CR COLLEGE OF THE REDWOODS

Course Information

Semester & Year: Summer 2022
Course ID & Section #: Human Anatomy – V3953
Instructor's name: Jamie Jackson
Day/Time of required meetings: ONLINE
Course units: 4.0

Instructor Contact Information

Office location or *Online: ONLINE
Office hours: By Appointment
Phone number: (626) 768-8344 (TEXT ONLY)
Email address: jamie_jackson@redwoods.edu

Catalog Description

An introductory course on human anatomy that includes the study of the gross and microscopic structure of all organ systems of the human body with emphasis on the relationship between structure and function. Laboratory work includes microscopy, dissection, and the study of human cadavers.

This course is designed to allow students to develop a deep understanding of the three-dimensional construction of the human body and understand the mechanisms underlying human body functions and activities.

Course Student Learning Outcomes

Upon completion of this course, you will be able to:

- Describe key structural features of different human cell and major tissue types.
- Identify and describe the anatomy of the systems of the human body.
- Relate structure and function at the cellular through system levels of organization of human body systems.
- Describe structural or anatomical changes that occur in disease, injury or aging of the human body systems.

Prerequisites/co-requisites/ recommended preparation

BIOL1 - General Biology
Ability to relate chemical principles to cell structure and function.
AND
Prerequisite
ENGL150 - Precollegiate Reading and Writing
Students need to be able to read and comprehend college-level textbooks.

OR
Co-Requisite
BIOL1 - General Biology
Ability to relate chemical principles to cell structure and function.

AND
Prerequisite
ENGL150 - Precollegiate Reading and Writing
Students need to be able to read and comprehend college-level textbooks

Required textbooks
There are many ways you can purchase the required materials. Choose the one that seems best for you.

A textbook is required for this class. We will be using Tortora Principles of Human Anatomy 15th Edition. However, you have two textbook purchase choices to choose from. You do NOT need both. But please take a look at all the required materials before making your decision. The Tortora text can be bundled with the required lab software, WileyPLUS. Option 1is an eText, available forever, and Option 2 is a physical text. You MUST purchase the WileyPLUS Access Code. You can buy the required textbook through the College Online Bookstore.

Option 1-ISBN 9781119705642
WileyPLUS single term access code for Tortora's Principles of Human Anatomy 15th edition
Net Price: $62.50

Option 2-ISBN 9781119662839
Tortora's Principles of Human Anatomy 15th edition loose leaf version + WileyPLUS single term access code
Net Price: $95.00

> **Option 2- Anatomy and Physiology: OpenStax.** This is an excellent anatomy and physiology text. It is an Open Educational Resource, which means you can access the content for free. Because it covers both Anatomy and Physiology, you'll have to sort through the content a bit more than if you just purchased the Physio book above. But the price point is VERY compelling. Here are your options:
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>> 1. Access the book totally free at https://openstax.org/details/books/anatomy-and-physiology (Links to an external site.). There are many ways to consume the text including a PDF download (Links to an external site.).
>> 2. Purchase a hard copy of the text (in color, ISBN 978-1-938168-13-0) at https://smile.amazon.com/Anatomy-Physiology-Kelly-Young-dp-1938168135/dp/1938168135/ref=mt_other?_encoding=UTF8&me=&qid=1595194168 (Links to an external site.)

Grade breakdown:

<u>Grades</u>

> The purpose of grading is to get an idea of how well you are mastering the material in this course. They help you pinpoint troublesome topics that might trip you up in future courses. There are a billion grades in the gradebook, which means you have a billion opportunities to earn points and improve your grade. Everything in the gradebook is driven by your performance on the assessments in the course... and nothing else. In other words, it doesn't matter how much I love you... the grades you EARN on assignments will translate into the grade you EARN in the class. (But I do love you.)

I will use the following scale to determine the letter grade you earn in my class.			
100.0 - 93.00% = A	89.99 - 87.00% = B+	79.99 - 77.00% = C+	69.99 - 60.00% = D
92.99 - 90.00% = A-	86.99 - 83.00% = B	76.99 - 70.00% = C	< 59.99% = F
	82.99 - 80.00% = B-		

I do NOT bump grades higher than the exact percentage you earn. This means that there is no rounding up. Since grade- boundaries are by definition arbitrary, there is no good rationale for letting the boundaries slide; there will always be a cut-off and there will always be someone who is close, but not quite there. Be grateful for the BILLION opportunities you have to earn points as outlined in this syllabus. The grade reported in Canvas is the grade you will earn in the course.

Assessment

Your performance in the course will be assessed based on your execution of the following requirements. (NOTE: I do not accept late work at any time. My life is just too crazy to handle your late stuff. it will get lost. That said. if you turn something in before I get around to grading everything, then chances are excellent that I will actually accept it. So even if it is late, consider completing the assignments anyway. I'm a busy chica.you might just get lucky!)

- Weekly Check-in (10% of total grade)
  Each weekend (due Sunday night by 11:59pm), you will have some sort of metacognitive check-in assignment. Most weeks this will be a simple (and very BRIEF- 1 minute or less) video in which you answer some sort of question I pose. This is just an easy way for us to stay connected, which is a really important ingredient that helps me support your success in this class.

- Lecture Discussions (20%)
  There will be a series of tasks (including Top Hat "quizzes" and a discussion forum) for EVERY SINGLE video lecture you watch. Most weeks, that means you'll complete these lecture activities twice. Here's how the activities will work:

  a. **Part 1: Learn (Whenever it fits into your life)**
     Watch the lecture (posted in a discussion forum in Canvas). Take notes! This is where content delivery happens! If there is something confusing, you are welcome to post questions to the discussion forum.
     Not graded.
  b. **Part 2: Check yourself (due by 5pm on Mon or Wed)**
     If you want to discuss a question, follow the posting rules, so we can have one thread per question (instead of billions of different threads on the same thing).
     Grading: 2 points for Full credit for completion.
  c. **Part 3: Discuss (due by 11:59pm on Tues or Thurs)**
     By 7pm on Mon or Wed, Contribute to the discussion at least 2 times in a meaningful and constructive way and you'll get full credit on the discussion. This is meant to simulate a traditional lecture setting, where questions can be asked and conversation takes place. Make the board helpful for you!
     Grading: 1 point for each meaningful comment.
  d. **Part 4: Commit (due by 11:59pm on Tues or Thurs)**
     Now return and feel free to discuss the questions in the discussion forum.
     Grading: 1 point for each participation.

- Weekly Online Quizzes (10%)
  Administered through Canvas, these weekly quizzes (usually 3) will cover lab and lecture material for the week. You can take them as many times as you want and we will keep your high score. Quizzes mimic the exam format, except they are smaller. Each quiz will cover one thing (either a lecture or a lab). Most quizzes are 5 questions long, timed (1 min/question), and pull from a bank of questions, so each time you take the quiz, you'll get a different set of questions on the topic. All quizzes are due Sunday night by 11:59pm, but you can continue taking them for practice, even after the due date.

- Labs (25%)
  Each week, there will be a LABORATORY assignment to complete. Each lab will include some

sort of task (usually the completion of WileyPLUS exercises) as well as a discussion forum. I highly encourage you to work together on lab assignments. While this is not a formal requirement (as of yet!), I have a strong interest in making the lab a "group" assignment. Lab assignments are always due on Fridays by 11:59pm.

- Midterm Exams (35%)
  There will be four midterm exams throughout the semester that cover material from both lecture and lab, as well as a comprehensive final. The lecture exam is multiple choice, true-false, and fill-in-the-blank; and you have 3 attempts. The practical offers only 2 attempts, and the written short answer/essay questions, one attempt. All the exams pull from a question bank.

Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor.

College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

During COVID19, approved accommodations for distance education classes will be emailed to the instructor by DSPS. In the case of face to face instruction, please present your written accommodation request to your instructor at least one week before the first test so that necessary arrangements can be made. Last-minute arrangements or post-test adjustments cannot usually be accommodated.

Support for online learners during COVID-19

In response to COVID-19, College of the Redwoods moved the majority of its courses online to protect health and safety. As the faculty and students adjust to this change, clear communication about student needs will help everyone be successful. Please let me know about any specific challenges or technology limitations that might affect your participation in class. I want every student to thrive.

Evaluation & Grading Policy

[Should include info such as final grade calculations, rubrics, late assignment policy, and other grading practices]

Admissions deadlines & enrollment policies

- _Classes begin: 5/31/22_
- _Last day to add a class: 6/7/22_
- _Last day to drop without a W and receive a refund: 6/7/22_
- _Census date: 6/8/22 or 20% into class duration_
- _Last day for student-initiated W (no refund): 6/30/22_
- _Last day for faculty-initiated W (no refund): 6/30/22_
- _Independence Day Observed (all-college holiday): 7/4/22_
- _Final examinations: 7/19/22 - 7/21/22_
- _Semester ends: 7/21/22_
- _Grades available for transcript release (approximately): 7/31/22_

Students who have experienced extenuating circumstances can complete & submit the **_Excused Withdrawal Petition_** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the

College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the College Catalog and on the College of the Redwoods website.

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the College Catalog and on the College of the Redwoods website.

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact Admissions & Records to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the Student Information Update form.

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.
Log into Canvas at https://redwoods.instructure.com
Password is your 8 digit birth date
For tech help, email its@redwoods.edu or call 707-476-4160
Canvas Help for students: https://www.redwoods.edu/online/Help-Student
Canvas online orientation workshop: https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges Health & Wellness website.

Wellness Central is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor https://webadvisor.redwoods.edu and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the Redwoods Public Safety Page.

In an emergency that requires an evacuation of the building anywhere in the District:
- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures
Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures
Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#) It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures
Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
   a. Dial 911, to notify local agency support such as law enforcement or fire services.
   b. If safe to do so, notify key administrators, departments, and personnel.
   c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
   d. Contact Jolene Gates 530-625-4821 to notify of situation.
   e. Contact Hoopa Tribal Education Administration office   530-625-4413
   f. Notify Public Safety 707-476-4111.

2. In the event of an emergency, the responsible district employee on scene will:
   a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
   b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
   c. Close all window curtains.
   d. Get all inside to safe location Kitchen area is best internal location.
   e. If a police officer or higher official arrives, they will assume command.
   f. Wait until notice of all is clear before unlocking doors.
   g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
   h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Student Support Services
The following online resources are available to support your success as a student:
- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services (EOPS)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821