

Anatomy 1-Introduction to Human Anatomy-Section#0262-Fall 2013-Dr. Tony Recht
Lecture 1:00-2:25 pm Tu+Th; Rm MSA 212; Lab 2:50-4:15 pm Tu+Th; Rm MSA 212
Office Hours: Tu+Th 12-12:50 pm; Office Phone #310-287-4316; Office MSB-229

Anatomy 1 is a fundamental course in Human Anatomy for pre-nursing, pre-dental hygiene, pre-chiropractic and related Allied Health fields.

STUDENT LEARNING OBJECTIVES: The student is expected to learn the principles and structures of Anatomy, their applications to the human condition, including changes caused by maturation, exercise, and disease as presented in class and text. Students are expected to be able to draw correctly and label all anatomical structures covered.

Attendance:

According to Administration Regulation E13, attendance is mandatory. "Whenever absences, in hours, exceed the number of hours the class meets per week, the instructor will consider whether there are mitigating circumstances which justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude the student from the class."

Withdrawing from the class: A student withdrawing from the class **must file the appropriate paperwork with the admissions office.** Failing to follow the correct procedure for withdrawals will receive a grade of "F" for the semester. **Last day to drop w/out a fee owed is Friday September 6; w/out a "W" is Friday September 6; w/ a "W" is Friday November 15. Check schedule as online dates may differ.**

Required Materials: No.s 1. through 5. are in the bookstore: You supply No. 6.

1. Textbook: Human Anatomy by McKinley/O'Loughlin. 3rd Ed. McGraw-Hill Pub. (2012)
2. Lab Manual: Laboratory Manual for Human Anatomy and Physiology with Cat Dissection by Patricia Donnelly. Fifth Ed. It's Spiral bound: And a Tawny-Gold color.
3. Anatomy Lab Guide (To go with the above). 4. Dissection kit/Latex surgical gloves.
5. SCANTRON #882 ES answer sheets and No. 2 soft lead pencils.
6. A rested and well-read brain.

HIGHLY RECOMMENDED: Recording device, Protective Goggles, Lab coat /old clothes.

Grading: Lecture Exams: There will be three (3) lecture midterm exams and one (1) final exam. Each lecture midterm exam will be worth 100 points and the final will be worth 200 points: Total lecture points=500. The final will be cumulative. The exams will consist of some combination of multiple choice, fill-in, drawing/structure identification, and essay type of questions. All students must take all exams.

Laboratory Exams: There will be three (3) laboratory exams and one (1) final exam. Each laboratory exam will be worth 100 points and the final will be worth 100 points: Total laboratory points=400. The final will be cumulative. The exams are of a practical nature and will consist of some combination of identification of anatomical structures and functions of the materials studied in the lab.

Plan your studying to keep up! Do not expect to cram (or pull an "all-nighter") just before the test-it doesn't work!! What you need is a GOOD nights' sleep! Why is that?

Course Grade: Is based on your performance on the lecture and laboratory exams.

You will be graded using a percentage system of 90-100 % = A, 80-89 % = B, 60-79 % = C=50-59 = D, below 49 % = F. This percentage is arrived at after the class mean is adjusted to a value of 65%. This means that, For Example, if the class mean equals 60%, then the equivalent of 5% worth of points will be added to students' scores and the subsequent percent score will determine the students

grade. If the class performance falls below a 60% mean, no more than 5% worth of points will be added.

NOTE: YOU ARE EXPECTED TO USE COLLEGE LEVEL ENGLISH (GRAMMAR, SYNTAX, AND SPELLING) IN ALL OF YOUR WRITTEN AND ORAL COMMUNICATIONS IN THE CLASSROOM.

Exam Keys: Exam keys will be made available in my office, for students to evaluate the answers (or correct errors), only for 2 weeks following the return of the answer sheet. Access to these exam keys after this will be for review only. Students are strongly encouraged to review the answers, during office hours, with the Instructor.

Cheating: Cheating will not be tolerated. To avoid any suspicion of cheating (and an "F" in the class) adhere to the following procedures during exams:

1. KEEP YOUR EYES ON YOUR OWN PAPER AT ALL TIMES; DO NOT LOOK AROUND.
2. KEEP YOUR ANSWERS COVERED AT ALL TIMES.
3. DO NOT **COMMUNICATE** in any way WITH ANY OTHER STUDENT DURING THE EXAM. (NOT EVEN FOR AN ERASER OR PENCIL: IN OTHER WORDS, **DON'T!**)
4. DO NOT USE ANY UNAUTHORIZED MATERIAL DURING THE EXAM.

ANY STUDENT FOUND CHEATING WILL RECEIVE AN "F" FOR THE SEMESTER WHICH WILL BECOME PART OF YOUR PERMANENT RECORD AND YOU MAY BE EXPELLED FROM SCHOOL!!!

NO STUDENT WILL BE PERMITTED TO LEAVE THE CLASSROOM WHILE TAKING AN EXAMINATION FOR ANY REASON, INCLUDING THE USE OF THE RESTROOM!!!
(So plan your water/food intake and go BEFORE entering the examination room.)

Missed exams: All exams must be taken on the day and time specified. No make up exams will be given for any reason. If a student misses one (1) exam **due to an excused absence**, a mean exam score using all the other exams given during the semester (including the finals) will be used as the score for the missed exam. An **unexcused absence** or if a student misses a second exam, he or she will receive a score of zero (0) for that exam. All students must take the final exams. EXAMS REQUIRE A LOT WORK FOR ME TO WRITE; PLAN AHEAD FOR PLENTY OF TIME TO STUDY.

Lecture Procedure:

1. The first hour and 25 minutes (approx.) of each meeting will be used for lecture. This lecture material will coincide with assigned reading of textbook chapters and along with those chapters will be the material tested on the lecture exams.
2. Following the lecture will be a 10 minute break and then the Laboratory will start.
3. Lab clean up will begin promptly at 4:05 pm and class will end at 4:15 pm.
4. No eating, drinking, or smoking is permitted in the lecture or laboratory.
Finish your food and drink BEFORE coming to class. If you must smoke, leave the building area so that smoke (a known carcinogen) does not enter the building or classroom. These are OSHA standards.
5. Cell phones and paging devices: CANNOT BE USED IN CLASS-SEE POLICY SHEET AT END.
6. Read the assigned material so that you are slightly **AHEAD** of the lecture topics.
(If students DO NOT read ahead, i.e., come unprepared, pop quizzes will be given.)
7. Bring your lecture/lab texts to class as it will help you understand the lecture.

Laboratory Procedures: All students are required to actively and energetically participate in all dissections. Failure to do so will prevent you from passing the class.

1. Try to work in groups of three (3). Use the Instructor's Instructions, lab manual, textbook, and the Anatomy Lab guide to identify and memorize the anatomical structures of the material presented in class. READ AND STUDY THE MATERIAL BEFORE COMING TO CLASS!!! (If students DO NOT read ahead, i.e., come unprepared, pop quizzes will be given.) Since one of the major objectives of the laboratory is to have the student learn "How to learn" through the dissection and manipulation of the material, students are encouraged to work together using various texts, lab manuals, etc., to figure out the answers. Students are encouraged to form study groups outside of class to assist one another in the learning of the material. (The formation and function of study groups will be discussed in class).
2. No student is permitted to remove materials from the classroom at any time.
3. **Put your name on all your materials and don't lose them; if you lose them you may have to buy new ones!**
4. **Note:** EXTRA lab time is available in other Anatomy labs (see announcement on the back wall) **BUT YOU MUST WAIT UNTIL THE LAB BEGINS AND THEN YOURSELF TO, AND ASK PERMISSION OF, THE INSTRUCTOR!!!** lab **INTRODUCE**
5. End of class procedures:
 - a. Stop all work at 4:00 pm and clean up.
 - b. Clean your bench area by wiping it with soap, wet paper towels and then dry it.
 - c. Clean dissection trays with wet paper towels and place them where told.
 - d. Throw away all PAPER waste material on counters, desks, floors, or sink.

PUT ALL DISSECTION WASTE BACK IN THE BAG: NONE GOES IN THE SINK OR TRASH!! (AN OSHA VIOLATION!!!)

- e. Put all chairs back under bench/desk as told. NO ONE WILL LEAVE UNTIL THE ROOM IS CLEAN, READY FOR THE NEXT CLASS, AND I SAY "OK"!!! (Or you will lose points!)

Any student not following these rules will lose points from their total at the end of the semester!!!
SERIOUS INFRACTIONS MAY RESULT IN REMOVAL FROM THE CLASS!!'

TENTATIVE LECTURE SCHEDULE

<u>DATE</u>	<u>TOPIC</u>	<u>READING (TEXT)</u>
Aug 27 TU	Class Organization, Introduction to Anatomy Body Organization and Terminology	Ch 1
Aug 29 TH	Body Topography-Surface Anatomy	Ch 13
Sep 3 TU	Embryology (Developmental Anatomy)	Ch 3
Sep 5 TH	Embryology (Developmental Anatomy)	Ch 3
Sep 10 TU	Integumentary System	Ch 5
Sep 12 TH	Skeletal System	Ch 6, 7, 8
Sep 17 TU	Skeletal System	Ch 6, 7, 8
Sep 19 TH	<u>LECTURE EXAM I-Intro- to Integumentary??</u>	Study!
Sep 24 TU	Articulations	Ch 9
Sep 26 TH	Myology	Ch 10
Oct 1 TU	Respiratory System	Ch 25
Oct 3 TH	Digestive System	Ch 26
Oct 8 TU	Digestive System	Ch 26
Oct 10 TH	Urinary System	Ch 27
Oct 15 TU	<u>LECTURE EXAM 2-Skeletal to Respiratory??</u>	Study!
Oct 17 TH	Urinary/Endocrine	Ch 27, 20
Oct 22 TU	Endocrine System	Ch 27/20
Oct 24 TH	Male Reproductive System, Start Female Repro System	Ch 28

Oct 29	TU	Female Repro- System	Ch 28
Oct 31	TH		Circulation-
Blood Ch 21			
Nov 5	TU	<u>LECTURE EXAM 3-From Digestive to Endocrine??</u>	Study !
Nov 11	TH	Veterans' Day--A time to Reflect and Review!	
Nov 12	TU	Circulation-Heart	Ch 22
Nov 14	TH	Circulation-Vessels	Ch 23
Nov 19	TU	Nervous System-Tissue, Begin Brain	Ch 14, 15
Nov 21	TU	Nervous System-Brain and Spinal Nerves	Ch 15, 16
Nov 26	TH	Nervous System-Sensory/Motor Pathways	Ch 17
Nov 28	TH-Nov 30	<u>Thanksgiving Holiday</u> --A time to Reflect and Review!	
Dec 3	TU	Special Sense Organs	Ch 19
Dec 5	TH	Last Lecture (after Lab exam is put away)	Study!

No Classes or Office Hours held during finals week!!

COME PREPARED AND BE ON TIME!

LAB Final EXAM [Cumulative (15-25%) emphasis on Human Muscles+Internal stuff thru Sense organs]

Date: Thursday Dec 5 Time: 1-2:25 pm Room: MSA 212

LECTURE Final Exam [Cumulative (15-25%) w/ emphasis on **Repro-to Special Senses???**]

Date: Thursday Dec 12 Time: 1:45-3:45 pm Room: MSA 212

"No student may be excused from final examinations or be permitted to take the examination before the scheduled time."

TENTATIVE LABORATORY SCHEDULE

<u>DATE</u>	<u>TOPIC</u>	<u>READING (LAB MANUAL)</u>	
Aug 27	TU	Introduction-Microscope, Intro- to Histology	Ch 1, 2,
Aug 29	TH	Histology	Ch 6
Sep 3	TU	Histology	Ch 6
Sep 5	TH	Skeleton-Upper, Lower Limbs	Ch 13
Sep 10	TU	Skeleton-Pectoral, Pelvic Girdle (End first exam mat'l)	Ch 13
Sep 12	TH	Skeleton-Hand, Foot, Vertebrae, sternum, ribs	Ch 13,12
Sep 17	TU	<u>LAB EXAM 1-Microscope, Histology, Part 1 Skeletal System-</u> <u>After Exam-Put Lab Away--Lecture: Skeletal System</u>	
Sep 19	TH	Skeletal System-Skull	Ch 10, 11
Sep 24	TU	Skeletal System-Skull	Ch 10, 11
Sep 26	TH	Skeletal System-Skull (End second exam mat'l)	Ch 10, 11
Oct 1	TU	LAB EXAM 2-Skeletal System-Hand/Foot, Vertebrae, sternum, ribs, skull. After Exam-Put lab away-Lecture: Cat Dissection Prep/Safety	
Oct 3	TH	Muscular System-Back	Ch 16
Oct 8	TU	Muscular System-Chest and Abdomen	Ch 17
Oct 10	TH	Muscular System-Neck, Jaw, Face	Ch 18
Oct 15	TU	Muscular System-Deep Chest, Arm	Ch 19
Oct 17	TH	Muscular System-Hip, Thigh	Ch 20
Oct 22	TU	Muscular System-Thigh, Lower Leg	Ch 20, 21
Oct 24	TH	Muscular System-Finish up (End third exam mat'l)	Review!
Oct 29	TU	LAB EXAM 3-Cat Muscles-After Exam-Put lab away After Exam-Lecture: Female Reproductive System	Ch 28
Oct 31	TH	Opening the body Cavity-Internal Organs	Ch 31, 39
Nov 5	TU	Internal Organs	Ch 31, 41
Nov 11	TH	Veteran's Day--A time to Reflect and Review!	

Nov	12	TU	Circulation-Heart & Assoc. Blood Vessels	Ch 32
Nov	14	TH	Circulation-Thoracic Blood Vessels, Front Limb	Ch 33
Nov	19	TU	Circulation-Abdominal Blood Vessels, Hind Limb	Ch 33
Nov	21	TH	Nervous system (Brain)	Ch 33
	Nov 24	TH-Nov 26	Thanksgiving Holiday--A Time to Reflect and Review!	Nov
	26	TU	Nervous system Brain, Spinal Cord)	Ch 22
Dec	3	TH	Special Sense Organs	Ch 26
Dec	5	TU	Final LAB EXAM-See below-Int Organs to Special Senses (Last lecture after the exam is put away.)	

COME PREPARED AND BE ON TIME!

Final LAB EXAM [Cumulative (15-25%) mainly Human Muscles+Internals thru Sense organs]

Date: Thursday December 5 Time: 1:00-2:25 pm Room: MSA 212

Lecture Final Exam [Cumulative (15-25%) mainly Repro-Special Senses]

Date: Thursday Dec 12 Time: 1:45-3:45 pm Room: MSA 212

"No student may be excused from final examinations or be permitted to take the examination before the scheduled time.

"STUDY IDEAS-THE BEST WAY TO STUDY!

1. ALWAYS READ THE ASSIGNED CHAPTERS BEFORE COMING TO LECTURE.

(That way you will understand what is being discussed!!)

I'll explain why. It has to do with how your brain works!

2. USE A TAPE/DIGITAL RECORDER!. ALWAYS ASK PERMISSION FIRST!

People tend to write down what they don't know OR understand. They DON'T WRITE DOWN WHAT THEY DO KNOW OR UNDERSTAND AND CONSEQUENTLY, 3 WEEKS LATER, THE INFORMATION IS GONE FROM THEIR MEMORY AND IT'S NOT IN THEIR NOTES!!! (HOW CAN YOU POSSIBLY DO WELL ON A TEST WHEN YOU HAVE ONLY 50-70% OF THE MATERIAL???.

3. The really smart move, now, is to word-process your notes (triple-spaced) from the recorder onto a computer and study them!

(Why triple spacing??? So that when you have a question about something in your notes you can write in the answer in red ink right below it AND WORD PROCESS IN THE ANSWER (UNDERLINED) FOR A PERFECT SET OF NOTES!!)

4. Now use a group study technique (no less than 3-that's not enough meaningful comment: no more than 5 or it turns into a party!):

a. Compare notes and ideas about the material with your study group (make sure you have all the info) fill in the blanks and resolve differences and questions.

b. Study your amended notes.

c. Get together with your group again and QUIZ each other to see whether you're familiar with the material or really know it.

Can you explain the material correctly and fully to some one else?

Or did you leave some of the details out!

This last step will show you the difference between what you THINK YOU KNOW and WHAT YOU REALLY KNOW! This helps you emphasize working on that material that you don't know!

5. CAN'T FIGURE SOMETHING OUT?? COME TO MY OFFICE HOURS!!

REMEMBER:

If you can't draw and explain it quickly and correctly YOU DON'T KNOW IT AND YOU WON'T DO WELL ON THE TEST!! IT'S UP TO YOU.

6. Classmate names and phone numbers in my study group:

Cell phone policy for Dr. Recht's Classes.

A cell phone is a wonderful device in that it allows us to stay in touch with family, friends and business associates from almost anywhere and at anytime. In an emergency a cell phone can be a life-saver.

However, there is a distraction that occurs when a cell phone goes off in a movie theater, at a funeral, or in a classroom. When it goes off in the classroom, for example, it disrupts the lecture as everyone turns to see whose phone went off. Then we all watch as the owner of the offending phone wrestles it out of its hiding place, fumbles to turn it off and apologizes. Another example is when a student leaves class to answer their cell phone. When either of these happens the class is distracted and students miss lecture information. This distraction can lessen student success in the course.

So, because there are so many students having their cell phones "go off" during class I have decided to put the following policy into effect.

All of Dr. Recht's classes have a "zero tolerance" policy with respect to cell phones.

This means that if your cell phone goes off during class or if you go outside to answer your cell phone during class such that you respond to it you will be told to leave class, and go see Vice-President Betsy Regalado of Student Services (Building A13). Before you may return to class, you must bring a note to me (signed and dated by Vice-President Regalado and yourself) that states that you will not repeat the offense. This will be verified.

If it happens a second time, you will be asked to leave class for that DAY and the NEXT meeting as well! I will file a report with copies given to the Science Department Chair Dr. Abraha Bahta and Vice-President Regalado requesting your suspension (removal) from the class for being a disrupting influence.

So if you have to use your phone **DO IT DURING THE BREAK!!!!**
DO NOT LEAVE CLASS TO USE YOUR PHONE!!

There may be certain circumstances that require you to have your cell phone on. For example, if you're a peace officer, fireman, or working for homeland security.

If so contact me during break of the first meeting and show me your Identification and Badge. Put your phone on mute and sit at the back of the class by the door to lessen class disruption.

This policy has been Approved by the Science Division Chair Dr. Bahta, Vice-President of Student Affairs Regalado, Dean of Academic Affairs Judith-Ann Friedman, and the LACCD's General (Legal) Counsel, Camille Goulet.