Instructor
Thomas L. Freeman, Ph.D.
Office: 241 BHS
Email: freemantl@unk.edu (email contact is strongly preferred using Lopermail)
Phone: (308)865-8595
Website: http://freeman-thomas.com

Course Description
Human anatomy including essential aspects of functional morphology will be covered. Topics covered may include the anatomical aspects of the integumentary, skeletal, muscular, nervous, endocrine, circulatory, lymphatic, respiratory, urinary, digestive and reproductive systems. Details of specific anatomical regions will be required.

RECOMMENDATIONS: A good course for students with little knowledge of human anatomy. Also useful for students interested in teaching high school AP courses, community college anatomy and physiology, or needing a continuing education course.

Learning Objectives
1. Students will develop knowledge of the topology of the human anatomical systems (point and name → gross anatomy).
2. An understanding of the functional morphology (basic functions) of each human anatomical system will be gained.
3. The interdependence of each anatomical system will be discussed (example, requirements of the skeletal, muscular and nervous systems for coordination of movements).
4. Students will develop a deeper appreciation for the anatomical sciences through common readings and detailed exercises.

Course Materials
Textbook: Most materials will be provided electronically. However, students will need a copy of the following book:


Students are encouraged to obtain a used copy if available from their favorite online book vendor (mine was about $10 with free shipping).

Also, it is recommended that students obtain a high quality Anatomy and Physiology textbook. Many good texts are available, but I tend to use the following:


Again, I encourage the use of low cost used textbooks, but students are free to get newer editions of just about any Anatomy and Physiology text that they wish.
Computer and Software: Access to a computer, modern browser and Internet connection are required for the course. A word processor compatible with the instructor’s software is needed for preparation of written assignments. Details for submitting electronic documents will be provided with each written assignment.

Digital Imaging Device: Some method of producing digital images may be required for incorporating digital images into assignments. Good solutions include a flatbed scanner, digital camera, etc. I suggest that students not buy anything if possible as a photo from a cell phone will often produce satisfactory results.

Web Resources: Canvas, an online learning management system (LMS), is used for this course. Students will be responsible for becoming proficient at using the system. Instructions can be found online by searching the eCampus section of the University of Nebraska at Kearney web site. Students will be expected to check the course website often for announcements and assignments. In addition, students are required to use and check the email account assigned to them by the university (Lopermail).

Lecture AVIs and Study Notes: Lectures are supplied as HTML5 video that will likely only be compatible with a recent Firefox web browser. Support for mobile devices will be hit or miss, but students will be able to download the video if streaming does not work as anticipated. Note that much of the provided material is copyrighted by the authors. Students should refrain from distributing the resources to others without proper permission from the copyright owner(s). All links and access to course materials will expire shortly after the last day of class.

Legal: The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated. The materials on this course website may be protected by copyright, and any further use of this material may be in violation of federal copyright law.

Grading

Worksheets: Multiple exercises to encourage consistent engagement in the course and to provide the needed repetition for learning general anatomy. Students will upload a file for grading. Students often use a scan, photographs, doc, pdf, or other software to complete the assignments. In general, I am flexible on the format, provided I can view the student’s work.

Quizzes: Numerous online quizzes are assigned throughout the semester and must be completed by the due date. Each quiz has a time limit.

Mini-Assignments: Students will complete several mini-assignments. The topics will be assigned by the instructor. Typically, the assignment is to enhance the basic knowledge of anatomy and functional morphology of the human body or to enhance the understanding of specific concepts in modern anatomical sciences.

Common Readings: Students assess anatomy related topic or topics which may be a textbook, video series, or other information source. Points may (or may not) be divided into separate activities such as quizzes, written summaries and/or discussions.

Online Exams: Multiple time-limited online exams will be given. All exams are closed book and have a time limit. If the exam has a take home component, the permitted use of outside resources will be defined in the instructions.

Final Exam: Students will be provided with the exam approximately one week before the due date. Late exams will not be accepted. The final exam is comprehensive and may contain any information covered in the course.
**Tentative Point Distribution**: Anticipated assignments with distribution of points for the course. Changes may be made at the discretion of the instructor.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Each</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksheets</td>
<td>18 @ 10 pts</td>
<td>180 pts</td>
</tr>
<tr>
<td>Quizzes</td>
<td>18 @ 10 pts</td>
<td>180 pts</td>
</tr>
<tr>
<td>Mini-assignments</td>
<td>11 @ 10 pts</td>
<td>110 pts</td>
</tr>
<tr>
<td>Common Readings</td>
<td>4 @ 20 pts</td>
<td>80 pts</td>
</tr>
<tr>
<td>Online Exams</td>
<td>3 @ 100 pts</td>
<td>300 pts</td>
</tr>
<tr>
<td>Final Exam</td>
<td>1 @ 150</td>
<td>150 pts</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>1000 pts</strong></td>
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The final grade will be determined based on the number of earned points. **Percentages are not used when assigning final letter grades for the course.** In the event that assignments are changed, the scores will be normalized to 1000 pts (points earned / total possible x 1000). Grades will be assigned as follows:

A+ (1000-990), A (989-960), A- (959-930), B+ (929-900), B (899-870), B- (869-840), C+ (839-810), C (809-780), C- (779-750), D+ (749-720), D (719-690), D- (689-660), F (Below 659)

**Course Information and Policies**

**Expectations**: Because students admitted to the graduate program in biology have significant exposure to biology, related disciplines (math, chemistry, physics, etc.) and general education coursework (English, writing, grammar, geography, history, etc.), it is anticipated that previously developed skills and knowledge will be utilized extensively throughout the course and reflected in the student's academic performance. Students are required to maintain a professional and cordial mannerism when communicating with the instructor and other students.

**Due Dates**: *Due dates will be clearly identified on Canvas and strictly enforced.* Students are strongly encouraged to complete assignments several hours (if not days) before due. There will be no opportunity to make up missed quizzes, assignments or exams, and a score of zero will be assessed. Assignments submitted by email after the assignment link has expired in Canvas will only be accepted at the discretion of the instructor. The final exam must be submitted by the due date or a grade of zero will be given. In the rare instances that material is accepted late, students will be assessed a late penalty (minimum of 10% for each day late).

**Note on Technology**: While not common, problems with technology do happen. This can be caused by instructor error, server crashes, weather-related power outages or problems with Internet connections. Verified problems with course technology will be dealt with fairly. If you find that the Canvas service is not responding or behaving improperly, notify the instructor immediately. If the problem is reasonably beyond the student's control, an opportunity to reclaim missed points may be provided. While instructors generally attempt to be helpful with the resolution of computer-related problems, the operation of each student's personal computer is the sole responsibility of the student (i.e. virus protection, operating system maintenance and configuration, software installation, etc.), and user-specific issues are normally resolved through interaction with the UNK helpdesk.
Other Policies of Interest

Exams and Quizzes: All online evaluations are closed book unless specified otherwise. It is expected that students will not utilize notes, textbooks, the Internet, or any other source of information during an assessment. Note that use of the Internet during a quiz or exam has been the most commonly detected source of academic dishonesty by students. Point challenges will only be considered for 3 days after the due date and must be well supported by citing sources (short paragraph indicating why the question is mismarked). Fishing for points at the end of the semester will not be tolerated or considered for altering the points earned to letter grade mapping.

Plagiarism and Academic Dishonesty: Presenting someone else's work as your own is a serious academic offense. Any material containing plagiarism or reflecting academic dishonesty will receive a grade of zero and result in placing a record of the offense in the department's file. A second offense will result in assignment of an "F" for the course. All instances of plagiarism or academic dishonesty carry the risk of referral to the graduate committee, review of the student's file, and potentially expulsion from the program.

Withdraw and Incomplete Grades: Students should consult the academic calendar for the last day to withdraw from a course which will result in a grade of "W". Instructors are not permitted to withdraw a student; therefore, any student not continuing the class that fails to withdraw will receive a grade of "F". If unusual circumstances prevent completion of a course (such as major hospitalization, overseas deployment, etc.), students may request a grade of incomplete. At the sole discretion of the instructor, an "I" may be assigned for the course, and the the instructor will provide the student with an enumeration of requirements with a deadline for completing the course. Grades of incomplete are not for improving course performance and normally will not be considered for students not passing at the time of the request.
**Students with Disabilities**

It is the policy of the University of Nebraska at Kearney to provide flexible and individualized reasonable accommodation to students with documented disabilities. To receive accommodation services for a disability, students must be registered with UNK Disabilities Services for Students Office, 172 Memorial Student Affairs Building, 308-865-8988 or by email unkdso@unk.edu

**Students Who are Pregnant**

It is the policy of the University of Nebraska at Kearney to provide flexible and individualized reasonable accommodation to students who are pregnant. To receive accommodation services due to pregnancy, students must contact Cindy Ference in Student Health, 308-865-8219. The following link provides information for students and faculty regarding pregnancy rights. [http://www.nwlc.org/resource/pregnant-and-parenting-students-rights-faqs-college-and-graduate-students](http://www.nwlc.org/resource/pregnant-and-parenting-students-rights-faqs-college-and-graduate-students)

**Reporting Student Sexual Harassment, Sexual Violence or Sexual Assault**

Reporting allegations of rape, domestic violence, dating violence, sexual assault, sexual harassment, and stalking enables the University to promptly provide support to the impacted student(s), and to take appropriate action to prevent a recurrence of such sexual misconduct and protect the campus community. Confidentiality will be respected to the greatest degree possible. Any student who believes she or he may be the victim of sexual misconduct is encouraged to report to one or more of the following resources:

- **Local Domestic Violence, Sexual Assault Advocacy Agency** 308-237-2599
- **Campus Police (or Security)** 308-865-8911
- **Title IX Coordinator** 308-865-8655

Retaliation against the student making the report, whether by students or University employees, will not be tolerated.

If you have questions regarding the information in this email please contact Mary Chinnock Petroski, Chief Compliance Officer (petroskimj@unk.edu or phone 8400).
**Tentative Schedule**

Sequence and any dates are tentative and subject to change by the instructor. Details of the readings and other assignments will be posted on the LMS (Canvas).

<table>
<thead>
<tr>
<th>Week / Date</th>
<th>Topics / Notes</th>
<th>Assignments</th>
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| 1 / January 13 | Introduction  
           Anatomical Terminology  
           Methods and Medical Imaging | Worksheet 01  
           Quiz 01                                                                   |
| 2 / January 20  | Types of Tissues  
                   Integumentary System | Worksheet 02  
                   Quiz 02  
                   mA (contrast agents, 01)                                                  |
| 3 / January 27  | Skeletal System | Worksheet 03  
                   Quiz 03  
                   Reading (Roach, 01)                                                       |
| 4 / February 3  | Skeletal System | Worksheet 04  
                   Quiz 04  
                   mA (skeletal system, 02)                                                  |
| 5 / February 10 | Joints | Worksheet 05  
                   Quiz 05  
                   mA (joints, 03)                                                            |
|               |                 | **Exam I**                                                                  |
| 6 / February 17 | Muscular System | Worksheet 06  
                   Quiz 06  
                   Reading (Roach, 02)                                                       |
| 7 / February 24 | Muscular System | Worksheet 07  
                   Quiz 07  
                   mA (muscles, 04)                                                           |
| 8 / March 2   | Nervous System | Worksheet 08  
                   Quiz 08  
                   Reading (Roach, 03)                                                       |
| 9 / March 9   | Nervous System | Worksheet 09  
                   Quiz 09  
                   mA (nervous system, 05)                                                    |
| 10 / March 16 | Endocrine System | Worksheet 10  
                   Quiz 10  
                   mA (endocrine system, 06)                                                  |
| 11 / March 23 | **Spring Break, 3/23-3/27** |                                                                       |
| 12 / March 30 | Cardiovascular System | Worksheet 11  
                   Quiz 11  
                   mA (cardiovascular, 07)  
                   Reading (Roach, 04)                                                        |
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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignments</th>
</tr>
</thead>
</table>
| 13 / April 6 | Cardiovascular System         | Worksheet 12  
 Quiz 12  
 mA (cardiovascular, 08) |
| 14 / April 13 | Lymphatic System  
 Respiratory System | Worksheet 13  
 Quiz 13  
 Worksheet 14  
 Quiz 14  
 mA (respiratory / lymphatic, 09) |
| 15 / April 20 | Digestive System  
 Urinary System | Worksheet 15  
 Quiz 15  
 Worksheet 16  
 Quiz 16  
 mA (digestion / urinary, 10)  
 **Exam III** |
| 16 / April 27 | Reproductive Systems  
 Human Development | Worksheet 17  
 Quiz 17  
 Worksheet 18  
 Quiz 18  
 mA (reproductive systems, 11) |
| 17 / May 4  | **Finals Week (5/4 - 5/7)** | **Final Exam**                                    |
| **Last Day of Course** | Note this is on a Thursday afternoon. Course closes and becomes unavailable a few days later. |