

BIO205 Human Anatomy (5 units)

CRN72858 - 9AM to 10:50AM

CRN70398 – 4PM-5:50PM

Instructor:

Elizabeth Lobo PhD

Contact Information:

Email Address: elizabeth_lobo@cuesta.edu

I understand how important it is to be available for you, however it is not realistic for me to be online 24 hours a day 7 days a week. I am teaching you at a distance, and I am available online through email, discussions, chat, and Zoom office hours.

The best way to contact me is to use the Discussions FAQ thread, Canvas Inbox (conversations), or Cuesta Email.

- I will generally respond within 24 hours on the weekdays.
- During rare occasions in the semester when things are really busy, weekends, holidays, or in the event of personal/family emergencies the response time could be increased to 48 hours.
- If you have questions, I encourage you to post them in the Discussions FAQ thread. For private matters, contact me using the Canvas Inbox or Cuesta email.
- If after emailing, you do not hear from me after 48 hrs, please email me again.
- If your question is not personal, please ask it in the Discussions FAQ thread. This way, you might get answers more quickly if a classmate answers before I can respond. In addition, your classmates can benefit from reading the thread. Please answer your classmates' questions if you know the answer(s).

Office Hours:

Zoom:

Accessible through [Zoom](#). Password = northstar

Monday 11-1pm

Tuesday 8-8:30am

Wednesday 8-9am and 3-4pm

Thursday 8-8:30am

Course Description:

Introduces the structure and function of the human body. Introduces and integrates cytology, histology, embryology and pathology throughout each organ system. Includes gross and microscopic anatomy of the integumentary, skeletal, muscular, nervous, endocrine, sensory, circulatory, lymphatic, respiratory, digestive, urinary and reproductive organ systems. Lab includes study of preserved specimens, models and charts.

Student Learning Outcomes:

1. Summarize the scientific method and evaluate its role in research.
2. Identify important structures of cells, tissues, organs and organ systems of the human body.

Textbook and Required Materials:

McKinley's Human Anatomy 6th Edition

Click the Canvas link titled "Course Materials (First Day Access)" and register to get started. This text, and a number of helpful tools, are available through McGraw-Hill Connect as an inclusive access online text and is automatically billed to your student account (\$58.81). You are allowed to opt out of the digital text once the course Canvas shell opens. Please note that once you opt out, you can no longer purchase access at that price. Once you register for the digital textbook, you will access it through the McGraw-Hill Connect link in the Canvas course shell.

Lab Objectives for Human Anatomy

The Lab Objectives for Human Anatomy (by Ruppert et al.) will prepare you for your laboratory exams and direct you through the online laboratory materials. You must purchase this book from the Cuesta bookstore. You may do this online through the "Textbooks" link on the Cuesta College Class Finder webpage.

Technology requirements

Fully online, BIO205 Human Anatomy will require a laptop or tablet with a functional camera and microphone, Microsoft Office online (available through Cuesta), Canvas, Zoom, McGraw-Hill Connect (or the textbook, if you opt out of inclusive access), and reliable online access. If you need help acquiring necessary technology, please communicate with me directly (Elizabeth_lobo@cuesta.edu) as soon as possible.

Disability Student Programs and Services

If you have a physical, mental, or learning disability that requires any special accommodation, please contact Disabled Student Programs and Services (dpsinfo@cuesta.edu) as soon as possible to ensure that you receive the accommodations in a timely manner. I will be happy to discuss and work with you on your need for accommodations.

Inherently Inaccessible Required Materials and Skills

The second learning objective for the course is to:

"Identify important structures of cells, tissues, organs and organ systems of the human body."

Throughout this laboratory course, there will be images of tissues and anatomic structures which students must identify by descriptive names during assessment. Students must familiarize with the parts of the microscope and demonstrate proficient use of the microscope by focusing on and drawing a sample. In addition, students must draw and label complex anatomic structures. Making the required materials and assessments accessible fundamentally alters both the intent and purpose of the course.

If you are a blind or severely visually impaired student, please communicate with Disabled Student Programs and Services (dspsinfo@cuesta.edu) to inquire about the possibility of accommodation.

College Support Services

Free tutoring and writing and math support are all available if you contact [tutoring and student support services](#).

The mission of the Cuesta College library is to support and enhance the college's instructional programs by developing and maintaining collections of print and electronic resources to meet the information needs of students and faculty, and by teaching students to access, evaluate, and use information effectively and ethically. Please [explore the library](#).

Whether you need guidance with your academic decisions or feel overwhelmed and need someone to talk to, [take advantage of our Counseling Services](#).

To the bravest and best of us who have served, please take advantage of the [Veterans Services](#).

Help and Technical Support

If you need help with a technical issue, please email Information Technology (support@my.cuesta.edu).

If you need help acquiring necessary technology, please communicate with me directly (Elizabeth_lobo@cuesta.edu) as soon as possible.

For issues specifically relating to the McGraw-Hill Connect program, please [contact them](#). Make sure to get a case number if they are not able to resolve your problem immediately. If the problem persists, provide me with the case number and the problem details so that I can follow up with the publisher's representative directly.

Course and College Policies

Academic Integrity and Discipline

Cheating will be dealt with seriously. It will result in failure of the assignment or exam and may result in failure of the entire course. Cheating includes copying the work of others. Please see the [Student Code of Conduct](#).

Class Opens / Accessing Canvas

We will have our first class meeting on Zoom at 9am or 4pm (depending on your course section) on Wednesday, 1/19/2022. The Zoom link and the PW will be available on Canvas.

Prior to the week classes start, you will receive an email to your my.Cuesta.edu address providing you with a reminder that class will be starting and log in procedures for Canvas, the learning management system (LMS) used to deliver course content. You can access Canvas by logging into MyCuesta, then clicking on the Resources Tab, then clicking on Canvas in the Online Learning Channel, or by typing the Canvas address (<https://cuesta.instructure.com/>) into your

browser address bar. Do not bookmark / favorite the Canvas site after your login, or you will get an error message next time you try to log in. You must access the Canvas log in directly. If you are not familiar with logging into Canvas, please refer to the [Canvas Quick Reference Guide](#). Once logged into Canvas you will be directed on where to get started. Be sure to read all the directions on the course home page. If you are having difficulty logging into Canvas after 1/19/2022 and need assistance please email me or technical support at this email address: support@my.cuesta.edu.

Once you enter Canvas, acquaint yourself by going through Module 0: Course Tutorial. It will open the first day of class.

Netiquette

- Use respectful and appropriate language in your forum discussions.
- Please do not use texting language, lol.
- Emoticons are acceptable ways to show emotion.
- Avoid CAPS as they come across like YOU'RE SCREAMING.
- You are expected to read all forum posts.
- You are to respond to the appropriate number of posts for each forum.
- All messages are public, so be careful and courteous when you post.
- Make your posts thorough and your replies as well.
- Complete sentences and thoughts are mandatory for forum posts.
- Use a person's name when you reply to their post.
- Use mycuesta.edu email for private communication.

Student Expectations

Course Delivery, Attendance, and Drop Policy

This online course will be using a Web-based Learning Management System, namely Canvas, as the primary method to disseminate information. Canvas provides the framework for the course including PowerPoint presentations, student data files, the tools to receive and send course materials, and a grade book. Using the communication tools, you can communicate using e-mail, Zoom, and you can share materials and ideas with other course participants via the discussion forums and groups.

If you have never taken an online class or this is your first experience with Canvas, please be patient with yourself. Online classes are not easier, although they may be much more convenient for many students. You should expect to spend at least as much time, if not more on this course as you would on a course that meets face to face. Since there is no face-to-face teaching, much of this time will be self-directed and there will be a substantial amount of reading, viewing, studying, and writing required. This online course uses Canvas; all coursework (discussions, assignments, quizzes) will be submitted online.

You are required to visit the online Anatomy Lab as you prepare for your laboratory exams.

Instructors will be available in the Zoom "Lab" room. You should plan to spend 6 hours per week (minimum) studying for your laboratory exams. You are required to both visit and interact in the online Anatomy Zoom lab in order to participate in the lab exams for full credit.

- When you enter lab, type "Hi" in the chat
- Type "Bye" in chat when you leave the lab
- Your Zoom username should be your name as registered in this class or your attendance is not counted.
- Each lab visit MUST have a "Hi" and a "Bye" in the chat with a minimum 15 minutes between "Hi" and "Bye"
- There MUST be a minimum of 30 minutes between visits from the last "Bye" to the next "Hi"
- You may earn no more than two laboratory visits per day.
- Five points are deducted for each time you do not attend A.T. lab.
- Plan your visits using the lab attendance requirement mentioned on the course schedule.

The Anatomy Zoom Lab will be available:

Monday 8:30am-9pm

Tuesday 8:30am-9pm

Wednesday 8:30am-9pm

Thursday 8:30am-9pm

Friday 8:30am-4:30pm

Saturday 9am-noon

Online attendance and exam assessment are mandatory for continued enrollment in the course.

You are required to attend the mandatory Zoom classes listed in the course schedule during your scheduled section lecture times (9am or 4pm). Failure to attend class will result in 10 points being deducted.

Weeks with no mandatory Zoom class scheduled typically have lab exams, or both lab and lecture exams scheduled for 9am or 4pm. Exams are not offered at other times. Keep your personal schedule free for class at this time every week so that you do not miss class or an exam! There are no make-up opportunities. Missed exams get a zero score. And no exam scores are dropped from your final grade.

If you have an emergency that prevents your attendance, communicate as soon as you are able and maintain any documentation.

If you would like to take an exam or attend the Zoom session with the other class section, please request it at least 24 hours in advance.

If you do not log into Canvas and do coursework for longer than a one week period of time without communicating with your lead instructor, you may be dropped from the course. If you miss more than one lab exam or miss one lecture exam, you may be dropped from the course. Lecture and laboratory exams will take place during scheduled class time only and will allow one attempt.

Lectures will be available asynchronously, to view when and how often you would like.

Materials necessary for course

- Human Anatomy
 - 6th Edition
 - Michael McKinley, Valerie O'Loughlin, and Elizabeth Pennefather-O'Brien
 - ISBN10: 1260251357
 - ISBN13: 9781260251357
 - Copyright 2021
- Lab Objectives Notebook
 - Ruppert et al.
- Supplemental Materials necessary for the class
 - Technology tools outside the LMS:
 - McGraw-Hill Connect
 - Zoom
 - [Adobe reader](#)
 - [Microsoft Office for Free \(including Word and Powerpoint\)](#).
 - You will need a tablet or laptop, with a functional camera and microphone, and a reliable internet connection.

Time expectations for completion of course

BIO205 Human Anatomy is a 4 unit, 18-week semester course. As such, students should expect to spend 11-12 hours per week studying. This includes the time spent viewing lectures, visiting lab, and in outside study time as well.

Suggestions for how to succeed in the course

- Take advantage of our flexible lab with it's numerous instructors and hours. Go more than required and engage with the instructors, tutors, and classmates there.
- Determine the most important reason why you are taking this class. Write it down. Remind yourself of this reason each time you study.
- Read the study guides before viewing the lecture videos or reading the text assignments. While reading or viewing lectures, fill in the study guide and take notes. Write the page numbers on your study guide too.
- Write down any questions you have as soon as they pop up. This way, you will not forget to ask an instructor.
- Email me immediately if you have an emergency or need help with something. This class moves quickly and if you delay, you will fall behind.
- Do not procrastinate.
- Schedule adequate and consistent study time for yourself and be disciplined in sticking to your study schedule.
- Make friends with classmates and schedule regular study groups online. Be well-prepared for your study groups. Quiz each other. Some past successful students have built and used Quizlets.
- If a tutor is available, visit the tutor in the Student Success Center for additional study.

- Arrange for assessment accommodation with DSPS as early as possible, if you have need.
- During exams, keep an eye on the clock and pace yourself.
- Never be late to exams.
- Do not explore unassigned materials online during the semester. It will distract you and may not be accurate. All the exams are based on the images and materials we provide you. Your time and energy is best spent familiarizing yourself with materials we provide you. If something is confusing, ask for clarification.

Discussion Forum

The Discussion is available for students to interact and ask questions. This is a place where either students or instructors may answer questions. It is a good way to engage with classmates. On occasion, there may be an assignment that requires your participation on the discussion board. Please check the discussion board regularly to see what questions are being asked and answered.

Grading Policy and Assignment Expectations

Grades are determined by adding all points earned and dividing the sum by the points possible. Multiplying this number will give the percent of points earned. Letter grades will be assigned accordingly:

Letter grade	Percent range
A	90-100%
B	80 up to 90%
C	70 up to 80%
D	60 up to 70%
F	Below 60%

Assignment type	Points available
Laboratory exams	312
Lecture exams	400
Photo Final	50
Student Information	3
Total points possible	765

Additional grading information:

- There is no curving of grades nor are any low scoring or missed exams dropped. Students are expected to complete every assignment with no exceptions.
- There will be 10 extra credit points available throughout the semester.
- Reminder that you may lose a substantial number of points if you do not attend the weekly Zoom meetings and lab.

Cuesta College's COVID-19 masking policy (as of Aug 9, 2021):

All students and campus visitors, regardless of vaccination status, are required to wear [proper face coverings](#) indoors. This includes all public areas and shared spaces, classrooms, lounges, student spaces, computer labs, offices, conference rooms, library, labs and hallways. Face coverings must cover nose and mouth. Students not wearing a proper face covering will be asked to leave campus and may be subject to violation of [Board Policy 5500 Standards of Conduct COVID-19 Temporary Addendum](#) and [Administrative Procedure 5520](#). Faculty have the [authority](#) to exclude a student from class and the following class meeting.