BIOL 2302 – Anatomy & Physiology II (Lecture)  
CRN (38636) – Fall 2017

Instructor: Dr. Sedigheh Heydari

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By: Theresa Bidle, Valerie O'Loughlin, and Michael McKinley

Online Assignment: Pearson mastering Course Id: MAPHEYDARI30654  
http://connect.mheducation.com Course Title: Biology 2302 (38636)  
Anatomy & Physiology Kenneth Saladin 7  

Course Description
Topics studied here are the structure and function endocrine systems, cardiovascular system, immune system, respiratory system, urinary system, digestive and reproductive systems. The objective of this course is to give the students the basic knowledge of human anatomy and physiology, especially those entering applied health sciences.

Prerequisites  
BIOL 2401 is prerequisite for this course.
Course Goal
This course is designed to impart a basic knowledge of Human Body, its organ systems and their function to students who intend to do major in some aspects of life sciences.

Student Learning Outcomes
Learning Outcomes describe what you should be able to do after you finish the course, thereby achieving the Course Goal.

1. Students will be able to analyze the circulatory systems (including lymphatic and immune systems) and their components.
2. Students will be able to understand hormonal control of body systems and homeostasis.
3. Students will be able to analyze the histology; gross anatomy and the physiology of the respiratory and urinary systems applying the structural and physiological linkage of these systems with the cardiovascular system.
4. Students will be able to analyze, understand and explain the structure and function of the digestive system correlating it with metabolism.
5. Students will be able to analyze and evaluate the structure, function and regulation of the reproductive system.
6. Students will be able to apply the knowledge gained in lab utilizing anatomical models and physiology experiments.
7. Students will utilize online interactive evaluation tools to gauge their understanding of key anatomical and physiological concepts prior to lecture/examinations/quizzes where applicable.
8.

Instructional Methods:

BIOL 2302 is a required course for most of the health science related professions. As an instructor, I want my students to be successful. My purpose in this class is to act as your guide through this subject material. I also must make sure that your grade in this class indicates your mastery of the subject material required by this college. I am not here to spoon-feed you. It takes approximately 2-3 hours of study time for each hour of class time to master the material. As a student, it is your responsibility to read the textbook, submit assignments online or in person as required by the instructor on the due dates. Study for the exams, attend labs, participate in classroom activities, and enjoy yourself while studying the course materials. As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text and other assigned readings.
Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/16/2016</td>
<td>Syllabus, Endocrine</td>
<td>18</td>
</tr>
<tr>
<td>09/23/2016</td>
<td>Blood, The Heart</td>
<td>19, 20</td>
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<tr>
<td>09/30/2016</td>
<td>Lymphatic system</td>
<td>21</td>
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<tr>
<td>10/07/2016</td>
<td>Exam 1, Blood Vessels and Circulation</td>
<td>22 (18, 19, 20)</td>
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<tr>
<td>10/14/2016</td>
<td>Respiratory system</td>
<td>23</td>
</tr>
<tr>
<td>10/21/2016</td>
<td>Digestive system</td>
<td>24</td>
</tr>
<tr>
<td>10/28/2016</td>
<td>Exam 2, Metabolism and Energetic</td>
<td>(21, 22, 23) 25</td>
</tr>
<tr>
<td>11/04/2016</td>
<td>Urinary system</td>
<td>26</td>
</tr>
<tr>
<td>11/11/2016</td>
<td>Fluid and electrolyte balance</td>
<td>27</td>
</tr>
<tr>
<td>11/18/2016</td>
<td>Exam 3</td>
<td>(24, 25, 26)</td>
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<td>11/25/2016</td>
<td>Thanksgiving Holiday</td>
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<tr>
<td>12/02/2016</td>
<td>The Reproductive System</td>
<td>28</td>
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<tr>
<td>12/09/2017</td>
<td>Exam 4</td>
<td>(27, 28)</td>
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<tr>
<td>12/16/2017</td>
<td>Departmental Final Exam( comprehensive)</td>
<td>(18-28)</td>
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Note: This Schedule is tentative and subject to change as per progress of the course. Instructor’s decision is final in this regard.

Student Assignments

Students should refer to the Course Outline and Course Calendar.

Student Assessments

Assessments will include hands-on assignments with corresponding questions concerning the pertinent chapters. Refer to Course Requirements, Grading Scale, and Grading Criteria for more information.

Learning Method

- Reading course textbook
- Lecture PowerPoint
- Lecture attendance
- Interactive exercises
- Case studies or articles (built in course online)

Resources
- Textbook
- Textbook-related Internet resources
- Literature searches

**Evaluation**

- Exams
- Class participation exercises, articles
- Quizzes

**Instructor Requirements:**

As your instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explain how student grades are to be derived
- Facilitate an effective learning environment through class labs, lectures, power points, reviews, and other materials
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

**Student’s Responsibilities**

- Read assigned chapter materials in textbook, chapter outline before class, define unknown terms and come well prepared to ask questions if you have any.
- Attend all classes, pay close attention to instructions given by the instructor, follow procedures and participate to the fullest extent
- Students should not study just the night before the exam, rather, plan to study a certain amount of time each day to achieve academic success.

**Exams and Make-up Policy**

Examinations will consist of **four regular exams (drop the lowest)**, a comprehensive final. Make-up exams will not be given, so make every effort to take the exams on their scheduled dates. In the event that you **must** miss a regular exam, I will count the grade made on the final exam as the grade for the missed exam (for one missed exam only), and calculate the final course grade accordingly. Please note: All students are required to take the final (no student can be exempted). Review sheet for exams are given and the instructor will highlight the important parts of the covered course during her deliberations in lectures.

**Instructional Strategies**
Instructional strategies will include classroom lectures, hands-on practice sessions, case studies, and Internet access.

The required textbook for this course are sold at the HCC Bookstores and may also be available at Majors Medical Book Store. Supplemental handouts may be expected by the instructor. Numerous reference books are available in the Library.

**Study Strategies for Students**

- Each unit of instruction will be accompanied by a set of learning objectives. Students, who demonstrate a thorough knowledge of the learning objectives, should score well on written exams.
- Students should not wait until the night before an exam to study. Studies have shown that students who study a certain amount each day are more likely to be successful. It is recommended that students read assigned materials before coming to lab, define unknown terms and prepare questions to ask the instructor during the lecture. Often, study questions will be given. These study questions are an excellent source of study material.
- Tutoring is available to all students for contents and labs in a course. It is the student's responsibility to fill out a request form and/or contact the tutorial department to schedule tutoring. It is imperative that students request tutoring as soon as the need develops. Do not wait until the last minute to begin needed work. Tutoring for lecture or lab will be scheduled outside of regular class meetings.
- Only HCC E-mail is a good aid for asking questions both of the instructor and other students in the class. Do not hesitate to use it. Various other methods to improve study are professional journals located in the library. Consult with the librarian on their use.

**Disability Notification:**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at their respective college at the beginning of each semester. Faculties are authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact the Disability Counselor at your college or the District Disability Office at 713-718-5165. Contact Mr. Lorenzo Walker, Coleman College ADA counselor, at 713-718-7082.

**Academic Honesty**
• Plagiarism, cheating, and other forms of academic dishonesty are not only violations of the college system and the rules of this class, but are unethical and unprofessional. Students engaging in any form of academic dishonesty are subject to immediate dismissal from the program. You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. 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, using cell phone or any electrical devises;
  • Using materials not authorized by the person giving the test;
  • Collaborating with another student during a test without authorization;
  • Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
  • Bribing another person to obtain a test that is to be administered.

**Plagiarism** means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

**Collusion** mean 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).

**Student Attendance, Repeat Course Fee, Withdrawals:**

• Students will be dropped from any A & P course for excessive absences. Absences in excess of 12.5% of the hours of instruction are considered excessive.

• Students will be dropped from any A & P course for excessive tardiness. Ten minutes late for class will be considered tardy. Three tardies will count as one absence. Leaving class early without prior notification will be considered as absent time and will be noted.

• Students are advised to communicate with the instructor about absences and tardies. **Call to inform the instructor of unexpected absences or tardies.** If a student knows in advance that they will be late or absent, they should notify the instructor in writing one week in advance. Excused absences may be given if the student notifies the instructor in advance and if the student provides appropriate documentation to explain the absence. Students are responsible for material missed because of absences. It is the student's responsibility to schedule all makeup work. In the event of bad weather, the student is advised to listen to local radio or television stations for information about school closure.

**Repeat Course Fee**
The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

**Class Rules: Withdrawals**

Students are responsible for officially withdrawing from the class. You are suggested to visit the HCC website to find the exact timing

- Students who fail to withdraw from a class before the assigned date and remain absent from the class will receive a grade of ‘F’. It is further, suggested that if you plan to withdraw must start the process at least two-three days ahead of last date mentioned above.
- I urge any student who is contemplating withdrawing from the class to see me! You may be doing better than you think. Either way, I want to be accessible and supportive. I do not believe in "weed out" classes, and I consider you to be much more than just a name or a number! If you need assistance, I'm here for help.
- **Students should check HCC’s Academic Calendar by Term for drop/withdrawal dates and deadlines. Student may also check the course syllabus for the withdrawal date.**
- **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 Service Center:**

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

**Course Withdrawals-First Time Freshmen Students-Fall 2007 and Later**

Under Section 51.907 of the Texas Education Code “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than SIX total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

**Classroom Behavior**
Turn cell phones off and pagers to vibrate mode during class. No electronic devices for recording the lecture are allowed in the classroom. Attend to all personal business before the start of class (students will not be allowed to leave the classroom during a test). Do not work on assignments or other course work during class. Conflicts should be brought to the attention of the instructor as soon as possible.

**HCC Student Services Information**

Early alert: HCC has instituted an Early Alert process by which your professor will “alert” you through written contact actions and through counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

**Grading**

Your instructor will conduct quizzes, exams, class work, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class.

**Course Evaluation/Grade Computation:**

i. 4 Lecture Exams 300 Points (drop the lowest)

ii. Online A&P Mastering assignment 100 Points

iii. Departmental Final (comprehensive) 100 Points

**Grading Scale:**

A: 90-100%

B: 80-89%

C: 70-79%

D: 60-69%

F: 59% or below
HCC Policy Statements

Access Student Services Policies on their Web site: http://hccs.edu/student-rights

The following are two important statements that should be considered:

1. Campus Carry Statement- 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/.

2. Essential Needs Statement- Any student who may be facing challenges in affording or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is encouraged to contact the Dean of Students Services for support. Additionally, please notify your professor (me) if you are comfortable in doing so. This will enable me to provide you with guidance on resources that I am aware of relating to essential needs.