

Instructor Contact Information

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I will read and respond to emails at least once daily except weekends and holidays.

Office Hours: Zoom meeting by appointment.

General Course information

Course Number: BIO 231L 01 DE

Course Title: Anatomy and Physiology I Lab

Course Description: First term of a three-term sequence. Laboratory activities relate to the gross anatomy of the musculoskeletal system.

Corequisite: BIO 231

Credits: 1 term or trimester credits

Course Requirements

Course Materials: [Visible Body Suite](#), an interactive 3D human anatomy atlas. If you have purchased Visible Body Suite without Courseware integration, it is sufficient for this course.

Computer Requirements:

- If students do not have access to a computer off campus, there are many computers on campus (Building 3, 5, 6, 8, and LRC) students are welcome to use to participate fully in their courses. Most public libraries also have computers with internet access available.
- Students will need to have an up-to-date browser and operating system. Students may need some additional software on their computers to take this class. Check the KCC Distance Education webpage for hardware & software requirements. <https://www.klamathcc.edu/Academics/Distance-Education>
- Some of the documents in this course will be available to you in PDF form. If you do not have Adobe Acrobat Reader software on your computer, you can download it by going to <http://get.adobe.com/reader/>.

Course Objectives

Upon completion of this course, the students should be able to:

- Develop a vocabulary of appropriate terminology to effectively communicate information related to anatomy and physiology (memorization and correct spelling of terminology are required).
- Recall and explain the interrelationships within and between anatomical and physiological systems of the human body.
- Make a connection between knowledge of anatomy and physiology and real-world situations, including healthy lifestyle decisions and homeostatic imbalances.

Grading

The grade in the course reflects the combined level of achievement in the following.

	<i>Pts. each</i>	<i>Count</i>	<i>Total pts.</i>	<i>%</i>
Syllabus quiz and intro	15	1	15	6.0%
Homework	1.5 or 5	7+2	30.5	12.2%
Quizzes	15	7	105	41.9%
Exams	50	2	100	39.9%
Extra credit	10	1	10	4.0%
			250.5	104%

The grades will be assigned on the following scale:

90-100% A	70-79.9% C	Less than 60% F
80-89.9% B	60-69.9% D	

Everything you need to complete each week is outlined and linked in the lab agenda. Every week you are expected to watch lab videos and label worksheets using the videos and the lab manual. The videos are available from 8am on Monday until 8pm on Sunday of the scheduled week. The following week Monday through Wednesday, you should take the HW - practice quiz (1.5 points each). You have unlimited attempts with the *best* score recorded in the gradebook. It is followed by the lab quiz (15 points each, one attempt only) available 8am on Thursday through 8pm on Sunday. Quizzes have 15 fill-in the blank questions to complete in 15 minutes, and no proctor is required. Please see the rules for naming anatomical structure below. You may review your submission any time after the due date by going to *Grades* and clicking on the quiz. Midterm and Final exams have 50 fill-in the blank questions each and weigh 50 points (1 point per question). No books/notes are allowed during the exams and both exams require proctoring. You have 50 minutes to complete each exam, one attempt only. You may review your submission only once immediately upon completion while still under the proctor's supervision.

Rules for Naming Anatomical Structures in Lab:

- Please note that there are numerous variations in the nomenclature of anatomical parts, but we will only accept terms **EXACTLY** as they are listed in the lab manual. For example, *metatarsal 2*, not *2nd metatarsal* or *metatarsal two*, *metatarsal II* or any other combination thereof.
- **Spelling** errors count as wrong answer, even if it is just one letter.
- **Use the correct singular or plural form of the word.** For example, *foramen* (singular) and *foramina* (plural), or *phalanx* (singular) and *phalanges* (plural).
- **Do not use unnecessary words.** For example: *body of femur*, not *body of the femur*.
- **Read the question, it specifies what is required of you.** For example, *opening* usually refers to *foramen*, *depression* refers to *fossa* and *bone* refers to the entire bone and not its part. If the question states *Name the structure and the bone*, remember to include both, for example: *anatomical neck of humerus*, but not *anatomical neck*. Please compare with *Name the structure* and the correct answer *surgical neck*. If the question states *Name the structure and the bone*, remember to include both, for example: *anatomical neck of humerus*, but not *anatomical neck*. Compare that with the question that reads *Name the structure*, here the answer may be *surgical neck*.
- **Use one, not both alternative names.** For example, *body of humerus* or *shaft of humerus*, but not *body (shaft) of humerus*.
- **Abbreviations.** When abbreviating, please use appropriate punctuation (period). The only allowed abbreviations are *l.* for ligament, *m.* for muscle and *b.* for bone.

Participation

Students are expected to actively participate in the class each week. Students are required to complete each assignment by the due date.

If a student fails to participate appropriately, the following actions may be taken:

- The student will be dropped from the course, OR
- If the date for dropping a course without penalty has passed, the student will receive a failing grade, unless prior arrangements have been made between the instructor and student.

A student who seeks an exception to this policy must do so in advance of the absence and/or provide documentation of the emergency that caused it, as determined by the instructor.

Proctoring

Proctoring will be required only for the exams, but not quizzes. Please contact [KCC testing center](#) at 541-880-2334 or testingcenter@klamathcc.edu to schedule your appointment at least 72 hours prior to your exam.

When you contact the testing center, please indicate your option of proctoring:

1. Take the exam at the KCC testing center on campus (building 3 room 355). This is generally preferred option for all students.
2. If you are ill, work/live outside Klamath Basin, or are traveling, you may use Proctor 360 for live remote proctoring. It is student's responsibility to ensure that the computer meets technical specifications for the proctoring session. Note that you need to contact testing center by the end of week 3 to acquire proctoring device.

Netiquette

Effective written communication is an important part of online learning. In a face-to-face classroom, body language, verbal responses, and questions help the facilitator and participants communicate with each other. In an online environment, however, misunderstandings can easily occur when participants do not follow basic rules of netiquette (online etiquette). Therefore, please use the following guidelines when communicating in this course:

- Use a descriptive subject line in forum posts.
- Include your name in all e-mails because recipients cannot always tell who you are based on your e-mail address.
- Derogatory comments, ranting, and vulgar language are not acceptable in any form of communication in this course.
- Keep in mind that something you consider offensive may be unintentional.
- Any student who engages in inappropriate and disruptive communication may be dropped from the course, assigned a grade of "F," and be ineligible for a tuition refund.
- If you are concerned about something that appears unacceptable, please inform your instructor.
- Do not use ALL CAPITAL LETTERS in online communication, as doing so indicates you are yelling. Limited use of capitalized words is acceptable when you need to emphasize a point.
- You may use appropriate emoticons/emojis in the forums, chats, and messages.

Please visit [KCC Distance Education](#) for student code of conduct and tips for student success in online classes.

Course Schedule

<i>Week</i>	<i>Lab</i>	<i>Homework</i> (8am Monday-8pm Wednesday)	<i>Quizzes and Exams</i> (8am Thursday-8pm Sunday)
1	Lab 1 Introduction	-	Syllabus quiz and Introduction
2	Lab 2 Shoulder and Upper Arm	HW - practice quiz 1	Lab quiz 1 (Introduction)
3	Lab 3 Forearm and Hand	HW - practice quiz 2	Lab quiz 2 (Shoulder and Upper Arm)
4	Lab 4 Hip and Thigh	HW - practice quiz 3	Lab quiz 3 (Forearm and Hand)
5	Lab 5 Knee, Lower Leg and Foot	HW - practice quiz 4	Lab quiz 4 (Hip and Thigh)
6	Review	HW - practice quiz 5	Lab quiz 5 (Knee, Lower Leg and Foot)
7	Lab 6 Face	HW - practice midterm exam	Lab Midterm (Labs 2-5 only)
8	Lab 7 Cranium	HW - practice quiz 6	Lab quiz 6 (Face)
9	Lab 8 Vertebral Column, Thorax and Abdomen	HW - practice quiz 7	Lab quiz 7 (Cranium)
10	Review	HW - practice final exam Lab extra credit	Lab Final Exam (Labs 6-8 only)

For all quizzes and exams, please use **plugin (not wireless) connection** and the preferred browser is **Google Chrome**. You should always use the most current version of your preferred browser. Your browser will notify you if there is a new version available.