



*Figure 1: Owens Logo.*

**Course Syllabus  
SEMESTER  
School of Nursing and Health Professions  
Radiologic Technology/Sonography/MRI**

|                                             |                          |
|---------------------------------------------|--------------------------|
| <b><i>Course Name:</i></b>                  | <b>Sectional Anatomy</b> |
| <b><i>Course &amp; Section Number:</i></b>  | <b>MIT201 – XXX</b>      |
| <b><i>Meeting Day(s) &amp; Time(s):</i></b> |                          |
| <b><i>Credits:</i></b>                      | <b>1</b>                 |
| <b><i>Contact Hours:</i></b>                | <b>3</b>                 |
| <b><i>Instructor's Name:</i></b>            |                          |
|                                             | <b>As posted,</b>        |
| <b><i>Office Hours &amp; Location:</i></b>  |                          |
| <b><i>OCC Phone:</i></b>                    |                          |
| <b><i>OCC Email:**</i></b>                  |                          |

**\*\*Please use only Owens email for course communications.**

**Catalog description:**

The study of human anatomy as seen in the axial, sagittal and coronal planes. Includes correlations to cadaver slices as well as CT, MR and radiographic images. Anatomical regions studied include the central nervous system, neck, thorax, musculoskeletal system, abdomen and pelvis.

**Prerequisite/Corequisites: BIO211****Course Materials:**

Open Educational Resources (OERs) – Posted in the Blackboard course folder titled OERs

Students will be required to take quizzes and tests using the Respondus Lockdown Browser. This can be installed on your computer or tablet using the following url.

<https://download.respondus.com/lockdown/download.php?id=139313370>

A web-cam is required during testing.

*If a **print book, e-book, or access code** is required for class, you can access the Owens Community College e-Campus Bookstore by accessing the online link, called “Find Books” on the course schedule for each course section.*

## What You Will Learn in the Course

**Course Objectives:**

This course will:

Present sectional anatomy of major anatomical structures on computerized medical images.

**Student Learning Outcomes:**

Students will:

| Outcome                                                                                             | Where Assessed                                                                                  |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 1. Identify and describe anatomy in cross-section for the brain, spine, chest, abdomen, and pelvis. | Lecture Recording Assessments, In-Class Activities, Group Presentation, Quizzes, Midterm, Final |

**Technology, Lab, and File Requirements:**

Microsoft Office 365

<https://www.owens.edu/office365/>

Respondus

<https://download.respondus.com/lockdown/download.php?id=139313370>

## Academic Support

**Disability Services Resource Center:** If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for

accommodations, please contact the Disability Resource Center at 567-661-7007, email [disability@owens.edu](mailto:disability@owens.edu), visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

**Tutoring Services:** Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

**Counseling Services:** Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at [counselingservices@owens.edu](mailto:counselingservices@owens.edu). More information is at <https://www.owens.edu/counseling/>.

**Campus and Community Connections:** The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact [connections@owens.edu](mailto:connections@owens.edu)

**Owens Library:** The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

\*\*\*Students can find more information on campus resources, student support, student life, and security at this [link](#).\*\*\*

## General Information

**Student Code of Conduct:** All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

**Anti-Discrimination and Harassment & Title IX/Sexual Misconduct:** All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

**Religious Accommodations:** A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy\*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: [provost@owens.edu](mailto:provost@owens.edu). The policy may be found on the Owens website: [3358:11-2-63 Accommodation for a Student Absence for the Observance of Religious Beliefs and Practices Policy](#)

**Document Collection:** Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education

competencies or program assessment. Please save all your class materials until the end of the semester.

**Classroom Admittance:** OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

**Use of AI Tools:** This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphraser, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.
- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible. Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

## Student Responsibilities & Instructor Expectations

### Student Responsibilities:

- You are expected to attend weekly classes and arrive on time. If you are going to be absent, please email your instructor before class begins. Afterward, review the assignment calendar to see what was missed and reach out if you have questions.
- You are expected to fully engage with the course material and consistently put forth your best effort in the classroom.
- If you are unable to complete an assignment on time, contact your instructor as soon as possible to discuss your options.
- Email is the preferred method of communication outside of office hours. Please include clear and specific details in your message so your instructor can respond efficiently.

- You are encouraged to ask questions or request clarification. Unless I hear otherwise, I will assume you understand the material. Each class builds on previous concepts, so staying current is important.
- Show respect for your instructors, classmates, and the learning environment.
- You are expected to follow all guidelines and procedures outlined in your program Department Procedure Manual.
- For technical issues related to Blackboard, contact the Owens Help Desk.

### **Instructor Expectations:**

- The instructor will be respectful of your time and begin and end class on time. If any changes to class times occur, you will be notified by email.
- Your instructor's goal is to review and return assignments that require student corrections within three days of submission. Assignments that do not require corrections or resubmission may take longer to be fully graded. If it has been more than three days and you are waiting on feedback for an assignment you believe may need revision, please email your instructor.
- Your instructor checks their email several times a day, but also has responsibilities outside of teaching this course. They will do their best to respond to your email with 24 hours on weekdays and within 72 hours on the weekends.
- Office hours are available outside of class time to support you with any questions or concerns related to the course. Please don't hesitate to make use of this time.
- Your instructor welcomes and encourages questions.
- Teaching is a two-way process, and your instructor hopes to learn from your insights, questions, and feedback throughout the course.

## How Grades are Determined and Major Assignments

### **Grading Procedure:**

Grades will be calculated on the following scale.

|               |   |
|---------------|---|
| 93% and Above | A |
| 85% to 92%    | B |
| 76% to 84%    | C |
| 60% to 75%    | D |
| 59% or Below  | F |

If the percentage earned is less than 76% for the course, the student will earn a grade of “**D or F**” for the course and will need to meet with their department chair to discuss options.

**The final grade for the course will be computed using the following weights.**

|                               |             |
|-------------------------------|-------------|
| Lecture Recording Assessments | 10%         |
| In-Class Activities           | 20%         |
| Group Presentation            | 10%         |
| Five Quizzes                  | 20%         |
| Midterm                       | 20%         |
| <u>Final</u>                  | <u>20%</u>  |
| <b>Total:</b>                 | <b>100%</b> |

**\*\*Please note that ½ point will be deducted from all homework, tests, and assignments for each spelling error. Using abbreviations will also result in a ½ point deduction. \*\***

### **LECTURE RECORDING ASSESSMENTS**

For each new topic, students will watch the pre-recorded lecture and complete the accompanying question set. Responses must be submitted by the due date to receive full credit. Late assignments will be accepted at half credit up to 24 hours past the due date. Beyond 24 hours after the due date, late assignments will not be accepted without prior approval from the instructor. Grading is participation-based (complete/incomplete). Lecture assessments are worth 10% of the grade.

### **IN-CLASS ACTIVITIES**

In-class Activities will be completed throughout the semester. They are worth a total of 20% of the grade. In-class activities will be completed and graded in groups during scheduled class time. If a student misses an in-class activity, they will have an opportunity to complete the assignment from home and will be awarded points off of their individual answers. The student must complete the assignment within 4 days of the missed class, unless a different due date has been agreed upon with the instructor.

### **GROUP PRESENTATION**

A group project will be presentation at the end of the semester worth 10% of the grade. Students will be assigned groups during the first week of class. Each group will work together to present a 15–20-minute presentation on the topics assigned. Each student in the group **MUST** present some of the information. All students in a group will receive the same grade for the Content, Engagement & Creativity, and Time Management categories from the rubric. Students will be graded individually on the Delivery, Teamwork, and Professionalism categories. Any student who misses presentation day and has **NOT** notified the instructor at least 30 minutes prior to the start of the class time, will receive an automatic five-point deduction on the presentation. Students who miss presentation day will be required to submit a video recording of their portion of the project within 4 days of the missed class, unless a different due date has been agreed upon with the instructor. See Blackboard for grading rubric and project details.

### **QUIZZES**

Five quizzes will be given. The lowest quiz grade will be dropped. The remaining quizzes will be averaged for 20% of the grade. No late quizzes will be accepted without prior approval from the instructor.

### **MIDTERM**

The midterm will consist of multiple-choice, true and false questions and fill-in-the blank anatomy identification. The midterm exam will be worth 20% of the grade. Any student, who is unable to take the exam as scheduled, must notify the course instructor at least 30 minutes prior to the due date in order to receive full credit. If no notification is received prior to missing the test a five (5) point deduction will be taken from the score of the make-up test. The makeup test will be taken within three (3) days of the original test date and must be taken in the testing center.

## FINAL

The final exam will be comprehensive and will consist of multiple-choice, true and false questions and fill-in-the blank anatomy identification. The final exam will be worth 20% of the grade. Any student who is tardy to the exam will receive a five (5) point deduction on the exam. The exam will still end at the scheduled time. Any student, who is unable to take the exam as scheduled, must notify the course instructor at least 30 minutes prior to the due date in order to receive full credit. If no notification is received prior to missing the test a ten (10) point deduction will be taken from the score of the make-up test. The makeup test will be taken within three (3) days of the original test date and must be taken in the testing center.

## Assignment Calendar

| Date   | Topic                                                            | Class Prep                               | Assignment Due Date<br>(Due by 11:59pm)                                                                                            | SLO      |
|--------|------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------|
| Week 1 | Syllabus, Course Expectations, Introduction to Sectional Anatomy | Review PPTs/Lecture Recordings and OER's | <b>In-Class Activity- Intro DATE</b>                                                                                               | <b>1</b> |
| Week 2 | Spine Sectional Anatomy                                          | Review PPTs/Lecture Recordings and OER's | <b>Spine Lecture Assessment DATE</b><br><b>In-Class Activity- Spine 1 DATE</b>                                                     | <b>1</b> |
| Week 3 | Spine Sectional Anatomy Review                                   |                                          | <b>In-Class Activity- Spine 2 DATE</b><br><b>Spine Quiz DATE</b>                                                                   | <b>1</b> |
| Week 4 | Brain Sectional Anatomy                                          | Review PPTs/Lecture Recordings and OER's | <b>Brain Lecture Assessment DATE</b><br><b>Brain Vasculature Lecture Assessment DATE</b><br><b>In-Class Activity- Brain 1 DATE</b> | <b>1</b> |
| Week 5 | Brain Sectional Anatomy Review                                   |                                          | <b>In-Class Activity- Brain 2 DATE</b><br><b>Brain Quiz DATE</b>                                                                   | <b>1</b> |
| Week 6 | Chest Sectional Anatomy                                          | Review PPTs/Lecture Recordings and OER's | <b>Chest Lecture Assessment DATE</b><br><b>Chest Vasculature Lecture Assessment DATE</b><br><b>In-Class Activity- Chest 1 DATE</b> | <b>1</b> |
| Week 7 | Chest Sectional Anatomy Review                                   |                                          | <b>In-Class Activity- Chest 2 DATE</b><br><b>Chest Quiz DATE</b>                                                                   | <b>1</b> |
| Week 8 | Midterm Review                                                   |                                          | <b>In-Class Activity- Midterm Review DATE</b>                                                                                      | <b>1</b> |
| Week 9 | <b>Midterm</b><br><b>Spine, Brain, Chest</b>                     |                                          |                                                                                                                                    |          |

|         |                                                                               |                                          |                                                                                                                                                 |          |
|---------|-------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Week 10 | Abdomen Sectional Anatomy                                                     | Review PPTs/Lecture Recordings and OER's | <b>Abdomen Lecture Assessment DATE</b><br><b>Abdomen Vasculature Lecture Assessment DATE</b><br><b>In-Class Activity- Abdomen 1 DATE</b>        | <b>1</b> |
| Week 11 | Abdomen Sectional Anatomy Review                                              |                                          | <b>In-Class Activity- Abdomen 2 DATE</b><br><b>Abdomen Quiz DATE</b>                                                                            | <b>1</b> |
| Week 12 | Pelvic Sectional Anatomy                                                      | Review PPTs/Lecture Recordings and OER's | <b>Pelvic Lecture Assessment</b><br><b>Pelvic Vasculature DATE</b><br><b>Lecture Assessment DATE</b><br><b>In-Class Activity- Pelvic 1 DATE</b> | <b>1</b> |
| Week 13 | Pelvic Sectional Anatomy Review                                               |                                          | <b>In-Class Activity- Pelvic 2 DATE</b><br><b>Pelvic Quiz DATE</b>                                                                              | <b>1</b> |
| Week 14 | No Class-Thanksgiving Break                                                   |                                          |                                                                                                                                                 |          |
| Week 15 | Group Projects                                                                |                                          | <b>Group Project Material DATE</b>                                                                                                              | <b>1</b> |
| Week 16 | <b>Comprehensive Final</b><br><b>***Final Exam will be on DATE at TIME***</b> |                                          |                                                                                                                                                 | <b>1</b> |

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.