

**THE UNIVERSITY OF NEW MEXICO–  
Valencia  
COURSE SYLLABUS  
Biol 2210L: Anatomy and Physiology I, Lab  
Fall 2024**

<b>General Information</b>	<b>Items</b>
<b>Instructor Name:</b>	Elisa DiMenna PhD
<b>Email:</b>	edimenna@unm.edu
<b>Office Hours:</b>	After class in the classroom lab
<b>Course Number:</b>	BIOL 2210L
<b>Section Number:</b>	501
<b>Semester &amp; Year:</b>	Fall 2024
<b>Credit Hours:</b>	1
<b>Campus/Rooms:</b>	VAHS-113
<b>Meeting Time:</b>	1030-115pm on Tuesdays

### **Catalog Description**

This is the first in a series of two laboratory courses designed to introduce laboratory practices and techniques for human anatomy and physiology, from the basic cell structure through the organ system level; specifically the integumentary, skeletal, muscle, and nervous systems. Pre- or corequisite: 2210

### **Course Goals**

This is the first course in a two-semester sequence that provides a comprehensive introductory study of the human body for biology majors and allied health students. It is a prerequisite for acceptance to many nursing, dental hygiene, and other allied health programs. It provides a strong foundation in principles and concepts that have many clinical applications.

### **State Learning Outcomes**

1. Apply the scientific method correctly.
2. Collect, analyze, and interpret scientific data
3. Use laboratory equipment, such as a microscope, correctly and safely.
4. Analyze the structure of cells, cell membranes, and cell organelles with respect to their respective physiological roles.
5. Identify the anatomical components of human tissues, organs, and organ systems using prepared microscope slides, models, diagrams, illustrations, or cadaver specimens.
6. Describe the functional characteristics of human tissues, organs, and organ systems using prepared microscope slides, models, diagrams, illustrations, or cadaver specimens.
7. Analyze the physiological processes of the integumentary, skeletal, muscle, and nervous systems

### **Course website**

<https://canvas.unm.edu/>.

### **Optional Textbooks, Course Materials,**

White lab coat and goggles for dissection days.

**Free instructor's Lab Book** Posted to Canvas for in class. and if you miss a class or elect to go remote, you will need to check the schedule and use the following text:

OpenStax Anatomy and Physiology. ISBN: 9781938168130, Students can [access free online textbook at the OpenStax website](#) or through Amazon.com OpenStax Page.

**Optional/Classic Text: Gray’s Anatomy: Anatomical Basis of Clinical Anatomy**



Optional Reading References are according to the Table of Contents for the Gray's Anatomy, 42nd Edition (but editions 39- 41 will also work relatively well)  
 ISBN 9780702077050 Copyright 2021, Published October 2020, Editor Susan Standing, MBE, PhD, DSc, FKC, Hon FAS, Hon FRCS

Original Authors 1858: Drs Henry Gray and Henry Vandyke Carte

<b>Grading Categories</b>	<b>Points per Assignment</b> (Some exceptions/are indicated on assignment)	<b>Total Points*</b>
<b>Final Exam</b>	100	100
<b>Midterm Exam</b>	100	100
<b>Quizzes -8</b>	10	80
<b>Discussions – 2</b>	20	40
Lab Notebook Checks -Lab Manual Page Uploads - 2	25	50
<b>Total Points</b>		370
<b>Points dropped</b>		10
<b>point total for final grade</b>		360

**Instructor Specific Syllabus Information**

**Technology Recommendations and Requirements**

To ensure the best possible learning experience, owning, or having reliable access to, a modern personal computer with virus protection is recommended.

Online courses perform optimally on high-speed internet, particularly with cable and DSL connections. Some courses might require the need for a webcam, microphone, and internal and/or external computer speakers in order to participate in group discussions, create and upload video submissions, listen to live or pre-recorded lectures and videos, etc. Please check with your instructor to ask what type of technology might be necessary in order to be successful in the course. Technology requirements may vary from class to class.

Visit the Canvas [browser and computer requirements page](#) and run their browser checker to make sure you are ready to go!

Other types of Technology Requirements to be a successful online student:

- A working black and white printer for assignments or a digital tablet, software and stylus for editing and saving a modified .pdf
- Ability to scan an upload paper documents as a .pdf (Dropbox and the Apple 'Files' app both have this ability)
- A color camera. Phone cameras and webcams are fine.
- Our class will specifically require the ability to convert and upload a printed or digitally downloaded document into a quality .pdf/photoshop document file. The quality of the document must be equivalent to the quality of the original document for grading purposes.
- You must have the ability to seamlessly run a Zoom based meeting with video and audio for scheduled class meetings.
- YouTube proficiency and ability to skip an ad or two.
- Reliable word processing software such as MS Word. UNM students can download MS Office 365 for free. [Details on what it is and who is eligible.](#)
- Please note that Mac Pages and Google doc files are not accepted for submitted assignments. Both programs have Export or Save as options that let you convert your work to .docx.
- Ability to view course materials by using Adobe Acrobat free file reader and MS Word.
- Regular and weekly access to [UNM Canvas](#) and your [UNM email](#) account.
- Possibly the ability to download and use [Kaltura Capture](#) or Adobe Premier Rush, Adobe's video editing tool. UNM students can download Adobe Premier Rush for free through [Adobe Creative Cloud](#). *Note: branch campus students should double-check to make sure your campus is participating.*

### Essential Skills

Activities will be incorporated into this course to support development of the following three essential skills that are required by NM/HED: *Critical Thinking, Personal & Social Responsibility, Quantitative Reasoning*  
Student progress in developing essential skills will be measured in assignments, discussions, and/or exams throughout the course.

### What to Expect:

Our class is lecture and exercise based. All lectures are available on YouTube and I will present material as well in person. We will go over case studies and example problems with our discussions, in-person class time and independently online. Your ungraded practice items are available through the posted study guides, our textbook and Pearson Mastering site

This material will prepare you for your graded items: Homework/Quizzes, Discussions and Exams. These items are broken down for points in the table below.

### Attendance, Participation

- Attendance:** based on assignment completion. Students who fail to login at the beginning of the course may be dropped for non-attendance or non-participation. Students must demonstrate a record of course participation that is based on academically related activities in order to demonstrate "attendance" in the course. The minimum academically related activity for course participation which is here defined as timely completion of assignments by their due dates or responses requested by the instructor via email or in class.
- Participation:** based on assignment completion. Students' academically related activities will be tracked via methods that are described by the instructor in the course syllabus and schedule.
- Lab conduct and contracts:** Students attending labs will adhere to proper student conduct as is outlined during class and per the instructor, OSHA regulations as well as the Laboratory Safety Contract. Refusal to adhere to any of these may result in immediate dismissal, loss of points or expulsion from the course.

*Spelling* can affect your grade. If a word sounds about right and has the same number of syllables it will be

counted as correct. However, be forewarned there are several words (e.g., perineal & peroneal) that look and sound similar. If you write the wrong word, it is wrong.

You should discuss any planned absences or problems regarding attendance with me. In addition, you should talk with me as soon as possible any time you miss more than one class or if you fail to complete assigned work.

### **Extra Credit**

If extra credit is offered it will not exceed 5% of the total grade. If extra credit is offered it will be to the entire class.

**PLAGIARISM** --- if you copy an answer (75%+ word for word) from the book, internet, or my PowerPoint slides, you will get a **ZERO** on the ENTIRE assignment.

### **Other Requirements**

- Students are responsible for all materials covered in class and in the reading assignments. Some book material that is not covered in class may still appear on examinations.
- Students are expected to do their readings before class.
- Students may be expected to seek out information on web sites or other books to further their understanding of the material covered in class.
- Students themselves are responsible for seeking information on any assignments that may have been given out during their absence.
- This course requires proctored assessments.

### **Respondus lockdown browser**

Assessments (see more below) will be completed in class using the Respondus lockdown browser. You will either need a laptop or an iPad to use this. More information about downloading and using Respondus can be found here: <https://canvasinfo.unm.edu/external-apps/respondus-ldb-index.html>

### **Dropping the Class**

The Instructor will likely drop students for inactivity of 1 or more weeks or inappropriate/aggressive behavior toward the instructor or other students. However, students wishing to be dropped from the course should be aware that it is their responsibility to remove drop themselves from the course. Elective drops must be performed by the students and before the expiry of the institutional drop dates.

### **Due Dates**

All homework, discussions and exams are due according to the posted schedule. Essentially, listed items are due by 11:59pm of the listed due date and week with the sole exception of the Final Exam which is Due by 11:59pm on the Thursday of finals week

### **Grading**

Total Points refers to the total points capped. Some categories have a higher possible total points but points earned above the Total Points number cap are considered to be dropped items

Extensions can be granted with documentation of an institutionally recognized cause, such as providing a doctor's note after an illness. Documentation is required in order to evidence that the instructor is providing equitable treatment for all students. If you miss an assignment or quiz, please note that I do drop between 1 %-5% of the class points prior to the calculation of the overall course grade. There are no extensions or makeups since there are so many graded items in this course and there are multiple dropped items.

**Homework/Quizzes:** There are practice quiz style homework assignments. They are meant to help students review the material of the class while practicing the style of the upcoming proctored exams. They will require Respondus Lockdown browser and are Closed Book/Notes

**Practice Quizzes, Practice Homework, Study Guides and SmartBook:** In order to help you prepare for the Proctored/ Lockdown Browser requiring grade items, There are practice, ungraded, Items that you have unlimited attempts to use and study from for the entirety of the semester.

**Quiz, Syllabus:** You need to be well acquainted with the syllabus. You will have a single syllabus quiz in the first week of the term to ensure you know the plan.

### **Exams, Unit – CLOSED NOTES/BOOK AND PROCTORED**

- The purpose of these exams is to evaluate where you are in understanding the details of the concepts in 2-4 chapters/units of the material. See grading table for a description of the how many there are, when they are scheduled, and how many are dropped (low scores dropped).
- Exam questions are based on material presented in your Powerpoints, in-class or video lectures, class activities, and textbook. You will be required to synthesize material from more than one source.
- Format: objective, multiple choice, T/F, and matching questions. Each student will receive a randomly generated set of questions from a very large pool of possible questions. No one will get the same exam question set.
- MAKE SURE the computer you use is reliable and the internet connection is reliable. If you fail to take the exam during that open window then you will get a 0 for the exam. There will be no make-ups or extensions.
- All exams are AUTOMATICALLY set to double time. This should automatically accommodate all students with DRC letters.
- You will be using Respondus Lockdown Browser and Monitor. Both require a download of software and Monitor requires a webcam. See the Electronics requirements section of the syllabus for further details. Links to these will be located on Brightspace course shell as well
  - Instructor will review the videos. All exams are closed books and closed notes.
- If something locks up during a Brightspace exam IMMEDIATELY email me so I can reset the exam for you before the testing window closes. DO NOT wait until the last minute to take the exam.

**Final Exam (Multiple Choice, Cumulative, Online with Respondus)** – this multiple choice exam is cumulative. Questions will cover major themes from the course. Each student will get a randomized, unique set of exam questions from a larger pool.

### *Student – Privacy and Rights*

- For any interactive, web conferencing session that may be recorded, you may choose to not attend the live session and instead watch the recording at a later time, or you may choose to *attend the live session with anonymity*.
- To Protect your Privacy, be anonymous, during a virtual classroom session you may choose to:
  - Not use or display your name
  - Not show video of yourself
  - Not use the audio option for speaking
  - Use the chat box to ask questions without showing your name

### **How to Contact Me**

- EMAIL – edimenna@unm.edu
  - Response Time is traditional business hours within 24-48 hours. On weekends or holidays leave up to additional 48 hours response.
- If you use your UNM email to contact me remind me exactly which class you are in. If I don't respond, contact me again! Non-UNM email accounts are often routed by the UNM servers into the junk email folders.

### **Online Etiquette**

This course may require moderate online interaction. Students are required to treat other individuals with the same level of respect that they would in the live classroom. Do remember that there is a person at the other side of a discussion posting, online office hours, etc. when posting a response, question, or e-mail. In addition, you are responsible to make a sincere effort that all online postings, e-mails, etc. use the level of spelling and grammar and courteous tone that is expected in a professional college setting.

### **UNM Campus Open Computer Labs**

Check website [www.unm.edu](http://www.unm.edu) for availability and hours.

## Academic Honesty

Students should consult the UNM Student Handbook) for a complete explanation on Academic Dishonesty. Students who commit any form of academic dishonesty on an assignment may be assigned a grade as severe as a “0” or “F” for this assignment by the instructor, or will be informed by the instructor that the Dean of Students will be contacted to coordinate a more severe penalty for the offense (e.g. an “F” for the course, or removal from a program - in the case of limited entry programs such as exist in Health Occupations). In the latter case, a centralized record of the student’s academic dishonesty incident will be maintained within the Dean of Students Office so that, if future incidents are reported, patterns of behavior can be identified and sanctioned more severely. Sanctions that may be imposed include disenrollment from the course, suspension from campus, expulsion from the institute, and other administrative actions.

The following are some forms of cheating Copying a fellow student’s work or copying a previous student’s work.

- The use of AI for assignment responses.
- Any form of communication with your neighbor during a test.
- Talking to anyone but the instructor or proctor during a quiz or examination.
- Communicating via cell phones with other people during a test.
- Notes or books open during in-class exams and quizzes.
- Disclosing or soliciting examination questions to those who may have been absent from an exam.
- Plagiarism (copying entirely or whole phrases from books or websites).
- Any two students handing in assignments with word-for-word responses.

## Other Information

### ***Policy for Cancellation of Classes***

If there should be a cancellation of class due to inclement weather or disaster, check the local television news or radio stations. Most cancellation information is posted by 6AM and you will be emailed directly or announcements posted on our online classroom’s announcements section.

In the event College closures or schedule changes occur during final exams, faculty whose exams, projects, or other graded work due dates are affected by a delay or closure follow the option adopted by their instructional division.

Options may include but are not limited to:

Exams or quizzes may be moved online, rescheduled or due dates extended depending on the college schedule change (ex. Going to remote learning for 2 weeks vs. a one-day snow closure would have different options used). As a last resort, grades going into an end of term closure will become the final grades.

### ***Veterans and Active-Duty Military Personnel***

Veterans and active-duty military personnel with special circumstances (e.g. upcoming deployments, drill requirements, disabilities) should communicate these, in advance, if possible, to the instructor. You can also learn about various military benefits on the [VA Education Benefits](#) website.

## **Federal and University Required Syllabus Information**

### **Fall 2024 SYLLABUS INFORMATION**

#### ***Required by Federal Law:***

Accommodations: UNM is committed to providing equitable access to learning opportunities for students with documented disabilities. As your instructor, it is my objective to facilitate an inclusive classroom setting, in which students have full access and opportunity to participate. To engage in a confidential conversation about the process for requesting reasonable accommodations for this class and/or program, please contact Accessibility Resource Center (<https://arc.unm.edu/>) at [arcsrvs@unm.edu](mailto:arcsrvs@unm.edu) or by phone at 505-277-3506.

Title IX: The University of New Mexico and its faculty are committed to supporting our students and providing an

environment that is free of bias, discrimination, and harassment. The University's programs and activities, including the classroom, should always provide a space of mutual respect, kindness, and support without fear of harassment, violence, or discrimination. Discrimination on the basis of sex includes discrimination on the basis of assigned sex at birth, sex characteristics, pregnancy and pregnancy related conditions, sexual orientation and gender identity. If you have encountered any form of discrimination on the basis of sex, including sexual harassment, sexual assault, stalking, domestic or dating violence, we encourage you to report this to the University. You can access the confidential resources available on campus at the LoboRESPECT Advocacy Center (<https://loborespect.unm.edu>), the Women's Resource Center (<https://women.unm.edu>), and the LGBTQ Resource Center (<https://lgbtqrc.unm.edu>). If you speak with an instructor (including a TA or a GA) regarding an incident connected to discrimination on the basis of sex, they must notify UNM's Title IX Coordinator that you shared an experience relating to Title IX, even if you ask the instructor not to disclose it. The Title IX Coordinator is available to assist you in understanding your options and in connecting you with all possible resources on and off campus. For more information on the campus policy regarding sexual misconduct and reporting, please see <https://policy.unm.edu/university-policies/2000/2740.html> and CEEO's [website](#).

If you are pregnant or experiencing a pregnancy-related condition, you may contact UNM's Office of Compliance, Ethics, and Equal Opportunity at [ceo@unm.edu](mailto:ceo@unm.edu). The CEEO staff will provide you with access to available resources and supportive measures and assist you in understanding your rights.

Student Support: **Confidential** services for students are available at [LoboRESPECT Advocacy Center](#), [Women's Resource Center](#), and the [LGBTQ Resource Center](#). The [Women's Resource Center](#) supports all students, including those who are pregnant or are parents. UNM's lactation stations are marked on the [UNM campus map](#).

***Mandated by University Accreditation (alter as needed to suit your section):***

**Credit-hour statement:** This is a three credit-hour course. Class meets for three 50-minute sessions/two 75-minute sessions of direct instruction for fifteen weeks during the Fall 2024 semester. Please plan for a *minimum* of six hours of out-of-class work (or homework, study, assignment completion, and class preparation) each week.

*or*

**Credit-hour statement:** This is a three credit-hour course delivered in an entirely asynchronous online modality over 8 weeks during the Fall 2024 semester. Please plan for a *minimum* of 18 hours per week to learn course materials and complete assignments.

Student Support: Resources to support study skills and time management are available through [Student Learning Assistance](#) at the Center for Teaching and Learning in Zimmerman Library or online.

**Land Acknowledgement:** Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico Pueblo, Navajo, and Apache since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history.

**Citizenship and/or Immigration Status:** All students are welcome in this class regardless of citizenship, residency, or immigration status. Your professor will respect your privacy if you choose to disclose your status. UNM as an institution has made a core commitment to the success of all our students, including members of our undocumented community. The Administration's welcome is found on our website: <http://undocumented.unm.edu/>.

**Responsible Learning and Academic Honesty:** Cheating and plagiarism (academic dishonesty) are often driven by lack of time, desperation, or lack of knowledge about how to identify a source. Communicate with me and ask for

help, even at the last minute, rather than risking your academic career by committing academic dishonesty. Academic dishonesty involves presenting material as your own that has been generated on a website, in a publication, by an artificial intelligence algorithm (AI), by another person, or by otherwise breaking the rules of an assignment or exam. It is a Student Code of Conduct violation that can lead to a disciplinary procedure. When you use a resource (such as an AI, article, a friend's work, or a website) in work submitted for this class, document how you used it and distinguish between your original work and the material taken from the resource.

Student Support: Many students have found that time management workshops or work with peer tutors can help them meet their goals. These and other resources, including support on how to cite a source, are available through Student Learning Assistance at the Center for Teaching and Learning.

Connecting to Campus and Finding Support: UNM has many resources and centers to help you thrive, including opportunities to get involved in campus life, research experiences, mental health resources, academic support such as tutoring, resource centers for people like you, free food at Lobo Food Pantry, jobs on campus and financial capability support. Your advisor, staff at the resource centers and Dean of Students, and I can help you find the right opportunities for you.

Wellness: If you do need to stay home due to illness or are experiencing a wellness challenge, please take advantage of the resources below. You can communicate with me at [ ] and I can work with you to provide alternatives for course participation and completion. Let me, an advisor, or another UNM staff member know that you need support so that we can connect you to the right resources. UNM is a mask friendly, but not a mask required, community. If you are experiencing COVID-19 symptoms, please do not come to class.

Student Support: Student Health and Counseling (SHAC) at (505) 277-3136.

TimelyCare: Free 24/7 virtual care services (medical, emotional support, health coaching, self-care, basic needs support).

LoboRESPECT Advocacy Center (505) 277-2911: help with contacting faculty and managing challenges that impact your UNM experience.

Respectful Conduct Expectations: I am committed to building with you a positive classroom environment in which everyone can learn. I reserve the right to intervene and enforce standards of respectful behavior when classroom conduct is inconsistent with University expectations [and/or classroom community agreements]. Interventions and enforcement may include but are not limited to required meetings to discuss classroom expectations, written notification of expectations, and/or removal from a class meeting. Removal from a class meeting will result in an unexcused absence. [Insert number] or more unexcused absences may result in permanent removal and a drop from the course (see attendance policy). The University of New Mexico ensures freedom of academic inquiry, free expression and open debate, and a respectful campus through adherence to the following policies: D75: Classroom Conduct, Student Code of Conduct, University Policy 2240 – Respectful Campus, University Policy 2210 – Campus Violence.



**Course Schedule for Bio 2210L API Majors UNM Fall 2024**

\* Since There are many drops in this course, there are no extensions.

WEEK	DATE	TOPICS, <i>Lab Book Sections to Bring to Class</i>	Graded Items- Due Sunday at 11:59 pm
1	8/19-8/25	Read the Syllabus (online) Set up Respondus Lockdown Browser –  Quiz 1 – Syllabus to make sure you are up and running  Print out the Lab Book Section 1 for next week and start working on it  <i>API Lab Book - Section 1 Orientation, Organ Systems, Anatomical Terms, Safety</i>	Set up Respondus Lockdown Browser – use Quiz 1 – Syllabus to make sure you are up and running
2	8/26-9/1	Introduction to Anatomy and Physiology, Histology	Quiz 1 – Syllabus (online only)
3	9/2-9/8	Histology, Integumentary System	Quiz 2- Intro to AP

4	9/9-9/15	Intro to Osseous Tissue, Skull Lab Book Check 1 (Sections 1-3)	Quiz 3- Histology Lab Book Check 1 – <b>Sections 1-3</b>
5	9/16-9/22	Vertebral Column and Bony Thorax	Quiz 4- Integumentary
6	9/23-9/29	Forelimb Bones, Lower Limb Bones	
7	9/30-10/6	Lower Limb Bones, Joints	Quiz 5 -Bone Quiz 6 - Joints
8	10/7-10/13	Midterm	Midterm
9	10/14-10/20	Spring Break	Spring Break
10	10/21-10/27	Intro to Muscles, Upper Limb Muscles	Midterm Discussion
11	10/28-11/3	Upper Limb Muscles, Lower Limb Muscles	
12	11/4-11/10	Lower Limb Muscles	
13	11/11-11/17	Neurons and Nerves, Brain (lite poss.)	Quiz 7 -Muscle
14	11/18-11/24	Cranial Nerves, Spinal Cord	
15	11/25-12/1	Brain, Lab Book Check 2 (Sections 4-7)	Lab Book Check 2- <b>Sections 4-7</b>
16	12/2-12/8	Eye and Ear	Quiz 8 – Nervous System, Final Discussion

17	12/9-12/15	<b>Comprehensive Final Exam</b> Make up Final Due Thursday by 11:59pm	Final Exam
----	------------	--	------------

\*Topics or assignments may change as needed including any switch to remote options in the event of a prolonged campus closure. Announcements regarding such changes will be made during regular class hours. Students who are absent or tardy when such announcements are made will still be held accountable for the changes. Schedule of online materials should you not be able to make it to the in-person class