



Introduction to Human Anatomy (Anat 001) Syllabus, Fall 2021

Course code: ANAT 001

Units: 4

Instructor: Peter Reonisto, MD

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Alternative E-mail: CANVAS (preferred)

The course consists of both lecture and laboratory. Attendance in both is required. The meeting times and location of lecture and lab are as follows:

FIRST DAY MEETING BY ZOOM 8/31/21 @ 1pm. A copy of the zoom meeting video will be posted on the same day. Those students that are enrolled needs to watch the video and complete the FIRST DAY ATTENDANCE (refer to the video).

Lecture (12729) (On-line)

1:00 P.M.– 2:25 P.M. TTH

Lab (12735) (On-line)

2:50 P.M.– 4:15 P.M. TTH

Office Hours: By appointment

TEXT AND OTHER COURSE MATERIALS

Marieb, E.N., Mallatt, J., and Wilhelm, P.B., *Human Anatomy*. 8th ed. San Francisco: Pearson Benjamin Cummings. ISBN: 978-0-13-428339-5

Recommended Laboratory Manual: Anatomy 001 Laboratory, Dep of Life Sciences, West Los Angeles College, 2nd edition.

COURSE GRADE DISTRIBUTION

Exams	50%
Final Exams	15%
Pretest/Quizzes	15%
Lab Exercises (Assignments)	15%
Project/Report	5%

Assignments will be given after each Chapter from the lab book and results will be the average of all completed work. **Penalties will be assessed on late submission.**

There will be no rounding of scores when determining the final course grade. (i.e. Score of 89.8 will be recorded as a "B" and a score of 79.5 will be recorded as a "C")

Course Description: This course examines the structure of cells, tissues, and organs of these human systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, endocrine, lymphatic, and reproductive. Dissection and microscopy are used extensively in lab.

Course Objectives: Upon completion of this course, the student will have:

- 1) An understanding of the structure and function of all human body systems utilizing the scientific method.
- 2) Acquired a body of information useful in everyday life.
- 3) The ability to integrate the science of anatomy and other sciences (physiology, chemistry, physics, genetics, pathology, etc.).
- 4) Acquired an essential body of knowledge needed for health occupations.

Course Learning Outcome: Students enrolled in Human Anatomy will be able to identify key structures of the human body and correlate the relationship between form and function of these structures.

The Lab Practice:

Lecture and lab are integrated as much as possible, and both are important for this up-level course. Preparation, execution, interpretation and reporting are the four most important components in lab, and later in research projects.

Late Work on lab exercises will have penalties on the submission. Makeup exams will be a different exam on a different schedule and questions, different from the regular scheduled exam.

The Project:

Speech skills have become more important for college graduates. All interviewers seek candidate who can express his or her work in an efficient and professional way. Students taking this course are required after



consultation with me to choose a topic of interest in the field of human anatomy and pathology, to have a thorough literature search and to present his reading and comprehension to the class. A sample is to be given before your preparation for the presentation. Please limit your presentation to 25 slides in 15 minutes. The topics are decided in the mid-semester and the presentation is to occur during last lab periods of semester.

WLAC Policy on Academic Dishonesty Policy:

The exams use a remotely proctored software called PROCTORIO. If students are not comfortable using this software, they should consider taking another course that does not use this software. When you come into this course, you are aware that this PROCTORIO software is used.

Students are expected to refrain from engaging in the following:

- 1) Using, receiving, or providing unauthorized information during tests or on any written assignments.
- 2) Changing answers on assignments after work has been graded.
- 3) Using unauthorized electronic devices, such as cell phones, PDA's, electronic dictionaries, IPODs, etc.
- 4) Having another student take an examination for you or taking an examination for another student.

Photo identification may be required at the first examination.

- 5) Plagiarizing or presenting someone else's work as your own.

6) **Proctorio detects students who used the same IP address and the time they took the exam which will be considered as cheating.** If a student aids another student during the exam, both parties will receive a zero

- 7) Forging or altering registration documents, grades or add permits.

- 8) Bribing or attempting to bribe an instructor or other college official for grade consideration or other special favors.

- 9) Violating any other standard that an instructor identifies as cheating in that particular course or subject area.

When there is evidence of academic dishonesty, the instructor may issue the student a zero or "F" on that particular assignment or test. The instructor may also initiate student discipline under LACCD Board Rule 91101, which may include the issuance of a verbal or written warning. Pursuant to LACC Board Ru 91101.11 (a), the Vice President of Student Services will place documentation of such warnings to the student's files. Any student concerned about the implementation of this policy should review the College Catalog Student Information, where he/she will find references in the Student Grievance Procedure and the relevant Board Rules. He/she might also contact the VP of Student Services.

Attendance Policy:

1. Students are expected to attend every class meeting, on time, and for the full time of all classes for which registered. The schedule is synchronous but will adhere to schedule. If the student stops attending a class, **it is the student's responsibility to officially drop the class.** It is the student's responsibility to consult with the instructor regarding absences that would alter the status in the class.

2. On-line class.

Students with disabilities

Students who need reasonable accommodation should prompt alert the instructor, then provide verification of disability to the Disabled Students Program l. located at C2-8 or call (323) 265-8787 to make an appointment. If a student with disability feels accommodations offered are inappropriate or insufficient, he/she should seek assistance of the DSP&S Coordinator and/or the Vice President of Student Services.

What are Lab Exercises and Pretest Exam Quizzes? How does this help on your exam?

Lab Exercises and Pretest Exam Quizzes are graded (Look at the grading rubrics at your syllabus).

By participating in these assignments, it helps students to be successful in the class, especially in an online environment.

The **Lab Exercises** are questions from the previous lecture concept which you will be given time in our schedules class meeting to complete this assignment which should not conflict with your social schedule since it is in our class time. A word document that consists of questions about the lab exercises is posted and allows you to research the answer to enter the Lab exercise assigned as a **single entry** on the specific date. This is graded (**Look at the grading rubrics at your syllabus**) (late submission have penalties, refer to the course policies below). Lab Exercises are due on the **Friday** of the week.



The **Pretest Exam quizzes** are questions about the topics that we went through in the Lecture and Lab concepts. This is a **multiple entry assignment** which means that you can re-do the assignment until you get a satisfactory grade. This is also graded (**Look at the grading rubrics at your syllabus**) and you will see the correct answer after each attempt. Use this as a study guide since the questions in that Pretest are similar concepts that will be tested on the Exams. Allowing you to enter multiple times would make you study for the contents of the specific exam. This will have a due date that will be due before the date on the specific Exam schedule. But start to answer them early in time which is very helpful in the success in the class. **Lab Exercises are due on the Sunday of the week.**

The **Discussions** can also be created as an assignment for grading purposes allowing both instructors and students to start and contribute to as many discussion topics as desired. This is under Lab Exercise Rubrics. Discussions allows for interactive communication between two or more people; users can participate in a conversation with an entire class or group. **Discussions are due on the Sunday of the week.**

Regarding makeup Exams

Just a reminder that if you missed the regular scheduled Exam, I am still offering a makeup exam (only for those who missed the scheduled exam) which is usually scheduled on a Saturday at 7 pm. The exams are different from regularly scheduled exams since they may contain more questions (about 96 questions for Lec and about 99 questions for Lab). However, the makeup exams are still concepts from our lecture and Lab in classes except more questions than the regular exams. **This is to be fair for students who took the regularly scheduled exam (about 50 questions on Lec and about 60 questions lab) since they have less time to study for the regularly scheduled exams, unlike the students who will take the makeup exam.** Also, the concepts of the regularly scheduled exam come from the pretest and lab exercises. Plan out to take the regularly scheduled exam as a lot of students to score better with that exam.

ON-LINE COURSE POLICIES

These policies are established in an effort to create a fair, equitable learning context for all students.

You were made aware by your counselor that "Students who do not attend class on the first day will be dropped." This would allow waitlisted students to be added in the course. On the first day of the class, a "Check In" discussion forum which requires students to participate in the forum is necessary. On the second online meeting, if the student is still not competing the "Check in/Contracts" forum, this signifies that student is considered to be a "no show" and will be dropped from the class to be replaced by a waitlisted student. I have assignments that you need to complete. We have daily assignments that must be completed on due dates which is usually the Friday of the week (due dates are specified). These graded assignments are an aid for our academic studies and will be helpful in the Exams. You will be messaged in CANVAS as a reminder if you have not completed these assignments nearing the deadline. Engagement in the course is a way you can achieve understanding of the my class. If multiple assignments are left unanswered, this signal that the student is inactive in class and can be dropped from the course.

Proctorio is required when taking the exam and if you are not comfortable with this requirement there are other classes that may not require this. I reserve the right to ask students to use the camera and microphone in taking the exam, assignments, or pretest. So far, I do not require a camera but there are circumstances that **I will require it** since some people that use the same IP address will be asked to use the camera and take the exam **at the same time**. Proctorio detects students who used the same IP address and the time they took the exam. If camera was not used, it will be considered as cheating and students will receive an F for that exam.

- Students who do not participate in class, that is, who consistently do not complete assignments, quizzes, respond to forums or turn in other work, should be notified that they **will be dropped from the class for non-participation**.
- Assignments such as quizzes are to be completed or discussions must be posted in the unit/weekly discussion board.
- Students are responsible in checking their grade book so that if they have submitted an assignment, but it hasn't been received, students will be aware of what they are doing wrong



before it becomes a recurring problem and contact me for an explanation. Late work will not be accepted. If late work is due to extenuating or legitimate circumstances, it needs to be documented and if accepted will have a 10% deduction as late assignments.

- A student who stops attending but does not drop a class may receive a failing grade in that class.
- The exams are usually within a 6-hour time frame from our scheduled class schedule.
- Assignments will be given after each Chapter from the lab book and results will be the average of all completed work.
- **There will be no rounding of scores when determining the final course grade. (i.e. Score of 89.8 will be recorded as a "B" and a score of 79.5 will be recorded as a "C")**

This is an online course and communication is vital in proceeding with our class. CANVAS email is preferred in communication as this is dedicated to students in the class. Click on the CANVAS Inbox on the left and compose your message to me. School email may delay my response since this email is utilized by staff, administration and faculty for communication which can flood this method of correspondence.

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Division Office: Life Science

Division Office Phone: (310) 287 – 4200



TENTATIVE LECTURE SCHEDULE			
WK	DATE	TOPIC	CHAP
1	8/31	Class Orientation and CANVAS Introduction; Lecture: Body Orientation <i>Lab Exercise 1 Intro and Body Orientation</i>	1
	9/2	Lec: The Cell and Microscope (on-line);; <i>Lab Exercise 2 The Cell and Microscope</i>	2
2	9/7	Lec: Tissues (Part 1) Epithelium <i>Lab: Tissue tutorial model: Epithelium</i>	4
	9/9	Lec: Tissues (Part 2) Connective Tissue, Muscle, and Nervous <i>Lab: Tissue tutorial model Connective, Muscle and Nervous; Lab Exercise 3 Tissues</i>	4
3	9/14	Lec: Integumentary System <i>Lab Model: Integumentary System Lab Exercise 4 Integumentary System</i>	5
	9/16	Lec: Skeletal Tissue and Axial Skeleton: Skull; <i>Lab Model: Skeletal Tissue and Skull; Lab Exercise 5 Skeletal Tissue</i>	6,7
4	9/21	Lec: Axial Skeleton: Thoracic Cage and Vertebral Column; <i>Lab Model: Thoracic Cage and Vertebral Column;</i>	7
	9/23	Lec: Upper Appendicular Skeleton <i>Lab Model: Upper Appendicular Skeleton Model</i>	7
5	9/28	Lec: Lower Appendicular Skeleton <i>Lab Model: Lower Appendicular Skeleton Model; Lab Exercise 6 Skeletal System</i>	7
	9/30	Exam 1 Lec and Lab (Chapters 1 to 7) REMOTELY PROCTORED (PROCTORIO) Topics: Chap 1 Human Body: An Orientation; Chap 2 Cell and Microscope; Chap 4 Tissues; Chap 5 Integumentary; Chap 6 Bones and Skeletal Tissue; Chap 7 Skeletal System	
6	10/5	Lec: Joints; Muscle Tissue and Muscle Naming; <i>Lab Model: Joints; Lab Exercise 7 Joint, Muscle Tissue and Skeletal Muscle Naming</i>	9
	10/7	Lec: Axial Muscles <i>Lab: Axial Muscle Model</i>	10
7	10/12	Lec: Appendicular Muscles <i>Lab: Appendicular Muscle Model; Lab Exercise 8 Skeletal Muscle</i>	10
	10/14	EXAM 2 Lec and Lab (Chapters 8-10) REMOTELY PROCTORED (PROCTORIO) Topics: Chap 8 Joints; Chap 9 Muscle and Muscle Tissue; Chap 10 Muscular System	
8	10/19	Lec: Central Nervous System: Brain and Spinal Cord <i>Lab: Central Nervous System Models Lab Exercise 9 Central nervous System</i>	12
	10/21	Lec: Peripheral Nervous System: Cranial Nerve and Spinal nerve <i>Lab: Spinal Nerves and Cranial Nerves Model</i>	13
9	10/26	Lec: Peripheral Nervous System: Autonomic nervous System <i>Lab: Autonomic nervous System Model Lab Exercise 10 PNS_Cranial Nerves_Spinal Nerves and Autonomic Nervous System</i>	14
	10/28	Endocrine System <i>Lab: Endocrine System Model</i>	16
10	11/2	Lec: Senses (Eye and Ear) <i>Lab: Special Senses Model Lab Exercise 11 Senses: Eye and Ear</i>	15
	11/4	EXAM 3 Lec and Lab (Chapters 12-16) REMOTELY PROCTORED (PROCTORIO) Topics: Chap 12 Central NS; Chap 13 Peripheral NS; Chap 14 Autonomic NS; Chap 15 Special Senses; Chap 16 Endocrine System	
11	11/9	Lec: Blood and Heart Introduction; <i>Lab: Blood Histology Model Lab Exercise 12 Blood</i>	17,18
	11/11	Veterans Day	
12	11/16	Lec: Heart and Blood Vessel (Arteries) <i>Lab: Heart Model Lab Exercise 13 Heart</i>	19
	11/18	Lec: Blood Vessel (Veins) <i>Lab: Blood Vessel Model Lab Exercise 14 Blood Vessel</i>	19
13	11/23	Lec: Lymphatic System, and Respiratory System <i>Lab: Lymphatic and Respiratory Models; Lab Exercise 15 Lymphatic System; Lab Exercise 16 Respiratory System</i>	20,22
	11/25-26	Thanksgiving	
14	11/27-28	Non-instructional Days	
	11/30	EXAM 4 Lec and Lab (Chapters 17-22) REMOTELY PROCTORED (PROCTORIO) Topics: Chap 17 Blood; Chap 18 Heart; Chap 19 Blood vessels; Chap 20 Lymphatic System; Chap 22 Respiratory System	
15	12/2	Lec: Digestive System <i>Lab: Digestive System Model; Lab Exercise 17 Digestive System</i>	23
	12/7	Lec: Urinary System and Reproductive System <i>Lab: Urinary and Reproductive Model Lab Exercise 18 Urinary System and Lab Exercise 19 Reproductive System</i>	25-27
16	12/9	EXAM 5 (Chapters 22-24) REMOTELY PROCTORED (PROCTORIO) Topics: Chap 23 Digestive System; Chap 25 Urinary System; Chap 27 Reproductive System	
	12/14	Final Exam (12:30pm to 2:30pm) REMOTELY PROCTORED (PROCTORIO)	



Fall 2021 Traditional Semester

Important Info	DATES
Session Period	Aug 30 – Dec 19
Applications Accepted Beginning	Now
FINALS (see finals schedule)	Dec 13 – Dec 19
Special Registration Hours:	Mon - Thur: 8:30am - 7:00pm Fri: 8:30am - 5:00pm Sat, Sep 5 & 12 9:00am - 1:00pm <i>Times subject to change</i>
CAMPUS CLOSED	Sept 6: Labor Day Nov 11: Veterans Day Nov 25-26: Thanksgiving Non-Instruction Days: Nov 27-28, Dec 20-23, Dec 25-26, 28-29, Jan 1-2 Holiday: Dec 24, 27, 30, 31 & Jan 3
Registration Begins	Dates
PRIORITY (Tier 1):* Calworks, DSPS, EOPS, Foster Youth, Active Duty/Veterans	24-May
PRIORITY (Tier 2):* Athletes, Promise, Completion	27-May
Continuing & New Students - Fully Matriculated*	1-Jun (How to find your registration date - video)
Students Who Have NOT Fully Matriculated / Lost Priority	16-Jun (How to find your registration date - video)
High School - K-12 special admits	18-Jun (How to find your registration date - video)
Open Enrollment	18-Jun (How to find your registration date - video)
Residency Determination Date	29-Aug

*Matriculation activities cutoff for Priority
Registration is May 17, 2021

Last Day To	Dates
Recency Petitions	20-Aug
Third Attempt Petitions	N/A
Prerequisite Clearance/Challenge Petitions	Check with Counseling
Add Traditional Classes	Online for full-term classes: Aug 31 With a Permission # from the instructor: Sept 12
Audit Traditional Classes	17-Sep
File Pass / No Pass	21-Nov
Drop with refund / No fee owed	Find date in your Student Portal
Drop classes w/o a W	
Drop classes w/a W	How to video (2:45 min)
GRADUATION PETITION ACCEPTED	07/01/2021 to 11/19/2021

NOTE: Short-term courses and other accelerated program classes have different deadlines. Please check with your instructor.