



**Anatomy & Physiology II /BIOL 2302  
Spring 2018 - Regular Semester**

**INSTRUCTOR CONTACT INFORMATION**

**Professor:** Dr. Nazanin Hebel

**Office:** Spring Branch; Suite 900P

**Email:** [Nazanin.hebel@hccs.edu](mailto:Nazanin.hebel@hccs.edu) (preferred mode of contact)

**Office phone/Voice Mail:** 713-718-5844

**Office Hours:** TBA (By appointment)

**COURSE INFORMATION**

**Course Title:** Anatomy & Physiology II

**Course (crn) #** 52995

**Credit Hours:** 3 SCH

**Contact Hours:** 96

**Mode of Instruction:** DE

**Days/Times:** ---

**COURSE OVERVIEW**

**Course Description:**

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, cardiovascular, immune, lymphatic, respiratory, digestive, (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

**Program Student Learning Outcomes (PSLOs) for the Biology Discipline**

1. Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
2. Will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication (may include successful completion of course-specific research project or case study module).
3. Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
4. Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

**Course Student Learning Outcomes (CSLOs):**

Completion of the specific Student Learning Outcomes listed below does NOT and will NOT guarantee the student any specific final course grade at the end of the semester!

1. Use anatomical terminology to identify and describe locations of major organs of each system covered.
2. Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.
3. Describe the interdependency and interactions of the systems.
4. Explain contributions of organs and systems to the maintenance of homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

**In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs.**

**Note:**

\* This course consists of 2 parts: a standard textbook, and a web-enhanced online Distance Education course (CANVAS) accessible with a login and password. Students need to read the textbook. The web-enhanced portion provides notes on material covered in the text. These notes are not designed to be a comprehensive review, but an overview of the material covered in the text, and may be updated during the semester.

## GETTING READY

### Prerequisites:

Math 0106 or higher placement by testing, must be placed in college level reading.

### Co-requisites:

College-level reading (or take GUST 0342)

College-level writing (or take ENGL 0310/0349)

### Required Material:

#### Textbook:

Fundamentals of Anatomy & Physiology, Martini, Nath, Bartholomew

### Learning Web:

Helpful resources may be posted on the Learning web found at the following link: <http://learning.hccs.edu/faculty/>

### CANVAS:

Assignments may be posted online on CANVAS found at the following link: <https://eagleonline.hccs.edu/>

### Optional Materials or Reference Texts:

\* Lab study page: [hccs.edu/biologylabs](http://hccs.edu/biologylabs)

\* OpenStax Online open source: <https://openstax.org/details/anatomy-and-physiology>

\* Self-study: [http://wps.aw.com/bc\\_martini\\_fap\\_8\\_oa/93/23991/6141951.cw/-/t/index.html](http://wps.aw.com/bc_martini_fap_8_oa/93/23991/6141951.cw/-/t/index.html)

## INSTRUCTOR GUIDELINES AND POLICIES

**Attendance:** You are expected to attend all lecture classes and labs regularly. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is monitored daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab).

For example:

For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" or "FX" in the course.

### Exams/Quizzes:

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\* **All** will be administered as **Paper-pencil closed book** exams @ HCC DE Testing Centers.

\* **4 exams (100 points each): 400 points**

\* **1 Departmental Comprehensive Final exam: 100 points**

- **Out of the 4 lecture exams, the lowest grade will be dropped. If you take all the exams, your lowest grade automatically becomes your drop grade. If you miss one exam only, it automatically becomes your dropped exam, but if you miss two exams, you get a zero in the second missed exam.**

**- IMPORTANT NOTE: The Final Exam will NOT be dropped!**

\*\*\* HCC DE Testing Centers:

#### **Friday:**

##### **Central Campus - San Jacinto Building**

1300 Holman - 1st Floor

Begin your exams between 4:00pm - 9:00pm

**Last Admit 7:00 pm**

#### **Saturday:**

##### **Spring Branch Campus**

1010 W. Sam Houston Pkwy N (600 area)

Begin your exams between 10:00am - 3:00pm

**Last Admit 1:00 pm**

**Sunday:****Eastside Campus**

6815 Rustic (Workforce Building)

Begin your exams between 10:00am - 3:00pm

**Last Admit 1:00 pm****Make-up Exams:****\* No make-up exams.**

\* If you have a **conflict** that prevents you from taking some of the exams, please **let me know ahead of time**, and you may take it **"before" the actual exam date** in one of **my classrooms (Spring Branch, Katy, or Alief depending on date and time)**.

**Extra Credit (10 points total)**

Research paper OR a STEM/TriBeta event. The details will be given as we start the semester.

**Grade Computation:**

A= 360-400

B= 320-359

C= 280-319

D= 240-279

F= Below 240

\* For a final grade computation, add up all the points you have received in the course and divide it by 400, and then multiply it by 100. That is your final average in the class.

**LETTER GRADE ASSIGNMENT:**

| <b>Grading Scale</b>                      | <b>Points per semester hour</b> |
|-------------------------------------------|---------------------------------|
| <b>A = 100- 90</b>                        | <b>4</b>                        |
| <b>B = 89 - 80</b>                        | <b>3</b>                        |
| <b>C = 79 - 70</b>                        | <b>2</b>                        |
| <b>D = 69 - 60</b>                        | <b>1</b>                        |
| <b>F = 59 and below</b>                   | <b>0</b>                        |
| <b>FX (Failure due to non-attendance)</b> | <b>0</b>                        |
| <b>IP (In Progress)</b>                   | <b>0</b>                        |
| <b>W (Withdrawn)</b>                      | <b>0</b>                        |
| <b>I (Incomplete)</b>                     | <b>0</b>                        |

**IN CLASS TECHNOLOGY (Cell Phones, Laptops, etc.)**

All phones and beepers must be turned off or be in silent (courtesy) mode. Please do not text or access you phone during class time or in the laboratory. You may not leave the room during a test to answer a phone call. Should this occur your test will be taken up immediately. I will allow the use of laptops in class, but only if you are using them for note taking purposes. The use of computers in class for email, Facebook or any other purposes beyond appropriate course work is strictly prohibited.

**INSTRUCTORS'S ASSURANCE**

Instructor will return all email correspondence (if you email me, please include your name and what class you are in) within a 48-hour period Monday through Friday. All exams/quizzes will be graded and scores given within a week of the exam date. Instructor will provide students with opportunity to review and discuss their exams.

**QUESTIONS/PROBLEMS:** Please make sure that if you have any questions or problems at any time, that you first contact me as soon as possible. The worst thing you can do is wait to contact me or to not take advantage of the resources available to you. By taking an active part in your education, you will make your academic experience much more rewarding and exciting!

### **EGLS3 (Evaluation for Greater Learning Student Survey System)**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, 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 department chairs for continual improvement of instruction. Go to [www.hccs.edu/egls3](http://www.hccs.edu/egls3) for more info.

### **REPEATING COURSES (THREE-PEAT RULE)**

As a result of recent Texas legislative changes, please be advised that HCC is charging additional tuition for students who enroll in the same class three or more times at HCC. While it is the hope of HCC that students will be successful in their first attempt at classes, we realize that life demands, academic struggles, and other issues may result in students needing to take the same class more than once. Speaking with an advisor will help you develop student success skills, improving your overall academic performance. If a student repeats a course in which a grade (A-F) has been received, the highest grade received at HCC is the permanent grade for the course and will be used in computing the GPA. All grades earned in a given course will be reflected on the transcript. Other colleges may compute the GPA differently than HCC.

### **COURSE WITHDRAWALS (6-Drop Rule)**

Students must withdraw by the withdrawal deadline in order to receive a "W" on a transcript. Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online Academic Calendar, any HCC Registration Office, or any HCC advisor to determine class withdrawal deadlines.

Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. It is your responsibility to withdraw officially from a class and prevent an "F" from appearing on your transcript.

Senate Bill 1231 limits the number of W's a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6-course total. Withdrawals for certain circumstances beyond the students control may not be counted toward the 6-drop limit. In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid.

### **IMPORTANT DATES:**

|            |                                                    |
|------------|----------------------------------------------------|
| January 16 | First day of class                                 |
| January 31 | Attendance approval deadline                       |
| April 3    | Last Day for Administrative and Student Withdrawal |
| May 4-6    | Final Exam                                         |
| May 13     | Grades available to students                       |

### **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 for any further question.

***Students are responsible for ensuring that they have been dropped from the course; otherwise, they will receive a grade of "F."***

### **HCCS IS COMMITTED TO YOUR SUCCESS**

#### **Early Intervention Program and Services:**

**Your success is our primary concern!** If you are experiencing challenges achieving your academic goals, please contact your instructor or an early intervention coach. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

#### **Tutoring**

HCCS provides free online tutoring for all HCC students. **Ask Online** was replaced by **Upswing**.

## **Counseling Services**

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues.

## **ADDITIONAL INSTRUCTOR AND INSTITUTIONAL POLICIES**

### **ACADEMIC INTEGRITY**

This instructor is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity.

### **STUDENT BEHAVIOR EXPECTATIONS**

Students are expected to conduct themselves appropriately while on College property or in an online environment. The instructor would institute established HCCS disciplinary action. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom. Please refer to the HCC Student Handbook.

### **AMERICANS WITH DISABILITIES ACT STATEMENT**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

### **HCC Policy on recording devices:**

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

### **COMPUTER VIRUS PROTECTION**

Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping backup copies is extremely important.

### **EQUAL OPPORTUNITY STATEMENT**

It is the policy of the HCCS to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability.

### **FERPA**

The academic, financial and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without your written authorization. Further information regarding Student Records and FERPA can be found at: <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

## 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.

Log in to: [www.edurisksolutions.org](http://www.edurisksolutions.org). Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.

*Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:*

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

(713) 718-8271

Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

### CAMPUS CARRY Statement and Website:

"At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>."

**TENTATIVE INSTRUCTIONAL OUTLINE: This is a suggested study schedule. For exam dates, please check the calendar on CANVAS!**

I reserve the right to change the instructional outline if needed. Students will be informed in a timely manner of changes.

| Weeks | Chapters covered   | Assignments/Exams                                                      |
|-------|--------------------|------------------------------------------------------------------------|
| 1     | Chapters 18 and 19 | Study Chapters 18 and 19                                               |
| 2     | Chapters 19 and 20 | Study Chapters 19 and 20                                               |
| 3     | Chapters 20 and 21 | Study Chapter 20; Review Chapters 18, 19                               |
| 4     | Chapters 21 and 22 | Study Chapters 21 and 22                                               |
| 5     |                    | Review Chapters 18-20<br><b>Exam 1 (Chapters 18, 19, 20) In-Person</b> |
| 6     | Chapters 23 and 24 | Study Chapters 23, 24                                                  |
| 7     | Chapters 24 and 25 | Study Chapters 24 and 25; Review Chapters 21, 22, 23                   |
| 8     |                    | Review Chapters 21-23<br><b>Exam 2 (Chapters 21, 22, 23) In-Person</b> |
| 9     | Chapters 26 and 27 | Study Chapters 26 and 27                                               |
| 10    | Chapters 27 and 28 | Study Chapters 27 and 28; Review Chapters 24, 25<br>Study for exam 3   |
| 11    |                    | <b>Exam 3 (Chapters 24, 25, 26) In-Person</b>                          |
| 12    | Chapters 28 and 29 | Study Chapters 28, 29; Review Chapters 26, 27<br>Study for exam 4      |
| 13    |                    | <b>Exam 4 (Chapters 27, 28, 29) In-Person</b>                          |
| 14    | Final Exam Review  | Study for Final Exam!                                                  |
| 15    |                    | <b>Comprehensive Departmental Mandatory Final Exam In-Person</b>       |