



Syllabus for BIOL 6 - Human Anatomy, Holtski

Course Information

Semester & Year:	S2023
Course ID & Section #:	BIOL 6 – E4955
Instructor's name:	Dr. Gabriel Holtski
Day/Time:	Lecture M/W 6:05-7:10pm Lab M/W 7:15-10:25pm
Location:	SCI 102
Number of units:	4

Instructor Contact Information

Email address: gabriel-holtski@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.

Course Student Learning Outcomes

The following learning outcomes apply to both lab and lecture.

1. Describe key structural features of different human cell types and major tissue types.
2. Identify and describe the anatomy of each system of the human body.
3. Relate cellular-level structure and function to the organization of human body systems.
4. Describe examples of anatomical changes that occur in disease, injury or aging of the human body systems.

Prerequisites/co-requisites/ recommended preparation

1. BIOL-1 or concurrent enrollment

Accessibility

College of the Redwoods is 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

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Course Texts

Required

McKinley et al. Human Anatomy 6th Edition

Any edition within the last several years or so is OK. An eBook is also fine

Human Anatomy Lab Manual

I will post this as a PDF on Canvas

Recommended

Eroschenko. diFiore's Atlas of Histology with Functional Considerations

Any edition or eBook is fine. There are copies available for use in class, but you may want your own for studying at home.

Krieger. A Visual Analogy Guide to Human Anatomy,

Helpful for your studies. Be sure that if you're buying used, someone hasn't covered it in writing!

Additional Course Materials

You must have these materials with you every day in class.

- **Gloves:** a full box of **nitrile or latex disposable gloves**. This will be for when we are working with the cadavers, so will not be needed until a few weeks in to the class
- **Appropriate clothing:** You'll want either old clothes, a lab coat, or scrubs (lab can get messy). **Closed-toed shoes** are mandatory.
- **Colored pencils or pens** for drawing and color-coding in lecture and lab.
- **Laboratory Notebook:** You should keep your lab manual and all associated drawings and notes in an organized lab notebook. This will not be graded, but is an exceptional study tool! Write down hints from class, draw structures and label them, or print out images from the Internet of particular structures or taxa. Keeping a great lab notebook is a skill you will need for other courses – practice this now!

Laboratory Safety

Many of the specimens we will work with have been preserved with formaldehyde, a known carcinogen. Most of the formaldehyde has been washed out of the tissue, but it is only common sense to minimize your exposure. **Wear gloves** when handling specimens. **Don't eat or drink** in lab (this includes open lab hours).

Scalpel blades are sharp. Always **dispose of blades in the sharps container** provided, not in the trashcan. **Glass** (pipettes, broken cover slips, etc.) should be disposed of in the **glass waste** container.

Attendance Policy

You should attend every lecture and lab. If you miss a lecture, **you** are responsible for getting lecture notes from another student. If you miss a lab in the first two weeks, you may be dropped from the class. ***If you will miss a lab, you must make arrangements in advance to make up the material.*** If you are sick and unable to attend class, please contact me *before* class time and we can work together to make sure you are able to catch up on the material. I would like to support folks in staying healthy and supporting the class in staying healthy as well.

Evaluation & Grading Policy

- Your performance in the lab and lecture are weighed **together** when determining your final grade.
- Letter grades will be assigned based strictly on the percentage of total points you earn (i.e., there is no curve): **A** = 93–100%; **A-** = 90–92.5%; **B+** = 87–89.5%; **B** = 83–86.5%; **B-** = 80–82.5%; **C+** = 77–79.5%; **C** = 73–76.5%; **C-** = 70–72.5%; **D+** = 67–69.5%; **D** = 60–66.5%; **F** = 0–59.5%.
- Extra credit opportunities may be presented to the entire class at the instructor's discretion. Any opportunities will be announced in class or via the Canvas website and will be open to *all* students in the course.
- I do not curve the grades.
- There will be an *optional* cumulative final exam at the end of the semester that can be taken to replace your lowest exam grade (from either lecture or lab).

Laboratory Grade:

Your performance in the laboratory will be evaluated by **three lab practical exams**, and by **ten weekly 10-point online quizzes** (*on material from the prior week's labs*). The quizzes will be available on Canvas and are due by the start of lecture next Monday (or Wednesday if there is no Monday class).

Lecture Grade:

The lecture component of this course is primarily evaluated by **three lecture exams**, with points supplemented by small weekly assignments. The emphasis of your exams will be on material covered in lecture, but information from the textbook, from videos or articles posted to Canvas, and from other assigned readings may also be covered. *Anything discussed in lecture is fair game.*

Lecture exams are not really cumulative, but plan to recall concepts from earlier units (for example, you may need to understand a tissue type from the first exam to understand an organ system in the final exam).

For both lecture and lab exams (including lab quizzes), no makeup exams will be given without approval of the instructor prior to the scheduled time of the exam.

The overall point breakdown will be *approximately* as follows:

I reserve the right to make changes to this point breakdown as needed.

Quizzes	100 pts
Lab Practical 1	100 pts
Lab Practical 2	100 pts
Lab Practical 3	100 pts
Lecture Exam 1	100 pts
Lecture Exam 2	100 pts
Lecture Exam 3	100 pts
Final Exam (optional)	(100 pts)
Total	approx. 700 pts

Late Exam Policy

Quizzes and exams cannot be completed late except for under extreme circumstances – *contact me immediately if you anticipate missing a quiz or exam, and we will schedule an alternate time to take it.*

All assignments must be completed by the deadline or you are liable to not receive credit for it even if it is completed late.

Lab After Hours Policy

To pass this course, you will need to review lab material on your own, **regularly**, outside of class hours. Details regarding access will be posted to Canvas. As a general rule, you should expect to spend at least 2-3 hours reviewing material outside of class for every hour spent in class.

You may review lab material anytime during the week, even when the lab is in use by another section of students. The lab may be open on some weekends, which will be announced in class. You can also check out a microscope and slides to review at the library. However, these study privileges will be revoked if any materials are removed from the premises, or if there is any evidence of abuse or disrespect.

Specimen Policy

Many of you are kinesiology and nursing students. Our cadavers are truly your first patients. I expect you to treat all course materials (including slides of human tissue) with immense respect.

Replacement and repair of course materials, including microscopes, slides, skeletons, cadavers, and special preparations is very costly. I will penalize your grade or revoke your lab privileges if I witness any rough treatment of slides, cadavers, or microscopes.

The agreement between College of the Redwoods and the UC Davis cadaver lab prohibits students from taking photographs or videos, or disseminating any posted images of human specimens. We will require you to sign an agreement that you will not participate in any of these activities. Violation of this signed agreement will result in a formal request to the Vice President of Instruction to have you withdrawn from the class.

Admissions deadlines & enrollment policies

Spring 2023 Dates

- *Classes begin: 01/14/23*
- *Martin Luther King's Birthday (all campuses closed): 01/16/23*
- *Last day to add a class: 01/20/23*
- *Last day to drop without a W and receive a refund: 01/27/23*
- *Census date: 01/30/23 or 20% into class duration*
- *Last day to petition to file P/NP option: 02/10/23*
- *Lincoln's Birthday (all campuses closed): 02/17/23*
- *President's Day (all campuses closed): 02/20/23*
- *Last day to petition to graduate or apply for certificate: 03/02/23*
- *Spring Break (no classes): 03/13/23 – 03/18/23*
- *Last day for student-initiated W (no refund): 03/31/23*
- *Last day for faculty-initiated W (no refund): 03/31/23*
- *Final examinations: 05/06/23 – 05/12/23*
- *Commencement: 05/15/23*
- *Semester ends: 05/12/23*
- *Grades available for transcript release: approximately 05/26/23*

Nursing Program Requirements

Eligibility and Repeatability - Students must earn a cumulative 2.5 GPA in Biol 2, 6 and 7 in order to apply to the program. You will not earn a 2.5 GPA if you get a C in all three of these. You cannot retake a class in which you earn a C at CR except under very particular circumstances, and for the CR Nursing program, you can only repeat a course in which you got an F ONCE. Keep this in mind when deciding whether to “stick it out” or drop by the drop deadline.

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. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

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 [My CR Portal](#)

For help logging in to Canvas, visit [My CR Portal](#).

For help with Canvas once you're logged in, click on the Help icon on the left menu.

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

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.

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 [CR Police Department-Public Safety](#) It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies 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.

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](#)
- [Online Tutoring Resources](#)

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

Learning Resource Center includes the following resources for students

- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)
- [Academic Support Center](#) – offers tutoring and test proctoring for CR students.
- [Student Tech Help](#) – provides students with assistance around a variety of tech problems.

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- 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.
- [CalWORKS](#) – assists student parents with children under the age of 18, who are receiving cash assistance (TANF), to become self-sufficient.