab.

In order to pass the course, students are required to meet the minimum lab attendance, participation and completion requirements.

- Laboratory activities involve practical applications of your knowledge and manual skills development. Development of these skills is a requirement to meet the Course Learning Outcomes.
- Meeting Course Learning Outcomes is a requirement for gaining credit in the course, as well as ensuring articulation, pre-requisite and transferability standards are met.
- Laboratory activities are in-person activities; attendance and participation are required. Online alternatives are not available.
- Laboratory attendance will be monitored by a sign-in/sign-out binder in the lab. It is your responsibility to record your attendance using this binder.
- Attendance from the sign-in/sign-out binder will be transferred to your D2L course page by your instructor. If you notice any discrepancies, please contact your instructor ASAP.
- If you arrive late to the lab, you may miss the opportunity to sign-in, and/or participate in graded assessments such as pre-lab quizzes.

## Missed Labs Guidelines

- Students who will miss a laboratory session have an obligation to seek out concessions directly from their instructor in a timely manner, *before* the lab period occurs.
- If notification is provided *after* the lab has occurred, concessions may not be available (please see Student Concessions Policy for further guidance on academic concessions, including possible reasons to request a concession).
- If you miss *up to three (3) laboratory sessions*, you are still eligible to meet the Learning Outcomes for the course.
- Concessions offered for the first three (3) missed laboratory sessions will depend on the reason for laboratory absence and is up to instructor discretion. Concessions may include writing up the laboratory report with provided data, omitting the lab, or other concessions.
- If you miss a total of *four (4) or more labs for any reason* (including, but not limited to: life circumstances, legitimate illness or family/pet emergency, planned vacations, milestone family events, work commitments, childcare or eldercare commitments, competitive athletic events), *you will be unable to meet the learning outcomes for the class and will receive a failing grade (F) in the entire course*, regardless of marks received on graded lab and lecture components. Exceptions will only be considered through an academic concession granted by the instructor or Dean/Associate Dean.
- This guideline applies to in-person laboratory activities only; for missed Lab Exams, please see the section in this outline on Exams.

If you are suffering from a serious medical illness that prevents you from participating in this course, Camosun College has a Compassionate Medical Withdrawal Policy (<https://camosun.ca/services/forms#medical> )

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>

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International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

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If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

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## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student’s right to choose what is right for them. For more information see Camosun’s Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College’s Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College’s expectations of academic integrity and student behavioural conduct.

**Changes to this syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.



