You will need to visit our class website for class information. The address will be provided by your instructor at the beginning of the class. Class information is NOT posted in Canvas.

The **REQUIRED lab manual** link will be found at the bottom of the Lab Manual web page.

Print it out **in color** and bring it to every class.

***Required Text: (you are to bring your required textbook to every class session)***

***Principles of Human Anatomy*** by Gerard J. Tortora, Wiley Pub. 15th edition.

If you are delayed in obtaining the required textbook, you can find the first few chapters of required information at our class website.

Across the hall from our classroom is the **Science Learning Resource Center (LRC).** The web address is: http://www.smc.edu/sciencelrc/. You are **required** to spend a total of 16 hours in the **LRC** using the materials there. You will need to present your student ID card to check out the material. When you check in and check out with your student ID card, your time spent there will be tallied and a printout will be given to me as confirmation of your required hours. I recommend early in the course that you explore on your own all the material provided at the **LRC** so that as the material is presented in the classroom you will know what to use at the **LRC** to enhance your learning. Failure to complete the required 16 hours in the Science LRC will result in a deduction of 100 exam points.

Dissection tools/equipment is **NOT** required. A former student has generously donated all the dissecting equipment our class will require. I will be providing you with the appropriate dissecting equipment. You will have to provide a combination or key lock to safely store your equipment. You will need one lock per bench of 4 students. It is the responsibility of every student at that bench to either know the combination of their bench’s lock or have an additional key to open the lock. If a student cannot get into a locked drawer to get their dissection gear, it was their responsibility to have an additional key or know the combination to the lock. It is the student’s responsibility to gain access to whatever drawer has their dissection gear stored within. Any student that does not have appropriate dissection gear (goggles/gloves/gown) on during dissection labs will not be able to participate in the dissection lab and will lose those points. Each dissection is worth 50 quiz points. Failure to remain in the classroom during the entire cleanup will result in the loss of the 50 quiz points. Leaving the classroom before being excused by me after a lab will result in the loss of the 50 quiz points. Lab Manual in COLOR!

You will have to provide **paper towels**, **spray cleaner**, **gloves** and an **approved** **lab coat** and **goggles**.

**Academic Dishonesty**:

Under no circumstances will any student provide or obtain answers from another student during an exam, quiz or homework. Unless directly instructed by me that students may work as a group on a quiz, at no other time will students provide or obtain answers from each other. Under no circumstances will any student or person copy/reproduce exam questions. No writing down or photography of any form of exam questions is permitted. If cheating occurs, the students will receive a failing grade on the exam or quiz, and may be removed from the class and possibly the college.

**How to obtain your grades**:

SMC provides an **on-line** portal for grades and transcripts. From the SMC website, click on ***SMC On-Line, Student Self-Service System***. After signing into the system using your ID and Password, click ***on Student Records*** followed by ***Unofficial Transcripts***. The grades assigned on-line by the instructor will usually be in Student Records within 24 hours.

**Grading:** 90-100% A 80% final grade based on the average of the exams

80-89% B 20% final grade based on the average of the quizzes/homework

70-79% C

60-69% D You will need to provide your own 882-ES Scantrons (or Accuscan equivalent)

 Below 59% F for the exams.

When class will be missed, or an assignment will not be ready on time, contact the instructor as soon as possible, preferably in advance. To receive full credit, assignments must be turned in on time and exams and quizzes must be taken on the date scheduled at their assigned time. I reserve the right to reschedule exams for students with documented proof of illness or with documented disabilities. Make-up exams will be given during finals week (Fall and/or Spring semesters) or at the end of the course for Summer and/or Winter sessions.

Assignments are due at the beginning of class.

Homework may be turned in late for partial credit.

See the class website for possible Extra Credit.

I may not provide a Letter of Recommendation to a student who has taken exam(s) that I have not personally observed.

**No photography** of the human cadaver or human specimens is ever allowed. Do not take pictures of the human cadaver or human specimens.

Copying of exam questions and/or answers is never allowed. Photography or reproduction of any kind of exam questions and/or answers is strictly prohibited.

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Your role is to come to the lecture **prepared**. Read the assigned material **before** the lecture and to be ready to participate in class. The content of this course will require you to re-read the material in order to learn it completely. You are encouraged to ask questions: before class; during breaks; after class (if time allows) and during office hours.

Unfortunately due to the high volume of e-mails, questions submitted via e-mail may not receive a reply for up to two weeks if at all.

There are no office hours during finals.

**I reserve the right to make mistakes.** Occasionally written material that appears on the board may be incorrect. Also, occasionally I will misspeak and communicate incorrect information. I am allowed to do so. True and valid information regarding the class material can always be found in the textbook and/or handouts.

I reserve the right to change the dates of exams, assignments and lectures due to unforeseen circumstances and/or illness.

ALL written words by students MUST be legible. ALL written characters by a student representing letters or symbols must be legible. All words must be correctly spelled and legible. All written characters must depict the accepted shapes of existing alphabetical characters and/or symbols. If a word or character is undecipherable due to its shape or size, it is wrong and will be marked as incorrect.

It is always a good idea to visit your instructor during his or her office hours.

Never miss a class or leave class early. Stay awake and aware.

Study your notes immediately after each class session and review them frequently.

You are not ‘given’ a grade in this class. You will earn a total number of points and this will dictate your final, overall grade.

**Students with disabilities:**

Santa Monica College accommodates students with disabilities. If you qualify for any special accommodations due to a disability, you need to officially process your request through the Disabled Students Programs and Services (DSPS) office as close to the beginning of the semester as possible. If you believe you have a learning disability that has not yet been documented, please make an appointment at the DSPS office immediately for assistance. The DSPS office can be contact at (310) 434-4265 and (310) 434-4273 (TDD). Students with that have been officially processed through the DSPS can arrange with me on a case by case basis the scheduling of exams.

Students are expected to attend all class sessions. Lectures and other class work will not be recreated for individual students. You are responsible for notifying me, the instructor, in advance of any absence or scheduling conflict. You may be dropped from the class if you miss more than two consecutive classes without notifying me. Students who are out for 3 sessions due to illness need to provide a doctor’s note to be reinstated back into the class.

It is your responsibility as a student to withdraw from class if you do not intend to complete it. Students must NOT expect faculty to initiate withdrawal procedures for them. If you wish to drop this class, you may do so through the Corsair Connect. Students may process a drop for themselves through 75% of the class, which is through the 12th week in a regular semester. General information regarding drop dates, withdrawals, and other enrollment matters may be found at the Admissions section of the SMC website.

In this course, “on time” attendance means arriving before or at the listed time for the beginning of class according to the clock in the room. “Present” means staying in class for the entire period; if you leave early, it will be counted as an “absence”.

A grade of “incomplete” may be granted at the very end of the term, only when 90% of the course work has been completed with a grade of “C” or better, but an unforeseen event or illness prevents the student from completing the coursework.

**Academic Honesty:**

Honest and ethical students are protected in this class. It is your responsibility to familiarize yourself with The Code of Academic Conduct, which is printed in the General Catalog. Other guidance is also available online:

<http://www.smc.edu/StudentServices/StudentJudicialAffairs/Pages/What-you-should-know.aspx>

<http://www.smc.edu/StudentServices/HonorCouncil/Pages/Honor-Code.aspx>

<http://www.smc.edu/ACG/AcademicSenate/Documents/Student_Affairs/AR%204412.pdf>

Please be extremely careful that you do not engage in any behavior that could be construed as cheating. Violations could result in failing grades, reports to the Campus Disciplinarian, and subsequent academic disciplinary actions. Examples of behaviors that are not permitted include but are not limited to: Copying another student’s homework, inappropriate language or physicality in the classroom, and inappropriate behaviors during an exam (talking to another student, looking at or copying from another student’s paper, using a disallowed PDA or calculator, using disallowed notes, leaving the room without prior permission, removing exam materials from the classroom, allowing other students access to your answers).

See the “Safety Rules” for this class. No food or drink or gum is ever allowed in this lecture/lab classroom.

Electronic device and cell phones are not allowed in this class. Do not use cell phones, laptops, recorders or iPods during class, which includes group work time or during breaks. Students using devices in the classroom will lose exam points.

Please conduct yourself as you would in a business environment: on-time attendance, respect for others, respectful language and personal integrity.

No matter who you are, what you do, or where you come from outside our class, you have entered an environment (our classroom) that is fair, where everyone begins and works on the same level playing field. I will show no favoritism for any reason. If you ever feel that I have treated you unfairly or have disrespected you in any way, please let me know so we can quickly fix the problem.

Please let me know, promptly and courteously, if I have made a mistake regarding anything with this class: grading, lecture material, syllabus. I appreciate the feedback, because I want to correct errors as soon as possible.

If there is any aspect of this syllabus which you do not understand, or to which you take exception, please let me know within the first week of class.

**Student Learning Outcomes**

**Course Name and Number:** Human Anatomy (Anatomy 1)

**Student Learning Outcome(s):**

1. Name the systems of the human body, their general functions, the major organs

that make up these systems and the general contribution each organ makes to

the system.

2. Identify microscopically and describe the structure and basic function of the

tissue and cell types used to make up the major organs of the human body.

3. Each student must have hands on experience on cat dissection, the use of the microscope and should have these skills at completion of the course.

Campus Emotional Support for Students:

 Over the course of the semester you may face difficult circumstances beyond your control, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down or depressed, or having difficulty concentrating. These challenges may create barriers to learning or may make it difficult for you to meet some of the course requirements. If you or someone you know is suffering these or other similarly difficult circumstances, please reach out for support. The staff and faculty of Santa Monica College want you to succeed academically and care about your wellbeing. You may contact the College’s Center for Wellness and Wellbeing (LA 110, 310-434-4503), which provides short-term mental health services, community referrals, and a 24/7 emotional support line for students, 800-691-6003. Or, if the situation is an emergency, you may contact the SMC Police Department (310-434-4000 or the SMC LiveSafe app). Please contact me if you want to discuss which SMC service or support might be best for you.

Regarding Religious Holidays and SMC:

Administrative Regulation [5070](https://www.smc.edu/administration/governance/board-of-trustees/documents/board-policy-manual/administrative-regulations/ar-chapter-5-student-services/AR-5070-Attendance.pdf) states the following:

Observance of religious holidays may impact the student regarding scheduled assignments, tests, or examinations.  California State Education Code section 76121 states that an instructor must make a reasonable attempt to accommodate a student without penalty in the case of conflict between a student’s religious creed and a scheduled assignment, test, or examination.

Affected students shall submit a written request to the instructor during the first two weeks of the academic term, or as soon as possible after a particular assignment, test or examination date is announced by the instructor.

The principal points for students observing religious holidays indicate that they:

* May be required to make up work but may not be penalized for absences on the holiday
* Must be allowed to reschedule tests or examinations at an alternative time that will not impose an undue hardship
* Must be allowed additional time to complete assignments or turn in work that affects the student’s grades and that would otherwise be due on the holiday