

Anatomy 14
Introduction to Human Anatomy & Physiology
Spring, 2012
Dr. J. Lim

Section 548 - Lecture: TuTh 5-6:30pm ~ CRN 31378 ~ Auditorium JAD
Laboratory: Tues 6:30-9:30pm ~ 331 JAD

Section 549 - Lecture: TuTh 5-6:30pm ~ CRN 31703 ~ Auditorium JAD
Laboratory: Thur 6:30-9:30pm ~ 331 JAD

Voice mail (415) 452-7448
Office: Auditorium & Rm 331 JAD
Office Hour: Tue & Thurs 4:15-4:45pm

Website for classroom notes, study questions, labs, some handouts, lab model photos, syllabus and more:

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

email: **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

- Scanlon, *Essentials of Anatomy & Physiology*, 6th Edition, F. A. Davis Co, 2010
OR Tortora and Derrickson, *Introduction to the Human Body: The Essentials of Anatomy & Physiology*, 8th Edition, John Wiley & Sons, 2009 (or earlier)
- et cetera
- Loose-leaf paper to be turned in
- #2 pencil, pencil eraser, and colored pencil set

Optional

- Kapit & Elson, *Anatomy Coloring Book*, 3rd Edition, Pearson, 2002 (or earlier)

GRADING

- **Grades:** Grades in this course will be based upon lab reports, quizzes and exams. Penalties will be assessed on late submissions. There will be a quiz most weeks plus a comprehensive midterm and a final exam on material covered after the midterm. Each lab section will be graded as a separate class.
 - **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 occasional unannounced short quizzes at the conclusion of lecture or lab covering a small portion of that day’s material.
- 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 during the semester
 - students will be allowed to use classroom notes or some variation of said notes during the taking of a quiz
 - Books and study questions will not be allowed.
 - a section of notes will be collected and graded
- 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 is required for BOTH class and lab. Extenuating circumstances **may** be considered at the instructor’s discretion.
- Examinations: The practical midterm and practical final exams must be taken on the announced date. No make-up dates will be offered.
 - ***Tues Lab (Sec 548): Final – Thursday May 24 ~ 5-7pm***
 - ***Thurs Lab (Sec 549): Final – Thursday May 24 ~ 7-9pm***
- Student conduct:
 - Cheating: Anyone caught cheating or copying will receive a zero for that assignment or quiz/exam.
 - an automatic 15 point deduction will be assessed for the use of a cell phone or other unauthorized electronic device during a 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 lab (department policy)
- Extra Credit (EC):
 - Must be completed at least two weeks before the final exam
 - One minute oral presentation clarifying a previous classroom topic of discussion. Prior approval of the topic and sources required.
 - Serving as a test subject in the EKG and/or echocardiography programs on the John Adams campus (one time each)
 - Donating blood at the Blood Centers of the Pacific (one time only)
 - donating blood makes you eligible for free movie tickets
 - The value of these discretionary activities 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

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|---------------------------|--------------------------------------|
| 1. Organization | 12. Lymphatic System & Body Defenses |
| 2. Chemistry of Life | 13. Respiratory System |
| 3. Cells and Tissues | 14. Digestive System |
| 4. Integumentary System | 15. Urinary System |
| 5. Skeletal System | 16. Reproductive Sys |
| 6. Muscular System | 17. Conception to Birth |
| 7. Nervous System | 18. Birth Control - STIs |
| 8. Special Senses | 19. Nutrition |
| 9. Endocrine System | 20. Aging |
| 10. Blood | |
| 11. Cardiovascular System | |

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 provided solution 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.