

## **BIOL 3446-001 Human Anatomy, Fall 2017**

Monday, Wednesday, Friday

Room: Life Science 122 (1-1:50pm)

**Instructor:** Dr. Malgosia Wilk, M.D., Ph.D. (M.A. Wilk-Blaszczak)

**Office Number:** LS 353

**Office Telephone Number:** (817)-272-7424

**Email Address:** wilk@uta.edu

**Office Hours:** MWF 12 (noon) -1pm, LS 353 or by appointment.

**UGTA:** Andre Alford, email: kevin.alford@mavs.uta.edu

Andrea Campo, email: andrea.campo-velez@mavs.uta.edu

Victoria Dorch, email: victoria.dorch@mavs.uta.edu

**UGTA Office Hours:** MWF 12-1pm, LS XXX or by appointment

**Description of Course Content:** “Anatomish” is something like a foreign language which you will be expected to learn over the course of the semester. You will be introduced to over 10,000 new words, most of which you will be expected to know and apply. You will be expected to learn an average of 100 anatomy words per each body system, as well as identify these structures on models or specimens.

### **Student Learning Outcomes:**

During this course, students will meet the following learning objectives:

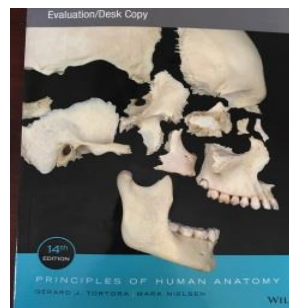
1. Master the anatomical knowledge and vocabulary necessary to effectively communicate with colleagues and professionals in fields that require knowledge of human anatomy (i.e., human healthcare).
2. Identify and describe the anatomy, basic functions, and common pathologies of various human body tissues, structures, organs, and systems.
3. Develop a three-dimensional understanding of the human body, which will allow for anatomy to be diagnosed from diagrams, models, and photographs portraying the human body in several different perspectives.
4. Learn the basic principles behind various popular medicinal imaging techniques and technology and acquire a basic understanding in how to view and interpret their output.
5. Develop critical thinking and problem solving skills that are vital for any student pursuing a career in a field that utilizes human anatomy and other biological sciences.

### **Required E-textbook and Other Course Materials**

1) Principles of Human Anatomy 14<sup>th</sup> ed

By: Gerard J. Tortora/Mark Nielsen

ISBN-13: 978-1119285038 (14<sup>th</sup> ed)



2) Wiley PLUS

## Descriptions of major assignments and examinations:

- Exams - To test comprehension of lecture topics and ability to apply the knowledge in new and practical contexts. Exams can test over ANY material provided in lecture, such as PowerPoints, videos, or handouts, as well as the textbook.  
There are 4 partial material exams and comprehensive final.  
**Note:** Only the first answer given for each fill the blanks question on an exam will be graded.
- Wiley Plus Activities: These will involve online and/or in class weekly assignments and quizzes that aim to help the student practice and feel more comfortable with the information covered prior to the exam
- Labs procedures and information about Practical exams is included in the lab syllabus. .

**Attendance:** Regular attendance is imperative for success in all venue of academia. Although your grade is not based on attendance directly, you will be quizzed often throughout the semester at some point during the class period. Failure to be in class during quiz time will result in a 0 and likely affect your overall grade. If you arrive late during a quiz, you will be allowed only the time remaining. For example, if the quiz is allotted for 5 minutes and you arrive 3 minutes after the time has started, you will be required to complete the quiz in the 2 minutes remaining. Quizzes may not be made up.

All submitted attendance quizzes will be kept in Dr. Wilk's office and serve as proof that you completed the quiz that day. Only serious illness of you or your children counts as an excuse. Regular doctors' appointments for you, kids or parents do not count as excused absences. Most offices are open from 8-5pm, Anatomy class takes just one hour, schedule your other activities around class time.

## Email policy:

We want to see you in office hours! Send emails only to set up alternative time for the appointment outside of office hours or report potential missed exams or assignments because of medical excuses. **Grades and student's performance are not going to be discussed through email. You must stop by office hours or see instructor or TA after class.**

Before sending an email, ask yourself the following questions:

1. Can I find this information in my syllabus or on Blackboard? Most of the time you can. Check available resources BEFORE emailing your instructor. Your instructor will not respond to emails regarding policies or dates that are set forth in the syllabus or on Blackboard.
2. Was this information made available during a class that I missed? If so, it is your responsibility to ask a classmate.
3. Do I need to discuss my grades? University policy prohibits discussion of grades over email. Make an appointment or see your instructor during office hours.

In previous semesters, the vast majority of emails from students could be answered with "Read your syllabus/class schedule/assignment instructions," consisted of information mentioned multiple times in class or posted on Blackboard, or required a complex answer best delivered in person. To maximize the productivity of the instructors, students should **email one of the undergraduate TA's mentioned above** first for the following reasons:

1. As a tool to set up a one-on-one meeting, if the emailed office hours' conflict with your schedule. Use the subject line "meeting request." Your message should include at least two times when you would be available to meet, and a brief, one-sentence description of the reason for the meeting.

2. To alert Dr. Wilk and TA of exceptional circumstances that will prevent you from completing a major assignment or come to a test. Exceptional circumstances must be communicated to the TA/instructor before the exam is taken, not after an unsatisfactory grade has been earned. There will be no exceptions to this policy. If you think you have exceptional circumstances, communicate with us first; do not attempt to take the exam.

Include your full name and your class on all correspondence. Be professional and courteous; please, address any professor as “Professor” or “Dr.” Be patient; do not send duplicate emails. Talk to us after class.

### Grading:

The table below outlines the breakdown of the grade. The grade is calculated based on points.

**Lecture will count for 70% of your total grade. Lab will count for 30% of your total grade + 5% extra points as a built in curve.**

	Points
Exam 1	100
Exam 2	100
Exam 3	100
Exam 4	100
Final Comprehensive Exam	150
Wiley Plus Activities	200
Lab	300
<b>Total</b>	<b>1050</b>

Grades: A = 900-1000 points, B = 800-899 points, C = 700-799 points, D = 600-699 points, F = 599 or fewer points. There will be no curving, grade replacement, dropping of lowest exam, or other grace system.

**Note:** There are 1050 possible points shown above while the minimum points for an A is only 900. That leaves 50 extra points as a built in curve.

### Make-up Exams and Other Grading Information:

Make-up exams will be given only in exceptional circumstances. No make ups will be allowed for any of the weekly Wiley Plus quizzes or assignments.

Only serious illness of you, your spouse, parents or your children counts as an excuse. Regular dr's appointments for you, kids, or parents do not count as excused absences. Most dr's offices are open from 8-5pm, Nutrition class just takes one hour. Please schedule accordingly.

Each exam will only be available to review for **one week** after the date that the grades are posted. The exams can only be viewed in the office and cannot be taken home or photographed. ANY notes taken about the exams must be approved by one of the UGTAs or Dr. Wilk before exiting the office.

All assignments are expected to be done in a professional manner, not scribbled on the wrinkled piece of paper. **There is zero tolerance for copy and paste**, and if caught you will receive a ZERO and will be reported for plagiarism to the Department of Biology and then UTA Academic Integrity Board. Use all the resources you need but make it your own work.

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

Incomplete grades may be assigned for a course if, in the opinion of the instructor, there are extenuating documented circumstances which prevent the student from completing the required work. The incomplete must be removed by the end of the final examination period of the following semester, excluding the summer session, for the student to receive credit for the course. If the incomplete is not removed during the allotted time it will revert automatically to an F.

**Expectations for Out-of-Class Study:** Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of out-of-class time in course-related activities. As a rule, for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course will have a minimum expectation of 9 hours of work in form of studying.

**Grade Grievances:** Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade related grievances as published in the current undergraduate catalog.

[http://www.uta.edu/catalog/content/general/academic\\_regulations.aspx#10](http://www.uta.edu/catalog/content/general/academic_regulations.aspx#10)

**Conflict Resolution:** If you are experiencing an issue in class or lab, you should first arrange a meeting with your TA, and then the instructor. If the issue still requires attention, you may then consult the Associate Chair of the Department of Biology, Dr. Laura Mydlarz. To do this you can file a grievance at <https://www.uta.edu/php-lib/machform/view.php?id=3403>. You must file the online form in order to have your issue heard. None of the listed personnel will discuss the issue with you until you have first consulted all of those preceding him/her.

**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. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

### Tentative Course Schedule

August 25 <sup>th</sup>	Anatomical language
August 28 <sup>th</sup>	Bone tissue and some bones
August 30 <sup>th</sup>	Nervous tissue
September 1 <sup>st</sup>	Spinal cord
September 4 <sup>th</sup>	Labor Day Holiday- No Class
September 6 <sup>th</sup>	Spinal nerves
September 8 <sup>th</sup>	Brain coverings/ ventricles of the brain
September 11 <sup>th</sup>	Brain
September 13 <sup>th</sup>	Brain
September 15 <sup>th</sup>	Cranial Nerves
September 18 <sup>th</sup>	Cranial Nerves
September 20 <sup>th</sup>	Special senses
<b>September 22<sup>nd</sup></b>	<b>Test 1 (Anatomical language, Bone tissue, Nervous Tissue, Spinal cord and Spinal</b>

	<b>Nerves, Brain and brain coverings, and Cranial Nerves)</b>
September 25 <sup>th</sup>	Special senses
September 27 <sup>th</sup>	Autonomic nervous system
September 29 <sup>th</sup>	Autonomic or somatic pathways
October 2 <sup>nd</sup>	Somatic pathways
October 4 <sup>th</sup>	Somatic pathways
October 6 <sup>th</sup>	Respiratory
October 9 <sup>th</sup>	Blood
October 11 <sup>th</sup>	Heart demo dissection
<b>October 13<sup>th</sup></b>	<b>Test 2 (Special senses, Autonomic, Somatic pathways and Respiratory)</b>
October 16 <sup>th</sup>	Heart
October 18 <sup>th</sup>	Heart
October 20 <sup>th</sup>	Blood Vessels
October 23 <sup>rd</sup>	Blood Vessels
October 25 <sup>th</sup>	Lymph
October 27 <sup>th</sup>	Digestive
October 30 <sup>th</sup>	Digestive
<b>November 1<sup>st</sup></b>	<b>Test 3 (Blood, Heart, Blood Vessels, Lymph and Digestive)</b>
November 3 <sup>rd</sup>	Urinary
November 6 <sup>th</sup>	Reproductive
November 8 <sup>th</sup>	Reproductive
November 10 <sup>th</sup>	Muscle tissue
November 13 <sup>th</sup>	Muscle/
November 15 <sup>th</sup>	Articulations
November 17 <sup>th</sup>	Integumentary
November 20 <sup>th</sup>	Surface anatomy
November 22 <sup>nd</sup>	TBD
November 24 <sup>th</sup>	Thanksgiving Holiday- No Classes
<b>November 27<sup>th</sup></b>	<b>Test 4 (Urinary, Repro, Muscle, Integumentary, Surface Anatomy)</b>
November 29 <sup>th</sup>	Endocrine
December 1 <sup>st</sup>	Endocrine
December 4 <sup>th</sup>	Endocrine
December 6 <sup>th</sup>	TBD
<b>December 11<sup>th</sup></b>	<b>Comprehensive Final Exam 11am- 1:30pm</b>

*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. –Dr. Malgosia Wilk*

**Disability Accommodations:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).*

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).*

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which

remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses, 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 problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations 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 Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, [which is located \[insert a description of the nearest exit/emergency exit\]](#). When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

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**The IDEAS Center** (2<sup>nd</sup> Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

**The English Writing Center (411LIBR):** The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at <http://uta.mywconline.com>. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library's 2<sup>nd</sup> floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. <http://library.uta.edu/academic-plaza>

## **Library Home Page [library.uta.edu](http://library.uta.edu)**

### **Resources for Students**

#### **Academic Help**

Academic Plaza Consultation Services [library.uta.edu/academic-plaza](http://library.uta.edu/academic-plaza)

Ask Us [ask.uta.edu/](http://ask.uta.edu/)

Library Tutorials [library.uta.edu/how-to](http://library.uta.edu/how-to)

Subject and Course Research Guides [libguides.uta.edu](http://libguides.uta.edu)

Subject Librarians [library.uta.edu/subject-librarians](http://library.uta.edu/subject-librarians)

#### **Resources**

A to Z List of Library Databases [libguides.uta.edu/az.php](http://libguides.uta.edu/az.php)

Course Reserves [pulse.uta.edu/vwebv/enterCourseReserve.do](http://pulse.uta.edu/vwebv/enterCourseReserve.do)

FabLab [fablab.uta.edu/](http://fablab.uta.edu/)

Special Collections [library.uta.edu/special-collections](http://library.uta.edu/special-collections)

Study Room Reservations [openroom.uta.edu/](http://openroom.uta.edu/)

#### **Teaching & Learning Services for Faculty**

Copyright Consultation [library-sc@listserv.uta.edu](mailto:library-sc@listserv.uta.edu)

Course Research Guide Development, Andy Herzog [amherzog@uta.edu](mailto:amherzog@uta.edu) or your subject librarian

Data Visualization Instruction, Peace Ossom-Williamson [peace@uta.edu](mailto:peace@uta.edu)

Digital Humanities Instruction, Rafia Mirza [rafia@uta.edu](mailto:rafia@uta.edu)

Graduate Student Research Skills Instruction, Andy Herzog [amherzog@uta.edu](mailto:amherzog@uta.edu) or your subject librarian

Project or Problem-Based Instruction, Gretchen Trkay [gtrkay@uta.edu](mailto:gtrkay@uta.edu)

Undergraduate Research Skills Instruction, Gretchen Trkay [gtrkay@uta.edu](mailto:gtrkay@uta.edu) or your subject librarian.

**Emergency Phone Numbers:** In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381