

BIOL 223L: Anatomy Laboratory

Location:	Evening
Address:	1001 Rogers Street Columbia, MO 65216
Section:	19FALL2/BIOL/223L/AEV
Semester Credit Hours:	2
Class Day(s) and Time(s):	Tuesday, Thursday 7:30 PM - 10:25 PM from October 21, 2019 to December 14, 2019

☰ Syllabus Contents

- Course Information
- Textbooks
- Technology Requirements
- Course Learning Outcomes
- Grading
- Schedule of Due Dates
- Assignment Overview
- Course Outline
- Additional Resources
- Columbia College Policies & Procedures

📘 Course Information

Catalog Description

Laboratory experiences to complement BIOL 223. Additional lab fee applicable to main campus day offerings.

Prerequisites:

Prerequisites: C or better in BIOL 110, C or better in BIOL 223 or concurrent enrollment.

Additional Notes

Thanksgiving Holiday: We will not have lab on Thursday, November 28. Your instructor will provide further information regarding making up the required class time.

📖 Textbooks

As part of TruitionSM, students will receive their course materials automatically as described below.

- 📖 Karin Knisely. (2017). *A Student Handbook for Writing in Biology* (5th). W.H. Freeman & Company. *Physical Book*
- 📖 Terry Martin. (2019). *Laboratory Manual for Holes Human Anatomy and Physiology Cat Version* (15th). McGraw-Hill. *Physical Book*

Bookstore Information

Visit <https://www.ccis.edu/bookstore.aspx> for details.

eText Information

If a course uses an eText, (see textbook information above) the book will be available directly in Desire2Learn (D2L) seven days before the session begins, if registered for courses prior to that date. Upon first login to VitalSource, students should use their CougarMail email address; alternate email addresses cannot be used. More information about how to use the VitalSource platform, including offline access to eTexts, can be found in D2L.

Physical Course Materials Information

Students enrolled in courses that require physical materials will receive these materials automatically at the shipping address on file with Columbia College. Delivery date of physical materials is dependent on registration date and shipping location. Please refer to confirmation emails sent from Columbia College for more details on shipping status.

Returns: Students who drop a class are responsible for returning any physical course materials that were shipped. To initiate a return, visit [Ingram Returns](#) to generate a pre-paid return label. Materials from dropped courses must be returned within 30-days of receipt. **Failure to return physical items from a dropped course will result in a charge to the student account for all unreturned items.**

Note: Students who opt-out of having their books provided as part of [TuitionSM](#) are responsible for purchasing their own course materials.

Technology Requirements

THIS IS A TECHNOLOGY-ENRICHED COURSE WHICH COMBINES IN-SEAT INSTRUCTION WITH ONLINE LEARNING.

Participation in this course will require the basic technology for all classes at Columbia College:

- A computer with reliable internet access
- A web browser
- Acrobat Reader
- Microsoft Office or another word processor such as Open Office

For more information, see [technical requirements](#).

Course Learning Outcomes

- Define and use precise anatomical terminology.
- Identify and describe different tissues.
- Name and locate the bones of the axial and appendicular skeletons.
- Identify and give examples of different articulations.
- Describe gross and microscopic anatomy of muscles including identification of major muscles of the body and their actions.
- Identify parts of the brain and the spinal cord and name the cranial and spinal nerves.
- Describe the structures of the general and special senses.
- Identify structures and functions of the endocrine system.
- Describe the structures of the circulatory and lymphatic systems and identify circulatory pathways.
- Summarize the organization of the respiratory system.
- Describe the structures and relationships in the digestive, urinary and reproductive systems

Grading

Grading Scale

Grade	Points	Percent
A	900 - 1000	90-100%
B	800 - 899	80-89%
C	700 - 799	70-79%
D	600 - 699	60-69%
F	0 - 599	0-59%

Grade Weights

Assignment Category	Points	Percent
Exams	500	50%
In class assignments	300	30%
Discussion posts	200	20%
Total	1000	100%

Schedule of Due Dates

Week 1

Assignment	Points	Due
In class assignment 1, meeting 1.	20	Meeting 1
In class assignment 2, meeting 2.	20	Meeting 2

Week 2

Assignment	Points	Due
In class activity assignment 3 meeting 3	20	Meeting 3
In class assignment 4 meeting 4	20	Meeting 4

Week 3

Assignment	Points	Due
In class activity assignment 5, meeting 5	20	Meeting 5
In class activity assignment 6, meeting 6	20	Meeting 6
Exam 1	125	Meeting 5
Discussion post 1 assigned	--	Meeting 8

Week 4

Assignment	Points	Due
In class activity assignment 7, meeting 7	20	Meeting 7
In class activity assignment 8, meeting 8	20	Meeting 8
Discussion post 1 due	100	Meeting 8

Week 5

Assignment	Points	Due
In class activity assignment 9, meeting 9	20	Meeting 9
In class activity assignment 10, meeting 10	20	meeting 10
Exam 2	125	Meeting 10

Week 6

Assignment	Points	Due
In class activity assignment 11, meeting 11	20	Meeting 11
In class activity assignment 12, meeting 12	20	meeting 12
Discussion post 2	--	Meeting 16

Week 7

Assignment	Points	Due
In class activity assignment 13, meeting 13	20	Meeting 13
In class activity assignment 14, meeting 14	20	Meeting 14
Exam 3	125	Meeting 13

Week 8

Assignment	Points	Due
In class activity assignment 15, meeting 15	20	Meeting 15
Discussion post 2 due meeting 16	100	Meeting 16
Exam 4	125	Meeting 16
Total Points: 1000		

Assignment Overview

Assignments

In class participation is essential for this course. Exercise questions will be answered in class for credit. In addition two discussion posts are designed to stimulate and reinforce the content of lab and will be completed outside of class online.

Examinations

4 Lab practicum exams will be given during the course each worth 125 points.

Course Outline

Click on each week to view details about the activities scheduled for that week.

Week 1: Meeting 1: Intro to Anatomical Terminology/Microscope usage exercises 2,4. Meeting 2: Tissue/Integumentary System exercises 8-11.

In class assignment 1, meeting 1.
In class assignment 2, meeting 2.

Week 2: Meeting 3: Skeletal System I exercises 12-15. Meeting 4: Skeletal System II exercises 16-18, dissection exercise 54

In class activity assignment 3 meeting 3
In class assignment 4 meeting 4

Week 3: Meeting 5: Muscular System I exercises 19-21, dissection exercise 54. Meeting 6: Muscular system II exercise 22, dissection exercise 54.

In class activity assignment 5, meeting 5
In class activity assignment 6, meeting 6
Exam 1
 Lab practicum will cover meetings 1-4.
Discussion post 1 assigned

Week 4: Meeting 7: Muscular System III exercises 23-24, dissection exercise 54. Meeting 8: Nervous System I exercises 25-28, dissection exercise 54

In class activity assignment 7, meeting 7
In class activity assignment 8, meeting 8
Discussion post 1 due

Week 5: Meeting 9: Nervous System III exercise 26. Meeting 10: Cardiovascular System I exercise 38, dissection exercise 55

In class activity assignment 9, meeting 9
In class activity assignment 10, meeting 10
Exam 2
Lab practicum will cover meetings 5-9.

Week 6: Meeting 11: Cardiovascular II exercise 40, dissection exercise 55. Meeting 12: Endocrine System exercise 36, dissection 56

In class activity assignment 11, meeting 11
In class activity assignment 12, meeting 12
Discussion post 2

Week 7: Meeting 13: Digestive System exercise 43, dissection 56. Meeting 14: Respiratory System exercise 45, dissection 57.

In class activity assignment 13, meeting 13
In class activity assignment 14, meeting 14
Exam 3
Lab practicum meetings 10-12

Week 8: Meeting 15: Urinary System exercise 48, dissection 58. Reproductive System exercise 50-51. Meeting 16: Final exam.

In class activity assignment 15, meeting 15
Discussion post 2 due meeting 16
Exam 4
Lab practicum meetings 13-15

+ Additional Resources

Online databases are available at library.ccis.edu. You may access them using your CougarTrack login and password when prompted.

Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Technology Solutions Center, or the D2L Helpdesk for assistance. If you have technical problems with the VitalSource eText reader, please contact VitalSource. Contact information is also available within the online course environment.

- Columbia College Technology Solutions Center: CCHelpDesk@ccis.edu, 800-231-2391 ex. 4357
- D2L Helpdesk: helpdesk@d2l.com, 877-325-7778
- VitalSource: support@vitalsource.com, 1-855-200-4146

Online Tutoring

Smarthinking is a free online tutoring service available to all Columbia College students. Smarthinking provides real-time online tutoring and homework help for Math, English, and Writing. Smarthinking also provides access to live tutorials in writing and math, as well as a full range of study resources, including writing manuals, sample problems, and study skills manuals. You can access the service from wherever you have a connection to the Internet. I encourage you to take advantage of this free service provided by the college.

Columbia College Policies and Procedures

The policies set forth in the [Policy Library](#) are the current official versions of College policies and supersede and replace any other existing or conflicting policies covering the same subject matter. For more information on policies applicable to students, see [Student Policies](#). For more information on policies applicable to the entire Columbia College community, see [College-Wide Policies](#).

Students are expected to read and abide by the College policies. Policies of particular interest to students include, but not limited to the following:

- Graduate Grading Policy
- Undergraduate Grading Policy
- Registration Policy and Procedures
- Withdrawal Policy
- Alcohol and Other Drugs Policy
- Family Educational Rights and Privacy Act (FERPA)

Additional Policies:

Academic Integrity and Plagiarism

Academic integrity is a cumulative process that begins with the first college learning opportunity. Students are responsible for knowing and abiding by the [Academic Integrity Policy and Procedures](#) and may not use ignorance of either as an excuse for academic misconduct. Additionally, all required papers may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers may be included in the Turnitin.com reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Disability Resources

If you have a disability that requires an accommodation, please speak with the instructor and consult the [Student Accessibility Resources](#) office. Student Accessibility Resources staff will determine appropriate accommodations and will work with your instructor to make sure these are available to you. To find additional information, see our [ADA and Section 504 Policy for Students](#).

Notice of Non-Discrimination and Equal Opportunity:

The College has a process through which students, faculty, staff and community members who have experienced or witnessed incidents of discrimination, harassment, or retaliation on the basis of protected status, can report their experiences to a College official. For more information, see our [Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedure](#).

Title IX and Sexual Misconduct

The College is committed to addressing the issues of discrimination, harassment and sexual misconduct in the educational and workplace landscape and will continue to modify policies, procedures and prevention efforts as needed. For more information, see the College's [Title IX and Sexual Misconduct Policy](#).

Course Policies and Procedures:

Attendance Policy

Columbia College students are expected to attend all classes and laboratory periods for which they are enrolled.

For classes with an online component, attendance for a week includes submitting any assigned online activity. Assigned activities are scheduled prior to the course commencing. Assigned activity due dates are subject to change based on actual course progression and will be adjusted as necessary. Attendance for the week is based upon the date work is submitted. A class week is defined as the period of time between Monday and Sunday (except for week 8, when the work and the course will end at 11:59 PM Central Time on Saturday.) The course and system deadlines are based on the Central Time Zone.

Students are directly responsible to instructors for class attendance and work missed during an absence for any cause. If absences jeopardize progress in a course, the College reserves the right to drop or withdraw students from classes. For additional information, see the Administrative Withdrawal for Non-Attendance heading in the [Withdrawal Policy](#).

CougarMail

All students are provided a CougarMail account when they enroll in classes at Columbia College. You are responsible for monitoring email from that account for important messages from the College and from your instructor.

Students should use email for private messages to the instructor and other students. The class discussions are for public messages so the class members can each see what others have to say about any given topic and respond.

Late Assignment Policy

All classes rely on participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. You must keep up with the schedule of reading and writing to successfully complete the class.

No late assignments will be accepted without the prior approval of the instructor.

Acceptance of a late assignment is at the discretion of the instructor.

Make-up examinations may be authorized for students who miss regularly-scheduled examinations due to circumstances beyond their control. Make-up examinations must be administered as soon as possible after the regularly scheduled examination period and must be administered in a controlled environment.

Student Conduct

All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College's **Student Conduct Code** and **Acceptable Computing Use Policy**. Students violating these policies or any other College policy will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct, the **Student Behavioral Misconduct Policy and Procedures**, and the Acceptable Computing Use Policy can be found in the Policy Library at ccis.edu/policies. The adjunct faculty member maintains the right to manage a positive learning environment all students must adhere to the conventions of online etiquette when enrolled in a course with an online component.