



**Division of Earth, Life & Natural Sciences  
Biology Department**

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

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**BIOL. 2301: Anatomy and Physiology I | Lecture | #16706**

Fall 2020 | 16 Weeks (01.19.2021-05.16.2021)

Online-WW-fully online

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor: Dr. Anna Koshy                      Office Phone: 713-718-5656

Email: [anna.koshy@hccs.edu](mailto:anna.koshy@hccs.edu) (or Canvas message) Voice mail-713-718-5659 (only in emergency)

Office: On Campus-not applicable this time-Central/Spring Branch.

Online Office Hours: MW-2-3.30 pm and TR-2-3.30 pm ( by appts.) M-R-6-7 pm by appts. Only.

HCC Email: [anna.koshy@hccs.edu](mailto:anna.koshy@hccs.edu)                      Office Location: 1300 Holman St. LHSB # 401

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

**Instructor's Preferred Method of Contact**

HCC Email: [anna.koshy@hccs.edu](mailto:anna.koshy@hccs.edu). HCC Office phone no. 713-718-5659 (when campus opens). I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages during the following week.

You can call my office number and I will answer the phone if I am in the office. If I am in class, in a meeting or on a campus visit, then I will return your call as soon as I see your missed call. Please remember that it is an office number, so keep your calls within office hours 9AM – 4PM.

## What's Exciting About This Course

You will learn so much about your life and living organisms. Do you know how the heart works? Are you male or female? What makes you male or female? How does your blood flow? How do you breathe? How do your kidneys eliminate waste? The course will look at how and why the body works the way it does. What happens? Anatomy and physiology is the study of life and living organisms. But what exactly does being ALIVE mean? What qualities make one a living organism? How do we stay alive? What processes help us stay alive? We will understand that Anatomy and Physiology are the opposite sides of the same biological coin.

**Anatomy**, provides a map of how a body is put together, human or animals.

**Physiology** is the instruction manual that explains how this miraculous machine works.

The information in this course will enable you to understand the life and living plus diseases and effects, as well as develop new habits to increase your personal success. You will use what you learn in this course; your knowledge will come in handy later in the course of your professional career.

## My Personal Welcome

Welcome to Anatomy and Physiology—I'm delighted that you have chosen this course! I am very passionate about the human body and how it works, and I can hardly wait to pass that knowledge and passion on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. This course is not an easy one but you can make it easier if you study from day one of the semester than wait for the 11th hour.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of the subject matter and its relationship to illnesses and health. So please visit me or contact me by email whenever you have a question.

## nextLearning (keep the modality of your class and delete the rest)

**Online Anytime -WW-** Students can take classes online at any time. These are traditional online classes and students never come to campus. Look for the code WW when reviewing the updated schedule.

**Online on a Schedule-WS** – Students can take classes online at the scheduled class time that they select when enrolling. Students never come to campus, but log into their class on the scheduled dates and times using our learning management system (Canvas).

## Prerequisites and/or Co-Requisites

BIOL. 2302 requires Anatomy and Physiology I (Biol. 2301)

If you have enrolled in this course having satisfied this prerequisite, you have a higher chance of success than students who have not done so. Please carefully read the repeater policy in the [HCCS Student Handbook](#).

**PREREQUISITES: General Biology-1 (1406) is required /recommended.**

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

**Co-requisites:**

**ATTENTION: Students** If your intention is to receive credit for Lecture and Lab, you will need to register for BOTH.

**For AP1:** You will need to register for Bio 2301 (Lecture) and Bio 2101 (Lab).

**For AP2:** You will need to register for Bio 2302 (Lecture) and Bio 2102 (Lab).

**For Microbiology:** You will need to register for Bio 2320 (Lecture) and Bio 2120 (Lab).

**Required Materials:** Text book, note book / binders, flash cards, Scantrons, # 2 pencils, erasers, sharpner, Stapler with pins, etc., ( Study guide is optional).

## Canvas Learning Management System

All Biology sections utilize [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities.

## Open Lab Locations

[HCCS Open Computer Lab locations](#) may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

## HCC Online Information and Policies

For online/hybrid students. As an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

## Scoring Rubrics, Sample Assignments, etc.

When applicable, look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

**Testing-Exams/Quizzes:** If the course is in online mode- you need/ must-have Respondus“Lockdown Brower-with Webcam” to use for exam online. **Students must/can download this free of cost. Contact early enough HCC Online student services for help on time** ( not previous night of your upcoming exams). You can use a Web cam already comes with many laptops or new computers but if you don't have, install the same way before your exams, or borrow & use a computer or laptop that has Webcam, with it.)

**For F2F course- Exams-** Green Scantrons and #2 pencils needed for all , if it's F2F course.

**HCC Learning Web: Detail syllabus and other optional materials , may be posted in Canvas course page modules as well as HCC online**

**in the Learning Web at: <http://learning.hccs.edu/faculty/anna.koshy>**

## Instructional Materials

### Required Resources

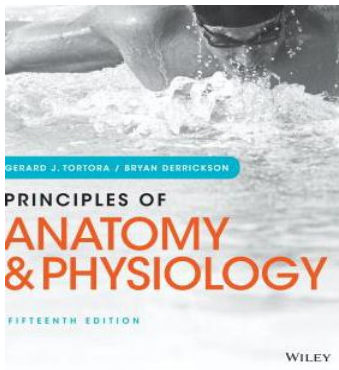
Web ex trainings/ meetings, Media gallery & Conference link may be used for WW and WS mode courses mostly as well for some F2F help when needed.

The textbook listed below is **required** for this course, depends on your college of enrollment and the list is provided below.

**LECTURE TEXTBOOKS: PRINCIPLES OF ANATOMY & PHYSIOLOGY- 15<sup>th</sup> Edition by Tortora & Derrickson. ISBN #978111642275. Same textbook for both AP-1 & 2 courses-Fall-2020 onwards.**

Loose leaf or hard bind are available.

### Instructional Materials Required Resources



**Title:** Principles of Anatomy & Physiology 15th Edition

**Print:** Loose Leaf (full title)

**Publishers:** Wiley

**ISBN: 9781119642275**

The class is inclusive access, so there is no need to purchase a text once you have already paid for your registration for this course. All course material will be available day 1 of class this semester. The book is online inside your Canvas shell.

#### **First day Inclusive Access Course Material- Information-**

☐ Please note that you do not need to purchase book or access code for this course as you have paid for your course materials including etext book access during registration. The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials.

☐ Students have the option to opt out of the program **prior to the Official day of Record**. Students who withdraw prior to the official day of record will have their course materials fee refunded within two day - two weeks after withdrawing.

☐ It is **NOT** recommended that you Opt-Out, as these materials are required to complete the course. If you do however choose to opt-out of these materials, you will not have access to the etext book through Canvas and you will be responsible for purchasing the course

materials at the full retail price. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. To Opt out, click on the First Day Inclusive Access LTI Link on your canvas shell, then click on the opt-out button and confirm. The HCC Bursars/Finance Department will credit your account in 2-14 days.

☐ If you withdraw prior to the official day of record, please opt out first so your account will be credited faster.

☐ Faculty, for more information about the HCC Textbook Savings program, contact our bookstore [sm515@bncollege.com](mailto:sm515@bncollege.com) or 713-528-0872.

## Suggested Resources

### HCCS Biology Lab Study Pages

Click here to access Biology lab study pages online.



## Other Instructional Resources

Extra practice questions

[http://highered.mheducation.com/sites/0070272468/student\\_view0/chapter1/chapter\\_overview.html](http://highered.mheducation.com/sites/0070272468/student_view0/chapter1/chapter_overview.html)

Free online textbook

<https://openstax.org/details/anatomy-and-physiology>

**ELECTRONIC RESOURCES FOR EXAMS:** To maintain the rigor and the integrity of the classes, Biology department **requires** all students attending online classes to use a **Lockdown Browser with Webcam for all exams**. You need a desktop or a Laptop with webcam for your exams. Smartphones and tablets will not work.

## Suggested Resources

### OER???

**Additional faculty suggested resource(s).**

For example: Other text titles for reference, Professor's PPTs, handouts, etc.

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

**Libraries**

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

**Supplementary Instruction**

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

BIOL. 2302 is a continuation of BIOL 2301 including the study of circulatory, respiratory, digestive, excretory, reproductive and endocrine systems. It is a Core Curriculum Course. This course is intended for students majoring in one of the physical sciences or life sciences, engineering, or for students who are pursuing pre-professional programs in medicine, dentistry, pharmacy, veterinary medicine, or other health programs. The course is also beneficial to students who are preparing themselves for higher-level science courses in their respective curricula.

### COURSE DESCRIPTION AND OBJECTIVES:

Anatomy and Physiology 1 is the first part of the two course sequence. This course focuses on the biological organization of the animal body with emphasis on human beings, that include the study of the structure and function of human body cells, tissues, and organ systems 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.

### Course Goals:

This course is intended for students majoring in one of the physical sciences or life sciences, engineering, or for students who are pursuing pre-professional programs in medicine, dentistry, pharmacy, veterinary medicine, or other health programs. The course is also beneficial to students who are preparing themselves for higher-level science courses in their respective curriculum. The objective of this course is to give the students the knowledge of biological sciences, especially those entering in nursing, allied health sciences and biology majors. In order to do well in class, students have certain responsibilities such as taking useful notes in lecture classes, reading before coming to class and study daily the contents taught each day, with home works / assigned materials, prepare additional notes if necessary for lecture and lab, participation in classroom discussions and activities, etc.,. You may need to spend approximately 2-3 hours of study time for each hour of class time to master the course material of each day.

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**PREREQUISITES: General Biology-1 (1406) is required /recommended.**

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

**Co-requisites:**

**ATTENTION: Students If your intention is to receive credit for Lecture and Lab, you will need to register for BOTH.**

**For AP1:** You will need to register for Bio 2301 (Lecture) and Bio 2101 (Lab).

**For AP2:** You will need to register for Bio 2302 (Lecture) and Bio 2102 (Lab).

**For Microbiology:** You will need to register for Bio 2320 (Lecture) and Bio 2120 (Lab).

**Required Materials: Text book, note book / binders, flash cards, Scantrons, # 2 pencils, erasers, sharpner, Stapler with pins, etc.,( Study guide is optional).**



### Core Curriculum Objectives (CCOs)

BIOL. 2302 satisfies the Life science requirement in the HCCS core curriculum. The HCCS Biology Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #2 below.
- **Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #4 below.
- **Teamwork**– ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility** – ability to connect choices, actions and consequences to ethical decision-making
- **\*\*\* Do NOT CHANGE the texts highlighted in red as All courses MUST address the first 2 CCOs, though you can remove the red color. Go to the HCC CCO link to determine more applicable objectives, if any. Then delete this explanatory text**

### Core Objectives:

BIOL 2301 & Biol 2302 are the courses that fulfill 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:

1. Critical Thinking
  2. Communication
  3. Empirical and Quantitative Skills
  4. Teamwork
- **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**

## **Program Student Learning Outcomes (PSLOs)**

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)**

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

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

## **Learning Objectives**

- 1) Consistently able to demonstrate part to function relationship and the interaction of the circulatory, lymphatic and immune systems without the instructor's help.
- 2) Consistently able to demonstrate understanding and application of hormonal control on homeostasis without the instructor's help.
- 3) Consistently able to demonstrate part to function relationship and the interaction of the respiratory/urinary systems with the cardiovascular system without the instructor's help.
- 4) Consistently able to demonstrate part to function relationship involving the digestive system and its correlation with metabolism without the instructor's help.
- 5) Consistently able to demonstrate interactions of parts to functions involving the reproductive system without the instructor's help.
- 6) Consistently prepared and always able to demonstrate skills using the body system models and laboratory techniques at the classroom standard.
- 7) Consistently uses online tools to prepare for class, always ready for classroom discussions and instructor's Q&A sessions, completes all online quizzes prior to due dates.

## Student Success

Academic standards require a minimum of 3 study hours for every contact hour; meaning for a class that meets 3 hours per week, you need to budget and set aside a minimum of 9 hours each week to study and prep for your course success. Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Timely completion of assignments
- Participating in class activities
- Successful exam performance, including the mandatory final

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as a guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## Assignments, Exams, and Activities

### Written Assignment

Discussion- Three discussion assignments will be given during this course from time to time, are written assignments.

(At least one written assignment is required). The written assignments in this course are in the form of discussions submitted through TURNITIN on canvas. The written assignment(s) should be clearly linked to the course student learning outcomes and learning objectives. Written assignment(s) must count at least 5% of students' course grades.

### Exams

Topics and concepts covered during lecture or included in the assigned reading will be included in exams. !!!!!

There will be a total of 4 in class exams in this course and the Fifth exam which is the final exam will be comprehensive with Part-A and Part-B (Class-Professor's-Dr. Koshy's (Part A) and District-( Part-B). The class exams will be on canvas and questions will be multiple choice, true or false or fill in the blank type of questions. The exam are made up of 50 - 100 questions. Lecture exams make up a total of 54.5% Of the final grade in this course. Class final exam makes up 17.3% and District final exam makes up 10% of the final grade.

Fully WW and WS courses exams will be taken online with lockdown browser with web cam.

The district/departmental finals is on scantrons.

HCC does not provide students with Scantron forms. They are sold in campus bookstores.

### In-Class Activities

Participation in class is important and is assessed at the end of the semester. Students will be asked questions of the topics and concepts in class. Lecture classes are interactive and you are expected to be actively involved. Pop quizzes are used too to keep students studying before class.

### Final Exam

**The fifth exam is the final exam for this course. It is a departmental exam and is comprehensive.** All students will be required to take this comprehensive departmental final exam consisting of 50 multiple - choice questions.

(Comprehensive- multiple choice-portion- Part-a-Professor's & District Final-portion-Part-B)

## Grading Formula

### Percentage Spread:

#### TESTING AND GRADING

3 Lecture exams = 300 pts. 54.5%

( 1 lowest to be dropped

Participation, Assignments or

Quiz, Presentations, etc., = 50 pts. 9.1%

Discussions -25 pts & Attendance- 25pts. = 50pts. 9.1%

Final Exam -100 pts+ 50 pts = 150 pts. 27.3%

(portion-A-Professor's & District Fn-B)

Total = 550 pts. 100%

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### Final Course-Grade Scale:

Grade	Total Points
90-100%=A	495-550 pts.
80-89%=B	440-494 pts.
70-79%=C	385-439 pts.
60-69%=D	330-384 pts.
Below 60%=F	<330 pts.

### Incomplete Policy:

In this course, the purposes of the "I" (incomplete) grade is for students who are caught up and passing at the student withdrawal deadline, and then have a medical or other problem that prevents them from completing the course. If you are not passing at the student withdrawal deadline, you should drop yourself from the course, or you will likely earn an "F." An incomplete "I" grade will be given only if all of the following conditions are met:

- ✓ You have earned at least 85% of the available points by the date that the "I" grade is requested.
- ✓ You can provide documentation showing why you should earn an incomplete, such as a doctor's note, etc.
- ✓ You must be passing with a grade of "C" or better.
- ✓ You must request the incomplete in writing BEFORE **SPECIFY DATE**
- ✓ In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

- **Instructor's Incomplete Policy:** The only circumstances under which you can get an I (incomplete) is if you are too ill to take the final. Once you receive an I, in order to get a grade for the course, you will have to complete the material by the end of the next full semester. If you do not, the I will convert to an F.

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

**PLEASE NOTE- YOU ARE FREE TO MODIFY THIS SCHEDULE**

Week	Chapters	Topics to be Covered
1. WK-1- Jan- 01/19/21	1	Overview of syllabus. Science of Anatomy and Physiology <b>Syllabus Quiz ( Sy-Q)</b>
2.WK-2- Jan-25,27	2 3	Atoms, Ions, Molecules: Energy, Chemical reactions Cellular Biology
3. WK-3- Feb 01/03	4	Histology & <b>D-1-Discussion-Meet &amp; Greet-Introduction</b>
4. WK-FEB- 08,10	4 5	<b>Quiz-1 (Chapters.1,2&amp; 3)</b> Integumentary System
5. WK-5- Feb.17	5 6	Integumentary System Bone Tissue- Structure and Function
6. WK-6- Feb-22,24	6 7	<b>D-2- Discussion-2-Chapter-5- Skin and Disorders</b> <b>EXAM-1- ( Chapters- 1,2,3,4 &amp; 5)</b>
7. WK-7- March 1,3	8 9	<b>D-3-Discussion-3-Types of Arthritis &amp; Bone deformities-</b> disorders++ Axial & Appendicular Skeleton & Joints <b>Quiz-2- (Chapters- 6,7 &amp; 8_</b>
8. WK-8 March-8,10	10	Muscle Tissue <b>Exam 2 (Chapters 6,7,8 &amp; 9)</b>
9. WK-9 March 22,24	11 12	Muscle System + <b>Quiz-3-(Chapter-10)</b> Nervous Tissue
10. WK-10 March 29,31	13 14	<b>Quiz-4-(Chapter 11)</b> Spinal Cord and Spinal Nerves Brain and Cranial Nerves
11.WK-11 April 5,7	15 16	<b>Quiz-5-(Chapters-12,13 &amp; 14)</b> The Autonomic Nervous System Sensory, Motor and Integrative Systems
12. WK-12 April		<b>Exam 3 (Chapters-10,11,12,13 &amp; 14)</b> The General senses & special Senses
13. WK-13 April 19,21	17	The Special Senses
14. WK-14 April -26,28		<b>EXAM-4-( Chapters-15,16 &amp; 17)</b>
15. WK-15- May 3,5		Study tips & Review sessions
16. WK-16 May-11,12		<b>COMPREHENSIVE DEPARTMENTAL FINAL EXAM</b>

**\*\*\* Instructor must include Exam Dates and final**

### IMPORTANT DATES FOR REGULAR START SEMESTER-Spring-2021:

01/18	- Martin Luther King Jr. Day- Holiday
01/19	- Classes begin
01/19	- Last day to swap/ Change of schedule
02/01	- Census Date-Official Day of Record-and <b>IA-Inclusive Access-opt out deadline- 02/01/21</b>
02/02	- Attendance Roster approval day
02/15	- President's Day-Holiday

03/15-21	-Spring Break- Hoildays
04/02-04	- Spring Day-Good Friday to Easter- Holidays
04/06	- Last Day for Administrative/ Student Withdrawals- 4.30pm- for all RT-Fall 2020.
05/08	- Instruction Ends
05/09-14	- Final Examinations (first one and half hour-to 2 hrs of the class time or in online mode, time may vary slightly ).
05/16	- Spring Semester Ends
05/18	- Grades & Rosters- Due

**Spring-2021- 2301-A&P-1-CRN 16706: WW-M-F- fully online mode- HWs & Discussion sessions-are given time to time.**

**Some Fridays- will be used for reviews, quiz or exams as well- some Saturday/ Sundays will be used to complete, certain assignments- such as –Discussions and some Exam to start early if needed.**

**Page-16,17 & 18- from the syllabus sheets document- Course Schedule for Quick reference-**

**Tentative Instructional Outline:** The Instructor reserves the right to change the instructional outline and assessments dates if needed. Students will be informed in a timely manner of any changes in course from day today/time to time, since the course is in online mode. Canvas page announcement or as HCC People soft email mode. Please look for both daily. Be alert with your course study plans to be successful in this Challenging course.

**[Dr. Koshy-Welcome letter DE -1.docx](#)**

**Course Text Book Title: Principles of Anatomy & Physiology-By Tortora & Derrickson- 15th Edition.**

**[LDB-Lockdown Browser-course Requirement-How to download-1.pdf](#)**  
**Actions-**

**Spring-2021-2301-A&P-1-CRN# 16706-WW-M-F-fully Online mode- HWs & Discussion sessions-are given time to time. Some Fridays, and Sundays- may be used for reviews, quiz or exams as well.**

DATE	DAY	TOPIC	CHAPTER	PAGE
<b><u>WK-1-</u></b>	01/20	W Class meets- Introduction-Read your course informations , rules, modules, get the e-book + ancillaries to study.		
		+ Lecture online-Study- An Introduction to the Human Body-	Chap.1	1-27
<b><u>WK-2-</u></b>	01/25	M Lecture Online Study contd..		
01/27	W	The Chemical Level of Organization	Chap.2	29-59
		The cellular Level of Organization	Chap.3	60-105
<b><u>WK-3-</u></b>	02/01	M- D-1-Assignment-Discussion-1- “Meet and Greet-Introduction-“ due end time-10 am-Feb 1st -48 hrs window- Start time- Saturday-10 AM-Jan 30 <sup>th</sup> . till time slot- up to Monday10 am due end time-Feb.1 <sup>st</sup> .		
		+ Lecture & studies contd...		
02/03	W	Lectuer/study tips+ online studies contd..		
<b><u>WK-4-</u></b>	Q-1--02/08	M <u>Online Quiz-Chapters-1,2 &amp; 3- due end time-10am-Monday-Feb 8<sup>th</sup>-time from Feb 7<sup>th</sup> 6 am-Sunday-time slot- till 10 am Feb.8<sup>th</sup> due end time- w/ LDB with Web cam.</u>		
		+ Lecture & studies contd..+ Reviews..		
02/10	W	The Tissue Level of Organization	Chap.4.	106-143



**WK-5- 02/15-President's day Holiday-No Class.**

02/17 W The Integumentary System Chap.5. 144-170

**WK-6- D-2- 02/22- M- Discussion-2- Assignment-10 am due end time- 02/22 at 10 am -Topic- Skin disorders & Skin cancer types++ (relates to the integumentary System). 48 hrs window- Start time slot from 10 am Saturday-20<sup>th</sup> till tie slot Monday-Feb-22<sup>nd</sup>10 am due.**

+ Lecture-study tips -studies.. contd.- Chapters- 4 & 5. W / Notes, handouts & videos++

+ The Skeletal System: Bone Tissue Chap.6 171-193

**EX-1-02/24 W FIRST LECTURE EXAM – Wednesday-10 am-Feb.24<sup>th</sup> -due end time-10am.- Chapters-1,2,3,4 &5 . Start time-Tuesday- Feb 23<sup>rd</sup> 6 am-set up time slot- till ends Wednesday-Feb-24<sup>th</sup> 10 am due end time. w/ LDB with Web cam++**

**WK-7- 03/01 W The Skeletal System: The Axial Skeleton Chap.7 194-233**

+ The Skeletal System: The Appendicular Skeleton Chap.8 234-259

**03/01 M D-3—Assignment- Discussion-3- March-1<sup>st</sup> -10 am due end time-Monday.- Topic- “Types of Arthritis and Bone Deformities/Disorders”- Start time from Feb.27<sup>th</sup> Saturday-10 am- time slot to use-till March-1<sup>st</sup> Monday-10 am due.**

+ Joints Chap.9 260-292

**03/03 W Online Quiz-Chapter-6,7 & 8 Due 10 am Wednesday-March-3<sup>rd</sup>. Start time-Quiz opens-March 2<sup>nd</sup> Tuesday-6 am- set up -time slot open till Wed. March 3<sup>rd</sup> -10am-due-w/ LDB with Web cam.**

+ Lecture contd...w/ notes and videos- study tips++

**WK-8- 03/08 M Lecture & study days contd.. ++ use Media Gallery Videos+ notes++& study tips ++ contd..**

+ Muscle Tissue Chap10 293-329

**EX-2- WK-8- 08/10 W SECOND LECTURE EXAM- Wednesday-10 am Due end time-March-10<sup>th</sup>. Chapters-6,7,8 &9 -Start time-Tuesday- 6 am-March 9<sup>th</sup>-onwards-time slot till Wed. 10 am due end time.w/LDB with Web cam.**

+ Lecture& Studies contd...Muscle tissue..

+ Muscle System Chap.11 330-402

**03/15-20- Spring Break- Holidays-**

**WK-9- 03/22 M Lecture- Muscle system- Study online contd..**

**03/24 W- Q-3-Online Quiz-March-24<sup>th</sup>- Wednesday- 10 am due end time. Chapter-10-Muscle Tissue- Start time- March 23<sup>rd</sup> Tuesday-6 am- Quiz opens- time slot set up till Wed. March-24<sup>th</sup>-10 am -due end time.-w/ LDB with Web cam.**

+ Nervous Tissue Chap.12 403-445

**WK-10-03/29 Q-4-Online Quiz- Assignment- Chapter-11-Muscle System- Due 10 am-Monday- March-31<sup>st</sup>-Quiz set up- start time -Tuesday 10 am-March 30<sup>th</sup>-till time slot end-Wednesday-March 31<sup>st</sup>-10 due.**

+ Spinal Cord and Spinal Nerves Chap.13 446-476

03/31 W Brain and Cranial Nerves Chap.14 477-525

**WK-11- 04/05 M Lecture -study tips- online-contd..**

+ The Autonomic Nervous System Chap.15 526-547

**04/07 W- Q-5- Online Quiz- Chapters-12,13 & 14-Nervous System-Due 10 am April 7<sup>th</sup> Wednesday-arch-31<sup>st</sup>-Wednesday- due 10am- Start time- Quiz opens-Tuesday-March 30<sup>th</sup>-10 am-time slot-till Wednesday-10 am due. w/ LDB with Web cam.**

+ Lecture contd..- online studies contd.. use of notes, videos and ancillaries

+ Sensory, Motor and Integrative System Chap.16 548-575

**WK-12-EX-3- 04/12 M THIRD LECTURE EXAM Online Exam-Due 10 am Monday-April-12<sup>th</sup> -Chapters-12,13,14 . Exam start time- Sunday- 6 am- April-11<sup>th</sup> time slot till Monday-April-12<sup>th</sup> Due. w/LDB with Web cam.**

+ The Special Senses Chap.17 576-621

04/14 W Lecture contd.. online+ study tips notes and videos++.

**WK-13** 04/ 19 The Special Senses

Chap.17 576-621

04/21 W Lecture contd.. online + study tips-notes and videos++

**Ex-4 -WK-14 -04/26<sup>th</sup> Monday-**

04/26<sup>th</sup> M **-MAKE UP EXAM (FOURTH LECTURE EXAM) – Monday-12 pm-Due end time- Chapters-15,16 & 17-- Start time- Exam opens from- set up from Sunday- 6am April-25<sup>th</sup> till time slot ends- Monday-12n due end time- April 26<sup>th</sup>.** (fourth exam if you need to have an extra grade, to drop the lowest exam- suggest all students to take)-w/ LDB with Web cam.

04/28<sup>th</sup> W- Class contd..to go over exam 4..++Announcements.

**WK-15-**

05/03 M **Final exam review- All the sheets with Study Qs -or same contents-uploaded earlier in this course are to be used. Will send reminders in announcements.**

05/05 W **Online Study days- contd... for final exam -**

**WK-16-Dec 11<sup>th</sup>-12<sup>th</sup>- Starting day for Portion A of the final exam set up and then Portion-B- see below for reference-**

05/12 W- **FINAL EXAM : Wednesday- 2 pm- Dec.12<sup>th</sup> due. Online mode-Total= 2hrs- -Total= 150 pts for Part A & Part-B- as per grading scale in syllabus-**

**Means- For taking these exams you need to log in twice- separately- Part-A first, Then Part-B- All with LDB w/ Web cam.**

**Part A- (60 mins) & Part-B ( 60 mins). So its one final exam but you can do as two parts- Part A- Professor's exam -portion ( Dr.Koshy's) and Part B- District Final portion- -(Comprehensive-Multiple Choice-Parts-A & B (District) of Final exam). If this is a F2F course mode need- 2 scantrons for the same and will complete one after the other in the same sitting ( not applicable this time).**

**Important-**

**1. You will do these separately for easy to do one at a time. So instead of all due by Tuesday morning- I'm providing this to do as part-A- 50 Qs= to do first and complete by 10 am due end time 05/12/21 Wednesday, though the Fn Ex- part-A will be opened from Tuesday-May 11<sup>th</sup>- 6 am onwards to do if needed.**

**2. The Fn Ex- Part-B portion- District final- separately- 50 Qs= to log in to do and complete by 2 pm due end time-05/12/21- time, though the Fn Ex Part-B, will be opened from Tuesday-May 11<sup>th</sup>-10 am onwards if needed. So please organize your time wisely to take both A and B portions as before assigned due end time for each as specified below.**

**05/12/21--W- Wednesday- FINAL EXAM-PART-A-Due end time- Part-A- due end time- by 10 am- Wednesday. Exam- Part-A- Set up-Start time slot from May 11<sup>th</sup> Tuesday- 6 am time slot till the due end time- May 12<sup>th</sup> W-10 am- w/ LDB with Web cam.**

**05/12/21--W-Wednesday-FINAL EXAM-PART-B-Due end time- Part-B- due end time by 2 pm- Exam Part-B-Set up-Start time slot from May-11<sup>th</sup>-Tuesday-10am till the due end time-Dec 12<sup>th</sup> 2 pm W- due end time-w/LDB with Web cam.**

**-Course ends-**

**THIS SCHEDULE IS TENTATIVE !!!!!!!!!!!!!!!!!!!!!**

## Use of Course Contents:

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning tools provided to you by your professor. To show respect, you will not copy or share the contents with others unless you receive permission from the professor.

To be successful in this class, it is the student's responsibility to:

- Participate in course activities
- Read and comprehend the instructional materials (lab manual and lab tools provided)
- Complete the required assignments and exams
- Ask for help when there is a question and get tutoring provided free by the college

## **Syllabus Modifications**

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## **Instructor's Practices and Procedures**

### **Missed Assignments**

#### **Professor- Policies, Guidelines, Rules and Regulations:**

1. **NO MAKE UPS FOR LECTURE EXAMS OR WEEKLY QUIZZES if any. Lecture exams- 4 lecture exams will be given as the 4<sup>th</sup> exam will be considered as the make up exam, if needed. Professor provides 4 lecture exams on specific dates, instead of 3, lowest or make up will be dropped).**
2. A grade of ZERO will be awarded for any missed work or test without proper documentation of a health emergency. A make up is NOT a retake of the same exam. There is no repeating of examinations or "dropping" of lowest grade/s. The Instructor must be given advance notice of absence. No other excuses will be accepted for missing a test or assignment.
3. There will be NO reopening of missed quizzes, discussions and NO redo for missed clinical questions. If you miss any of these, you will get a ZERO!!!
4. The Instructor DOES NOT have to announce/tell you of upcoming assignments in person. This is a college course and you have to keep yourself informed by keeping up with your canvas. All assignments and quizzes will be posted with dates and the dates will be updated as the semester goes on. It is your responsibility to keep up.

If you miss a test, you must explain why and request a make-up test ***in writing***, through the Canvas Inbox. You will receive a score of zero for any unexplained or unexcused missed test, and I reserve the right to disqualify your excuse. Makeup test- is the 4th lecture exam given to all. So if a person takes all 4 lecture exams, I drop the lowest grade out of the 4 lecture exams, before adding up the total course points.

Means, each person, in emergency- due to documented illness, legal cases, or other extenuating circumstances, all get to miss one or take all 4 on time then get to drop the lowest exam if they are taking all exams on time when provides the time slot to complete each exams.

5.Smoking, eating or drinking is not allowed in the class or lab.

## 6. Course Withdrawals (6-Drop Rule):

**It is the student responsibility to withdraw from the class prior to the deadline indicated on the HCC calendar.**

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.).

Departments and programs governed by accreditation or certification standards may have different attendance policies. You are responsible to drop or withdraw a course officially if you may decide to stop attending. Failure to withdraw officially by a student can result in a grade of "F" or "FX" in the course. Administrative drops are at the discretion of each professor.

## 7. 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.

- Students who repeat a course for a third or more times ( threepeaters ) may soon face significant tuition/fee increase at HCC and other Texas public colleges and universities. Please ask your professor/counselor about opportunities for **tutoring/other assistance** prior to considering course withdrawal or if you are not receiving passing grades.

- Only one make-up exam per semester COULD BE allowed (with proper medical documentation) and must be arranged with instructor ASAP. No other excuses will be accepted for missing a test or assignment. A grade of ZERO will be awarded for any missed work or test without proper documentation of a health emergency. A make up is NOT a retake of the same exam. There is no repeating of examinations or "dropping" of lowest grade/s. The Instructor must be given advance notice of absence.
- There will be NO reopening of missed quizzes, discussions and NO redo for missed clinical questions. If you miss any of these, you will get a ZERO!!!

- The Instructor DOES NOT have to announce/tell you of upcoming assignments in person. This is a college course and you have to keep yourself informed by keeping up with your canvas. All assignments and quizzes will be posted with dates and the dates will be updated as the semester goes on. It is your responsibility to keep up.
- **Instructor's Incomplete Policy:** The only circumstances under which you can get an I (incomplete) is if you are too ill to take the final. Once you receive an I, in order to get a grade for the course, you will have to complete the material by the end of the next full semester. If you do not, the I will convert to an F.

## 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. Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

### 8.. Academic Dishonesty / Disruptions:

Cheating in any manner is not allowed. If cheating is suspected, the student will receive an "F" for the course. (no second chance). **Disruptive or misbehaviours and arguments of students will not be tolerated . Immediate action will be taken (student discontinue the course).**

#### Academic Integrity:

This Professor 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.

#### 9. Student Behaviour 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.

#### 10. Note: No Hoodies on QUIZ/Exam Days.

11. **Students with special needs-** Tape recorders may be used in class "only" **with special permission from your professor**). 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.

### Electronic Devices

#### 12 a. Electronic Devices-

Absolutely no phone or other personal electronic devices are to be used during class. This includes making or taking a call, reviewing messages, texting, playing games, checking email, surfing the web, anything that involves a phone or other personal electronic device. If your work or family situation requires that you be available via phone, your phone can be on vibrate mode and you can take the call during our regular scheduled breaks or you can exit the class to review the call. Notify your friends, family, employers, and anyone else who regularly contacts you that you will be in class and that you should be contacted only when necessary. The taking of calls during class is not only disruptive but it is also discourteous to classmates and the instructor. **STUDENTS ARE NOT PERMITTED TO HANDLE CALLS DURING EXAMS.** Phones will be placed in front of the class during each exam.

#### 12 b. Use of Cameras/ Phones, Recording Devices/Hoodies:

**Radios, Cameras, E-watches, tape recorders, telephones, beeper**, etc., are **absolutely not allowed /prohibited** during in classrooms, (lecture and lab courses), laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. **Cell phones , e-watches and beepers must be turned OFF** during the whole class time for lecture, lab and exams ,and **must be kept away from your body (not in pocket/hands)**. This includes making or taking a call, reviewing messages, texting, playing games, checking email, surfing the web, anything that involves a phone or other personal electronic device. If your work or family situation requires that you be available via phone, you can take the phone and leave the class room to make calls in emergencies or use during our regularly scheduled breaks to review calls. Notify your friends, family, employers, and anyone else who regularly contacts you that you will be in class and that you should be contacted only when necessary. The taking of calls during class is not only disruptive but it is also discourteous to classmates and the instructor.

**Exception rules- Students are not allowed/not permitted to Handle Calls during Exams/ Quiz, etc...**

13. **Six basic intellectual competencies** in the HCCS core curriculum (**reading/ writing, speaking/ listening, critical thinking/ computer literacy**), are covered throughout this course from time to time.



14. **Students with any special needs**, please inform the instructor early as possible. (illness, emergencies, etc., ADA/ADD students need explanation letter) , so that professor can handle the case as reasonable as possible- **ADA Policies are stated below for reference.**

15. **Learning activities and helpful hints for studies in science:**

- a. **Be prompt**- Students must enter the classroom quietly and be in their seats from the beginning of the class. Try not to miss any class.
- b. **Be prepared**- Students must have their books, class supplies and materials ( egs. # 2 pencils, sharpners, erasers, scantrons , note books, staple pin, etc.,) ready for use every day.
- c. **Be responsible**- Students-follow directions and remain on task. Read the chapters that cover the lecture, before the material is presented in lecture (before lecture class) and watch for the terms, figures, etc.,. Do all assignments including lab report answers on time. Read over the lecture notes, rewrite if necessary when sit with the text book or lab manual. For every hour of lecture notes taken, you must put in at least two to three hours of study time in order to master the topics. Transfer your notes to 3"X 5"flash cards. Each card represent a review vocabulary word or an important concept, definitions, etc.,. Each student is responsible for obtaining class notes, assignments, etc.,. if any class missed. In the first week of class, exchange of phone numbers with several other students so that if you are absent, you will be able to obtain the class notes missed. **Please, come to class with a positive attitude to learn science course rather than "hating a science course" & blaming others for own mistakes.**
- d. **Be respectful**- Students-treat their professors, fellow students & their property with respect & dignity
- e. **Be successful**- Students-be active learners, stay on task and respect every one's right to learn. Also, use libraries, tutoring Facility for the subject ( if needed),forming small study groups, etc., are helpful to learn difficult concepts. If there is "will", there is a "way". More over, science courses are demanding because of the amount of information that must be studied in a growing field. The way to achieve a good grade is simple, but time consuming. So the most important method of studying is to KEEP UP, with all of the above 5 golden rules, thus obtain your goal by **"NO PAIN NO GAIN"** principle.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## **Attendance Procedures**

### **16. Attendance:**

This is very informative, demanding / challenging course. You are expected to attend all lecture classes and labs regularly. Class attendance is required as per rule and for student success. **Tardiness will not be tolerated.** Attendance **sheet must be signed daily at the beginning and end of the class**. Thus class attendance is monitored daily. Students are responsible for the materials or announcements missed during the lecture or lab time. You are also responsible for materials covered during your absences. 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/ unexcused absences, before the drop date. 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).

- i.e.- **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. This is applicable in this 3 credit hrs course.**

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

## HCC Mandatory Policy and Guidelines-

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; however, I do not do that.** I will mark missed assignments and exams as "0's" and calculate the total scores for final grades. 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.
- Students who stopped attending class: The Department of Education now requires that we make a distinction between an "earned" grade of "F" (i.e. for poor performance) and a grade of "F" due to a lack of attendance. To make that distinction, we have created a new grade, "FX" for failure due to lack of attendance. Faculty will not be allowed the option of submitting a grade change form changing the grade of FX (or F) to W, if the student stopped attending class. Failure to alert instructor of missed exams and lack of attendance will result in this grade option.

### Student Conduct

Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards instructor and classmates. Disruptive behavior or any behavior that interferes with any educational activity being performed by the instructor will not be allowed. Additionally, no student may interfere with his/her fellow students' right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars. Disruptive behavior may result in removal from the class.

Students are expected to respect the learning rights of all others in the classroom. Individual conversations, chatting online, text messaging, arriving to class late, sleeping during class, working on online assignments, playing computer games, surfing the internet and studying for another class during classroom time are unacceptable behaviors. Students who demonstrate these behaviors may be asked to leave class.

### Instructor's Course-Specific Information (As Needed)

I will teach you to the best of my ability and I will push you to get to that point where you will be more knowledgeable and able to perform at- and above par with students from other institutions. I promise to teach you in a way that you will be prepared to handle questions on your Hesi or TEAs exams and in your future medical/health programs. Lecture tests will be reviewed immediately after the test and exam results will be returned by the next class period.



In online mode course exams, I will go over answers next meeting day of the class in web ex mode during class meeting time only for the whole class, so try not to miss this opportunity. These exam answers will not be posted anywhere.

When you access the Canvas 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. We will communicate through the Professor Announcements on the Canvas course system, and by using the “Inbox” email feature found there. Email inquiries will be checked and answered once daily or maximum within 48 hours of the email; 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 – so, please be patient. If your email has a question that pertains to the entire class, the reply will be sent as an announcement through canvas for the whole class to benefit from the answer.

**NOTE: In every email sent to me, please include your CRN number!!!. Please try to use the canvas site for most of the correspondence, but if needed by HCC email with your full name and CRN# and the course-time and session must be included in all emails.** Also keep in mind that I have office hours as well for those of you who wish to discuss coursework face-to-face.

## 19. HCC- Policy Statement – ADA:

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/>. 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 the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. For questions, please visit the ADA Web site, [www.hccs.edu](http://www.hccs.edu) then click Future students, scroll down the page and click on Disability Information.

## **20. Helpful Tips**

**Success in this course depends solely on the individual student!**

The following are strongly recommended for each student:

- Read and understand all elements of the Syllabus, and Student handbooks.
- Give your professor both day / evening phone numbers and e-mail address.
- Read and comprehend the required chapters in the textbook prior to the exams.
- Successfully complete all requirements of this course as outlined in this document.
- Contact your professor if you have any questions regarding any element of the course you do not understand.

- HINT: Work hard from the beginning of the semester rather than playing a "catch-up" game during the second half of the semester.
- Student web sites of the publisher are excellent sources to review course content.
- Plan to attend review sessions to clarify your concerns about the course content.

## 21. Early Intervention Program and Services:

### Communication Channel:

-Students must keep the communication channel open with your professor daily. **Any problems or issues related to the course/class/teaching/notes, grades, etc. ,must be directly addressed in writing or in person first to the professor, so that the we can try to solve the same in a fair manner. Otherwise, professor is not responsible to solve the matter.** All students must involve in discussions and activities in the classroom for student success. More over, professor is available as an academic advisor/or mentor.

- If you are experiencing challenges achieving your academic goals, please contact your instructor or an early intervention coach. We can try to provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

## 22. Tutoring:

HCCS provides free 1. online tutoring for all HCC students. Go to <http://www.hccs.edu/district/students/tutoring/> use your own e-mail address; choose a username and password you will remember; put your HCC student ID number in the Comment Box.

2. In person free tutoring service- for subject schedules, please visit [hccs.edu/findtutor](http://hccs.edu/findtutor), to find a tutoring location at your campus, please visit [hccs.edu/tutoring](http://hccs.edu/tutoring)

### 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.

Student Service: <http://www.hccs.edu/district/about-us/catalog/student--services/>

Advising: <http://www.hccs.edu/district/students/advising/>

## 23. Campus Carry Law

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/>.

## 24.. Title IX and Sex Discrimination (US Department of Education)- 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. Information regarding these rights are on the HCC website under Students- Anti-discrimination. 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 applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to 504 Coordinator.

- 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- ADA Counselors for assistance. 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 of EEO/ Compliance, Office of Office of Institutional Equity & Diversity, 3100 Main, (713) 718-8271, Houston, TX 77266-7517 or Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

25. **We Care**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and, believe this may affect their performance in the course, is urge to contact the Dean of Student for support. Go to <http://www.hccs.edu/applying-and-paying/financial-aid/food-scholarship/> for more information.

## **Biology Program Information**

The Biology area of study here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

AWARD TYPES: Associate in Science

AREA OF STUDY: Science, Technology, Engineering & Math

Please visit link: <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

## **HCC Policies**

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

## **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

## **Campus Carry Link**

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

## **HCC Email Policy**

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

## **Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their

college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, 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/support-services/disability-services/>

### **Title IX**

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

David Cross  
 Director EEO/Compliance  
 Office of Institutional Equity & Diversity  
 3100 Main  
 (713) 718-8271  
 Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### **Office of the Dean of Students**

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

### **Department Chair Contact Information**

Dr. DaeJan Grigsby

Email: [daejan.grigsby@hccs.edu](mailto:daejan.grigsby@hccs.edu)

Phone: 713-718-7775.

**Have a GREAT SEMESTER and please remember to see me if any questions arise.**