

Summer 2024

Meeting days: Asynchronous	Instructor title and name: Dr. Joy Balta
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Office Hours: Every Friday over Zoom & upon request.

PLNU Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

COURSE DESCRIPTION

Study of structural organization of the human body from cellular to organ system level of organization. Gross and microscopic anatomy of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems of the human body.

COURSE LEARNING OUTCOMES ⊛

The following student learning outcomes will be met in this course:

1. Identify gross anatomy using proper anatomical terminology.
2. Identify microscopic anatomy using proper anatomical terminology.
3. Articulate the relationship between structure and function.
4. Describe the embryological developmental stages.

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

NOTE: No text book is required.

All supplemental materials posted on this course site (including articles, book excerpts, or other documents) are provided for your personal academic use. These materials may be protected by copyright law and should not be duplicated or distributed without permission of the copyright owner.

Distribution of Student Learning Hours

It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their course work. As a graduate course, students can expect the work in this class to be significant, and students should plan on spending 18-22 hours a week engaged in the course.

STATE AUTHORIZATION

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) to view which states allow online (distance education) outside of California.

ASSESSMENT AND GRADING

<i>Assessment Possible Points</i>	
<i>Session Based Questions 4 x 6 pts 24</i> <i>Lab reports 4 x 10 pts 40</i> <i>Division Exam 61</i>	
<i>Total for Each Division</i>	<i>125</i>
<i>Total for all Divisions</i>	<i>875</i>
<i>Professionalism</i>	<i>25</i>
<i>Course Total</i>	<i>900</i>

Exam: Each out of the seven divisions will have an overall division exam. The exam will be conducted on canvas and each exam is worth 65 points. The exam will have image identification, True or False, multiple choice and matching questions. Each division exam will cover the content covered in that specific section only.

Session-Based Questions (SBQ): Questions will include material covered in the videos. This assignment will be completed online through canvas before 3 pm when the second session becomes available.

Lab reports: Every session will be followed by a lab in Visible Body. These labs will be completed online and before the session becomes available. A lab report (assignment) needs to be submitted after finalizing the lab session. It is highly recommended that students complete those lab reports together in their assigned groups along with the other group activities.

Professionalism: Students are expected to conduct themselves professionally at all times. This includes, but not limited to: submitting assignments on time, communicating professionally and positively contributing to the learning process.

Final grades are calculated based on final total points earned. There is no curve and no extra credit assignments. You will receive the grade that you earn. The point total will be converted to a percentage for the purpose of assigning a letter grade; therefore there will be no rounding of percentages.

<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>F</i>
<i>A: 837-900</i>	<i>B+: 783-809</i>	<i>C+: 693-719</i>	<i>D+: 603-629</i>	<i>F: Less than 539</i>
<i>A-: 810-836</i>	<i>B: 747-782</i>	<i>C: 657-692</i>	<i>D: 567-602</i>	
	<i>B-: 720-746</i>	<i>C-: 630-656</i>	<i>D-: 540-566</i>	

LATE ASSIGNMENTS

All assignments are to be submitted by the due dates. There will be a 10% reduction of possible points for **each day** an assignment is late and assignments will **not be** accepted for credit four days after the due date. If missing assignments result in the failure to meet learning outcomes, you may receive a letter grade reduction on the final grade in addition to the loss of points for missing work. Assignments will be considered late if posted after the due date and time using Pacific Standard Time. No assignments will be accepted after midnight on Sunday night, the last day of class.

Exceptions for extenuating circumstances must be pre-approved by the instructor and the program director.

PLNU SPIRITUAL CARE

PLNU strives to be a place where you grow as a whole person. To this end we provide resources for our Graduate and Adult Degree Completion students to encounter God and grow in their Christian faith. At the Mission Valley (MV) campus we have an onsite chaplain, Rev. Gordon Wong, who is available during class break times across the week. If you have questions for, desire to meet or share a prayer request with Rev. Wong you can contact him directly at mvchaplain@pointloma.edu or gordonwong@pointloma.edu. Rev. Wong's cell number is 808-429-1129 if you need a more immediate response.

In addition, on the MV campus there is a prayer chapel on the third floor which is open for use as a space set apart for quiet reflection and prayer.

PLNU COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU ACADEMIC HONESTY POLICY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Adult undergraduate Academic and General Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

During the first week of class, you will be asked to submit an Academic Honesty Verification Statement. Submitting the statement is a requirement of this course. By submitting the Academic Honesty Verification Statement, you will be verifying all assignments completed in this course were completed by you. Carefully review the Academic Honesty Statement below.

Statement: “In submitting this form, I am verifying all the assignments in this course will be completed by me and will be my own work.”

PLNU ACADEMIC ACCOMMODATIONS POLICY

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619- 849-2486). Once a student’s eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan (“AP”) to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student’s responsibility to make the first contact with the EAC.

SEXUAL MISCONDUCT AND DISCRIMINATION

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/title-ix

COURSE MODALITY DEFINITIONS

- 1. In-Person:** Course meetings are face-to-face with no more than 25% online delivery.
- 2. Online:** Coursework is completed 100% online and asynchronously.
- 3. Online Synchronous:** Coursework is completed 100% online with required weekly online class meetings.
- 4. Hybrid:** Courses that meet face-to-face with required online components.

PLNU ATTENDANCE AND PARTICIPATION POLICY⊕

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See [Adult Undergraduate Academic Policies in the Graduate and Professional Studies Catalog](#). If absences exceed these limits but are due to university excused health issues, an exception will be granted.

Asynchronous Attendance/Participation Definition

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

Students taking online courses are expected to attend each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes posting in a graded activity in the course. (Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.)

Students who do not attend at least once in any 3 consecutive days will be issued an attendance warning. Students who do not attend at least once in any 7 consecutive days will be dropped from the course retroactive to the last date of recorded attendance.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor.

At Point Loma Nazarene University, attendance is required at all scheduled classes. Adult Undergraduate courses are taught in the hybrid format, which means some class meetings will be face to-face and some will be online. Attendance in the face-to-face classes is to be for the entire time of the class. Arriving late or leaving early will be considered a partial absence. A day of attendance in an online class is determined as contributing a substantive note, assignment, discussion, or submission that adds value to the course as determined by the instructor. Three days of attendance are required each week.

Face-to-face Portion of the Hybrid course

In blended or hybrid courses, if a student misses one face-to-face class then the faculty member will send an email to the student and the Director of Student Success warning of attendance jeopardy. There are no exceptions to this policy.

If a student misses two face-to-face classes, the faculty member or Vice Provost for Academic Administration (VPAA) will initiate the student's de-enrollment from the course without further advanced notice to the student. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of "F" and there will be no refund of tuition for that course.

Online Portion of the Hybrid Course

the faculty member will send an email to the student and the Director of Student Success warning of attendance jeopardy. There are no exceptions to this policy.

If a student misses three online classes (fails to contribute to a discussion board by the due date) during the course, then the faculty member or Vice Provost for Academic Administration (VPAA) will initiate the student's de-enrollment from the course without further advanced notice to the student. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of "F" and there will be no refund of tuition for that course.

1 missed F2F class = warning

2 missed F2F classes = de-enrollment

2 missed online classes = warning

3 missed online classes = de-enrollment

NOTE: Hybrid/Online Courses 14 to 15 Weeks 1 Unit

Students taking hybrid courses lasting over 14 weeks are expected to attend each week of the course. Attendance is defined as logging into the course each calendar week to check on updates and announcements. In addition, students must participate in the academic graded activities during the calendar week the assignments/activities are due. Students must also attend all scheduled face-to-face meetings. Students who do not attend at least once in any given calendar week will be issued an attendance warning. Students who do not attend at least once in any two consecutive weeks in the online will be dropped from the course retroactive to the last date of recorded attendance.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor.

USE OF TECHNOLOGY

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

The course summary below lists our assignments and their due dates. Click on any assignment to review it.

Week	Date	Week 6
Week 1		<u>Division I- Introduction to Body Systems</u> <u>Check-in Assignment & Create Visible Body Account</u> <u>S1- Introduction to Course & Cell</u> <u>S2- Intro to Gross Anatomy</u> <u>S3- Intro to Histology</u> <u>S4- Intro to Embryology</u>
Week 2		<u>Division I Exam</u> <u>Division II- Musculoskeletal System</u> <u>S5- Bones/ Muscles of the back & Shoulder</u> <u>S6- Pecs, arm, forearm & hand</u> <u>S7- Hip, thigh & gluteal region</u>
Week 3		<u>S8- Leg & Foot</u> <u>Division II Exam</u> <u>Division III- Cardiac System</u> <u>S9- Thoracic wall & Mediastinum</u> <u>S10- External anatomy of the heart</u> <u>S11- Internal anatomy of the heart</u>
Week 4		<u>S12- Lymphatic system</u> <u>Division III Exam</u> <u>Division IV- Respiratory System</u> <u>S13- Oral cavity & Pharynx</u> <u>S14- Temporal & Infratemporal regions</u> <u>S15- Nose and Larynx</u>
Week 5		<u>S16- Lungs</u> <u>Division IV Exam</u> <u>Division V- Gastrointestinal System</u> <u>S17- Abdominal wall & cavity</u> <u>S18- Foregut</u> <u>S19- Midgut & Hindgut</u> <u>S20- Retroperitoneal & Posterior Wall</u>
		<u>Division V Exam</u> <u>Division VI- Genito-Urinary System</u> <u>S21- Urinary System</u>

S22- Pelvic wall, perineum & urogenital Δ S23- Male reproductive system

S24- Female reproductive system

Division VI Exam

Division VII- Nervous System

Week 7	S25- Skull & Brain
	S26- Cranial Nerves
	S27- Spinal Cord
	S28- Eye & Ear
	Division VII Exam

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