



HOUSTON COMMUNITY COLLEGE  
**BIOLOGY 2401 – ANATOMY & PHYSIOLOGY I**  
**CRN # 85917**

SPRING 1<sup>st</sup> 16-WEEKS SEMESTER, 2016

January 19, 2016 – May 15, 2016

**Dr. Susan K. Grigsby**

Contact Info: VIA Eagle Online email / 713-718-7149 = Office Contact #

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**Office Hours and Days:** Tuesdays by email appointment.  
**Lab Days:** ONLINE  
**Lab Location:** ONLINE via Eagle portal  
**To Contact Distance Education:**  
Phone: (713) 718-5275 Administrative/Technical Matters



**TEXTBOOK:** FUNDAMENTALS OF ANATOMY AND PHYSIOLOGY, 10<sup>th</sup> Ed., By Martini, Nath & Bartholomew, Pearson/Benjamin Cummings, 2015.

*\*\*Textbook may be obtained at Central & SE-Bookstores.*

**ONLINE HW SITE:** [www.PearsonMastering.com](http://www.PearsonMastering.com) Your personalized student access code for this site is stocked bundled with your text, or you can buy it separately from the Bookstore(s), or you can purchase it online directly from the website. **\*\*ALL EXAMS TAKEN AT THE DE TESTING SITES.** <http://www.hccs.edu/online/student-services/testing-locations/>

**ONLINE LAB MANUAL:** AP Revealed 3.0 (APR3) from **McGraw-Hill Publishing** – do not buy any other lab book from the bookstore. **Just the APR3!** The info for you from the Publisher is as follows:

**THERE ARE 2 CHOICES FOR PURCHASE:** Online Access Code only, or APR3 Workbook in a Combo w/ the Access Code.

ISBN 9780077905910

**Access Code Choice:**

If you do not want a Workbook, then you can go directly to the APR site at [www.mhhe.com/sem/apr](http://www.mhhe.com/sem/apr), click on **version 3**, then **student access**, then **‘register as student’**, and you’ll be given the chance to buy access online right there (or enter the code if Combo

purchased from bookstore). **Online cost is \$50 for two years of access, but does not come with a workbook.**

(I prefer having the workbook, but it won't be necessary to do the lab work required. You can also search to purchase the workbook if you want it too.)

**\*\*PLEASE attain the resources by the time class begins – this is a SHORT 16-week course, and leaving the gate late will put you at a serious disadvantage with respect to the information & the (incessant) testing schedule.**

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**\*\*OVERALL COURSE DESIGN:** This course is largely self-paced, as it is designed for your success over a short time frame. You are responsible for learning the information presented in the 1<sup>st</sup> 17 chapters of your text, over which you will be assessed in 4 different exam groups spaced at monthly intervals. I will open the information/work for each exam, and then corresponding exam, for a defined time period. You are to complete the respective material (including any applicable HW or assignments, etc.), and then complete the associated “Lecture” exam(s), all on your own time schedule during that defined period. This design is such so that in this short 16-week course, you can be sure to complete your learning and mastery of the material.

*This also means that the deadlines are firm – please make your plans accordingly.*

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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.

Lecture (online) Hours: 3      Credit Hours: 4      Lab Hours: 3      Total Course Contact Hours: 96

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**COMMUNICATION:**

When you access the course, please **always check the Professor Announcements** forum link – the most up-to-date info will be posted there, and **you are responsible** for it. You are also responsible for all information that will come in the syllabus – to be posted on the home page of the course.

We will communicate through emails ONLY, using the email address in quickmail. Do not use my HCCS email for this course. Email inquiries will be checked and answered once 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. It might be normal that I only answer emails once daily – please be patient.

**COURSE OBJECTIVES:**

*Generally...*

- ✓ Students will be able to understand and apply the principals of homeostasis and the importance of feedback loops.
- ✓ Students will be able to evaluate information and make conclusions based on their knowledge of membrane transport.
- ✓ Students will be able to apply their knowledge of muscle structure to explain how muscles function.
- ✓ Students will be able to apply their knowledge to the structure of the skeletal system to its functions.
- ✓ Students will be able to understand and apply their knowledge of changes in polarity on membrane potential.
- ✓ Students will be able to apply and demonstrate their knowledge concerning reflex arcs.
- ✓ Students will be able to apply the knowledge gained in lab utilizing anatomical models, physiological experiments, histological slides and the compound light microscope.
- ✓ Students will utilize online interactive evaluation tools to gauge their understanding of key anatomical and physiological concepts prior to lecture/examinations/quizzes where applicable.

**COURSE INFORMATION:**

The course is an integration of 3 PARTS: a standard Textbook, Online lecture course & HW 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.

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

Weeks	Chapters, HW & Quizzes, etc.	Lecture Exams	<u>Exams</u> DE Testing Center
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<b>1-2</b>	<b>1 - 5</b> <b>`Open Jan 19 – Feb 11</b>	<b>Exam – 1</b>	<b>Feb 12<sup>th</sup> –Feb 14<sup>th</sup></b>
<b>3-4</b>	<b>6 - 9</b> <b>`Open Feb 15<sup>th</sup> – Mar 10<sup>th</sup></b>	<b>Exam – 2</b>	<b>Mar 11<sup>th</sup> – Mar 13<sup>th</sup></b>
<b>5-6</b>	<b>10 - 13</b> <b>`Open Mar 14<sup>th</sup> – Apr 7<sup>th</sup></b>	<b>Exam – 3</b>	<b>Apr 8<sup>th</sup> – 10<sup>th</sup></b>
<b>7-8</b>	<b>14 - 17</b> <b>`Open Apr 11<sup>th</sup> – May 5<sup>th</sup></b>	<b>Exam – 4</b>	<b>May 6<sup>th</sup> -8<sup>th</sup></b> <b>Test online</b> <b>through mastering</b>
<b>Mar. 6-8</b>	<b>COMPREHENSIVE</b> <b>Chaps. 1-17</b>	<b>Comp Final</b> <b>IN-PERSON</b>	<b>At DE Testing Site</b> <b>– location(s) to be</b> <b>posted</b>

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

### **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 – **they are all mandatory**. If an exam is missed, the student will receive a zero that will be included in the average. **The average of these grades will constitute 50% 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 in-class and online information/announcements and note any meeting or testing updates.

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

**COMPREHENSIVE FINAL:** The HCC Science Discipline requires a System-wide Comprehensive Final for each course. You are required to take it in-class during the last week of the term. It will be **worth 10% of your final course grade.**

**LECTURE HW:** You will also be assigned regular assignments to complete on the PearsonMastering.com website. You may also be assigned miscellaneous assignments throughout the term. The average of any Lecture HW/assignments/quizzes given during the term **will constitute 10% of the final LECTURE grade** for the course.

### **LABORATORY PORTION:**

Students must complete and turn-in the labs assignments based upon use of the APR3 for each online exercise as assigned. The assignments will be posted on the home page of the EO online course OR via Professor Announcement. **The sum of the Lab assignments, including exercises & assessments as/when required, will constitute 30% of the final grade** for the course.

## **ONLINE EXAM POLICIES:**

*If you are unfamiliar with the workings of Eagle Online/Moodle and/or PearsonMastering, please take the tutorials and PRACTICE with the system(s) before your 1<sup>st</sup> exam, at which point it will be too late.*

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.

### **GRADE COMPUTATION:**

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

4 Exam grades, worth 100 points each will contribute 50% of students' grades.

Comp Final will constitute 10% of students' grades.

Lecture HW (PearsonMastering.com) will constitute 10% of students' grades.

Lab materials (APR3 Assignments + Specific Feedback) will constitute 30% of students' grades.

### **SCALE:**

A = 90 – 100%

B = 80 – 89.5%

C = 70 – 79.5%

D = 60 – 69.5%

F = Below 60%

\*\*A grade of "FX" is assigned to students who stop attending class but do not withdraw before the deadline; such grade is treated the exactly the same as a grade of "F" in terms of GPA, probation, suspension, academic progress, and Financial Aid.

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*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.

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### **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.

→ **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.**

→ **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.**

→ **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.

## **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 Eagle Online/Moodle 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 EAGLE ONLINE/MOODLE CLASS BEFORE THE FIRST FRIDAY 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 **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.

## **RESOURCES AVAILABLE TO YOU:**

- ✓ Biology Lab Study Pages – cover a variety of science topics, including AP.  
[www.hccs.edu/biologylabs](http://www.hccs.edu/biologylabs)
- ✓ HCC provides **FREE ONLINE TUTORING** 24 hours/day in writing, math, science, and other subjects. 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 in the Tutoring Assistance Center (TAC), located in FM 203.
- ✓ 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 also have access to a set of Library **“BEGIN RESEARCH”** 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 Library **“BEGIN RESEARCH”** material, students just need to go to:

[http://library.hccs.edu/begin\\_research](http://library.hccs.edu/begin_research)

Once a student has completed the material successfully by passing an Exit Quiz with a score of 70% or above, they will receive email notification and the DE instructor noted on the student's

sign-up will be notified as well. It generally takes a student 3-4 hours to completely go through the material and complete the included quizzes.

**\*\*COMPLETING THIS LIBRARY “BEGIN RESEARCH” MATERIAL WILL BE USEFUL TO YOU**

✓ Re: Distance Education Services::

The Distance Education Student Handbook contains policies and procedures unique to the DE student. **Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents.** The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars.

Refer to the DE Student Handbook by visiting this link: <http://de.hccs.edu/de/de-student-handbook>