

BIOB33H3F 2021

HUMAN DEVELOPMENT AND ANATOMY

This course will be delivered entirely online.

COURSE DESCRIPTION:

A lecture and laboratory course which deals with the functional morphology of the human organism. The subject matter extends from early embryo-genesis through puberty to late adult life.

LEARNING OUTCOMES:

- Understand the basic anatomy of the human body
- Understand principles of human early embryology
- Describe basic tissues of human body
- Explain how anatomical structures interact in the human body
- Identify anatomical structures visually and descriptively
- Develop a mastery of the material such that students can communicate with their peers in an effective and professional manner

CALENDAR DETAILS:

- Prerequisite: BIOA01H3 and BIOA02H3
- Exclusion: ANA300Y, ANA301H, PMDB33H3

EACH MODULE WILL CONSIST OF:

- Lecture slides (pdf)
- Recorded lecture (PowerPoint with voice over)
- Graded Mastering A&P Assignment -- Accessed via 'MyLab and Mastering' link
- Lab Study Guide (paired with PAL 3.1*)
- Graded Lab Quiz

Graded Weekly Components: 1) Mastering A&P Assignment and 2) Lab Quiz will be **due** by the **following Wednesday at 11:59 PM (EDT/EST)**.

BIOB33 also contains 2 Course Assignments, 3 Case Studies (Synchronous Lab Sessions), and 4 Exams (Term Test; Lab Exams 1 & 2; Final Exam).

Quercus: You are responsible for checking the Quercus page for this course frequently

THIS IS AN INTENSIVE COURSE. Consistent, regular work will be required to satisfactorily complete this course. Students should log into the course Quercus site daily to ensure that they are completing the required readings, coursework and assessments throughout the semester. Important notifications will be posted as Announcements on Quercus.

CONTACT INFORMATION AND OFFICE HOURS:

Course Instructor: Dr. Joanna Zigouris, Email: joanna.zigouris@utoronto.ca
Virtual Office Hours: 11:00 AM - 12:00 PM Wednesdays or by appointment

Teaching Assistants: Lisa Byrne, Email: lisa.byrne@mail.utoronto.ca
Virtual Office Hours: by appointment

Aeen Ebrahim Amini, Email: aeen.ebrahimamini@mail.utoronto.ca
Virtual Office Hours: by appointment

Thiviya Rajasekar, Email: thiviya.rajasekar@mail.utoronto.ca
Virtual Office Hours: by appointment

Sarah Watling, Email: sarah.watling@mail.utoronto.ca
Virtual Office Hours: by appointment

Myuran Yoganathan, Email: myuran.yoganathan@mail.utoronto.ca
Virtual Office Hours: by appointment

EMAIL POLICY:

- Before emailing, please check information posted for the course on Quercus. We may have already answered your question there.
- For lab related questions, please start by emailing your TA.
- For other matters, please email the Course Instructor.
- When you email, include a subject line that includes "BIOB33" and that summarizes your question.
- We will attempt to reply to your emails within 2-3 days.

REQUIRED TEXTBOOK:

Frederic H. Martini, Robert B. Tallitsch & Judi L. Nath, **Human Anatomy Plus Mastering A&P with eText -- Access Card Package**, 9th edition, Pearson Publishing.

For students who have a hard copy of the text and wish to opt out of the etext purchase:

Mastering A&P -- Standalone Access Card Package -- for Human Anatomy, 9th edition, Pearson Publishing

Please note - both packages come with access to Practice Anatomy Lab (PAL) 3.1

BIOB33H3F 2021 EVALUATION

EVALUATION:

Weekly Mastering A&P Assignments	10%
Weekly Laboratory Quizzes	10%
Course Assignments	4%
Case Studies	9%
Midterm Test	17%
Laboratory Exams	20%
Final Examination (During final exam period)	30%

WEEKLY MASTERING A&P ASSIGNMENTS (1.25% each x 8 = 10% of final grade):

Mastering A&P Assignments will be completed online using Pearson Modified Mastering A&P for Human Anatomy, 9th Edition. Assignments are composed of multiple interactive questions based on the textbook chapter(s) associated with each module. Each assignment will be available for a full week for students to complete. No makeup assignments will be made available due to their extended availability online. Students do not have to complete Mastering A&P Assignments in one sitting. You can come and go from the assignment until the submission deadline. The best 8 out of 11 assignments will count towards your final Mastering A&P Assignments grade.

WEEKLY LABORATORY Quizzes (1.25% each x 8 = 10% of course grade):

Each weekly lab module will have a study guide paired with the Pearson Practice Anatomy Lab (PAL) 3.1 that provides students visual dissections, slides, lab practicals, and quizzes. After reviewing weekly lab material (study guide + PAL 3.1), each module will have a post-lab timed quiz that students must complete and submit for grading. Students are given a full week to review the online lab material and take their quiz. The best 8 out of 11 quizzes will count towards your final Laboratory Quizzes grade.

COURSE ASSIGNMENTS (2% each x 2 = 4% of final grade):

There will be two Course Assignments to be completed and submitted in Quercus. The first assignment will be due on **Wednesday, October 20, 2021 at 11:59 PM (EDT/EST)**, and the second assignment is due on **Monday, December 6, 2021 at 11:59 PM (EDT/EST)**. More information regarding assignment details will be posted on Quercus.

CASE STUDIES - SYNCHRONOUS LAB SESSIONS (3% each x 3 = 9% of final grade):

There will be three Case Studies - Synchronous Lab Sessions that will take place during your scheduled practical section. Students will be placed into groups and participate in active learning and group-based exercises, where students work together to answer case study questions that are due at the end of each scheduled section. You will be graded as a group. Late submissions will not be accepted and missed assignments will be given a mark of zero.

Case Study Dates:

Case Study #1 - September 27 & 28, 2021

Case Study #2 - November 8 & 9, 2021

Case Study #3 - November 22 & 23, 2021

More information regarding assignment details will be posted on Quercus.

No makeup case study sessions will be permitted. All students are expected to attend their scheduled practical section and must obtain permission from the Course Instructor to switch sections. Without a valid reason, students will not be permitted to attend a practical section other than the one they have registered for.

TERM TEST (17% of final grade):

The term test for this course will take place on **Wednesday, October 27, 2021** starting at 11:00 AM (EDT/EST) of your scheduled lecture (class) time. More information regarding term test format will be posted on Quercus.

LABORATORY EXAMS (10% each x 2 = 20% of final grade):

These will be an **online 'bell-ringer' exams** - thus just like in-person lab bell-ringer exams, students will be presented with a single question at a time and there will be no backtracking of questions. The questions will be similar to the Lab Quizzes you are given each week. **Lab Exam #1** will take place on **Wednesday, November 3, 2021** starting at 11:00 AM (EDT/EST) of your scheduled lecture (class) time. **Lab Exam #2** will take place on **Thursday, December 2, 2021** starting at 7:00 PM (EDT/EST). More information regarding lab exams will be posted on Quercus.

FINAL EXAM (30% of final grade):

The Final Exam is Cumulative and will be held during the final exam period (**December 9 - 21, 2021**). More information regarding test date and exam format will be posted on Quercus.

Students are required to be available for all examinations during the periods for which they are scheduled.

FOR ALL TERM WORK SUBMISSIONS:

Students should not wait until the last minute to upload their work, complete a Mastering A&P Assignment, or take a Lab Quiz. You should allow time to troubleshoot technical difficulties. Leaving submissions or completing online assessments to the very end and missing a deadline because of internet connectivity and/or computer, Quercus, Mastering A&P issues or 'glitches', or getting sick on the last day is a risk you take. Students are strongly encouraged to complete and submit work as early as possible.

It is your responsibility to ensure that you have saved the document in a form compatible with Microsoft Word (your file should end in .doc or .docx). It is also your responsibility to ensure that

the file you are sending is not corrupted or damaged. If the file you send cannot be opened or read, the assignment will not be accepted and will be given a “0” grade. Once you have submitted your file, go back and double check that you have uploaded the CORRECT document version. The latest document you submit is what will be graded.

GRADING CONCERNS:

All grading questions about quizzes, assignments, exams, etc. must be made in writing to your TA or Course Instructor (for term test and lab exams) within **FIVE DAYS** of the marks being posted on Quercus. Your questions about grading must clearly identify your concern. After this time, no changes will be made to existing grades unless there is a calculation error. *Please note: re-grading of your submitted work may result in a re-graded mark being lower than your original assigned grade.*

MISSED DEADLINES:

A. WEEKLY MASTERING A&P ASSIGNMENTS, LAB QUIZZES, and COURSE ASSIGNMENTS:

Students are given a full week to complete these weekly Mastering A&P Assessments and Lab Quizzes. Failure to begin either an A&P Assignment and/or Lab Quiz will result in a “0” grade for the assessment. Having initiated but not yet finished either an A&P Assignment and/or Lab Quiz will result in grading of the work completed up to the submission deadline. No makeup Course Assignments will be made available due to their extended availability online. Failure to submit on time will result in a “0” grade for that component. The **ONLY** exceptions are for students with documented extenuating circumstances. Students are to follow the procedures of the self-declaration process for missed term work as outlined below to request the academic consideration they are seeking.

B. CASE STUDIES - SYNCHRONOUS LAB SESSIONS:

Students who are unable to attend their scheduled lab practicum **must** contact the Course Instructor as early as possible and preferably **prior to** their scheduled session and follow the procedures of the self-declaration process for missed term work as outlined below to request the academic consideration they are seeking.

C. MISSED TERM TEST AND/OR LAB EXAMS:

Students who miss the Term Test and/or a Lab Exam must notify the Course Instructor within **48 hours** of the missed term test and/or lab exams and follow the procedures of the self-declaration process for missed term work as outlined below to request the academic consideration they are seeking. Students that are unable to attend due to an AccessAbility issue should inform that office and the Course Instructor to arrange an accommodation.

There will be a single make-up for the Term Test and a single make-up for each of the Lab Exams for students with a documented extenuating circumstance or accommodation, as validated by Jennifer

Campbell. The date of each make-up will be announced on Quercus and it is the **FULL RESPONSIBILITY** of the affected students to ensure they are aware of this date. Alternative arrangements are NOT possible. Students that miss either the Term Test and/or Lab Exams with no acceptable, documented extenuating circumstance will receive a “0” grade for missed test/exams.

D. PROCEDUES OF SELF-DECLARATION FOR MISSED TERM WORK:

If you miss term work (including term tests and/or lab exams) due to illness you must **self-declare within 48 hours via Acorn**. Please note it is mandatory for you to fill in the notes field within the self-declaration tool on Acorn to specify what term work you are missing and applicable due dates to be considered. For some additional instructions on how to declare illness please review the following resource <https://help.acorn.utoronto.ca/blog/ufags/how-do-i-declare-an-absence/>.

If you are missing term work for another reason including: short-term illness under the care of a Physician or someone affiliated with Health and Wellness, disability reasons, a family death, vehicle accident, essential travel that is not vacation related, or varsity activities must e-mail **both** the Course Instructor **and** Jennifer Campbell (jac.campbell@utoronto.ca) in advance or within 48 hours of the term work due date. Please note all documentation will be verified for authenticity by Jennifer Campbell and any accommodations (if applicable) will be determined by the course instructor.

Please note that we understand that life happens and you may miss term work for valid reasons and we will help you navigate through those situations. Please remain in communication with our departmental admin office as well as your course’s teaching team.

MISSED FINAL EXAM:

Students who miss the Final Exam must petition the Registrar's Office to write a deferred exam.

PROCEDURES REGARDING FINAL MARKS:

The final mark in BIOB33 is based on your work throughout the term. The evaluation breakdown is given above in this syllabus. After the final exam, marks are calculated and submitted to the Department for review. Once approved, the final mark for each student in the course will be released on ROSI/ACORN.

Final marks are not negotiable and instructors are not permitted to discuss final marks with students. If students have concerns about their final mark, they should consult the proper procedures to be followed as outlined by the Registrar’s office: <https://www.uts.utoronto.ca/registrar/petitions>.

Once final marks are posted, it is an academic offense to ask for your mark to be changed (see Academic Handbook).

ACADEMIC INTEGRITY STATEMENT:

The University treats cases of cheating and plagiarism very seriously. The University of Toronto's Code of Behaviour on Academic Matters (<http://www.governingcouncil.utoronto.ca/policies/behaveac.htm>) outlines the behaviours that constitute academic dishonesty and the processes for addressing academic offences.

Potential offences in papers and assignments include using someone else's ideas or words without appropriate acknowledgement, submitting your own work in more than one course without the permission of the instructor, making up sources or facts, obtaining or providing unauthorized assistance on any assignment. On tests and exams cheating includes using or possessing unauthorized aids, looking at someone else's answers during an exam or test, misrepresenting your identity, or falsifying or altering any documentation required by the University, including (but not limited to) doctor's notes.

CODE OF BEHAVIOUR ON ACADEMIC MATTERS - SECTION B1

1. It shall be an offence for a student knowingly:

- (a) to forge or in any other way alter or falsify any document or evidence required by the University, or to utter, circulate or make use of any such forged, altered or falsified document, whether the record be in print or electronic form;
- (b) to use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or term test or in connection with any other form of academic work;
- (c) to personate another person, or to have another person personate, at any academic examination or term test or in connection with any other form of academic work;
- (d) to represent as one's own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e. to commit plagiarism (for a more detailed account of plagiarism, see Appendix "A") ;
- (e) to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or program of study in the University or elsewhere;
- (f) to submit any academic work containing a purported statement of fact or reference to a source which has been concocted.

All suspected cases of academic dishonesty will be investigated following procedures outlined in the Code of Behaviour on Academic Matters. If you have questions or concerns about what constitutes appropriate academic behaviour or appropriate research and citation methods, you are expected to seek out additional information on academic integrity from Dr. Zigouris or from other institutional resources (see <http://academicintegrity.utoronto.ca/>).

OUR ORIGINAL STATEMENT:

Normally, students will be required to submit their course essays to the University's plagiarism detection tool for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the tool's reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of this tool are described on the Centre for Teaching Support & Innovation web site <https://uoft.me/pdt-faq>.

ACCESS FOR STUDENTS WITH DISABILITIES:

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach me and/or the AccessAbility Services Office as soon as possible. Enquiries are confidential. AccessAbility Services staff (located in Rm AA142, Arts and Administration Building) are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. Please contact 416-287-7560 (tel/TTY) or email ability.uts@utoronto.ca for more information. The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course.

EQUITY, DIVERSITY, & INCLUSION:

The Department of Biological Sciences acknowledges the barriers that people of colour and other marginalized groups face, particularly in science and academia. As a department, we are highly committed to creating a welcoming scientific community where everyone feels safe, comfortable participating, and which provides the necessary support to thrive. We acknowledge and are disheartened that Black, Indigenous and other marginalized communities are, and always have been, disproportionately impacted by systemic racism and face barriers within academia. In August 2020, our department formed an equity and inclusion task force that will meet regularly to discuss equity and inclusion and enact improvements to our departmental practices by actively engaging with the literature on best practices, and seeking ongoing input from all members of the department including students, post-doctoral fellows, staff and faculty. Among our main priorities will be a commitment to hire and support faculty and staff that are representative of our diverse student population, and to promote a departmental culture that will foster inclusive teaching and research excellence.

ACKNOWLEDGEMENT OF TRADITIONAL LAND:

I (we) wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit River. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

Intellectual Property (IP):

Recording or photographing or video capture of any aspect of a university course - lecture, tutorial, seminar, lab, studio, practice session, field trip etc. – without prior approval of all involved and with written approval from the instructor is not permitted. Students should be aware that their courses contain the IP of their instructor, TA, and/or the University of Toronto.

IP includes items such as:

- Lecture content, spoken and written (and any audio/video recording thereof)
- Lecture handouts, presentations, and other materials prepared for the course (e.g., PowerPoint slides)
- Questions or solution sets from various types of assessments (e.g., assignments, quizzes, tests, final exams)
- Work protected by copyright (e.g., any work authored by the instructor or TA or used by the instructor or TA with permission of the copyright owner)

Sharing this IP without the IP owner's permission is a violation of IP rights. For this reason, it is necessary to ask the instructor, TA and/or the University of Toronto for permission before uploading and sharing the IP of others (e.g., to an online repository, students, etc.).

Permission from an instructor, TA or the University is also necessary before sharing the IP of others from completed courses with students taking the same/similar courses in subsequent terms/years. Doing so without expressed permission is considered a violation of IP rights. Please alert the instructor if you become aware of IP belonging to others (past or present) circulating, either through the student body or online.

DISCLAIMER:

The instructor reserves the right to modify this syllabus and the lecture/lab schedules as necessary throughout the term to meet course learning objectives. As such, the lecture/lab is tentative. Any changes will be announced on Quercus and followed by the posting of the most up-to-date version of the syllabus on Quercus. You are responsible for being aware of the contents of this syllabus.