

Anatomy (ABIO 232) Fall 2007

Instructor:

Lecture and Lab Section 006: Dr. Stephanie J. Muga Office: SBDG 111B (*temporary)
Phone: 803.641.3349 (*temporary)
Email: stephaniem@usca.edu
Office Hours: Wed 9:30 until noon and by appointment

**you will be notified when Dr. Muga has a permanent office and phone number*

Lecture: Science Bldg 104; MWF 8:00AM-8:50AM

Laboratory: Science Building 104; T 1:40PM- 4:20PM

Textbook: Human Anatomy by McKinley and O'Loughlin

Lab Manual: Human Anatomy Laboratory Manual w/ Cat Dissection by Marieb

Lab Supplies: Dissection kit with scissors, scalpel and probe, gloves.

Course Description/Objectives: Survey of the organization, structure, function and development of human anatomical systems with hands-on applications via cat dissection. Students will become skilled at identifying and understanding the organization, structure, development, and function of the human body across the hierarchy of cells, tissues, organs, and systems.

Evaluation: 60% of your grade will be based on lecture exams/ activities and 40% on laboratory exams and quizzes as follows:

4 Lecture Exams	100 points each	400 points
1 Final Exam	100 points	100 points
2 Essays	15 points each	30 points
1 Presentation	10 points	10 points
3 Lab Exams	100 points each	300 points
5 Lab Quizzes	10 points each	50 points
Lab Participation	10 points	10 points

From time to time, you may be asked to do homework problems. No late homework will be accepted.

Grading Scale:

A	810-900
B+	765-809
B	720-764
C+	675-719
C	630-674
D+	585-629
D	540-584
F	below 540

Lecture Exams: Lecture exams will cover only the material presented since the last exam. Lecture exams will not be made up unless under extraordinary, documented circumstances. All lecture exams will be made up of a combination of multiple choice, short answer, true/false, and/or short essay questions.

Final Exam: The final exam will be cumulative and similar in format to the lecture exams.

Lab Exams: Students will rotate between pre-designated stations with questions at each station. Lab exam questions will address the identification or function of a labeled structure and be short answer. Due to the time involved in setting up a lab exam there will be no lab exam make-ups.

Lab Quizzes: Lab quizzes will address information from the previous lab or the current lab. You are responsible for reading the material for lab before attending lab. These quizzes may be of any format including multiple choice, short answer, true/false, or essay.

Essays: You will be asked to write two 2-page essays exploring a lab or lecture topic in more detail. These essays will focus on the medicinal, pharmacological or exercise science aspects of the topics to help students relate the content to their chosen field of study. Complementary and alternative medicinal topics are also encouraged, however, all topics must be pre-approved by Dr. Muga. You will be graded on not only content, but also organization and grammar.

Lab Presentation: You will be asked to give a 5-minute summary in PowerPoint of one of your 2 essay topics in lecture class. This will give the class a survey of the practical applications of classroom knowledge in the real world.

Lab Participation: This includes good laboratory etiquette (e.g. cleanliness, teamwork) as well as participation in lab discussions.

Changes: The instructor reserves the right to make changes in the lecture or laboratory schedule, number of exams given, assignments (homework and otherwise), grading scale, and the contents of each exam as deemed necessary.

Attendance Policy: Students are expected to adhere to the University attendance policy as stated in the Student Handbook. Students are responsible for all material (lecture, laboratory, and any and all assignments) regardless of absences, excused or unexcused. In addition, the instructor will **not** provide copies of the Powerpoint slides. Under no circumstance will the instructor provide copies of PowerPoint slides for students. Lecture and laboratory exam dates are clearly stated in the syllabus, and all students are expected to take exams at the regularly scheduled time. Make-up lecture exams will be considered only for a documented, excusable reason. If there is an illness or emergency, you are expected to contact the instructor immediately and be prepared to show documentation (doctor's excuse, etc.). Failure to contact the instructor within 24 hours will forfeit any chance of making up the exam.

Electronic Devices: Cell phones, digital cameras, and ipods or other similar devices must be turned off (this includes silent rings and text messaging) and stored out of sight during the lectures and laboratories.

Honor Pledge: You are expected to follow the honor pledge on every assignment:

“On my honor as a University of South Carolina at Aiken student, I have neither given nor received any unauthorized aid on the assignment/examination. To the best of my knowledge, I am not in violation of academic dishonesty.”

Disability Statement: If you have a physical, psychological, and/or learning disability that might affect your performance in this class, please contact the Office of Disability Services, B&E 126, (803) 641-3609, as soon as possible. The Office of Disability Services will determine appropriate accommodations based on medical documentation.

If you have questions or need help with anything in this course please email Dr. Muga (StephanieM@usca.edu) to set up an appointment time. Unless otherwise noted, Dr. Muga is available Wednesday mornings between 9:30 am and noon as well as by appointment.

Lab Schedule:

Date	Topic	Quiz
Aug-28	Intro, cells, mitosis	
Sept-4	Histology, integument	Q1
Sept-11	Skeleton	Q2
Sept-18	Exam I	
Sept-25	Muscles (skin cat)	
Oct-2	Muscles II	
Oct-9	Respiratory/Digestive	Q3
Oct-16	Urinary (kidney)/Reproductive	
Oct-23	Exam II	
Oct-30	Circulatory (Heart)	
Nov-6	Nervous (brain/spinal cord)	Q4
Nov-13	Nervous/ Sensory (eyes)	Q5
Nov-20	Exam III	
Nov-27	Class Presentations	
Dec-4	Class Presentations	

Lecture Schedule:

Date	Topic	Chapter
Aug-24	Intro, Basic Vocabulary	1
Aug-27	Intro, Body Organization	1
Aug-29	The cell, mitosis	2
Aug-31	The cell, mitosis	2
Sept.3	LABOR DAY – NO CLASS	
Sept-5	Development, meiosis	3
Sept-7	Development, meiosis	3
Sept-10	Tissues I	4
Sept-12	Tissues II	4
Sept-14	Integument	5
Sept-17	Integument	5
Sept-19	EXAM I (Wed)	Chapters 1-5
Sept-21	Skeleton I	6
Sept-24	Skeleton I	7
Sept-26	Skeleton II	8
Sept-28	Skeleton II	9
Oct-1	Muscles I	10
Oct-3	Muscles I	11
Oct-5	Muscles II	12
Oct-8	Respiratory System	25
Oct-10	Finish Lectures & Review	
Oct-12	FALL BREAK – NO CLASS	
		Chapters 6-12,
Oct-15	EXAM II (Mon)	25
Oct-17	Digestive System I	26
Oct-19	Digestive System II	26
Oct-22	Urinary System	27
Oct-24	Reproductive System I	28
Oct-26	Reproductive System II	28
Oct-29	Circulatory System I	21
Oct-31	Circulatory System II	22
Nov-2	Circulatory System II	23
Nov-5	Lymphatic System	24
Nov-7	Finish Lectures & Review	
		Chapters 26-
Nov-9	EXAM III (Fri)	28, 21-24
Nov-12	Nervous System I	14
Nov-14	Nervous System I	15
Nov-16	Nervous System II	16
Nov-19	Nervous System II	17
Nov-21	Thanksgiving Holiday – No Class	
Nov-23	Thanksgiving Holiday – No Class	
Nov-26	Nervous System III	18
Nov-28	Sensory Systems	19
Nov-30	Endocrine System	20
Dec-3	Finish Lectures & Review	Chapters 14-20
Dec-5	EXAM IV (Wed)	
Dec-7	Review for Final	
Dec-10	FINAL EXAM - 8AM	Cumulative

USING BLACKBOARD

Blackboard Username Lookup/Password Set: All students at USC-Aiken have a password for access to the USC-Columbia computer system. Blackboard is maintained through USC Columbia, and provides tools for online testing and assignments. If you do not know your USC Network Username/PW combination (or if you have forgotten your password), follow the instructions below.

****THIS IS NOT THE SAME AS THE USC-AIKEN NETWORK. IF YOU WANT TO USE THE SAME PASSWORD, YOU WILL HAVE TO SET IT YOURSELF.**

- Login to VIP (<http://vip.sc.edu>) just as if you were going to register for classes (Forget your PIN? Students should contact the Registrar's Office)
- Click on the **Technology** link
- Click on **Show Me Network Username**. Your USC Network Username will be displayed and you will be prompted to choose your password. You must type in the password twice to verify your choice.
- Click on the **SET PASSWORD** button to set your new password

If you receive errors from VIP (either when looking up your username or setting the password), please carefully record the error message and code and contact the Computer Services HelpDesk, 777-1800 or <https://cshelpdesk.csd.sc.edu> to place a support ticket for problem resolution. Please supply your username and USC ID (SSN) when placing the ticket.

Password Rules: Legal passwords can be a minimum of 8 characters and a maximum of 14. Specific details about what should be included in Blackboard passwords appear on the Blackboard instruction page Passwords can contain alphanumeric characters (A-Z/0-9) and the symbols (e.g. #, !, \$ signs, etc); as well as upper and lowercase letters. Your password will expire every six months..

Password Security: If you enter your password incorrectly seven times when attempting to login, you will be locked out of Blackboard temporarily (this is a security feature for your protection). To get back in immediately, just go to VIP and return to the Technology link to re-set your password. **Change your password often to protect yourself.** You can also return to VIP/Technology link if you forget your password and need to re-set it.

Logging in to Blackboard: To access your Blackboard account, point your web browser to the web address: <https://blackboard.sc.edu> and login at the screen prompts. After logging in successfully, you will see your classes listed. The system is easy to navigate, and the HELP icon at the top of the screen will take you to detailed documentation on using the system. If you have trouble logging in, please be sure you have carefully read the system requirements below and have your browser set up properly, then refer to the login problem troubleshooting tips below.

Login Problem Troubleshooting: If you have carefully followed the Network Username/Password lookup instructions outlined above, and received affirmative messages from VIP, but get the following message when logging into Blackboard: **Could not login. The username or password is incorrect.** you should proceed as follows:

- Be sure you are carefully entering your VIP assigned username and your password. Be sure you are only clicking on the 'LOGIN' icon ONCE. If you still have login problems, your password may have expired (the expiration period is different for different departments on the network). Go to VIP and reset your password as outlined above.
- Wait 20-30 minutes (to allow your password change to register network-wide), and try to login again. If you still have login problems, go to the next step.

- Clear the cache in your browser, logout and retry logging in. If you still experience problems, try quitting your browser completely, launch the browser again, and log back into Blackboard. If you still experience problems, proceed to the next step.
- Call 777-1800 and report the problem. A customer support representative will be able to work with technicians at Computer Services to resolve the problem quickly. Please be prepared to give our services rep your USC USERNAME and USC ID (your SSN) when you call, the exact error message you are receiving, and where you are on the system (VIP Username Lookup, PW set, Blackboard login, etc.) when you experience problems.

Problems with a Blackboard Session? You should also be sure to always use the navigation tools provided in the Blackboard session whenever possible, rather than navigating through your browser using Back/Forward/Refresh, etc. Also, it is critical to avoid refreshing and resizing your screen when in Blackboard, especially in critical situations like taking a quiz/exam. If you are getting strange responses from Blackboard (buttons won't open, bad information displayed, etc.), always try to clear the cache in your browser; also try logging out of Bb and back in, and closing your browser, reopening, and logging back in. If you still experience problems, please contact Computer Services at 777-1800 for assistance.

Don't See Your Courses in Blackboard? Does your enrollment in the course show up in VIP (under Academics)? If so, please note that it may take 48 hours for a course to rollover from VIP (the mainframe database) into Blackboard. If you registered late for a class, it will take time for your course to appear in Blackboard. If it has been over 48 hours since enrollment on VIP, then contact the Computer Services HelpDesk, 777 1800 and please provide your username, USC ID, and the class code and section that you are missing. If the course is not showing up in VIP, you should contact the Registrar's Office (777-5555). If you were able to access your classes on Blackboard, but they have disappeared, first check your enrollment status for this semester under the Academics section on VIP. You may have been dropped from the class by the Registrar's Office for some reason (e.g., a problem with payment). Check on your registration status and call 777-1800 to request to be reinstated in your Blackboard course. If you don't see a problem with your registration, call 777-1800 so we can troubleshoot the problem.

Don't Forget to Logout: Always Logout of a Blackboard session when you are finished. If you are in a public lab, be especially careful to logout, and to quit the browser, too.

Need More Help? Call 777-1800 or go to <https://cshelpdesk.csd.sc.edu> (and create a support ticket) to place a request for assistance. Please relay the exact error message and code and details on the procedure causing problems (problem with username lookup, password set, logging into Blackboard, etc.).