

**Anatomy 14**  
**Introduction to Human Anatomy & Physiology**  
**Fall, 2008**  
**Dr. J. Lim**

Sections 548 & 549 - Lecture: *TuTh 5pm – 6:30pm ~ Rm 135 JAD*  
Section 548 - Lab: *Tu 6:30-9:30pm ~ CRN 72626 ~ Rm 132 JAD*  
Section 549 - Lab: *Thur 6:30-9:30pm ~ CRN 75766 ~ Rm 132 JAD*

Office: Rooms 132 & 135 JAD  
Voice mail (415) 452-7448  
Office Hour: Tu & Thur 4:15-4:45pm

Website for classroom notes, homework assignments, labs, some handouts, syllabus and more:

<http://www.ccsf.edu/jllim>

email: [jllim@ccsf.edu](mailto:jllim@ccsf.edu)

**COURSE SPECIFICS**

- **Course Description:** *Not open to students who have completed ANAT 25 or PHYS 1 or PHYS 12 with a C or higher*

An integrated course covering the fundamental principles of human anatomy and physiology. CSU/UC

**TEXTS and other material:**

***Required***

- Tortora & Derrickson, *Introduction to the Human Body: The Essentials of Anatomy and Physiology*, 7th Edition, John Wiley & Sons, 2008
- et cetera
- Notebook
- Loose-leaf paper to be turned in
- Colored pencils

***Optional***

- Kapit/Elson, *The Anatomy Coloring Book*, Second Edition, Addison-Wesley Educational Publishers, 1993

**GRADING**

- **Grades:** Grades in this course will be based upon homework, lab reports, quizzes and exams. Penalties will be assessed on late homework. There will be a quiz most weeks plus a comprehensive midterm and a final exam covering material after the midterm.
  - Quiz One: The first quiz of the semester will include the information found on the pages of this syllabus. By taking the quiz, you are thereby acknowledging receipt of the syllabus as well as assenting to its content.
  - Jam Quizzes – There will be an occasional short quiz covering that day's material given near the conclusion of class

- Bad Day Provision (BDP): Each student may drop one quiz. An unexcused missed quiz or an “F” score on any quiz will automatically burn your ability to eliminate any future “bad day.”
- Notes: On at least one occasion per semester, students will be allowed to use classroom notes or some variation of said notes during the taking of a quiz. Books will not be allowed.
- Missed Quizzes: In order to be eligible for a make-up quiz, **advance** notice with the stated justification must be given via written note, email or phone call. An unexcused missed quiz will result in the exercise of the “Bad Day Provision” (see above). Persons no longer eligible to employ the BDP will receive a zero score for that quiz. Extenuating circumstances **may** be considered at the instructor’s discretion.
- Labs: Since many lab set-ups are difficult to recreate, make-ups are not normally available. Attendance required for BOTH class and lab. Some lab assignments will be due at the end of class. Extenuating circumstances **may** be considered at the instructor’s discretion.
- Examinations: The midterm and final exams must be taken on the announced date. No make-up dates will be offered.
  - **Final Exam – Thursday, December 18 ~ 5-7pm Rm 135 JAD**
- Student conduct:
  - Cheating: Anyone caught cheating or copying will receive a zero for that assignment or quiz/exam.
  - Point deductions may also be assessed for the following:
    - ditching class and/or lab
    - disruptive electronic devices
    - willful damage or disrespect of laboratory materials
    - eating or drinking in class (department policy)
- Extra Credit: An optional short research topic may be presented to the class for points. Prior approval of the topic and sources are to precede the two-minute presentation. The value of this discretionary assignment is dependent upon current class standing; the higher the class ranking, the lower the point potential.

## **CLASSROOM PROCEDURES**

- Laboratory Safety Rules: All students are expected to abide by the directives of the safety rules on page four of this handout.
- The student should take notes each day in class and maintain an organized notebook. It is vital to have good attendance to avoid missing new material.
- Make a friend: By the end of the second week, you should establish the means to acquire missed class work from a classmate. It is the student’s responsibility to secure missed handouts and lab assignments from the instructor.

**Absence from class does not provide  
absolution from responsibility for covered  
materials and assignments**

## **CLASSROOM SECURITY STATEMENT**

- Students at City College of San Francisco have the right to an environment in which there is freedom to learn. The College believes that each student has an earnest purpose and that he/she will adhere to acceptable standards of personal conduct. We believe students deserve a safe, civil and respectful environment that will enable them to reach their full potential. To this end we expect students to assist us in this mission.
- Promptly report any concerns or observations you have to your instructor or appropriate authorities. We value your assistance and take your concerns seriously. We will treat such matters as confidential to the fullest possible extent.

### **Emergency contacts:**

(Please memorize these numbers or enter them into your cell phones)

JAD Campus police: (415) 239-3200

Emergencies: 911

## **Anatomy 14**

### **Course Content**

- Organization
- Cells and Tissue
- Chemistry of Life
- Blood
- Cardiovascular System
- Lymphatic System & Body Defenses
- Integumentary System
- Skeletal System
- Muscular System
- Nervous System
- Special Senses
- Endocrine System
- Urinary System
- Digestive System
- Respiratory System
- Reproductive System
- Conception to Birth
- Aging
- Nutrition

# Laboratory Safety Rules

I. Be aware of the available safety equipment and how to use it. Your lab instructor will provide an introduction that will aid you in becoming familiar with the location and use of the various types of safety equipment available in the laboratory.

II. No food or beverages may be consumed in the lab. Because toxic chemicals and pathogenic organisms are handled and sometimes spilled on the floor, tabletop, or countertop by this or other classes (ie: biotech), the possibility of ingesting contaminated materials is greatly increased by consuming or just handling food or beverages in the laboratory. **State law and City College regulations forbid the consumption of beverages and food in the classroom/labs.** Restrict munching and sipping to the passing hall and to be on the safe side, leave all comestibles within your backpacks when in class

III. Dispose of all waste materials properly. Your lab instructor will inform you of the proper disposal methods of lab materials.

- Look for separate disposal receptacles for
  - organic material
  - sharp objects
  - contaminated waste paper and gloves
    - dispose of gloves after disinfecting the tabletop
- If in doubt about the proper disposal of any material, ask the lab instructor
- Only uncontaminated waste paper should be placed in the wastebaskets

IV. Tabletops should be washed using the red bottle of solution near the sink following labs involving preserved specimens. Keep your gloves on while cleaning the tabletop.

VI. Wash your hands before leaving the laboratory. Disinfectant soap is available at each sink. You must wash your hands after each lab exercise.

V. Bare feet are not allowed

VI. Keep areas lab areas utilized clean. Do not leave any trash behind.

VII. Report any injuries to the lab instructor immediately.