

BIOL 2101 CRN# 21481

Laboratory: Tuesdays and Thursdays 7:30pm-9:00pm Rm 207 Felix Morales Bldg Southeast Campus

Description

This is Human Anatomy & Physiology (Part 1) Lab course at HCC. The objective of this course is to give health sciences students a basic lab experience of Human Anatomy & Physiology 1. Topics include anatomical terminology, tissues and 4 out of 11 systems (Integumentary, Skeletal, Muscular and Nervous). You must purchase the required lab manual from Central Campus bookstore and attend 1.5 hour lab sessions twice a week at Central Campus.

Textbook

Laboratory:

Biology 2101 6th Edition
Authors Jyoti R. Wagle, Ph.D.

Attendance is **mandatory** – Roll is taken and credited, absence is noted and deducted from your grade. Although, students work in groups in the lab, individual assignment from every student is needed for individual grades and credit. Pre-lab assessment is mandatory and counts towards the lab grades. (Always bring your lab book and textbook to the lab)

Laboratory exam

There will be a total of two lab exams worth 100 points each.

Course Syllabus
HUMAN ANATOMY AND PHYSIOLOGY LAB I

FALL 2016 SYLLABUS BIOL 2101
HUMAN ANATOMY AND PHYSIOLOGY LAB I – FELIX MORALES 207

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Lab Manual

Human Anatomy and Physiology I Lab Manual, Sixth Edition, 2015 Editor: Jyoti R. Wagle, Ph.D.

LAB SCHEDULE Tuesday-Thursday 7:30pm to 9:00pm

Date	Lab Number	Exercise	Comments
9/20	1	Introduction; Lab Safety and	Ex. 1
9/22	2	The Microscope and the Cell	Ex. 2
9/27	3	Anatomical Terminology	Ex. 3
9/29	4	The Tissues	Ex. 4
10/03	5	The Tissues/The Integumentary System	Ex. 4/5
10/06	6	The Integumentary System	Ex. 5
10/11	7	The Skeletal System: Basic Information	Ex. 6
10/13	8	Lab Exam I (Ex. 1 through 6)	
10/18	9	The Skeletal System:	Ex. 7/8
10/20	10	The Skeletal System:	Ex. 7/8
10/25	11	The Joints	Ex. 9
10/27	12	The Joints	Ex. 9
11/01	13	Muscles of the Body	Ex. 10
11/03	14	Muscles of the Body	Ex. 10
11/08	15	Spinal Cord, Spinal Nerves and	Ex. 11
11/10	16	Spinal Cord, Spinal Nerves and	Ex. 11
11/15	No Class		
11/17	17	Brain and Cranial Nerves	Ex. 12
11/22	18	Brain and Cranial Nerves	Ex. 12
11/24	Thanksgiving		
11/29	19	Special Senses	Ex. 13
12/01	20	Special Senses	Ex. 13
12/06	21	Lab Exam II (Ex. 7 through 13)	

GRADE COMPUTATION

2 Exams - Written	200 (30%)
Attendance (ARRIVING LATE WILL RESULT IN LOSS OF POINTS)	210 (30%)
Lab Reports	260 (40%)
STUDENT EVALUATION HCCS	5 EXTRA CREDIT POSSIBLE last week of April 2016
STUDENT EVALUATION RATEMYPROFESSOR.COM http://www.ratemyprofessors.com/ShowRatings.jsp?tid=1662506	5 EXTRA CREDIT POSSIBLE YOU HAVE TO USE THE LINK GIVEN AND SEND ME SCREENSHOT TO GET THE CREDIT throughout the semester
Total	670 (100%)

- A = (90-100%)
- B = (80-89%)
- C = (70-79%)
- D = (60-69%)
- F = (Below 60%)

If you attend class, and do not do well, you will receive “F” if your percent total is below 60%. If you stop attending class for three weeks, you will get “FX” – remember if you get an FX, it will SEVERELY impact you – YOUR SCHOLARSHIP WILL BE REVOKED AND YOU WILL NOT RECEIVE IT AGAIN, SO BE VERY CAREFUL OF THIS. The only circumstances under which you can get an “I” (incomplete) is if you are too ill to take the final. Once you receive an “I”, in order to get a grade for the course, you will have to complete the material by the end of the next full semester. If you do not, the “I” will convert to an “F”.

Learning web site: <http://learning.hccs.edu/faculty/balaji.krishnan/biol2101>

ACADEMIC DISHONESTY

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is:

If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes: Copying from another students' test paper;

- A. Using materials not authorized by the person giving the test;
- B. Collaborating with another student during a test without authorization;

- C. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- D. Bribing another person to obtain a test that is to be administered.
- E. Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.
- F. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

Possible punishments for academic dishonesty may include a grade of "0" or "F" in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

ATTENDANCE

*It is important that you come to class. Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. **Simply put, going to class greatly increases your ability to succeed.** You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. It is your responsibility to initiate a withdrawal from this course. *As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class, but it is good responsibility to notify the instructor.**

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

USE OF CAMERA OR RECORDING DEVICES

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor. Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs.

STUDENTS WITH DISABILITIES

Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:
Disability Support Services Offices:
System: 713.718.5165
Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.
Northwest: 713.718.5422
Northeast: 713.718.8420
Southeast: 713.718.7218
Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist assigned to their professor.

DROPPING A COURSE

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Blackboard, and/or to drop a student for excessive absences or failure to participate regularly.

Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

Beginning in the Fall 2006, students who repeat a course for a third or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor and/or counselor about opportunities for tutoring/other assistance prior to considering course withdrawal or if you are not receiving passing grades.

Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your professor regarding your academic performance. You may also want to contact your counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

HOW TO DROP

If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Center.

- ❖ **HCC and/or instructors may drop students for excessive absences without notification** (see Class Attendance below).
- ❖ **Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines.** Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

Receiving a "W" in a course may affect the status of your student visa. Once a "W" is given for the course, it will not be changed to an "F" because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. ONLY ONE online/distance education class may be counted towards

the enrollment requirement for International Students per semester. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

EXTREMELY IMPORTANT POINTS FOR YOUR SUCCESS IN THIS COURSE

- ✚ Textbook and lab manual are required.
- ✚ Full class attendance is required.
- ✚ Students with more than four unexcused absences may result in an administrative withdrawal.
- ✚ Students are responsible for everything covered during their absence.
- ✚ To avoid disruption in the class room, all pagers and the cell phones must be set on the silence mode.
- ✚ Children or anyone who is not officially enrolled in the course will not be allowed in the laboratory.
- ✚ Eating, drinking or smoking is strictly prohibited in the laboratory.
- ✚ You must read the laboratory safety rules before doing any of the lab exercises. The lab safety release form must be signed during the first lab session.
- ✚ EXAM POLICIES: The following guidelines will govern all exams:
 - The students will not be allowed to leave the classroom before completing an exam.
 - Anyone arriving late will not be allowed to take an exam if any student has completed the exam and left the classroom.
 - All lecture and lab exams will be timed. Students arriving late will not be given extra time to complete an exam.
 - Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, testing centers, and other locations where testing is taking place.
 - Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.
 - Violations of this policy will result in discipline, up to and including termination or expulsion.
 - Students may not use dictionaries or other aids during the exam.
 - Make-up exams will be given only in the event of an emergency.
 - No student may take more than one make-up exam without special permission. Students must e-mail or call the instructor immediately (if possible, on or before the day of the scheduled exam), explain his/her reason for missing the exam, and request a make-up. The instructor will decide if the request is valid.
 - Cheating is STRICTLY discouraged. If it occurs, the both the involved parties WILL receive a zero for the exam and/or a grade of "F" in the course.
 - Grades will not be posted at any time during the semester.
 - You may receive your final grades at the end of the semester from the Biology Department of via the Internet by logging on to www.getgrades.com or www.hccs.edu or by calling toll free at 1-887-341-4300.
 - Proper identification is required to receive the final grade. The transcripts will be mailed by the HCCS office only if requested by the student.
 - Lab reports are an important part of the course and are due upon completion of the experiment. They will be corrected and graded.

Success in this course depends solely on the individual student! The following are strongly recommended for each student:

- a. Read and understand all elements of the Syllabus and Student handbooks.

Course Syllabus
HUMAN ANATOMY AND PHYSIOLOGY LAB I

- b. Give your professor your accurate contact information so that you can receive everything in time. This can include both day/evening phone numbers and e-mail address.
- c. Reading and comprehending the required chapters in the textbook ahead of EACH lecture/lab is essential to answer the quiz/pre-assessment respectively.
- d. Regular weekly preparation WILL be better than cramming the last day before each exam.
- e. HINT: Work hard from the beginning of the semester rather than playing a "catch-up game during the second half of the semester.
Successfully complete all requirements of this course as outlined in this document.
- f. Contact your professor (e-mail is best) if you have any questions regarding any element of the course you do not understand.
- g. MAKE COMPLETE USE OF THE BOOK AND ITS RESOURCES.
- h. Plan to attend review sessions to clarify your concerns about the course content.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Have a GREAT SEMESTER and please remember to see me if any questions arise.