



Human Anatomy & Physiology I-10866

BIOL-2301

S1 2022 Section 0001 3 Credits 06/06/2022 to 07/10/2022 Modified 06/05/2022

Course Meetings

Course Modality

HY/WW- In class-meeting-MW-10.30 am-12.45 pm-in 122- RM# SE- East side campus- Felix Morales Building-Attendance Mandatory in class meeting-lect++ and 50% in online mode- all on schedule & in online mode.

Monday-Saturday-- all wk-7 days-DE-HY-MW/ and the rest-Online-mode.

Meeting Times

HY/WW-MW- in class- 10.30 am-12.45 pm-Rm#-122-Felix Morales Building- SE- Eastside campus- and 50% in online mode to do all assignments- graded and non-graded++.with a scheduled time table++

Meeting Location

Fully online mode- via web ex and conference sites- courtesy help sessions.

- Monday, Tuesday, Wednesday, Thursday, 2:30 PM to 3:30 PM, Office hrs-MW-2.30 pm-3.30pm-(in person-by appts only) & TR- 2.30- 3.30 pm (in person- by appts only) & - online-web ex-if needed for urgent confidential matters if any-by appts only

Office hrs-MW-2.30 pm-3.30pm-(online-by appts only) & TR-2.30- 3.30 pm (online- by appts only) & - online-web ex-if needed for urgent confidential matters if any-by appts only

[Dr. Koshy-Welcome letter DE -New-2022.pdf](https://eagleonline.hccs.edu/courses/197695/files/39925980?wrap=1) (https://eagleonline.hccs.edu/courses/197695/files/39925980?wrap=1)

[Biol-2301-A&P-1-CRN# 10866-HY-MW-10.30am-12.45 pm-Human Anatomy & Physiology-1-S1-Sum-2022.pdf](https://eagleonline.hccs.edu/courses/194098/files/40108923?wrap=1) (https://eagleonline.hccs.edu/courses/194098/files/40108923?wrap=1)

WW- DE- Online- Lecture-

M---Su- Fully online mode-

WW-- Mode from Canvas- w/ few help sessions-MWs- in Web ex or Conference-

HY/WW-MW- 10.30 am-12.45 pm- in class-meeting- SE-Felix Morales-Building- Rm#-122-

-Attendance Mandatory in class meetings- MW-Lect..++

This course modality- is 50 % in class meetings- and 50% online mode on schedule-

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.

WS

The course modality of this class is *online on A Schedule (not applicable in this course)*.

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.

Lecture- WW mode-

M-F-S- 7 days- fully online mode-DE course-

WW- Mode from Canvas- Courtesy help sessions- via-Web ex or Conference site.-

[Biol-2301-A&P-1-CRN# 10866-HY-MW-10.30am-12.45 pm-Human Anatomy & Physiology-1-S1-Sum-2022.pdf](https://eagleonline.hccs.edu/courses/194098/files/40108923?wrap=1)
(<https://eagleonline.hccs.edu/courses/194098/files/40108923?wrap=1>)

Welcome and Instructor Information

Biology-Associate Chair & Professor: Dr. ANNA KOSHY

Email: anna.koshy@hccs.edu

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

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 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 Ebook 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 Webex 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

Welcome to the course!

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.

Office Hours

M, T & W

Monday, Tuesday, Wednesday, Thursday, 6:00 PM to 7:30 PM, online- web ex or conference site- by appts only

- Monday, Tuesday, Wednesday, Thursday, 2:30 PM to 3:30 PM, Office hrs-MW-2.30 pm-3.30pm-(in person-by appts only) & TR-2.30- 3.30 pm (in person- by appts only) & - online-web ex-if needed for urgent confidential matters if any-by appts only

Office hrs-MW-2.30 pm-3.30pm-(online-by appts only) & TR-2.30- 3.30 pm (online- by appts only) & - online-web ex-if needed for urgent confidential matters if any-by appts only

All office meeting times are by prior appts only. via canvas email request by students as need arise- In addition- if needed- TR- 2.30pm-3..30 pm as and when need arise, as per appts.

M, T & W

online- web ex or conference site- by appts only

All by appts only- In addition- TR- 2-3.30 pm by appts. communicate via Canvas - request to meet if need arises.

Course Overview

Course Description

Credits: 3 (3 lecture). Study of the structure and function of human cells, tissues, and organ systems including integumentary skeletal, muscular, and nervous systems.

Requisites

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

Pre- requisite- Biology- College General Biology- 1- (1306 or 1406)

Department Website

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

Core Curriculum Objectives (CCOs)

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

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #2 below.
- **Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #4 below.
- **Teamwork–** ability to consider different points of view and to work effectively with others to support a shared purpose or goal

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/>

1. Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms. 2. Will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication. (This may include successful completion of a course-specific research project or a case study module). 3. Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques. 4. Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

Course Student Learning Outcomes (CSLOs)

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

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

Learning Objectives

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

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
- Attain a raw score of at least 50% on the departmental final exam

• Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Student Success Information

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

Successful completion of this course requires a combination of the following:

1. Reading the textbook
2. Attending class in person and/or online
3. Timely completion of assignments
4. Participating in class activities
5. Successful exam performance, including the mandatory final.

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

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 instructor 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>

Instructional Materials Required Resources

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

The textbook listed below is **required** for this course, depends on your college of enrollment and the list is provided below.LECTURE TEXTBOOKS: PRINCIPLES OF ANATOMY & PHYSIOLOGY- 15th Edition by Tortora & Derrickson. ISBN #978111642275. Same textbook for both AP-1 & 2 courses-Fall-2020 onwards.

Loose leaf or hard bind are available.

-Instructional Materials Required Resources

Title: Principles of Anatomy & Physiology 15th Edition
Print: Loose Leaf (full title)
Publishers: Wiley
ISBN: 9781119642275

-The class is **inclusive access-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, handouts,etc.

Other Instructional Resources

-Tutoring

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

Libraries

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

Supplementary Instruction

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

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] >>

Wiley- 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
Discussion - Assignments	4.55% of the portion of the course grade-	Discussions-D-1,D-2,D-3 Projects- Total 3 Assignments- 5+10+10 = 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 % of the Total Course Grade-	54.5 % Lec Exams & 9.1 %- Quizzes- Total.	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 quiz0 - 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>
Attendance /Participation grade- In-Class Activities	4.55% of the portion of the course grade-	class-actiivites/ or attendance grade in online mode course-	<p>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 sessions from time to time fpr encouraging student participation.</p>
Final Exam- Part A& Part-B portions-	150 pts-27.3% of the Total Course grade,		<p>Final Exam- 5 th Exam in the last wk of the course-</p> <p>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)</p>
Extra Credit/ or Mandatory practice quiz- with LDB-web cam- is counted as bonus practice quiz pts and EGLS3 participation 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+	<p>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.</p> <p>2. In addition- EGLS3- participation project- vary from semester to semester</p>

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%

- FINAL COURSE-GRADESCALE

- Grade -Total Points
- 90-100%=A495-550pts.
- 80-89%=B440-494pts.
- 70-79%=C385-439pts.
- 60-69%=D330-384pts.
- Below-60%=F<330 pts.

Grade	Range	Notes
A	90-100%- 495-550 pts	
B	80-89 %= 440-494 pts	
C	70-79%= 385-439 pts.	
D	60-69% = 330-384 pts.	
F	Below-60% = 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:** 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. In online mode- generally this do not apply, since the student didn't have to drive to the campus for testings.

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

Academic Integrity

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/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

Academic Integrity

This instructor is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources).

- Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity. Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

-8. **Academic Dishonesty / Disruptions:** Cheating in any manner is not allowed. If cheating is suspected, the student will receive an "F" for the course. (no second chance). Disruptive or misbehaviours and arguments of students will not be tolerated. Immediate action will be taken (student discontinue the course).

Academic Integrity:

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.

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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

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.

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 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 (threepeaters) 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.

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.

Electronic 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-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.

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
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1

Grade	Grade Interpretation	Grade Points
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 Student Handbook

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

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

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

Campus Carry Link

- **Campus Carry Law** -At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015).

For more information, [visit the HCC Campus Carry web page at](http://www.hccs.edu/district/departments/police/campus-carry/)<http://www.hccs.edu/district/departments/police/campus-carry/>.

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

<https://www.hccs.edu/departments/police/campus-carry/> (<https://www.hccs.edu/departments/police/campus-carry/>)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID \(https://www.hccs.edu/resources-for/current-students/student-e-mail-eagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-mail-eagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

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

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/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-services/>)

- **HCC- Policy Statement – ADA:** HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>. Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. For questions, please visit the ADA Web site, www.hccs.edu then click Future students, scroll down the page and click on Disability Information

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.

- **Title IX and Sex Discrimination (US Department of Education)**- Title IX of The Education Amendments of 1972, 20 U.S.C. - A-1681 Et. Seq. Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Information regarding these rights are on the HCC website under Students- Anti-discrimination. It is important that every student understands and conforms to respectful behaviour while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in to: www.edurisksolutions.org . Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to 504 Coordinator. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor- ADA

Counselors for assistance. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to David Cross, Director of EEO/ Compliance, Office of Office of Institutional Equity & Diversity, 3100 Main, (713) 718-8271, Houston, TX 77266-7517 or Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (<mailto:Institutional.Equity@hccs.edu>)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> (<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>)

Office of the Dean of Students

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

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

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

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

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/resources-for/current-students/student-handbook/) (<https://www.hccs.edu/resources-for/current-students/student-handbook/>)

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/) (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)) 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/resources-for/current-students/egls3-evaluate-your-professors/> (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)

Housing and Food Assistance for Students

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

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

Student 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](https://www.hccs.edu/resources-for/current-students/tutoring/) (<https://www.hccs.edu/resources-for/current-students/tutoring/>) 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 <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/resources-for/current-students/supplemental-instruction/> (<https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>
(<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

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://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH
(https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

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

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

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

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.

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.

Use of Course Contents:

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

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

Course Calendar

IMPORTANT DATES FOR REGULAR START SEMESTER- Summer-1-2022:

M- 06/06 - Classes begin

Su- 06/05- Last day to swap/ Change of schedule (online-)

R- 06/09 - Census date-Official Day of Record for SS- (IA-Inclusive Accesss-opt out deadline)

F- 06/10 - Attendance Roster approval day- for RT-Summer session.-by 1 pm in PS site.

Su- 06/19- Juneteenth Holiday

M- 06/27 - Last Day for Administrative/Student Withdrawals-4.30pm- for Summer-1-2022-

M- 07/04-Independence day-Holiday

Tu- 07/05- Last Day for Instruction

W- 07/06-10- Final Examinations (first one and half hour-to 2 hrs of the class time or in online mode, time may vary slightly- as the exam site may open more hrs early to start, rather than the specific 1-2 hrs as in F2F courses)

Su- 07/10 -Spring Semester Ends

Tu- 07/12- Grades & Rosters- Due by 10 am- July 12th-for summer-1-2022-

[Biol-2301-A&P-1-CRN# 10866-HY-MW-10.30am-12.45 pm-Human Anatomy & Physiology-1-S1-Sum-2022.pdf](https://eagleonline.hccs.edu/courses/194098/files/40108923?wrap=1)
(<https://eagleonline.hccs.edu/courses/194098/files/40108923?wrap=1>)

Course Calendar

Week	Chapters	Topics to be Covered
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Course Text Book Title: Principles of Anatomy & Physiology- By Tortora & Derrickson- 15th Edition.

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

Summer-1-2022-2301-A&P-1-CRN# 10866-HY-MW-10.30 am-12.45pm- & WW-DE-Online 50% online on a schedule time table pattern-mode-DE Course- HWs & Discussion sessions-are given time to time.

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

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.

Course Calender and Schedule-

Course Calendar

IMPORTANT DATES FOR REGULAR START SEMESTER- Summer-1-2022:

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Su- 07/10 -Spring Semester Ends

Tu- 07/12- Grades & Rosters- Due by 10 am- July 12th-for summer-1-2022-

When	Topic	Notes
AP-1-2301- Lecture- HY- /W-50% online mode w/ scheduled time table- DE-Course June-6th-to July-10th- 06/06/22- to 07/10/22 HCC-HY-in class-MW- 10.30 am- 12.45 pm & /WW-DE- 50% Online via Canvas mode- LMS- WW-mode.	Anatomy & Physiology- 1-A&P - A&P-1- Lecture course.	<p>Course Text Book Title Principles of Anatomy & Physiology-By Tortora & Derrickson- 15th Edition.</p> <p>-Biol-2301-A&P-1-CRN#12169-WW-RT-S1--Human Anatomy & Physiology-1-Summer-1-2022.pdf (https://eagleonline.hccs.edu/courses/194383/files/40097651?wrap=1)</p> <p>LDB-Lockdown Browser-course Requirement-How to download-1.pdf</p> <p><u>Summer-1-2022-2301-A&P-1-CRN# 10866-HY-MW-10.30 am-12.45 pm- S1- & 50%-WW-DE-online -mode on a specific time table-. HWs & Discussion sessions-are given time to time.</u></p> <p><u>Some Fridays- will be used for reviews, quiz or exams as well- some Saturday/ Sundays will be used to complete, certain assignments- such as –Discussions and some Exam to start early if needed.</u></p> <p><u>Pages-25-30- are the main pages for reference-from the syllabus sheets document- Course Schedule for Quick reference-</u></p> <p>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.</p> <p>Dr. Koshy-Welcome letter DE -New-2022.pdf(https://eagleonline.hccs.edu/courses/197695/files/39925980?wrap=1)</p> <p>Course Text Book Title Principles of Anatomy & Physiology-By Tortora & Derrickson- 15th Edition.</p> <p>LDB-Lockdown Browser-course Requirement-How to download-1.pdf</p>

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<p><u>4. Assnt# 4-Quiz-1- Q-1- Chapters-1,2,3- 10-15 mins small quiz-June- 9th 5 am to 7 pm-Same day- 14 hrs window.</u></p>																																																																																																																
<p><u>4.. Asmt-4->4. Qu-1-06/09-R- Quiz-1-Assignment-4-Online Quiz-1- Chapters-1,2 & 3- Due end time-6 pm-Thursday-June-9th. -Start time-Same day- Thursday-June-9th 5 am- time slot- till due end time- same day- Thursday- 7 pm-June-9th.w/ LDB with Web cam along with all mandatory rules to abide by. (14 hrs window- no late submissions).</u></p>																																																																																																																
06/09-	R-	Lecture contd..+Lecture/study tips+ online studies and reviews contd. The Tissue Level of Organization	Chap.4	106-143																																																																																																												
		+ The Integumentary System	Chap.5	144-170																																																																																																												

When	Topic	<p><u>Assgnt # 5- D-2- small project- R to Sa- Thursday to Saturday-June-9th-R--6 pm to June 11th Sa-6 pm. (48 hrs window)- Notes</u></p>
		<p><u>-D-2- Discussion Assignment - Project- June- 9th 6 pm to June-11th 6 pm. R to Sa-6 pm-</u></p> <p><u>5. Asmt-5->5. Discussion-2- D-2- due end time-6 pm-Saturday- June-11th--Start time- site open from Thursday- 6 pm- June-9th. till due end time and date for this Project- D-2- Assignment- (48 hrs window for completion-no late submission).</u></p> <p><u>Topic- Skin disorders (Minimum- 3 types) & Skin cancer (minimum -3 types++ (relates to the integumentary System). 48 hrs window- Start time slot from Thursday- 6 pm-June- 9th- till due end time and date-Saturday- 6 pm- June- 11th.</u></p> <p>Lecture-study tips -studies.. contd.- Chapters- 4 & 5. w/ online under-"Koshy modules"- Notes, handouts , study -review sheets & prior lecture videos in the media gallery++ in addition to Wiley e-book chapter content and ancillaries.</p> <p>+ The Skeletal System: Bone Tissue Chap.6 171-193</p> <p><u>WK- 2 -06/12th to 06/18th-June- 12th Sunday to June-18th-Saturday- Su- Sa online course mode- studies and asnts.. contd...</u></p> <p><u>-Assnt # 6- Exam-1-Chapters- 1,2,3,4 & 5- Due end time- 10 am- June-13th.</u></p> <p><u>-6- Asmt-6->6. EXAM-1- 06/13- M- EXAM-1- FIRST LECTURE EXAM -Due end time-10 am- Monday- June-13th- Chapters- 1,2,3,4 & 5 . Start time-June-12th-Sunday- 6 am--set up- time slot till due end time-Monday- 10 am-June-13th-w/ LDB with Web cam along with all mandatory rules to abide by, (28 hrs window-no late submission).</u></p> <p>06/13 M + lecture contd.. - Chap- 6+</p> <p>+ The Skeletal System: The Axial Skeleton Chap.7 194-233</p> <p>06/14 T The Skeletal System: The Appendicular Skeleton Chap.8 234-259</p> <p>06/15 W- Lecture contd..</p> <p>+ Joints – Articulations-Arthrology... Chap.9 260-292</p> <p><u>-Assignment # 7- Quiz-2- Chapters- 6,7 & 8- W to R-13 hrs window-</u></p> <p><u>7. Asmt-7->7. Quiz-2- 06/15- Wednesday-7 pm-Online Quiz-2-Assignment-Chapter-6,7 & 8- Due end time- 7 pm-June-15th. Start time-Quiz opens-Same day-June-15th -Wednesday- 5 am- set up -time slot open till due end time and date- W- 7 pm-w/ LDB with Web cam along with all mandatory rules to abide by..(14 hrs window-no late submission).</u></p> <p>+ Lecture-study tips -studies.. contd.- Chapters-6,7,8, & 9-w/ online under-"Koshy modules"- Notes, handouts , study -review sheets & prior lecture videos in the media gallery+++ in addition to Wiley e-book chapter content and ancillaries.</p> <p>06/16- R-+ online.. Lecture contd--- Chap-9- Joints – Articulations-Arthrology- Chap-9</p> <p>+ Muscle Tissue Chap.10 293-329</p> <p>w/ Lecture-study tips. contd...w/ Koshy module- notes and prior study help sessions-prior lecture videos-in Media gallery and w/ study tips+++ in addition to Wiley e-book chapter content and ancillaries.</p> <p>Assnt # 8- Exam-2- Chapters- 6,7,8 7 9- Due end time- 10 am-June 18th- Saturday- 28 hrs window.</p> <p><u>8. Asmt->8. EXAM-2-06/18th-Sa- SECOND LECTURE EXAM-Due end time-10 am-Saturday- June-18th- Chapters-6,7,8 & 9 - Start time-Friday-6 am-June-17th- site opens-time slot till due end time-June-18th- 10 am Saturday-w/LDB with Web cam along with all the mandatory rules to abide by. (28 hrs window)-</u></p> <p>+ Online studies contd-- Chap-10 and Chap-11-</p> <p><u>Assnt # 9- D-3- project- from -Sa to M-June-18th to June 20th- Monday- 48 hrs window</u></p> <p><u>9-Asmt->9-D-3-Project-06/18th- Sa- Discussion-3-Due end time-10 am-Monday-10 am- June-20th -Start time-Saturday- 10 am-June-18th- time slot till due end time and date-Monday-10 am-June-20th- (48 hrs window for completion- no late submission)..</u></p> <p><u>Topic- "Types of Arthritis (minimum 3 types) and Bone Deformities/Disorders (minimum 3 types)-relates to Skeletal System & Joints)-48 hrs. window-Start time slot from 10 am Saturday-June-18th-till time due ends- Monday-10 am-June-20th.</u></p>

When	Topic	<p><u>Online study contd..chapters- 15 & 16.</u> Notes</p>
		<p>+ lect-+ studies contd...reviews online..++</p> <p>06/27- M-Lecture contd...on Chap- 16 ++</p> <p style="padding-left: 40px;">The Autonomic Nervous System Chap.15 526-547</p> <p>Lect..contd -Study on ANS- Lecture contd..as online studies-w/use of notes, videos and ancillaries</p> <p style="padding-left: 40px;">+ Sensory, Motor and Integrative System Chap.16 548-575</p> <p>06/28 T- Lecture contd..+</p> <p style="padding-left: 40px;">+ General senses and The Special Senses Chap.17 576-621</p> <p>06/29- W- Lecture contd..on- The Special Senses.. Lect..contd.+ Study tips+ notes and videos online study contd..w/study tips notes and videos++.</p> <p>06/30- R- - Lecture contd.as online studies w/ Lecture-study tips. contd...w/ Koshy module- notes and prior study help sessions-prior lecture videos-in Media gallery and w/ study tips++- in addition to Wiley e-book chapter content and ancillaries.</p> <p>Assnt # 14- Exam-4- also called Make up Exam- Chapters- 15,16 & 17- Due end time-10 am- July-1st-Friday- -Start time- June-30th- Thursday- 6 am- (28 hrs window)-</p> <p>14. Asmt->14. EXAM-4 -WK-11- 07/01-FMAKE UP EXAM (FOURTH LECTURE EXAM) –due end time-10am- Friday- July-1st-Wednesday-April-27th. -Chapters-15,16 & 17- Start time- Exam opens from-set up from June-30th-Thursday- 6 am-- till time slot-due end time and date- Friday-10am-July-1st. --(Fourth exam if you need to have an extra grade, to drop the lowest exam- suggest all students to take)-w/ LDB with Web cam along with all mandatory rules to abide by.- (28 hrs window- no late submission)-</p> <p><u>+ Online reviews and Study days- contd... for final exam.</u></p> <p>Assignment # 15- Final exam review-online-all the sheets with Study Qs -or same contents-uploaded earlier in this course are to be used. Will send reminders in announcements. Online Study days- contd... for final exam.</p> <p>07/04- M- Independence Day- Holiday-</p> <p>-WK-5-July-3rd- Sunday-to July-6th. Su-W- Sunday- Wednesday- Fn Ex-wk- Su-W-study and FN- EX-contd..Last assnt of this course-FN EXAM--July- 6th Wednesday- Due end time-</p> <p>Fn EX- Early- Wk-5-Final Exam - Assnt- # 16-online mode. Part- A & Part-B- portions-</p> <p>16. Asmt->16- WK-5-FINAL EXAM-July-6th- Due end time-7 pm-Wednesday-Starting day-site opens from Tuesday- July-5th- 9 am onwards- till due end time- Wednesday- July-6h- 1 pm- (28 hrs window-no late submission)</p> <p>for Portion A of the final exam set up and then Portion-B- see below for reference</p> <p>07/06- W- <u>FINAL EXAM : Monday-due end time-1 pm-JunLY W-Online mode-Total= 2hrs- -Total= 150 pts for Part A & Part-B- as per grading scale in syllabus-</u></p> <p><u>Means- For taking these exams you need to log in twice- separately- Part-A first, Then Part-B- All with LDB w/ Web cam.</u></p> <p>-Part A- (60 mins) & Part-B (60 mins). So its one final exam but you can do as two partsPart A- Professor's exam -portion (Dr. Koshy's) and Part B- District Final portion- -(Comprehensive-Multiple Choice-Parts-A & B (District) of Final exam). If this is a F2F course mode need- 2 scantrons for the same and will complete one after the other in the same sitting (not applicable this time).</p> <p><u>Important-</u></p> <ol style="list-style-type: none"> 1. <u>You will do these separately for easy to do one at a time. So all, due by 1 pm-by Wednesday- July-6th- Monday-10 am-May-9th-I'm providing this to do as part-A- 50 Qs= to do first and complete then Part-B-both/ all due end time by 1 pm-07/06-W- though the Fn Ex- part-A and then B, all -will be opened from Tuesday-July-5th- 9 am-onwards- t0odo if needed.</u> 2. <u>The Fn Ex- Part-B portion- District final- separately- 50 Qs- to log in to do and complete by Wednesday- due nd time-1 pm--Junly-6th--Fn Ex Part-B, will be opened from Tuesday- 9 am-July- 5th-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.</u>

When	Topic	Notes
		<p><u>16. Asmt->16-FN.EX. Part-A- 07/06-W- Wednesday-FINAL EXAM-PART-A-Due end time- Part-A- by 1 pm-- W- Exam- Part-A-Set up-Start time slot from July-5th-Tuesday-9 am-time slot till the due end time and date-W-1 pm-w/ LDB with Web cam along with all the mandatory rules to abide by. (28 hrs window for completion).</u></p> <p><u>16. Assnt # 16-FN.EX-Part-B- 07/06- W-Wednesday-FINAL EXAM-PART-B-Due end time- 1 pm- W- Part-B- . Exam Part-B-Set up-Start time slot from Tuesday- 9 am- July 5th-till the due end time and date- W- July-6th- 1 pm. - w/LDB with Web cam along with all mandatory rules to abide by..- 28 hrs window- no late submission).</u></p> <p>-Course ends-</p> <p style="text-align: center;">THIS SCHEDULE IS TENTATIVE!!!!!!!!!!!!!!!!!!!!!!</p> <p><u>Make-Up Policy</u></p> <p>1. <u>NO MAKE UPS FOR LECTURE EXAMS OR WEEKLY QUIZZES</u>if any. <u>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).</u></p> <p>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.</p> <p>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!!!</p> <p>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.</p> <p>If you miss a test, you must explain why and request a make-up test <i>in writing</i>, 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.</p> <p>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.</p> <hr/> <p><u>Make-Up Policy</u></p> <p>1. <u>NO MAKE UPS FOR LECTURE EXAMS OR WEEKLY QUIZZES</u>if any. <u>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).</u></p> <p>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.</p> <p>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!!!</p> <p>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.</p> <p>If you miss a test, you must explain why and request a make-up test <i>in writing</i>, 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.</p>

When	Topic	Notes
		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.
HCC-DE- Online via Canvas mode- LMS- WS mode.		

Additional Information

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 \(https://www.hccs.edu/finder/programs/associate-of-science-in-biology---biology-majors--premedical-programs---field-of-study-curriculum/\)](https://www.hccs.edu/finder/programs/associate-of-science-in-biology---biology-majors--premedical-programs---field-of-study-curriculum/) 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 \(https://www.hccs.edu/finder/programs/associate-of-science-in-biology---health-sciences-professions---field-of-study-curriculum/\)](https://www.hccs.edu/finder/programs/associate-of-science-in-biology---health-sciences-professions---field-of-study-curriculum/) 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 \(https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/\)](https://www.hccs.edu/resources-for/current-students/stem--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.

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 \(https://forms.office.com/r/8BwrMbqCYB\)](https://forms.office.com/r/8BwrMbqCYB)

Email: hcc.biology@hccs.edu

If your instructor is not able to assist you, then you may also wish to contact the Department Chair:

Dr. Shadi Kilani

shadi.kilani@hccs.edu; 713.718.7035