

<b>Course ID:</b>	<b>Course Title:</b>	<b>Fall 2020</b>
<b>ZOO 265</b>	<b>Human Anatomy</b>	<b>Prerequisite: BIO 133</b>
		<b>Credits: 3</b>

Class Information		Instructor Information		Important Dates	
<b>Delivery:</b>	Online	<b>Instructor:</b>	Dr. Michele Nawata	<b>First day of classes:</b>	Wed, Sept 9
<b>Days:</b>	Wed/Fri	<b>Email:</b>	michele.nawata@ambrose.edu	<b>Last day to add/drop, or change to audit:</b>	Sun, Sept 20
<b>Time:</b>	8:15 am - 9:30 am	<b>Phone:</b>	403-410-2000, ext. 6906	<b>Last day to request revised final exam:</b>	Mon, Nov 2
<b>Room:</b>	A2151 (lab)	<b>Office:</b>	L2109	<b>Last day to withdraw from course:</b>	Fri, Nov 20
<b>Lab/ Tutorial:</b>	3 hours/week <b>Lab-1:</b> Mon 6:30 pm - 9:30 pm <b>Lab-2:</b> Tue 3:00 pm - 6:00 pm <b>Lab-3:</b> Wed 10:00 am - 1:00 pm	<b>Office Hours:</b>	By appointment	<b>Last day to apply for coursework extension:</b>	Mon, Nov 23
<b>Final Exam:</b>	In-class final			<b>Last day of classes:</b>	Mon, Dec 14

### Course Description

This course covers the structure and function of the human body systems, with special emphasis on the muscular-skeletal, circulatory and nervous systems.

### Expected Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) Describe the anatomical structures and associated functions of the human body.
- 2) Apply their understanding of human anatomy to factual scenarios or clinical studies.

### Textbooks

No textbook required.

Lecture materials and additional resources will be provided on Moodle.

Recommended reading:

Principles of Human Anatomy, 14<sup>th</sup> edition (2017 or earlier) by Gerard Tortora and Mark Nielsen. Wiley.

## Tentative Course Schedule

Date	Lecture Schedule
September 9	Introduction/cells
September 11	Cells/tissues
September 16	Development
September 18	Integument
September 23	Bone/axial skeleton
September 25	Axial/appendicular skeleton
September 30	Joints
October 2	Muscular tissue
October 7	<b>No class (Deeper Life Conference)</b>
October 9	Muscular system
October 14	Digestive system
October 16	Digestive system
October 21	Respiratory system
October 23	Circulatory system
October 28	Circulatory/lymphatic system
October 30	Endocrine/urinary system
November 4	Reproductive system
November 6	Reproductive system
November 11	<b>No class (reading week)</b>
November 13	<b>No class (reading week)</b>
November 18	Nervous system
November 20	Nervous system
November 25	Nervous system
November 27	Nervous system
December 2	Review
December 4	<b>No class</b>
December 9	<b>No class</b>
December 11	<b>No class</b>

<b>Lab section 1</b>	
<b>Date</b>	<b>Tentative Lab Schedule</b>
September 14	Introduction
September 21	Cells/tissue
September 28	Skeletal
October 5	Joints/muscle
October 12	<b>No lab</b>
October 19	<b>Mid-term I for course,</b> Introduction to fetal pig
October 26	Digestive system (fetal pig)
November 2	Review, Respiratory system (fetal pig)
November 9	<b>No lab</b>
November 16	<b>Mid-term II for course,</b> Circulatory system (fetal pig)
November 23	Reproductive/renal systems (fetal pig)
November 30	Review, Nervous system (fetal pig)
December 7	<b>Final exam for course</b>
December 14	<b>No lab</b>

<b>Lab section 2</b>	
<b>Date</b>	<b>Tentative Lab Schedule</b>
September 15	Introduction
September 22	Cells/tissue
September 29	Skeletal
October 6	<b>No lab</b>
October 13	Joints/muscle
October 20	<b>Mid-term I for course,</b> Introduction to fetal pig
October 27	Digestive system (fetal pig)
November 3	Review, Respiratory system (fetal pig)
November 10	<b>No lab</b>
November 17	<b>Mid-term II for course,</b> Circulatory system (fetal pig)
November 24	Reproductive/renal systems (fetal pig)
December 1	Review, Nervous system (fetal pig)
December 8	<b>Final exam for course</b>

<b>Lab section 3</b>	
<b>Date</b>	<b>Tentative Lab Schedule</b>
September 16	Introduction
September 23	Cells/tissue
September 30	Skeletal
October 7	<b>No lab</b>
October 14	Joints/muscle
October 21	<b>Mid-term I for course,</b> Introduction to fetal pig
October 28	Digestive system (fetal pig)
November 4	Review, Respiratory system (fetal pig)
November 11	<b>No lab</b>
November 18	<b>Mid-term II for course,</b> Circulatory system (fetal pig)
November 25	Reproductive/renal systems (fetal pig)
December 2	Review, Nervous system (fetal pig)
December 9	<b>Final exam for course</b>

### Evaluation

The lecture portion of this course will be evaluated by two midterm exams and one final exam. The final exam is not cumulative. These exams will be held **in person** during the labs. The lab portion of this course will be evaluated by lab exercises, and quizzes. Short quizzes will be administered at the start of each lab. These will cover lecture materials already covered that will be studied in the current lab. The purpose of these quizzes is to encourage students come to lab prepared.

Midterm I (25%)

Midterm II (25%)

Final exam (20%)

Lab exercises, quizzes (30%)

### Labs

Following the guidelines to prevent the spread of COVID-19, please adhere to these rules:

- Lab coats, safety goggles/safety glasses, masks, and gloves are **mandatory** and must be worn at **all times**.
- You **must** have your own **lab coat, safety eyewear, and mask**. Gloves will be provided.
- Please bring a pen to write with. No laptops, cell phones, or other electronic devices allowed.
- No food or drink.

### Attendance

Attendance at all labs is **mandatory**. Lab exercises, quizzes, and lecture exams will be held during labs. These must be completed during lab period. Any missed lab without a valid excuse cannot be made up.

## Grade Summary

Percent (%) to Letter Grade Conversion	Grade	Grade Point	Description
92% - 100%	A+	4.0	Excellent
85% - 92%	A	4.0	
80% - 85%	A-	3.7	
77% - 80%	B+	3.3	Good
73% - 77%	B	3.0	
70% - 73%	B-	2.7	
67% - 70%	C+	2.3	Satisfactory
63% - 67%	C	2.0	
60% - 62%	C-	1.7	
55% - 60%	D+	1.3	Minimal Pass
50% - 55%	D	1.0	
0% - 50%	F	0	
			Fail

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

### Other:

Please be familiar with and adhere to the Ambrose University Academic Policies (below) regarding **Academic Integrity**.

## Ambrose University Academic Policies:

### Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

### Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw

after the Registration Revision period. A grade of "W" will appear on their transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

### Exam Scheduling

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course

during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

### Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@ambrose.edu](mailto:privacy@ambrose.edu).

### Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

### Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

### Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for

dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

### Mental Health Support

All of us need a support system. We encourage students to build mental health supports and to reach out when help is needed.

#### On Campus:

- Counselling Services: [ambrose.edu/counselling](http://ambrose.edu/counselling)
- Peer Supportive Listening: One-to-one support in Student Life office. Hours posted at [ambrose.edu/wellness](http://ambrose.edu/wellness).
- For immediate crisis support, there are staff on campus who are trained in Suicide Intervention and Mental Health First Aid. See [ambrose.edu/crisissupport](http://ambrose.edu/crisissupport) for a list of staff members.

#### Off Campus:

- Distress Centre - 403-266-4357
- Sheldon Chumir Health Care Centre - 403-955-6200
- Emergency - 911

### Sexual Violence Support

All staff, faculty, and Residence student leaders have received *Sexual Violence Response to Disclosure* training. We will support you and help you find the resources you need. There is a website with on and off campus supports – [ambrose.edu/sexual-violence-response-and-awareness](http://ambrose.edu/sexual-violence-response-and-awareness).

#### Off Campus:

- Clinic: Sheldon Chumir Health Centre - 403-955-6200
- Calgary Communities Against Sexual Abuse - 403-237-5888

**Note:** Students are strongly advised to retain this syllabus for their records.