

Course Syllabus

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Course Number: Biology 50AL

Course Title: Human Anatomy Laboratory

Credits: 1 Units

Faculty Contact Information:

INSTRUCTOR: Dr. Kimberly Livas
klivas@msmu.edu

OFFICE HOURS: by appointment

Course Materials

REQUIRED TEXTBOOK FOR LAB

SAME AS LECTURE COURSE!!!!

Technology Requirements

Hardware

- PC running Windows XP Service Pack 2+, Vista, Windows 7 or 8
OR
- Intel based Mac running OS X 10.6 or later;
- Monitor display resolution of at least 1280x720;
- Broadband connection with bandwidth of at least 768K/384K (downstream/upstream); and
- A microphone, web-cam (at least VGA (640x480) resolution), and speakers/headphones*.

* Hardware must meet the specified requirements of the web-cam.

Software

- **Google Chrome** browser version 26 or greater;
- Adobe Acrobat Reader version 10 or greater; and
- Javascript must be enabled in browser.
- Some functionality will require the following additional plugins:
 - Flash for media recording, streaming and viewing, as well as uploading files to a course or assignment; and

- Java for screen sharing.
- Microsoft Office recommended (Open tools OpenOffice or LibreOffice are valid substitutes)

Course Description

This course is an integrated study of the structure of the human body. A systemic approach is used beginning with the molecular level and progressing to the organism as a whole to demonstrate the interrelationships at each levels of organization. Laboratory sessions are used to expand and clarify the concepts presented in lecture.

ASSESSMENT OF STUDENT LEARNING OUTCOMES: Student learning is at the core of the MSMU mission. MSMU faculty developed a plan to assess student-learning outcomes that represent the knowledge, skills and attitudes expected of a pre-Nursing/Biology student. In this class one or more student learning outcomes will be assessed. Some of our class assignments may be used to evaluate overall student learning and to improve teaching and learning in this class, this department and throughout the University.

COURSE REQUIREMENTS

BIO 50A LAB COURSE GRADE: Final grades are determined as a percentage of total points accumulated during the semester. Please note that this course is not graded on a curve. It is your responsibility to keep track of your grade and make an appointment with me if you are having problems or difficulties with the class. The grades for your assignments, exams and quizzes will be posted on Canvas as soon as they are completed. You can determine your own grade in class at any time. ALL grades will be calculated to the nearest 4th number after the decimal point (for example all scores will be calculated as 73.0000).

Lab exams (2 exams)	50% (25% each)
Final Exam	35%
Laboratory quizzes	15%

Course Requirements

- **Time Requirements.** This is a 1-credit-hour course and will require approximately 6 hours of focused effort every week over the 8-week course schedule to be completed successfully. Please schedule time for this course, along with other courses and individual responsibilities you may have accordingly.
- **Adaptive & Project-Based.** This course uses a combination of individualized, adaptive learning, and project-based learning strategies. As such, you will be expected to actively engage with the content of the course individually and also to collaborate actively with your peers every week.
- **Mastery.** You are required to demonstrate mastery of the concepts and terms presented within the course. You will demonstrate mastery by completing a series of quizzes and assignments designed to help you improve your proficiency with the terminology, concepts and skills presented in the course content.
- **Participation & Engagement.** You are expected to fully engage with your classmates, your instructor and the content of the course. Full engagement requires that you log into the online system and communicate

meaningfully with your classmates at least five days each week. Doing so will make your learning experience more effective, more enjoyable, and ultimately, more successful.

- **Discussions and Groups.** A discussion is not a discussion if you only post and reply a couple of times a week, several days apart. Your group can only communicate and function at its best if everyone is present and actively involved. You are expected to take personal responsibility for the success of your discussions and group work. Login, read and post to discussions and group projects at least three to four days per week, depending on the assignment expectations for the week. When the workload becomes more challenging, reach out to your classmates more often.
- **Writing expectations.** This is a rigorous, college-level course and you are expected to write at the college level in all of your assignments. Failure to proofread submissions for spelling and grammar will result in a significantly lower grade.

Exams will include information from any and all aspects of teaching (lecture, textbook, Mastering A&P resources) and will be comprehensive. The course builds day by day on what has already been presented hence the need for comprehensive and cumulative understanding. Questions normally are multiple choice, short answer questions and fill-in.

GRADING SCALE FOR THE COURSE:

A	90-100%	B	80-86.9%	C	70-76.9%	F	< 58.9%
A-	89-89.9%	B-	79-79.9%	C-	69-69.9%		
B+	87-88.9%	C+	77-78.9%	D	59-68.9%		

The scale will be strictly followed.

NOTES ABOUT EXAMINATIONS:

- Exams in this class will be available via Canvas.
- **Make-up Midterm Exams and other Assignments** will be given ONLY in the event of a physician-documented illness, documented death in the family, or an official University event that prevents your attendance that day. You must contact me by email within 24 hours of a missed exam to inform me of your absence. IF for some reason students have to make up an assignment or test for an excused reason, students will automatically be deducted 10% penalty for their assignment/examination. No exceptions.
- **All exams are closed book** meaning that you can only have a pen or a pencil, Scantron and a calculator (if necessary) on the table when you take the exam.
- **All examinations are kept by the instructor.** Students may make appointments to view their examinations for learning purposes only.
- If you do not agree with a question marked incorrect, you may submit, in writing, an explanation of your reasoning and your request will be considered. You will have one week after receiving your exams back, to submit such request for re-grading. After that time, grades will be changed only if the score has been miscalculated.
- The minimum required grade to pass this course is a C.

STUDY RESOURCES: Bio50AL covers a great deal of material. To help you learn the material and maximize your success in the class I suggest the following tips:

- 1. Stay current on your reading – don't fall behind.**
- 2. Do the Homework Assignments**
- 3. Find a study partner or form a study group.**
- 4. Use the Learning Center!! They have great tutors who can help you with the material covered in class as well as develop good study skills and strategies.**
- 5. Use online resources, including those available on Mastering A&P.**

Program and Course Policies

Discussion Forum Guidelines

This course will require significant online interaction with your classmates. Please remember the following guidelines as you post and reply to your classmates.

- Review the discussion threads thoroughly before entering the discussion. Be a reader, then a respondent.
- Try to maintain threads by using the “Reply” button rather than starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others ideas.
- Be polite. Choose your words carefully. Do not use derogatory statements.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

Late or missing assignments

All assignments and exams listed in the syllabus must be submitted to earn a passing grade in the course. Assignments and assessments are due according to the course schedule and syllabus. All students are expected to plan their time and energies so that course work can be completed and submitted on time.

If an emergency, medical or personal obstacle prevents you from meeting assignment expectations, you must contact your instructor as early as possible. At your instructor's discretion, assignments may be accepted after the due date, though late penalties may be assessed to your score. Except in extreme cases (as determined by your instructor), an assignment that is more than one week late will be accepted and will receive feedback, but will earn zero points towards your grade.

Due Dates and Times

Remember to check your time zone in the Canvas system. You can do this by clicking settings in the top right corner, then checking Time Zone in the center part of the page. All due date times are 11:59 pm Pacific Time. This means that if you are in a different time zone, the due date may appear to be later, since 11:59 pm

PT on Wednesday is 12:59 am Mountain Time on Thursday, 1:59 Central Time on Thursday, and 2:59 Eastern Time on Thursday.

You may want to set your time zone in the Canvas system to Pacific Time. Then, you will always see the correct due date, and you do not need to worry about converting time zones.

Policy on Incompletes

An incomplete in a course can be granted only when a student has fulfilled the majority of the course requirements, has a passing grade in course work, is prevented from completing the assigned work for serious medical/personal reasons, and can, in the opinion of the instructor, complete the work within one eight-week session.

College Policies

Attendance and Engagement

Attendance and engagement are important for successful study, especially in an online class environment. Although you may not be required to appear in a classroom each week, you are expected to participate regularly in the online environment, to engage actively with the course content, with your classmates and with your instructor. In fact, early and regular participation in online classes is a significant predictor of student success.

Therefore, measures of student engagement and participation may be taken into account in determining academic grades. Students may be expected to explain to the instructor the reason for any absences from class activities and, in some cases, be asked to provide appropriate documentation. For more details, please see the Attendance policy in the Student Handbook.

BIOLOGY DEPT AND MOUNT SAINT MARY'S UNDERGRADUATE ACADEMIC POLICIES

All departmental policies and procedures will be followed in this course. Refer to the University Catalog and Student Handbook for the following issues: Academic Integrity/Plagiarism Statement, Attendance/Participation Policy, Learning Disability Statement, and Academic Freedom Statement.

Attendance Policy: Attendance is expected of each student for every class meeting. Attendance will be taken for the **entire semester**, and reported to the Registrar's Office if the student fails to attend class.

Disability Statement: Mount Saint Mary's University, Los Angeles is committed to ensuring the full participation of all students in its programs. If you have a documented disability (chronic, medical, physical, learning, psychological, or temporary), or think you may have a disability and need a reasonable accommodation to participate in class, complete course requirements, or access the University's programs or services; contact Disability Services (DS) as soon as possible. To receive an accommodation, you must

register with DS. DS works with students confidentially and does not disclose any disability-related information without student consent. DS coordinates and promotes disability accommodations and awareness and works in partnership with faculty and all other student service offices. For further information about services for students with disabilities, contact DS at the Chalon Academic Support Center, H207, (310) 954-4142, or at the Doheny Student Resource Center, Building 3, (213) 477-2690. You can also email for more information at disability@msmu.edu.

Academic Freedom Statement: Students and faculty's freedom of speech is constitutionally protected, so they are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion—and allow the same freedom for others. See Student Handbook(s) for further discussion..

MSMU email account

Students are to maintain an MSMU email account and are expected to check it for communication from professor. Failure to read official communications sent to students' Mount email address does not absolve students from knowing and complying with the content of official communication.

Academic Integrity/Plagiarism Statements

Acts of academic dishonesty will not be tolerated, and are considered to be a serious offense. These acts include, but are not limited to, the following:

- Cheating of any kind. This includes copying, stealing or buying work that is not your own. It also includes sharing your own work with someone else for the intention of using that work as her own.
- Failing to hand in original work. This includes work gained from classmates, lab partners, other students, the Internet, etc. that is not acknowledged as a source or is not sanctioned by the instructor.
- Inappropriately or unethically uses technological means to gain an academic advantage – this includes inappropriately or unethically acquiring material via the Internet, or using hidden devices for communication during an exam.
- Plagiarism, which involves using anyone else's ideas and representing them as your own. Remember: always reference/cite properly!
- Falsification or misrepresentation of observations, data, sources of information
- Theft of any materials, academic or otherwise.

Violation of academic integrity, as stated in the MSMU catalog, will result in a zero grade for the assignment and/or an "F" for the course, and possible suspension from the University. The exact consequences of the violation will be determined on a case-by-case basis. The Biology department has outlined specific courses of action in order to deal with these violations and determine the consequences. They include, but are not limited

to, informing students what is considered to be violations of academic integrity, notifying the student(s) they are suspected of a violation and discussing with them the consequences, and carrying through the discussed consequences if it is determined that a violation has occurred. Appeals can be made to the Academic Integrity Committee.

Student Services

Mount Saint Mary's University Online offers a full suite of student services to all of our online students. All student services begin with your personal Success Coach. Contact your coach first, who will help you get the assistance you need from other college services. Some of the most commonly needed student services include the following:

- Technology Help desk
- Disability Services
- Library Services
- Counseling Services

Specific information about each of these services can be found in the Student Handbook.

Technical Requirements

Technical requirements are listed in the Student Handbook. Before you begin this class, please ensure that your computer is up to date with the proper browser, plugins, microphone and video camera so that you can participate fully with your classmates.

The Athenian Promise

A Commitment to Civility

Mount Saint Mary's University is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept obligation to live by these common values and commit to the following principles.

As a Mount Saint Mary's University Student:

- I will embrace the concept of civil community which does not tolerate violence, theft, bigotry, or harassment of others in any form.
- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty.
- I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the college community.
- I will support a culture of diversity by respecting the rights of those who differ from me.
- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued.
- I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I pledge to contribute to a civil campus environment and resolve to encourage civil behavior in others. This is my promise to Mount Saint Mary’s University and its community of scholars.

-Adapted with permission from the University of Pittsburgh’s “Pitt Promise”

Disclaimer

The content of this syllabus may be altered to fit the specific needs of an individual student or group of students.

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