

**USC** Dornsife  
College of  
Letters, Arts and  
Sciences

**HBIO 301L – Human Anatomy (4 units)**

**Fall 2020**

**Lectures:** Monday/Wednesday/Friday 9:00 a.m. – 9:50 a.m.

**Location:** THH 301\*

**Instructor:** Kurt E. Kwast, Ph.D.

**Office:** AHF B39\*

**Office Hours:** Monday 11:00 a.m. – 12:00 p.m., Wednesday 12:00 p.m. – 1:00 p.m.  
and by appointment

Contact Info: [kwast@usc.edu](mailto:kwast@usc.edu)

**Lab Director:** Anh-Khoi Nguyen, Ph.D.

**Office Hours:** by appointment

**Contact Info:** [agnguyen@usc.edu](mailto:agnguyen@usc.edu)

**Office:** PED 109

**Lab Instructor:** Alexis Camacho

**Office hours:** TBA and by appointment

**Contact Info:** [ascamach@usc.edu](mailto:ascamach@usc.edu)

**Location:** PED 109

**Supplemental (Peer) Instructor (SI):** Kareem Khalifeh

**Review Sessions:** TBA

**Contact Info:** [kkhalife@usc.edu](mailto:kkhalife@usc.edu)

**Location:** NA

*\* For Fall 2020, all lectures, labs, instructors' office hours, and review sessions will be held online via Zoom.*

## Course Description

Exploration of the anatomical structures of the human body to gain a fundamental understanding of the structure and function of body organs and systems and their interactions, emphasizing the tissues and structures that comprise the major organ systems of the body as well as functional implications of these structural relationships.

## Course Learning Objectives

The primary learning objective is for students to be able to identify the structural components of the human body and describe their functional attributes. Specific learning objectives include the following:

- Develop a vocabulary of appropriate anatomical terminology in order to be able to effectively communicate information related to anatomy.
- Identify and describe the different levels of organization (*i.e.*, molecules, organelles, cells, tissues, organs, organ systems, and whole organism) and how simpler levels contribute to more complex ones.
- Identify the structural components and be able to describe the functional attributes of each of the body's organ systems and the interrelationships within and between them.
- Use anatomical knowledge in order to predict physiological consequences and knowledge of function to predict anatomical features.
- Describe the pathophysiology of common diseases as well as use critical thinking skills to make real-world connections between life-style choices and human health.

## Relevant Human Biology BS & BA Degree Learning Objectives Addressed in Part by This Course

- Develop a deeper comprehension of the central and cross-disciplinary concepts of human biology, which include bioenergetics, the interrelationship of human form and function, physiological homeostasis, and biomechanics.
- Develop proficiency in modern methodologies pertinent to research in biological and medical sciences.
- Think critically, analyze, synthesize, and use information to solve real-world problems.
- Develop sufficient depth of knowledge and skill for graduate study in the health professions or other biology-related disciplines or entry-level employment in a wide variety of health-related fields.

## Technological Proficiency and Hardware/Software Required

Although there are no specific technology/software requirements *per se*, you will need an internet-enabled device with browser capabilities, such as a cell phone, tablet, laptop or desktop computer, to access Blackboard, which will be the gateway for online synchronous Zoom lectures and most assignments as well as the repository for lecture slides, Zoom videos, and other course materials. In addition, students will need to download and utilize [Respondus Lockdown Browser](#) to take all scheduled exams. Support for such resources can be found at the [ITS Customer Support Center](#).

### USC Technology Rental Program

If students need resources to successfully participate in this class, such as a laptop or internet hotspot, you may be eligible for the university's equipment rental program. To apply, please [submit an application](#). The Student Basic Needs team will contact all applicants in early August and distribute equipment to eligible applicants prior to the start of the Fall semester.

### USC Technology Support Links

[Zoom information for students](#)

[Blackboard help for students](#)

[Software available to USC Campus](#)

## Required Materials

**Human Anatomy, 9<sup>th</sup> edition**, Marieb, E. N., Wilhelm, P. B., and J. Mallatt. Pearson Benjamin Cummings, San Francisco, CA, 2017 (ISBN: 9780135747551) with **Modified Mastering A & P/ET VP A/C, 8/E**, ISBN-13: 978-0134568034.

Hardcopies of the text can be obtained from the campus bookstore and various online retailers including Amazon. There are many purchasing options including an eText, loose leaf, and hardback version of the text but you must purchase Modified Mastering as this is required for access to the Pearson website where all homework and pre-lecture assignments will be completed. It is not necessary for you to purchase Learning Catalytics as it will not be used this semester.

**Human Anatomy Laboratory Manual**. Matveyenko, M. A. B., Camacho, A., Kwast, K.E. and E. M. Kolb. The spiral bound hard copy is available for purchase at the campus bookstore and USC Custom Publishing, and an electronic version is available from USC Custom Publishing.

## Description and Assessment of Assignments

**Written Exams** will be administered synchronously online on specific days during the class period (see Course Schedule below). Exams will be used to assess all of the learning objectives. Exams may include multiple choice, multiple answer, true or false, fill-in-the-blank, short answer, or essay questions. A request to take a make-up exam must be accompanied by evidence of a university-sanctioned excused absence (*e.g.*, a letter from a doctor, athletic release, etc.) and must be made before the date of the scheduled exam. Make-up exams may be given in a different format from that of the scheduled exam (*e.g.*, essay). Students who live in a different time zone in which synchronous exam completion would be extremely inconvenient should contact me during the first week of class in order to potentially make other arrangements for taking exams.

**In-Class Work** will be unscheduled during synchronous Zoom classes and will be used to assess all learning objectives, especially the last two. Work may include small group assignments, polls, a summary of lecture points, open-note quizzes, problem solving in groups, a submitted question of a “muddy point,” or other assignments to be submitted or reported on by the end of class. When working in groups, all members will receive the same score for the work product. Students who miss an assignment as a result of either arriving late or leaving early will not have the opportunity to make up the work. However, the lowest three in-class assignments will be dropped to allow for occasional absences. Students who live in a different time zone in which synchronous in-class assignment completion would be extremely inconvenient should contact me during the first week of class in order to potentially make other arrangements for completing in-class work.

**Pre-Lecture and Homework Assignments** will be completed at the Pearson website, with a link provided in Blackboard. Typically, these assignments will be posted on Fridays at 5:00 p.m., with homework assignments due Wednesday by 9:00 p.m. and pre-lecture assignments due at the beginning of the class period in which the material will be covered (the day of the week will vary depending on the lecture schedule). Please check the Pearson calendar every Friday evening to see when specific assignments are due.

## Grading Breakdown

Assignment	Points	% of Grade
In-Class Learning Assignments	50	5
Pre-lecture Assignments	50	5
Homework Assignments	100	10
Midterm Exam 1	120	12
Midterm Exam 2	120	12
Midterm Exam 3	120	12
Final Exam	190	19
Laboratory	250	25
<b>Total</b>	<b>1000</b>	<b>100</b>

## Grading Scale

Letter Grade	Point Ranges	Grade Point Value
A	930 - 1000	4.0
A-	900 - 929	3.67
B+	870 - 899	3.33
B	830 - 869	3.0
B-	800 - 829	2.67
C+	770 - 799	2.33
C	730 - 769	2.0
C-	700 - 729	1.67
D+	670 - 699	1.33
D	630 - 669	1.0
D-	600 - 629	0.67
F	<600	0.0

Individual assignments, exams and labs will be scored but not assigned a letter grade. Only the final point tally will be assigned a letter grade.

### Late Work

All in-class assignments will be due by the end of class and cannot be made up if missed. Similarly, all pre-lecture and homework assignments will have published due dates and will not be accepted late. However, the lowest three assignments of each will be dropped to allow for occasional in-class absences and missed pre-lecture or homework assignment deadlines.

### Communication Policies

Students are *strongly* encouraged to contact the instructor in regard to all matters involving course content or policy during Zoom office hours. Should you have a question about specific course content and cannot attend office hours, students are encouraged to submit their question to the course blog. Should you need to communicate with the instructor outside of class or office hours about a question other than course content, please email the instructor from

your USC email account *making sure to include in the subject line the course number and your full name* (expect significant delays or no response if this information is omitted). Simple questions will be answered by email but, for more complex discussions, students may be instructed to visit office hours. Best attempts will be made to answer all emails within 48 hours, 72 hours over a weekend and the work day following a holiday. Note that the instructor may not respond to non-emergency emails 24 hours preceding an exam and may not respond to emails sent from non-USC accounts.

To promote independence and critical thinking, students are encouraged to work through the following process for obtaining answers to course-related questions before contacting the instructor. First, consult the course syllabus. If you cannot find the answer you need, next consult a classmate. If you still cannot find a satisfactory answer, email the instructor using your USC email *making sure to include the course number and your full name in the subject line* (expect significant delays or no response if this information is omitted). In your email, please indicate the steps you have gone through to seek the answer for your question. Use your USC email account for all correspondence with the instructor.

### **Technology Policies**

During synchronous Zoom sessions, it is expected that students will use their internet-enabled device(s) to participate in activities guided by the instructor alone. Such activities include looking up terms, doing research, and completing in-class work. Please make sure all electronic devices are silenced so as not to disturb classmates or the instructor during synchronous sessions. Use of electronic devices for other purposes during class is strongly discouraged and you may be asked to put a device away should your instructor deem it to be disruptive to class. If you require an internet-enabled device, please see the “Technological Proficiency and Hardware/Software Required” section above.

### **Attendance**

Attendance in synchronous Zoom sessions is mandatory given in-class assignments cannot be made up unless a student has been excused from such an assignment due to a University-sanctioned excuse (*e.g.*, illness, religious holiday, athletic event, etc.) or because they live in a time zone in which attending such sessions is extremely inconvenient and they have made other arrangements for the assessment of in-class skill sets with the instructor.

### **Classroom Norms**

At all times, students are expected to promote and support a positive learning environment, to listen actively and attentively, to follow best practices of inclusivity, to be respectful of the instructors’ and fellow students’ views and opinions, and to only provide *constructive* criticisms and critiques when asked to do so.

### **Zoom Etiquette**

In order to simulate an in-class-room experience during synchronous Zoom sessions, one that promotes positive interactions and feedback to the instructor and fellow students, students are strongly encouraged to attend the sessions dressed in classroom attire and to turn on their webcams if they are located in a learning-appropriate environment. So as to circumvent Zoom bombing, synchronous Zoom sessions will be password protected and students will only be allowed to enter through the USC’s Blackboard site when displaying their full name as it appears in the class roster (aliases are not permitted). Microphones should be muted unless actively asking questions or involved in discussion. In-meeting chat will likely be enabled but actively monitored for disruptive or inappropriate posts and recorded for further review. Disruptive or inappropriate behavior will not be tolerated and anyone engaging in such behavior shall be removed from the session. Should bandwidth be an issue, try joining with the video from your webcam and use your cellphone for the audio. If you have any questions or concerns about complying with these policies, please email the instructor.

## Synchronous Session Recordings

All synchronous sessions except for office hours will be recorded and posted on Blackboard, typically within a few hours of the session.

## Sharing of Course Materials Outside of the Learning Environment is Strictly Prohibited

USC has a strict policy (SCampus Section 11.12[B]) that prohibits sharing of *any* synchronous and asynchronous course content outside of the learning environment. Any student who violates this policy will be prosecuted to the maximum extent allowable by the USC Student Conduct Code, including failure of the course and suspension from the University.

*Distribution or use of notes or recordings based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study is a violation of the USC Student Conduct Code. This includes, but is not limited to, providing materials for distribution by services publishing class notes. This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media. (See Section C.1 Class Notes Policy).*

## Tentative Course Schedule

Date	Lecture Topic	Marieb <i>et al.</i> (9 <sup>th</sup> ed.)
Aug. 17	Introduction / Body Orientation and Gross Anatomy	Ch. 1
Aug. 19	Body Orientation and Gross Anatomy	Ch. 1
Aug. 21	Basic Embryology/Tissues	Ch. 3 & 4
Aug. 24	Tissues	Ch. 4
Aug. 26	Tissues/Integumentary System	Ch. 4 - 5
Aug. 28	Integumentary System	Ch. 5
Aug. 31	Bone & The Skeletal Tissues	Ch. 6
Sept. 2	The Axial Skeleton	Ch. 7
Sept. 4	Axial/Appendicular Skeleton	Ch. 7 - 8
Sept. 7	<b>LABOR DAY HOLIDAY</b>	
Sept. 9	Joints / Articulations	Ch. 9
Sept. 11	The Muscular System	Ch. 10
Sept. 14	<b>MIDTERM EXAM 1</b>	
Sept. 16	The Muscular System/ Skeletal Muscles	Ch. 10 - 11
Sept. 18	The Muscular System/ Skeletal Muscles	Ch. 10 - 11
Sept. 21	Skeletal Muscles	Ch. 11
Sept. 23	The Nervous System	Ch. 12
Sept. 25	The Central Nervous System (CNS)	Ch. 13
Sept. 28	The Central Nervous System (CNS)	Ch. 13
Sept. 30	The Peripheral Nervous System (PNS)	Ch. 14
Oct. 2	Special Senses	Ch. 16
Oct. 5	Special Senses	Ch. 16
Oct. 7	The Endocrine System	Ch. 17

Oct. 9	<b>MIDTERM EXAM 2</b>	
Oct. 12	The Endocrine System	Ch. 17
Oct. 14	Blood	Ch. 18
Oct. 16	The Heart	Ch. 19
Oct. 19	The Heart/Blood Vessels	Ch. 19
Oct. 21	Blood Vessels	Ch. 20
Oct. 23	The Lymphatic System	Ch. 21
Oct. 26	The Respiratory System	Ch. 22
Oct. 28	The Respiratory System	Ch. 22
Oct. 30	The Digestive System	Ch. 23
Nov. 2	The Digestive System	Ch. 23
Nov. 4	The Urinary System	Ch. 24
Nov. 6	<b>MIDTERM EXAM 3</b>	
Nov. 9	The Urinary System	Ch. 24
Nov. 11	The Reproductive System	Ch. 25
Nov. 13	The Reproductive System	Ch. 25
Nov. 23	<b>FINAL EXAMINATION 11:00 a.m. – 1:00 p.m.</b>	

### **Academic Accommodations**

Any student requesting academic accommodations based on a disability are required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to the instructor as early in the semester as possible. DSP is located in Student Union (STU) 301 and is open 8:30 a.m. – 5:00 p.m. Monday – Friday. The phone number for DSP is (213) 740-0776.

### **Academic Integrity and Conduct**

Students who violate University standards of academic integrity are subject to disciplinary sanctions, including failure of the course and suspension from the University. Given that dishonesty in any form harms not only the individual but other students and the University, academic integrity policies will be strictly enforced. Please familiarize yourself with the Academic Integrity guidelines found in the current SCampus (Student Handbook).

Plagiarism, *i.e.*, presenting someone else’s ideas as your own, either verbatim or recast in your own words, is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Part B, Section 11, “Behavior Violating University Standards” [policy.usc.edu/scampus-part-b](http://policy.usc.edu/scampus-part-b). Other forms of academic dishonesty are equally unacceptable. Additional information can be found in SCampus as well as university policies on scientific misconduct ([policy.usc.edu/scientific-misconduct](http://policy.usc.edu/scientific-misconduct)).

### **Academic Integrity Violations**

Academic dishonesty/misconduct, e.g., plagiarism, cheating, unauthorized collaboration, etc., will not be tolerated. All academic integrity violations will result in a grade sanction and will be reported to the Office for Student Judicial Affairs. It is your responsibility to “reasonably” protect your own work from the plagiarism of others.

If plagiarism is detected on a group project, all members of the group will be held responsible.

You are expected to be familiar with the Academic Integrity guidelines found in the current SCampus. An electronic version is available at <http://usc.edu/scampus>.

## **Disruptive and Threatening Student Behavior**

Behavior that persistently or grossly interferes with classroom activities is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students' ability to learn and the instructor's ability to teach. A student responsible for disruptive behavior may be required to leave class pending discussion and resolution of the problem and may be reported to the Office of Student Judicial Affairs for disciplinary action.

## **Support Systems**

### ***Counseling and Mental Health - (213) 740-9355 – 24/7 on call***

[studenthealth.usc.edu/counseling](http://studenthealth.usc.edu/counseling)

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

### ***National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call***

[suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

### ***Relationship and Sexual Violence Prevention Services (RSVP) - (213) 740-9355(WELL), press "0" after hours – 24/7 on call***

[studenthealth.usc.edu/sexual-assault](http://studenthealth.usc.edu/sexual-assault)

Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

### ***Office of Equity and Diversity (OED) - (213) 740-5086 | Title IX – (213) 821-8298***

[equity.usc.edu](http://equity.usc.edu), [titleix.usc.edu](http://titleix.usc.edu)

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

### ***Reporting Incidents of Bias or Harassment - (213) 740-5086 or (213) 821-8298***

[usc-advocate.symplicity.com/care\\_report](http://usc-advocate.symplicity.com/care_report)

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity | Title IX for appropriate investigation, supportive measures, and response.

### ***The Office of Disability Services and Programs - (213) 740-0776***

[dsp.usc.edu](http://dsp.usc.edu)

Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

### ***USC Campus Support and Intervention - (213) 821-4710***

[campussupport.usc.edu](http://campussupport.usc.edu)

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

### ***Diversity at USC - (213) 740-2101***

[diversity.usc.edu](http://diversity.usc.edu)

Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.



**USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call**

[dps.usc.edu](https://dps.usc.edu), [emergency.usc.edu](https://emergency.usc.edu)

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

**USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call**

[dps.usc.edu](https://dps.usc.edu)

Non-emergency assistance or information.

**Office of the Ombuds - (213) 821-9556 (UPC) / (323-442-0382 (HSC)**

[ombuds.usc.edu](https://ombuds.usc.edu)

A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.