Course Description: Structure of organ systems at the gross, subgross, and microscopic levels based on human material and dissection of the cat.

Required textbooks and other materials:
3. Lab coat (knee length, long sleeved, able to close in the front)
4. Dissection kit
5. Gloves and eye protection (regular glasses are not sufficient)
6. Closed toed shoes that completely cover the top of the foot
   (NO SANDALS or open toed shoes ARE ALLOWED IN LAB)
7. Legs must be covered in lab. Long pants or scrub bottoms are acceptable.
8. Band, clip, or some other method of securing hair in lab
9. (10) Scantrons 882E
10. #2 pencils and good eraser
11. Colored pencils

Recommendations:
1. Anatomy Flashcards (Thieme publishers)
2. e-mail and internet access (available on campus).

Attendance Policy: Attendance in class and in lab is crucial to your success. You are expected to attend every class on time! If you are tardy or absent, please do not disturb the class to find out where we are in the lecture, or what you have missed. It is your responsibility to approach other students after class and obtain missing material. Labs cannot be made up. Quizzes are given at the beginning of class and cannot be made up. Lab exams are practica and involve set up and marking specimens. These cannot be made up under any circumstances! Lecture exams are scheduled and cannot be made up, except under extremely compelling circumstances with documentation! You are not allowed to attend other lab sections when you miss your own lab. All labs are at capacity and no one wants other students coming in and using their resources.

Lecture format: Lecture outlines are posted online on the webpage above in pdf format. These are intended to provide an overview of the lecture and serve as a guide for assigned reading. Although the lecture will be presented using PowerPoint, the lecture itself will be interactive and students are expected to prepare before class in order to participate.

Lab format: Lab includes dissecting, working with human cadavers and models, viewing histology slides under the microscope, and becoming familiar with the structures associated with feline and human anatomy. In order to optimize the limited time we have for lab, it is very important that you read the lab exercise in advance. Come prepared and bring all the materials necessary for the lab scheduled for that day. If you do not have the proper safety attire (lab coat, goggles, long pants, and closed toed shoes), you will be dismissed from lab and not allowed to participate that day.

Workbooks: Drawing is a regular part of class. You will be provided with workbooks. Their completion will be part of your grade. Unit workbooks will be due on the day of the unit exam, with the
exception of Unit IV. The Unit IV workbook is due on the day of the prefinal. **NO WORK OF ANY KIND WILL BE ACCEPTED DURING FINALS WEEK!**

**Exams and Quizzes:**

Lecture and Lab Exams: There will be 3 lecture exams and 4 lab exams during the semester. The lecture exams will be multi-format (essay, short answer, multiple choice, matching, etc.) and will be worth 140 points each. The four lab exams are lab practica. Lab exams will be administered during your regular lab section, with the exception of the lab final. You will be asked to identify structures on specimens, models, and slides. **Spelling counts**...so be sure you learn to spell the name of the structure correctly as you learn to identify it!

Lecture final: The final exam is the only exam I will be giving during the semester that is all multiple choice. The exam will consist of 140 questions and will be worth 280 points. The exam will be 50% unit IV and 50% cumulative.

Prefinal: This is a practice final exam that is given in lecture during the last week of class or during finals week at the discretion of the instructor. It is cumulative, and if you earn a higher grade on the prefinal than your lowest lecture test, the score can replace the lower test score.

**Evaluation and Grading Policies:** The grade students have earned will be computed as follows:

<table>
<thead>
<tr>
<th>Lecture grade: 57% of grade</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture exams (3 x 140 points)</td>
<td>420 pts</td>
</tr>
<tr>
<td>Cell Exam</td>
<td>50</td>
</tr>
<tr>
<td>Final Exam</td>
<td>280 pts</td>
</tr>
<tr>
<td>Lecture total: 750 pts.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lab grade: 43% of grade</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Four Lab exams</td>
<td>460 pts</td>
</tr>
<tr>
<td>Dissection quality</td>
<td>10 pts</td>
</tr>
<tr>
<td>Workbooks</td>
<td>50 pts</td>
</tr>
<tr>
<td>Lab total: 520 pts</td>
<td></td>
</tr>
<tr>
<td>Total=1270 pts</td>
<td></td>
</tr>
</tbody>
</table>

**Grades will be based on the following:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Percentage</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>≥ 90%</td>
<td>1143-1270</td>
</tr>
<tr>
<td>B</td>
<td>≥ 80%</td>
<td>1016-1142</td>
</tr>
<tr>
<td>C</td>
<td>≥ 70%</td>
<td>889-1015</td>
</tr>
<tr>
<td>D</td>
<td>≥ 60%</td>
<td>762-888</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
<td>&lt;762</td>
</tr>
</tbody>
</table>

**Score sheet:**

<table>
<thead>
<tr>
<th>EXAM</th>
<th>POINTS POSSIBLE</th>
<th>YOUR SCORE</th>
<th>YOUR % GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Exam</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Ex #1</td>
<td>140</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Ex #2</td>
<td>140</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Ex #3</td>
<td>140</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab Ex #1</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab Ex #2</td>
<td>120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab Ex #3</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab Ex #4</td>
<td>140</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Final</td>
<td>280</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workbooks</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissection quality</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>1270</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note: Exams, quizzes, points may be amended at the discretion of the instructor.
Additional rules and guidelines:
1. You are responsible for the legibility of your work. If I can’t read it, it’s wrong!
2. I do not accept late assignments.
3. Treat all lab specimens and equipment with respect.
4. Absolutely no photography in the anatomy or cadaver labs.
5. Laboratory safety is always a primary concern. Unsafe actions may result in dismissal from lab.
6. Each student is expected to participate in dissection. You are encouraged to observe other specimens, but you must dissect in order to fully appreciate the relationship of structures.
7. Be courteous and respectful to each other! Do not carry on conversations with each other during lecture. Do not interrupt lecture if you come in late.
8. Do not answer your cell phone or text message during lecture. All phones must be off or silent.
9. I reserve the right to DROP students from the class if they are chronically absent or late to lab.
10. Come to class prepared with all the required supplies and equipment.
11. Bring only what you need to lab! Excessive “luggage” can create a hazard.
12. Your attendance is determined by your signature on attendance sheets.
13. Performance in class is directly correlated with the amount of time you spend in lab and in study.
14. Expect to spend the ENTIRE allotted time in lab. Do not schedule appointments during that time.
15. Students will be provided with a container in which to store lab equipment. If you drop the class, it is your responsibility to make arrangements with your instructor to pick up these items. At the end of the semester, any unclaimed items become property of Caduceus Club and will be considered a donation for resale to other students.
16. All returned work must be picked up before the end of finals week or it will be considered trash! I have no place to store your quizzes, workbooks, etc. It is up to you to get them promptly if you want them. They will be discarded before I leave campus after my last final exam.
17. It is your responsibility to check your grades and make sure that they are accurate. If there is any discrepancy in the grade and what you believe to be correct, you have one week from the date your work was graded to discuss this with me. After that, the grade will stand as is.
18. I consider cheating a form of theft. I will not tolerate it. Please read the academic integrity policy below. I will hold you to it.

Registration policies (adds and drops): If there is space to add students, students must bring proof of “adding” to the next class meeting in order to begin attending the class. If you decide to drop the class, it is your responsibility to go to the office and drop. If you stop attending and do not drop, you will be given the grade you earned, which is usually an F. This grade remains on your transcript even if you retake the class in the future. Please don’t put yourself into this position!! Drop deadlines are posted on the Mt SAC website and in the course catalog.

Academic Integrity Policy: As stated in the Mt. San Antonio College catalog “Honesty is primarily the responsibility of each student. The College considers cheating to be a voluntary act for which there may be a reason, but for which there is no acceptable excuse. It is important to understand that collaborative learning is considered cheating unless specifically allowed for by the professor.” The term cheating “… includes but is not limited to plagiarism, receiving or knowingly supplying unauthorized information, using unauthorized material or sources, changing an answer after work has been graded and presenting it as improperly graded, illegally accessing confidential information through a computer, taking an examination for another student or having another student take an examination for you, and forging or altering grade documents”. In any act of academic dishonesty, the student will automatically receive a zero on that test or assignment and the incident will be reported to the Dean of Students Services, Director of Student Life, Director of Admissions and Records, and the Dean of Natural Sciences. In the case of more egregious offenses, a grade of "F" in the course may be assigned (regardless of the student’s average) as per College and department policies. A copy of the biology department policy is attached to this document.

Remember that you are ultimately responsible for your success! Ask questions, come to class regularly, participate in study groups and review sessions, and this will become your favorite class.
Anatomy 35 SPRING Schedule 2013

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2/26</td>
<td>Anatomical Terminology/Osteology</td>
</tr>
<tr>
<td></td>
<td>2/28</td>
<td>Appendicular skeleton</td>
</tr>
<tr>
<td>2</td>
<td>3/5</td>
<td>Cell Exam/Axial Skeleton</td>
</tr>
<tr>
<td></td>
<td>3/7</td>
<td>Articulations/Histology</td>
</tr>
<tr>
<td>3</td>
<td>3/12</td>
<td>Histology/Integument</td>
</tr>
<tr>
<td></td>
<td>3/14</td>
<td>No lecture (Dr. Rexach is in Washington DC) ....there will be a take home assignment</td>
</tr>
<tr>
<td>4</td>
<td>3/19</td>
<td>Integument/exam review</td>
</tr>
<tr>
<td></td>
<td>3/21</td>
<td><strong>Lecture Exam #1</strong></td>
</tr>
<tr>
<td>5</td>
<td>3/26</td>
<td>Human muscles</td>
</tr>
<tr>
<td></td>
<td>3/28</td>
<td>Human muscles</td>
</tr>
<tr>
<td>6</td>
<td>4/2</td>
<td>Respiratory system</td>
</tr>
<tr>
<td></td>
<td>4/4</td>
<td>Digestive system</td>
</tr>
<tr>
<td>7</td>
<td>4/9</td>
<td>Urinary system</td>
</tr>
<tr>
<td></td>
<td>4/11</td>
<td>Urinary system/Exam review</td>
</tr>
<tr>
<td>8</td>
<td>4/16</td>
<td><strong>Lecture Exam #2</strong></td>
</tr>
<tr>
<td></td>
<td>4/18</td>
<td>Reproductive system</td>
</tr>
<tr>
<td>9</td>
<td>4/23</td>
<td>Reproductive system and embryology</td>
</tr>
<tr>
<td></td>
<td>4/25</td>
<td>Embryology</td>
</tr>
<tr>
<td>10</td>
<td>4/26</td>
<td><em>7th Annual Health Professions Conference at Mt SAC</em></td>
</tr>
<tr>
<td>11</td>
<td>5/2</td>
<td>Cardiovascular system</td>
</tr>
<tr>
<td></td>
<td>5/7</td>
<td>Blood vessels</td>
</tr>
<tr>
<td></td>
<td>5/9</td>
<td>Blood vessels and intro to nervous system</td>
</tr>
<tr>
<td>12</td>
<td>5/14</td>
<td><strong>Lecture Exam #3</strong></td>
</tr>
<tr>
<td></td>
<td>5/16</td>
<td>Central nervous system</td>
</tr>
<tr>
<td>13</td>
<td>5/21</td>
<td>Peripheral nervous system</td>
</tr>
<tr>
<td></td>
<td>5/23</td>
<td>Sensory system</td>
</tr>
<tr>
<td>14</td>
<td>5/28</td>
<td>Sensory system</td>
</tr>
<tr>
<td></td>
<td>5/30</td>
<td>Endocrine system</td>
</tr>
<tr>
<td>15</td>
<td>6/4</td>
<td>Complete nervous system and review</td>
</tr>
<tr>
<td></td>
<td>6/6</td>
<td>Prefinal</td>
</tr>
<tr>
<td>16</td>
<td>6/11</td>
<td>Lab Final exam 7am</td>
</tr>
<tr>
<td></td>
<td>6/13</td>
<td>Lecture Final exam 10:30am</td>
</tr>
</tbody>
</table>

The instructor reserves the right to amend this schedule as needed.
## Anatomy 35 Lab Schedule SPRING 2013

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Anatomy 35 Lab Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Appendicular Skeleton</td>
</tr>
<tr>
<td>2</td>
<td>Axial Skeleton&lt;br&gt;Review Skeletal System</td>
</tr>
<tr>
<td>3</td>
<td>Introduction to Microscopy, Cells, Epithelial Tissue, Connective Tissue, Skin, Histology&lt;br&gt;&lt;br&gt;<strong>Open Lab Friday, March 15 from 8-11 am room 2511</strong></td>
</tr>
<tr>
<td>4</td>
<td>Histology&lt;br&gt;&lt;br&gt;<em>Lab Practicum</em>&lt;br&gt;&lt;br&gt;<strong>Lab Practical #1 – 100 questions/100 points</strong>&lt;br&gt;<strong>Thurs 3/21</strong></td>
</tr>
<tr>
<td>5</td>
<td>Microscopic Observation of Skeletal, Cardiac Muscle Tissues, Dissection of Muscles in the Cat (Chest, Abdominal, Neck and Back Muscles)</td>
</tr>
<tr>
<td>6</td>
<td>Dissection of Muscles in the Cat (Forelimb and Hindlimb), Observation of Muscles on the Cadaver</td>
</tr>
<tr>
<td>7</td>
<td>Review Muscles in the Cat, Observation of Muscles on the Cadaver&lt;br&gt;&lt;br&gt;<strong>Open Lab Friday, April 12 from 8-11 am room 2511</strong></td>
</tr>
<tr>
<td>8</td>
<td>Review Muscles on the Cat and Cadaver&lt;br&gt;&lt;br&gt;<em>Lab Practicum</em>&lt;br&gt;&lt;br&gt;<strong>Lab Practical #2 - 60 questions/120 points</strong>&lt;br&gt;<strong>Thurs 4/18</strong></td>
</tr>
<tr>
<td>9</td>
<td>Microscopic Structures of the Digestive, Respiratory, Urinary and Reproductive systems.&lt;br&gt;Dissection of Cat Organs (Respiratory, Digestive, Urinary, Reproductive Systems)</td>
</tr>
<tr>
<td>10</td>
<td>Observation of Organs in the Cadaver&lt;br&gt;Dissection of Cat Organs&lt;br&gt;&lt;br&gt;<strong>Open Lab Friday, May 3 from 8-11 am room 2511</strong></td>
</tr>
<tr>
<td>11</td>
<td>Review Organs and Histology&lt;br&gt;&lt;br&gt;<em>Lab Practicum</em>&lt;br&gt;&lt;br&gt;<strong>Lab Practical #3 – 50 questions/100 points</strong>&lt;br&gt;<strong>Thurs 5/9</strong></td>
</tr>
<tr>
<td>12</td>
<td>Microscopic Observation of Cardiovascular and Lymphatic Structures&lt;br&gt;Dissection of Sheep Heart, Dissection of Cat Blood Vessels and Lymphatic Structures</td>
</tr>
<tr>
<td>13</td>
<td>Microscopic Observation of Nervous Tissue, Brain Structures, Spinal Cord&lt;br&gt;Dissection of Sheep Brain, Sheep Eye, Nerves and Ganglia in the Cat&lt;br&gt;&lt;br&gt;<strong>Monday, May 27 -- MEMORIAL DAY – NO SCHOOL</strong></td>
</tr>
<tr>
<td>14</td>
<td>Microscopic Observation of Sensory Organs, and Ganglia, Observation of Blood Vessels, Nerves in the Cadaver</td>
</tr>
<tr>
<td>15</td>
<td>Review of Heart, Blood Vessels, Nerves and Ganglia in the Cat and Cadaver&lt;br&gt;&lt;br&gt;<strong>Open Lab Friday, June 7 from 8-11 am room 2511</strong></td>
</tr>
<tr>
<td>16</td>
<td>Lab Final – 70 questions/140 points&lt;br&gt;<strong>Thurs 6/11 time TBD</strong></td>
</tr>
</tbody>
</table>
POLICY

1. No dictionaries, reference materials, notes, or programmable calculators may be used during any exam or quiz unless authorized by the professor.

2. No electronic devices, of any type, may be used during any exam or quiz unless authorized by the professor.
   a. Electronic devices include, but are not limited to: cell phones, PDAs (personal digital assistants, earphones, cameras, MP3 players, IPods, translation devices, and electronic dictionaries.

3. No talking, signaling, sharing of note cards, calculators or other materials is allowed during any exam or quiz.

4. Only the materials required or authorized for an exam or quiz should be taken out of your notebook, backpack, pocket, or purse. All other materials should be put away as instructed, this includes electronic devices.

5. Students may not leave the classroom during an exam or quiz unless authorized by the professor. If a student leaves the room without permission, the test or quiz will be forfeited at that time.

6. This policy will be strictly enforced by all professors in all classes taught in the Department.

CONSEQUENCES:

7. A single act of cheating or academic dishonesty in any form may result in as much as receiving an “F” in the course.

8. Action taken by the professor will be consistent with the college policy on cheating and academic dishonesty. In addition, a report regarding the violation will be submitted to the Director of Student Life for further action, which may also result in further disciplinary action, including, but not limited to suspension or expulsion from the college.

WHAT IS CHEATING?

- Some examples of cheating include, but are not limited to:
  a. Plagiarism, which is the use of materials authored by another person or obtained from a commercial source or the use of passages without proper acknowledgment.
  b. Having or using unauthorized materials during any exam or quiz
  c. Notes concealed in or written on clothing, hats, or skin (as examples).
  d. Looking at another student’s work during any exam or quiz.
  e.Changing answers on a returned exam in order to claim there had been a grading error.
  f. Sharing any content of exams or quizzes with individuals who have not yet taken it.
  g. Removing an exam or quiz from the classroom without the professor’s approval.
  h. Taking photos of exams, quizzes, completed ScanTrons®, or exam keys.
i. Turning in work that was generated by other individuals or by the same individual but in a prior semester, including but not limited to: lab report data, lab report or homework questions, homework assignments, and extra credit assignments.

j. Working together on a lab experiment when told to work individually.

k. Falsifying lab data.

l. Allowing another student to look at your exam or quiz, or allowing another student to copy your homework, lab reports, or other assignments. (If that work is duplicated you may also receive the same penalties listed above for violation of the biology department policy on cheating, and the college policy on cheating and academic dishonest.)

m. Falsifying documents, including signatures.

If you are unclear about what constitutes cheating in your class or for a particular assignment, please contact your instructor for clarification before the assignment is due.

- Sign the Student Acknowledgment form and return it to your professor.
- Keep this policy for records.
Mt. San Antonio College
Biological Sciences Department Policy on Student Cheating
Student Acknowledgement

I have received, read, and understand the Biological Sciences Department Policy on Student Cheating.

________________________________________  _________________________________
Professor                                      Course Title

____________________________________________
Print Last Name, First Name

________________________________________
Signature                                      Date