



**THE UNIVERSITY OF BRITISH COLUMBIA**  
**CAPS 391 Course Syllabus**  
**Introduction to Human Anatomy**  
**Summer 2020**

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**Lectures:** Tuesday and Thursday, 2 – 5 PM, live through Collaborate Ultra in Canvas

### **Acknowledgement**

UBC's Point Grey Campus is located on the traditional, ancestral, and unceded territory of the Musqueam people. The land it is situated on has always been a place of learning for the Musqueam people, who for millennia have passed on their culture, history, and traditions from one generation to the next on this site.

### **Introduction**

This course traditionally has been an in-class course, however this year due to COVID-19 Pandemic situation, it will be delivered in an online format. Since the course is not a regular online course, I would like to call it a semi online! Usually, in the online courses, there are several components such as modules, reading assignments, etc. however in this course, all the course contents will be delivered in a real-time, live lecture format. The lectures will be on Tuesdays and Thursdays from 2-5 PM Pacific Standard Time (PST). The first class will be on May 11<sup>th</sup> and the last on June 18<sup>th</sup>. The final exam week will be from June 22<sup>nd</sup> to 26<sup>th</sup>, however the exact exam date and time of the final exam will be determined by the UBC exam office.

Since there might be some students who have taken the course but due to pandemic situation had to move to their cities or countries that might be in the different time zones,

**all lectures will be recorded** and will be stored in the Collaborate Ultra section of the Canvas **for maximum of 12 hours and will be deleted after.** It is strongly recommended to attend the live lectures simply because we might not be able to record the lecture due to a technical problem. It also might be an interruption in the recording again due to the technical problem. **In any case, there will not be any make-up lecture whatsoever!**

### *Course Description*

This course will introduce students to the basic structure of the human body systems at the macroscopic level (aka Gross Anatomy). There are different approaches in studying gross anatomy including systemic approach, regional approach and surface anatomy. In this course we study the human anatomy using the systemic approach. This approach provides a better understanding of the continuity of the systems of the human body and is more suitable in certain learning situations (e.g. if a human cadaver is not available for dissection).

### *Course Objectives:*

Upon completion of this course the students will be able to:

1. Define different approaches in studying anatomy.
2. Describe the standard anatomical position, planes, terms of position, relations, directions, and movements.
3. Identify major human body regions and their subdivisions.
4. Explain the abdominal topographic regions and body cavities including their subdivisions.
5. Discuss the bones, muscles and nervous systems of the human body.
6. Describe the components of the circulatory system including the heart, blood supply, venous and lymphatic drainage of human body.
7. Explain the components of the respiratory, digestive, urinary and reproductive systems.
8. Briefly discuss the endocrine glands and especial senses organs including eye and ear.

***Course Assessment Method:***

Your final grade will be based upon the grades you earn in the quizzes, the midterm and the final exam.

**The breakdown of the grades is as follows:**

Quizzes (total of six quizzes, one per week, 1.5% for each quiz)	9%
Midterm	40% of Total Mark
Final Exam (Cumulative 5% from pre-midterm materials, and 45% from after the midterm materials)	51% of Total Mark

**Notes on the Exams:**

All exams are *Mandatory* and will be in multiple-choice format. Note that the instruction on all multiple-choice questions will be to “select the single best response.”

There will be no makeup exams (except under certain circumstances when the midterm or final exams are missed--see below).

You will not receive a concession for missing a quiz or midterm exam unless you contact me within 48 hours of missing the exam and you have missed it due to a legitimate reason (according to the UBC exam policies). Receiving a concession for missing a quiz or the midterm exam is at my sole discretion.

If you miss the final exam, you **must contact your Faculty Academic Advising Office** to address the issue. Please refer to the UBC Calendar for details of ‘academic concession.’

Please note that a makeup for the final exam will differ from the versions used for the rest of the class and will only be administered to you during the makeup exam date assigned to you by the university (typically in July or August).

You will have a **window of 12-hours** within which to write each exam, beginning at 10 AM (PST) on the day of the exam window. Once the 12-hour window is up, the exam will

be closed and you will no longer be able to write the exam. Accordingly, it is critical that you start the exam no later than the duration assigned for the exam.

The quizzes, midterm and the final exams will be timed. **Once you begin a quiz or an exam, you will only have a set amount of time (e.g., 20 minutes for quiz or 1-2 hrs. for exams) to complete it--regardless of when you started the exam within the 12-hr time window.**

**All quizzes and exams will be administered with the aid of a virtual proctoring system: Proctorio (see below).** You will have the chance to test your computer system with a mock quiz early in the course in order to determine if your system will support the use of Proctorio during the weekly quizzes, midterm and the final exam. The mock quiz will be available as a test at any time during the course, but it is highly recommended that you test your system before the add/drop deadline of May 15.

It is your responsibility to ensure that you have an adequate internet connection and the proper setup for Proctorio at the time you write the exams. Because of the possibility of technical issues, **you are strongly advised to start your quiz or exam as soon as possible during the exam time window.** Under no circumstances an exam will be re-scheduled or be offered other than the determined time period due to break down of the system or any technical issues from your side. If you think that you cannot take the quizzes and exams in this way, you may want to consider to take this course next year when the pandemic is over and in-class CAPS 391 courses are offered again.

Please note that if you have an accommodation through the Centre for Accessibility for extra time on quizzes and exams, you will need to inform me before you attempt the first quiz so that we can add additional time for you for all the course quizzes & exams.

### **Virtual Proctoring of Exams with Proctorio**

All exams will be administered online using a virtual proctoring tool called 'Proctorio' that is built into Canvas.

#### **Things to know:**

Proctorio is a remote proctoring service that will be used to invigilate assessments in this course. Proctorio will record your webcam, your computer screen, or other actions during the assessment session and share that information with me.

#### **How does it work?**

Proctorio requires the use of the Google Chrome web browser and you need to use/install the Proctorio extension (see "How do I prepare?" below). Proctorio is active when you log in to the exam and is gone when you log out. During the assessment, Proctorio captures your movements and sends your video and other data (including keystrokes) to your instructor and select UBC staff for review. Proctorio will flag activity that may be deemed as suspicious which will be reviewed. I will be notified of potentially suspicious activity and will decide if any action is necessary.

#### **Privacy**

Visit Proctorio's Frequently Asked Questions page to learn about how Proctorio addresses privacy and security of data at [proctorio.com/faqs](https://proctorio.com/faqs)

All recordings made by Proctorio are stored securely on Canadian servers. In line with British Columbia's Freedom of Information and Protection of Privacy Act, these recordings are kept for a year and a day. After this time, the recordings are deleted.

## How Do I Prepare?

- You need to use a Windows/Mac computer or laptop. **You cannot take the exams from mobile devices (e.g., iPhone, iPad, Android device, etc.). You need a working webcam and microphone.**
- You must use the Google Chrome web browser & the Proctorio Extension.
- If you do not have Google Chrome installed, please watch the video tutorial for installing Google Chrome:

For windows: <https://www.youtube.com/watch?v=xiGC2I-qDgc>

For Mac; [https://www.youtube.com/watch?v=BhmmLG\\_ZvGI](https://www.youtube.com/watch?v=BhmmLG_ZvGI)

- Install the Proctorio extension for Google Chrome. It takes less than 30 seconds. The exams that require Proctorio will usually prompt you to install the extension if you need it.
- **Have a photo ID card available.** You will be asked to hold up your UBC picture ID or an official government photo ID to authenticate that you are the test taker. Ensure that the photo is clear and the ID text is legible for proof of your identity.

Using Proctorio is fairly simple. Proctorio walks you through the process as you're taking the exam, so you do not need to refer to any instructions while you're using Proctorio. The best way to prepare is to practice! There is a practice quiz set up for you to get familiarized with using Proctorio.

## Quizzes (9%):

During each week of this course, there will be a quiz. All of the quizzes will use the multiple-choice format. Quizzes will be timed and will be administered through the Proctorio.

Please note that if you have an accommodation through the Centre for Accessibility for extra time for quizzes and exams, you will need to inform me before you attempt the first quiz so that I can add additional time for you for all the course quizzes and exams.

There will be a window of 12-hrs for taking the quiz which will begin at 10 AM (PST) and will end at 10 PM (PST) of each Sunday.

## ACADEMIC MISCONDUCT

Cheating, plagiarism, and other forms of academic misconduct are very serious concerns of the University, and the Department of Cellular and Physiological Sciences has taken steps to alleviate them.

In all cases of suspected academic misconduct, the parties involved will be pursued to the fullest extent dictated by the guidelines of the University. Strong evidence of cheating or plagiarism may result in a zero credit for the work in question. According to the University Act (section 61), the President of UBC has the right to impose harsher penalties including (but not limited to) a failing grade for the course, suspension from the University, cancellation of scholarships, or a notation added to the student's transcript. All graded work in this course, unless otherwise specified, is to be original work done independently by individuals. For details on pertinent University policies and procedures, please see Chapter 5 in the UBC Calendar ([students.ubc.ca/calendar](http://students.ubc.ca/calendar)) and read the University's Policy 69 (available at [universitycounsel.ubc.ca/policies/policy69.html](http://universitycounsel.ubc.ca/policies/policy69.html)).

### *Textbook:*

#### **Recommended texts (atlases) are:**

1. M & M Essential Anatomy, 4<sup>th</sup> Edition (2017) by M. Alimohammadi and M. Doroudi
2. Gray's Anatomy For Students, 2<sup>nd</sup> Edition (2009) by Drake, Vogl, and Mitchell
3. Clinical Anatomy, 9<sup>th</sup> Edition (2012) by Richard S. Snell
4. Essential Clinical Anatomy 5<sup>th</sup> Edition (2009) by Keith L. Moore.
5. Atlas: Grant's, Netter, Moses, Rohen, McMinn, are extremely helpful.

**Website:** Connect (course schedules/announcements, bulletin board, quizzes)

<https://canvas.ubc.ca>

***Teaching Assistants:***

- Dr. Manuchehr Madani; [madanicivi@gmail.com](mailto:madanicivi@gmail.com) WebCT (Canvas) Bulletin Board,  
Sample Questions, Office Hours
- Dr. Ali Motammedi; [makmotamedi@gmail.com](mailto:makmotamedi@gmail.com) WebCT (Canvas) Bulletin Board,  
Sample Questions, Office Hours

**Important Notes:**

We encourage you to use the *Canvas discussion forums* for your questions, as that allows other students to benefit from your questions and your TAS' and peer's responses.

***Course Material Office Hours (with TAs via Collaborate Ultra):*****➤ *Weekly Office Hours:***

Mon. 10:00 AM – 12:00 PM (PST) (tentative);	Online via Collaborate Ultra
Wednesday 3:00 PM – 5:00 PM (PST) (tentative)	Online via Collaborate Ultra

**➤ *Scheduling/Conflict Office Hours:***

Dr. M. Doroudi with appointment via email

**Tentative Course Calendar:**

<b>Lec.</b>	<b>Day</b>	<b>Date</b>	<b>Subject</b>
1	Tue.	May 12	Introduction to Anatomical Terms Axial Skeleton
2	Thu.	May 14	Appendicular Skeletons Joints
3	Tue	May 19	Central Nervous System
4	Thu.	May 26	Peripheral Nervous System (Spinal & Cranial Nerves) Autonomic Nervous System Muscular System (I)
5	Tue	May 28	Muscular System (II)
6	Thu.	June 2	<b>Midterm Exam (Covers Lectures 1 - 4) but not the muscular system!</b> Circulatory System (Heart & Arteries)
7	Tue.	June 4	Circulatory System (Veins)
8	Thu.	June 9	Lymphatic System Respiratory System(I)
9	Tue.	June 11	Respiratory System (II) Digestive System(I)
10	Thu.	June 14	Digestive System (II) Urinary System
11	Tue.	June 16	Male & Female Reproductive Systems Endocrine System
12	Thu.	June 18	Special senses Review & Exam Prep

**Note:**

Final exam is scheduled by UBC that for the summer courses is on the week (day TBD by UBC) after the last class.