

# COURSE SYLLABUS



COURSE TITLE: BIOL-150-Human Anatomy

CLASS SECTION: 003AB

TERM: 2024F

COURSE CREDITS: 3

DELIVERY METHOD(S): F2F Lectures and Labs

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

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## INSTRUCTOR DETAILS

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NAME: Geoffrey Morris

EMAIL: MorrisG@camosun.ca

OFFICE: Fisher 340B

HOURS: Tue 9:00-11:00am; Wed 12:30-1:30pm; Thu 12:30-1:00pm; Fri 12:00-12:30pm

*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.*

## CALENDAR DESCRIPTION

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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 Anatomy and Physiology 12

C in Camosun Alternative

## COURSE LEARNING OUTCOMES / OBJECTIVES

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

Describe, using anatomical terminology, the human body at the tissue, organ and organ system levels.

Locate and identify gross and microscopic anatomical structures associated with the 11 human organ systems in slides, models, photographs, diagrams and dissections.

Interpret the relationships between anatomical structures in sectional planes of the human body, and describe these relationships using regional and directional terminology.

Relate anatomical structures to their basic functions and predict how changes in one would logically be expected to result in changes in the other.

Locate and identify surface anatomical structures by palpation.

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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### (a) Required Text:

Lab Manual:

Camosun College (2024). *Biol 150 Lab Manual* [Printed coursepack available for purchase from the campus book store. Digital files of the labs will be made available for students who prefer to print out the labs themselves or prefer to use electronic devices]

Text book – you have some options (will be described further during the first class):

Co, Elizabeth. (2023). *Anatomy and Physiology*, Cengage. [Available as hardcover, loose-leaf (with MindTap), and eText]

Openstax. (2022). *Anatomy & Physiology* [Available online at <https://openstax.org/details/anatomy-and-physiology> plus printed loose-leaf copies available for purchase in the campus book store]

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

### (b) Other Laboratory Requirements

1. Students are required to wear closed shoes (e.g. no flip flops, sandals, or shoes with holes) during all lab sessions; Lab coats are optional.
2. Binder for laboratory manual, notes and assignments.

**You will obtain information from several sources including lectures, class discussions, textbooks, videos, laboratory exercises and clinical courses. Do not rely exclusively on any one, or only some of the sources. A strongly recommended approach to successfully completing this course is to review topics in your textbook before class and then consolidate information obtained in lectures with that in the textbook, after class.**

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

Lectures:	003AB	Wednesday	1:30pm-2:50pm	Fisher 100
	003AB	Friday	2:00-3:20pm	Fisher 100
Labs:	003A	Thursday	9:30am-12:20pm	Fisher 224
	003B	Thursday	1:30pm-4:20pm	Fisher 224

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

Week	Lecture Topics (Wed/Fri)	Co Text Chapters	Labs (Thursday)
1 (Sept 2-6)	Introduction Tissues (histology)	1, 2 5	Course Intro and Lab Safety Lab 1 Introduction
2 (Sept 9-13)	Tissues (cont'd) Skeletal System	5 7, 8, 9	Lab 2 Histology
3 (Sept 16-20)	Skeletal System (cont'd) Articulations	7, 8, 9 10	Lab 3 Axial Skeleton
4 (Sept 23-27)	Muscular System Cardiovascular System	11, 12	Lab 4 Muscle Tissues and Muscles of Axial Skeleton
5 (Sept 30-Oct 4)	<i>Lect. Exam 1 - Wed, Oct 2</i> Cardiovascular (cont'd)	18, 19, 20	Lab 5 Upper Appendage Bones, Muscles, and Joints
6 (Oct 7-11)	Cardiovascular (cont'd)	18, 19, 20	Lab 6 Lower Appendage Bones, Muscles, and Joints
7 (Oct 14-18)	Lymphatic System Respiratory System	21 22	<i>Lab Exam 1 – Thu, Oct 24</i>
8 (Oct 21-25)	Digestive System	23	Lab 7 Cardiovascular and Lymphatic Systems
9 (Oct 28-Nov 1)	Digestive System (cont'd) Urinary System Reproductive Systems	23 25 27	Lab 8 Respiratory and Digestive Systems
10 (Nov 4-8)	<i>Lect. Exam 2 – Wed, Nov 6</i> Rep. Systems (cont'd)	27	Lab 9 Urinary and Reproductive Systems
11 (Nov 11-15)	Nervous System	13, 14, 16	Lab 10 Nervous Systems and Sensory
12 (Nov 18-22)	Nervous System (cont'd) Sensory Organs	13, 14, 16 15	Lab 11 Integumentary and Endocrine Systems
13 (Nov 25-29)	Sensory Organs (cont'd) Integumentary System	15 6	<i>Lab Exam 2 – Thu, Nov 28</i>
14 (Dec 2-6)	Endocrine System <i>Lecture Exam 3 – Fri, Dec 6</i>	17	Lecture Review
Final Exam Period			

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](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

## EVALUATION OF LEARNING

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DESCRIPTION	WEIGHTING
Pre-Lab Assignments	8%
Weekly Lab Quizzes	5%
Post-Lab Assignments (end-of-lab check)	2%
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%
Total	100%

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](#) policy for more information.

<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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### Concerning Spelling

Mastering anatomical and physiological terminology will be important to you for several reasons. Correct usage (pronunciation and spelling) will

- foster self confidence
- help to earn the respect of your professional colleagues
- reduce the chances of practical mistakes which may cause harm or embarrassment. Consider the difference between the terms peroneal and perineal.

You will be expected to use acceptable pronunciation and correct spelling for presentations, assignments and exams. Penalties for spelling errors will be applied. If writing is illegible, no marks will be given.

### 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 and exam dates are listed in the schedule, above. 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 an alternate exam date or re-weighting of the 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.

## SCHOOL OR DEPARTMENTAL INFORMATION

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### 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	<ul style="list-style-type: none"><li>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.</li></ul>
Eating & drinking	<ul style="list-style-type: none"><li>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.</li><li>If something must be consumed, then it may be taken out of the lab.</li></ul>
Hair	<ul style="list-style-type: none"><li>It is recommended that long hair be tied securely to prevent it from being exposed to lab equipment.</li></ul>
Handwashing	<ul style="list-style-type: none"><li>Hands should be thoroughly washed after removing lab coats and before leaving the lab.</li></ul>

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 (add link when available) 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.
- Please note, 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 [camosun.ca/services](https://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

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.

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/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 <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.



### 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 (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence

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 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 Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education).

To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### 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 <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**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.