

**HUMAN ANATOMY**  
(Spring 2014)

Mon/Wed 6:45-10:00 pm Sec.3260 Rm. – MSA212

**Instructor: Sherry Breidenthal**

Office hours: 6:00-6:30 pm in office – MSB211

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Prerequisite: Biology 3A. Recommended: English 21.

**Course Description**

This course presents the structure of the human body by subdividing it into individual body systems. The functional anatomy of each level of organization is then studied from the microscopic level of organization to the gross level. In addition, the embryological development of each body system and selected pathologies will be examined. This course is designed for pre-nursing, pre-dental hygiene, pre-chiropractic, and related fields.

**Required Materials**

1. Textbook - **Human Anatomy** by Elaine N. Marieb, John Mallatt
2. Lab Manual - **Laboratory Manual for Anatomy and Physiology with Cat Dissection** by P. Donnelly.
3. **Anatomy Laboratory Guide** (for Lab Manual) by Donnelly
4. Dissection kit

**Optional Materials**

1. Latex surgical gloves
2. Laboratory apron or coat
3. **Cat Musculature-A Photographic Atlas** by G. Greenblatt

**Course Objectives**

1. Identify tissues, organs and body structures of the human body at a detailed level in actual specimens as well as in models and other representations.
2. Describe the structures, interrelationships and general functions of major structures, organs, and organ systems of the human body.
3. Demonstrate skills in observation, investigation and discovery using biological materials.
4. Correlate concepts of microscopic structure, macroscopic structure, and functions to the whole human body.
4. Exhibit manual dexterity in dissection and prepare clear dissections.
5. Use surface features of the human body as landmarks to identify and evaluate underlying structures.

**Class Format**

Approximately one-half of the class time is devoted to lecture presentations of the major principles of anatomy and assigned structures and functions. These may include slides, overhead transparencies, white board illustrations or other types of aids to help students visualize the assigned structures. The lab portion of class time is spent in assignments that provide hands-on experiences with assigned structures or representations, develop dissection skills and familiarity with the texture and variability in structures.

**Grading**

1. Lecture Exams: There will be two lecture exams and a final exam. The lecture exams will consist of true/false, matching, short answer and diagrams. Each lecture exam will be worth 100 points. The final exam will be cumulative and worth 200 points. Students are responsible for taking all exams.
2. Lab Exams: There will be two lab exams worth 104 points each and an inclusive lab final of 110 points. Each lab exam will consist of practical and objective questions.
3. Lab participation and exercise reviews will be worth 30 points.
4. Extra credit will consist of a report on a disease or organ dysfunction worth 15 points.

**Total Points for the class:**

2 lecture exams - 100 points each	= 200
2 laboratory exams - 104 points each	= 208
Lecture final exam - 200 points	= 200
Laboratory final exam - 110 points	= 110
2 Quizzes/ Lab participation – 30 points	= <u>30</u>
TOTAL POINTS	748

**Grades will be determined using a percentage system:**

90-100% = A 80-89% = B 60-79% = C 50-59% = D Below 50% = F

### 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 shall exclude the student from the class." **You are responsible for information, exam announcements, and date changes presented in class whether or not you are present.**

### Withdrawal from Class

Any student withdrawing from class must inform the admissions office of this decision. **Students failing to follow the correct procedure for withdrawals will receive a grade of "F" for the semester.** No withdrawals are permitted after **Friday, May 9th.**

### Missed Exams

All exams must be taken on the day and time decided by the instructor. No make-up exams will be given unless prior approval by instructor. If a student misses one exam, the lowest score from all the other exams given during the semester will be used as the score for the missed exam. If a student misses more than one exam, he or she will be dropped from the class. **All students must take the final exams.**

### Student Conduct

The "**WLAC Standards of Student Conduct**" and the "Science Division's Student Conduct" (attached to syllabus) will be enforced.

### Cheating

Each student is expected to do his/her own work on all assignments, examinations, etc. A first offense of academic dishonesty will result in a zero grade for that assignment or exam plus filing a report with the Dean of Students giving your name and describing the incident. A second offense anywhere in the college or an especially egregious first offense will result in disciplinary action by the professor or the dean, which can include failure in the course and dismissal from the college.

#### **Actions considered cheating:**

1. Looking at a fellow student's paper during an exam.
2. Showing a fellow student your paper during an exam or passing information in any way.
3. Using cheat sheets of any kind.
4. Providing work for someone else to copy.
5. Use of any type of electronic equipment.

### Laboratory Procedure

1. Students will work in groups of three/four.
2. Bring gloves when the cat dissection begins.
3. Use the laboratory manual, the text, the pictorial guide and lab handouts to complete the required work.
4. End of class procedures: STOP ALL WORK AT 9:45 AND CLEAN UP
  - a. Put away all materials in their proper place.
  - b. Wipe down your area and dissection tray with wet paper towels.
  - c. All animal waste material is to be placed in a plastic bag and stored.
  - d. Do **Not** remove materials from class.

Any student not following these rules will lose points from their lab participation at the end of the semester.

### Important Dates:

- Feb. 21<sup>st</sup>: last day to add class (in-person)
- Feb. 21<sup>st</sup>: last day to drop class w/ a refund.
- Feb. 21<sup>st</sup>: last day to drop w/o a "W".
- May 9<sup>th</sup>: last day to drop with a "W".

### Recommendations for Succeeding in Class:

1. Expect to Work. This is not supposed to be easy.
2. Get to class on time, every time, and stay the whole time.
3. Never miss class & take good notes.
4. Find someone in the class to contact if you miss a meeting.
5. Be organized! Use a daily calendar to set times for regular studying for each of your classes.
6. Study & Review each night the class is given.
  - Learning is easier if you schedule time daily to read, to think & *review*.
  - Every time you study, spend at least 10 minutes reviewing previous lessons.  
(These "refresher shots" are the secret for long-term memory.)
  - Read the relevant chapters in your textbook; hi-light pertinent lines, & add these notes to your class notes (never read without writing).
  - Use associations to help you remember things.
  - Prepare note cards and carry them with you to review.
7. Begin preparing for your exams at least 1 week in advance.
8. Anything you turn-in (exams, lab reports) should look neat.

## HUMAN ANATOMY LECTURE SCHEDULE (Spring 2014)

<u>DATE</u>	<u>TOPIC</u>	<u>TEXT/CHAPTER</u>
02/10	Human Body Organization	1
02/12	Developmental Anatomy (Embryology)	3 / 25 (768-774)
02/17	President's Day (Holiday)	
02/19	Developmental Anatomy (Fetal)	25 (768-774)
02/24	Histology (tissues, functions)	4
02/26	Integumentary System (tissue, function, epidermis, dermis)	5
03/03	Skeletal System (functions, organizations, development)	6
03/05	Skeletal System (axial skeleton)	7
03/10	Skeletal System (appendicular skeletons)	8
03/12	Articulations (major joints of the body; joint disorders)	9
03/17	<b>LAB EXAM I</b> - Bones (handout)	
03/19	Myology (structure & function of skeletal muscle)	10 / 11 (262-271)
03/24	<b>LECTURE EXAM I</b> - 1st 90 min. of class (Lectures up to Myology)	
03/26	Respiratory System (physical requirements, basic structure, development)	22
03/31	Cesar Chavez Day	
04/02	Digestive System (development, organization, structural layers)	23
04/07	Spring Break	
04/09	Spring Break	
04/14	Digestive System (structure and function)	23
04/16	Urinary System (development, structure, function)	24
04/21	Endocrine System (glands & hormones)	17
04/23	Male Reproductive System (development, structure, function)	25
04/28	Female Reproductive System (development, structure, function)	25
04/30	<b>LAB EXAM II</b> - Muscular System (guide handout)	
05/05	<b>LECTURE EXAM II</b> - Respiratory thru Reproductive Svs.	
05/07	Circulatory System (development & heart)	18/19
05/12	Circulatory System (arteries & veins)	20
05/14	Circulatory System (fetal circulation & Lymphatic Sys.)	21
05/19	Nervous System (development, structure, function)	12
05/21	Nervous System (Central N.S.)	13
05/26	Memorial Day (Holiday)	
05/28	Nervous System (Peripheral N.S.)	14
06/02	Nervous System (Autonomic N.S.)	15
<b>06/04</b>	<b>LAB FINAL (8:00 - 10:00)</b>	
<b>06/09</b>	<b>LECTURE FINAL (cumulative) 6:45 – 10:00</b>	

**HUMAN ANATOMY LAB SCHEDULE** (Spring 2014)

<u>DATE</u>	<u>TOPIC</u>	<u>LAB MAN. EXERCISE</u>
02/10	Axial Skeleton	9,10,11,12
02/12	Axial Skeleton	9,10,11,12
02/17	President's Day (holiday)	
02/19	Axial Skeleton	9,10,11,12
02/24	Axial Skeleton	9,10,11,12
02/26	Axial/Appendicular Skeleton	9,10,11,12,13
03/03	Axial/Appendicular Skeleton	9,10,11,12,13
03/05	Axial/Appendicular Skeleton	9,10,11,12,13
03/10	Axial/Appendicular Skeleton	9,10,11,12,13
03/12	Axial/Appendicular Skeleton	9,10,11,12,13
03/17	<b>LAB EXAM I</b> - bones (handout)	
03/19	Muscular Sys. (back)	15
03/24	Muscular Sys. (back) ( <b>LECTURE EXAM I</b> )	16
03/26	Muscular System (chest & abdomen)	17
03/31	Cesar Chavez Day	
04/02	Muscular System (neck, jaw, face)	18
04/07	Spring Break	
04/09	Spring Break	
04/14	Muscular System (deep chest)	19
04/16	Muscular System (arm)	19
04/21	Muscular System (hip)	20
04/23	Muscular System (thigh)	20
04/28	Muscular System (lower leg)	21
04/30	<b>LAB EXAM II</b> - Muscular System	
05/05	Opening the Body (abdomen, thorax cavities - viscera) <b>LECTURE EXAM II</b>	31,39,41,44
05/07	Circulatory System (heart)	32
05/12	Circulatory System (blood vessels)	33
05/14	Circulatory System (arteries & veins)	33
05/19	Nervous System (sheep brain)	22
05/21	Nervous System	26
05/26	Memorial Day (holiday)	
05/28	Nervous System	26
06/02	Nervous System	26
<b>06/04</b>	<b>LAB FINAL (8:00 - 10:00)</b>	
<b>06/09</b>	<b>LECTURE FINAL (cumulative) 6:45 - 10:00</b>	

**WEST LOS ANGELES COLLEGE****Science Division Policy on Student Conduct in Classroom**

1. Be honest and ethical; follow the rules described in the college's policy on academic honesty.
2. Arrive before the start of class; wait until the previous class has been dismissed before entering the classroom.
3. Whenever you arrive to class late, open the door *quietly*, enter *quietly*, and close the door *quietly* so as not to disturb the class in session. Then, take a seat near the door, on the side or at the back of the classroom. Never walk in front of the instructor.
5. Do not eat or drink beverages in the classroom.
6. No gum chewing.
7. Sharpen pencils before class starts. Do not sharpen pencils during lecture.
8. Listen carefully when directions and announcements are being given. You are responsible for all information announced whether or not you were absent, tardy, or not paying attention.
9. Turn off or mute cell phones before entering the classroom.
10. Do not answer cell phones during class.
11. Do not leave the classroom during the lecture. Wait until the class is dismissed.
12. No talking during lecture. Do not chat with your classmates at any time during lecture, including during the time your instructor is putting information on the chalkboard.
13. Raise your hand and wait for recognition by the instructor to ask a question during lecture.
14. During the class, do not interrupt the instructor with personal questions. Wait until the class has been dismissed.

**Consequences of Misconduct**

Violators of these rules are subject to disciplinary action under Board Rule 9803.15 of the Los Angeles Community College District. Depending upon the seriousness of the conduct, the student disciplinary procedures may range from a warning to removal from the class with a referral to the Vice President of the College.

## College Policies and Standards

### Professional Conduct in Our Classroom Community

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

### Attendance

Students are expected to attend all classes for which they are registered, to be prompt and to remain in class/lab for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may drop a student from a class whenever a student is absent more hours than the number of hours the class meets per week. Withdrawal from class can affect eligibility for federal financial aid.

### Dropping a Class

Student wanting to drop a class should drop online at [www.wlac.edu](http://www.wlac.edu); click "For Students," then "Student Information System." Students who stop attending a class are responsible for withdrawing from the class to prevent being issued a failing "F" grade in the class.

### Special Instructional Accommodation

If there are special accommodations that you require to be successful in this course, please discuss your situation with the professor. To receive accommodations for a special need or disability, students must register with the Office of Disabled Student Program and Services, HLRC. Tape recording of lectures and discussions will not be permitted without the consent of the instructor.

### Academic Integrity

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

#### Forms of Behavior which Violate Academic Integrity

- Cheating. Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communication systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- Collaboration. Working together on projects, papers, exams or other forms of assessment which are to be completed individually.
- Plagiarism. Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

For assistance with classroom projects, papers and assignments, please visit the Learning Skills Center, HLRC.

### **Standard of Student Conduct**

Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful, or obstructive behavior will be dealt with in terms specific to this syllabus and in accordance with the LACCD Standard of Student Conduct. Select-forms of disciplinary action appropriate to the misconduct may be taken by an instructor when there is evidence that the student's behavior interferes with classroom instruction.

The following types of disciplinary action may be taken by an instructor:

- 1) **Warning** - A verbal or written notice, given to the student by an instructor. Continuation or repetition of the specified conduct may be cause for further disciplinary action.
- 2) **Removal by Instructor** - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the permission of the instructor of the class.

Students may refer to the College Catalog or the online student orientation at [www.wlac.edu](http://www.wlac.edu); click "Counseling, Assessment and Orientation," then scroll down to "Orientation" for complete details regarding the aforementioned policies.

### **Cell Phone and Other Communication Devices**

If you bring your cell-phone to class, be sure to have it in a mode where it will not ring and disturb others. If you have to answer an emergency phone call, please step out of the classroom. Devices of this type should be placed on vibrate and should never be visible during class time.

### **Classroom and Campus Cleanliness**

Please help us keep the classroom and-campus grounds clean. No food or beverages, except for water, is permitted inside instructional classrooms /labs. Please use the receptacles to dispose of trash.

### **Electronic Mail**

Electronic mail is the official method of communication for delivery of college information. Please check your Student.LACCD@Edu account daily/weekly. To access your account visit [www.wlac.edu](http://www.wlac.edu).click on the Student Email button. To log in use your student ID# and your birthday and month. Your Student.LACCD@EDU email can be forwarded to any other personal email account.

