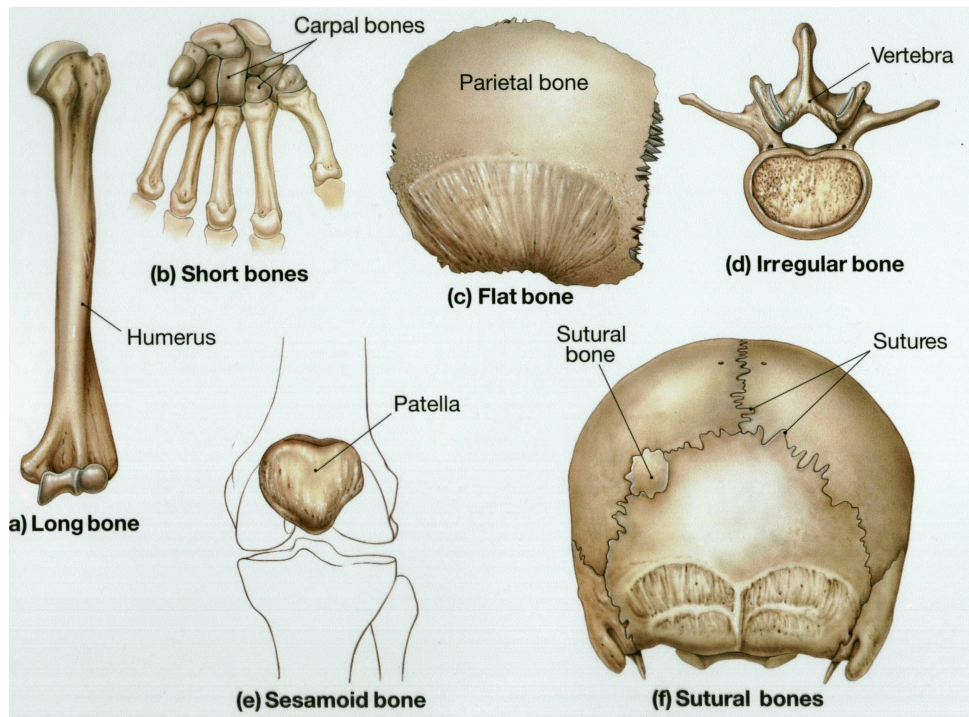


The UNIVERSITY of TEXAS at ARLINGTON

DEPARTMENT of BIOLOGY

Human Anatomy
(Biol 3346)

Dr. David G. Bernard



👉 **Course Schedule**

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👉 **Laboratory Reports**

Fall 2012

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COURSE DESCRIPTION, OBJECTIVES & PREREQUISITES

This course schedule was compiled to provide a guide to **self-study** for the student so that he/she comes to lectures and laboratory exercises prepared to obtain **maximum** benefit therefrom. The lectures are designed to introduce students to the fundamental elements of human structure as pertains to the major organ systems of the human body. The laboratory exercises will focus on the anatomy of the human body while the emphasis of the lectures are to provide a very brief overview on the physiology. In the final analysis, the amount of knowledge gained from the course will be directly proportional to the commitment the student has made toward utilizing the limited amount of time in the laboratory. Please come prepared!

Descriptions of the laboratory exercises are outlined in the laboratory manual. The main purpose of these exercises is to illustrate basic anatomy and anatomical principles. Much of the knowledge gained from these exercises is essential to both clinical and similar applied work. The concepts demonstrated in the laboratory also serve to demonstrate some of the methods used by investigators to gain scientific knowledge.

The success of the laboratory is largely dependent on the student's commitment and participation. It would be advantageous to **read** the appropriate materials **prior to** each laboratory session. The laboratory staff, instructors, equipment and animals are there to **help you** gain a working knowledge of physiology and anatomy. Any changes to this syllabus will be announced in class and you are responsible for amendments or additions that may become necessary.

Students taking this course should have completed Biol 1441 and Biol 1442.

GENERAL INFORMATION**STAFF****Course Instructor**

Office Hours: Tue and Thu:-10:30 - 12 noon

Phone: (817) 272-5704

David G. Bernard, Ph.D.

Rm 438/436

Email: dbernard@uta.edu

Chairman, Department of Biology

Phone: (817) 272-2871

Jonathan Campbell, Ph.D.

Rm 337

Laboratory Assistants

TBA**TEXTBOOKS**

- Laboratory Manual: Laboratory Manual for Anatomy and Physiology, 3rd Ed. Michael G. Wood, Prentice Hall, New Jersey.
- Recommended Text: Fundamentals of Anatomy & Physiology; 7th Ed. Frederic H. Martini, Prentice Hall, New Jersey.
- Recommended Tutorial: The Johnson Anatomy & Physiology; Gene Johnson, Johnson Tutorials, Battle Ground, Washington.
- Reference Text: Human Anatomy; 5th ed. Martini, Timmons & Tallitsch, Pearson Benjamin Cummings, San Francisco.

CLASS HOURSLecture

Mondays, Wednesdays & Fridays

1:00 - 1:50 p.m. - Room 104, Geoscience

Laboratory

Mondays and Wednesdays

2:00 - 4:50 p.m. - Room 437, Life Sciences Building

IMPORTANT DATES

Last day to drop/withdraw 10/31

Last Day of classes 12/05

Final Exam**12/13- 11:00 - 01:30 p.m.****STATEMENT OF POLICIES**Attendance

Students are expected to attend **all** lectures. While no formal record of lecture attendance will be kept, attending all lectures will **maximize** your understanding of the various principles of physiology to be covered. Attendance will be taken at all laboratory exercises and students will be considered tardy after being fifteen (15) minutes late and absent after thirty (30) minutes.

Withdrawal

The instructor follows the university's policy as far as dropping the course is concerned. You **will** receive a failing grade if you stop attending classes and do not properly withdraw through the registrar.

Lecture Time

Laboratory exercises and lecture will start at the scheduled time. Students are required to arrive **ON TIME**. Late arrivers distract other students and are disturbing to the lecturer.

Study Regimen

Reading on a lecture topic **prior** to class provides for familiarization and background of lecture presentations. It is imperative that you begin a **daily study regimen in Anatomy and Physiology** before every laboratory exercise lecture. By all means, **avoid permitting several days of material to accrue** before study and review are started.

Americans with Disabilities Act:

The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation: reference Public Law 93112--The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act - (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "**reasonable accommodation**" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with **informing faculty at the beginning of the semester and in providing authorized documentation through designated administrative channels.**

Examinations/Grading

Seventy percent (70%) of your grade will come from the Practicals, twenty percent (20%) will be calculated from your Lecture Exams and five (5) percent each will come from your Quizzes and Report grades. Your final grade for the course will be calculated as follows:

Practicals 70%		Exams 20%	Quizzes 5%	Reports 5%
A ≥ 89.5%	B = 79.5 - 89.4%	C = 69.5 - 79.4%	D = 59.5 - 69.4%	F < 59.5%

Make-up Exams

The Department **strongly discourages** make-up tests, and will offer such a test only after receiving a validated excuse from the Office of your Dean, for medical problems or emergency situations. Tests will be administered within a week following the scheduled examination date. **There will be no exceptions!**

Drop for non-payment of tuition:

Payment must be received by the term due date of September 10, 2012 or your registration will be cancelled. If your registration is cancelled for non-payment, you may re-register for classes but only if seats are available.

Drop Policy

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

Student Support Services

The University of Texas at Arlington has established a variety of programs to help students meet the challenges of college life. Support to students includes advising, counseling, mentoring, tutoring, supplemental instruction, and writing assistance. For a complete list of academic support services, visit the Academic Assistance resource page of the Office of Student Success Programs, www.uta.edu/uac/studentsuccess/academic-assistance. To help students address personal, academic and career concerns, individual counseling is also available. For more information, students are encouraged to contact Counseling Services www.counseling.uta.edu at (817) 272-3671 or visit a counselor in 216 Davis Hall.

Academic Integrity

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

“Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.” (Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2. Subdivision 3.22).

Bomb Threats

If anyone is tempted to call in a bomb threat, be aware that UTA will attempt to trace the phone call and prosecute all responsible parties. Every effort will be made to avoid cancellations or presentations/tests caused by bomb threats. Unannounced alternate sites will be available for these classes. Your instructor will make you aware of alternate class sites in event that your classroom is not available.

Grade Grievances:

Please refer to the current undergraduate catalog for the grade grievance policy and the required time frame for filing an appeal.

Final Review Week

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips, or performances, and no instructor shall assign any themes, research problem or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabi. During Final Review Week, an instructor shall not give an examination constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during the Final Review Week.

Electronic Communication Policy

The University of Texas at Arlington has adopted the University “MavMail” address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. ***Students are responsible for checking their MavMail regularly.*** Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>. There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

AFTER HOURS SAFETY ESCORT

The Sam Mav Escort service provides a service to assist students, faculty, staff, and campus visitors to reach their destinations after regular business hours. The hours of service are 7:00 p.m. to 1:00 a.m., Sunday through Saturday. Call 817-272-3381 for service.

BLACKBOARD

Students may be able to view their grades using the university’s Blackboard system. Login into Blackboard using your UTA NetID and corresponding NetID Password. The Blackboard system is **NOT** the official means to register your grades. Official grades are only available via MAVMAIL.

MANDATORY ONLINE SAFETY TRAINING

1. Go to <http://www.uta.edu/training>.
2. Log on using your network log-on ID and password (what you use to access email). If you do not know your NetID or need to reset your password, visit <https://webapps.uta.edu/oit/selfservice/>.
3. The available courses for completion will be listed under "Training I'm Enrolled In". Complete the course entitled 'Student Lab Safety Training - General.' ***NOTE: If you completed Wet, Dry or Biology Lab Safety Training course last semester for another class, that training is still applicable until the end of this academic year. Please follow instructions in #4 to print the certification page for your TA.
4. Go to 'Training I've Completed' and print the displayed page for your TA. Verify that it shows clearly your name, and that 'General, Wet, Dry or Biology' training is completed/passed and the date when the training was completed. If you have just completed the training but it is not updated on the 'Training I've Completed' page, please log out of the system and log back in. If the training still does not show up on this page, call the Helpline at 817-272-5100.
5. If you were enrolled in a course with a lab last semester and did not complete the training or if you do not see training for this academic year listed, email compliance@uta.edu providing your name, a contact phone number, NetID and course (e.g. BIOL 1441-005) and request the appropriate training for your course.
6. Students who have not completed the training by census date may be dropped from the lab (and consequently the lecture).
7. Lab Safety Training is required to be completed once every academic year. Training completed in the Fall semester is valid for the Fall, Spring and Summer sessions. It is your responsibility to print your training certification page and turn it in each semester to your TA for each course with a lab you are enrolled in.

For training specific questions, contact the Environmental Health and Safety office at 817-272-2185.

For technical assistance with the training, please contact the Office of Institutional Compliance at 817-272-5100 or email compliance@uta.edu

EXAMINATION CONDUCT

1. No student will be permitted into the Examination Room with books, notes or other paraphernalia; (exception: handbags and calculators).
2. All students must be seated in their seats at least **five** minutes prior to the scheduled starting time.
3. The doors will be closed fifteen minutes after the scheduled starting time. Students arriving after that time may not be admitted into the Examination Room. **Extra time will not be given to students arriving late for the examination.**
4. During the course of the examination, students will remain seated. Questions and needs of individual students will be addressed by proctors coming to the students upon the student raising his/her hand.
5. During the last five minutes of the exam, students are to remain seated until the end of the exam. The instructor will not entertain questions related to the exam during this time.
6. Upon completion of the exam, each student is to remain seated, raise his/her hand and the exam materials will be collected by the proctors. At no time is the student to leave his/her seat and take the exam materials to the proctor or other areas of the room.
7. After collection of the exam material, the student is to promptly and quietly leave the Examination Room, as the examination may still be in progress.

REGULATIONS GOVERNING HUMAN ANATOMY LABORATORY SAFETY

For the safety of yourself and others, no inappropriate behavior is permitted in the laboratory. You will not be handling dangerous or toxic chemicals. MSDS are available in the Biology main office. Exercise due caution in the laboratory as necessary.

1. Only students registered for the course are permitted in the laboratory.
2. Each student registered for laboratory courses in Human Anatomy is required to be present and to participate in each assigned experiment.
3. Attendance in the laboratory is mandatory for all students. If there is an emergency, you should notify the instructor or one of the lab assistants.
3. Upon entering the laboratory, locate exits, fire extinguisher, fire blanket, chemical shower, eye wash station, first aid kit, broken glass containers, and clean-up materials for spills.
4. DO NOT eat, drink, smoke, handle contact lenses, store food, or apply cosmetics or lip balm in the laboratory. Restrain long hair, loose clothing and dangling jewelry.
5. Students who are pregnant, taking immunosuppressive drugs, or who have any other medical conditions (e.g. diabetes, immunological defect) that might necessitate special precautions in the laboratory must inform the instructor immediately.
6. Wearing contact lenses in the laboratory is inadvisable because they do not provide eye protection and may trap material on the surface of the eye. Soft contact lenses may absorb volatile chemicals. If possible, wear regular eyeglasses instead.
7. Use safety glasses when manipulating liquids, aerosols, vapors, and gases.
8. Report all spills or accidents, no matter how minor, to the instructor
9. Never work alone in the laboratory.
10. Wash hands and remove protective clothing before leaving the laboratory.

WORKING WITH PREPARED MICROSCOPE SLIDES

1. Use the lowest magnification objective when starting to look at the microscope slides.
 - a. Place the slide on the stage and slowly adjust the coarse knob until the object comes into focus.
 - b. Care should be taken during focusing to not touch the slide with the objective. This will damage or potentially break the slide
2. After having looked at the object with the low power (10X) to get a general impression of its structure, move the structure that interests you into the center of the viewing field. To study it under higher magnification, swing the high power objective into place without rising the tube and focus carefully with fine adjustment.
3. **Dust, heat and sunlight** are the **greatest enemies of microscope slides**. That is why you should return the slides into their container for protection against heat and moisture.
4. Swing the low power objective into place before returning the microscope to its place.
5. Special care should be taken with slides that have **a ring of lacquer around the cover slip**. They are mounted using a semi-liquid medium and may stick together if stored on top of one another. Return these slides to the slide tray for proper storage.

STUDENT LEARNING OUTCOMES

The objective of this course is to provide the student with a broad overview of Human Anatomy. The course is not intended to give a detailed analysis of any one system, but to allow the student to appreciate the organization and complexity of the different systems in the human body. The course was designed for students who have taken upper level physiology courses and for students focused on biology, medical and dental careers. The goal is for the student to learn the language of anatomy and the basic principles that give the language meaning.

Instructional Objectives: To lead students toward a coherent understanding of the structure and function of the human body.

Performance Objectives: Students will be expected to know the anatomical terminology and orientation of the human body, which will provide the necessary background for studying the various body systems. Students will be expected to concentrate on the anatomical aspects of the human body and organ systems. They will be expected to identify the major organ system, from the cellular to the organ system level. Physiological concepts will be introduced to clarify the function of the various systems and to promote the critical understanding that function follows structure. They will be expected to recognize and recall information so the knowledge can be reproduced or communicated, sometimes verbatim.

I encourage students to become more involved with their learning through self-references, labeling figures, recording observations, and completing laboratory reports in a timely manner. Involvement in these activities will assist students' understanding of human form and function.

SCHEDULE OF CLASSES

Week of	TOPIC
08/20	Introduction, Laboratory Safety, and Introduction to the Human Body and Body Cavities
08/27	Body Membranes, Use of the Microscope and Anatomy of the Cell
09/03	Labor Day - Body Tissues and the Integumentary System
09/10	The Skeletal System
09/17	Lecture Exam 1 and Practical 1
09/24	Articulations and The Muscular System
10/01	The Muscular System
10/08	The Nervous System
10/15	The Endocrine System and Anatomy of the Eye
10/22	Lecture Exam 2 and Practical 2
10/29	The Ear and the Cardiovascular System
11/05	The Respiratory and Digestive Systems
11/12	The Urinary and Reproduction Systems
11/19	Open Lab (2 - 5pm, M, T & W) - The Urinary and Reproductive Systems
11/22 - 11/25	THANKSGIVING BREAK
11/26	Open Lab - The Urinary and Reproductive Systems
12/03	Lecture Exam 3 and Practical 3
Mon -12/10	FINAL EXAMINATION 11:00 a.m. - 01:30 p.m.

Enjoy the Holidays