Instructor: Dr. Bob Moeng  
Office: KOKI'O 202A  
Office Hours: T 3:30 – 4:30 pm, W 1 – 2 pm or by appointment  
Office Phone: 734-9389  
Email: moeng@hawaii.edu  
Web Page: http://leahi.kcc.hawaii.edu/~moeng

Required texts:  
2) A Photographic Atlas for the Anatomy and Physiology Lab, 3rd edition.  
3) Zool 141L Handouts.

Other required materials: Latex or plastic gloves for dissection (available in bookstore). Gloves may not be available in the lab.

Optional materials:  
1) Atlas of Skeletal Muscles by Stone and Stone  
2) The Concise Fetal Pig (photograph).  
3) The Concise Sheep Brain/ Pig Heart (photograph).

Course Objectives: This course is intended to complement the materials presented in the Zoology 141 lectures, by giving hands-on experience with anatomical models, laserdisc and computer anatomical images, organ and whole animal dissections, and physiological and biochemical experiments.

Course Competencies: It is expected that students who pass this course will be able to identify the significant anatomical structures of the human integumentary, skeletal, muscular, circulatory, and digestive systems. Students will also have acquired hands-on experience in electromyography, electrocardiography, sphygmonanometry, body composition measurements, and in the measurement of various blood and biochemical parameters. The information to be learned about anatomy models and dissections is contained in the Daniels manual. Anatomy and histology is presented on the Computer Laser Image Disc Educator (CLIDE) in the Health and Natural Science Learning Assistance Center (HNSLAC in Koki'o 202 or 'dry lab'). Dissection and physiological experiments and tests will be performed in the 'wet lab' laboratory (Koki'o 208) or Koki'o 202C.

Instruction: This is an "integrated" laboratory, combining resources for the study of anatomy and physiology of the human body. Animal dissections in the 'wet lab' give students hands on experience, with preserved animal specimens that are analogues to those in the human, such as the fetal pig and pig's heart. Also in the 'wet lab', students will be both clinicians and patients in physiological tests to demonstrate principles and gain experience performing clinical tests.

The HNSLAC 'dry lab' represents the modern "open lab" concept in which the students are able to learn at their own pace. Students are expected to dissect detailed models of the human body and study the pre-programmed diagrams and photographs (CLIDE). The gross and histological structure, locations, and functions of any anatomical feature noted on the CLIDE monitors, underlined in the Daniel's manual, or noted in handouts are required material. In addition to the usual class period, the student may work in the HNSLAC at any open time, using the schedule as a guideline for when to start and finish a subject area. The instructor will be present in the HNSLAC during scheduled lab times to answer questions and provide information about past and future labs.

Grading: The final grade will be determined by four laboratory practical exams (worth 85% of the final grade). Wet-lab quizzes involving dissections, and worksheets on physiology experiments will contribute to the remaining 15% of the grade. Each exam will consist of multiple-choice questions. Questions may pertain to models, dissections, physiology experiments, laserdisc/computer images, and images from the Photographic Atlas (refer to the Exam Information). The fourth and final exam will be non-cumulative and given during the last class period. The four laboratory practical examinations are mandatory, and there will be no make-up exams or extra-credit assignments in this course. All exams will be retained by the instructor. Students must take exams with the section in which they are officially registered, unless prior permission is obtained from the instructor. In
the case of illness or emergency, an alternative exam time will be arranged. No dictionaries (except foreign language dictionaries) or Walkmans are allowed during exams. Talking, copying or looking at the textbook or notes are not allowed while students are taking an exam. Cheating may result in an "F" grade for the exam or for the course. These conditions are subject to change.

Extended time for exams in a distraction-free environment is an appropriate accommodation for students with certain disabilities. If you do have a disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact the Special Student Services Office, 734-9552 (VTTY), Ilima 105, for assistance.

Exam and cumulative scores will be posted after each exam during the semester. If there are any discrepancies in the posted scores on an exam, you must notify the instructor before the next exam. Tentative grades associated with these scores are only to give a rough estimate as to relative class standing, and should not be used to determine the final grade for the class. At the end of the semester the total of all points will be added together. Grades (A through F) will be based on a curve, with the following ceilings:

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- <60% = F

You will be assured of an "A" grade if you earn at least 90% of the total number of points. The cutoff percentages for each grade will never be set higher, though they may be set lower if the class scores warrant.

**Department Erase, Withdrawal, and Incomplete Policy:**

**Erase:** You must complete the request for this type of withdrawal by the end of the day, 2/3/03. The instructor's signature is not required on the Change of Registration form in order to erase the course. The class will not appear on the student's permanent academic record.

**Withdrawal ("W" grade):** You must have the appropriate paperwork turned in by 3/21/03 (the last date to withdraw). Withdrawals require the signature of the instructor or the department chair. A "W" grade will appear on the student's permanent academic record. The "W" grade is not computed in the student's grade point average. Withdrawals will be permitted after 3/21/03 only in cases of unusual or extenuating circumstances beyond the student's control. These withdrawals require the consent of the Dean of Student Services. Grade related excuses are unacceptable. Examples of unusual or extenuating circumstances are: 1) a certified medical reason, or 2) a death in the immediate family.

**Incomplete ("I" grade):** Students must present the "Request for Incomplete" form prior to the last day of instruction. Incompletes require the signature of the instructor. "I" grades will be given only to students who are achieving satisfactory passing grades ("C" or better) and are very close to completing the course. In addition, the student must have a very good reason for not being able to complete all the work on time. As above, examples of unusual or extenuating circumstances are: 1) a certified medical reason, or 2) a death in the immediate family.

**Campus Disappearer Policy:** Students who have ceased to attend class and do not officially withdraw from class are considered "disappearers". These students will receive the grade of "F".

Kapiolani Community College is an Equal Opportunity/Affirmative Action Institution.