Syllabus & Course Outline

ANT4525C: Human Osteology

Department of Anthropology

College of Sciences, University of Central Florida

COURSE SYLLABUS

Instructor:	*John J. Schultz, Ph.D.*	*Term:*	*Fall 2018*
Office:	*Phillips Hall 409T*	*Credit Hours:*	*4*
Phone:	*407-823-1180*	*Class Meeting Days:*	*TuTh*
E-Mail:	*john.schultz@ucf.edu*	*Class Meeting Hours:*	*12:00-1:15pm (Lecture) 1:30-2:45PM (Tuesday lab)*
Website:	*Canvas*	*Class Location:*	*MSB 149*
Office Hours:	*Tu and Th: 8:15 to 9:45am or by appointment*	*TA:* *TA email:*	*Megan Mccollum* *Megan.McCollum@Knights.ucf.edu*

Welcome to Human Osteology. This course will be extremely time intensive!! The largest portion of what we will be covering is based in memorization. Most students who are successful in this course spend *at least* 10 hours of study time outside of class each week. This time typically includes reviewing course materials, either on your own or with a study partner.

University Course Catalog Description

The scientific study of the human skeleton and the methodology and techniques involved in the anthropological assessment of skeletal remains.

Course Overview

The focus of this course is on the scientific study of the human skeleton. During the majority of the course your goal will be to learn basic skeletal biology, gross anatomy and development of the human skeleton and dentition, and major landmarks in each skeletal element. During the remaining portion of the course we will focus on osteological methods and analyses applicable to bioarchaeology, forensic anthropology, and paleoanthropology. Methods that you will learn include estimation of age, sex, stature and ancestry. You will also cover an introduction to trauma analysis and descriptive differential diagnoses. Classes will consist of lectures followed by hands-on lab exercises so that you can familiarize yourselves with bones and standard osteological methods.

Student Learning Outcomes

- Students will be able to identify and name all the bones in the human skeleton, including all of their associated features and articulations
- Students will be able to demonstrate an understanding of skeletal growth and development
- Students will be able to describe how skeletal elements function and interact
- Students will be able to discuss the various techniques involved in sexing and aging human skeletal remains
- Students will be able to discuss the limitations of sexing and aging techniques

- Students will be able to discuss the importance of human variation and individuality in the context of the study of human skeletal remains
- Students will be able to demonstrate an awareness of the importance of respecting human remains

Enrollment Requirements

ANT 4521, ZOO 3713C, ZOO 3733C, or permission of instructor

Course Materials and Resources

Required Text (available at the bookstore)
Osteology, Third Edition Bone Manual (2011) by Tim White
Publisher: Academic Press, ISBN: 9780123741349

Recommended Text (available at the bookstore)
Atlas of Human Anatomy, 5th edition, by Frank Netter
Publisher: Saunders, ISBN: 9781416059516

Course Handouts
Supplemental course handouts for class and lab will be posted on Webcourses

Assessment and Grading Procedure

We will go over exams and graded materials during class time. Please note that exams will be returned and kept by Dr. Schultz after they are reviewed. You can access your scores at any time using the Grades function of Canvas. Please note that only your raw points for the exams will be posted on Webcourses.

Your final grade will be based out of a total of 680 possible points.

Academic Activity Posting – What I expect to achieve by completing this class.
Starting with the fall 2014 semester, verification of student engagement is required to support UCF's compliance with a federal financial aid regulation that must be followed for all classes. The regulation states that students who receive federal student aid must be academically engaged in each course in which they are enrolled. Without verification of this engagement, students will not receive their student aid. Everyone is required to complete the posting, even if you do not require federal aid.

1) What is your major?
2) Why did you enroll in this class?
3) What do you expect to achieve by completing this class?

All postings must be completed by Friday August 24 by 11:59pm. You will receive 1 point for completing the assignment by answering all of the questions. However, you will receive a deduction of 2 points from your first exam if the posting is not completed by August 24, 11:59pm.

Quizzes **(2 quizzes at 20 points each for a total of 40 points)**
The first quiz will cover anatomical terminology and skeletal biology and the second quiz will cover the skull and dentition.

Exams **(3 exams at 120 points each for a total of 360 points)**

Throughout the semester there will be 3 lab-practical exams. These exams will be held during lab hours and will consist of a bell-ringer portion with timed questions on identification of skeletal elements, articulations, and features of each element, as well as a few non-timed short answer questions. Prior to distributing exams, I will announce directions for the exam. Once the exam has started, students may not leave the classroom for any reason until their exam has been turned in. If you have a cold please bring tissues, and please bring a small bottle of water if you have been coughing. Furthermore, if you have a medical condition that requires you to use the bathroom, please inform me of the condition prior to taking the exam. I may not allow students to take the exam if they arrive 30 minutes after the exam has started.

Poster Presentation: Poster Topic & Outline (15 points)

In lieu of writing a term paper, each student will be producing a poster presentation. The subject of your poster will be your choice; however the topic MUST pertain to Human Osteology and must be pre-approved by Dr. Schultz. Do not wait until the last minute to discuss your topic with Dr. Schultz. You must submit a one or two paragraph description of your approved paper topic by **September 4** that is worth a total of 5 points. Your poster topic outline is due on **September 27** and is worth a total of 10 points. Your outline must include your chosen topic (a working title), the main idea of what you expect to present in your poster (a breakdown of the sections), and a list of at least 7 references (should be about a page long, maximum 2 pages). No internet references are permitted. This means that you have complete some research before this outline is due. You should start early!

Poster peer-review, Final Poster & Presentation (65 points)

You will be required to upload a draft of your poster to Webcourses by **October 30**. Each student is then required to peer-review two assigned poster drafts by **November 8.** Final posters will then be submitted by **November 20**. Students will present their posters to the class during the last two weeks of the course. A list of student presentation times will be posted online once student topics have been decided. Students will be given 10 minutes to present their topic. Instructions on how to construct your poster, and perform the peer review, will be discussed in class and will also be posted on Webcourses.

Final Exam (119 points)

The final exam will occur on **Thursday, December 6 from 10:00 to 12:00pm in MSB 149**. The final exam will consist of a CUMULATIVE bell-ringer exam and a written portion.

Grade Scale

You can calculate your grade by dividing the total number of points you have earned by the total points possible. For example, if you earned 510 total points, you can calculate your grade by dividing 510/600, for a score of 85%. The +/- system will be used in this course. Refer to the grading scale for the letter grade that corresponds to the total percent you earned in the course.

Grading Scale (%)		Grading Scale (%)	
A	94-100	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	0-59

Make-up Exams and Assignments

Per university policy, you are allowed to submit make-up work (or an equivalent, alternate assignment) for university-sponsored events, religious observances, or legal obligations (such as jury duty). If this participation conflicts with your course assignments, I will offer a reasonable opportunity for you to complete missed assignments and/or exams. The make-up assignment and grading scale will be equivalent to the missed assignment and its grading scale. Please contact me ahead of time to notify me of upcoming needs and to provide DOCUMENTATION!!

Grades of "Incomplete"

Incomplete grades are only given in situations where unexpected and DOCUMENTED medical emergencies prevent a student in good standing in the course from completing the remaining work. Dr. Schultz is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

Final Grades

Do not ask Dr. Schultz to make special allowances for your grade because he will not make individual allowances!! If you are doing poorly in the class, you need to see Dr. Schultz early in the semester so he can discuss ways to improve your study habits and effectiveness taking exams.

Course Policies and Expectations

Email

I prefer students to email my UCF account directly when there are questions or when sending assignments. I check my UCF email regularly and you can generally expect a response the day of the email or the next day during a weekday. I may only check email once during the weekend. If you do not receive a response over the weekend you can then expect a response Monday morning.

Webcourses

You are expected to visit the course website on Webcourses regularly for any updates sent by Dr. Schultz and for keeping current with the course material. In addition, partial Powerpoint notes are provided for most lectures so you can listen during the lecture. You will also need to fill in the material that I go over in lecture that is not in the outline. Also, you should take notes when I summarize and discuss material that is not on the outline. If you use the email from Webcourses to contact Dr. Schultz, it may take a day or two for him to answer you, particularly over the weekend.

Laptop Usage

Using a laptop to take notes is a privilege and not a right. You are allowed to use a laptop to take course notes. However, you are not allowed to use the laptop for anything else such as internet surfing, chatting, or checking your email during class time.

Tape Recorders

I do not mind my lectures being taped, but I require students to inform me that they are taping the lecture before class starts.

Attendance Policy

I will not take formal class attendance, although I may take attendance of individual students if warranted based on class performance. I expect that students will attend class regularly. Even though I provide partial class notes for everyone to complete during lecture, you need to attend class regularly to pass this class and do well.

Obtaining Notes for Missed Lectures

If you miss a lecture Dr. Schultz will not email you the lecture notes. It is your responsibility to obtain notes from a fellow classmate and then see Dr. Schultz to go over any material that you may not understand.

Professionalism Policy

Per university policy and classroom etiquette; mobile phones, iPods, *etc*. must be silenced during all classroom and lab lectures. Also, texting is not appropriate during class time. Those not heeding this rule will be asked to leave the classroom so as to not disrupt the learning environment if this becomes a problem. Please arrive on time for all class meetings. Students who habitually disturb the class by talking, arriving late, *etc*., and have been warned may suffer a 5% reduction in their final class grade.

University Writing Center

The University Writing Center (UWC) is a free resource for UCF undergraduates and graduates. At the UWC, a trained writing consultant will work individually with you on anything you're writing (in or out of class), at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, visit the UWC website at http://www.uwc.ucf.edu, stop by MOD 608, or call (407) 823-2197.

Expectations for Succeeding in Class

Attend class regularly and don't wait until the last minute to start studying the notes. Also, you need to keep up with the class material to succeed in this class. Use the class textbook to reinforce the material that is discussed in lecture. Don't waste your time studying topics in the textbook that are not discussed in class. Please see Dr. Schultz to discuss ways to improve your study habits if you attend class regularly and feel that the time you put into the class does not reflect your exam grades.

Important UCF Dates to Remember

- Late Registration August 20-24
- Drop/Swap Deadline August 23
- Add Deadline August 24
- Grade forgiveness Deadline December 1
- Withdrawal Deadline October 26

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Tentative Course Schedule

This schedule may change without notice due to unforeseen occurrences such as instructor illness, hurricanes, etc.

WEEK	DAY	DATE	LECTURE TOPIC	LAB TOPIC	READINGS
1	Tu	Aug. 21	Introduction; Basic Bone Biology & Anatomical Terminology		Chp. 2
				Introduction to the lab	
	Th	Aug. 23	Basic Bone Biology & Anatomical Terminology **Discuss Poster Topics**		Chps. 2 & 3; handout
2	Tu	Aug. 28	Hyoid & Vertebral Column		Chp. 6
				Bone Biology, Hyoid & Vertebra	
	Th	Aug. 30	Sternum & Ribs		Chp. 7
				Sternum & Ribs	
3	Tu	Sept. 4	**POSTER TOPIC DUE** Skull –Calvarium and Mandible		Chp. 4
				Skull	
	Th	Sept. 6	Skull -Splanchnocranium **Quiz 1**		Chp. 4
4	Tu	Sept. 11	Skull Fragments		Chp. 4
				Exam #1; Review Skull	
	Th	Sept. 13	Study for Exam #1		Chp. 4; handout
5	Tu	Sept. 18	**Exam Practical Prep: No Class**		Chp. 5; handout
				Exam #1	
	Th	Sept. 20	Dentition		Chp. 5; handout
6	Tu	Sept. 25	Clavicle & scapula		Chp. 8
				Dentition, Clavicle & Scapula	
	Th	Sept. 27	The Arm **POSTER OUTLINE DUE**		Chp. 9
7	Tu	Oct. 2	The Arm		Chp. 9
				Arm	
	Th	Oct. 4	Hand & wrist **Quiz 2**		Chp. 10
8	Tu	Oct. 9	Os Coxa		Chp. 11
				Exam # 2 Review; Hand, Wrist and Os Coxa	
	Th	Oct. 11	The Leg		Chp. 12
9	Tu	Oct. 16	**Exam Practical Prep: No Class**		
				Exam #2	
	Th	Oct. 18	Tarsals & foot bones		Chp. 13
10	Tu	Oct. 23	Lab activities		
				Leg, Ankle & Foot	
	Th	Oct. 25	Biological Profile: Sexing the Skeleton		Chp. 18
11	Tu	Oct. 30	**POSTER DRAFT DUE**		
				Biological Profile: Sexing the Skeleton	
	Th	Nov. 1	Biological Profile: Aging Dentition		Chp. 18
12	Tu	Nov. 6	Pathology		Chp. 19

				Exam #3 Review; Biological Profile: Aging Dentition	
	Th	Nov. 8	Pathology **POSTER PEER REVIEW DUE**		Chp. 19
13	Tu	Nov. 13	Growth and Development		Chp. 3; handout
				Exam #3	
	Th	Nov. 15	Growth and Development		Chp. 3; handout
14	Tu	Nov. 20	**FINAL POSTER DUE** **Student Presentations**		
				Student Presentations; Pathology	
	Th	Nov. 22	**Thanksgiving: No Class**		
15	Tu	Nov. 27	Final Exam Review		
				Final Exam Review; Growth and Development	
	Th	Nov. 29	**Course wrap up**		
16	Th	Dec. 6	**FINAL EXAM 10:00-12:00pm**		

UCF Policy Statements

Academic Integrity

Students should familiarize themselves with UCF's Rules of Conduct. According to Section 1, "Academic Misconduct," students are prohibited from engaging in:

- *Unauthorized assistance*: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
- *Communication to another through written, visual, electronic, or oral means*: The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project.
- *Commercial Use of Academic Material*: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
- *Falsifying or misrepresenting*the student's own academic work.
- *Plagiarism*: Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
- *Multiple Submissions*: Submitting the same academic work for credit more than once without the express written permission of the instructor.
- *Helping another violate*academic behavior standards.

For more information about Academic Integrity, students may consult The Center for Academic Integrity.

For more information about plagiarism and misuse of sources, see "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices".

Responses to Academic Dishonesty, Plagiarism, or Cheating

Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, The Golden Rule. UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see http://goldenrule.sdes.ucf.edu/zgrade.

Course Accessibility Statement

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need disability-related access in this course should contact the professor as soon as possible. Students should also connect with Student Accessibility Services(Ferrell Commons 185, sas@ucf.edu, phone (407) 823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable.Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student.

Campus Safety Statement

Emergencies on campus are rare, but if one should arise in our class, everyone needs to work together. Students should be aware of the surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Please make a note of the guide's physical location and consider reviewing the online version at http://emergency.ucf.edu/emergency_guide.html.
- Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, we may need to access a first aid kit or AED (Automated External Defibrillator). To learn where those items are located in this building, see http://www.ehs.ucf.edu/workplacesafety.html(click on link from menu on left).
- To stay informed about emergency situations, sign up to receive UCF text alerts by going to my.ucf.eduand logging in. Click on "Student Self Service" located on the left side of the screen in the tool bar, scroll down to the blue "Personal Information" heading on your Student Center screen, click on "UCF Alert," fill out the information, including your e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- Students with special needs related to emergency situations should speak with their instructors outside of class.
- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video. You CAN Survive an Active Shooter

Deployed Active Duty Military Students

If you are a deployed active duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.

Copyright

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment.

Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

Third-Party Software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

Human Osteology Lab Rules

In order to make the lab run smoothly, Dr. Schultz insists on some rules. During the lab period you will be handling both casts and real skeletal material. In order to preserve the material, please remember the following rules:

- The lab is not a social hangout… only registered students are allowed in the lab. Use your lab time wisely as you may not get any extra time in the lab for studying. If I find that students are coming to lab and just sitting around and chatting about non-osteology subjects, I will ask them to leave. If you feel that you have mastered the topic of the day, move on to the next section. You can never do too much studying!
- No food is allowed in the lab. If you must eat, please leave the room. Getting grease and food residue on the bones will attract unwanted creatures to the lab, and they will destroy the bones. Drinks are allowed in the lab, but it must be water in a secured container.
- Always handle skeletal material with respect. The real skeletal material was once a living human being, and you are very lucky to be able to use this material.
- Always place foam sheets on tables, and use bean bags or cork rings for the skulls. When handling material **ALWAYS** keep it over the table surface. That way if you drop it, it does not have far to fall. Do not carry bones around the lab. If you have a question, put up your hand and I or the TA will assist you.

- **<u>NEVER, NEVER, NEVER</u>** pick a skull up by the eye sockets or the foramen magnum. Hold it with both hands.
- Never bang teeth together. Teeth are very fragile and will break if you smack the mandible and the maxillae together.
- Never throw bones in the lab. If I catch anyone doing this you will feel the wrath of the Dr. Schultz (and he can deny you use of the skeletal material). This material is irreplaceable!
- If you feel the compulsion to point at a bone with something pointy, **<u>NEVER</u>** use the writing end of a pen or pencil. Inevitably the bones will get written on, and pen and pencil do not come off bone. Please use a probe (available in class) to point out features.
- The skeletal material in the lab is expensive and very hard to replace (the real material is impossible to replace). Some of this material is from personal collections, and therefore Dr. Schultz insists that you treat it with respect, and handle it with care. However, he is aware that sometimes accidents do happen, and material will break. If this is the case, please alert Dr. Schultz or the TA so that they can repair the break. Please do not try to "hide" broken material.

- Always clean up after yourself. This means that all bones, and bone boxes must be back in their correct storage spot at the end of the lab. If you are one of the last students in the lab, make an effort to help clean up. Return any material you removed to the proper place. Failure to return items to their appropriate place will incur the wrath of the TA's.

GOOD LUCK!!!!!!