



Instructional Services · Life and Natural Sciences · Biology

Human Anatomy & Physiology II-16221

BIOL-2302

SS 2024 Section 1001 3 Credits 02/12/2024 to 05/12/2024 Modified 02/09/2024

Our Vision

Houston Community College shapes the future for all students with innovative, affordable, timely, responsive, and continuously improving educational programs and services. Partnered with the communities we serve, we take a defining role in regional economic, workforce, and social development.

<https://www.hccs.edu/about-hcc/> (<https://www.hccs.edu/about-hcc/>)

Course Meetings

Course Modality

WS- online on a schedule-with all online assignments from time to time.

Meeting Days

MW

Meeting Times

4 pm-5.50 pm

Meeting Location

Online via web ex mode-

Instructional Mode

INSTRUCTION FOR FACULTY: Please select the instructional mode for your course and delete the others. Delete this instruction as well. NOTE: Instructional modes are listed in Peoplesoft for both faculty and students, and cannot be changed.

P

The course modality of this class is *In-Person*.

Regular Class meeting-Hours-in Person-P-(F2F)-

- RT- P- in person-M W-Biol-2302-A& P-11-F2F-Course-Class meets-MWs-9.30 am-10.50 am-SE-East side- Rm# 217-Felix Morales Building-
- Attendance Mandatory-from the beginning till the entire class duration.
- +For this course, many online Assignments-all 7 days, such as quizzes, exams, discussion projects, HWs++and more, via course canvas page.

Faculty will hold class on-campus as per the assigned schedule.

Attendance will be taken each class period.

HY

The course modality of this class is *Hybrid*.

Faculty will hold class on-campus as per the assigned schedule, which represents half of the assigned contact hours for the term. The remaining contact hours for the term will be realized via traditional online course means, using Canvas Eagle Online.

Attendance will be taken each class period.

WS

The course modality of this class is *Online on A Schedule*.

Faculty will hold class as per the assigned schedule, and students will attend online each class period utilizing Canvas Eagle Online.

Attendance will be taken each class period.

WW

The course modality of this class is *Online Anytime*.

Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online.

Attendance will be taken through completion of online assignments.

This is NOT a self paced class. Class schedule and assignment schedule will be set by the instructor and made available on Canvas Eagle Online.

Welcome and Instructor Information

[A&P-2-BIOL-2302-CRN# 16221-SS-WS-MW-4 pm-5.50 pm-Human Anatomy & Physiology-II-Spring-2024.pdf \(https://hccs.campusconcourse.com/courses/247936/files/59443460?wrap=1\)](https://hccs.campusconcourse.com/courses/247936/files/59443460?wrap=1)

Office hrs- TR- 11-12 n- (online-by appt only) & TR-2-3.30 pm (online - by appts only) &- online-web ex-if needed for urgent confidential matters if any-by appts only) & some days-TR-6-7 pm if needed-by appts only- (online via conference call or via -web ex-only if needed for urgent confidential matters if any-by appts only.

IMPORTANT DATES FOR 16 WKS Course-Regular Term-RT-Spring-2024-Semester:

T- 01/16- Classes begin

Su - 01/14 - Last day to swap/ Change of schedule (online-)

M- 01/15 - Martin Luther King Jr- Holiday- No class

M- 01/29- OER- date- Census date-Official Day of Record for RT-Spring-2024-(IA-Inclusive Access-opt out deadline)

T-01/30- Attendance Roster approval day for RT-Spring-2024-16 wks-course-by 1 pm in PS site

T-04/02- Last day/ drop date for the course-withdrawals-4.30pm-RT-Spring-2024.

IMPORTANT DATES FOR 12 WKS-Second Start-SS Course-Spring-2024-Semester:

M- 02/12- Classes begin

Su - 02/11- Last day to swap/ Change of schedule (online-)

W-02/21-Census date-Official Day of Record for Second Start-SS-12 Wks- Spring-2024-(IA-Inclusive Access-opt out deadline)

R- 02/22- Attendance Roster approval day for Second Start-SS-12 wks-course-Spring-2024-by 1 pm in PS site

R-04/11- Last day/ drop date for the course-withdrawals-4.30pm-Second Start-SS-Spring-2024.

HOLIDAYS-of the semester for RT & SS course-Spring-2024

M- 01/15- Martin Luther King Jr-Holiday- No class

M- 02/19 - President's Day Holiday- No class

M to Su - 03/11-03/17 - Spring Break -Holidays- No class

F to Su- 03/29 to 03/31- Spring Holidays-(Good Friday and Easter Holidays)- No class

IMPORTANT DATES-Contd...for RT-16 and SS-12 wks-Spring-2024

Su- 05/05- Last Day for Instruction for both RT and SS Courses-Spring-2024

M-F- 05/06 to 05/10- Final Examinations (first one and half hour to 2 hrs of the F2F class time or in online mode, time may vary slightly as the exam site may open more hrs, early to start in WW and WS online setting-courses, unlike-the specific 1-2 hrs as in F2F courses class hrs)

Su- 05/12 -Spring-2024- Both RT and SS-Semester Ends

Tu- 05/14 -Grades & Rosters- Due by 1 pm-in People soft site-for both RT and SS-Spring-2024.

Professor & Associate Chair- Biology deptt.: Dr. ANNA - KOSHY -

Email: anna.koshy@hccs.edu

Office: SE-East side-RM# 124.2B-Felix Morales-

Phone: 713 718-5659

What's Exciting About This Course

This course is exciting because...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 the course!

Biology-Associate Chair & Professor: Dr. ANNA KOSHY

- Email: anna.koshy@hccs.edu

- **Office:** 713-718-5659 (only in emergencies)

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.

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

Welcome to my online course!

Welcome to My online course. My name is Dr. Anna Koshy, and I am your Professor in this course. In addition to welcoming you to the course, I would like to give you some helpful information and a few hints for successful completion of this course.

Glad to inform you all that all my courses are participating in **Save Cost-Text book ++ mode by first day Inclusive Access-publishers ancillaries directly or through HCC Book store. So reduced cost of the E-book and ancillaries are available to the students, online with a low cost method. So please read and follow the steps in the attached info- attached to the Start module- instructions on Course First day Access information.**

For many of you, this is your first experience with an online course. Even if you are an expert at it, remember that online courses provide a different way to study and require a few different skills from you as the student.

You will find that, as an online learner, self-motivation and discipline are paramount. This means that you are completely responsible for establishing and maintaining a regular study system. In addition, some students anticipate that online courses will be easier than face-to-face courses. From my experience, mostly students say.....they are NOT. You will be responsible for the same course materials and the same standards of excellence that are required in the face-to-face courses. While the E-learning team and I will provide you with support during the course, **you should be aware of the self-discipline required to successfully complete this course.**

You will have access to the course site by semester start. Classes start on that date as well. It is important to get started right away and to maintain the pace outlined in your course materials. Also, you must keep current with the schedule. My experience with online study is that getting started and keeping on schedule are most important to successful completion.

Review the course instructions- Announcements, your Course Syllabus. See the rules and requirements for this course for the required materials needed such as the E-book/ Text Books/ w/ancillaries needed to do the course as well as **tools needed for taking quizzes and exams quizzes and exams -LDB w/Web cam-(lockdown browser w/web cam)** , computer programs to be used, and more. You must go over your Canvas course pages- Start Here Module- Step by step, Assignments if any, and Web ex site ,Conference site, My Media, Media Gallery, and more if professor gives any special extra lectures & tips, Discussions, and more++. They provide important information about the course. Look on the left side of your canvas page to see the above mentioned pages.

Stay safe.

Regards

Dr. Anna Koshy

HCC Email - anna.koshy@hccs.edu

W-713-718-5659

Associate Chair-Deptt of Biology

Faculty Advisor- HCC BBB Biology Honors Club

-Preferred Method of Contact

1. Message from Canvas, and second option- if only canvas don't work- then via hcc email.

-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. Just need to plan for me to get enough response time slot hrs.

Instructor's Preferred Method of Contact HCC Email: 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 when campus opens.

HCC Email address required including preferred method of contact (e.g., email, phone); additional contact information as required by the Division/Department, such as the program's administrative assistant's email address and phone number.

Regular Class meeting-Hours-in Person-P-(F2F)-

- RT- P- in person-M W-Biol-2302-A& P-11-F2F-Course-Class meets-MWs-9.30 am-10.50 am-SE-East side- Rm# 217-Felix Morales Building-

- Attendance Mandatory-from the beginning till the entire class duration.
- +For this course, many online Assignments-all 7 days, such as quizzes, exams, discussion projects, HWs++and more, via course canvas page.

Office Hours-

Office hrs-TR-11-12 n-(online-by appt only) & TR-2 pm-3.30 pm (online - by appts only) &- online-web ex-if needed for urgent confidential matters if any-by appts only) & Some TRs 6-7 pm if needed by appts only-(online-web ex-only if needed for urgent confidential matters if any-by appts only

[Dr. Koshy-Welcome letter DE -New-2022.pdf](#)

[\(https://hccs.campusconcourse.com/courses/181154/files/36207635?wrap=1\)](https://hccs.campusconcourse.com/courses/181154/files/36207635?wrap=1)

[CV-New-Curriculum Vitae-Dr.A.Koshy-Fall-2023-Microsoft Word Document.pdf](#)

[\(https://hccs.campusconcourse.com/courses/230453/files/55106508?wrap=1\)](https://hccs.campusconcourse.com/courses/230453/files/55106508?wrap=1)

Course Overview

Course Description

Credits: 3 (3 lecture).Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Requisites

Prerequisite: Must have passed ENGL 1301 (or higher) or take ENGL 1301 as a corequisite.

Pre/co-requisite- BIOL 2101 & BIOL 2301 strongly recommended

Department Website

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

Core Curriculum Objectives (CCOs)

BIOL 2301 & 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:

(A) **Critical Thinking Skills:** to include creative thinking, innovation, 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.

(B) **Communication Skills:** to include 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.

(C) **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed 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.

(D) **Teamwork:** to include the 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

Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs) for the Biology Discipline can be found at <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

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.

Departmental Practices and Procedures

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](#)

Departmental Final Exam

ALL LECTURE CLASSES IN BIOLOGY DEPARTMENT HAS A **COMPREHENSIVE DEPARTMENTAL FINAL EXAM THAT IS WORTH 10% OF THE TOTAL GRADE**

Instructional Materials and Resources

Instructional Materials

The [HCC Online Bookstore \(https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your Professor, before purchasing textbooks because the book might be included in your course fees.

-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.)Accessibility score: Low Click to improve LDB-Lockdown Browser-course Requirement-How to download-1.pdfActions-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>

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[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.

Courseware

-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.

-Instructional Materials Required Resources

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- 11th Edition by Elaine N. Marieb ,Katja Hoehn- Pearson Publishing-

ISBN # 97800136781059

Same textbook for both AP-1 & 2 courses-Fall-2023- onwards.

Loose leaf or hard bind are available.

-Instructional Materials Required Resources

"Human Anatomy & Physiology by Elaine N. Marieb , Katja Hoehn - 11th Edition

Title: Human Anatomy & Physiology- 11th Edition

Print: Loose Leaf (full title)

Publishers: Pearson Publishing- Elaine N. Marieb , Katja Hoehn-11th Edition.

ISBN # 97800136781059

ISBN: 978-013-458099-9

Loose leaf or hard bind are available.

-Instructional Materials Required Resources

"Human Anatomy & Physiology by Elaine N. Marieb , Katja Hoehn - 11th Edition

The complete class/course- is **inclusive access-IA-**, 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 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 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 outline notes, PPTs, hand outs,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/>.

Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for fourteen days:

<< [add link] >>

Other Instructional Resources

Courseware

Content here...

Course Requirements

Assignments, Exams, and Activities

[Assignments, Exams, and Activities](#)

[Written Assignment](#)

Discussions- Three discussion assignments will be given during this course from time to time, are written assignments. 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-(art-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% 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, if campus opens. HCC does not provide students with Scantron forms. They are sold in campus book stores.

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)

Type	Weight	Topic	Notes
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Type	Weight	Topic	Notes
Discussion-Project-online via canvas/ Assignments	4.55%= 25 pts in total of the course grade	Total-3 Discussion Projects- D-1=5 pts, D-2=10 pts, D-3=10 pts- With-all 3 D projects- Total=25 pts	<p>Discussions-</p> <p>1.. D-1- Meet & Greet project- First wk of the course, D-2 & D-3 are related to the reference of the course contents of subject matter-disorders ++ in this course.</p> <p>2. So total = 3- Three discussion assignments will be given during this course from time to time, are written assignments. 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 4.55 to 5% of students' course grades.</p>
Exams=54.5% and Quizzes=9.1%	54.5 % Lec Exams & 9.1 %- Quizzes- Total.	3 lecture exams=300 pts+ Quizzes Total=50 pts.Lec exams- course contents. Quizzes- 1st quiz is Syllabus and the rest of the quizzes are referred to/ as course contents.	<p>Lecture Exams and Quizzes-</p> <p>-4 lecture exams- (1 lowest will be dropped-as 4 th exam is called Make up exam)- 300 pts=54.5%</p> <p>- 4-5 Quizzes- (1 lowest may be dropped or the last quiz is called Make up quiz - 50 pts= 9.1 %.</p> <p>(Pop quizzes are used too to keep students studying before class, in F2F course mostly, from time to time or Q &A sessions)..</p> <p>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.</p>

Type	Weight	Topic	Notes
Attendance-& In-Class Activities	4.55%= 25 pts in total	Attendance +In class-activities / or attendance grade w/ all assignments in time in online mode course-	In-Class Activities -Attendance grade- in online mode courses / or and 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. in F2F mode or as Q & A Attesessions from time to time fpr encouraging student participation.
Final Exam- Part A (Professor's portion) & Part-B (district final- 10% -portions)	150 pts-27.3% of the Total Course grade- Part-B-District Final portion- 10% of the grade)	Comprehensive Final Exam from the entire course contents.	Final Exam- 5 th Exam in the last wk of the course- 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-10%)
Extra Credit or Mandatory practice quiz- with LDB-web cam- is counted as bonus practice quiz + Professor's courtesy B pts, if applicable for some HWs +EGLS3 participation/courtesy pts + . opportunities-Professor's courtesy pts	0 % - since its totally free pts- courtesy pts as professor's decision on what pts to provide as bonus pts.	Extra bonus to practice the required LDB use w/ web cam+ Professor's courtesy pts, if applicable- chances-not mandatory-	1. Mandatory- practice quiz early in the course, using LDB w/ Web cam as per abide by the rules- before the actual course contents quiz starts in the course. 2. In addition- EGLS3- participation project-Professor's courtesy pts, vary from semester to semester 3. Includes Professor's courtesy pts with class/HWs -(not mandatory to earn, vary from semester to semester.

Grading Formula

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-25 pts = 50pts. 9.1%
- Final Exam -100pts+ 50 pts = 150 pts. 27.3% ___ Total= 550 pts, 100%
(Part-A -Dr. Koshy's) & Part-B- District Final=10%)

- FINAL COURSE-GRADESCALE

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

The following graded assignments are also required for this course as well as Pearson-Marieb-Study and practice- non-graded assignments.

- o Pearson-Marieb-book-Chapters modules-to study and practice-non-graded
- o Pearson- Marieb-book-Chapters modules-to study and practice teh HWs-non-graded
- o Pearson-Marieb-book-Chapters modules- to study and practice- Quizzes - non-graded
- o **Professor's- Graded Discussion/Group Project (Graded)**

You are responsible for knowing which assignment to take, what chapters it covers, and when it is offered.

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

* Instructor's Practices and Procedures

Incomplete Policy

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 under urgent special circumstances- totally up to the professor's choice and decision with the appropriate documents.

1. You have earned at least 85% of the available points by the date that the "I" grade is requested. (if not this criteria request is not applicable)
2. You can provide documentation showing why you should earn an incomplete, such as a doctor's note-with emergency medical situations/hospitalization due to illness of the student who is taking the course, so unable to attend the F2F final exams in person, if the course is F2F mode, etc.
3. You must be passing with a grade of "C" or better. Most of the online mode exams-this may not be applicable since the person can still take exam from home or hospital by using online mode exam with LDB w/Web cam by following all the rules.
4. You must request the incomplete in writing BEFORE SPECIFIC FINAL EXAM DATE and in that case it is fully the student's responsibility to get back to the dept- to find the professor to do the missed exams and complete the course. Failure to do so by the next semester by all means- grade of "I" will change back to an "F".
5. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

- Professor's Incomplete Policy: Generally, "I" don't apply in this course.

-The only circumstances under which you can get an I (incomplete) is if you are too ill to come to take the final- in a F2F course, and never missed any other grading assignments was regular done all the rest in time. In online mode- generally this do not apply, since the student didn't have to drive to the campus for testings , so needs to take all assignments in time in online mode with given dates and time only.

- Once you receive an I, in order to get a grade for the course, you will have to complete the missed material by the end of the next full semester. If you do not, the professor will convert the "I" 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/>

Missed Assignments/Make-Up Policy

Make-Up Policy

1. NO MAKE UPS FOR LECTURE EXAMS OR WEEKLY QUIZZES if any. Lecture exams- Four (4) lecture exams will be given as the 4th 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 missed graded- quiz and tests-(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. So eventually - one- 0 grade will not be count for course avg. Same with the graded quizzes- the last quiz can be considered as a make up- so a person miss any before due to illness or any reasons- one lowest will be dropped or the last one consider as a make up quiz for the same as required. So if all students take all graded assignment on time when I have provided in your course, then this only this deal applies. or else few zero grades for missing will sure be counted in the average.

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.

Link-to HCC-Academic Integrity Statment & LDB
Instructions-

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)-

Important Instructions when using Lockdown Browser

1. You are required to show your Photo ID- current college ID or any government issued ID, like a Texas driver's license or a Texas ID or passport photo ID page) at the start of every exam

2. You need to commit a time period for the exam with no interruptions at that time. Please allow adequate time to complete the exam, in addition to resolving any unanticipated personal computer or networking problems.
3. You will have only one attempt to complete the exam. What it means is that once you start the test, you must finish and SUBMIT it before logging out. You will NOT be allowed to log in the second time to take the same test.
4. Please do not speak or and no use of masks, no headphones , ear phones/plugs, no hoodies,++, during the exam . No other individuals should be in the testing environment (visible or heard)
5. When prompted, show your *entire* 360 degree, exam environment with your Webcam. This includes the surface (desk) your device is on and floor underneath. **When you use any types of lap top and or desk top with a mounted monitor, always, please use a small mirror to show your test taking screen with its vicinity along with 360 view with the entire exam environment. Means-** If you have a mounted monitor or any types of laptop- to show the " test taking screen and its vicinity" to show-mandatory-rule, please use a small mirror image view-"to show your entire exam environment.
6. Focus only on the screen and not on your surroundings (so no looking up, down or sideways!). You are not allowed to turn away from the computer or leave. Your complete face must remain within the Webcam's view at all times.
7. You may not use any other devices- "No" - such as -note pad, I pads, tablets, phones, e-watches, ear- head phones /notes/or any kind of aid during the exam.
8. No copying/downloading exam pictures or any part of the exam.
9. The Instructor will check recordings of exams (including non-flagged exams) to ensure no violations.
10. If the above Instructions are not followed, you may receive a score of zero for the exam and it will not be able to be used as your drop exam (If your Instructor has one). Further, you may receive a zero for the course. In addition, a Maxient Student Conduct report will be submitted to the HCC office. Repeat offenders may receive disciplinary action including expulsion from the college.

This is a reminder words stated below- given before starting all LDB test instructions for all students to follow and abide by for validity of the test in full compliance.

I'm trusting you all that all will follow rules in this high level college course. Expect all to follow rules 100%. The "NO's are- no cellphone, iPads/ tablets/notepads/no extra screens like computers, laptops and more- other than the test taking screen, No open books, slips/ papers/notes,text books/etc.,. around. no music/no TV, and not allowed to read questions loud. You are not allowed to talk to yourself or to anyone this exam /quiz taking time. Good luck. All the "No' rules -follow-just like your regular exam F2F in a classroom. If you are using a fixed/desk top or any movable/laptop- to show the " test taking screen and its vicinity" to show-"mandatory rule", please use a small mirror image view-"to show your entire exam environment.

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.

- **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:

During online mode tests/quizzes all mandatory to use the Lockdown Browser with Web cam- will all the associated guidelines and rules. All the LDB site rules apply to each student before starting the tests for validity of the said test. Include the 3 steps-to show the Web cam -camera view- 1. Show face-pic. 2. Valid photo ID to show to the camera clearly, 3. Test taking desk/screen view and vicinity show by using mirror-view in addition to the said 360 degree view of the test taking surroundings. **IF ANY OF THE LDB Site and PROFESSOR'S RULE ARE NOT FOLLOWED- THE GRADE will be "0" ZERO- NO VALIDITY FOR THE SAME, and the incident will be reported to the College- " Maxient site", for HCC reference and actions will be taken, as and when needed with professor's decision.**

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

Insert a specific description of your expectations for academic integrity. Specify the consequences for cheating, plagiarism, collusion, etc. Consider including the following statement: Scholastic Dishonesty will result in a referral to the Dean of Student Services.

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

<https://www.hccs.edu/studentprocedures> (<https://www.hccs.edu/studentprocedures>)

Attendance Procedures

- **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 Guideline-**

-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 may not 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.

- **Instructor's Course-Specific Information**

- 1. 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 the same day in class before the end of the 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 any where.

-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 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 course work face-to-face.

Student Conduct

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.

- **Note:** No Hoodies on QUIZ/Exam Days.

- **Student Conduct**

-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.

- **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..

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](http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/Attendance) Procedures.

Instructor's Course-Specific Information

- **Helpful Tips**

Success in this course depends solely on the individual student!

1. **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.

- 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.

- 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, to find a tutoring location at your campus, please visit 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/>

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 4th 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. All events 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.

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 (threepaters) may soon face significant tuition/fee increase at HCC and other Texas public colleges and universities. Please ask your professor/counsellor about opportunities for tutoring/other assistance prior to considering course withdrawal or if you are not receiving passing grades.

Devices

[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 ONLY take the call during our regular scheduled breaks or you can exit the class to review the call w/ permission from the professor if allowed in that course per class/course -rule. 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 off and 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.,](#)

Faculty Statement about Student Success

- [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.](#)
- 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.
- 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.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

- Mandatory to use canvas mode-course page and course contents, daily through out the course must keep the communication channel, even to ? message only via canvas mode' to the Professor/emails-

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Social Justice Statement

Add Content Here

HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3

Grade	Grade Interpretation	Grade Points
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/>
(<https://catalog.hccs.edu/>)

In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- Ability 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

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

Campus Carry Link

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

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>).

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 \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Equal Opportunity and Title IX

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement:

<https://www.hccs.edu/eoo> (<https://www.hccs.edu/eoo>).

Ability 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 <https://www.hccs.edu/accommodations> (<https://www.hccs.edu/accommodations>).

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:

Osvaldo Gomez, MSW
Director of EEO and Compliance/Title IX Coordinator
Office of Equal Opportunity and Title IX
3100 Main, 7th Floor
Houston, TX 77002

(713) 718-8271

hcc.oeotix@hccs.edu (<mailto:hcc.oeotix@hccs.edu>)

<https://www.hccs.edu/oeotix/> (<https://www.hccs.edu/oeotix/>)

Mandatory Reporters

Under Texas Education Code 51.252 (formerly known as Senate Bill 212), HCC Instructors are mandatory reporters of sexual harassment, dating violence (domestic violence), sexual assault, and stalking. All instructors are required by law to report to the College's Title IX coordinator or Deputy Title IX coordinator all reports disclosed to them relating to sexual harassment, dating violence (domestic violence), sexual assault, and stalking alleged to have been committed by or against a person who was a student enrolled at or an employee of the institution at the time of the incident. Instructors are required by law to include all the information they know about the incident, including the name of the student(s), in the report to the College's Title IX coordinator or deputy Title IX coordinator.

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

Student 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
- Completing assignments

- Participating in class activities

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

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

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/> (<https://eagleonline.hccs.edu/>)

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 during office hours, and 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](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>).

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits the unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience as an instructor and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publicly posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me, your instructor, or to the Manager of Student Conduct and Academic Integrity.

Unauthorized Disclosure

"Unauthorized disclosure" occurs when any student provides instructional materials and/or assessments to other students in violation of a clear prohibition by the instructor. Examples include: posting assessment items to online sites such as Chegg or CourseHero; asking exam questions in forums like Reddit or Yahoo Answers; discussions of confidential question using Wechat or GroupMe, etc.

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/egls3) (<https://www.hccs.edu/egls3>)) 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. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

Housing and Food Assistance for Students

If you are experiencing any hardship related to food, shelter, mental health, or other basic needs areas, please visit the Basic Needs page for resources (<https://www.hccs.edu/cares> (<https://www.hccs.edu/cares>)). You have the option to take the Basic Needs Questionnaire and ask to be contacted by a counselor for additional assistance or support (<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)). Furthermore, please notify the professor if you are comfortable doing so.

Student Resources

Tutoring

HCC provides free and convenient academic support, in a large variety of subjects, to HCC students in both an online environment and in-person on campus. Tutoring is provided by HCC personnel in order to ensure that it is appropriate. Visit the HCC Tutoring Services website for more information at <https://hccs.edu/tutoring> (<https://hccs.edu/tutoring>).

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 <https://library.hccs.edu> (<https://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 <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>).

Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>
(<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Course Calendar

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.

Spring-2024-Biol-2302-A&P-2-CRN#16221-SS-WS-MW-4 pm-5.50 pm-online on scheule- with all assignments online mode-Quizzes, Exams, HWs & Discussion sessions-are given time to time.

-Office hrs- TR- 11-12 n- (online-by appt only) & TR-2-3.30 pm (online - by appts only) &- online-web ex-if needed for urgent confidential matters if any-by appts only) & some days-TR-6-7 pm if needed-by appts only- (online via conference call or via -web ex-only if needed for urgent confidential matters if any-by appts only.

[A&P-2-BIOL-2302-CRN# 16221-SS-WS-MW-4 pm-5.50 pm-Human Anatomy & Physiology-II-Spring-2024.pdf](https://hccs.campusconcourse.com/courses/247936/files/59443460?wrap=1)
(<https://hccs.campusconcourse.com/courses/247936/files/59443460?wrap=1>)

IMPORTANT DATES FOR 16 WKS Course-Regular Term-RT-Spring-2024-Semester:

T- 01/16- Classes begin

Su - 01/14 - Last day to swap/ Change of schedule (online-)

M- 01/15 - Martin Luther King Jr- Holiday- No class

M- 01/29- OER- date- Census date-Official Day of Record for RT-Spring-2024-(IA-Inclusive Access-opt out deadline)

T-01/30- Attendance Roster approval day for RT-Spring-2024-16 wks-course-by 1 pm in PS site

T-04/02- Last day/ drop date for the course-withdrawals-4.30pm-RT-Spring-2024.

IMPORTANT DATES FOR 12 WKS-Second Start-SS Course-Spring-2024-Semester:

M- 02/12- Classes begin

Su - 02/11- Last day to swap/ Change of schedule (online-)

W-02/21-Census date-Official Day of Record for Second Start-SS-12 Wks- Spring-2024-(IA-Inclusive Access-opt out deadline)

R- 02/22- Attendance Roster approval day for Second Start-SS-12 wks-course-Spring-2024-by 1 pm in PS site

R-04/11- Last day/ drop date for the course-withdrawals-4.30pm-Second Start-SS-Spring-2024.

HOLIDAYS-of the semester for RT & SS course-Spring-2024

M- 01/15- Martin Luther King Jr-Holiday- No class

M- 02/19 - President's Day Holiday- No class

M to Su - 03/11-03/17 - Spring Break -Holidays- No class

F to Su- 03/29 to 03/31- Spring Holidays-(Good Friday and Easter Holidays)- No class

IMPORTANT DATES-Contd...for RT-16 and SS-12 wks-Spring-2024

Su- 05/05- Last Day for Instruction for both RT and SS Courses-Spring-2024

M-F- 05/06 to 05/10- Final Examinations (first one and half hour to 2 hrs of the F2F class time or in online mode, time may vary slightly as the exam site may open more hrs, early to start in WW and WS online setting-courses, unlike-the specific 1-2 hrs as in F2F courses class hrs)

Su- 05/12 -Spring-2024- Both RT and SS-Semester Ends

Tu- 05/14 -Grades & Rosters- Due by 1 pm-in People soft site-for both RT and SS-Spring-2024.

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

[\(https://hccs.campusconcourse.com/courses/135514/files/20969055/download?wrap=1\)](https://hccs.campusconcourse.com/courses/135514/files/20969055/download?wrap=1)

<https://www.hccs.edu/resources-for/current.../resources-for-students/>

<https://www.hccs.edu/resources-for/current-students/communicable-disease>

Office hrs-TR- 11-12 n- (online-by appt only) & TR-2-3.30 pm (online - by appts only) &- online-web ex-if needed for urgent confidential matters if any-by appts only) & some days-TR-6-7 pm if needed-by appts only- (online via conference call or via -web ex-only if needed for urgent confidential matters if any-by appts only.

[A&P-2-BIOL-2302-CRN# 16221-SS-WS-MW-4 pm-5.50 pm-Human Anatomy & Physiology-II-Spring-2024.pdf](https://hccs.campusconcourse.com/courses/247936/files/59443460?wrap=1)
[\(https://hccs.campusconcourse.com/courses/247936/files/59443460?wrap=1\)](https://hccs.campusconcourse.com/courses/247936/files/59443460?wrap=1)

Spring-2024-Biol-2302-A&P-2-CRN#16221-SS-WS-MW-4 pm-5.50 pm-online on scheule- with all assignments online mode-Quizzes, Exams, HWs & Discussion sessions-are given time to time.

[- Some Fridays, and Sundays- may 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.](#)

Pages- 25-30- are the main pages for reference- 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.

"Human Anatomy & Physiology by Elaine N. Marieb , Katja Hoehn - 11th Edition

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

[Dr. Koshy-Welcome letter DE -New-2022.pdf](#)

[.https://hccs.campusconcourse.com/courses/181154/files/36207635?wrap=1](https://hccs.campusconcourse.com/courses/181154/files/36207635?wrap=1)

[CV-New-Curriculum Vitae-Dr.A.Koshy-Fall-2023-Microsoft Word Document.pdf](#)

[.https://hccs.campusconcourse.com/courses/244542/files/57798540?wrap=1](https://hccs.campusconcourse.com/courses/244542/files/57798540?wrap=1)

[.https://hccs.campusconcourse.com/courses/244542/files/57963929?wrap=1](https://hccs.campusconcourse.com/courses/244542/files/57963929?wrap=1)

IMPORTANT DATES FOR 16 WKS Course-Regular Term-RT-Spring-2024-Semester:

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IMPORTANT DATES FOR 12 WKS-Second Start-SS Course-Spring-2024-Semester:

M- 02/12- Classes begin

Su - 02/11- Last day to swap/ Change of schedule (online-)

W-02/21-Census date-Official Day of Record for Second Start-SS-12 Wks- Spring-2024-(IA-Inclusive Access-opt out deadline)

R- 02/22- Attendance Roster approval day for Second Start-SS-12 wks-course-Spring-2024-by 1 pm in PS site

R-04/11- Last day/ drop date for the course-withdrawals-4.30pm-Second Start-SS-Spring-2024.

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HOLIDAYS-of the semester for RT & SS course-Spring-2024

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M- 02/19 - President's Day Holiday- No class

M to Su - 03/11-03/17 - Spring Break -Holidays- No class

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M-F- 05/06 to 05/10- Final Examinations (first one and half hour to 2 hrs of the F2F class time or in online mode, time may vary slightly as the exam site may open more hrs, early to start in WW and WS online setting-courses, unlike-the specific 1-2 hrs as in F2F courses class hrs)

Su- 05/12 -Spring-2024- Both RT and SS-Semester Ends

Tu- 05/14 -Grades & Rosters- Due by 1 pm-in People soft site-for both RT and SS-Spring-2024.

Spring-2024-Biol-2302-A&P-2-CRN#16221-SS-WS-MW-4 pm-5.50 pm-Online on a schedule-via Web ex course class meetings and all online Assignments- Quizzes, Exams, HWs & Discussion sessions- given from time to time.

- Some Fridays, and Sundays- may 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.

Pages- 25-30- are the main pages for reference- 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.

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[CV-New-Curriculum Vitae-Dr.A.Koshy-Fall-2023-Microsoft Word Document.pdf](#)

[\(https://hccs.campusconcourse.com/courses/247936/files/59298454?wrap=1\)](https://hccs.campusconcourse.com/courses/247936/files/59298454?wrap=1)

[A&P-2-BIOL-2302-CRN# 16221-SS-WS-MW-4 pm-5.50 pm-Human Anatomy & Physiology-II-Spring-2024.pdf](#) (<https://hccs.campusconcourse.com/courses/247936/files/59443460?wrap=1>).

[Course Calender and Schedule-](#)

["Human Anatomy & Physiology by Elaine N. Marieb , Katja Hoehn - 11th Edition](#)

LDB-Lockdown Browser-course Requirement-How to download-1.pdf

Spring-2024-Biol-2302-A&P-2-CRN#16221-SS-WS-4 pm-5.50 pm-Online on a schedule-via Web ex course class meetings and all online Assignments- Quizzes, Exams, HWs & Discussion sessions-given from time to time.

"Human Anatomy & Physiology by Elaine N. Marieb , Katja Hoehn - 11th Edition

Course Text Book Title: *"Human Anatomy & Physiology by Elaine N. Marieb , Katja Hoehn - 11th Edition*

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

[Course Calender and Schedule in detail for daily reference](#)

["Human Anatomy & Physiology by Elaine N. Marieb , Katja Hoehn - 11th Edition.](#)

Spring-2024-Biol-2302-A&P-2-CRN#16221-SS-WS-4 pm-5.50 pm-Online on a schedule-via Web ex course class meetings and all online Assignments- Quizzes, Exams, HWs & Discussion sessions-given from time to time.

Office hrs- TR- 11-12 n- (online-by appt only) & TR-2-3.30 pm (online - by appts only) &- online-web ex-if needed for urgent confidential matters if any-by appts only) & some days-TR-6-7 pm if needed-by appts only- (online via conference call or via -web ex-only if needed for urgent confidential matters if any-by appts only.

2. -WK-2-Feb-18th to Feb-24th-Su-Sa- For in person and if online-WW/WS/HY/F2F- in any of the said course mode- Online Studies and assigns.. contd.

02/19- M-President's day-Holiday-No class meetings-for F2F, HY and WS courses,

-As per syllabus course content, online studies contd-Cardio-vascular System..

+ The Cardiovascular System-Heart- Chap. 18 670-705

-Assnt- # 3 -Bonus- Practice Quiz-online mode- 24 hrs -window-due end time-10 am-Wednesday-Feb.21st.

-Starts-Tuesday-Feb-20th- 10 am-onwards till due end date and time-Feb-21st-W-10 am. (small 5-10 mins practice bonus quiz- 24 hrs-window-) -Strictly by using Lockdown browser-with web cam- Mandatory for all F2F- in person mode as well as DE, HY, WS & WW mode students to practice with use of LDB- w/ Web cam- following all rules to abide by- No late Submissions.

-PN- Reference-Watch- Professor's demo video in "media gallery" - " Koshy- LDB w/ Web cam- 19 mins video-Demo- for AP 1& 2 "-for reference, w/ explanation of all required mandatory steps for credibility to comply with for credit in addition to reading the LDB detailed instructions stated on " Syllabus" page for reference- w/ mandatory requirements for credibility of quizzes and exams for this course.

- In addition, Professor demonstrates in classroom, in person class meeting time/ and during Web ex-class meeting time, as well for reference, if applicable.

-ALL to complete this mandatory- before start the real Quiz-1 onwards in LDB/ w/ Web cam mode.

3rd-02/21- W-WS Course-online Class meeting via Web ex mode-

PN- Wednesday-02/21st-Assigt # 3-ended -10 am- morning.

+02/21-W- Lecture contd.. The Cardiovascular System-Heart- Chap. 18 670-705

+ The Cardiovascular System- Blood Vessels- Chap.19 706- 765

-Assnt- # 3 -Bonus- Practice Quiz-online mode- 24 hrs -window-due end time-10 am-Wednesday-Feb.21st.

-Starts-Tuesday-Feb-20th- 10 am-onwards till due end date and time-Feb-21st-W-10 am. (small 5-10 mins practice bonus quiz- 24 hrs-window-) -Strictly by using Lockdown browser-with web cam- Mandatory for all F2F- in person mode as well as DE, HY, WS & WW mode students to practice with use of LDB- w/ Web cam- following all rules to abide by- No late Submissions.

-PN- Reference-Watch- Professor's demo video in "media gallery" - " Koshy- LDB w/ Web cam- 19 mins video-Demo- for AP 1& 2 "-for reference, w/ explanation of all required mandatory steps for credibility to comply with for credit in addition to reading the LDB detailed instructions stated on " Syllabus" page for reference- w/ mandatory requirements for credibility of quizzes and exams for this course.

- In addition, Professor demonstrates in classroom, in person class meeting time/ and during Web ex-class meeting time, as well for reference, if applicable.

-ALL to complete this mandatory- before start the real Quiz-1 onwards in LDB/ w/ Web cam mode.

02/21st W to Sa-Feb-24 th- Lecture/studies contd... Cardiovascular System-Online studies on Cardiovascular System-studies contd..using the Koshy Module notes and study tips+ media gallery -prior lecture videos+ review/study sheets in addition to Pearson Marieb-e-book with its ancillaries as study tools.

3. -WK-3-Feb-25th to March-2nd-Su to Sa- For in person and if online-WW/WS/HY/F2F- in any of the said course mode- Online Studies and assigns.. contd.

3rd-02/21- W-WS Course-online Class meeting via Web ex mode

02/26th- M-Lecture/ studies contd..+ Chapters-18 & 19-

4th-02/26-M- WS Course-online Class meeting via Web ex mode

--Assnmt- # 4- Quiz-1-Chapters- 17,18 & 19-Cardiovascular System- (24- hrs window-due end time-Tuesday- Feb-27th-6 pm-online- 10-15 mins Quiz- but giving a longer hrs window for doing on time, if

applicable) Start time-6 pm- Monday-Feb-26th-onwards till due end time-Tuesday- 6 pm- Feb-27th. 24 hrs window-

- Assnt-4- Quiz-1- Q-1-Chap. 17,18 & 19-due end time-Tuesday-6 pm- Feb-27th- Start time from Feb-26th- Monday-6 pm-(10-15 mins quiz) time slot -till Tuesday-6 pm-Feb-27th due end time. 24 hrs window. - w/ LDB with web cam along with all mandatory rules to abide by as always- No late submissions.

-WK-3- contd..

- 5th-02/28- W-WS Course-online Class meeting via Web ex mode

02/28- W- contd..Chapters-17,18 & 19- contd...Cardiovascular System- contd..

+ Chapter-20..immune system study starts.. **Studies contd.. online.. Immune System- Lymphatic System studies-Chap-20 & 21.**

-Assnt- 5- EXAM-1 -Chapters 17,18 & 19-Due end time-6 pm-Thursday-Feb-29th- starts from Wednesday- 6 pm-Feb-28th-till time slot ends due end time and date-Thursday- 6 pm-Feb-29th. -(50-55 mins duration)- 24 hrs window. - w/ LDB with Web cam- along with all mandatory rules to abide by as always- No late submissions.

02/29 to 03/03-R to Sun- Online studies on Immune System chapters-20 & 21-as per syllabus-studies contd..using the Koshy Module notes and study tips+ media gallery -prior lecture videos+ review/study sheets in addition to Pearson Marieb-e-book with its ancillaries as study tools.

4. -WK-4- March-3rd to March-9th-Sa- For In person and if online-WW/WS/HY/F2F- in any of the said course mode- Online Studies and assignts.. contd..

- 6th -03/04 M-WS Course-online Class meeting via Web ex mode

-03/04 M- Lecture contd..-Chapter-20..immune system study starts.. **Studies contd online.. Immune System- Lymphatic System studies-Chap-20 & 21.**

+ The Lymphatic System and Lymphoid Organs and Tissues- Chap. 20 766-780

+ The Immune System: Innate and Adaptive Body Defenses- Chap.21 781-817

WK-4- contd.. 03/05 Tu to 03/06- W- Assnt-# 6-Quiz-2- Chapter-20 & 21-

-Assnt- 6- Quiz-2- Chap.20 & 21-Immune System-Due end time-3 pm-Wednesday-March-6th. -Start-Tuesday-10 am-March-5th-(10-15 mins)- till time slot due end time and date-March-6th W-10 am-3 pm. 24 hrs window- w/ LDB with Web cam along with all mandatory rules to abide by as always- No late submissions.

- 7th -03/06 W-WS Course-online Class meeting via Web ex mode

03/06 W- Lecture contd.....Chapters-Immune System +online-studies to be contd

+ Respiratory System studies- Chap-22 818- 867

WK-4 -contd-

-Assnt-# 7- D-2 -Discussion-online HW-Project -Assignment # 7- March-6th to March-8th- W to F- 48 hrs window-project-

Assnt-7- Discussion-D-2 project-D-2-Discussion project- HW online-Due-11 am Friday-Feb-16th- -Start time-Wednesday-10 am-March-6th-till Friday-10 am-March-8th, due end time and date-(48 hrs window for completion)- No late submissions.

Discussion topic-3 types of Auto Immune Disorders-(minimum 3 auto immune disorders) and 3 Types of Lymphomas-(minimum 3 types)-

History, Causes, Types, Signs and Symptoms, suggested treatment options and remedies for each types.

03/07 to 03/10- R to Su- Online studies on Immune System and Respiratory System- studies contd..using the Koshy Module notes and study tips+ media gallery -prior lecture videos+ review/study sheets in addition to Pearson Marieb-e-book with its ancillaries as study tools.

WK-5- Officially no class- Holiday- No class meetings in person or online.

03/11- M- to 03/17- Su- Spring Break-Holidays-No class meetings-for F2F, HY and WS courses -WK-5- March-10th to March-16th-Sunday to-Sa -In person and if online-WW/WS/HY/F2F- in any of the said course mode- Online Studies and assnts.. contd..

PN- So counting WK-5- Below-as March-17th to March-23rd- Su to Sa-

5. WK-5- 03/17 to 03/23-Su-to Sa-For in person and if online-WW/WS/HY/F2F- in any of the said course mode- Online Studies and assnts.. contd

- 8th -03/18 M- WS Course-online Class meeting via Web ex mode

03/18- M- Respiratory System-Lecture contd.. studies- Chap-22 818- 867

+ Digestive System- Chap. 23 868-925

- 9th -03/20 W- WS Course-online Class meeting via Web ex mode

03/20 W- Lecture..studies contd.- Digestive System- Chap. 23 868-925

+ Chap-24- Nutrition & Metabolism-some portions-Essential Vitamins, minerals, deficiency disorders++ (some portions are optional in this chapter-the revision from College Gen Biology-course (or for some- high school biology portions)-that is pre-requisites for AP-1&2-courses.

+ Urinary System- Chap,25 974- 1011

WK-5 contd..03/21 to 03/24- R-Su- Online studies on Digestive and Nutrition chapters-studies contd..using the Koshy Module notes and study tips+ media gallery -prior lecture videos+ review/study sheets in addition to Pearson Marieb-e-book with its ancillaries as study tools++ preparation for upcoming EX-2 in early-WK-6-with chap.20,21,22,23 & 24.

-8. WK-6- March-24th to March-31st-Su-Sa-For in person and if online-WW/WS/HY/F2F- in any of the said course mode- Online Studies and assnts.. contd..

- 10 th -03/25 M-WS Course-online Class meeting via Web ex mode

03/25 M- Lecture contd..**Chap-25 -Urinary System + contd..**

+ Fluid, Electrolyte, and Acid-Base Balance- Chap.26 1012-1040

WK-6.. contd..

Assnt-# 8- March-25 Monday-6 pm to March-26th-Tuesday-6pm. M to Tu. -24 hrs window- Exam-2-Due Tuesday-6 pm-March-26th.

-Assignment- 8- EXAM-2-March-26th-Due end time-Tuesday-6 pm-March-26th.(50-55 mins time slot)- Chap-20,21,22,23 & 24-(-portions of 24)-Lymphatic System, Respiratory System, Digestive System, Nutrition & Metabolism. Start time-6 pm-Monday-March-25th-till time slot due end time and date-6 pm-Tuesday-March-26th-w/ LDB with Web cam along with all mandatory rules to abide by as always. -24 hrs window- No late submissions.

- 11 th -03/27 W-WS Course-online Class meeting via Web ex mode-

03/27 W- Lecture contd..**Chap-26- Fluid, Electrolyte, and Acid-Base++**

+ Endocrine System Chap.16 601- 641

WK-6-contd..-

- Assnt # 9- Quiz-3- Chapter-25- - Start-Wednesday-6 pm-March-27th- due end time-Thursday-6 pm-March-28th- small Quiz- 10-15 mins duration). - 24 hrs window-

-WK-6-Assnt-9-Quiz-3-Q-3-Chap.25-Urinary System-Due end time-6 pm-Thursday-March-28th. -Start time-Wednesday-6 pm-March-27th-time slot till due end time and date-6 pm-Thursday-R-March-28th. w/ LDB with Web cam- along with all mandatory rules to abide by as always. 24 hrs window- No late submissions.

-03/27 to 03/31st-R to Su..online lec-studies contd..Online studies contd..Endocrine System++using the Koshy Module notes and study tips+ media gallery-prior lecture videos+ review/study sheets in addition to Pearson Marieb-e-book with its ancillaries as study tools, preparation for upcoming -Quiz-3 and Exam-3 in WK-7 & 8 with chap.25,26 & 16.

03/29 to 03/31st- F to Su-Spring Holidays-(Good Friday and Easter holidays)-No class meetings-for In person/F2F and + online courses- HY,WW and WS courses, but online studies may be contd..

- WK-7 -March-31st to April-6 th- Su to Sa-Sunday to Saturday-Su-Sa-In person and if online- WW/WS/HY/F2F- in any of the said course mode- Online Studies and assnts.. contd.

- 12 th -04/01-M- WS Course-online Class meeting via Web ex mode-

04/01 M-Lecture contd...Endocrine System-Chap-16- 601- 641

+ Reproductive System.. Chap.27 1041- 1090

WK-7 contd..

WK-7- Assnt # 10- D-3-Discussion-3- project-online HW-from April-1st to April-3rd- Wednesday to Friday- W to F- 48 hrs window.

Assnt # - 10- Discussion-D-3 Project- HW-Online-Due end time-10 am-Wednesday-April-3rd-March-22nd.

-Start time-Monday-10 am-April-1st-till time slot till due end time-April-3rd-W-10 am. -48 hrs window for completion.- No late submissions.

-Discussion-3- Project topic- 3 Types of Diabetes-(minimum-3 types of diabetes..conditions)- and 3 Types of Arthritis-conditions-(minimum 3 types of Arthritis- include Gouty Arthritis-conditions):- History, Causes, Types, Signs and Symptoms, suggested treatment options and remedies. The discussion on this topic can start from as stated dates above-by due end time. No late minutes and dates for this assignment.

- 13 th -04/03 W- WS Course-online Class meeting via Web ex mode-

04/03 W- Lecture contd..

+ Pregnancy and Human Development.. Chap.28 1091- 1123

WK-7 contd..

- Assignmt-# 11-Quiz-4-Q-4- Tu-Due end time-6 pm-Thursday-April-4th- Chap-16- Endocrine System-time slot- from W-April-3rd 6 pm April-3rd -till due end time and date-W to R--April-4th- w/ LDB with Web cam along with all mandatory rules to abide by as always.24 hrs window- No late submission

04/04 to 04/07 -R to Su-online lect..-studies contd..Online studies on Immune System-studies contd..using the Koshy Module notes and study tips+ media gallery -prior lecture videos+ review/study sheets in addition to Pearson Marieb-e-book with its ancillaries as study tools, prepare online for the upcoming Ex-2- in early WK-8.

- WK-8-April-7th to April-13 th-Su to Sa-Sunday to Saturday-Su-Sa-In person and if online- WW/WS/HY/F2F- in any of the said course mode- Online Studies and assnts.. contd.

- 14 th -04/08 M- WS Course-online Class meeting via Web ex mode-

04/08 M - Lecture contd..Reproductive System

+ Pregnancy and Human Development.. Chap.28 1091-1123

-WK-8-contd.. Assnt # 12-due-end time -6 pm-Tuesday-April-9th.

Assnt- 12- EXAM-3- R- Due end time-Tuesday-April-9th. -Chap-25,26 & 16- Due end time-6pm-Tuesday-April-9th..-(50-55 mints time slot).. -Start time-Monday-6 pm-April-8th-time slot till due end time and date-Tuesday-6 pm-April-9th-w/ LDB with Web cam-along with all mandatory rules to abide by as always.- 24 hrs window. No late submissions.

- 15 th -04/10 W- WS Course-online Class meeting via Web ex mode-

04/10 W Lecture contd.-Pregnancy and Human Development.. Chap.28 1091-1123

+ Heredity- Development and Inheritance--Chap-29 1124- 1137

+ Lecture contd..+online++ HW project-Professor's Courtesy project-(not mandatory), for students to refer to from College Gen-Biology course-pre-requisite course for AP-1 & 2 courses/ portions- of Gen Biology topics revision--portions of Gen Bio pre-requis- contents- Genetics- HW-Gen Biol portions-pre-requis for AP-1 & 2. + Review- Gen Bio and A&P-1- HW terms- Genetics, Genes and Chromosomes, Mitosis, Meiosis+ contd..

WK-8-contd.. Very important date-

- 04/11- R-Thursday- April-11th-latest by 4.30 pm- if needed --Last day for withdrawal from the course for SS-second start-term- Spring-2024- drop date for this course if needed.

04/11 to 04/14- R to Su-online lec-studies contd..Online studies on Reproductive, Development and Inheritance++ studies contd..using the Koshy Module notes and study tips+ media gallery -prior lecture videos+ review/study sheets in addition to Pearson Marieb-e-book with its ancillaries as study tools, preparation for upcoming EX-4- in WK- WK-9-April-14th to April-20th- Su to Sa-Sunday to Saturday- Su to Sa- in person and if online-WW/WS/HY/F2F- in any of the said course mode- Online Studies and assnts.. contd..

- 16 th -04/15 M- WS Course-online Class meeting via Web ex mode-

04/15 -M- Lecture contd..Chap.27&28 -

-Chap. 28- Development and Inheritance--w/ Koshy module- notes, review sheets, Media gallery prior lecture video lects and Study tips+ Pearson e-book and its ancillaries

- 17 th -04/17 W- W- WS Course-online Class meeting via Web ex mode-

04/17 -W- Lecture contd..+ HWs /Revisions-portions-to be completed--

WK-9 contd..

04/18 to 04/21st- R to Su- Online studies contd... -Always-refer- Koshy-module-review sheets s + studies with Study Qs and study tips, notes and media gallery-prior lecture videos++, in addition to Pearson e-book chapter contents and its ancillaries++.- online for preparation for upcoming Exam-4-early WK-10.

04/15 M- Lecture/ studies on Chap-27 & 28 contd...online-

04/17 W- Lecture/studies contd..to Chap.29- Genetics and Chromosomes-HWs- Revision portions contd...

WK-13 Contd..

-04/18 to 04/21- R to Su- Online studies contd... chapters-27,28 & 29-always-refer- Koshy-module-review sheets s + studies with Study Qs and study tips, notes and media gallery-prior lecture videos++, in addition to Pearson e-book chapter contents and its ancillaries++.- online for preparation for upcoming Exam-4-early-WK-14-

WK-10 -April-21st to April-27th- Su to Sa-Sunday to Saturday- Su to Sa- in person and if online- WW/WS/HY/F2F- in any of the said course mode- Online Studies and assnts.. contd..

-18 th -04/22 M- WS Course-online Class meeting via Web ex mode-

04/22 M-Lecture-contd.. review sessions+ online studies contd..-

WK- 10- contd.

04/23rd-Tu- Due-11 am-Due 11 am-Tuesday-April-23rd-Assigt# 13- Exam-4-also known as Make up Exam-

-Assnt-13- Exam-4-or Make up Exam-Chapters-27, 28 & 29- Due end time-6 pm-Tuesday- April-23rd.-(50-55 mins time slot)- 24 hrs window. -Start time- Monday-6 pm-April-22nd- time slot till due end time and date-6 pm-Tuesday-April-23rd- w/ LDB with Web cam along with all mandatory rules to abide by as always.

- 19 th -04/24- W- WS Course-online Class meeting via Web ex mode-

04/24- W-Revisions contd....

04/25 to 04/28th- R to Su-studies contd.. online-always-refer- Koshy-module-review & HW- sheets-- online ..studies with Study Qs and study tips, notes and media gallery-prior lecture videos++, in addition to Pearson-e-book chapter contents and its ancillaries.

Studies contd..online this wk-expected in a HY- Mode online course- to prepare for the upcoming Fn Ex by WK-12 of this course.

-WK-11-April-28th to May-4th-Sunday to Saturday- Su-Sa-Online Study days contd... for the upcoming FN EXAM- early-WK-16-M- FINAL EXAM.

-WK-11-April-28th to May 4th- Su-Sa- to be contd..with Assigt# 14-

-Assnt- 14- Continue-Studies for upcoming Final exam (reviews + studies online, with Koshy module-review sheets for each exams completed w/ Study Qs and study tips, notes and media gallery- prior lecture videos + Pearson e-book and its ancillaries.

-Study days contd--online mode-Reviews/study tips-sheets+ for Final Exam- (comprehensive)

-In person and in online course mode-Studies are contd.. preparation for Fn Ex..-Study days for the upcoming WK-12- Fn Ex- on early 12 th wk-May-8 th Wednesday-due end time-6 pm-Final Exam-

- WK-11- contd-April-28th to May-4th-Su to Sa- Sunday to Saturday- Study days online mode for this course-

Official WK-11--

- April-29th & May-1st-M & W- No class meeting-Study day online mode- with all the course ancillaries+ review video from Chap-16-29-for AP-2"..contd.. w/ all mentioned above.

04/29- M-& 05/01- W- Fn Exam-Study days- Instructions and review contd.. online as needed.

- 05/01 to 05/05- W to Su- Fn Ex-Study day contd..online study and reviews-of prior-lecture review session called- " Revision/Review video -in media gallery for Fn Exam reviews + individual chapters- Videos to review, from Chap-16-29-for AP-2"..contd.. w/ all mentioned above.

WK-12-

Early- WK-12 Final exam WK-16-

-WK-12 -May-5th to May-9th-Su- Sa to R-In person and if online mode, studies contd.. -W/WS,HY/F2F- in any of the said course mode- Online studies and assignments Contd..Chapters-16-29

-Final Exam - Assnt- # 15-online mode. Part- A & Part-B- portions-

16. Asmt->15- WK-12- FINAL EXAM-May-8th-Wednesday-Due end time-6 pm-May-8th. Starting day and time- for both for Portion A of the final exam set up and then Portion-B- see below for reference- May-7th Tuesday-6 pm-onwards till due end time-Wednesday-6 pm-May-8th. -24 hrs window- No late submissions.

- 05/08- W- FINAL EXAM : W-Due end time-6 pm-May-8th-online mode-Total= 2hrs- -Total= 150 pts for Part A & Part-B- as per grading scale in syllabus-Total= 2hrs (do online- or say 50 mins + 50 mins- both Part -A and Part-B- , log in and log out separately for A& B part of Fn Exam. (Altogether- with in 2 hrs slot- back to back from 4 pm to 6pm-Wednesda(for in person course-not applicable for this WS course) - But the option is to take these/ both portions online- with break hrs- between A & B part- since online site opens from May 7th-Tuesday- 6 pm-onwards.

-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-Total= for A& B parts-2hrs only- (do online-one hr Part- A then log out- then log in again do Part-B- separately- -

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).

- Professor will ample instructions for in person course/ class -test taking options- If this is a F2F course mode may need- 2 scantrons for the same /will let the class know what ever is applicable for this mode of testing, and will complete one after the other in the same sitting, if applicable, but not applicable this time in class-HY mode course).

Important-

1. You will do these separately for easy to do one at a time. So all, due end time by 6 pm-W-May-8 th. I'm providing this to do as part-A- 50 Qs= to do first and complete then Part-B- all due end time by 6 pm-W-May-8th, though the Fn Ex- part-A and then B, all -will be opened from Tuesday- 6 pm-May-7 th-onwards to do if needed.(24 hrs window)
2. The Fn Ex- Part-B portion- District final- separately- 50 Qs= to log in to do and complete by Wednesday-due end time-6 pm-May-8th. -Fn Ex Part-B, will be opened from 6 pm-Tuesday-May-7 th, 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.

16. Asmt->15-FN.EX. Part-A- 05/08-W-Due-end time-6 pm-W-FINAL EXAM-

Total= 2hrs (do online-one hr Part- A then log out- then log in again do Part-B- separately-, if needed.

PART-A- Due end time by 6 pm-Wednesday-May-8th. -Exam- Part-A-Set up-Start time slot from May-7 th- Tuesday-6 pm-time slot till the due end time and date-W-6 pm-May-8th. w/ LDB with Web cam along with all the mandatory rules to abide by as always-. (NO LATE SUBMISSIONS- 24 hrs window for completion)

[16. Asmt>-15-FN.EX-Part-B- 12/06-M- due end time-6 pm-May-8 th-FINAL EXAM-PART-B-Due end time-May-8 th-Wednesday-6 pm. -Part-B- W-May-8 th-Exam Part-B-Set up-Start time slot from Tuesday-6 pm-May-7th-onwards till due end time and date-W-6 pm-May-8 th. -\(NO LATE SUBMISSIONS-24 hrs window for completion\)- w/LDB with Web cam along with all mandatory rules to abide by..](#)

-Course ends-

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

Make-Up Policy

1. NO MAKE UPS FOR LECTURE EXAMS OR WEEKLY QUIZZES if any.

Lecture exams- Four (4) lecture exams will be given as the 4th exam will be considered as the make up exam, if needed.

2. Professor provides 4 lecture exams on specific dates, instead of 3, lowest or make up will be dropped).

3. 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.

4. 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!!!

5. 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.



Biology Departmental/Program Information

Visit the [Biology Program Page \(https://learning.hccs.edu/programs/biology\)](https://learning.hccs.edu/programs/biology) on the HCC Learning Web for information about our faculty and courses. You will also find information about majoring in Biology.

The [Field of Study \(FOS\) Curriculum for Biology \(https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/\)](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/) here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

The [Associate of Science in Biology - Biology Majors & Premedical Programs \(https://catalog.hccs.edu/preview_program.php?catoid=3&poid=905\)](https://catalog.hccs.edu/preview_program.php?catoid=3&poid=905) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics.

The [Associate of Science in Biology - Health Sciences Professions \(https://catalog.hccs.edu/preview_program.php?catoid=3&poid=906\)](https://catalog.hccs.edu/preview_program.php?catoid=3&poid=906) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics. (Pre-Nursing, Pre-Radiologic Sciences, Pre-Clinical Laboratory Services)

Visit the [STEM Resources Page at HCC \(https://www.hccs.edu/resources-for/current-students/science-technology-engineering--mathematics/\)](https://www.hccs.edu/resources-for/current-students/science-technology-engineering--mathematics/): HCC has developed this site to provide information on STEM related programs and resources at HCC and other institution – to include scholarship information.

IMPORTANT INFORMATION FOR ALL WW AND WS CLASSES

Important Instructions When Using LockDown Browser for Examinations

All students enrolled in this course are expected to familiarize themselves with and adhere to the guidelines outlined in this document. It is imperative that you carefully review the following essential instructions. Please take the time to read through.

LockDown Browser Examinations with Webcam and Monitor are considered closed-book assessments. When you submit your exam for grading, you are affirming that you have not sought assistance or utilized any external resources during the examination. Should you require the use of scratch paper or calculators, kindly notify your instructor and obtain prior authorization before the exam.

In order to safeguard the integrity of the examination, uphold academic honesty, and align with the College's student code of conduct, we employ the Respondus LockDown Browser with Webcam and Monitor for remote proctoring via video. This choice is intended to grant students flexibility and autonomy in selecting their examination time and location in WW (Asynchronous) classes. In WS (Synchronous) classes, you can select a location of your choice for your exam but the test taking time is determined by the syllabus/professor. It is important to emphasize that this software's primary function is to maintain the integrity of the test, rather than invade your privacy or penalize you. We are

committed to ensuring your comfort and privacy here at HCC, so please select a test-taking environment that best accommodates your comfort and privacy preferences. Our aim is not to access private areas in your home, but to observe you taking your exam in a setting free from distractions and items that could compromise test integrity. Feel free to choose a location that you are comfortable having someone witness. This private space could also be an HCC study room, testing room, classroom, or any other secure space of your choice with a fast and reliable internet connection.

The software will capture a video of your examination session and automatically flag any potential irregularities for your instructor's review. HCC is committed to treating these videos as confidential. Your instructor will assess your testing video and investigate any suspected irregularities in a manner consistent with the HCC Student Code of Conduct. Students found in violation of HCC's policies related to academic integrity and scholastic honesty may face academic and disciplinary consequences for testing irregularities.

If you encounter concerns regarding testing dates, test availability, test content, or related issues, please do not hesitate to contact your instructor. In cases where you are unable to reach your instructor, you can contact their department chair for assistance.

For technical issues, such as connectivity problems, software glitches, or concerns related to Respondus Lockdown Browser (LBD), please reach out to the IT department – 713-718-8800 (Canvas IT) or [LBD support](#). To avoid last-minute complications, we strongly recommend testing your computer with the LBD in advance of your exam day.

In order to achieve a successful examination while upholding its integrity, meticulous attention must be given to the following comprehensive set of steps.

Please read the following points carefully:

1. To identify you as the student registered to take the exam, you must show your valid Photo ID (HCC ID or any government-issued ID, like a Texas driver's license, Texas identification card, or passport) at the start of every exam. You will be prompted by the software to complete this step.
2. In order to be successful and not tense or stressed for your exam session, you need to commit a time period for the exam with no interruptions at that time. Please allow adequate time to complete the exam, in addition to resolving any unanticipated personal computer or networking problems before you begin the exam.
3. You will have only one attempt to complete the exam. This means that once you start the test, you must finish and SUBMIT it before logging out. You will NOT be allowed to log in a second time to take the same test. Please do not leave the exam environment until you have submitted your exam.
4. Your exams could be multiple choice only or contain short answer questions and essays. If the exam is multiple choice only, no typing during the test will be allowed. Typing sounds may be considered a violation.
5. It is important to maintain a quiet exam environment. Speaking, making calls, receiving calls, using headphones or Bluetooth devices – smart phones, iPads, tablets, e-watches, earbuds, earbuds, during the exam are prohibited.
 - To avoid flags for potential testing irregularities, it is recommended that you do NOT obscure your face from the camera.

- Masks, hoodies, hats, sunglasses, and caps can all cause the need for extra review to determine that your test was taken in compliance.

- Please select a distraction-free environment for the exam. Televisions and other people in the room are a distraction, can affect your concentration, and will cause a flag to be generated. Make sure no other individuals are in the testing environment (visible or heard).

6. A closed book exam is done without the use of devices or study aids. Please know that your exam environment MUST be clean and clear of all papers, sticky notes, notepads, scratch papers, class notes, textbooks, smartphones, smart watches, and other devices that are not the one you will be working on.

- You can view the current time and time remaining during the exam throughout the testing process on your computer.

7. To ensure that no prohibited materials are present in the testing area, you must show a 360-degree view of the exam environment with your webcam when prompted by the LockDown Browser. This includes showing the surface your device is on (which should be the desk) and the floor underneath.

8. After showing your environment check with your webcam, please use any hand-held mirror to show your entire exam environment including your keyboard with its vicinity and the test-taking computer screen that you will be working on. Refer to video below on environment check to see how to do this.

- If you have more than one computer screen, please show all and make sure the other screens are turned off.

- Failure to complete this step may result in a zero or reduced grade whenever your exam is reviewed.

- REMEMBER: YOU MUST SHOW THE SURFACE OF YOUR DESK, UNDER YOUR TABLE, THE SCREEN OF YOUR COMPUTER, AND A 360-DEGREE VIEW OF THE EXAM ENVIRONMENT. An example video of how to do this process can be located [Environment Check 1](#); [Environment Check 2](#) and [Environment Check 3](#).

9. The identity of the test taker is essential. Make sure your complete face remains within the webcam's view at all times. The lighting in your exam room must be sufficient so the instructor can clearly see your face.

- Avoid backlighting situations, such as sitting with your back to a window. It's better to have light in front of your face than behind your head.

- If you turn away from the computer or your lighting does not allow your instructor to view your face, it may generate a flag as a potential testing irregularity that needs additional review. See [Here](#) for right exam posture and [Here](#) for the wrong one.

10. In order to maintain test integrity, Video & Audio needs to be on for the duration of the test. If you turn these off, you may be penalized and a grade of zero may be awarded.

- IF YOUR VIDEO CUTS OFF AFTER THE ENVIRONMENT CHECK, YOUR EXAM ATTEMPT CANNOT BE VERIFIED AS THE EXAM TAKER CANNOT BE SEEN. THIS MAY RESULT IN A PENALTY.

- A COMPLETE VIDEO OF THE ATTEMPT MUST BE AVAILABLE TO CONSIDER YOUR EXAM ATTEMPT VALID.

11. Dissemination of exam materials without the instructor's permission is not allowed. You will therefore not be allowed to copy/download exam pictures or any part of the exam. Do not share exam questions with anyone. Violations of this provision may lead to consequences, including potential grade penalties and any other relevant consequence listed in the Student Code of Conduct.

12. The instructor will check recordings of exam attempts (including non-flagged exams) to ensure no violations.

- Each exam is about 60 – 90 minutes and will take some time for the instructor to go through the attempts of all the students in the class.
- Please note that for violations of these testing procedures, you may suffer a grade penalty, up to and including receiving a zero on the exam or a failing grade in the course.
- In addition, a Maxient Student Conduct report will be submitted to the HCC office. Repeat offenders may receive disciplinary action, up to and including expulsion from the college.

Please note the following suggestions:

1. You are responsible for making sure your hardware works and can support taking your tests. Please note that the LockDown browser cannot be installed on Chromebooks or mobile devices. If you have any questions about the minimum system requirements, memory requirements, or browser requirements, please review the information [HERE](#).
2. Internet connectivity problems can slow your test-taking. If you are not sure of connectivity, please use the HCC library or a public library space with secure, fast, and reliable internet.
3. Test your hardware ahead of time and take your test as early as possible to give yourself time to fix any issue. You cannot plan on receiving an extension. Extensions are highly disfavored and not normally granted. Retakes and makeups are not guaranteed.
4. Do not wait until the end of the assigned available testing period to take your tests as problems will be difficult to solve and you might not be able to reach your professor before the deadline time is past.
5. Students receiving disability accommodations on their tests are encouraged to confirm their accommodations with their instructor in writing in advance of the test and to contact their instructor immediately if there is a concern about the provisions of the accommodations for their test. Please remember, all videos will be reviewed for each examination. A suspicion of cheating or a VIOLATION of the above rules, may invalidate your attempt and may earn you a ZERO grade for the attempt. If there is a concern regarding your test attempt, your instructor will show you a video of your exam attempt from Respondus so that you will know what occurred. You will have an opportunity to respond to the instructor's concerns.

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. You can always request a meeting (virtual/ in person) to go over your concerns. If your instructor is not able to assist you, then you may wish to contact the Biology Department using this form.

[Biology Department Reporting Form \(https://forms.office.com/r/JKGbz3yrxn\)](https://forms.office.com/r/JKGbz3yrxn)

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