

# Human Anatomy (BI107): Laboratory Syllabus

Spring 2021

## QUICK LINKS TO SYLLABUS INFORMATION (AKA. TABLE OF CONTENTS)

<a href="#">Course information and Instructor Information</a> .....	2
<a href="#">Course Expectations</a> .....	3
<a href="#">Learning Outcomes</a> .....	3
<a href="#">Course Assessment</a> .....	5
<a href="#">Attendance Policy (COVID / quarantine) and others</a> .....	5
<a href="#">Student In-class and Zoom Responsibilities / Technology policy</a> .....	6
<a href="#">Other Student Resources</a> .....	8
<a href="#">Frequently Asked Questions (FAQs)</a> .....	9
<a href="#">Course Schedule (assigned readings, exam dates, and due dates)</a> .....	12

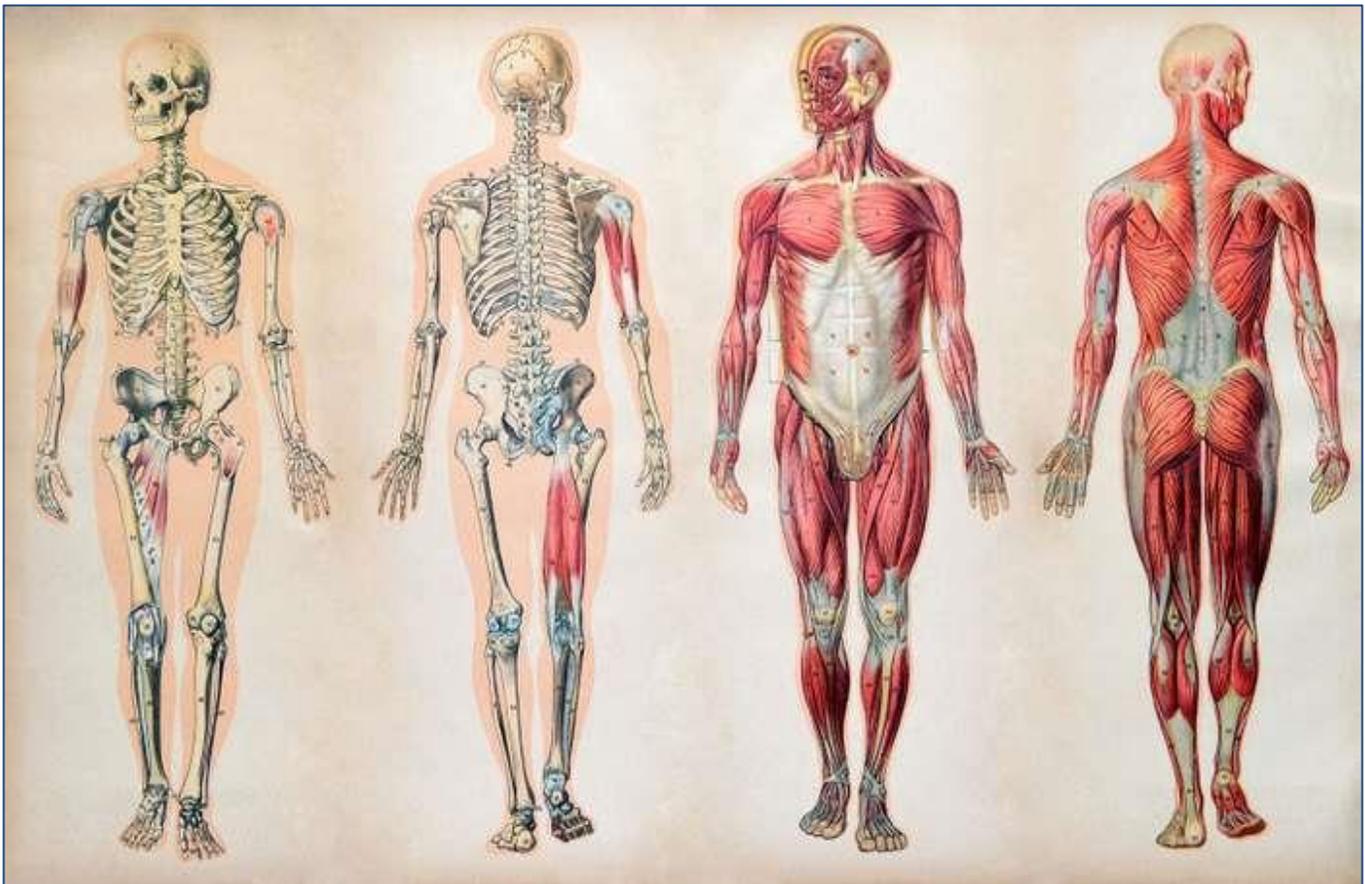
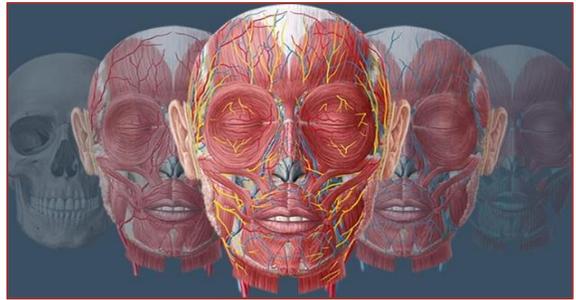


Image source: <https://www.britannica.com/science/human-body>

## COURSE AND INSTRUCTOR INFORMATION

**Course Information**      Laboratory (1 hrs)  
Room: Stedman Hall 205  
Lab Times:  
1-2pm: Section A  
2-3pm: Section B

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



**Lab TA:**                      Lab A and B (Tuesday, 1-2 and 2-3pm) - Cortnee Brink-Baugh?

**Class Zoom ID:**            Zoom Link: <https://centralmethodist.zoom.us/j/96069394974>  
Zoom ID: 960 6939 4974  
Password: 396400

**Instructor Availability:**    To facilitate communication, please contact me via the “private discussion forum” in myCMU or talk with me before or after class with any questions. You can also 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 available to assist you in any way I can! **Get help early and as often as you need it!!!**

**Website:**                    **MyCMU** is the course management system this course uses to access the lab handouts, useful internet links related to content discussed in class, and grade information.

**Zoom Office Hours**        **MF: 1-3pm** (STD 205) or by appointment only.  
Zoom Office Hours ID\*: **660 248 6339**  
\*There is a waiting room, please be patient as I may be in a meeting with another student.

**Apps for class:**            **Notability (required):**  
To complete assignments



**Human Anatomy Atlas (recommended):**  
To look up structures



There are multiple options to purchase a textbook for this course, any Anatomy book will be fine to help with structures. However, there are textbooks available for you in the lab to use during class.

### **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.*

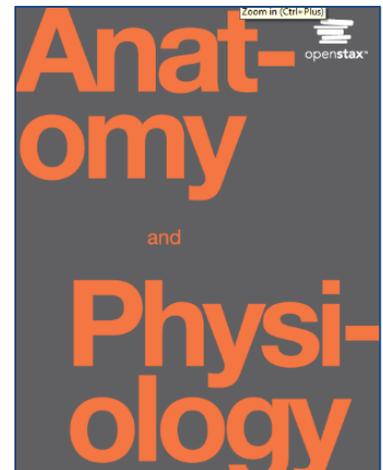
Publisher: OpenStax (Rice University)

ISBN: 9781938168130

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

### **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!**



## **LEARNING OUTCOMES**

When you complete this course, I am confident and hopeful you will be able to (or will):

*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 (for lecture be sure to know 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.

## **COURSE 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 lab 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 the 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, in person by appointment, or during office hours.

**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.

### **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. To maintain a respectful environment for all students, there is to be no texting during the lecture portion of class while the instructor is talking. **Be respectful to other students who wish to learn the information and to the instructor, who gets easily distracted with students on their phones.**

**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 may consist of studying anatomy models, images from the Anatomage table, and completing dissections of various anatomical parts (i.e., cat dissection, sheep brain and heart, cow eye). In-class worksheets are available on myCMU: Resources and Materials page and are required to be downloaded prior to lab entry.

**Spring 2021 - 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 (*see Student In-class Responsibilities*).

## COURSE ASSESSMENT

In- class Lab Exams <sup>1</sup>		Grading Scale*:
Exam 1	20%	A = 90.00-100.00%
Exam 2	20%	B = 80.0-89.9%
Exam 3	20%	C = 70.0-79.9%
In-class Quizzes <sup>2</sup>	15%	D = 60.0-69.9%
In-class Assignments <sup>3</sup>	25%	F = <59.9%
Total percentage	100%	

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

<sup>1</sup>**In-class exam 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).**

<sup>2</sup>**In-class quizzes:** 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. There may be bonus questions on the quiz at the discretion of the instructor. 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 have an excused absence and have to miss a lab, you can take a make-up quiz with the instructor. *See Attendance Policy section*

<sup>3</sup>**In-class Assignments:** Lab assignments are required to be completed during lab on your iPad (notability is the best app to complete assignments) and are due by 1:00pm at the beginning of the next class period on myCMU. ALL assignments must be turned in as a **.pdf file** to make grading easier and get faster feedback. To maintain equity and fairness for all students: late assignments, assignments turned in that have an incorrect format, or assignments that have been e-mailed to the TA or instructor will result in a 10% reduction in the overall score. Assignments will not be accepted 1 week past the due date, regardless of the circumstances, and will receive a permanent zero in the gradebook.

**Make up exams** are to be completed ahead of time for any college duty absence (sports, concerts, etc). An excused absence after the exam date requires documentation (e.g., coach, Dr. or nurse’s note, etc) and an exam must be made up within 5 business days of when the exam was administered or you will receive a 0. For those individuals in quarantine, you will need to make an appointment with the instructor to come in during office hours to make up the exam and/or quiz you may have missed during quarantine. You are to make-up the exam or quiz as soon as you are out of quarantine (i.e., within 5 business days). For all make-up exams it is your responsibility to set up an appointment with me during office hours to take your quiz or exam.

## INSTRUCTOR’S NOTES:

### ATTENDANCE POLICY: COVID / QUARANTINE, CLASS CANCELLATION, COLLEGE DUTY INFORMATION:

Class preparation and participation is important to student success and the learning environment discussion opportunities will enhance your knowledge. Attendance in lecture or on Zoom is highly encouraged because it will affect your learning.

- If you are scheduled to be “in class” – you are expected to come to class and participate that day in-seat.
- If you are scheduled to be on Zoom during class – you are expected to attend class via Zoom and participate as necessary.

If you miss a class, you are to contact another student to determine what was missed during a class period or watch the zoom videos on your own time. If there are extenuating circumstances (i.e., serious health issues) and you are unable to make it to class or to an exam, please let me know via the discussion forum and accommodations will be discussed between the professor and student on an individual basis. Missing more than 3 lab classes will result in an automatic withdraw from the course.

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 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, name on quarantine list, etc.).

### **COVID-19 Attendance Updates: Use the following guidelines if you are quarantined this semester:**

- Email me within 24 hours of missing a scheduled exam to reschedule a time to take it as soon as possible.
- If you are in quarantine and are verified (i.e., are on the quarantine list), accommodations will be determined by making an appointment with Dr. Zidon to make up the exam or quiz. These issues will be dealt with on a case-by-case basis. You have 5 days to complete an in-class exam or lab quiz once you are out of quarantine.
- Being absent does not excuse you from turning in homework or assignments to myCMU late. It would be wise to complete and submit work as early as possible to avoid an emergency.
- To earn points for in-class activities in which you cannot participate because you are quarantined, you will be sent, via e-mail, any pictures/images for the lab assignment to be completed on your own. The due date will be the same as the students who were in class.
- As a responsible student and an avid learner, **you will only miss in-seat scheduled 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 not be considered an excused absence.

**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>

### **Class Cancellation:**

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

### **Athletic or Club Accommodations (College duty):**

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 exam 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.

### **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.

### **STUDENT IN-CLASS AND ZOOM RESPONSIBILITIES:**

**We will start lab promptly at your scheduled time.** 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 lab yet please do so with the utmost respect to all individuals in the classroom. If you have a question or concern about a lab 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 (2021):** 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 your sign in, do not leave the name as "iPad" or use something amusing (*this is important for attendance taking the first weeks of class*)
- Use the Chat function or "raise your hand" as necessary to ask questions or comment. This should be done in a professional manner and respectful to all others in the Zoom meeting.

### **Technology Policy:**

The time we have together each week is fairly short (~1 hr / week) so I really want all students to remain present or "in-class" during lecture time. My hope is that you can learn or become familiar with the information during class and then really study that information outside of class. We will make "being present" a core value of this class by following the guidelines below:

- iPads will be permitted during class to access only the course notes, courseware, 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.
- I kindly ask that all cell phones are turned off or muted during lecture to decrease distractions for both you and the other students around you! 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 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, and/or knowingly falsifying records. 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:**

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

**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**, there is so many structures to learn each week. 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 may 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 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 three 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, research has shown you need to be spending a minimum of 2 hours studying outside of class for every hour you are in 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 end of section or questions associated with each chapter and the review questions at the end of the chapter. There are multiple practice questions on the courseware as well, to help you learn new terminology.
- 5) Productively interact with your classmates by discussing topics or join/make a study group to help with your understanding. Study groups are highly encouraged as teaching one another will help keep you accountable to learn the information.
- 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. Please use the discussion forum set up for the course so you will have a written reply to your question in one location, but you can also make an appointment to meet me on campus to discuss a topic. You are encouraged to seek assistance from me by scheduled appointment whenever you have questions concerning course topics.

**OTHER STUDENT RESOURCES:**

**Library Resources:**

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

Website: <https://centralmethodist.edu/academics/library/library-services.html>

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.

Website: <https://centralmethodist.edu/academics/learning-teaching/disability-accommodations.html>

### **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.

Website: <https://centralmethodist.edu/academics/learning-teaching/index.html>

### **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:

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

### **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.

### **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 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](mailto: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.

Website: <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>

## **FREQUENTLY ASKED QUESTIONS (FAQS)**

### **Lab Questions**

#### **Q. Do I have to attend the labs?**

A. Yes, you must be present each lab to get the most out of the lab, or the "hands-on" experience. Each lab period following the first week will start with a quiz, dissections are better understood if you are there, and the instructor is available during this time to help with any structures you may not know. In addition, missing three lab classes results in automatic withdraw because it is too difficult to make up the material, understand, and learn the information. Although Zoom may be an option, being in lab is a wonderful opportunity to really be able to identify structures using various models.

#### **Q. I am having trouble uploading my assignment on myCMU, can I just e-mail it to you?**

A. Yes. However, remember that I will take 10% off of your assignment if it is e-mailed to me and not on myCMU. If you are having trouble uploading a pdf file or having trouble saving a .pdf file, please contact the IT HelpDesk (Technology services at CMU):

Phone: 660-248-6197

E-mail: [helpdesk@centralmethodist.edu](mailto:helpdesk@centralmethodist.edu)

Location: Cupples Hall

## Exam and/or Assignment Questions

**Q. I studied really hard – I studied all of the structures all day yesterday yet I still did poorly on the exam. What am I doing wrong?**

A. I am happy to give you my advice, but please take it as just that; there isn't always a clear answer or direct solution to this question that I can provide. First thing, understand that Anatomy has a lot of terminology and is very much rote memorization (memorizing where the structures are located within the human body). Memorization takes time and can be frustrating. However, good news is that if you put in the time you can pass this course with flying colors!

First, study the structures on the list given a bit each week (each lab worksheet has a list of structure you need to know). I would recommend studying 1-2 hours daily during the week. Use the time in class to ask any questions or really study the material with a lab partner. You are most welcome to come in during office hours (STED 205) to study in a quiet environment or go over the models, images, etc.

My general advice to study or perform better in this course is as follows:

Study with more focus for the exams, meaning really buckle down and learn the structures. You can use flashcards and/or notability as a whiteboard with unlabeled images to identify the structures. Write and re-write the structures or consistently go through your flashcards to help memorize the structures. It may help to do group study to go through the structures and keep each other accountable for learning the structures on a daily basis.

Of course, you can always come and talk with me if you are having trouble either diagnosing or solving your test-taking issues or why you are not memorizing the structures. While I can't promise a foolproof solution to how you study or take tests, I will listen and offer advice where I can.

**Q. I missed the deadline for the lab assignment. Would you please open the assignment so I can receive credit for it?**

A. Unfortunately, no. You will need to e-mail me your completed lab assignment. Note that you will have an automatic 10% reduction in your overall score for late assignments. *Please see the Course Assessment for this policy.*

**Q. Why did I miss points on my lab assignment? I thought I turned it in on time!**

A. Unfortunately, you did one of two things: 1) You either turned it in as a .note file or as an image, which cannot be easily opened for grading or 2) you e-mailed it directly to your professor or the TA and did not follow the instructions correctly for turning it in on myCMU. You will have an automatic 10% reduction in your overall score for late assignments or assignments e-mailed to the professor or TA. *Please see the Course Assessment for this policy.*

**Q. Can I do something for extra credit or to make up for missed homework assignment or quizzes?**

A. Again, no. There are no extra credit assignments in this course. However, there are bonus opportunities at the end of each exam. Completing the bonus on exams can only help your score, format for bonus questions is essay. Just remember, your exam score will not exceed 100%.

**Q. How do I calculate my overall grade?**

A. To calculate your total grade for the course use the following information and equation:

- Exam scores are worth 60% of your total grade
- Lab Assignments are worth 25% of your total grade
- Quizzes are worth 15% of your final grade

To calculate your overall grade:

= (exam average x 0.60) + (Lab assignment average x 0.25) + (quiz average x 0.15) = your OVERALL score out of 1.0 (or 100%).

Helpful website for an example of how to calculate weighted percentages:

<https://www.youtube.com/watch/P0oinC6ejFI>

## Tentative Schedule of Anatomy Laboratory Topics - Spring 2021\*

The schedule of topics is subject to change based on student progression and understanding.  
Any changes will be announced in class and posted on the public discussion forum or announcement blog in myCMU.  
Readings pertain to the required textbook: Anatomy and Physiology (Open Stax Source)

Week	Dates	TOPIC	Chapter Readings (Section)	What is DUE?
1	1/19	Anatomical Terminology Tissue Review	Ch 1 (1.1-1.2, 1.6) Ch 1 (1.7) Ch 4 (4.1-4.5)	
2	1/26	Bone I: Axial Skeleton	Ch 7 (7.1-7.4)	<b>Quiz 1</b>
3	2/2	Bone II: Appendicular Skeleton	Ch 8 (8.1-8.4)	<b>Quiz 2</b>
4	2/9	<b>Exam I: Week 1-3 Content</b>		
5	2/16	Muscle I: Head, Neck, and Axial Muscles <i>Cat Dissection: Neck and Axial Muscles</i>	Ch 11 (11.3-11.4) Cat Dissection Guide	<b>Quiz 3</b>
6	<i>No class 2/23</i>	<i>Random day-off (rest and recoup)</i>		
7	3/2	Muscle II: Upper Limb Muscles <i>Cat dissection: Upper Limb</i>	Ch 11 (11.5) Cat Dissection Guide	<b>Quiz 4</b>
8	3/9	Spinal N. and Muscle III: Lower Limbs <i>Cat dissection: Spinal N and Lower Limb</i>	Ch 11 (11.6) Cat Dissection Guide	<b>Quiz 5</b>
9	3/16	<b>Exam II: Week 5-8 Content</b>		
10	3/23	NS I: Brain and Cranial N. <i>Sheep Brain Dissection</i>	Ch 13 (13.2, 13.4)	<b>Quiz 6</b>
11	3/30	NS II: Eye and Ear Anatomy Endocrine System	Ch 14 (14.1) Ch 17 (17.3-17.9)	<b>Quiz 7</b>
12	4/6	Heart Anatomy Blood Vessels	Ch 19 (19.1) Ch 20 (20.1)	<b>Quiz 8</b>
13	4/13	Respiratory System Digestive System	Ch 22 (22.1-22.2) Ch 23 (23.1, 23.3-23.6)	<b>Quiz 9</b>
14	4/20	Urinary System Reproductive System	Ch 25 (25.2-25.4) Ch 27 (27.2-27.4)	<b>Quiz 10</b>
15	4/27	<b>Exam III: Weeks 10-14 Content</b>		

*\* Although I will do my best to adhere to this schedule, it is a tentative schedule that is subject to change during the course due to student progression. I will announce any necessary changes to the schedule during lecture, on MyCMU announcement blog, or via email announcement.*