



CAMOSUN COLLEGE
School of Arts & Science
Department of Biology

BIOL-150-001A/B
Human Anatomy
Fall 2019

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	Laura Biggs
(b) Office hours	Tuesdays 2:30-4:00, Thursdays 8:30-9:00, Fridays 8:30-9:00, or by appointment*
(c) Location	Fisher 352
(d) Phone	250-370-3909 Alternative: n/a
(e) E-mail	BiggsL@camosun.bc.ca
(f) Website	http://online.camosun.ca – Log in to D2L to access course materials

***NOTE:** If my office hours do not match up with your schedule, please arrange an appointment by email and I would be happy 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) **Textbooks:**

Fundamentals of Human Anatomy and Physiology, 11th edition, Martini, Nath & Bartholomew, Pearson Education, 2018.

The Anatomy Coloring Book, 4th edition. Kapit & Elson, Pearson Education, 2014.

(b) **Lab Manual:**

Camosun College Biology 150 Human Anatomy Lab Manual, 2019-2020.

(c) **Lecture Resources:**

Lectures will be delivered in a PowerPoint format. The slides will be made available on the course D2L website, along with additional resources. Slides may be downloaded or printed at the student's discretion to help follow the lectures.

4. Course Content and Schedule*

Lectures:	Tuesdays	1:00PM – 2:20PM	Fisher 100
	Fridays	1:00PM – 2:20PM	Fisher 100
Lab Section A:	Thursdays	9:30AM – 12:20PM	Fisher 224
Lab Section B:	Thursdays	9:30AM – 12:20PM	Fisher 224

**Please see attached lecture/lab schedule for more details.*

5. Basis of Student Assessment (Weighting)

(a) **Assignments & Quizzes:**

Pre-lab assignments (colouring book pages)	5%
Weekly quizzes (at the start of lab)	5%
Post-lab assignments (end-of-lab check)	2%
Lecture assignments and in-class activities	13%

(b) **Lecture Exams:**

Midterm #1 (Tuesday, October 1 st)	12.5%
Midterm #2 (Tuesday, November 5 th)	12.5%
Final exam (December 9-17, TBA)	25%

(c) **Lab Exams:**

Lab Exam #1 (Week 7 in-lab: October 17 or 18)	12.5%
Lab Exam #2 (Week 14 in-lab: December 5 or 6)	12.5%

Note: Midterms and Lab Exams are NOT cumulative, but the Final Exam will be cumulative. More detailed information about assignments, quizzes, and exams will be given in class.

6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services, or the College website at camosun.ca.

STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services, and the College web site in the Policy Section.

Plagiarism

Plagiarizing is appropriating the work or parts or passages of another's writing (including the ideas or language) and passing them off as the product of one's own mind or manual skill (see <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.1.pdf>).

Plagiarism will not be tolerated. Plagiarism, **including the copying of any part of assignments**, is a serious offence and is considered to be academic misconduct. In some cases, the instructor may prefer an assignment to be written as a group. In such cases, handing in one assignment for the group will be acceptable. Otherwise, lecture and lab assignments handed in by individuals are expected to be individually prepared.

Cheating

A student caught cheating on an exam will forfeit all credit for that exam and perhaps for the course. Cheating is a serious offence and is considered to be academic misconduct. **Cheating includes, but is not limited to, using unauthorized materials in a quiz/exam and providing information to another person regarding exam content.**

The consequences for cheating and plagiarism are outlined by Camosun College policies (see <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf>) and penalties may be severe.

Laboratory Safety

Laboratory safety requirements will be outlined during the first lab period. Failure to adhere to the lab safety principles will result in the inability to enter the lab or expulsion from the lab, resulting in **loss of credit** for that lab and any related assignments.

Laboratory Attendance

Attendance throughout each laboratory session is mandatory and will be recorded. **Please read through each exercise before coming to the lab.** Labs will start promptly - information necessary for performing the laboratory correctly and safely is given at the beginning of the lab. Lateness in arriving, failure to attend the lab, or leaving the lab early will result in forfeiting credit for that lab, including any quizzes, in-lab assignments, and pre- or post-lab assignments. Lab assignments can only be submitted for labs actually attended. If a lab session is missed, another student's data/observations **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. significant illness); in such cases the instructor must receive **advance notification** and **documented evidence** of the situation (e.g. medical certificate) to grant approval for any accommodation.

Missed Exams

Without exception, all lecture and lab 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 documentation).

In the event of emergency circumstances, it is at the instructor's discretion whether to administer a make-up exam or adjust the weighting of the final exam to make up the missing marks. Note that holiday travel is NOT considered an emergency. Be sure not to make any travel plans for the end of the semester under the final exam schedules are finalized and posted.

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, as indicated by the instructor. 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. Please submit written work in the format requested by the instructor. Incorrect formatting will result in late penalties and delayed grading.

Late Penalties

All assignments must be handed in at the **beginning** of the class period on the due date. Late assignments will be graded but marks equivalent to **10%** of the total value of the assignment will be deducted for each day past the deadline (weekends only count as one day).

Study Habits

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

Lecture notes will be posted on D2L in point form. These should be used as a study guide, not as your sole source of information! You will need to write down additional notes for examples and explanations given during lecture. It is also recommended 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 contact your instructor if you need extra clarification and help, or would like to discuss a topic a little further.

8. 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

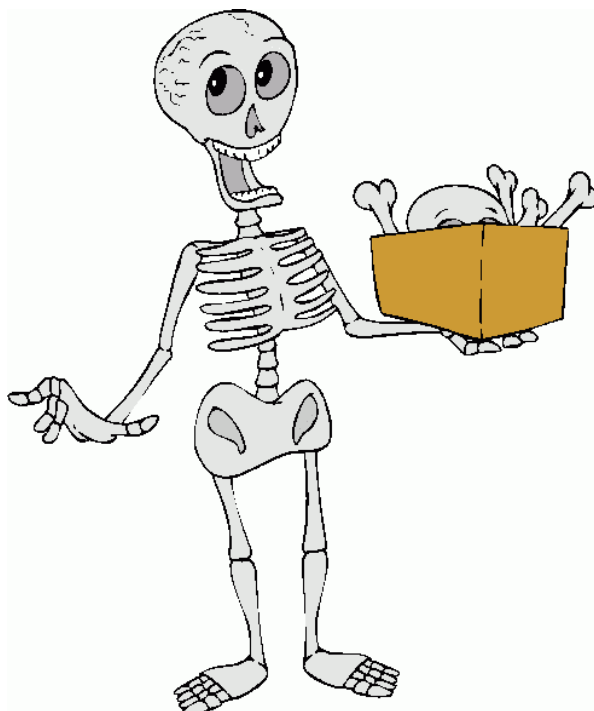
Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.

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.



Course Schedule for Biology 150-001A/B Fall 2019:

Note: The following is a **tentative** schedule of course topics and events. Course topics may be added or deleted as time permits. Any changes to this schedule will be announced in class and posted on D2L.

Week	Lecture Topics (Tues/Fri)	Textbook Chapter(s)*	Lab Topics (Thurs or Fri)
1 (Sep 3-6)	Course Introduction Tissues (Histology)	1 4	Lab 0: Introduction
2 (Sep 9-13)	Tissues cont'd Skeletal System	4 6,7,8	Lab 1: Microscopy and Histology
3 (Sep 16-20)	Skeletal System cont'd Articulations	6,7,8 9	Lab 2: Axial Skeleton
4 (Sep 23-27)	Muscular System	10,11	Lab 3: Appendicular Skeleton
5 (Sep 30-Oct 4)	MIDTERM 1 – October 1 Cardiovascular System	4 20,19,21	Lab 4: Axial Muscular System
6 (Oct 7-11)	Cardiovascular System cont'd	20,19,21	Lab 5: Appendicular Muscular System and Articulations
7 (Oct 14-18)	Lymphatic System Respiratory System	22 23	LAB EXAM 1 (Oct 17 th at 10:17am – ShakeOut Drill)
8 (Oct 21-25)	Digestive System	24	Lab 6: Cardiovascular and Lymphatic Systems
9 (Oct 28-Nov 1)	Urinary System	26	Lab 7: Respiratory and Digestive Systems
10 (Nov 4-8)	MIDTERM 2 – November 5 Reproductive Systems	28,29	Lab 8: Urinary and Reproductive Systems
11 (Nov 11-15)	Reproductive Systems cont'd Nervous System	28,29 12,13,14,16	Lab 9: Central Nervous System
12 (Nov 18-22)	Nervous System cont'd Sensory Organs	12,13,14,16 15,17	Lab 10: Peripheral Nervous System, Sensory Organs
13 (Nov 25-29)	Sensory Organs cont'd Integumentary System	15,17 5	Lab 11: Integumentary and Endocrine Systems
14 (Dec 2-6)	Endocrine System	18	LAB EXAM 2
Dec 9-17	Final Exam (to be scheduled by College Registrar and posted on Camlink)		

*Textbook chapters noted here will be covered, at least in part. However, in some cases we will not be covering the whole chapter in Biology 150. Only the topics covered during class will be tested on exams.