

Course Policies for Biology 387

Human Anatomy

Instructor: Robert J. Schmitz

[Biol. 387 Home](#) | [Biol. 387 Topics](#)

Course Study Materials

RENTAL TEXT:

Human Anatomy by E.N. Marieb, J. Mallat , and P.B. Wilhelm. 5th edition, available via Text Rental

This text is your primary resources for study and is as authoritative as your instructor. The text is to be used as a information source and as an atlas. That is diagrams in the text are to be used to identify structures on the models, the cadaver and the microscope slides. Appropriate chapters are indicated for each study unit on the [Course Topics](#) web page. With regard to exams you are responsible for any and **ALL** of the material presented in lecture and you must be able to identify any structure listed in the Lab exercises. Look to the lecture material and Lab Exercises to determine subjects that will be emphasized on the exams. However please be aware that I expect you to be studying from the text and will on occasion write test questions that are based entirely on the material presented in the text.

OPTIONAL SUPPLEMENTARY TEXTS (available at bookstore for purchase):

ATLASES

Atlas of Anatomy by Anne M.Gilroy et al.

Atlas of Human Anatomy by Frank Netter

The Color Atlas of Human Anatomy by P. Kopf-Maier

Lippencott Williams & Wilkens Atlas of Anatomy by P.W. Tank & T.R. Gest

A Color Atlas of Histology ed. by D. Strete

Anatomy Coloring Book by S. McCann & E. Wise 2ed published by Kaplan Medical

LAB MANUAL:

Biology 387 Lab Manual by Robert Schmitz, available at no cost via D2L

The lab manual will be available on D2L. There are two components to the manual: Lab Exercises and Model key files. You are encouraged to print these files and put them in a three ring binders for reference in the lab.

THE MODELS:

The primary study resources for this course are the models that are stored in the back cabinet of room CNR 258. Keys to most models are provided in the lab manual. The models are limited in number and are very expensive. Wear and tear during use is inevitable, but please treat them as you would your mother's fine china. When you are finished with them, please put the parts back together and return them to the counter space designated for Biology 387 along the side of the room or the shelves in the back of the room.

THE CADAVER:

The cadavers are only available for study during regular class hours and I will be using it heavily for class demonstrations. These bodies have been willed to the University of Wisconsin to be used in medical education and research. Proper respect for the dead is to be observed at all times. The cadaver was prepared for dissections using a formalin, ethanol, glycerin, and water solution. The bodies do not contain any contagious pathogens that have not been killed (Cadavers that died of AIDS, hepatitis or other similarly dangerous diseases are not used in this program). Stored in 50% ethanol, many of you will find latex rubber exam gloves useful while studying the pro-section.

X-RAYS AND CT SCANS:

On the both sides of Room 258 are 6 X-ray viewing boxes, throughout the semester I will make a series of X-ray films and CT films available for study. These films will be used on the lab practical portion of the exams

MICROSCOPES AND PREPARED HISTOLOGY SLIDES:

Many aspects of human anatomy have a microscopic component. Room 258 now has new Nikon compound scopes and throughout the semester demonstrations and study slides will be available. This part of the course is under development, so additional pages to the lab manual will be distributed throughout the semester.

EXAM POLICY:

I often get questions regarding the content of tests, and complaints about the amount of material that you need to learn for this course. Make no mistake, there is a gargantuan amount of material to be assimilated in this course. In fact you cannot assimilate all of the material available to you in this class. **It is important that you set up a consistent weekly study schedule for this course that includes time in the open labs and stick to it.**

Three exams are scheduled each with a practical and written portion weighted equally. Each exam consists of 100 to 125 points. Exams will be given on two Friday afternoons and a Final Exam period as listed in the [Course Topics](#) web page. The dates of the Friday exams will be announced in class. Keep the Fridays of weeks 5, 6, 10, and 11 open on your calendars. Exams have to be run in shifts and with 50 to 90 students I will run three or four 2 hour overlapping shifts between 1 pm and 5 pm on Fridays. The final will be given at the time posted in the time table and one or two alternate times will be set up in order to accommodate all of the students. Sign up time sheets will be circulated the week before each exam.

RECORD YOUR TEST GRADES:

Exam scores and final percentages will be rounded up to the next highest tenth of a point in computing grades. **Exams will not be permanently returned to the student.** After the test is graded you will have an opportunity to view your exam and make an appointment to discuss the results with me. If you receive a grade of D or F on an exam, you must make an appointment to see me. If you do not return your exam, you will receive a zero for that exam.

GRADING SCALE

Listed as a percentage of the total points possible in the course

A : 90.0 - 100
A- : 88.0 - 89.9
B+ : 86.0 - 87.9
B : 80.0 - 85.9
B- : 78.0 - 79.9
C+ : 76.0 - 77.9
C : 70.0 - 75.9
C- : 69.0 - 69.9
D+ : 68.0 - 68.9
D : 65.0 - 67.9
F : 00.0 - 64.9

ACADEMIC CONDUCT AND MISCONDUCT

You are responsible for the honest completion and representation of your work and for the respect of others' academic endeavors. Please [honor](#) and respect the integrity of your classmates and yourself. For the benefit of everyone in the class, please follow the basic guidelines for appropriate [classroom conduct](#). If you choose to cheat, plagiarize another work, or academically misbehave in any way, you will be subject to disciplinary action and penalties as outlined in [Chapter 14](#) of the University of Wisconsin System Handbook. This chapter of the handbook can be found at the [UWSP Rights and Responsibilities](#) link at the bottom of this page.

ATTENDANCE:

Consistent attendance for the entire class period is very strongly encouraged. Often I will supplement the material in the text during lecture and during lab and you will be responsible for that material on exams. Further it is extremely important that you keep up with the material presented and study the models. If you do not spend enough time studying the models you will not be able to pass the class. The lab time is especially important because Room 258 is so busy this semester.

In addition your professor is now responsible for reporting attendance to the registrar and that data is used to determine financial aid eligibility. Thus some type of attendance record must be kept. Attendance quizzes will used for this purpose as well as providing a measure of how the class is progressing in the course.

CELL PHONES AND IPODS ARE TO BE TURNED OFF WHILE CLASS IS IN SESSION.

PERSONAL COMPUTERS MAY BE USED FOR TAKING NOTES OR FOR OTHER CLASS ACTIVITIES. HOWEVER IF NON-COURSE ACTIVITIES ARE OBSERVED YOU WILL BE ASKED TO TURN THE COMPUTER OFF OR LEAVE THE CLASSROOM.

DO NOT STUDY FOR ANOTHER CLASS DURING ANATOMY LECTURE OR LAB.

OFFICE HOURS:

My office hours are my schedule page for this semester ([Fall](#), [Spring](#), [Summer](#)). If you cannot meet me at these times, please see me during or after class for an appointment. The best way to make an appointment with me is via email (with a confirming response from me).

OPEN LAB POLICY:

Room 258 is being used extensively this semester. There are 3 sections of anatomy, 2-3 sections of Biology 100 scheduled for this room this semester. Biology 373 also meets in this room and those students will be using open lab as well. Please refer to the [RM258 fall schedule](#) or [RM 258 spring schedule](#) page for this semester, to determine when class is in session.

Whenever classes are not scheduled Room 258 should be available for you to use for study. There will be a sign-in notebook in the lab and every one will be expected to sign-in and sign-out when they use the room for study. Even though class is not in session, you should conduct yourself as if class is in session. Other students are likely to be in the room, and they are there to study. Behavior that disrupts that study environment will not be tolerated.

If the door is not open see me or Ellen Jo Holguin (Biology Stockroom) to get the door opened for you.

**THE ANATOMY MODELS AND THE COMPUTERS ARE EXPENSIVE!!
IF A PROBLEM WITH THEFT OR ABUSE DEVELOPS,
THE LABS WILL CLOSE**

[Dr. Robert J. Schmitz](#)

ph. 715-346-2420

email: **rschmitz@uwsp.edu**

Room: 380 TNR Building

Department of Biology, UWSP

Stevens Point, WI 54481