ANATOMY 1 INTRODUCTION to HUMAN ANATOMY

Syllabus and Class schedule Spring 2014 Mission College

sections # 0112 ; 0113

hours	lectures	10:35am – 12:00 pm	Tuesday and Thursday	rm CMS 004
	lab	12:10pm – 3:20 pm	Tuesday or Thursday	rm CMS 102

instructor Dr. Gary Covitt

email covittgs@lamission.edu

office hours: 10:00 - 10:30am and 3:20 - 4:00pm Tuesday, Thursday rm CMS 102

required texts :

Human Anatomy & Physiology, w/MateringA&P Marieb , 9th ed

The Pearson Custom Library - Anatomy 1 - Los Angeles Mission College

prerequisite: Bio 3 or Bio 6 (College level Biology w/lab) with grade of C or better

NOTE ** Starting this Fall 2014, there will be a Chemistry 51 or 65 or 101 prerequisite for Physiology 1.

advisory: English 23 or ESL 8

supplies : 5 scantrons (form 882-E)

class description :

Anatomy I is an intensive lecture and laboratory course, which includes the study of cells, tissues, and organs of the human body. The lectures correspond closely with the laboratory exercises, providing the student with various tools to learn about the organ systems. Use of the microscope, dissection of cat and other organ specimens, and observation of organ models highlight this course.

STUDENT LEARNING OUTCOMES

Anatomy 1 students will develop a vocabulary of appropriate terminology to effectively communicate information related to anatomy. Anatomy 1 students will apply gross and microscopic anatomy to identify histological preparations and anatomical structures.

enrollment information :

deadline to drop WITHOUT "W" February 23, 2014

deadline to drop WITH "W" May 11, 2014

If you need to withdraw from the course, you must contact the Admissions & Records Office.

I will not do this for you. Not attending class does not constitute withdrawal from the course.

Check with the Admissions Office to confirm these dates.

There is a new enrollment limit at California community colleges. The limit is now three times to take a class in any one District and includes both non-passing grades and withdrawals (W).

grading : approximate points:

4 lecture exams	400 pts
final exam	150 pts
3 lab exams	~ 180 pts
quiz / assignments	~ 120 pts
total points	~ 850 pts

A	≥	90 %
B	≥	80 %
C	≥	70 %
D	≥	60 %
F	<	60 %

Note: your grade will also be affected by attendance, tardiness, cleanup, and assorted rules – as noted below:

Test questions will cover all material presented during lecture, laboratory, and in the text. Tests will be multiple choice, fill-in, short answer, and brief essay. There will be no restroom breaks or leaving the classroom allowed during tests. The use of cell phone or other electronic devices during tests and quizzes will result in a score of 0.

Quizzes will be given as listed in the course schedule. Additional quizzes may be unannounced.
They may cover any chapters we have already studied. They cannot be made up.

There will be about 10 **lab assignments/quiz**. These are worth about 5-8 points each. They will be due at the end of each lab session or the beginning of the next, as instructed. You must be present for the lab exercise to get credit. No partial credit. No late credit.

Missed exams will receive a score of 0. A make-up exam may be allowed with written proof of "dire" circumstances. Make-up exams may be given at the time of the final or by other arrangement convenient to the instructor. There is no make-up for final exams. Arrangements for official religious holidays must be made with the instructor during the first week of the semester.

Attendance is vital to mastering the concepts of this course. If you miss a class, it is your responsibility to get the information from your classmates. Excessive absences, tardiness, leaving early will lower your final grade.

Cheating will result in a score of 0 on the test, quiz, etc, and will be reported to the appropriate Administrators. Cheating includes copying or observing other student's answers, allowing others to copy your work, using unauthorized materials during a test, obtaining test materials from prior semesters (either written or verbal), any use of cell phone or any electronic device. See the attached **Code of Honor and Integrity.**
District Academic Dishonesty Policy *9803.28 Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.*

important rules:
(failure to follow these rules will result in a 10 pt penalty per occurance and a lower final letter grade)
No food or drinks are allowed in the classroom or laboratory at any time. This is a state law.
No cell phones, computers, notepads, etc may be on or used during class, lecture, lab. or when viewing tests.
Audio recorders, camera, may not be used without the consent of the instructor.
Video recording in the classroom is not allowed at any time.
No camrea, phone, electronic or recording device may be used while viewing prior tests and quizzes.
Clean-up during and at the end of each lab session is a requirement.
We all have a lot of work to do, preferably without distractions. Eating or drinking in the class, using cell phones or computers, late arrival, failure to clean up, disrupting lectures or labs will result in a report to the Vice President of Instruction, being dropped from the class, and/or **a lower final letter grade.**

Disability Accomodation Statement
Students with a verified disability who may need a reasonable accommodation for this class should contact Disabled Students Programs and Services Office and the instructor as soon as possible. All information will remain confidential.

The instructor reserves the right to change the course schedule at his discretion to better meet the demands of time and the course objectives. I will notify you of any changes in advance, if they occur.

Anatomy course schedule **Mission College spring 2014**

dates	lecture topics		lab exercises
2/11	anatomy basics	Ch1	tissue slides
2/13	tissues	Ch4	tissue slides
2/18	tissues	Ch4	tissue slides ; skeleton Ch7a (skull)
2/20	integumentary	Ch5	tissue slides ; skeleton Ch7a (skull)
2/25	**QUIZ - Ch 1,3,4**		vertebra Ch7a ; skeleton Ch7b
	vertebra	Ch7a	
2/27	skeletal tissue	Ch6	vertebra Ch7a ; skeleton Ch7b
3/4	appendicular skeleton	Ch7b	all bones ; joints ; slides
3/6	joints	Ch8	all bones ; joints ; slides
3/11	**TEST Ch 5 - 7**		**LAB TEST Ch 5 - 8**
3/13	muscle tissue	Ch9	**LAB TEST Ch 5 - 8**
3/18	muscles	Ch10	muscle models
3/20	muscles	Ch10	muscle models
3/25	**TEST Ch 8 - 10**		muscle – cat dissection and **QUIZ**
3/27	nerve; CNS Brain	Ch11,12	muscle – cat dissection and **QUIZ**
4/1	CNS-brain	Ch12	brain, spinal cord; muscles
	PNS-Cranial nerves	Ch13	
4/3	CNS-spinal cord	Ch12	brain, spinal cord; muscles
	PNS	Ch13	
4/7 – 4/13	***spring break***		
4/15	senses	Ch15	PNS, eye, ear
4/17	ANS	Ch14	PNS, eye, ear
4/22	**TEST Ch 11 – 15**		lecture Blood Ch17 ; lab= nervous system, muscles
4/24	endocrine	Ch16	lecture Blood Ch17 ; lab= nervous system, muscles
4/29	heart	Ch18	**LAB TEST Ch 9 – 15** ; heart models
5/1	blood vessels	Ch19	**LAB TEST Ch 9 – 15** ; heart models
5/6	lymphatic, immune	Ch20,21	cat dissection ; blood vessel models
5/8	**TEST Ch 16 - 21**		cat dissection ; blood vessel models
5/13	digestive	Ch23	cat dissection and **QUIZ** ; digestive, respiratory models
5/15	respiratory	Ch22	cat dissection and **QUIZ** ; digestive, respiratory models
5/20	urinary	Ch25	urinary, reproductive , digestive, respiratory
5/22	reproductive	Ch27	urinary, reproductive , digestive, respiratory
5/27	development	Ch28	**LAB TEST Ch 16 - 27**
5/29	review		**LAB TEST Ch 16 - 27**
6/5	**WRITTEN FINAL**	**10:00 – 12:00**	

Code of Honor and Integrity
Los Angeles Mission College
Department of Life Sciences

Students at Los Angeles Mission College, because they are members of an academic community dedicated to the achievement of excellence and the pursuit of honor, are expected to meet high standards of personal, ethical, and moral conduct. These standards require personal integrity and a commitment to honesty without compromise. Without the ability to trust in these principles, an academic community and a civil society cannot exist. Los Angeles Mission College students and faculty are as committed to the development of students with honesty and integrity as they are to the academic and professional success of its students.

The **Code of Honor and Integrity** is an undertaking of the students, first and foremost, both individually and collectively, that they will:

1. not give or receive dishonorable aid during exams, quizzes or assignments

2. do their share and take an active part in seeing to it that fellow students, as well as themselves, uphold the spirit and letter of the Code of Honor and Integrity.

Some examples of conduct that are regarded as being in violation of the Honor Code include:

- Copying from another's examination or quiz, or allowing another to copy from one's own papers
- Using any unpermitted source of information, human or other, during an exam, quiz or assignment that influences the grade; this includes the use of technological devices
- Any student-to-student collaboration that is unpermitted
- Plagiarism (plagiarism is defined as the use, without giving reasonable and appropriate credit to, or acknowledging the author or source, of another person's original work)
- Representing as one's own work as the work of another
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid is not permitted

As a part of the effort to promote an environment of honesty and integrity during quizzes and examinations, the following guidelines will apply for any courses in the Department of Life Sciences:

1. Students will leave all books and all other non-essential items (e.g. paper, electronic devices) on the floor so that they are not useable nor block the sight line between professor and student. No electronic devices will be in reach.

2. Students will not communicate in any way that will dishonorably assist themselves or another student.

3. Students will leave the room during an exam only if permitted by the professor's policy. If permitted, only one student may leave the room at any time and be gone for only the average length of time needed for the stated purpose. Students will leave all purses, bags, books, phones, jackets, etc., in the classroom during the absence.

4. Students will promote the spirit and letter of the **Code of Honor and Integrity** by dissuading fellow students from dishonest activity and, when such casual persuasion does not work, informing the professor of the possible dishonest activity, either anonymously, or otherwise.

5. Students will make every effort to avoid even the appearance of dishonesty or lack of integrity

Violation of this policy will not be tolerated and violators will be subject to severe penalties. The success of the **Code of Honor and Integrity** is based upon the collective desire of students, faculty and the community to live in an environment that embraces respect for that which is right – both in the college and in society as a whole.

COLLEGE RESOURCES FOR LAMC STUDENTS

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: http://www.lamission.edu/admissions/

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit http://www.lamission.edu/assessment/

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit http://eagleslanding.lamission.edu/default.asp

Counseling Department: For appointments and information call 818-364-7655 or visit http://www.lamission.edu/counseling/

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit http://www.lamission.edu/dsps/

Extended Opportunity Programs and Services (EOP&S): For appointments, eligibility and information call 818-364-7645 or visit http://www.lamission.edu/eops/

Financial Aid: For information and applications call 818-364-7648 or visit http://www.lamission.edu/financialaid/

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit http://www.lamission.edu/library/

STEM Office: For information on free tutoring, resources and academic counseling for STEM (Science, Technology, Engineering, and Technology) students visit: http://www.lamission.edu/stem

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter/

There are several learning aids that I have prepared for you.
These are available on our online program, called Etudes .

My class materials, and any recordings or photos made in the class are for your use only and may not be shared with anyone not enrolled in this class - not printed, not online, or in any other format.

INSTRUCTIONS FOR USING ETUDES

https://myetudes.org/portal

(for tutorials http://etudes.pbworks.com
for more help http://www.lamission.edu/online)

1. login -

user ID	student ID#	eg. 881234567	(no dashes or spaces)
password	birth month / day	eg. 1201	

2. You will see your courses that will be using Etudes.

3. Click on this course : **LAMC ANA 001 GCOVI S14**

4. Click on **Modules** in the left column.

5. Click on **Lecture notes** – click on the **chapter** that you want to view.
   Print these notes and bring these to class.

6. Click on **Structure lists** – click on the **chapter** that you want to view.
   Print these notes and bring these to lab

7. Other Files

8. Syllabus

www.lamission.edu/~covittgs
This is my home page on the Mission College web site.
Here you will find Lecture notes for the first few chapters. Click on the chapter you want.
Print these and bring them to lecture. The remaining chapters will only be found on Etudes

My class materials, and any recordings or photos made in the class are for your use only and may not be shared with anyone not enrolled in this class - not printed, not online, or in any other format.