

**TENTATIVE SCHEDULE**

<b>DATE</b>	<b>LECTURE</b>	<b>LABORATORY</b>
Weds. 28-Jan	Introduction	
Thurs. 29-Jan		Skeletal System (Pectoral Girdle)
Fri. 30-Jan	Cells (Quiz I)	Skeletal System (Upper Limb)
Weds. 4-Feb	Histology	
Thurs. 5-Feb		Skeletal System (Skull) - Quiz II
Fri. 6-Feb	Integumentary System Quiz II	Skeletal System (Skull)
Weds. 11-Feb	Integumentary System	
Thurs. 12-Feb		Histology and Skull
Fri. 13-Feb	No Class - President's	
Weds. 18-Feb	Skeletal System	
Thurs. 19-Feb		Histology and Vertebral Column
Fri. 20-Feb	Articulations	Skeletal System (Axial Skeleton)
Weds. 25-Feb	<b>Exam I</b>	
Thurs. 26-Feb		Skeletal System (Lower Limb)
Fri. 27-Feb	Muscular System	Skeletal System (X-rays)
Weds. 4-Mar	Cardiovascular System	
Thurs. 5-Mar		Review
Fri. 6-Mar	Cardiovascular System	<b>Lab Exam I</b>
Weds. 11-Mar	Cardiovascular System	
Thurs. 12-Mar		Cardiovascular System
Fri. 13-Mar	Cardiovascular System	Cardiovascular System
Weds. 18-Mar	Respiratory System	
Thurs. 19-Mar		Muscular System (Introduction)
Fri. 20-Mar	Nervous System	Muscular System (Anterior Neck)
Weds. 25-Mar	<b>Exam II</b>	
Thurs. 26-Mar		Muscular System (Pectoral Girdle)
Fri. 27-Mar	Nervous System	Muscular System (Upper limb)
Weds. 8-Apr	Nervous System	
Thurs. 9-Apr		Muscular System (Pelvic Girdle)
Fri. 10-Apr	Nervous System	Muscular System (Lower Limb)

	<b>LECTURE</b>	<b>LABORATORY</b>
Weds. 15-Apr	Endocrine System	
Thurs. 16-Apr		Review
Fri. 17-Apr	Digestive System	<b>Lab Exam II</b>
Weds. 22-Apr	Digestive System	
Thurs. 23-Apr		Nervous System
Fri. 24-Apr	<b>Exam III</b>	Nervous System
Weds. 29-Apr	Digestive System	
Thurs. 30-May		Thoracic Cavity
Fri. 1-May	Urinary System	Thoracic/Abdominal Cavity
Weds. 6-May	Reproductive System	
Thurs. 7-May		Abdominal Cavity
Fri. 8-May	Reproductive System	Reproductive System
Weds. 13-May	Development	
Thurs. 14-May		Reproductive System (Microscopy Quiz)
Fri. 15-May	Bodies Exhibition Trip	Bodies Exhibition Trip
Weds. 20-May	<b>Lecture Final</b>	
Thurs. 21-May		Review
Fri. 22-May		<b>Lab Exam 3</b>

The following items are required for the class:

**Textbooks:** Human Anatomy by Marieb, Mallatt and Wilhelm (5<sup>th</sup> or 6<sup>th</sup> edition)  
Study Guide for Anatomy 231 by Sapiro

**Colored Pencils:** A set of six or eight is sufficient. You will need them for lectures **and exams**.

**Dissection Kit:** The dissection kit is available in the bookstore.

The following items are recommended but not required for the class:

**Latex gloves for dissection**

**Recorder for recording lectures**

**Atlas of Human Anatomy by Netter** or **A.D.A.M. Student Atlas of Anatomy by Olson** or other appropriate atlas. Do not buy any other atlas without consulting with me first.

## Course Objectives

**Instructional Objectives:** Upon successful completion of Anatomy 231F, the student will be able to:

1. Demonstrate an understanding of all the major areas of anatomy: ontogeny, microscopic anatomy, gross anatomy, systemic anatomy, regional anatomy, pathological anatomy, and comparative anatomy.
2. Describe the location, origin, function and general features of all mammalian organ systems.
3. Describe the anatomical interrelationships between all the organ systems.
4. Relate the structure with function at the cytological, tissue, organ and organ-system levels.
5. Analyze the structure and function of the major cellular organelles.
6. Demonstrate an understanding of the role surface area, distance and surface/volume ratios play in interpreting functional anatomy.
7. Identify the major tissues of the human body using a microscope.
8. Identify all the gross features of the major organ systems.
9. Demonstrate expertise in dissection techniques and use of the microscope.

**Student Learning Outcomes:** Upon successful completion of Anatomy 231F, the student will be able to:

1. Compare and contrast normal anatomy to abnormal anatomy associated with various diseases and conditions.
2. Identify histological and microanatomical structures.
3. Interrelate the structure and function of organs and organ systems.

## CLASS POLICIES

### I. Participation Policy

**Participation, not merely attendance is mandatory.** Under Title 5 California Administrative Code, Section 58004: A student may be dropped if no longer participating in the course. "No longer participating includes but is not limited to excessive absences."

The following criteria define participation:

1. Arrive on time to class and stay the entire class period.
2. Bring all of the materials necessary for that class, for example books, paper, pens, etc.
3. Turn in all assignments on time and complete.
4. Actively do assigned lab work.
5. Contribute to group projects.
6. Follow all of the rules and safety regulations of the class.
7. Take all assigned quizzes and exams.

## II. Attendance Policy

You are expected to attend and participate in all lectures and labs. You may be dropped for excessive absences. If you miss a lecture, it is your responsibility to find out what we did in class and to keep up with the work. If you miss a lecture exam you will be allowed to take one make-up exam usually given during the last week of class. Be warned, make up exams are harder than the regular exams. You may only take one make up exam per semester. There are no make-ups for lab exams or quizzes.

If you miss a lab you may not be able to make it up. If you miss three labs, you will be dropped from the course.

Arrive on time to class. Three latenesses count as an absence. If you miss more than 15 minutes of a lab, it counts as an absence.

## III. Drop Policy

If you wish to drop the class, it is your responsibility to do so in a timely manner. If you have not dropped the course by the drop deadline you must receive a grade for the course. Grades of "Incomplete" will only be given to those students who are passing the course, but missed the end of the semester.

If you are not participating as defined in section I., or have excessive absences, you may be dropped from the course.

**If you choose to drop the course, understand that a "W" will appear on your transcript and that more than one or two "W's" will have a negative impact on your ability to get into a health-related program.** Understand however that a "W" is better than an "F" on your transcript. If you get an "F" and repeat the course, the "F" is not counted in your GPA, but it remains on your transcript.

## IV. Cheating Policy

If your behavior makes me suspect that you cheated in any way (as defined in the College catalog) you will get a 0 for the exam. A report will be submitted to the vice president for further action such as an F for the course and/or expulsion from the college.

## V. Breakage Policy

Many of the materials you will be handling in lab are fragile and expensive. If you are not careful and break or leave a permanent mark on something, this shows a careless disregard of the rules and you will lose all of your participation points.

## VI. Cell Phones

**Turn off your cell phone or turn them to vibrate before entering class.** If your phone rings during lecture or lab you will lose 5 points. If your phone rings during an exam, you will lose 10 points.

## VII. Copyright

All recordings taken in class are copyrighted by Dr. Sapiro. These recordings may be distributed to other students currently enrolled in the class, but otherwise may not be reproduced or distributed without the expressed permission of Dr. Sapiro

## VIII. Grading Policy

**You earn your grade, my job is merely to record it.** This is a very straight-forward class. There are specific things for you to know, and either you know the material or you don't. This is a pre-professional class, and therefore there are certain expectations as to the content and rigor of this class. You will be graded almost exclusively on your knowledge of the material as demonstrated by your performance on the exams. Because this is a pre-professional class with very specific requirements, the opportunities for extra credit are very limited. I will award a few points for going beyond the scope of the class, for example, if you find an error in my lectures or in the book. Exams will be graded and returned to you promptly during the semester and cumulative grades will be posted. It is your responsibility to go over the exams and grades to make sure there are no errors in scoring. Exams that are not picked up within two weeks will be discarded. Graded final lecture and lab exams will be available for you to look at, but I will keep them in my files.

### TENTATIVE GRADING FORMULA:

Lecture Exams (100 pts. each)	300 points	A = 90 - 100%
Lab Exams (70 pts. each)	210 points	B = 80 - 89%
Final Exam.	120 points	C = 70 - 79%
Quizzes	40 points	D = 60 - 69%
Dissection and Participation	60 points	F = 0 - 59%
Field Trip or Term paper	70 points	
Total	800 points	

(There may be other quizzes and assignments which would add to the point total.)

If you have any questions about the lecture or lab material or any of the assignments, please see me during lab, after class or e-mail me. **It is to your credit to show that you are smart enough to ask for help when you need it.**

Dr. Sapiro's office: Room **411-04**; Phone: **(714) 992-7431**; e-mail: [jsapiro@fullcoll.edu](mailto:jsapiro@fullcoll.edu)  
Web site: <http://anatandmore.us/jas/js-anat.html>

While I try to check my messages and respond in a timely manner, if it's important, see me personally.

### Office hours:

Tues. 4:00 - 5:30 (Rm. 411-04)  
Weds. 11:00 - 12:00 (Rm. 411-04); 12:00 - 1:15 (Rm. 423);  
2:45 - 4:00 (Rm. 423)  
Thurs. 4:30 - 5:30 (Rm. 411-04)

Because you will need to spend additional hours in lab in order to be successful in the course, office hours on Wednesdays is held in a lab. In addition, space and materials will be provided to you so that you can work in the lab while the other lab section is meeting. Make sure to take advantage of these additional lab hours.

I am also available in my office at other times by appointment.