

 **HOUSTON COMMUNITY COLLEGE (SOUTHEAST CAMPUS – FELIX FRAGA)**

#  Anatomy and Physiology Lab I BIOL 2101/CRN # 36553

**Instruction Mode: (In Person)**

**INSTRUCTOR CONTACT INFORMATION**

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| **Instructor:** | Tasha L. Metz, Ph.D. | **Office Phone:** | 713-718-7037 |
| **Office:**  | Angela Morales 101.39 | **Office Hours:** | By Appointment |
| **E-mail:**  | tasha.metz@hccs.edu |  |  |

**WELCOME TO**

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| --- | --- | --- | --- | --- |
| **Course Title: Anatomy and Physiology Lab I** |  |  | **Semester and Year:**  | FALL 2017 |
| **Course Prefix: BIOL 2101** |  |  | **Class Days & Times:** | M/W 12:30 – 1:50 pm |
| **Course Number: 36553** |  |  | **Room # :** | FFAC 320 (Fraga)  |
| **Credit Hours: 1** |  |  |  |  |

**COURSE OVERVIEW**

**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 concepts by written, oral, and /or visual communication. This may include successful completion if a course-specific research project or a 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 the collection, recording, quantitative measurement, analysis and reporting of scientific data.

**Course Description and Student Learning Outcomes (CSLOs)**

Anatomy and Physiology Lab I is the first part of a two course sequence. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses. Completion of the specific course 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. Apply appropriate safety and ethical standards.

2. Locate and identify anatomical structures.

3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.

4. Work collaboratively to perform experiments.

5. Demonstrate the steps involved in the scientific method.

6. Communicate results of scientific investigations, analyze data and formulate conclusions.

7. Use critical thinking and scientific problem-solving skills, including but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

**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. The specific requirements are listed below:**

**GETTING READY**

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

**Co-requisites:** None

**Required Materials:**

TEXTBOOKS:

 “Human Anatomy and Physiology I: Laboratory Manual (7th edition) (HCC Bookstore)

Authors: J. Wagle, S. Grigsby, R. Jain, M. Moussavi and P. Ward

**LEARNING WEB:** Syllabus and other relevant course information may be posted on the Learning web found at the following link: <http://learning.hccs.edu/faculty/>

**Other Materials and Resources:**

***Biology Lab Review Pages:*** <http://ctle.hccs.edu/biologylabs/index.html>You will get access to digital images, animations, and labeling exercises to review models, slides, and experiments that we cover in lab.

***STEM Website for students:*** [www.hccs.edu/district/students/stem](http://www.hccs.edu/district/students/stem) Great information on science clubs, seminars, symposium, research opportunities that are available to HCC students. Check back often- updated regularly.

***Tutoring:*** <https://hccs.upswing.io/> Get expert one-on-one help, Online or In Campus, specifically for HCC students.

**TENTATIVE INSTRUCTIONAL OUTLINE:** The Instructor reserves the right to change the instructional outline if needed. Students will be informed in a timely manner of any changes. *\*\*Chapters Keyed to McKinley text.*

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| Week | Dates | Topics to be Covered |
| 1  | 8/288/30 | NO CLASS – Cancelled due to inclement weatherNO CLASS – Cancelled due to inclement weather |
| 2 | 9/49/6 | NO CLASS – Labor Day and Cancelled due to inclement weatherNO CLASS – Cancelled due to inclement weather |
| 3 | 9/11 9/13 | OrientationLab 1 – Lab Safety and Procedures  |
| 4 | 9/18 9/20 | Lab 2 – Human Body Organization Lab 3 – Anatomical Terminology  |
| 5 | 9/259/27 | Lab 4 – The Microscope and Cell (A,B)Lab 4 – The Microscope and Cell (C) |
| 6 | 10/210/4 | Lab 5 – The Tissues (A,B)Lab 5 – The Tissues (C,D) |
| 7 | 10/910/11 | Lab 6 – The Integumentary System (A)Lab 6 – The Integumentary System (B) |
| 8 | 10/1610/18 | **Lab Exam 1 (1-6)**Lab 7 – The Skeletal System: Basic |
| 9 | 10/2310/25 | Lab 8 – The Skeletal System: Axial (A, B)Lab 8 – The Skeletal System: Axial (C) |
| 10 | 10/3011/1 | Lab 9 – The Skeletal System: Appendicular (Upper Body)Lab 9 – The Skeletal System: Appendicular (Lower Body) |
| 11 | 11/611/8 | Lab 10 – Joints (A)Lab 10 – Joints (B,C) |
| 12 | 11/1311/15 | Lab 11 – Muscles of the Body**Lab Exam 2 (7-11)** |
| 13 | 11/2011/22 | Lab 12 – Brain and Cranial Nerves (A)Lab 12 – Brain and Cranial Nerves (B) |
| 14 | 11/2711/29 | Lab 13 – The Spinal Cord, Spinal Nerves, and Spinal Reflexes(A)Lab 13 – The Spinal Cord, Spinal Nerves, and Spinal Reflexes(B) |
| 15 | 12/412/6 | Lab 14 – The General Senses Lab 15 – The Special Senses |
| 16 |  | **Lab Exam 3** **(12-15)** Wed.Dec. 13th @ 12:00 Pm  |

**IMPORTANT SEMESTER DATES:**

|  |  |
| --- | --- |
| September 11, 2017 | Classes begin |
| September 26, 2017 | Official day of Attendance Record\* |
| November 3, 2017 by 4:30 pm | Last day to withdraw |
| November 23‐24th | Thanksgiving Holiday – no class |
| December 8th | Last day of class |
| December 13th | Final exam |

**INSTRUCTOR GUIDELINES AND POLICIES**

**Attendance:** Attendance is mandated by the state. You are expected to attend the entirety of the scheduled lecture and lab classes. 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.

**Assignments:**

Pre-Lab Assignments will be due at the beginning of class and Lab Reports will be turned in at the completion of lab each week. Reading homework may be assigned. You are expected to read and take notes and be prepared to participate in class discussions. It is your responsibility to complete these assignments by the stated deadline. No late work will be accepted!

**Exams/Quizzes:**

There will be three lab practical exams worth 100 points each. Lab exams will cover content and techniques learned during the lab and will consist of fill in the blank and short answer questions. There will be no make-ups for lab practical exams. All lecture and lab exams will consist of questions that may include multiple choice, fill-in-the-blank, True-False, matching, and/or short answer questions. ***The final exam is mandatory!!!!*** **Exam policy:** ***1.*** Exams and quizzes will be given at the beginning of class time. After the first exam has been completed, submitted, and that student has left the room, no more exams will be passed out. After the last quiz is received, no other quizzes will be passed out. DON’T BE LATE TO AN EXAM OR QUIZ! ***2.*** Bring with you to class a 100 question scantron. Caution; there are many versions of scantrons, not all are the same. Make sure you bring the correct scantron. Those without will be sent to the bookstore to purchase one before they are given an exam.

**Make-up Exams/Quizzes:**

There are **no** makeup exams unless you can prove the following: you had to go to court, had an emergency, were in a car accident ***and*** ***you*** ***must*** ***provide*** ***documentation*** ***of*** ***these*** ***events*** ***to*** ***be*** ***excused.*** There will be no make-up allowed for quizzes. If you know you will miss an exam, **you** **must** **contact** **me** **in** **advance**; otherwise you must demonstrate one of the above reasons why you missed the exam. ***I must receive in writing your request for a make-up within 24 hours of the missed exam.*** Missed make-up exams will result in a zero; so once you make the appointment to make-up the exam, keep it! You cannot make-up the final exam.

**Supplemental Instruction:**

Supplemental instruction will be provided during the semester due to the time lost from HCC closure as a result of Hurricane Harvey. The Instructor reserves the right to modify the syllabus in accordance with Institutional guidelines on the nature of this supplemental instruction. Students will be notified promptly if any changes are made to the syllabus

**Extra Credit:** I do not assign extra credit in this class.

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

All phones 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 purpose beyond appropriate course work is strictly prohibited.

**BEHAVIOR AND ETIQUETTE:**

Unless the students are asked by the instructor to conduct discussions, talking is not allowed in lectures or labs. Communication among students during lab for group work is allowed with noise level kept to a low level. The instructor will ask a student who disturbs lectures/labs to leave the room, and be marked “absent” for the day.

**NO EATING OR DRINKING OR SMOKING IN LABORATORY:**

No food or drinks are allowed in the laboratory. In addition, no smoking is allowed.

**DRESS CODE:**

Covered footwear must be worn to ALL labs! A student who does not wear covered footwear may be asked to leave the lab, and be marked “absent” for the day.

**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!!

**Student Services Policies:** Access up-to-date Student Services Policies on their Web site:

<http://www.hccs.edu/district/students/student-handbook/>

**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](https://webmail.hccs.edu/owa/redir.aspx?C=Qn4naV07jUqU4Ug6JHhEjYA4RsgZ4dAIuO0C9y3S9ZH1xDI9PwKOKmfWFXqrkg5nrwTMtRmwwjI.&URL=http%3a%2f%2fwww.hccs.edu%2fegls3) for more information.

**Grade Determination:**

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| --- | --- | --- | --- |
| **Your grade will be determined by the following** | **Details** | **Points**(if applicable) | **Percent of Final Average** |
| Lab Exams | 3 Exams, 100 points each | 300 | 50% |
| Pre-Lab Assignments | 15 Pre-Labs due at the beginning of each lab, 10 points each | 150 | 25% |
| Lab Reports | 15 Lab Reports due at the end of lab, 10 points each | 150 | 25% |
| Total: | 600 | 100% |

**The HCC grading scale is:**

A = 90 – 100: …………………………………4 points per semester hour

B = 80 – 89: …………………………………….3 points per semester hour

C = 70 – 79: …………………………………….2 points per semester hour

D = 60 – 59: …………………………………….1 point per semester hour

59 and below = F……………………………..0 points per semester hour

IP (In Progress) ……………………………….0 points per semester hour

W(Withdrawn)………………………………..0 points per semester hour

I (Incomplete)………………………………….0 points per semester hour

AUD (Audit) …………………………………….0 points per semester hour

*IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP,” “COM” and “I” do not affect GPA.*

**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.

**HCCS IS COMMITTED TO YOUR SUCCESS!**

**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.

**Early Intervention Program and Services:**

**Tutoring**

HCCS provides free online and on campus tutoring for all HCC students. Go to <https://hccs.upswing.io/>

**Early Alert**

HCCS has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you are having trouble in a class because of excessive absences and/or poor academic performance.

**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. <http://learning.hccs.edu/programs/counseling>

**Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so.**

**Accommodations due to a qualified disability**

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/>

**AMERICANS WITH DISABILITIES ACT STATEMENT**

HCCS is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

If you require reasonable accommodations because of a physical, mental, or learning disability, please contact the Counseling Office to obtain the necessary information to request accommodations [http://www.hccs.edu/district/students/disability-services/ada-counselors/.](http://www.hccs.edu/district/students/disability-services/ada-counselors/)

Upon completion of this process, please notify your instructor as soon as possible and preferably before the end of the first two weeks of class to arrange for reasonable accommodations.

**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.

**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/

**HCC Policy Statement: Sexual Misconduct**

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

**HCC Online and/or Continuing Education Policies**

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website.

The HCC Online Student Handbook contains policies and procedures unique to the online 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 HCC Online 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 HCC Online Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

Access CE Policies on their Web site:

<http://www.hccs.edu/continuing-education/>

**HCC CAMPUS CARRY**

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/>

**FINAL EXAMINATIONS**

A final evaluation activity will occur during the published final evaluation period. The appropriate dean, director, or department chair must approve any variation to this schedule.

***DISCLAIMER:*** *It is your responsibility to read the syllabus in its entirety by the second class period and contact the Instructor if you have any questions and/or need clarifications.*