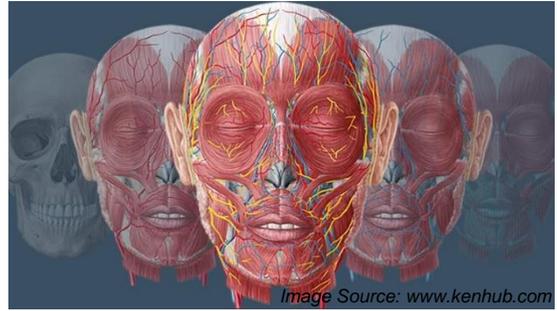


Anatomy Laboratory Syllabus (BI107)

Fall 2020



Course Information Lab (1 hr)
Stedman Hall 205
Lab Times are stated below.

Instructor **Dr. Terese M. Zidon**
Office: Stedman Hall 325
Office phone: 660-248-6339
E-mail: tzidon@centralmethodist.edu

Instructor Availability: To facilitate communication, please contact me via the “private discussion forum” in myCMU under your lecture course with any questions or to schedule a zoom meeting to discuss course material as needed. It is important to me that each of you does well in the course and I am willing to assist you in any way I can! **Get help early and as often as you need it!!!**

Zoom office hours: **MF: 1-3pm** (STD 205) or by appointment only.

Lab TAs: Lab A and E (Tuesday, 1-3pm) – Nathan Overbay
Lab B and F (Wednesday, 1-3 pm) – Whitney Pascoe
Lab C and G (Thursday, 8-10am) – Grace McIntosh
Lab D and H (Thursday, 1-3 pm) – Cortnee Brink-Baugh

Central Methodist University Mission Statement:

“Central Methodist University prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility”

Course Description and Objectives

This **college course** is designed to provide you with a detailed view of human anatomy using a “hands-on” approach. The objective of the course is to become familiar with and identify gross anatomical structures of the various body systems, both at the organismal and tissue level. Students will develop a vocabulary of appropriate terminology to effectively communicate anatomical information and gain a thorough understanding of human anatomy structures to be able to draw relationships between tissues, organs, and organ systems. **The study of anatomy requires a great deal of memorization!**

Overall Course Learning Goals:

1. Develop vocabulary of appropriate anatomical terminology to effectively communicate in a professional setting.
2. Identify gross anatomical structures of body systems; both at the organismal and the tissue level.
3. Identify anatomical interrelationships within and between organ systems.

Measurable Learning Outcomes:

- Identify different cellular structures and tissue types using a microscope.
- Name and locate the bones and bony structures of the axial and appendicular skeletons.
- Identify major muscles of the body, their actions, and innervations.
- Identify important structures of the nervous system (NS): brain, spinal cord, and autonomic NS and name the cranial and spinal nerves.
- Identify anatomical structures of the general and special senses
- Identify glands and glandular structures within the endocrine system.
- Identify important structures of the heart and name the blood vessels
- Identify anatomical structures of the respiratory system, digestive system, urinary system, and reproductive system

Expectations

This is a college classroom and you have the opportunity to learn material that will prepare you for your future career. You will learn the most if you attend each class session, are on time, and if we are all respectful to each other. Reading the assigned materials will help you grasp concepts covered in lecture and retain them for the tests and in future courses. Being an active participant in class, asking questions, and engaging in class discussions

will also increase your understanding and retention of material. I will be prepared for each class session, too, so we can work together on building your knowledge. In addition, I am available to assist you outside of class via discussion forum (i.e., e-mail), in person, or by appointment.

Lab Overview: You will be required to watch the brief introductory video lectures of each weekly lab prior to entering the lab, as we have limited time together this semester and being prepared is a key to understanding and learning the anatomy. The lab will consist of studying models and possible images from the Anatomage table, and completing dissections of various anatomical parts (i.e., cat dissection, sheep brain and heart, cow eye), will be emphasized in some labs. In-class worksheets are available on myCMU prior to lab entry.

Fall 2020 - Social distancing lab protocol: According to the administrative mandate, masks are to be worn at all times while you are in lab for your safety and the safety of those around you. There are no exceptions to this mandate in this classroom. You are also recommended to wear a face shield or safety goggles during lab, at the very minimum during dissections or when group work is necessary.

NOTE: Learning, studying, and understanding the anatomy course content is your responsibility! Final course grades are assigned objectively and without regard to student's academic standing or to the requirements of other departments or programs. It is your responsibility (as a CMU student) to see that you are above any minimum requirements that may apply.

Course Evaluation

Lab Exams¹

Exam 1	20%
Exam 2	20%
Exam 3	20%
In-class Quizzes ²	15%
In-class Assignments ³	25%
Total percentage	100%

Grading Scale*:

A = 90.00-100.00%
B = 80.0-89.9%
C = 70.0-79.9%
D = 60.0-69.9%
F = <59.9%

**Grades and percentages are final and non-negotiable.*

¹Exam format consists of ALL fill in the blank, a timed practical format. Exam material is from the structure list on the weekly lab handouts on myCMU under the Resources and Materials tab. In order for you to have a good knowledge base of anatomical structures, you are to memorize the structures on the weekly lists as there is NO word bank for the exams in this course. Bonus questions may be added to exams or the end of labs for "extra credit" at the discretion of the instructor. **Exams MUST be taken in your own lab section. A missed laboratory exam must be excused and the make-up exam is an oral exam with the instructor (see Illness section).**

²QUIZZES: Weekly lab quizzes (10 pts/quiz) will be given when you enter lab to assess your knowledge from the previous lab class and to prepare you for the practical exams. The lowest quiz score will be dropped at the end of the semester. Therefore, if you are tardy for lab one day and miss the quiz you will receive a zero for that quiz and it will be dropped from your overall grade at the end of the semester. If you miss a lab it must be excused and the make-up quiz is an oral quiz with the instructor (see Illness section).

³In-class Assignments: Laboratory assignments are required to be completed during lab and are due at the end of lab at a specified time. Due to social distancing expectations and limitations on class sizes this semester, there will be very limited time and space to make-up labs (See Illness section).

Instructor's Course Notes:

Illness Policy (formerly known as Attendance Policy):

Attendance in laboratory is highly encouraged, but absences may occur. Students are to contact other students in case of absences to determine what was missed during a lab period because you are responsible for studying the material covered in lab during your absence. If there is a serious reason (i.e., illness, etc.) for missing a laboratory exam, you must contact the instructor via the private lecture discussion forum at least **24 hours prior** to the examination. The excuse's validity is at the discretion of the instructor and may require authentic documentation (e.g., Dr's note, etc.). Make-up labs will be held on Fridays throughout the semester for an excused illness. **Laboratory make-up exams and/or quizzes must be excused** in order to be able to take them. *Note: laboratory make-up exams are oral exams, meaning the professor will point to a structure and you must say the name of the structure.*

Class participation is important to student success and the learning environment discussion opportunities. **Students who arrive tardy will not be allowed to take the quiz and will receive a zero for that quiz.**

COVID-19 Attendance Policy Updates: Use the following guidelines if you are ill this semester:

- Email me within 24 hours of missing a scheduled quiz or exam to schedule a time to take it.
- Being absent does not excuse you from turning in homework to myCMU on time. If there are extenuating circumstances, contact me within 24 hours of the missed deadline. It would be wise to complete and submit work as early as possible to avoid an emergency.
- If you are in quarantine, accommodations will be determined in partnership with the Center for Learning and Teaching. These issues will be dealt with on a case-by-case basis.
- To earn points for in-class activities in which you cannot participate, you must contact me within 24 hours of your absence to learn specifically what should be covered on a particular assignment.
- As a responsible student and an avid learner, you will only miss classes if you are legitimately sick, displaying any symptoms of COVID-19, or participating in a University Sanctioned Event. Missing class to finish homework or to take a friend to a doctor is not a wise choice and will be considered.

Athletic or Club Accommodations:

The student's responsibility for being an active member of a sports team or taking a special trip for a club is to choose classes for the semester that minimize potential absences as much as possible. The student must anticipate and plan for any advanced absences for the upcoming semester, and make arrangements with the instructor about each absence ONE WEEK in advance. **The student must make up any laboratory exams or quizzes BEFORE the event takes place.** Failure to inform the instructor prior to the student's absence is an unexcused absence and will result in a zero for an exam, quiz, and/or assignment.

Student In-class Responsibilities:

We will start the lab promptly at your registered lab time as we have lots to go through during our meeting. There is to be no texting during the lecture portion of class while the instructor is talking, this is very disruptive and disrespectful to other students and to the instructor. **Be respectful to the other students and your instructor.**

Wear a face mask during class: All students are required to wear a face mask while in class, there are no exceptions. Wearing a face mask is about protecting others, our Central Methodist Community and the communities we work in. The primary purpose of wearing a face mask is to reduce the probability of virus spreading from the wearer (who may not know they are spreading the virus) into the environment and to others. The secondary purpose of the face covering is to reduce the likelihood that large droplets containing virus that are spread by others may enter the nose and mouth of the wearer. The use of a face mask does not replace the continued need to maintain physical distances from others, at least 6 feet, but instead augments physical distancing and helps us further reduce the likelihood of virus transmission.

A face mask is a cloth, bandana, or other type of material that covers an individual's mouth and nose. The CDC lists five criteria for "cloth face coverings," which should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be cleaned or laundered and machine-dried without damage or change to shape.



Image: www.groovebags.com

The complete CMU Face Mask Policy is available at:

https://www.centralmethodist.edu/about/offices/human-resources/_docs/FaceCoveringPolicy.pdf

Class Cancellation:

On occasion it will be necessary to cancel a class unexpectedly due to weather, illness, or other life situations you will be notified immediately via an announcement on MyCMU and an e-mail.

Technology Policy:

Tablets and/or will be permitted during class to access course assignments and the eTextbook. These devices should be used only in conjunction with exercises directly related to class activity. I recognize that tablets can be a useful way to take notes or even to search out additional information during class. However, inappropriate use—defined as use that inhibits the learning experience for you OR for others in the room (e.g., games)—is prohibited! If you are using your tablet inappropriately or if other students feel they cannot learn because of your distraction you will be asked to leave the classroom for the remainder of that class period and are prohibited from using the laptop and/or tablet for the remainder of the semester. In addition, **I suggest not using your tablet during the dissection labs because they may get a bit gross from the preservatives.**

ALL CELL PHONES must be turned off and packed in your bag during lab! Use of cellular phones for in any way during the laboratory sessions is completely unacceptable.

****NOTE: Cell phones or any other electronic devices (including iPods, laptops, smart watches, etc) out during an exam will result in a zero for the exam.**

Academic Integrity:

CMU students are required to comply with the Academic Conduct Policy stated in the student handbook (p. 49) is expected at all times. Academic dishonesty is a serious offense and will not be tolerated. This includes, but is not limited to: cheating on assignments or exams, plagiarizing (copying another's idea or words without proper credit), stealing of tests or other academic materials, exchanging information during an exam, acquiring or distributing copies of an exam or assignment from an unauthorized source, and/or knowingly falsifying records. All work will be done individually unless the instructor specifically tells the students otherwise. The first offense penalty for academic dishonesty on **any** assignment will result in an **F** (0 pts) for the assignment and notification of the Academic Affairs and Office of Student conduct will be notified; there are no exceptions. The second offense will result in the student being dropped from the course with an **F** and Academic Affairs and the Dean of Student Affairs will be notified. They will then decide on further disciplinary action, depending on the severity of the offense, which may include suspension or dismissal from the College. Refer to the *Student Handbook* for the CMU honor code. I am committed to this honor code.

An Honor Code is as follows: **No student shall commit any act of academic dishonesty in order to advance her or his own academic performance, or to impede or advance the academic progress of others.**

Syllabus Modifications:

Make sure to read the course syllabus carefully. There may be modifications (course requirements, scheduled topics, exam dates, in-class assignments, overall points, etc.) to the course syllabus as the semester progresses to accommodate student learning or varying dates due to weather incidents. Students will be notified and given explanation of any changes made to the syllabus.

Success in this course:

Discipline and dedication in your study habits are important to be successful in this course. **Cramming for an exam does not work well in this course.** If you do not master the material from one week prior to starting the next week you will find yourself behind in this course and will not do well on the exams. Regularly scheduled study sessions are highly recommended. ***The quality of your study time is as important as the quantity and neither one can be substituted for the other.***

- 1) Attend every class, pay attention and be an active participant in the lab. Do not copy off your partner's assignment! You need to understand and learn the material.
- 2) Go through the structures listed for lab that week DAILY or at least three times per week (not just the night before the exam) to make sure you understand where the anatomical structures are located. As a student, you need to be spending a minimum of 2 hours of studying per hour you are in class.
- 3) Productively interact with your classmates by discussing topics or join/make a study group to help with your understanding and memorizing the required anatomical structures.
- 4) Complete all assignments on time and to the best of your ability.
- 5) If you have tried to understand a topic, have read the textbook, but still don't "get it", please ask the instructor. E-mail is best so you will have a written reply to your question and you don't have to wait, but you can also make an appointment to meet me on campus to discuss a topic.

Intellectual Pluralism:

CMU and I welcome the diversity of ideas and opinions that students hold. It is this diversity that drives the intellectual stimulation and learning. If you have concerns with the structure or content of the course please address those concerns first with me, the instructor. Your grade will in no way be affected by our conversation. If after speaking with me you are not satisfied, you should direct your concerns to the Division Chair, Dr. James "Tiger" Gordon (jjgordon@centralmethodist.edu).

Grievance Policy:

CMU has established a grievance policy and process designed to provide students and others with a process to resolve potential issues. This policy and process is established to provide persons with an avenue to file a written concern and to establish a process to track and implement changes as a result of said concern. For more detailed information, consult the CLAS catalog:

<https://clas-catalog.centralmethodist.edu/info/University%20Policies.html#info13-grievance>

If an issue cannot be solved through consultation with the faculty or division chair, students can report an incident/issue within 30 days of the event via the online web form:

<https://cm.maxient.com/reportingform.php?CentralMethodistUniv>

RESOURCES:**Library Resources:**

Online databases are available for you to write a paper or a lab report:

<https://www.centralmethodist.edu/academics/library/library-services.php>

CMU is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning, communicate your concerns with the instructor. In addition to speaking with the instructor, the following resources are available to ensure an opportunity to learn in an inclusive environment that values mutual respect.

Students with Disabilities:

Students with documented disabilities who may need academic services for this course are required to register with the Center for Learning and Teaching. Until the student has been cleared through the disability services office, accommodations do not have to be granted. If you are a student who has a documented disability, it is important for you to read the entire syllabus as soon as possible. The structure or the content of the course may make an accommodation not feasible. Website for the Disability Services page:

<https://www.centralmethodist.edu/academics/learning-teaching/disability-accommodations.php>

Student Success Services / Center for Learning and Teaching:

They provide you with personal advisors to help with many aspects of being a CMU student such as: student success planning (balancing academic rigor with other activities, identifying & overcoming barriers to success, mastering effective study skills, taking ownership of success and setbacks), adjustment to CMU, adjustment as a nontraditional student, coping with academic stress, etc. Website for the Center for Learning and Teaching:

<https://www.centralmethodist.edu/academics/learning-teaching/index.php>

Counseling services:

If you are having a hard time managing time and stress, and building healthy habits to improve academic success, or deal with any personal issues that may be getting in the way of focusing on your courses.

For students who are experiencing conflict which is impacting their educational environment, contact the Counseling Center at 660-248-6274 to schedule your initial appointment or visit the Counseling Center's website:

<https://www.centralmethodist.edu/student-life/services-and-resources/counseling-center.php>

Non-Discrimination Policy:

CMU does not discriminate on the basis of race, color, sexual preference, religion, sex, national origin, age, or federally defined disability in its recruitment and admission of students. The University's educational programs, activities, financial aid, loan, and scholarship programs are made available to all qualified students without regard to race, color, sexual preference, religion, sex, national origin, age, or federally defined disability. The University complies with all federal and state non-discrimination requirements.

Schedule of Anatomy Laboratory Topics Fall 2020*

Exam dates will NOT change

Any topic changes will be announced in class and posted on the [lecture](#) public discussion forum in myCMU.
All structures can be found in the Visible Body app or the textbook: "Anatomy and Physiology" openstax resource.

WEEK	DATES	TOPIC	In-Class
1	08/18-08/21	Intro / Tissue and Anatomical Terminology	
2	08/24-08/28	Bone I: Axial Skeletal Structures	QUIZ 1
3	08/31-09/04	Bone II: Upper and Lower Limb Skeletal Structures	QUIZ 2
4	09/08-09/11	EXAM I: Tissue, Anatomical Terminology, and Bone I and II	
5	09/14-09/18	Muscle I: Head, Neck, and Axial Muscle Models <i>Cat Dissection: Neck and Axial Muscles</i>	QUIZ 3
6	09/21-09/25	Muscle II: Upper Limb Muscles <i>Cat Dissection: Upper Lower Limb Muscles</i>	QUIZ 4
7	09/28-10/02	Spinal Nerves and Muscle III: Lower Limb Muscles <i>Cat Dissection: Spinal nerves and Lower Limb Muscles</i>	QUIZ 5
8	10/05-10/09	Brain Model, Cranial Nerves, and Dissection of Sheep Brain	QUIZ 6
9	10/12-10/16	EXAM II: Muscle I-III, Spinal Nerves, Brain, and Cranial Nerves	
10	10/19-10/23	Nervous System: Eye and Ear; Endocrine System	QUIZ 7
11	10/26-10/30	Heart Anatomy, Blood Vessels, and Lymphatics	QUIZ 8
12	11/02-11/06	Respiratory and Digestive System	QUIZ 9
13	11/09-11/13	Urinary and Reproductive System	QUIZ 10
14	11/16-11/19	EXAM III: Sensory, Heart, Blood Vessels, Respiratory, Digestive, Urinary and Reproductive	
15	11/23-11/27	<i>Thanksgiving Break – No classes this week</i>	
16	11/30-12/4	<i>No lab classes this week</i>	

* This is a tentative schedule that is subject to change at the instructor's discretion during the course due to student progression. I will announce any necessary changes to the schedule during lab or via email.

Open lab is MF 1-3pm in STD 205 (same as Zoom office hours). This means that the lab will be open and available for students to study for exams and ask questions.

