

HOUSTON COMMUNITY COLLEGE  
**BIOLOGY 2401 – ANATOMY & PHYSIOLOGY I**  
**CRN # 66532**

SPRING SEMESTER, 2011  
January 18, 2011 – March 11, 2011

**Dr. D. Grigsby, DC, JD, LLM**  
Contact Info: VIA Blackboard email only

**Professor:** Dr. D. Grigsby  
**Office:** Faculty Offices: Angela Morales Building  
**Office Hours and Days:** By appointment only.  
**Lab Days:** Wednesdays @ 2:00PM – 7:00PM & ONLINE  
**Lab Location:** Felix Morales Building Room 211  
**To Contact Instructor:**  
Email: BB/Vista system email only  
On Campus: See Natural Science Dept Assistant  
Phone: (713) 718-7056  
**To Contact Distance Education:**  
Phone: (713) 718-5275 Administrative/Technical Matters Only

**TEXTBOOK:**        **FUNDAMENTALS OF ANATOMY AND PHYSIOLOGY**, 8th Ed.,  
By Frederic H. Martini & Judi L. Nath, Benjamin Cummings, 2008.  
*\*\*Textbook may be obtained at SE or Central Bookstores.*

**LAB MANUAL:**    “**LabPaq # AP-1-1H**” - will contain all necessary lab supplies.  
*\*\*Order Online @ [www.LabPaq.com](http://www.LabPaq.com) or from Bookstore if you receive  
Financial Aid.*

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**COURSE DESCRIPTION:** “Anatomy and Physiology I” is the first of the two-part anatomy and physiology course. This course is designed to provide students with basic knowledge and understanding of human anatomy and physiology. Those students entering the allied health programs will find the material covered in this course to be essential. The required textbook and laboratory manual will provide information that the student will need to understand the complexity of human anatomy and physiology. We will be covering chapters 1-17 over the course of the semester. General Biology I (Biology 1406) is highly recommended as a prerequisite for this course. This course requires a basic understanding of biology, math, and chemistry.

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## **COMMUNICATION:**

We will communicate through the Blackboard/Vista course system emails ONLY. Do not use my college email for this course. Email inquiries will be checked and answered daily; however, I do not check email on Saturdays or Sundays – any emails generated on the weekend have no guarantee that they will be checked before Monday. I work off-campus during the day and evening; therefore, it might be normal that I only answer emails once daily – please be patient. Also keep in mind that you will see me every week in the laboratory on Wednesdays.

## **COURSE OBJECTIVES:**

*Generally...*

- ✓ To describe the principles of physiology and anatomy.
- ✓ To study the structure and function of human cells, tissues and organ systems, including integumentary, skeletal, muscular, and nervous systems.
- ✓ Describe the systems at all of the levels of organization, including chemical, cellular, tissue, organ, and systemic, and as they relate to the overall function of the human body.

## **COURSE INFORMATION:**

The course is an integration of 3 PARTS: a standard textbook, online course materials and an ONLINE Laboratory section. The online portion includes notes on material covered in the textbook. These notes are not designed to be a comprehensive review, but rather an overview of the material covered in the text with added insights provided by your instructor.

As a distance education student, you are ***required*** to attend the Laboratory sessions when scheduled: Wednesday 2pm – 7pm in Room 211 of the Felix Morales (FM) building at the SE-Campus. **Laboratory attendance is mandatory.** Save your questions so that we can discuss them in person at the Lab.

## **VERY IMPORTANT:**

You are part of an A&P1 Pilot Online Lab Program!

This course includes an ONLINE lab component which you must complete by using at home what is called a “**LabPaq # AP-1-1H**”. You will need to order your LabPaq to complete your lab assignments. You will order this in lieu of any Lab manual.

- If you are a Financial Aid recipient, you will order directly from the Bookstore.
- If you are NOT a Financial Aid recipient, you will order directly from the company online @ [www.LabPaq.com](http://www.LabPaq.com).

Keep your sales order number and be prepared to supply it to your instructor as proof of purchase of required course materials. LabPaqs are shipped from Denver, CO within one business day and delivered to most US locations within 3-5 days.

**The Lab Package (“LabPaq”) includes a Lab Manual, a model skeleton (over 3 feet tall) and many other lab supplies to complete the required assignments. You will receive instructions within the syllabus and within the BB course itself pertaining to when to start a lab and when to complete a lab, and when to fill out &/or submit the included lab report sheets in the lab manual for your grade. You must keep up with the emails and course calendar.**

**Benefits of this Online format? -- you do not have to come to campus each week, nor pay for gas/ parking/ day care, nor modify your work schedule. You are able to do the labs when you have time, provided you turn in reports as required.**

This is a new approach to the A&P labs, so you should feel fortunate to be part of the excitement!

**We will meet for the 1<sup>st</sup> Lab on Wednesday, January 19<sup>th</sup> at 2pm in FM 211.**

**Attendance will be taken, and is mandatory.** Your remaining lab schedule will be disseminated at that time. We will also go through the materials found in the LabPaq; so, if you have any questions about what can be found in the box, please bring those materials to class on January 19<sup>th</sup> @ 2pm.

### **LECTURE (TEXTBOOK) EXAMS:**

Four (4) online exams will be given during the semester on the material presented in the textbook and in the online materials. All material *assigned*, covered or not, is fair game for the exams. Each lecture exam will include various question-types, including multiple-choice, matching, true and false, fill in the blanks, labeling and/or short essay questions.

Each exam will be worth 100 pts. Students **MUST** take all four exams, and **the final exam is mandatory**. The exam with lowest score will be dropped for calculation of your final grade. That means that in the end you will still have **THREE (3)** exam grades included in your average. If you miss one exam, it will be counted as the dropped exam. If a second exam is missed, the student will receive a zero that will be included in the average. **The average of these grades will constitute 75% of your final grade for the course.** Check the course Weekly Schedule below for the exam dates. The weekly schedule below outlines the *tentative* course schedule. It is your responsibility to check the calendar, review the online information and note any meeting or testing dates shown there.

**PLEASE BE ADVISED THAT NO MAKEUP EXAMS OR TERM PAPER OR ANY OTHER BONUS WILL BE GIVEN FOR A POOR OR MISSED EXAM.**

**LABORATORY EXAMS:**

There will be a maximum of 2 Lab-Practical tests/quizzes. These laboratory tests cover the material presented in the laboratory manual and in the laboratory during the exercises. Students must complete and turn-in the labs assignments for each exercise as assigned. The **sum of the practical tests and the Lab exercises will constitute 25% of the final grade** for the course.

When a lab exam is missed, **NO MAKE-UP EXAMS WILL BE GIVEN**. If you miss a lab exam, you will receive a zero that will be used as one of the Labs grades. All material covered up to that point will be fair game for the tests. The lab schedule and the tests dates will be provided during the first laboratory session.

**ONLINE EXAM POLICIES:**

The course exams are conducted on-line via personal computer or at any HCCS Computer Laboratory within a specified time frame. Please allow adequate time to complete your exam and to resolve any unanticipated personal computer or networking problems. Any exam that is not completed on time will be considered a missed exam. Missed exams will be graded as zero, and there are no makeup exam opportunities for missed online exams.

If your personal computer has a history of technical or networking problems, it is highly recommended that you plan to use an HCCS Computer Laboratory to complete your online exam. Online courses require students that are capable of budgeting time efficiently and managing the exam time limit wisely.

Please note that **poor planning, personal computer or networking problems are unacceptable excuses for missed online exams**. In fairness to other students, any missed exams will be counted as 0 points, meaning that when computing your final grade, missed exam points (0 out of 100 available points) will be averaged into your other grades. A grade of zero will greatly jeopardize your final grade and may cause you to get an undesirable grade or fail the entire course.

*To reiterate...*

PLEASE BE ADVISED THAT ALL STUDENTS WILL RECEIVE A GRADE OF ZERO FOR MISSED ONLINE EXAMS.

TECHNICAL PROBLEMS ARE NOT AN ACCEPTABLE EXCUSE FOR MISSED ONLINE EXAMS.

### **HCC POLICY STATEMENT: INTERNET OUTAGE POLICY**

- ✓ If your professor experiences an Internet service outage or a power outage that significantly affects the timing of distributing on-line assignments, or in any way appreciably hinders the professor in communicating with students, adjustments to due dates and/or grades will be made appropriately.
- ✓ If there is any official notification from HCCS concerning downtime of the BB Internet course server that would affect distributing assignments, or in any way appreciably hinders the professor in communicating with students, adjustments to due dates and/or grades will be made appropriately.
- ✓ This policy pertains only to the PROFESSOR'S Internet Service or to HCCS's Internet course servers, NOT THE STUDENTS' computers or Internet access.
- ✓ No one at HCCS can verify outages at student sites and **student access is not the responsibility of HCCS** or the professors. **Students are responsible** for making sure that they have continuous, reliable Internet access in order to complete this course.

### **GRADE COMPUTATION:**

Grades will be based on percentages of points earned by the student.

4 Exam grades, worth 100 points each will contribute 75% of students' grades.

Lab materials (practical exams, pre-labs, reports) will constitute 25% of students' grades.

SCALE:

A = 90 – 100%  
B = 80 – 89.5%  
C = 70 – 79.5%  
D = 60 – 69.5%  
F = Below 60%

**\* TENTATIVE WEEKLY LECTURE/TEXT EXAM SCHEDULE:**

<b>Weeks</b>	<b>Lecture Exams</b>	<b>Chapters</b>	<b>Online Exams</b>
<b>1-2</b>	<b>Exam – 1</b>	<b>1 - 5</b>	<b>January 28 – 30</b> Friday 10:00AM – Sunday 2:00PM
<b>3-4</b>	<b>Exam – 2</b>	<b>6 - 9</b>	<b>February 11 – 13</b> Friday 10:00AM – Sunday 2:00PM
<b>5-6</b>	<b>Exam – 3</b>	<b>10 - 13</b>	<b>February 25 – 27</b> Friday 10:00AM – Sunday 2:00PM
<b>7-8</b>	<b>Exam – 4 (FINAL)</b>	<b>14 - 17</b>	<b>March 10 – 12</b> Thursday 8:00AM – Saturday 4:00PM

*\*\*The instructor reserves the right to make changes to this syllabus as required.*

## **BLACKBOARD STUDENT USER ID**

The system web address is: [www.hccs.blackboard.com](http://www.hccs.blackboard.com) . It can also be access via the HCC homepage under the “Blackboard” or “DE” portals.

Your DE Student User ID is your HCC User ID (commonly your “W” number).

If you do not know your User ID you can look it up by visiting the HCC home page:

- From [www.hccs.edu](http://www.hccs.edu), under the column “CONNECT”, click on the “[Student System Sign In](#)” link
- Then click on “Retrieve User ID” and follow the instructions.

...Or use the direct link below to access the Student Sign-In page:

<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

The default student password is “distance.” Students will then be prompted to change their password after their first login.

Please contact [desupport@hccs.edu](mailto:desupport@hccs.edu) for additional assistance with your log-in.

## **TIPS FOR NAVIGATING THROUGH THE INTERNET COURSE:**

- The HOMEPAGE has a tab for **Course content**, which is arranged as **Chapter notes**.
- Each chapter has a short **outline**, chapter **notes**, and a **PowerPoint** presentation for the material. For most chapters, there will be a **quiz** concept challenge, which is for your self-assessment only, and will not be graded.
- **Communications and Utilities:** With tools to communicate via email, check grades in “my grades” tool, and participate in chat sessions.
- **Calendar:** will have important listings by date, including assignments.
- **Class notes:** Notes can be accessed from here. These notes are important and may cover a few additional topics which are not in the textbook; therefore, it is important that you consistently reference these notes in preparation for the exams – you will be responsible for the material.

## **RULES & REGULATIONS:**

### **Adult behavior is expected in the lab and online in the virtual classroom.**

As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

### **Class attendance is mandated by the state.**

Students in DE courses must log in to their Blackboard class or they will be counted as absent. Just like in an on-campus class, your regular participation is required.

DE students who do not log in to their Blackboard class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the DE online orientation does **not** count as attendance.

## **HCC COURSE WITHDRAWAL POLICY**

Beginning Fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. As such, first time entering freshman **cannot obtain more than 6 total course withdrawals** throughout their educational career when pursuing a degree/certificate at a Texas public college or university. Students are encouraged to review the [HCC Drop Policy](#).

Additionally, students who repeat a course for a **third or more time** will be charged a tuition/fee increase of \$50 per credit/hour at HCC and other public Texas colleges and universities. PLEASE SEEK ASSISTANCE from your professors, tutors, and counselors prior to considering course withdrawal or if you are at risk of not passing.

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

An instructor will **no longer give a grade of “W”** to any student after the **official drop date**.



## HOW TO DROP

- If a student decides to withdraw from a class upon careful review of other options, **the student can withdraw online prior to the deadline through their [HCC Student Center](#).**
- HCC and/or **professors may withdraw** students for excessive absences **without notification.**
- **Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines.** Classes of other duration (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.

**Students who require reasonable accommodations for documented disabilities must call the SE Disability Services Office at (713) 718-7218 to make necessary arrangements.** Instructors are only authorized to provide accommodations requested by the Disability Support Services Office.

**HCC has instituted an Early Alert process by which your professor may "alert" you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.**

## **RESOURCES AVAILABLE TO YOU:**

- ✓ HCC provides FREE ONLINE TUTORING in writing, math, science, and other subjects. How to access AskOnline: Click on the Ask Online button in the upper right corner of the Blackboard course listings page. This directs students to the HCC AskOnline Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service. There will also be on-campus tutoring.
- ✓ As a DE student you have the same access to first-rate information resources that the HCC LIBRARIES make available to all HCC students. A special website pulls together all the tools DE students will need to get their research rolling. Visit [Library Resources](#) specifically for Distance Education students.

DE students, from within Blackboard, have access to a set of library FAQ's and instructional modules designed to introduce our off-campus students to HCC's wide variety of library resources. The self-paced material and accompanying quizzes are estimated to take 2-5 hours to complete. Helpful tutorial links and tip sheets are included that address specific library resources.

In order to sign-up for the material, students just need to go to::

<https://sites.google.com/site/empowersignup/>

and fill out the sign-up form. Students will have access to the material within 24 hours of form submission. Once a student has completed the material successfully, they will receive email notification, and the DE instructor noted on the student's sign-up will be notified as well.

You are also encouraged to sign up for helpful posts from the LibLine blog at::

<http://library.hccs.edu/Libline/>

✓ Re: Distance Education ADVISING AND COUNSELING Services::

Much DE student information can be found on the DE Student Services website: [de.hccs.edu](http://de.hccs.edu). Advising or counseling can be accomplished through our online request form [AskDECounseling](#). (This is the best and quickest way for students to get accurate assistance with DE registration, enrollment, advising, and counseling.)

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.

DE students are encouraged to become a fan of [DE on Facebook](#) and follow [DE on Twitter](#). These social networking sites can provide a sense of community for the online learner, as well as up-to-date information and announcements related to HCC and DE.