



Houston Community College- Spring Branch
Natural Sciences and Horticulture Division: Biology Department
Anatomy & Physiology 1 Lecture/Biol 2301/CRN 14394
Instruction Mode: In Person

INSTRUCTOR CONTACT INFORMATION

Instructor:	Andrea McDonald, PhD	Office Phone:	NA
Office:	N/A	Office Hours:	By appointment
E-mail:	andrea.mcdonald1@hccs.edu		

WELCOME TO

Course Title: Anatomy & Physiology I Lecture	Semester and Year: Fall 2018
Course Prefix: BIOL 2301	Class Days: MW
Course Number: 14394	Lecture Time: 6-7:20 PM
Credit Hours: 3	Lecture: Spring Branch Campus, Room 515

COURSE OVERVIEW

Course Description:

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. This course is intended to familiarize the health science majors with anatomy, morphology, and physiology at the cellular, tissue, and organ levels of the human body.

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. (This may include successful completion of 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 biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

Course Student Learning Outcomes (CSLOs) for (BIOL 2301)

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!

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

Core Objectives

BIOL 2301 fulfills the requirement for the Life and Physical Sciences Foundational Component Area of the Core Curriculum. Like other courses in this category, it focuses on describing, explaining, and predicting natural phenomena using the scientific method. It involves the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences. As such, it targets the following Core Objectives:

- **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal

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:

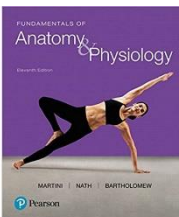
Students must be able to use basic computer skills, search the internet, upload and download files (word, PowerPoint, and pdf files), download specific software that may be necessary to utilize and view animations or videos that may be available in Eagle online as part of the instructional material. Also, student should be able to check and update their browser to ensure the functionality of the HCC Eagle online and all plugs that may be needed to utilize the online part of the hybrid course.

GETTING READY

Prerequisites and Co-requisites:

Math 0106 or higher placement by testing, must be placed in college level reading, ENG 1301 or Co-registered in ENGI1301

Textbook:



FUNDAMENTALS OF ANATOMY AND PHYSIOLOGY, 11 th Ed., By Martini, Nath & Bartholomew, Pearson/Benjamin Cummings, 2017. (see appropriate purple cover to left)

****Textbook may be obtained at NE, NW, SE-Bookstores. ISBN: 9781269897921**

MyLab & Mastering will be used in this course. Your newly purchased textbook comes with an” access code” that will be used in this course to access all your online quizzes, Exams, Homework and other assignments. If you already have a used textbook but not the access code, you will have the option to buy an access code upon log in into Canvas. You will only have to log in once into Mastering within Canvas using your access code, after the first log in, your canvas account will be linked to MyLab & Mastering and you will not need to log in again. Pearson Course ID: mcdonald38434.

Learning Web: The syllabus and other optional material may be posted on the Learning web at: <http://learning.hccs.edu/faculty/>

CANVAS: Assignments may be posted online on Eagle online CANVAS found at the following link: <http://eagleonline.hccs.edu> Your Username is same as your student ID number used for registration (For example: W0034567). Your default password is “distance”. Once you log-in, you should change the password.

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 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.

Week	Instructional outline and lecture		Mastering Assessments and Exam
1	8/27	Getting to know you, Introduction to the course and Syllabus Review	Read chapter 1
MODULE 1			
	8/29	Introduction to Anatomy & Physiology	Chapter 1 Test and Homework
2	9/5	The Chemical Level of Organization	Chapter 2 Test and Homework
3	9/10	The Cellular Level of Organization	Chapter 3 Test and Homework
	9/12	The Tissue Level of Organization	Chapter 4 Test and Homework
4	9/17	Review and lecture Activity	
	9/19	Exam 1	
MODULE 2			
5	9/24	The Integumentary System	Chapter 5 Test and Homework

		Presentation 1	
	9/26	Skeletal System: Bone and Bone Structure Presentation 2	Chapter 6 Test and Homework
6	10/1	Skeletal System: Axial Skeleton Presentation 3	Chapter 7 Test and Homework
	10/3	Skeletal System: Appendicular Skeleton Presentation 4	Chapter 8 Test and Homework
7	10/8	Review and lecture activity	
	10/10	Exam 2	
MODULE 3			
8	10/17	Joints Presentation 5	Chapter 9 Test and Homework
	10/15	Muscle Tissue Presentation 5	Chapter 10 Test and Homework
9	10/22	Muscular System Presentation 6	Chapter 11 Test and Homework
	10/24	Review and lecture activity	
10	10/29	Exam 3	
MODULE 4			
	10/31	Nervous Tissue Presentation 7	Chapter 12 Test and Homework
11	11/5	The Spinal Cord and Spinal Nervous Presentation 8	Chapter 13 Test and Homework
	11/7	The Brain and The Cranial Nervous Presentation 9	Chapter 14 Test and Homework
12	11/12	Sensory, motor, integrative system The Autonomic Nervous System Presentation 10 & 11	Chapter 15 Test and Homework Chapter 16 Test and Homework
	11/14	Review and lecture activity	
13	11/19	Exam 4 Thanksgiving Holiday	
MODULE 5			
14	11/26	The Special Senses Presentation 12	Chapter 16 Test and Homework
	11/28	Review	
15		Comprehensive Final	

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.
- For a 4 credit-hour lecture/lab course meeting 6 hour per week (96 hours of instruction), you can be dropped after 12 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:

There will be 5 lecture exams, as well as assignments and unannounced quizzes. All assignments or reports must be submitted on their due date unless instructed otherwise by the instructor. No make ups are allowed.

Make-up Exams/Quizzes:

There will be no make-up exams and final exams are mandatory. If you miss an exam, it will be considered as a dropped exam. If you miss an exam due to a medical or any other emergency, you must provide valid documentation. To make-up you're the exam, you will need to schedule an appointment a week before the exam date with your instructor.

Extra Credit: For 10 extra points, you can share interesting biology related information that you have obtained from media or conferences to the class. This information must be relevant to the class materials (Limit 2). **Notes:** All students are expected to take notes in class.

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

To avoid disruption in the classroom, electronic device must be set on silent mode. Cellular phones usages are not allowed during class period unless the instructor give permission. There will be a penalty for cell phone use in class. If any cell phone rings during class time **two points** will be subtracted for your grade. If the instructor cell phone rings in class, the entire class will receive two points toward their grade.

BEHAVIOR AND ETIQUETTE

All students at HCC are expected 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.

NO EATING OR DRINKING OR SMOKING IN LABORATORY: No food or drinks are allowed in the laboratory. In addition, no smoking is allowed.

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

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

DRESS CODE

Wear appropriate clothing always in the laboratory and during lecture, including gloves and safety glasses as advised by your instructor. Open toed shoes are prohibited.

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. For more information, go to <http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>.

Grade Determination:

Grade Determination:

All the exams will be considered towards final grade.

Five Lecture Exams	500pts
Chapter Test.....	150pts.
Chapter Homework.....	150pts
Group Presentation	100pts
Class Participation.....	100pts
Total possible points.....	1000pts

The HCC grading scale:

Letter grade Points Final average in percent

A 900 > 89.9

B 800 – 899 = 80 – 89.9

C 700 – 799 = 70 – 79.9

D 600 – 699 = 60 – 69.9

F < 600 < 60

W Withdrawn

I Incomplete

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. To help you avoid having to drop/withdraw from any class, contact your Online professor regarding your academic performance. You may also want to contact your Online counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). **It is the student responsibility to withdraw from the class prior to the deadline indicated on the HCC calendar. Fall 2018 semester: last day to withdraw is Nov 2, 2018.**

After the withdrawal deadline has passed, you will receive the grade that you would have earned. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an “F or FX”. It is the responsibility of the student to withdraw from the class; however, your professor reserves the right to withdraw you without your request due to excessive absences or poor academic performance. Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines.

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.

Tutoring

HCCS provides free online tutoring for all HCC students. Go to <http://www.hccs.edu/resources-for/currentstudents/tutoring/> or at <http://ctle3.hccs.edu/alltutoring/>.

Online Tutoring

HCCS provides free online tutoring for all HCC students. Go to www.hccs.upswing.io; log in instructions will be provided on the tutoring page homepage or at <http://ctle3.hccs.edu/alltutoring/>.

Student Services:

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

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.

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.

Counseling: <http://www.hccs.edu/support-services/counseling/>

Advising: <http://www.hccs.edu/support-services/advising/>

Support Services: <http://www.hccs.edu/support-services/>

Important Dates for Regular Start Semester:

Aug 27, 2018 Classes begin
Sep 10, 2018 Official Day of Record
Aug 24, 2018 Last day for 100% refund
Nov 02, 2018 Last day to withdraw

Holidays Schedule

Sep 03, 2018 Labor Day

Nov 22-24, 2018 Thanksgiving Holiday

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 at: <http://www.hccs.edu/online/class-orientation--handbook/>

Abusive language or disruptive behavior by a student(s) will not be tolerated. If such situations arise Campus security will be immediately notified, and the appropriate action taken. Within the DE class, such behavior in the chat room or by e-mail will result in a grade of (F) and the responsible party may be dropped from the class. All the activities in this class and between the students to be related to the subject, no advertisement of any kind allowed in the class, any inappropriate activities will be reported and will not be tolerated. Inappropriate comments toward other students or the professor will not be tolerated and will result in immediate action. Should a conflict of any kind arise during the session; all parties involved must come to the professor to look into the matter.

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. 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.

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/supportservices/disability-services/>

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.

Use of Cameras or 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.

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.

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 Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

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/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.

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/online/student-services/course-orientations/>

Inclement Weather and Hurricane statement:

“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.” The following link provides different resources that are available.

www.hccs.edu/harveystudentresources

College	Name/ Title	Phone	Email
Central	Jason Wilson, Dean Student Development	713.718.8084	Jason.wilson@hccs.edu
Coleman	Dr. Patricia Ugwu, Dean Student Development	713.718.7061	Patricia.ugwu@hccs.edu
Northeast	Dr. Kenneth Holden, Dean Student Development	713.718.8067	Kenneth.holden@hccs.edu
Northwest	Kathleen Anzivino, Dean Student Development	713.718.5691	kathleen.anzivino@hccs.edu
Southeast	Dr. Indra Pelaez, Dean Student Development	713.718.7005	Indra.pelaez@hccs.edu
Southwest	Matias Garza, Dean Student Development	713.718.7788	Matias.garza@hccs.edu