Instructor: Dr. Bob Moeng
Office: KOKI'O 202A
Office Hours: MW 3:30-4:30pm or by appointment
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Required texts:
1) Integrated Human Anatomy, 4th edition, by Charles Daniels
2) Zool 142L Handouts

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

Optional materials:
The Concise Sheep Brain / Pig Heart (photograph)

Course Objectives: This course is intended to complement the materials presented in the Zoology 142 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 nervous, special senses, endocrine, urinary, and reproductive systems. Students will also have acquired practical experience in the examination of human reflexes, reaction times, and sensory function, respiratory analysis, the chemical analysis of urine, and kidney regulation of fluid and electrolyte balance. 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.

Classes will begin on time as closely as possible. Come to class on time; if you are late, enter quietly and sit by the door. In consideration of the instructor and other students in class, set your cellular phone to vibrate only or leave them at home.

Grading: The final grade will be determined by two 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, physiology experiments, and laserdisc/computer images (refer to the Exam Information). The second and final exam will be non-cumulative and given during the last class period. The two laboratory practical examinations are mandatory, and there will be no make-up exams or extra-credit assignments in this course.
The instructor will retain all exams. 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 have a disability and have not voluntarily disclosed the nature of your disability and the support that you need, you are invited to contact the Special Student Services Office, 734-9552, Ilima 103, 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, **9/14/03**. 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 **11/3/03** (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 11/3/03 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 Attendance Policy:**

Students are expected to attend all classes for which they are registered. If a student is unable to attend class, he or she should contact the instructor in advance to give notification of the absence and make necessary arrangements.

For those students who receive financial aid and fail to attend the first week of classes without making arrangements with the instructor, the instructor will submit the student's name to the Financial Aid Office. The student will be denied financial aid for the class he/she is not attending.

It is solely the student's responsibility to withdraw from the class or attend the class and pay the tuition. Students who have ceased to attend class and do not officially withdraw from class will receive the grade of "F".

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