

Anatomy (ABIO 232) Spring 2008, Section 005

Instructor for Lecture and Lab:

Dr. Stephanie Muga
Phone: 641-3371

Office: SBDG 208
Email: stephaniem@usca.edu

Lecture: SBDG 104: MW 1 PM – 2:15 PM (Section 005)

Laboratories: SBDG 104: Th 9:25AM-12:05 PM (Section 005)

Textbook: Human Anatomy by McKinley and O’Loughlin

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

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

Course Description/ Objectives: Survey of the organization, structure, function and development of human anatomical systems. Students should become adept at identifying and describing the organization, structure and development of the human body across the hierarchy of cells, tissues, organs, and systems.

Evaluation: Your grade will be based on the following activities:

| | | |
|-----------------------|-----------------|------------|
| 5 Lecture Exams | 100 points each | 500 points |
| 1 Final Exam | 200 points | 200 points |
| 4 Lab Exams | 100 points each | 400 points |
| 5 Lab Quizzes | 20 points each | 100 points |
| Participation | 40 points | 40 points |
| Homework (5 pts each) | 115 points | 115 points |

Total: 1355 points

Grading Scale:

| <u>Letter Grade</u> | <u>Points Earned</u> |
|---------------------|----------------------|
| A | 1219-1355 |
| B+ | 1151-1218 |
| B | 1084-1151 |
| C+ | 1016-1083 |
| C | 948-1015 |
| D+ | 880-947 |
| D | 813-879 |
| F | below 812 |

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

Final Exam: The final exam will be 100 points of new material (sensory and endocrine systems) as well as 100 points of material from the entire course. The format will be similar to the lecture exams.

Lab Exams: Lab exams will be given in a round robin format where the students rotate between 20-25 stations with 4-5 questions at each station. Lab exam questions will address the identification of a labeled structure and generally be short answer; you will have approximately 2 minutes at each station. Due to the time involved in setting up a lab exam there will be **no** lab exam make-ups.

Quizzes: Quizzes will be given in lab as noted on the calendar and will address information from the previous lab. These quizzes may be of any format including multiple choice, short answer, true/false, identification, discussion or essay.

Participation: This includes good laboratory etiquette such as cleanliness and teamwork as well as participation in discussions.

Additional Comments:

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.”

If you have a physical, psychological and/or learning disability which might affect your performance in this course please contact the Office of Disability Services, 126A B&E, (803)641-3609 as soon as possible.

If you have questions or need help with anything in this course please email me and set up an appointment to meet. I am generally available Monday and Friday mornings but I cannot guarantee I will be in my office unless you set up an appointment with me.

Additional Resources

I have set up additional resource material for you to help with your studies through ARIS. You will need to log on to this site by going to the following web address (aris.mhhe.com) and registering for this class using the Student Section Code: **A69-AF-487**. Follow the instructions on the accompanying handout. This website has exercises that will help you learn the material. Please contact me if you have problems registering with this website.

In addition, material will be posted on Blackboard to aid in your studies for this class. Be sure and check the website frequently.

Attendance Policy and Participation: This includes good laboratory etiquette such as cleanliness and teamwork as well as participation in discussions.: Students are expected to adhere to the University attendance policy as stated in the Student Handbook. In this regard, the instructor may impose a penalty for absences in excess of 25% of regularly scheduled class meetings (lectures and labs) by assigning an “F” in the course. Absences, *neither excused nor unexcused*, do not absolve the student from meeting class

assignments. Attending the lab and taking notes is the sole responsibility of the student. Under **no circumstance** will the instructor provide copies of PowerPoint slides for students. Laboratory quiz and exam dates are clearly stated in the syllabus, and all students are expected to take quizzes and exams at the regularly scheduled time. Participation includes good laboratory etiquette such as behavior and teamwork as well as participation in discussions. ***Talking during the class or laboratory lecture or when the instructor is making important announcements will not be tolerated and may result in the student being asked to leave class.*** 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.).

Electronic Devices

Plan to be out of touch and to have your cell phone stored out of sight during lecture and lab time. This includes leaving the room to answer silent rings or using the phone for text messages. In addition, ipods and other such devices for entertainment or that may cause distractions during class are prohibited.

Computer Use and Email: All laboratory exercises will require the use of a computer. You must be able to log on to the USCA computer system in order to accomplish these laboratory exercises. If you do not know how to sign on to the USCA computer system, you should contact the CSD HELP desk as soon as possible. Blackboard can be accessed through VIP (<http://vip.sc.edu>). Refer to the Blackboard handout administered during the lecture class for information on accessing and using Blackboard. Login difficulties should be brought to the attention of USC Computer Services.

All official email communications, including class announcements, are made to USCA email accounts. Students should check their USCA email account on a regular basis and use this account for communication with the instructors. In order to protect the privacy of the student, the instructor will not reply to emails sent from non-USCA accounts (e.g., Hotmail, Yahoo, etc.). Please refer to the Academic Success Center's guide on **Email Etiquette to Professors and Instructors**, which is located at <http://www.usca.edu/academicsupport/>

Fall 2008 Lecture Schedule

| Date | Lecture Topic | Chapter (McKinley) |
|---------------|---|-----------------------|
| M 8/25 | Syllabus, Intro to Anatomy | 1 |
| W 8/27 | Cells I & II | 2 |
| M 9/1 | NO CLASS (Labor Day) | |
| W 9/3 | Development, Meiosis | 3 |
| M 9/8 | Tissues I & II | 4 |
| W 9/10 | Skin | 5 |
| M 9/15 | EXAM 1 | 1,2,3,4,5 |
| W 9/17 | Skeleton I & II | 6 |
| M 9/22 | Articulations I & II | 9 |
| W 9/24 | Muscles I & II | 10 |
| M 9/29 | Muscles III | 10 |
| W 10/1 | EXAM 2 | 6,9,10 |
| M 10/6 | Respiratory System I & II | 25 |
| W 10/8 | Digestive System I & II | 26 |
| M 10/13 | Digestive System III | 26 |
| W 10/15 | Urinary System I & II | 27 |
| M 10/20 | Reproductive System I & II | 28 |
| W 10/22 | Reproductive System III | 28 |
| M 10/27 | EXAM 3 | 25,26,27,28 |
| W 10/29 | Blood Vessels and Circulation | 23 |
| M 11/3 | Heart I | 22 |
| W 11/5 | Heart II | 22 |
| M 11/10 | Blood, Lymphatic System I & II | 21, 24 |
| W 11/12 | EXAM 4 | 21,22,23,24 |
| M 11/17 | Nervous System I & II | 14, 15 |
| W 11/19 | Nervous System III | 16, 18 |
| M 11/24 | EXAM 5 | 14, 15, 16, 18 |
| W 11/26 | NO CLASS | |
| M 12/1 | Sensory Systems (Touch, Taste, Smell, Ears, Eyes) | 19 |
| W 12/3 | Endocrine System | 20 |
| M 12-8 2pm | FINAL EXAM (New & Cumulative) | 19, 20 |

Fall 2008 Lab Schedule

| Date | Lecture Topic | Chapter (Marieb) | Quizzes |
|---------|----------------------------------|------------------|-----------------|
| Aug 21 | Intro, Metric System, Cells | 1,2,3,4 | |
| Aug 28 | Mitosis, Tissues, Skin | 4, 5, 6 | Quiz 1 |
| Sept 4 | Skeleton | 8,9,10 | Quiz 2 |
| Sept 11 | EXAM 1 | | |
| Sept 18 | Skin Cats, Muscles | 14 | |
| Sept 25 | Respiratory, Digestive Systems | 26, 27 | Quiz 3 |
| Oct 2 | EXAM 2 | | |
| Oct 9 | Fall Break | No CLASS | No CLASS |
| Oct 16 | Urinary and Reproductive Systems | 28, 29 | |
| Oct 23 | Heart, Blood, Vessels | 22, 23, 24,25 | Quiz 4 |
| Oct 30 | EXAM 3 | | |
| Nov 6 | Nervous System | 16, 17 | |
| Nov 13 | Sensory Systems (eye, ear) | 18, 19, 20 | Quiz 5 |
| Nov 20 | EXAM 4 | | |
| Nov 27 | THANKSGIVING | No CLASS | No CLASS |
| Dec 4 | Review for Lecture Final | | |

On lab exam days, lab will begin 1.5 hours late (I need ~2 hours to set it up for these exams). So, lab exams begin at 10:45 am.

To excel in this class you will likely have to spend some time outside of the scheduled time period to study lab content. The lab is open to you 24/7 so please use it. You can get in by using your ID cards in the card-swipe on the outside doors and SBDG 104 door. Students that spend time in lab studying as a group do much better than those that study alone. I encourage you to swap contact information and set up study groups.

A note about anatomy.....

Anatomy is not an easy subject and you may find it to be the most challenging subject you have encountered in your undergraduate career. There is a minimum amount of knowledge you are expected by your college (nursing, pre-pharmacy and exercise science) to obtain in this course. I am obligated to provide you with this material and to test you on it. I have done my best to pare down the content as much as possible while staying within the expectations of your college but you will still find the amount of material challenging. You must put forth effort to study the material on a daily basis to be successful in this course. I highly recommend that you set up study groups to go over the material before exams. Try very hard not to miss any classes. Take careful notes of what I say in class. If you have trouble understanding a concept, please come to see me as soon as possible. I can also help you with study and note taking tips if needed.

The Academic Success Center: Penland 108

If you find that your usual study habits are not sufficient for doing well in this class please think about visiting this center. They are experts in helping students discover the best way to study according to their learning styles Their web address is

<http://www.usca.edu/academicsupport/>

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 5 characters and a maximum of 14. They can contain any alphanumeric character (A-Z/0-9) and the \$ sign. Case doesn't matter. 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.).