

# COURSE SYLLABUS



COURSE TITLE: BIOL-150: Human Anatomy

CLASS SECTION: 004 A&B

TERM: Fall 2024

COURSE CREDITS: 4

DELIVERY METHOD(S): In-person (lectures and labs)

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən 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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For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>

*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 explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Dr. Jane Gair

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

OFFICE: CHW Flex Space 3<sup>rd</sup> Floor

HOURS: By appointment

*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 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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- TEXTBOOK: *Human Anatomy (9<sup>th</sup>. edition)*, Martini, F., Timmons M., and Tallitsch, R. (2018).
- BIOL 150 Lab Manual (provided electronically on D2L for printing) – MUST bring a printed copy to the lab each week
- *\*Anatomy Colouring Book (recommended but not required) – I will refer to pages that might be helpful if you choose to do them*

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

Section 004 (Lecture): Mondays: 6:30 PM - 9:20 PM Technologies Building, 177

Section 004A (LAB): Wednesdays: 6:30 PM - 9:20 PM Technologies Building, 230

Section 004B (LAB): Thursdays: 6:30 PM - 9:20 PM Technologies Building, 230

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

Week	Dates	Lectures	Labs
1	Sept. 2-6  <b>Sept. 2</b>	<i>Introduction (during lab time)</i> <b>UNIT 1:</b> levels of organization - anatomy terms - cells (self-review)  <b>UNIT 2:</b> Histology/ tissues  <b>Labour Day (NO lecture)</b>	<b>Lab 1</b> - body planes, directional terms, cavities - introduction to systems
2	Sept. 9-13  <b>Sept.9</b>	<b>UNIT 3:</b> <i>Integumentary system</i>  <b>UNIT 4:</b> <i>Skeletal System</i>  <b><u>80% refund deadline for dropping courses + Add/Drop deadline</u></b>	<b>Lab 2</b> - cell structure - microscopy - <i>tissues (intro)</i>
3	Sept. 16-20	<b>UNIT 4:</b> <i>Skeletal system</i>	<b>Lab 3</b> -bone structure axial skeleton -ligaments
4	Sept. 23-27	<b>UNIT 4:</b> <i>Articulations</i>	<b>Lab 4</b> -appendicular skeleton -articulations (joints, fascia, bursae)
5	Sept 30- Oct 4  <b>Sept. 30</b>	<b>UNIT 5:</b> <i>Muscular system (during lab time)</i>  <b>National Day for Truth and Reconciliation (NO lecture)</b>	<b>No Labs</b>
6	Oct. 7-11  <b>Oct.7</b>	<b>UNIT 6:</b> <i>Nervous system</i>  <b>LECTURE MIDTERM EXAM # 1 (up to and including muscle)</b>	<b>Lab 5</b> - muscle tissue -introduction to axial muscles
7	Oct. 14-18  <b>Oct. 14</b>	<b>UNIT 6:</b> <i>Nervous system (during lab time)</i>  <b>Thanksgiving HOLIDAY (NO lecture)</b>	<b>Lab 6</b> - muscle tissue

			-introduction to appendicular muscles
8	Oct. 21-25	<b>UNIT 6: Nervous system</b>	<b>LAB EXAM # 1</b> <b>NO LABS THIS WEEK</b> <b>LABS 1-6</b> <b>FRIDAY, Oct 25<sup>th</sup> @6:30 pm</b>
9	Oct.28- Nov. 1	<b>UNIT 7: Endocrine system</b>  <b>UNIT 8: Cardiovascular system</b>	<b>No Labs</b>
10	Nov. 4-8  <b>Nov. 4</b>	<b>UNIT 8: Cardiovascular system (cont'd)</b> <b>UNIT 9: Lymphatic system</b>  <b>LECTURE MIDTERM EXAM # 2 (nervous and endocrine system)</b>	<b>Lab 7</b> - central nervous system - brain and spinal cord
11	Nov. 11-15  <b>Nov. 11</b>	<b>UNIT 10: Respiratory system (during lab time)</b>  <b>Remembrance Day (NO lecture)</b>	<b>Lab 8</b> - peripheral nervous system - eye and ear - endocrine glands
12	Nov. 18-22	<b>UNIT 11: Digestive system</b>	<b>Lab 9</b> - blood smears - heart - arteries / veins / capillaries - lymphatic system
13	Nov. 25-29	<b>UNIT 12: Urinary and reproductive system</b>	<b>Lab 10</b> - respiratory system - digestive system - urinary system
14	Dec. 2-6  <b>Dec 7th</b>	<b>UNIT 12: Urinary and reproductive systems</b>  <b><u>Last day to withdraw without penalty</u></b>	<b>LAB EXAM # 2</b> <b>NO LABS THIS WEEK</b> <b>LABS 7-10</b> <b>FRIDAY, DEC 6<sup>th</sup> @6:30pm</b>
15	Dec. 9-17	FINAL EXAM PERIOD - <i>scheduled by registrar</i>	<b>TBD – DO NOT book travel until the schedule has been released</b>

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 notice 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
Laboratory exams (15% x 2)	30%
Laboratory weekly quizzes (1% x 10)	10%
Word quizzes (2% x 5)	10%
Lecture midterm exams (12.5% x 2)	25%
Lecture final exam x 1	25%
	<b>TOTAL</b>
	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](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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**Attend all classes on time. Please see Lab Manual safety and other rules and regulations that you are required to adhere to. There is a Lab Contract you will sign agreeing to these rules and regulations.**

We will discuss this in more detail during our first week.

**NOTE:** Please note that since we have a 3-hour lecture time slot each week that lands on a Monday, we will be missing 4 of these and therefore 12 hours of lecture time. This is a lot! So I will routinely be lecturing at the start of lab so we can keep up with the material.

## SCHOOL OR DEPARTMENTAL INFORMATION

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### **GUIDELINES FOR LAB ATTENDANCE IN BIOLOGY AT CAMOSUN**

**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 is 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 gradebook 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.
- Arriving to simply sign in and leave without completing the lab activities is not considered completion of the lab.

### **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 (<https://camosun.ca/registration-records/policies-and-procedures-students/academic-policies-and-procedures-students>) 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 a laboratory report with provided data or information, 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 with 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 that 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>)

### **Lab Quizzes:**

There will be weekly lab quizzes at the beginning of each lab based on the material covered in the previous week's lab. If you arrive late, you will not be able to write the quiz and will lose those marks. If you miss the lab (for any reason) you will lose those marks. There will be no make-up lab quizzes.

## Lab Exams:

### **Missed Lab Exams**

**Without exception**, all lab exams must be written at the scheduled times. Lab exams differ from lecture exams in their formatting and the fact that they cover lab content in a non-cumulative manner. Due to the nature of our shared lab space with other courses, lab exams cannot be made up outside of our regularly scheduled lab exam time. In the event of emergency circumstances (see lecture exam), it is up to the instructor whether an oral exam may be scheduled.

**\*PLEASE NOTE: Our Lab Exams will take place on Fridays at 6:30 pm. This is necessary so that all sections of BIOL 150 are writing their exam on the same day, and so that the Lab Technicians who prepare the lab exams and set them up can get this done. It is not possible for us to have our lab exams during our regular lab times (Wed/ Thurs evenings).**

## Lecture Exams:

### **Missed Lecture Exams**

**ALL lecture exams must be written during regular class time.** There will be no make-up exams. If you miss your midterms, the content will be moved to the next exam, and that exam will have its weighting changed.

For example:

- If you miss Lecture Midterm Exam # 1, the 12.5% from that exam will be transferred to Lecture Midterm Exam # 2 making this exam worth 25% (rather than 12.5%). It will also contain questions from all content in the course to that point and the exam will be longer in length.
- If you miss Lecture Midterm Exam # 2, the 12.5% from that exam will be transferred to the Final Exam making this exam worth 37.5% (rather than 25%). It will also contain questions from content not yet examined and the exam will be longer in length.
- If you miss the Final Exam, you must follow College procedures for missing that and taking it at a different time that may be in the new year. See College policies around missed final exams. And note that you still **MUST** let your instructor know of the valid reason you have to miss this exam **BEFORE** the exam takes place.

## 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>
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>

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.

## 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](http://camosun.ca/services/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.