



CAMOSUN COLLEGE
School of Arts & Science
Department of Biology

BIOL-150-002
Human Anatomy
Winter 2018

COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/biol.html>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

(a) Instructor	Sarah Cockburn
(b) Office hours	Tues 2:30-3:20, Thursday 1:30-3:30, Friday 11:30-12:20
(c) Location	F352
(d) Phone	250-370-3925
(e) E-mail	cockburns@camosun.bc.ca
(f) Website	http://online.camosun.ca/ (D2L entry site)

IMPORTANT NOTE: If my office hours do not match up with your schedule, this should not dissuade you from coming to see me! If you would like to meet to discuss anything pertaining to the course *not* during my scheduled office hours, simply arrange an appointment by e-mail (cockburns@camosun.bc.ca) and I will be very pleased to meet with you at a mutually convenient time. ☺

2. Intended Learning Outcomes

Upon completion of this course the 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.

3. Required Materials

(a) Texts:

Fundamentals of Human Anatomy and Physiology, 11th edition, Martini, Nath & Bartholomew, Pearson Education, 2017.

The Anatomy Coloring Book, 4th edition. Kapit & Elson, Pearson Education, 2014.
Camosun College Biology 150 Human Anatomy Lab Manual, 2017-2018.

4. Course Content and Schedule

Lectures:	Tues	1:00PM-2:20PM F200
	Fri	1:00PM-2:20PM Y211
Labs:	Section A:	Mon 1:30AM-4:20PM, F224
	Section B:	Mon 9:30AM-12:20PM, F224

5. Basis of Student Assessment (Weighting)

(a) Assignments & Quizzes:

Pre-lab assignments (colouring book pages)	4%
Weekly quizzes (at the start of lab)	5%
Lab completion (post-lab)	1%
Dynamic Study Modules	5%
Lecture assignments (total of 5)	5%
Lecture quizzes/activities	5%

(b) Lecture Exams:

Midterm 1	12.5%
Midterm 2	12.5%
Final exam	25%

(c) Lab Exams:

Lab Exam 1	12.5%
Lab Exam 2	12.5%

6. Grading System

Standard Grading System (GPA)

Competency Based Grading System

7. College Supports, Services and Policies



Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @

<http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with

the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://camosun.ca/about/policies/index.html> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete</i> : A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.

IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

8. Course Policies

Student Safety

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"> For safety reasons WorkSafeBC mandates that students are required to wear closed shoes in all lab times. Flip flops, sandals or shoes with holes are not acceptable.
Eating & drinking	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> It is recommended that long hair be tied securely to prevent it from being exposed to lab equipment.
Handwashing	<ul style="list-style-type: none"> Hands should be thoroughly washed after removing lab coats and before leaving the lab.

Laboratory Attendance

Lab work is critical to the course objectives and much effort has been expended to ensure the lab experience is interesting and educational, both from academic and practical points of view. Therefore, attendance throughout the entire laboratory session is mandatory and will be noted. Labs will start promptly (after a five-minute grace period) because information necessary for performing the laboratory correctly and safely is given at the beginning of the lab. Late attendance may result in inability to attend the lab and subsequent loss of credit for any assignments. Lateness in arriving, failure to attend the lab or leaving the lab before its scheduled finish time will result in forfeiting credit for that lab, including any written assignments. If a lab session is missed, another student's data **may not** be used to complete a lab assignment for credit. Exceptions can be made **at the instructor's discretion** in legitimate cases of emergency (e.g. illness); in such cases the instructor must receive **advance notification** and **documented evidence** of the situation (e.g. medical certificate) and grant approval for any accommodation. In cases when a lab is done over two weeks, missing one of the weeks without instructor approval will result in a 50% reduction in the grade for any assignment associated with that lab.

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.** Work submitted inappropriately formatted, which includes last-minute handwritten corrections, will not be marked until all formatting is correct. Since correcting 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. Late assignments will be graded but marks equivalent to 15% of the total value of the assignment will be deducted for each day past the deadline.

Missed Exams

Without exception, all exams must be written at the scheduled times. However, it is understood that emergency circumstances occur (e.g. illness or emergency in the immediate family); for such circumstances accommodation may be offered at the discretion of the instructor, provided the student: (a) notifies the instructor **in advance** of the exam (not after), and (b) provides documented evidence of the circumstance (i.e. medical certificate).

*** HOLIDAYS OR SCHEDULED FLIGHTS ARE NOT CONSIDERED TO BE EMERGENCIES ***

Be sure not to make travel plans for the end of semester until the final exam schedules are finalized and posted. Please ask any family members who might make travel plans on your behalf to consult you before booking tickets.

Study Habits

Good (and regular!!) study habits are required to do well in this course. You should plan on a minimum of 6 hours outside of scheduled class time for the completion of assignments and for general studying. Joining a study group can help make this more fun.

Lecture presentations will be uploaded to the course website. These should be used as a study guide, not as your sole source of information! You will need to write down additional key words for examples and explanations given during lecture. It is also recommended practice to transcribe these notes into a study-friendly format after each lecture, incorporating additional information from your textbook. Study these notes before the next class to prepare yourself for new material, which will often build on previously covered material.

Please take advantage of office hours if you need extra clarification and help, or simply would like to discuss a topic a little further.

Summary of Student Responsibilities

1. Attending classes and actively engaging in lecture times are optimal for learning and therefore are in the best interests of student success. Should it be necessary to miss a lecture, however, it is the student's responsibility to catch up on anything that may have been missed (e.g. important announcement or assignments).
2. Students must hand in required assignments on time or be subject to penalty.
3. Evaluation of written or oral work will not be given if a student is not present.
4. Students must work independently, except when a group effort is required.
5. Students must know and follow all Safety Rules and Procedures. Students must sign the Safety Contract before participating in any laboratory activity.
6. All safety measures must be followed, with **NO EXCEPTIONS.**
7. The use of cell phones is prohibited in the lab.
8. All laboratories start punctually.

Detailed Course Schedule* – Biol 150 Winter 2018

*Please note: the following is a tentative schedule of course topics and events. Any changes to this schedule will be announced in class and posted on D2L.

** Text book chapters noted here will be covered, at least in part. However, in many cases we will not be covering the whole chapter in Biology 150. More specific page and figure numbers will be referenced during our lectures.

Week	Lecture Topics	Text Book Chapter**	Labs
1 (Jan 8-12)	Introduction Tissues (histology)	1 4	Lab 1 Introduction & Histology
2 (Jan 15-19)	Tissues (cont'd) Skeletal System	4 6, 7, 8	Lab 2 Axial Skeleton
3 (Jan 22-26)	Skeletal System (cont'd) Articulations	6, 7, 8 9	Lab 3 Appendicular Skeleton
4 (Jan 29-Feb 2)	Muscular System	10, 11	Lab 4 Muscular System (mostly axial)
5 (Feb 5-9)	Cardiovascular System Midterm 1 - Friday, Feb 9	20, 19, 21	Lab 5 Muscular System (mostly appendicular) and Articulations

6 (Feb 12-16)	Reading Break		
7 (Feb 19-23)	Cardiovascular (cont'd) Lymphatic System	20, 19, 21 22	Lab Exam 1 - Monday, Feb 19
8 (Feb 26-Mar 2)	Respiratory System Digestive System	23 24	Lab 6 Cardiovascular and Lymphatic Systems
9 (Mar 5-9)	Digestive System (cont'd) Urinary System Reproductive Systems	24 26 28, 29	Lab 7 Respiratory and Digestive Systems
10 (Mar 12-16)	Rep. Systems (cont'd) Midterm 2 - Friday, Mar 16	28, 29	Lab 8 Urinary and Reproductive Systems
11 (Mar 19-23)	Nervous System	12, 13, 14, 16	Lab 9 Central and Peripheral Nervous Systems
12 (Mar 26-30)	Nervous System (cont'd) Sensory Organs	13, 14, 16 15, 17	Lab 10 Eye and Ear, Integumentary, and Endocrine
13 (Apr 2-6)	No class Easter Monday Sensory Organs (cont'd)	15, 17	Lab Review
14 (Apr 9-13)	Integumentary System Endocrine System	5 18	Lab Exam 2 - Monday, Apr 9
	Final exam (to be scheduled by College Registrar and posted on Camlink)		