Lecture 11-12:15 pm Room 2041  Lab 1:30-4:20 pm Room 2041

Required Texts:
- *Principles of Human Anatomy, 13th ed.* Tortora & Nielsen
- *diFiore’s Atlas of Histology, 11th ed.* Eroschenko
- Lab manual: *Human Anatomy Lab Manual NVC, Moore & Clemens* (to be handed out in class)

Tentative Schedule (Subject to change)  
Changes to Lecture Exam Dates will be announced in class if needed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture Topics</th>
<th>Note: Topics in lecture and lab may not be similar</th>
<th>Text Chapters (Reading)</th>
<th>Lab Exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15/16</td>
<td>Introduction: Levels of Organization</td>
<td>Cell Structure and Function</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>August 17/18</td>
<td>Tissues/Histology</td>
<td></td>
<td>2A &amp; 3D-F</td>
<td></td>
</tr>
<tr>
<td>August 22/23</td>
<td>Tissues/Histology</td>
<td></td>
<td>3A-C &amp; 4F</td>
<td></td>
</tr>
<tr>
<td>August 24/25</td>
<td>Integumentary System (skin)</td>
<td>Skeletal System (tissue)</td>
<td>4A-E;5VIIA-B;5VIII</td>
<td></td>
</tr>
<tr>
<td>August 29/30</td>
<td>Holiday (Labor Day)/TBA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sept. 5/6</td>
<td>Skeletal System (bones)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sept. 7/8</td>
<td>LEcTure EXam 1</td>
<td>Articulations (Joints)</td>
<td>9</td>
<td>LAB EXAM 1</td>
</tr>
<tr>
<td>Sept. 12/13</td>
<td>Muscle Tissue</td>
<td></td>
<td>10</td>
<td>9 &amp; 10</td>
</tr>
<tr>
<td>Sept. 14/15</td>
<td>Muscular System</td>
<td></td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>Sept. 19/20</td>
<td>Cardiovascular System (Blood)</td>
<td></td>
<td>13</td>
<td>11</td>
</tr>
<tr>
<td>Sept. 21/22</td>
<td>Cardiovascular System (Heart)</td>
<td></td>
<td>14</td>
<td>12</td>
</tr>
<tr>
<td>Sept. 26/27</td>
<td>Cardiovascular System (Vessels)</td>
<td></td>
<td>15</td>
<td>12</td>
</tr>
<tr>
<td>Oct. 3/4</td>
<td>Nervous Tissue</td>
<td></td>
<td>17</td>
<td>LAB EXAM 2</td>
</tr>
<tr>
<td>Oct. 5/6</td>
<td>Nervous Tissue</td>
<td></td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Oct. 10/11</td>
<td>Spinal Cord &amp; Spinal Nerves</td>
<td></td>
<td>18</td>
<td>13</td>
</tr>
<tr>
<td>Oct. 12/13</td>
<td>Brain &amp; Cranial Nerves</td>
<td></td>
<td>19</td>
<td>14</td>
</tr>
<tr>
<td>Oct. 17/18</td>
<td>Autonomic Nervous System Pathways</td>
<td></td>
<td>20</td>
<td>15</td>
</tr>
<tr>
<td>Oct. 19/20</td>
<td>Special Senses</td>
<td></td>
<td>22</td>
<td>15</td>
</tr>
<tr>
<td>Oct. 24/25</td>
<td>Endocrine System</td>
<td></td>
<td>23</td>
<td>16 &amp; 17</td>
</tr>
<tr>
<td>Oct. 26/27</td>
<td>Endocrine System</td>
<td></td>
<td>23</td>
<td>17 &amp; S18</td>
</tr>
<tr>
<td>Oct. 31/Nov.1</td>
<td>LECTure EXam 3</td>
<td>Respiratory System</td>
<td>24</td>
<td>LAB EXAM 3</td>
</tr>
<tr>
<td>Nov. 2/3</td>
<td>Nervous System</td>
<td></td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Nov. 7/8</td>
<td>Respiratory System</td>
<td></td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Nov. 9/10</td>
<td>Digestive System</td>
<td></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Nov. 14/15</td>
<td>Digestive System</td>
<td></td>
<td>25</td>
<td>20</td>
</tr>
<tr>
<td>Nov. 16/17</td>
<td>Digestive System</td>
<td></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Nov. 21/22</td>
<td>TBA/Thanksgiving Holiday</td>
<td></td>
<td>25</td>
<td>21</td>
</tr>
<tr>
<td>Nov. 23/24</td>
<td>Urinary system/</td>
<td></td>
<td>26</td>
<td>22</td>
</tr>
<tr>
<td>Nov. 28/29</td>
<td>Reproductive System</td>
<td></td>
<td>27</td>
<td>23 &amp; 24</td>
</tr>
<tr>
<td>Dec. 5/6</td>
<td>LECTure EXam 4</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Dec. 7/8</td>
<td>FINAL EXam</td>
<td>Comprehensive Lecture &amp; Lab</td>
<td>50 points lecture, 50 points lab</td>
<td>Review</td>
</tr>
</tbody>
</table>

MW section  TDec  12th 1:00-3:00 pm  TDec 13th 1:00-3:00 pm  FINAL EXAM  Comprehensive Lecture & Lab  50 points lecture, 50 points lab
Student Learning Outcomes and Course Objectives

**Student Learning Outcomes:**
- Identify macroscopic structures of human anatomy on anatomical models and preserved specimens.
- Identify microscopic structures and tissues using prepared histological slides.

**Course Objectives:** Upon completion of this course, the student will be able to:
- Identify and describe structures of human anatomy at several levels of organization, including the subcellular, cellular, tissue, organ, and organ system levels.
- Categorize anatomical structures according to their level of organization and in relation to larger physiological systems.
- Identify the major tissue types and subtypes in prepared microscope slides, and identify specific locations in the body where each tissue is found.
- Locate gross anatomical structures on a model of the human body and on a human subject, where appropriate.
- Perform dissections and identify anatomical structures on preserved specimens including the human cadaver.
- Relate anatomical structures to function by describing normal functions for each structure and examples of anatomical changes that occur in disease, injury or aging.

**Prerequisites:**
This course has 3 prerequisite courses; Biology (Biol 105, or 120), Math 94 & English 90. I recommend current knowledge of the material covered in the Biology prerequisite course before taking this course.

**Grading:**

<table>
<thead>
<tr>
<th>Grade Scale</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100% = A</td>
<td></td>
</tr>
<tr>
<td>80-89% = B</td>
<td></td>
</tr>
<tr>
<td>70-79% = C</td>
<td></td>
</tr>
<tr>
<td>60-69% = D</td>
<td></td>
</tr>
<tr>
<td>59% and below = F</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four lecture exams</td>
<td>40%</td>
</tr>
<tr>
<td>Four lab practicals</td>
<td>40%</td>
</tr>
<tr>
<td>Lab assignments/quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Final exam (comprehensive)</td>
<td>10%</td>
</tr>
</tbody>
</table>

• You will be graded according to the above scheme. I do NOT grade “on the curve”. In other words, to earn a C in this course you must MASTER 70% of the material.

**Exams/Evaluation:**

**Note:** Students will not be allowed to use cell phones or MP3 players during exams. All backpacks, books, notebooks, notes, etc. must be placed at the front of the classroom as directed by the instructor before the test will be distributed. Anyone found with these items in their possession during an exam will receive a zero on the exam. The instructor may ask you to sit in alternative designated seats during an exam.

**Lecture exams** will most likely be given on the dates indicated on the attached schedule. Modifications, if needed, will be announced during class. Tests will be true/false, matching, multiple choice, fill-in and/or short essay. Tests 1 through 4 will emphasize the material covered since the previous exam. However, exams 2-4 may assume background knowledge from previous exams. The last test (exam 5) will be comprehensive.

**Laboratory practicals** will be given on the dates indicated on the attached schedule. Modifications, if needed, will be announced during class. You will not have the entire laboratory period to take the laboratory practical. Lab exams will include; identification, problem solving, and demonstration of your ability to do and your understanding of the lab exercises covering subjects since the previous lab exam. A series of stations will be set up in the classroom and you will be moving from one station to the next to complete the exam. You will be told to move to the next station after 2 minutes at each station. After the exam is completed you will NOT be allowed to return to a station to check your answers. Do not come late to the lab practical since you will not be allowed to make-up "missed stations" due to tardiness. The last lab exam during finals week is comprehensive (50 points).

**Lab assignments/quizzes:** Assignments will include homework assignments, assignments made in class, as well as self tests, and histological drawings (pictures are not acceptable) in the lab manual. Short quizzes may be
given in during class that **will not necessarily be announced**. To prepare for these quizzes you should always review current lecture and lab material before class.

**Make-up exams:**
- There are NO possible make-ups for lab practicals due to the extensive set-up involved.
- In rare instances and for extraordinary circumstances, a makeup lecture exam may be required. You must call (256-7298 or 256-7295) or e-mail (bmoore@napavalley.edu) me **before or during the exam** to be allowed to make-up the exam! You will **NOT** be allowed to make-up a lecture exam if you contact me **after** the exam. Make-up exams will be given **ONLY** during the last week of classes (December 5th-8th Monday-Thursday NOT on Friday). *(The week before final exams week)* It is your responsibility to make arrangements for scheduling a make-up exam. If you fail to do so, you will receive a zero for the missed exam.

**Attendance:**
- Attendance is an important part of learning anatomy; therefore attendance will be monitored. **Attendance may be taken or quizzes will be given at any time during the scheduled class period (without warning). If you miss a quiz you will not be allowed to make it up.** Note: Napa Valley College Catalog states: “...a student who has been absent for as many times as a class meets each week will have exhausted this provision for unavoidable absences. Further absences may cause the instructor to drop the student from the class.” Note: Doctors appointments and child care issues are still considered absences.

**Office Hours & Contact Information**
Bonnie Moore, Ph.D.  
Office: NVC 2045  
Phone: 707 256-7298  
e-mail: bmoore@napavalley.edu  
Website: [http://www.napavalley.edu/people/bmoore](http://www.napavalley.edu/people/bmoore)

**Important Dates:**
- September 2nd: Last day to drop a class without receiving a “W”
- November 10th: Last day to drop a class with a “W”

**NOTE:** It is the **student’s responsibility** to take the appropriate steps to drop from the course. Do not assume that I will drop you from the course if you stop attending class. If you fail to drop in the records office you will receive an F in the course.

**Other Information/Student Responsibilities:**

<table>
<thead>
<tr>
<th>Students in need of accommodations in the college learning environment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any student who feels she or he may need an accommodation based on the impact of a learning disability should contact Karen Travis in the office of Learning Services located in the Library and Learning Resource Center (LLRC), room 1766, phone (707) 256-7442. Please feel encouraged to make an appointment with me privately to discuss your specific learning needs in my class.</td>
</tr>
</tbody>
</table>

- Regular attendance **for the duration of the class period** is essential for a student to earn a passing grade in this course. It is generally not possible to earn a C or better in this course without studying outside of class. **A general rule-of-thumb for college science courses is 1-4 hours of study outside of class for each hour or lecture.** Be prepared to spend lots of time outside of class studying for this course.

- An enormous amount of material covered in this course. To perform well, I recommend that you begin studying the material **at the beginning** of each section. Do not wait until the weekend before the exam to begin studying. Study new and review previous material on a **daily** basis. Make good use of “open lab” time. This will give you a chance to clear up any confusion you may have by asking questions early on. You will be expected to **read the chapters**
BEFORE the scheduled lecture on that material; you may not understand all the material in the chapter, but it will certainly make following the lecture much easier. **Read the lab exercise before coming to lab!**

- Homework assignments and lab reports will not be accepted for credit after the agreed upon time and date they are due. Computer crashes, printer problems, memory issues, car, or traffic problems are NOT acceptable excuses for turning your assignments in late! Stapling your homework is a student responsibility. Please have your assignments stapled *before* coming to class.

**Appropriate Behavior:**

**Hygiene and Safety Policies:**

*No food or drink allowed* in any of the classrooms in the Life Sciences building. Any food or drink must be stored in a closed container off of the lab benches and consumed outside of the classroom. For dissection exercises, it is recommended that you wear a lab coat or other protective garment to keep tissue preservatives and fluids off of your clothing. Wear gloves (provided in the lab) for all dissection exercises and wash your hands thoroughly after completing dissections. Wash your hands before and after handling microscopes, bones and anatomical models. A complete list of safety guidelines and policies will be discussed during the first lab meeting.

**Cellular Phone/Electronic Messaging Policy:**

As a rule, the use of cell phones and other electronic communication devices such as iPods, iPhones and text messaging devices is not appropriate and is not allowed during class. Cell phones, pagers, iPods, and other similar devices should be turned off during class. Use of a cell phone or text messaging device during class can be considered a classroom disruption and may result in the student being dismissed from the class for the day. If it is absolutely necessary to have a cell phone or messaging device turned on during class (such as for a medical, family, or child-care emergency), set the device to vibrate and step outside of the classroom to answer the call with a minimum of disturbance to the class. Use of a cell phone or other communication device during an exam is considered cheating and will be grounds for giving a zero on the exam (see Academic Honesty below).

**Ethics**

© **Professional Conduct and Communication are expected.**

Formal and professional conduct is expected of you at all times in lecture, lab and on campus. Your practice of study, communication, politics, inter-personal and group interaction skills, that is generally accepted and expected of a medical-professional, begins and / or continuously improves in this class. Pro-actively shared, cooperative assistance is highly valued in the professional setting because it is a critical factor in providing high quality health care, patient, peer and medical practice safety, and quality scientific process. Because unprofessional, disruptive, and / or rude behavior demonstrated by you is harmful to these objectives, and to the professional setting to which you aspire, its demonstration in this educational setting toward anyone, including me, is unacceptable and will result in your immediate discharge from the classroom / lab. Your grade will be negatively affected based upon the severity of the offense.

In accordance with Napa Valley College Board Policy D1130, the Student Code of Conduct, and applicable state and federal laws, discrimination or harassment based on gender, gender identity, race, nationality, ethnicity, religion, sexual orientation, or disability is prohibited in any form.

Students are encouraged to participate fully in class discussions and to engage other students and the instructor in honest productive discussions. All interactions online shall be professional and respectful.
Cheating/plagiarism will absolutely not be tolerated in any form.

Cheating

- Copying, in part or in whole, from another’s test or other evaluation instrument or obtaining answers from another person during the test;
- Allowing another student to copy one’s work on a quiz, exam or other evaluation instrument;
- Submitting work previously presented in another course, if contrary to the rules of either course;
- Using or consulting sources or materials not authorized by the instructor during an examination (e.g. notes or any electronic devises);
- Altering or interfering with grading or grading instructions;
- Sitting for an examination by a surrogate, or as a surrogate;
- Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above;
- Talking or consulting during the test with another person;
- Giving other students information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class.

Plagiarism

- The act of incorporating the ideas, words, sentences, paragraphs or parts thereof, or the specific substance of another’s work, without giving appropriate credit, and representing the product as one’s own work.
- Representing another’s artistic/scholarly or similar works as one’s own.
- Plagiarism may either be deliberate or unintentional, but it must be avoided at all costs.

Consequences of academic dishonesty:

The NVC academic honesty police states that:

Upon the first infraction of academic dishonesty, the instructor may do one or more of the following:
- Give a lower or failing grade on the assignment or exam;
- Give a lower grade in the course;
- Refer the student to the Vice President of Student Services for student disciplinary action*.

In the event of a second infraction, upon consultation with the division chair, the instructor may do one or more of the following:
- Fail the student from the course;
- Refer the student to the Vice President of Student Services for student disciplinary action*.

* Disciplinary action issued by the Vice President of Student Services is not limited to the above listed actions.

Note: If it is unclear as to what constitutes academic dishonesty, you should consult your instructor.
Study Strategies For Human Anatomy¹

- Study early and study often.
  - keep up with the course material
  - repetition is essential

- Know your learning style.
  - visual? auditory? tactile?
  - develop study methods based on your learning style

- Manage your time.
  - plan enough study time: 1½ - 2 hours (or more) outside of class for every hour in class
  - shorter, more frequent study sessions are best (20-50 minutes, not more than 90 minutes at a time)
  - set appropriate priorities

- Arrange a suitable study area.
  - good lighting
  - easy access to study supplies
  - reduce noise and other distractions

- Develop a reading strategy.
  - scan the assigned chapter, look at headings, terms and figures before lecture
  - reread the chapter in detail after lecture, using lecture notes as a guide

- Take good notes.
  - write out as much as possible
  - organize your notes (outlines, headings, etc)
  - draw diagrams and label them
  - leave some space in margins to add information later
  - go over your notes with the textbook chapter (within 1 day) and fill in gaps

- Study actively.
  - write out lists of terms
  - draw and label diagrams
  - test yourself
  - follow up after exams - identify areas that need improvement and work on them

- Develop effective test taking strategies.
  - read the test questions carefully
  - budget your time appropriately

- Use all resources available to you.
  - use all the class time available (don’t leave early)
  - open lab periods
  - instructor office hours
  - tutors
  - classmates
  - computer and on-line resources