



CAMOSUN COLLEGE
School of Arts & Science
Department of Biology

BIOL-150-02AB
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	Brooke Cameron
(b)Office hours	Tuesday mornings (10:30am-12:30pm) and after lecture (30 min) Tuesdays and Fridays from 2:30pm-3pm Wednesday afternoons (4pm-5:30pm) Or by appointment
(c)Location	Fisher 246
(d)Phone	250-370-3196
(e)E-mail	cameronb@camosun.bc.ca
(f)Website	D2L (online.camosun.ca)

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) Fundamentals of Human Anatomy and Physiology, 11th edition, Martini, Nath & Bartholomew, Pearson Education, 2017. (older editions are ok- check with instructor)
- b) The Anatomy Coloring Book, 4th edition. Kapit & Elson, Pearson Education, 2014.
- c) Camosun College Biology 150 Human Anatomy Lab Manual, 2019-2020.

4. Course Content and Schedule

Lectures: Tuesdays and Thursdays 4:00-5:20pm F268

Labs: Section A: Wednesday 6:30-9:30pm F224
Section B: Thursday 6:30-9:30pm F224

* 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.

Week	Lecture Topics	Textbook Chapter	Labs
1 (Sep 2-6)	Introduction Tissues (histology)	1 4	Lab 0 Introduction to Anatomy
2 (Sep 9-13)	Tissues (cont'd) Skeletal System	4 6, 7, 8	Lab 1 Histology
3 (Sep 16-20)	Skeletal System (cont'd) Articulations	6, 7, 8	Lab 2 Axial Skeleton
4 (Sep 23-27)	Muscular System	9 10, 11	Lab 3 Appendicular Skeleton
5 (Sept 30- Oct 4)	Midterm 1 - Tues, Oct 1 Cardiovascular System	20, 19, 21	Lab 4 Muscles of Axial Skeleton
6 (Oct 7-11)	Cardiovascular (cont'd) Lymphatic System	20, 19, 21	Lab 5A Muscles of Appendages and Lab 5B Articulations
7 (Oct 14-18)	Respiratory System Digestive System	22	Lab Exam 1
8 (Oct 21-25)	Digestive System (cont'd) Urinary System	23 24	Lab 6 Cardiovascular and Lymphatic Systems
9 (Oct 28-Nov 1)	Urinary System (cont'd) Reproductive Systems	24 26 28, 29	Lab 7 Respiratory and Digestive Systems
10 (Nov 4-8)	Midterm 2 - Tues, Nov 5 Rep. Systems (cont'd)	28, 29	Lab 8 Urinary and Reproductive Systems
11 (Nov 11-15)	Nervous System	12, 13, 14, 16	Lab 9 Central Nervous System
12 (Nov 18-22)	Sensory Organs	13, 14, 16 15, 17	Lab 10 Peripheral Nervous System, Eye and Ear
13 (Nov 25-29)	Integumentary System	15, 17 5	Lab 11 Integumentary and Endocrine, plus Lab Review
14 (Dec 2-6)	Endocrine System	18	Lab Exam 2
Exam Period (Dec 10-18)	Final exam (to be scheduled by College Registrar, posted on Camlink)		

** 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.

Other important dates:

September 17: Fee Deadline Fall '19

September 30: Orange Shirt Day

October 14: Thanksgiving Day College closed

October 17: ShakeOut - BC provincial preparedness

October 18: Final Schedule for Fall '19 Exams posted to Camlink

November 11: Remembrance Day College closed

December 7: Last day of instruction for most Fall '19 courses

December 9: Examination period begins for Fall '19 courses

December 9 - December 17: Exams

December 25 - January 1: Holiday Break, College closed

5. Basis of Student Assessment (Weighting)

(a) Assignments & Quizzes (see attached hand out for more details):

Pre-lab assignments (colouring book)	5%
Weekly lab quizzes	5%
Post-lab assignments (end-of-lab check)	2%
Lecture assignments	8%

(b) Lecture Exams:

Midterm 1 (Tuesday, Oct 1)	15%
Midterm 2 (Tuesday, Nov 5)	15%
Final exam (Exam Week- TBA)	25%

(c) Lab Exams:

Lab Exam 1 (Week 7)	12.5%
Lab Exam 2 (Week 14)	12.5%

6. Grading System

Standard Grading System (GPA)

Competency Based Grading System

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

Lecture Attendance

Students are expected to attend all classes and be on time. If an in-class assignment was missed, it cannot be made up. It is your responsibility to acquire *all* information given during a class missed, incl. notes, hand-outs, assignments, laboratory data, changed exam dates etc.

Laboratory Attendance

Lab work is essential to the course objectives. Therefore, attendance throughout the entire laboratory session is mandatory and will be noted. Students are expected to attend labs and lab exams during their assigned section (A or B). Switching between sections on a permanent or temporary basis requires instructor's permission. Lab assignments can only be handed in for labs actually attended (except in cases of documented illness/emergency).

Labs will start promptly- late attendance may result in inability to attend the lab and write the pre-lab quiz, resulting in subsequent loss of credit for any assignments. 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. Failure to attend more than 2 labs may result in inability to complete course. A medical emergency must be indicated BEFORE an absence for the absence to potentially be considered excused.

Written Work

It is the student's responsibility to be informed of any work expected and the dates the work is due. Please include full name, date, and course code at the top right of all submissions and staple any multi-page documents. Work intended to be submitted by an individual must be completed independently, keeping in

mind student conduct requirements. A **professional format** is expected, i.e. a neat, legible, clean copy. "Rough" drafts risk rejection and a subsequent late penalty or reduced marks. If the assignment is more than one page, separate pages **must be stapled**.

Late Penalties

All assignments must be handed in by the **time indicated** (on the assignment, or on D2L). Late assignments may be graded but marks equivalent to 10% of the total value of the assignment will be deducted for **each day** past the deadline. If assignments have already been marked and returned, a late assignment will not be accepted.

Exam Policies

Without exception, all exams must be written at the scheduled times. It is understood that emergency circumstances do occur (e.g. severe 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).

If an exam is missed with an excused absence, it is up to the instructor's discretion as to how the mark will be made up. In most cases, an oral exam will be scheduled for the student as soon as possible.

*** 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.

Please note: the use of cell phones during a test or quiz is prohibited and will result in a zero for that assessment if it is found on person during assessment. Potential removal from course is also a possibility, at the discretion of the instructor.

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 is a serious offence and is considered to be academic misconduct, and so will not be tolerated.** A student caught plagiarizing will forfeit all credit for the assignment and perhaps the course. Except where work is assigned to a group, all written work, **including lab data processing** and graphs, must be done individually.

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:

- (a) using unauthorized materials or resources in a quiz/exam, and
- (b) 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.

Student Safety

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 that students are required to wear closed shoes in all lab times. Flip flops, sandals or shoes with holes are not acceptable.
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 before the lab begins and before leaving the lab.

Study Habits

Good and regular study habits are essential to do well in this course. You should plan on a weekly 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 achievable.

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 and review text and videos to support your understanding. It is also recommended practice to transform lecture 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.

Summary of Student Responsibilities

1. Attend classes and labs and actively engage.
2. Should it be necessary to miss a lecture, it is the student's responsibility to catch up on anything that may have been missed (e.g. important announcement or assignments).
3. Hand in assignments on time.
4. Be present to receive evaluation of written or oral assessments
5. Follow all Safety Rules and Procedures. Students must sign the Safety Contract before participating in any laboratory activity.
6. The use of cell phones during a test or quiz is prohibited and will result in a zero for that assessment if it is found on person during assessment.
7. All laboratories start punctually and are mandatory- come prepared!

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.