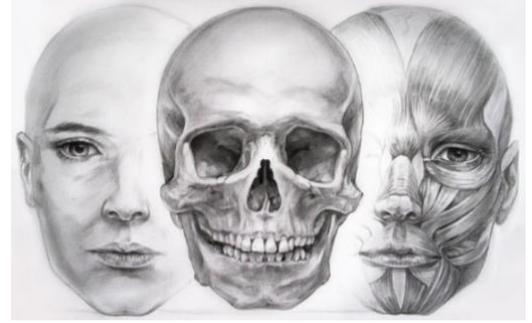


## Anatomy Lecture Syllabus (BI107) Fall 2020



**Course Information**      Lecture (4 hrs)  
STD 200 (ILH)  
Lecture Time: **MTWF 12:00 – 12:50pm**

**Instructor**                **Dr. Terese M. Zidon**  
Office: Stedman Hall 325  
Campus phone: 660-248-6339  
E-mail: [tzidon@centralmethodist.edu](mailto:tzidon@centralmethodist.edu)

**Instructor Availability:** To facilitate communication, please contact me via the “private discussion forum” in myCMU or before or after class with any questions or schedule a 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.

**Website:**                    **MyCMU**, the course learning management system, **is required** for lecture handouts, useful internet links related to content discussed in class, and grade information.

**Textbook options:**        **Required iPad application:** Visible Body 3D: Human Anatomy Atlas (~\$25.00). Can order through [VisibleBody.com](http://VisibleBody.com)  
<https://www.visiblebody.com/en-us/anatomy-and-physiology-apps/human-anatomy-atlas>



There are multiple options to purchase a textbook for this course. The first textbook is the supplemental text to the Human Anatomy Atlas application I will use in class. However, if you have any of the following textbooks, they are also acceptable:

**Required textbook: FREE e-Textbook through OpenStax:**

Website: <https://openstax.org/details/books/anatomy-and-physiology>

*Anatomy and Physiology, 1<sup>st</sup> ed.*

Author(s): Betts, J. Gordon, *et al.*

Publisher: OpenStax (Rice University)

ISBN: 9781938168130

If you wish, you can order a print copy (~\$52.00):

**Option 1: Textbook used Fall 2019 (or eText)**

*Human Anatomy, 5<sup>th</sup> ed*

Author: Michael McKinley

Publisher: McGraw Hill

ISBN: 978-1259285271

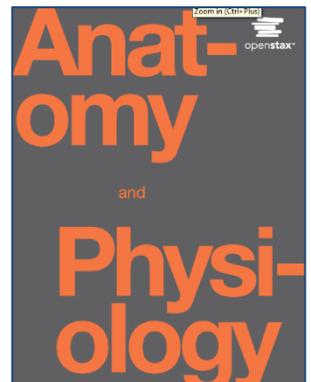
**Option 2: Textbook often Used**

*Principles of Human Anatomy, 14<sup>th</sup> ed.*

Author: Gerald J Tortora and Mark Nielsen

Publisher: Wiley

ISBN: 9781119320593



*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. The objective of the course is for you to become familiar with in-depth anatomy of the various organs and organ system structures of the human body and briefly introduce its associated function. You will gain a thorough understanding of human anatomy to be able to draw relationships between tissues, organs, and organ systems. **To note: the study of anatomy requires a great deal of memorization!**

### Overall Course Learning Goals:

1. Develop a vocabulary of appropriate terminology to effectively communicate anatomical information.
2. Explain anatomy of body systems; both at the organismal level and the cellular/molecular level.
3. Explain anatomical interrelationships within and between the organ systems.
4. Synthesize ideas to make a connection between anatomical knowledge and real-world situations.

### Measurable Learning Outcomes:

- o Define and use precise anatomical terminology
- o Identify different tissue types and the locations of these tissue types.
- o Name and locate the bones and bony structures of the axial and appendicular skeletons.
- o Describe and give examples of different articulations.
- o Describe gross and microscopic anatomy of muscles.
- o Identify major muscles of the body, their actions, and innervations.
- o Explain the structural and functional organization of the nervous system.
- o Identify parts of the brain and the spinal cord and name the cranial and spinal nerves.
- o Describe the autonomic nervous system.
- o Describe the structures of the general and special senses.
- o Identify structures and functions of the endocrine system.
- o Describe blood flow through the heart and the anatomical structures of the cardiovascular system
- o Outline the organization of the respiratory system
- o Identify the structures and relationships within the digestive, urinary and reproductive systems

### 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 e-mail or, in person, or by appointment.

**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

Lecture:	Percentage (%)	Grading Scale*:
4 Lecture Exams <sup>1</sup>	65%	A = 90.0 – 100.0%
<i>Each exam worth 16.25%</i>		B = 80.0 – 89.9%
In-class Quizzes <sup>2</sup>	20%	C = 70.0 – 79.9%
<u>HW Assignments<sup>3</sup></u>	15%	D = 60.0 – 69.9%
	<b>100%</b>	F = 0.00 – 59.9%

*\*Grades are final and non-negotiable. There is no rounding in this course for any single student.*

**<sup>1</sup>Exam format is a variety of multiple choice, fill in the blank, and short answer.** Exam material is from the lectures, homework assignments, handout materials, textbook, and classroom discussions, including in-class assignments. Exams will contain material covered since the last exam. Bonus essay questions may be added to exams for “extra credit” at the discretion of the instructor. Make up exams (must be excused – *See Illness Policy section*) after the exam date must be taken within 5 business days and the exam may be in a different format from the original exam, there will be no extra credit opportunity for any make-up exams. The student will receive a zero for any unexcused,

missed exams. *To note: The final exam will be given online during the final exam date and time (Monday, Dec 7 from 7:30-9:30am Central Time). Please let me know BEFORE Thanksgiving if you anticipate problems with your online access during this time.*

**Seating during exams:** Every other seat must be occupied first before filling in the gaps. Double occupancy will start with front rows and proceed to the back rows. In addition, you will place your backpacks that have your tablets, cell phones, and/or smart watches in the front or back of the room and you will pick them up on your way out of the exam.

**<sup>2</sup>QUIZZES:** Individual daily in-class quizzes will be given throughout the semester to assess your anatomical knowledge and basic medical terminology. The quizzes will be a mixture of multiple choice, fill in the blank, and short answer. At the end of the semester TWO quiz scores will be dropped. Make-up quizzes will be at the discretion of the instructor and may be in a different format than in-seat (*see Illness Policy section*).

**<sup>3</sup>Homework assignments:** A total of 8 homework assignments will be given throughout the semester. Homework assignments will be completed on MyCMU and are due by the due date posted at the end of the syllabus. You will be given at least 1 week or 5 business days to complete each homework assignment. Thus, there will be no late homework assignments accepted and NO make-up assignments. In addition, any short answers must be typed to receive full credit and if you get information from another source besides your textbook, these sources **MUST** be cited! You will receive a zero for assignment answers that have been plagiarized or copied directly from another source (*See Academic Integrity*)

### **Grade “Grubbing”:**

Students who feel that questions on assignments contained errors or were improperly graded should submit a written challenge of the specific question to the instructor within **5 DAYS** of when the assignments are graded, this includes grading errors. Verbal disputes over grades will NOT be answered.

- a) Your name, assignment # and your specific question #
- b) A statement explaining the reasoning behind your alternative correct answer (at least ½ page explanation in writing OR 1/3 page using Microsoft Word, 11 pt Arial font single spaced) you will need to cite any/all references within your written challenge to support your argument.

Submit this information in-class with the assignment # with the words “Grade Grubbing” at the top of the written sheet. After submission, the instructor will read the submitted appeal and consider appropriate action or inaction. NO grading disputes will be considered after 5 DAYS of the assignment and your grade on that particular document will be final.

Any concerns regarding final course grades must be addressed to the instructor **within 3 days** of the end of the semester as indicated on the Central Methodist University calendar.

### **Instructor’s Course Notes:**

#### **Illness Policy (formerly known as Attendance Policy):**

Attendance in lecture is recommended because it will affect your learning. Students are to contact other students in case of absences to determine what was missed during a class period. Communication with the instructor is key to a good class learning experience. If there is a serious reason (e.g., ill, sports, college duty, etc.) for missing a quiz, an assignment, or an exam, you must contact the instructor at least **24 hours prior** to the assigned assessment. The excuse’s validity is at the discretion of the instructor and may require authentic documentation (e.g., Dr’s note, coaches note, etc.). Class preparation and participation is important to student success and the learning environment discussion opportunities will enhance your anatomical knowledge. If there are extenuating circumstances (i.e., COVID) and you are unable to make it to class, please let me know and accommodations will be discussed between the professor and student on an individual basis.

#### **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.

**COVID Symptoms List:** The symptoms of COVID-19 are many and varied, but may include the following: Fever, dry cough, unusual tiredness, gastro-intestinal distress, change in sense of smell or taste, etc. A more thorough list of symptoms is available at:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

#### **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 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 or an assignment.

#### **Class Cancellation:**

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

#### **Student In-class Responsibilities:**

**We will start lecture promptly at 12:00pm.** If you need to arrive late or leave early for any reason, please come in quietly to minimize interruptions. Late arrivals and early departures are disruptive and disrespectful to the entire class and can impede your and other students learning. I highly encourage open discussion during lecture yet please do so with the utmost respect to all individuals in the classroom. If you have a question or concern about a lecture topic please use appropriate classroom etiquette. **A good learning environment requires respect for your fellow students and your instructor.** If talking or inappropriate behavior becomes a problem, I will ask the offenders to leave the classroom and proper actions will proceed.

**Learning and understanding the course content is your responsibility!** I, as the instructor, am here to facilitate your learning and help you when needed. As a student enrolled in this course, **it is your responsibility to judge whether or not you have the skills to succeed in this course.** You must carefully assess your own skill level and knowledge of chemistry, biology, and test taking. As always, there is assistance in the areas of biology, math, etc. available (and free of charge) at the writing or tutoring center on campus for you through the Center for Learning and Teaching. **Please be proactive and ask for assistance early.**

**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](http://www.groovebags.com)

The complete CMU Face Mask Policy is available at:

[https://www.centralmethodist.edu/about/offices/human-resources/\\_docs/FaceCoveringPolicy.pdf](https://www.centralmethodist.edu/about/offices/human-resources/_docs/FaceCoveringPolicy.pdf)

### CMU Best practices for students on Zoom during their regularly scheduled class time.

- Be early to class so you are in a mindset that is conducive to learning.
- Have your class materials organized and accessible during your scheduled class period
- Dress as you would for a face-to-face class
- Sit upright with the lights on to help you stay focused while learning remotely
- Test your microphone and speakers for Zoom so you can hear well and can be heard
- Use your first and last names as you sign in, do not leave the name as “iPad” or use something amusing (*this is important for attendance taking*)
- Use the Chat function or “raise your hand” as necessary to ask questions

### **Technology Policy:**

iPads will be permitted during class to access only the course notes or eTextbook only. These devices should be used only in conjunction with exercises directly related to class activity. I recognize that your 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 others in the room—is prohibited! This includes, but is not limited to: messaging, texting, games, etc. 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 (i.e., disruptive behavior) for the remainder of that class period.

**ALL CELL PHONES must be turned off or muted during lecture!** Use of cellular phones for entertainment purposes (internet and/or texting) in any way during the lecture sessions is **extremely disrespectful** and will be noted.

*\*\*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 any 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 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.**

### **Examples of Cheating are defined as, but not limited to:**

- a) Copying another student’s work on any homework assignment or during class, for a quiz or exam
- b) Receiving aid during an exam from anyone (or anything, such as a device) other than the instructor
- c) Using unauthorized materials during an exam (e.g., cell phone, smart watch, copied content, etc.)
- d) Giving unauthorized aid to another student taking an exam (e.g., talking when exam is handed out)
- e) Plagiarism. Defined as copying an individuals’ words or ideas without giving the source proper credit.

### **Syllabus Modifications:**

Make sure to read the course syllabus carefully. There may be modifications (course requirements, scheduled topics, 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 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 take notes. Research has shown that physical note taking reinforces learning through the process of both hearing the information and writing it down.
- 2) Reread your notes DAILY or at least four times per week (not just the night before the exam) to make sure you understand what you are learning and not just memorizing (although there will be plenty of memorization required). As a student, you need to be spending a minimum of 2 hours of studying per hour you are in class. This means you should be studying a minimum of 8 hours / week for this class!
- 3) Understand how you learn best. Visit **vark-learn.com**. This site diagnoses your learning type and will provide you with type-specific learning strategies.
- 4) Read the textbook and self-evaluate your understanding by answering the “check your understanding” questions associated with each chapter and the review questions at the end of the chapter.
- 5) Productively interact with your classmates by discussing topics or join/make a study group to help with your understanding.
- 6) Complete all assignments on time and to the best of your ability.
- 7) 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 with me on campus or a Zoom meeting to discuss a topic.

#### **Instructor Availability:**

Please contact me to schedule a meeting when 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. You are encouraged to seek assistance from me by scheduling an appointment whenever you have questions concerning course topics. **Get help early and as often as you need it!!!**

#### **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 ([jgordon@centralmethodist.edu](mailto:jgordon@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.



## UPDATED Schedule of Lecture Topics Fall Semester 2020\*

**EXAM dates have changed to maintain academic integrity and to assess your knowledge over content.**

Topics are subject to change based on student progression.

Any changes will be announced in class and posted on the public discussion forum in myCMU.

Readings pertain to the required textbook: Anatomy and Physiology (OpenStax)

Week	Dates	TOPIC	Chapter Readings (Section)	What is DUE? (Date Due)
1	08/18 – 08/21	Introduction Medical Imaging Tissue	Ch 1 (1.1-1.2, 1.6) Ch 1 (1.7) Ch 4 (4.1-4.5)	
2	08/24 – 08/28	Integumentary System Bone I: Characteristics	Ch 5 (5.1-5.2) Ch 6 (6.1-6.3)	<b>HW Assign 1 (DUE 08/30)</b>
3	08/31 – 09/04	Bone II: Axial and Appendicular Skeletal Structures	Ch 7 (7.1-7.4) Ch 8 (8.1-8.4)	<b>HW Assign 2 (DUE 09/07)</b>
4	09/08 – 09/11	Body Movements Articulations	Ch 9 (9.1-9.5)	
5	09/14 – 09/18	<b>EXAM I: (Ch 1,4-9)</b> Muscle I: Characteristics	Ch 10 (10.1-10.2) Ch 11 (11.1-11.2)	
6	09/21 – 09/25	Muscle II: Axial and Appendicular Muscles	Ch 11 (11.3-11.4,11.6)	<b>HW Assign 3 (DUE 09/27)</b>
7	09/28 – 10/02	Nervous System (NS) I: Characteristics and Peripheral NS	Ch 12 (12.1-12.2) Ch 13 (13.4)	<b>HW Assign 4 (DUE 10/04)</b>
8	10/05 – 10/09	<b>Exam II: (Ch 10-13)</b> NS II: Autonomic NS and Brain	Ch 15 (15.1) Ch 13 (13.2)	
9	10/12 – 10/16	NS III: Eye and Ear Anatomy Endocrine System	Ch 14 (14.1) Ch 17 (17.1, 17.3-17.9)	<b>HW Assign 5 (DUE 10/18)</b>
10	10/19 – 10-23	Endocrine System Blood / Heart	Ch 17 (17.1, 17.3-17.9) Ch 18 (18.1-18.2) Ch 19 (19.1)	
11	10/26 – 10/30	Blood Vessels <b>Exam III: (Ch 13, 17-19)</b>	Ch 20 (20.1-20.5)	<b>HW Assign 6 (DUE 11/01)</b>
12	11/02 – 11/06	Lymphatics and Immune Respiratory System	Ch 21 (21.1) Ch 22 (22.1-22.2)	<b>HW Assign 7 (DUE 11/08)</b>
13	11/09 – 11/13	Digestive System / Urinary System	Ch 23 (23.1, 23.3-23.6) Ch 25 (25.2-25.4)	
14	11/16 – 11/20	Reproductive System <b>Exam IV: (Ch 21-23, 25-27, 11)</b>	Ch 27 (27.2-27.4) Ch 11 (11.5) - Muscles	<b>HW Assign 8 (DUE 11/20)</b>
15	11/23 – 11/27	<i>Thanksgiving Break – No Classes</i>		
16	11/30 – 12/04	<i>NO Classes</i>		

**Final Exam – Before Thanksgiving- IN-CLASS.**

*\*Exam dates HAVE changed to maintain academic integrity and assess your anatomy knowledge. The tentative course schedule is subject to change at instructor's discretion for student learning. Students will be notified of any syllabus changes during class.*