

Fall 2025 Syllabus
Victor Valley College
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Course Title: Human Anatomy **Days:** Mon & Wed **Instructor:** Dr. Jalota, M.D.
Course Number: BIO. 211 **Times:** 12:40pm – 3:45pm **Email:** Naveen.Jalota@vvc.edu
Section Number: 70011 **Room:** 33-158 **Units:** 5

Fall 2025 Important dates:

Fall Begins – August 25

Deadline to add – September 7

Last day to withdraw without receiving a “W” – September 8

Last day to drop and receive a “W” – November 13

Labor Day Holiday - September 1

Veterans Day Holiday – November 10

Thanksgiving Day Holidays – November 27-28

Final exams – December 10

STATEMENT OF ACCESS: Students with accessibility needs are encouraged to meet with instructors to discuss the opportunity for academic accommodation and referral to the ACCESS Resource Center (AP 5140) and services per Administrative Procedure (AP 3440)

Course Description: An introduction to the gross and microscopic anatomy of the human body. Lab includes dissection of a cat, sheep eye, kidney, heart, and larynx. Lab also includes demonstration on a human cadaver and assorted anatomical models. Lecture covers cells, tissues, organs, and the major human systems such as the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, urinary, and reproductive.

Student Learning Outcomes:

1. Identify, define, and describe the scope of human anatomy, organization of the human body and develop sufficient terminology applicable to anatomy.
2. Identify and describe the basic functions and structures of the major systems of the human body.
3. Gain an appreciation for life and a better understanding of the magnificence of the human body.

Required Textbook:

Lecture: Human Anatomy and Physiology 11th edition by Elaine Marieb and Katja Hoehn

Lab: Free lab manual can be found at www.drjalota.com under Human Anatomy. Print for class.

Prerequisite: BIOL 107 or BIOL 201, Minimum grade C - Must be completed prior to taking this course.

Transcripts must be produced by Wednesday, 8/27, or you will be DROPPED.

Other Required Materials: Students are responsible for bringing NITRILE gloves and an “Anatomy” dissection kit (with up to 5 extra blades) when lab periods require them (see course schedule, days are marked with ***), Towel (minimum 3’ length and 1.5’ wide) for cat dissection and masks are a good idea if you don’t like the smell of the preserved specimens. Twelve Scantrons (form 882-E) will also be required during the semester and any generic or compatible type scantrons will NOT be accepted.

NOTE: The instructor and the instructor’s course MAY NOT be PHOTOGRAPHED OR VIDEO TAPED in any manner. These actions are subject to disciplinary action. You may audio record without creating disturbing noises. You may use electronic devices to take notes. If you are using these devices for any other activity besides taking notes you will be dismissed from the class followed by disciplinary action. Cats and specimens from this class MAY NOT be PHOTOGRAPHED or videotaped.

Attendance Policy: Class attendance is not a measure of performance or proficiency. Whether a student is just physically present in the class is not a valid basis for grading. Reference Title 5 Section 55002 of the California Code of Regulations: (A) Grading Policy. The course provides for measurement of student performance in terms of stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55758 of this Division. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students. Missing more than 5 hours of this course (credits of the course) will lead you to being dropped from the course.

Withdrawal Policy:

A student may drop or withdraw (or be dropped by an instructor) before the **75%** point of completing the class. Students may not drop or be dropped after this point, and instructors must issue a grade if the student remains on the class roster beyond this point. A student who drops a class (or who is dropped by an instructor) on or before **30%** of the course will have no record of that class appearing on their permanent transcript, although they may still be responsible for payment of fees. Drops that occur after **30%** of the course and on or before **75%** of a course will result in a W symbol being entered. ([AP 5075](#)) Students may be dropped for lack of attendance or “good cause” as defined in [California Education Code, Article 3, Section 76033](#).

Students should not rely on instructors to drop or withdraw them from classes. Failure to officially drop or withdraw by the deadline may result in an F (Failing) grade or FW (Unofficial Withdrawal) grade. Refer to the Add/Drop policy and Important Dates and Deadlines listed on the Admissions & Records Register page.

Incomplete:

If a student has completed 75% or more of the course with a “C” grade or better but is unable to complete the remainder of the course due to extenuating circumstances (see student handbook), they may elect to take an incomplete (INC) for the course. You will be allowed to make up all missing assignments, but you cannot repeat completed assignments. All missing assignments and exams **MUST** be completed within one year or the grade will revert back to the one they would have earned at the end of the incomplete semester. *It is the student’s responsibility to initiate the*

request for an incomplete! This must be completed in writing on a special school form and signed by both the instructor and the student before the end of the school session.

Student Code of Conduct: ACCJC Standard I.C.8 Each student has the right to pursue their education free of any undue infringement on their lawful rights. Victor Valley College follows a “zero tolerance” philosophy when it comes to any behavior or incident that disrupts the learning environment. Student conduct issues are handled in a fair, just manner. Board Policy 5500 identifies the policy on the standards of student conduct. Administrative Procedure 5520(a) provides guidance for this process. In general, student misconduct constitutes good cause for discipline, including but not limited to the removal, suspension or expulsion of a student. Due process for student conduct issues in Administrative Procedure 5520(a). All students are expected to read and follow this important information. In addition, copies are also available on the VVC website, the office of Campus Police and Public Safety, and in the Associate Vice President's Office.

Evaluation/Grades: Your performance relative to the following activities will be carefully evaluated.

<u>Grading Policy:</u> Points will be distributed in the following manner: <i>Point Value</i>		<i>Total Points</i>
Lecture Exams (6)	100	600
Lab Practicals (6)	100	600
Lab Quizzes (20)	10	200
Muscle Build (1)	10	10
Cat Dissections (6)	10	60
		1470 points

Grades will be assigned based on the following grading scale: Percentage	Grade	Points Required
≥ 90 %	A	1323
80 – 89 %	B	1176
70 – 79 %	C	1029
60 – 69 %	D	882
≤ 50 %	F	0

Grades in the course will NOT be “curved”, and there are no exceptions! Study for your grade.

This is a 200-level course and the integrity and level of expectation will be upheld by the instructor. There is to be NO begging or coercion of the instructor to lower these expectations and these actions are frowned upon by the instructor. The instructor does not claim that this is an “easy” course. There are over 600 muscles and 206 bones in the human body, not to mention a plethora of tissues and visceral organs. You will be expected to know the name, location and general function of all required terms and how they relate to the other structures in the body. Enrollment in Human Anatomy carries an assumption of some medically oriented goal, such as nursing, medical school, pharmacy, research, etc., for which an understanding

of the structure of the human body is vitally important and the instructor will expect an attitude towards the course that reflects this importance.

Grades in this class are **NON-NEGOTIABLE**. DO NOT attempt to ask for extra work for more points to pass the class. You WILL be assigned the letter grade based on the point total YOU EARNED in the course. Study for your grade. If you are not achieving the grade level that you are hoping for in the class, ask the instructor for help! All grades will be posted on blackboard/ web advisor. ***If you have questions about your grades, you must inform the instructor within 5 days of the grade being posted online.***

Quizzes: Quizzes cannot be made up under any circumstances. You will have 5 minutes to complete your quiz. These quizzes are designed to prepare you for the lecture exams and to promote participation THROUGHOUT the entire class period. **If you don't bring your lab manual, arrive late, do not participate, or do not stay the full length of lecture and lab, you will receive a zero and or be disqualified from taking the quiz for that day.** Missed quizzes and lecture or laboratory participation points CANNOT be made up under ANY circumstance. It is the responsibility of the student to arrive on time to every class period.

Lecture Exams: Exams will cover lecture material noted on the course schedule. Exams cannot be made up without written, verifiable proof of an emergency and only for **extenuating** circumstances (death in the immediate family or hospitalization of you or an immediate family member, in which case proof will be required). Make-up exams will not be granted for reasons such as: vacation, lack of child care, broken down car/bus, change in work schedule or an alarm clock did not go off to wake you up. It is the responsibility of the student to attend the class during the scheduled time for which the student has enrolled. Lecture exams will cover the understanding of the anatomy of the body and the functions, locations, classifications and relationships of the structures. **You will need to be prepared with a scantron (form 882-E ONLY, no 882E compatible forms will be accepted), a No. 2 pencil and (if instructor requires) few sheets of paper.** Be prepared to attend the exam following the laboratory practical. If you have any questions about your score bring it to the instructor's attention the day the exam is returned so, you can follow the rebuttals instructions. Exams are NEVER open book. Notes WILL NOT be allowed for the exams. **NOTE:** You will not be allowed to leave the room before you finish the exam (i.e. to use the restroom). If you leave the room, your exam will be ended and collected by the instructor. Your grade on the scantron is your final grade. Make sure to erase and mark well your final answer, I do not give points if the machine marked it wrong. **No type of writing on your scantrons besides your answers and your name. Any form of writing or erased writing on your scantrons aside from your name, date, exam/version will result in point deduction and will be interpreted as cheating.**

NOTE: *cell phones ringing/vibrating during any exam (lecture or lab) will result in an automatic 20-point deduction from your score or everyone in the class' score if we can't find owner. If you have a cell phone in your possession during an exam, this will result in an automatic "F" grade. Cell phone should be placed in your back-pack or purse for the duration of my class and exams as they distract your fellow students and have been used as a cheating device in educational institutions. Turn them OFF before entering the classroom. NO CELL PHONES DURING EXAM OR YOU WILL GET AN AUTOMATIC "F" grade and disciplinary action will be taken. IF YOU ARE LATE FOR AN EXAM THIS CREATES DISRUPTIVE BEHAVIOR AND YOU WILL NOT BE ALLOWED IN TO TAKE THE TEST.*

Rebuttals for Exam/Quizzes: If you believe that you are correct for a question marked wrong on an exam/quiz, you may submit a ½ page, TYPED explanation of YOUR answer AND the citation of the page number from Human Anatomy and Physiology 11th edition by Elaine Marieb and Katja Hoehn **or a PRIMARY literature article (peer-reviewed science article)** that supports your answer. Written notes from a doctor or any other professional will not be accepted as proof of the correctness of your answer. Your instructor is happy to explain the answer to the test question but will not argue any other answers without this formal rebuttal.

Be aware that **I keep all your exams**; however, you may come visit them at any time during this semester by making an appointment with me. **One month after the day of your final I will shred all exams.** Therefore, if you have any questions over any grade see me immediately! Any course work other than exams that are not **picked-up a week after your final is given** will be placed in the recycle bin.

Lab Practicals: Practicals require a great deal of time to set up and therefore cannot be made up under any circumstances. Lab practicals will cover both A.D.A.M. and the hands-on materials covered during lab and always coincide exactly with the lectures. Lab practicals focus on the IDENTIFICATION of the studied structures. You will be given an allotment of time at each station. Numbered pins or tags are used to mark the structure you are to identify. **DO NOT TOUCH ANYTHING (placards or specimens) OR MOVE ANY PINS OR TAGS. IF YOU DO YOU WILL RECEIVE A ZERO ON THE PRACTICAL AS THESE ACTIONS ARE CONSIDERED CHEATING!** You will need to be prepared with a scantron (form 882-E **ONLY no 882E compatible forms will be accepted**), a No. 2 pencil and if instructor requires a piece of paper. ALL personal items are to be left UNDER YOUR DESK during the practical. NO NOTES are allowed during the practical. **DO NOT TALK OR LOOK AROUND AT OTHER QUESTIONS OR YOU WILL RECEIVE A ZERO ON THE PRACTICAL!** **PRACTICALS WILL BEGIN ON TIME**, so, be ON TIME. If you have any questions about your grade on a practical bring it to the instructor's attention the day the exam is returned. Your grade on the scantrons is your final grade. Make sure to erase and mark well your final answer. ***IF YOU ARE LATE FOR AN EXAM THIS CREATES DISRUPTIVE BEHAVIOR AND YOU WILL NOT BE ALLOWED IN TO TAKE THE TEST. NO LATE ASSIGNMENTS/EXAMS/QUIZZES ACCEPTED.***

Muscle Build: During the class session before Lab Practical 3, students are required to build muscles out of clay on the provided models. These models will then be used on the practical. It is imperative that students participate fully in the labs preceding the muscle build as this prepares them well, in doing so; they can be rewarded with up to 10 points. The muscle build is a closed book and a no notes assignment. You will be graded based on your own individual performance.

Lab Procedures: No open toe shoes. You must bring your lab manual to lab every class period. Failure to bring lab manual will result in a zero on the days quiz. Hands-on lab is a requirement of this course. Each student is expected to participate in lab. Feeling textures and viewing the 3-dimensional shapes and locations of the various tissues and organs is a vital part of learning about the beautiful and intricate structure of the human body. Your time in lab should be spent wisely. Materials related to human anatomy and the use of computer programs such as A.D.A.M. are used as learning aids and you will be tested on this material during lab practicals. You will be

working with a partner or in a small group in most cases. It is best to review the topics to be covered prior to coming to class.

NOTE: Bones, slides, models and specimen materials or other property of Victor Valley College ARE NOT to leave the premise under ANY circumstances. Materials are numbered in most cases. Please return them to their proper places and don't hog them. Please share the materials amongst your classmates, as in most cases there are less than one per table for the class.

Dissection and Care of Cat: Cat Dissection will be performed by every student registered in this course. The anatomy of the cat is very similar to the anatomy of humans since they are both mammals and are related, and the dissections will assist you in your study of human anatomy. Keep in mind that the purpose of this class is to learn the anatomy of the HUMAN and NOT the cat! Take note of similarities and differences.

Since preserved cats are used for the last two practical's, dissections must be complete and clean. Failure to do so will result in difficulties for all students with identifying anatomical features during lab practicals. Points are awarded as an incentive for students to take time and care in dissecting the cat. This is also a method for rewarding participation. Each day missed during the dissection portion of the lab will result in the loss of that day's dissection points. If students wish to take the cat home for study, they may but are required to transport the specimen in a **black** trash bag. Students must not expose the specimen to pets, children, or others who may not understand the risks of handling preserved specimens. ALL CATS MUST BE RETURNED THE LAB PERIOD BEFORE THE PRACTICAL. FAILURE TO DO SO WILL BE INTERPRETED AS A FORM OF CHEATING AND RESULT IN RECEIVING A **ZERO** ON THE PRACTICAL.

The cats are prepared by a biological company for dissection and are preserved in various solutions of phenol, FORMALIN, ethanediol, methyl alcohol, 1,2 propanediol, propylene glycol, ethylene glycol, phenyl ether and triple injected for the ease of study. **If you have allergies or are pregnant** you should consult your physician before taking this course. It is **NOT** recommended that pregnant students enroll in this course. Pregnant students will NOT be allowed to view cadavers (due to potency and quantity of preservative used for these specimens).

Handle your cat with respect. They were once living organisms and many people are sensitive to the use of cats for dissection purposes. Use common sense when handling your cat on campus. Under no circumstances is your cat to be displayed on campus except in the lab. Use your discretion in public. It is a good idea to never handle your cat around food or in food vending/preparation areas.

It is against the law in the state of California to wear gloves outside of the laboratory. If you exit the room during lab, please take off your gloves first! Failure to remove your gloves before leaving the lab will result in loss of points from your overall grade and any and all extra credit opportunity in the class (those points already completed and yet to be completed) and disciplinary action will be taken.

SLO Assessments:

Student Learning Outcome assessments will be administered during the actual lecture periods. These assessments are designed to encourage student participation THROUGHOUT the entire

lecture period and to provide feedback in regard to the learning process for the student and the instructor. The assessment dates are UNANNOUNCED, so participate in lecture EVERY SCHEDULED PERIOD.

POLICY ON CHEATING:

Cheating will not be tolerated in the class. This is a college course, and it will be expected that the students enrolled in this course conduct themselves in a manner consistent with those outlined in the **Victor Valley College Catalog** and conduct themselves with the utmost academic integrity and respect for the campus policies. VVC and its faculty consider cheating a very serious offense, and penalties can be as severe as expulsion from the College. Disciplinary action will be imposed on the first offense- an “F” grade will be assigned to the offending student for the **exam/practical/quiz/assignment** and the student will be formally reported to the Dean of Student Services– you do not get a free cheat! It is your responsibility to read the campus cheating policy and be aware of all of the activities that fall into this category. Your continued attendance will mean you agree with the policy- **exams and practical’s will not be administered to the student who doesn’t agree, nor can they be made up.** Ignorance of what constitutes cheating is not justification to cheat. IF YOU ARE CAUGHT WITH A CELL PHONE DURING AN EXAM, YOU WILL GET A “ZERO” GRADE.

Some Lecture/Laboratory Ground Rules:

- ☐ *EACH LECTURE* (a discourse given before an audience or class especially for instruction) *WILL BE FOLLOWED BY A QUESTION AND ANSWER PERIOD. **DO NOT** INTERRUPT THE LECTURER. UNNECESSARY COMMENTS DURING LECTURE TAKE THE FOCUS AWAY FROM CONTINUOUS FLOW OF THE LECTURE TOPIC AND THUS EASE OF LEARNING.*
- ☐ *NO SLEEPING IN LECTURE OR LABORATORY. YOU WILL BE DISMISSED FROM THE CLASS AND WILL NOT BE ABLE TO TAKE THE DAYS QUIZ OR EARN ANY POINTS OFFERED THAT DAY.*
- ☐ Anyone using a cell phone during lecture will be removed from the class. If using a cell phone for recording, it must be placed on instructors’ desk.
- ☐ Bring your laboratory manual and the accompanying atlas with you each class period. You will be expected to use it each class period.
- ☐ There is to be **NO EATING OR DRINKING IN THE LABORATORY. DO NOT leave drinks on the floor in the hallway outside of the lab either. The instructor will dispose of them if they are left there.**
- ☐ **Turn off your cell phones and/or any other form of noise-maker** for the duration of the class period. Anyone using a cell phone during lecture or lab will be dismissed from the class. If any cell phone rings during class, the whole class will lose 10 points each.

Anyone caught with a cell phone during an exam will automatically receive an F grade on the exam.

- ☐ If you are not present in the room when assignments and handouts are passed out in class, or when quizzes, practicals and exams are returned it is your responsibility to obtain them from the instructor.
- ☐ It is the policy of Victor Valley College that children **NOT** attend class with their parents nor be left unattended on campus while their parents attend class. If you qualify, there is a day-care center on campus. If not, please make arrangements for a sitter. Your safety and the safety of others in the laboratory will be a top priority. Also, any person, student or otherwise, that is not enrolled on the section cannot be present in the classroom. Study hard, enjoy what you do, and ask the instructor if you have questions.

A WORD ABOUT EXTRA CREDIT:

Extra credit in this class *may* be assigned by the instructor depending on the *attitude* of the class as a whole. Extra credit may be given in the form of an assignment or as bonus questions on an exam. Should extra credit be assigned it is to be turned in to the instructor on the due date at the beginning of the period. Late submissions will NOT be accepted for ANY reason. Don't even bother bringing it to the instructor if you are late or were absent that day. Remember, extra credit is a privilege, NOT something you are OWED. Complaints about extra credit, or requests for additional extra credit opportunities will result in termination of any possibility of being awarded any extra credit for the remainder of the semester as well as retraction of ALL extra credit earned to date for the offending student. Extra credit can be earned by students as individuals based on their participation or as a class. Extra credit can be awarded as points or as a percentage of points from an assignment/s, quiz/es, or test/s. **IF ANYTHING IN THE LAB DISAPPEARS EXTRA CREDIT WILL TOO!**

NOTE: After each laboratory session it is the responsibility of each student at each table to make sure the tabletop, floors, sinks, counters and drawers are clean. ***There will be a 10-point deduction from everyone sitting at a table whose area has been left messy and or the whole class if neutral areas are left messy.***

*All syllabi content including dates are subject to change at instructors' convenience and the class, will be notified of such changes.

CONTINUED ENROLLMENT IMPLIES ACCEPTANCE OF POLICIES AND GUIDELINES HEREIN.

Day / Date	Lecture	Laboratory
Mon 8/25	The Human Body (Ch. 1)	Course Introduction
Wed 8/27	Histology I (Ch. 4)	Epithelial Tissue
Mon 9/1	Labor Day Holiday/No Class	Labor Day Holiday/No Class
Wed 9/3	Histology II (Ch. 4)	Connective Tissue
Mon 9/8	Integumentary System (Ch. 5)	Muscle & Nervous Tissue, Integument
Wed 9/10	EXAM 1 (Ch. 1, 4, 5)	PRACTICAL 1 (Histology)
Mon 9/15	Skeletal Tissue (Ch. 6)/ Axial Skeleton (Ch. 7)	Skeletal Tissue, Fetal Skull
Wed 9/17	Axial Skeleton (Ch. 7)	Skull Bones
Mon 9/22	Appendicular Skeleton (Ch. 7)	Spine, Thorax, Upper Girdle & Limb Bones
Wed 9/24	Joints (Ch. 8)	Lower Girdle, Limb Bones, & Joints
Mon 9/29	EXAM 2 (Ch. 6, 7, 8)	PRACTICAL 2 (Skeleton)
Wed 10/1	Muscle Tissue (Ch. 9)	Head, neck, and back muscles
Mon 10/6	Muscular System (Ch. 10)	Thorax, Abdomen & Upper Limb Muscles
Wed 10/8	Nervous Tissue (Ch. 11)	Lower Limb Muscles
Mon 10/13	Central Nervous System I (Ch. 12)	Muscle Build for Practical*
Wed 10/15	EXAM 3 (Ch. 9, 10)	PRACTICAL 3 (Muscles)
Mon 10/20	Central Nervous System II (Ch. 12)	Nervous Tissue & Brain Anatomy I**
Wed 10/22	Peripheral Nervous System (Ch. 13)	Nervous Tissue & Brain Anatomy II**
Mon 10/27	Special Senses I (Ch. 15)	Nervous Tissue III, Nerves**
Wed 10/29	Special Senses II (Ch. 15)	Eye & Ear Anatomy***
Mon 11/3	EXAM 4 (Ch. 11, 12, 13, 15)	PRACTICAL 4 (Nervous)
Wed 11/5	Endocrine System (Ch. 16)	Lecture-Digestive System I (Ch. 23)
Mon 11/10	Labor Day Holiday	Labor Day Holiday
Wed 11/12	Urinary System (Ch. 25)	Skin the Cat***/Bring towel to class
Mon 11/17	Reproductive System (Ch. 27)	Digestive & Endocrine System***
Wed 11/19	Respiratory System (Ch. 22)	Urinary & Male Reproductive System***
Mon 11/24	Heart (Ch. 18)	Respiratory & Female Reproductive System***
Wed 11/26	EXAM 5 (Ch. 16, 22, 23, 25, 27)	PRACTICAL 5 (Viscera)
Mon 12/1	Blood Vessels, Veins (Ch. 19)	Heart Anatomy**
Wed 12/3	Blood, Arteries (Ch. 17, 19)	Blood Vessel Anatomy, Veins***
Mon 12/8	Lymphatic Sys. (Ch. 20)	Blood, Arteries***
Wed 12/10	EXAM 6 (Ch. 17, 18, 19, 20)	PRACTICAL 6 (Cardiovascular)

* = human cadaver demonstration** = bring gloves to lab *** = bring gloves and dissection kit to lab