Instructor Information
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LSS-271 - Office Hours (M/W 10-12; T 11-12; Fri (most) 11-1)

Course Description
Assist in the education of students in Biology 212 (Human Anatomy). Interns will master the material from Human Anatomy, develop and teach good quality study habits and learn how to administer a laboratory course.

Course Material
Human Anatomy, 6th or 7th edition - by F. Martini & M. Timmons  
Lab Manual for Human Anatomy, 5th edition - by S. Garver  
Bio 251 Bb Supplement – by S. Garver

Student Learning Outcomes
1. Students will master human anatomy.  
a. Students will master the learning outcomes for Biology 212 (Human Anatomy) by assisting in laboratory preparation, answering questions, and assisting with instruction.

2. Students will develop and teach study skills.  
a. These skills will allow them to improve their own study techniques, as well as increase their ability to succeed in a rigorous academic program. The intern will be required to arrive a few minutes prior to class start and to stay until the last student leaves. The intern is encouraged to address questions about his/her teaching assignment for that day, by working with the assigned lab instructor or the faculty instructor. The intern will learn reliable study techniques to use with the students they will teach. This may include, but not be limited to, nemonics, word association, presentation of histology samples, or appropriate ways to present information to increase a student's ability to learn.

b. The intern will learn how to teach individual students or student groups on anatomy topic material, presenting it to our unusually diverse set of students. Our Bio 212 students range from first semester freshman to graduate students. Each student comes into the course with a wide range of educational maturity and socioeconomic backgrounds. The intern will be expected to come to lab prepared for the anatomy topic that has been assigned. He/she will look up information in the anatomy text book, and/or come into Friday Review Lab to review.

3. Students will develop and apply the skill set necessary for administering a laboratory course in human anatomy.  
a. Associated skills that would apply to any laboratory course include minor lab practical set-up, preparing students for lab practicals, proctoring exams, and breaking down exams.

b. Interns will develop additional skills that are specific to human anatomy and physiology courses. These include ethical and legal issues surrounding the use of human cadavers, the proper care and maintenance of a working anatomy lab, and rules for course management that facilitate these goals. Interns will be able to appropriately store and maintain human cadavers, human bones, and wet specimens. Interns will maintain the anatomy lab equipment, including models, charts, microscopes and computers, to allow for a safe and productive educational lab.
Grading

Students are graded based on 2 exams, 10 practical quizzes, and two evaluations (See form at end of the syllabus.)

Each evaluation form contains a section that is completed by the teaching assistant who is mentoring the intern, and a section completed by the course instructor. In additional to numerical scores, qualitative feedback on the back of the form will provide feedback on the intern's perceived maturity, response to constructive criticism, ability to work with a variety of students, etc.

1. A mid-semester evaluation will be conducted around the third anatomy exam. This evaluation will take into account feedback from the Biology 212 students.

2. An end-semester evaluation. It is expected that the areas highlighted for improvement in the first evaluation will have improved prior to the second evaluation. This will include attendance in weekly labs, Friday Review Labs, and Mandatory Semester Meetings. **Failure to attend these meetings will result in a drop in your grade by ½ of a grade (e.g. “A”  “A-“).**

3. Ten Lab Practical Quizzes relating to material assigned to teach
   a. 5 questions worth ½ point each.
   b. Total worth 2.5 points (x10 quizzes) = 25 points

4. Exam 1 on Lab Rules/Safety & Cadaver Care

5. Exam 2 on Anatomy Teaching/Study Techniques

Grading Components

Exam 1 = 5% of grade  
Exam 2 = 5% of grade  
Weekly Quizzes = 25% of grade  
Evaluation 1 = 30% of grade  
Evaluation 2 = 35% of grade  
Final grades will follow a standard grading scale, with 92% being the lowest A, 90% being the lowest A-, 88% being the lowest B+, 82% being the lowest B, etc.

Rules and Responsibilities

Each of you has been selected to participate in the Human Anatomy Student Intern program based on your excellent academic record, as well as your mature approach to learning. You are in the unique position of aiding the new anatomy students by defining good quality study habits, by helping in their direct education through teaching, and by establishing an ongoing open communication with the new anatomy students to identify problem areas in their anatomy education. In order to ensure your success in this program and to ensure the success of the current students of Human Anatomy, we have established several guidelines for all interns. These are just guidelines. Each intern will need to show flexibility when working with the students.

General Expectations:

1. **Attend all lab periods.** (Contact lab instructor prior to lab if you are unable to attend). Grades are automatically dropped for labs missed without medical excuse and lab instructor notification, as described below.

2. **Arrive on time and stay for the entire lab period.** Interns are expected to arrive a few minutes prior to class start and to stay until the last student leaves. If the intern has questions that need to be addressed about his/her teaching assignment for that day, arrangements should be made with the lab instructor. The intern may need to meet with the lab instructor at a time other than the scheduled lab time. **Talk to your lab instructor.**
3. **Proctor exams.** You may be requested to start earlier than usual during exam days. Sometimes your lab instructor will ask that you show up several minutes early to lab during exam days to help get the exam packets numbered, or the exam readied. This is voluntary on your part, but is helpful to the lab instructor (your grade is not affected by your cooperation/participation). Part of your job is also to report to the lab instructor any suspicion of cheating during an exam. You will never be expected to approach a student with your suspicion, however.

4. **Teach individual students or student groups on topic material.** You are expected to come to lab prepared for the rotation topic that you have been assigned. You should have spent some time looking over the material, and thinking of ways to best present it. You may need to look up information in the anatomy textbook, or come into Friday Review Lab to review. Please make sure that you ask your lab instructor or Sandy, if you have any questions about the material.

5. **Give support and aid to lab instructor to maintain a productive teaching environment.** At times, the lab instructor may need you to show flexibility with teaching assignments, help with clean up, tutor (in lab) a student who is struggling, etc. Although these assignments may be outside the normal intern requirements, it is also important for the lab instructor and intern to work as a unit with the students. You should always show respect to your lab instructor and the students. You also should expect respect from the lab instructor and students, however you should be mature enough to accept constructive criticism to help improve the teaching environment. **You ARE expected, however, to report to Sandy any behavior in the lab that would be detrimental to the teaching-learning environment.**

6. **Attend all Review-lab assignments.** Throughout the semester, you will be given between 8 - 14 hours of Open Review Lab Time (time varies with each semester). The assignments are based on the availability stated by the intern at the time the semester began. Once the Friday Review Lab Schedule is posted you are entirely responsible for your assigned open lab time. If you are unable to attend your assigned time, YOU MUST FIND A REPLACEMENT using the intern list. If you have your Review Lab time switched or covered, or if you cover someone else's lab, you must inform Sandy (so credit is given).

7. **Teach and aid students during assigned Review-Lab period.** The review lab is a non-instructional lab. **DO NOT TEACH A CLASS!** You are expected to be able to answer basic questions about the material covered in the current unit to individual students or small student groups. You may refer to their books, lab instructor, or Sandy if you are not certain about student's questions. If a student requests that the cadavers be opened, you must comply unless you have specifically been instructed not to open them.

8. **Enforce laboratory rules.** Read and know the laboratory rules! You are expected to enforce these rules during Review labs and Weekly labs. If the rules are not being followed, you are expected to report the infraction to the lab instructor or faculty instructor, or ask the student to leave the lab.

9. **Do not inappropriately socialize with the students:** If you find that you are assigned to the lab your boyfriend / girlfriend / best friend, you need to let the lab instructor know so that we may reassign you. This is not the place to meet future dates. You should maintain an appropriate teacher-student relationship with the people in your class. It is highly unethical to even give the perception of favoring one student over the rest. You are in a position of perceived power, and misconduct of an intern with a student may be considered **sexual harassment** by the university. This would include, but is not limited to, dating, socializing outside of class, flirting during class or outside of class, and tutoring outside of the lab. **DO NOT GIVE OUT PERSONAL INFORMATION TO A STUDENT!** If we suspect this to be a problem and you do not address it, you will be asked to leave the intern program.

10. **Maintain laboratory room, specimen, and equipment.** Besides teaching, you are expected to help maintain the labs. This is YOUR job, not the lab instructor’s. The following are some of the overall lab procedures required during regular lab times and Review-labs on Fridays:

   a. Bring out appropriate lab equipment, charts, models, and specimen needed for that day (your lab instructor may direct you).

   b. Put lab equipment, charts, models, and specimen away in their appropriate place (look for labels).

   c. Open up and close up cadavers, or cats as needed. Always remember to WET DOWN CADAVERS OR CATS EACH TIME THEY ARE OPENED!

   d. Generally clean the lab, including trash, gloves, chalkboard, and wiping down tables and counters.
The rules and responsibilities listed here are used as a guideline in grading each of the Interns. You will have a mid-semester grading evaluation to let you know how you are doing in these areas. It will include a student evaluation, as well as a lab instructor evaluation for teaching and review labs. This will allow you time to improve in any area needed. You will then have an End-Semester Evaluation that will state your overall grade for each of these responsibilities and your Semester Grade. These are grades for assigned lab time and Friday Review Lab. The grades are decided in cooperation with the lab instructor, the intern coordinator, and the lecture instructor.

**Attendance requirements:**

A student intern is in a unique position that allows them to gain experience as a undergraduate teaching assistant, while taking a class for a grade. This means that they will need to approach this position like a job. If you are late to the lab, if you leave a lab early, or if you fail to show up to the lab, the student learning and lab instructor teaching pace will be impacted. Therefore, this course has very strict guidelines for attendance, and very severe grade penalties.

1. The intern will attend 8 - 14 hours of Friday Review Lab Time (total) across the semester, as assigned at the start of the semester. The intern will aid students during the unsupervised Review Lab period, which is a non-instructional lab time. The intern will answer basic questions about the material covered in the current unit to individual students or small student groups. The intern will refer students to their books, lab instructor, or the faculty instructor if he/she is not certain about student's questions.

2. Interns are required to attend four additional meetings.

   a. The first meeting (before the start of the semester) is used to teach the interns the lab rules, care and maintenance of the cadavers, bones and wet specimen, and general lab maintenance (including limited work with hazardous waste and emergency situations). Lab assignments will be given.

   b. The second meeting (~2 weeks after the start of the semester) is used to take the Lab Rules / Safety & Cadaver Care exam. After the exam, the students will attend a lecture on study techniques, mnemonics and root words.

   c. The third meeting (between the 2nd and 3rd anatomy exams) is to address concerns or issues that may have occurred with the interns over the first half of the semester, especially in the Open Review labs. It is also the point at which the interns receive their mid-semester evaluations, and take their Study Techniques exam.

   d. The last meeting (during final week) is a 2-hour final lab maintenance and inventory. Cadavers may be re-bagged, specimen fluid levels reset, slides inventoried and replaced in proper boxes, etc. It is also the point at which the interns receive their end of semester evaluations.

3. Penalties

   a. An unexcused absence carries a penalty of one full letter grade off of your final grade. If a student misses a weekly lab meeting without contacting the lab instructor or faculty instructor with a valid excuse, or misses an assigned Friday Review Lab without making shift-change arrangements, your grade will be dropped one full letter grade (for example, from “B” to “C”).

   b. You are permitted two unexcused partial absences. The third and subsequent unexcused partial absences each carry a penalty of one-half letter grade off of your final grade. If a student is late to, or leaves early from, a weekly lab meeting or assigned Friday Open Review lab day without prior permission from the lab instructor or faculty instructor, you will be given a warning. After two warnings, your grade will be dropped one-half letter grade for each occurrence (for example, from “B” to “B-”).
Helpful Advice While Working with Individual Students or Student Groups:

You may be assigned to teach small groups of students, or individual students on topic material for the appropriate unit during your lab or during Open-Lab. These guidelines should help you:

1. **Always come prepared to class.**
   a. If you are unprepared, you will quickly lose credibility with the students and the lab instructor.

2. **Don’t be afraid to ask questions.**
   a. You are not expected to know everything!
   b. It is O.K. (and expected) to look up material, to ask the lab instructor, or to ask high quality students.
   c. Students can tell if you’re making something up. Just say, “That’s a great question. Let me check out the answer and get back to you”; or, “maybe you and I could look up that answer together”.

3. **Speak Up!**
   a. Some of the brightest students are unable to share their knowledge because they cannot bring themselves to speak up.
   b. If you speak softly and in a monotone voice, you will lose the students attention. Get excited about the material, speak to the person at the back of the room, and you should be fine.

4. **Be creative in your presentations:**
   a. Each person has their own style of teaching. Think of a favorite teacher. What techniques did they use? Were they animated, excited, funny? Be brave and Try it out.
   b. As an ex-anatomy student, you will have little “jewels” of information that worked in helping to memorize and learn the material. Share those “jewels”. Your students will love you for them!

5. **Be respectful and approachable:**
   a. If you show respect to the students (and don’t talk down to them), you will usually find them to be responsive to your help.
   b. Be respectful of the lab instructor. You two are a team, and you should work as a team. If you question the way material is being presented, talk alone with the lab instructor. If you feel uncomfortable, you may come to see Sandy personally. Do NOT discuss it with the students!
   c. Be approachable by ALL students. Those quiet, shy students at the back of the room may need a little extra time with you before you finally reach them. Those are the students, however, who often need your help the most.
## Faculty Evaluation Sheet

### Non-Attendance Penalty

1) Number of unexcused absences for bi-weekly lab meetings: ____________________________
2) Number of unexcused absences for Friday Review Lab: ____________________________

**Number of missed days (see syllabus for consequence):** ____________________________

3) Number of days student is tardy or leaves early for bi-weekly lab meetings: ________
4) Number of days student is tardy or leaves early for Friday Review Lab: ________

**Number of partially missed days (see syllabus for consequence):** __________________

### Weekly Lab Class (completed by Lab Instructor)

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>5</td>
<td>Always</td>
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<td>4</td>
<td>Mostly</td>
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<td>3</td>
<td>Often</td>
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<td>2</td>
<td>Rarely</td>
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<td>1</td>
<td>Never</td>
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</tbody>
</table>

1) UTA is prepared to lecture in small groups on lab topic ____________________________
2) UTA is approachable to students ________________________________________________
3) UTA is supportive of, and respectful to, lab instructor and students _____________
4) UTA properly wets down and covers cadavers / cats ______________________________
5) UTA willingly brings out / puts away models, charts, specimens _________________
6) UTA is professional with all students (does not inappropriately socialize with students during lab) ________________________________
7) UTA is responsive and helpful to every student in lab ____________________________
8) UTA speaks slowly, clearly, and projects voice when lecturing _________________
9) UTA willingly asks questions of lab instructor when needed _____________________
10) UTA is supportive of lab instructor ___________________________________________

**Average rating of UTA for Weekly Lab Class:** ____________________________

### Friday Review Lab (completed by Course Instructor)

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</tr>
<tr>
<td>1</td>
<td>Never</td>
</tr>
</tbody>
</table>

1) UTA is prepared to lecture in small groups on any unit topic ____________________
2) UTA has attended all assigned open labs (or made prior switches) ______________
3) UTA is supportive of, approachable to, and respectful to students ______________
4) UTA properly enforces all lab rules ____________________________________________
5) UTA abides by all lab rules ________________________________________________
6) UTA properly wets down and covers cadavers / cats ____________________________
7) UTA brings out / puts away models, charts, specimens __________________________
8) UTA does not inappropriately socialize with students during open lab __________
9) UTA is responsive and helpful to every student in open lab ____________________
10) UTA leaves Review lab clean and secure at the end of day ______________________

**Average rating of UTA for Open Lab Fridays:** ____________________________

Total Open Lab hours to date ____________________________

**Average for UTAs** ____________________________

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<thead>
<tr>
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3) UTA is supportive of, approachable to, and respectful to students ______________
4) UTA properly enforces all lab rules ____________________________________________
5) UTA abides by all lab rules ________________________________________________
6) UTA properly wets down and covers cadavers / cats ____________________________
7) UTA brings out / puts away models, charts, specimens __________________________
8) UTA does not inappropriately socialize with students during open lab __________
9) UTA is responsive and helpful to every student in open lab ____________________
10) UTA leaves Review lab clean and secure at the end of day ______________________

**Average rating of UTA for Open Lab Fridays:** ____________________________

Semester / Year ___/_______  **Avg of Weekly and Open Lab ratings:** _________
Below is space for a paragraph or two from the lab instructor and the faculty instructor to provide a qualitative analysis of the intern. This allows the intern to receive feedback on their perceived maturity, response to constructive criticism, ability to work with a variety of students, etc.

<table>
<thead>
<tr>
<th>End of Semester</th>
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<tbody>
<tr>
<td>Exam 1 (5%):</td>
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<tr>
<td>Exam 2 (5%):</td>
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<tr>
<td>Weekly Quizzes (25%):</td>
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<tr>
<td>Evaluation 1 (30%):</td>
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<td>Evaluation 2 (35%):</td>
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<td>Total (100%)</td>
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<tr>
<td>Preliminary Grade:</td>
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<tr>
<td>Cumulative non-Attendance Penalty:</td>
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<tr>
<td>Semester Grade:</td>
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