



**HOUSTON COMMUNITY COLLEGE (Northwest)**

**\*\*Dual Credit\*\* Westside High School**

**Anatomy and Physiology I BIOL 2301/CRN # 41693 & 41691**

**Instruction Mode: In Person**

**INSTRUCTOR CONTACT INFORMATION**

<b>Instructor:</b>	Anson North	<b>Office Phone:</b>	N/A
<b>Office:</b>	Coleman Center of Excellence	<b>Office Hours:</b>	Appointment Only
<b>E-mail:</b>	Anson.North@hccs.edu		

**WELCOME TO**

**Course Title: Anatomy & Physiology I**

**Course Prefix: BIOL 2301**

**Course Number: 2303 & 2101**

**Credit Hours: 3**

**Semester and Year: Fall 17**

**Class Days & Times:**

Mo/We Tu/Tr 8:00-11:00am

**Room # : E217**

**COURSE OVERVIEW**

**Program Student Learning Outcomes (PSLOs) for the Biology Discipline**

1. Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
2. Will integrate factual and conceptual information into an understanding of scientific 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 Description and Student Learning Outcomes (CSLOs)**

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

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

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

**In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs. The specific requirements are listed below:**

### **GETTING READY**

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

**Co-requisites:** None

### **Required Materials:**

#### TEXTBOOKS:

For Northwest, Northeast, & Southeast colleges –

“Martini Fundamentals of Anatomy and Physiology with Mastering” bundle

ISBN: 9781269897921 (HCC Bookstore)

Mastering: <https://pearsonmastering.com>

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

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

### **Other Materials and Resources:**

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

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

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

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

*\*\*Modified 14-week schedule due to Hurricane Harvey\*\**

Week	Chapters	Topics to be Covered
1 9/11	1	Overview of Syllabus Science of Anatomy and Physiology
2 9/18	2, 3	The Chemical level of Organization The Cellular level of Organization
3 9/25	4	Tissue Organization <b>***Exam 1: Chapters 1-3</b>
4 10/2	5 6	Integumentary System Bone Structure and Function
5 10/9	7, 8	Axial Skeleton Appendicular Skeleton <b>***Exam 2: Chapters 4-7</b>
6 10/16	9	(G1) Joints
7 10/23	10	(G2) Muscle Tissue
8 10/30	11	(G3) Muscular System <b>***Exam 3: Chapters 9-10</b>
9 11/6	12	(G4) Nervous Tissue
10 11/13	13	(G5) The Spinal Cord, Spinal Nerves, and Spinal Reflexes <b>***Exam 4: Chapters 11-12</b>
11/20		<b>**Thanks Giving Holiday Week**</b>
11 11/27	14	Brain and Cranial Nerves <b>***Exam 5: Chapter 13</b>
12 12/4	15	Sensory Pathways and the Somatic Nervous System
13 12/11	16 17	Autonomic Nervous System Senses <b>Exam 6: Chapters 14-16</b>
14		<b>FINAL EXAM</b> (Comprehensive exam developed by subcommittee and given in class or at the testing centers)

## **INSTRUCTOR GUIDELINES AND POLICIES**

**Attendance:** Attendance is mandated by the state. You are expected to attend the entirety of the scheduled lecture and lab classes. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is monitored daily. Although it is your responsibility to drop a

course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:

- For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.
- Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" or "FX" in the course.

**ADA STATEMENT:**

The Houston Community College System Colleges are dedicated to providing the least restrictive learning environment for all students. The college district promotes equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

"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. If you have any questions, please contact the ADA Counselor at each College. For the **Northeast College**, please contact **Cynthia De Los Santos** at **713-718-8322**.

**HCC Policy Statement: Academic Honesty**

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the college's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. **Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements.** Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating** on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

**Plagiarism** means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

**Collusion** mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College

System. (See the Student Handbook)

### **HCC Policy Statements**

**Class Attendance - It is important that you come to class!** Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of 12.5% hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

### **LECTURE**

**Grades** will be based on: **four-lecture exams, daily evaluation, presentation/reports and 2 final exams** (mandatory).

**a. six-lecture exams, 100** points exams that **may** be a combination of short answer, fill in the blank, multiple choice and true/false. No makeup exams will be given **unless** the students can provide signed documented evidence. You are advised to contact the course instructor **before or the day of the missed class**. Makeup exams will be essay in format.

**b. 2-quizzes.** Only materials covered in the lecture will be on the quiz and will total **200** points. No makeup quizzes will be given **unless** the students can provide signed documented evidence. You are advised to contact the course instructor **before or the day of the missed class**.

**c. daily evaluation** will comprise of the students' participation in the class, late-coming, absenteeism and moreover classroom ethics and his interest during lectures and worth **100** points. Daily evaluation average is obtained by averaging the grades on all daily reports. **Attendance will be taken daily.**

**d. presentation/report:** Each student will make a presentation to the class on a chosen scientific topic. The presentation will be near the end of the semester and worth **100** points. All students **must** be present on the day of class presentation.

**e. final departmental exams are mandatory** and worth **100** points. The final exam will consist of multiple choice, matching and true/false. It will cover all lecture material.

### **LAB**

**Grades** will be based on: **four-lab exams, 2-quizzes and daily evaluation.**

**b. four-lab exams, 4-100** points exams. No makeup exams will be given **unless** the students can provide signed documented evidence. You are advised to contact the course instructor **before or the day of the missed class**. Makeup exams will be essay in format.

**c. 2-quizzes.** Only materials covered in the lab will be on the quiz and will total **200** points. They will consist of terminology, dissections, lab experiment results and procedure. No makeup quizzes will be given **unless** the students can provide signed documented evidence. You are advised to contact the course instructor **before or the day of the missed class**.

**d. daily evaluation** will comprise of the students' participation in the class, late-coming, absenteeism and moreover classroom ethics and his interest during lectures and worth **100** points. Daily evaluation average is obtained by averaging the grades on all daily reports. **Attendance will be taken daily.**

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

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

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

**QUESTIONS/PROBLEMS:** Please make sure that if you have any questions or problems at any time, that you first contact me as soon as possible. The worst thing you can do is wait to contact me or to not take advantage of the resources available to you. By taking an active part in your education, you will make your academic experience much more rewarding and exciting!!

**EGLS<sub>3</sub> (Evaluation for Greater Learning Student Survey System)**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Go to [www.hccs.edu/egls3](http://www.hccs.edu/egls3) for more information.

**GRADE DETERMINATION:**

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<i>4-lecture exams</i>	<i>400 (40%)</i>
<i>2-quizzes</i>	<i>200 (20%)</i>
<i>Daily evaluation</i>	<i>100 (10%)</i>
<i>Presentation/Reports</i>	<i>100 (20%)</i>
<i>Final Exams:</i>	
 <i>Departmental Final</i>	 <i><u>100 (10%)</u></i>
 <b><i>total points</i></b>	 <b><i>1000 (100%)</i></b>

**The HCC grading scale is:**

A = 90 – 100: .....	4 points per semester hour
B = 80 – 89: .....	3 points per semester hour
C = 70 – 79: .....	2 points per semester hour
D = 60 – 59: .....	1 point per semester hour
59 and below = F.....	0 points per semester hour
IP (In Progress) .....	0 points per semester hour
W(Withdrawn).....	0 points per semester hour
I (Incomplete).....	0 points per semester hour
AUD (Audit) .....	0 points per semester hour

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

### **REPEATING COURSES (THREE-PEAT RULE)**

As a result of recent Texas legislative changes, please be advised that HCC is charging additional tuition for students who enroll in the same class three or more times at HCC. While it is the hope of HCC that students will be successful in their first attempt at classes, we realize that life demands, academic struggles, and other issues may result in students needing to take the same class more than once. Speaking with an advisor will help you develop student success skills, improving your overall academic performance. If a student repeats a course in which a grade (A-F) has been received, the highest grade received at HCC is the permanent grade for the course and will be used in computing the GPA. All grades earned in a given course will be reflected on the transcript. Other colleges may compute the GPA differently than HCC.

### **COURSE WITHDRAWALS (6-Drop Rule)**

Students must withdraw by the withdrawal deadline in order to receive a “W” on a transcript. Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online Academic Calendar, any HCC Registration Office, or any HCC advisor to determine class withdrawal deadlines.

Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. It is your responsibility to withdraw officially from a class and prevent an “F” from appearing on your transcript. Senate Bill 1231 limits the number of W’s a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6 course total. Withdrawals for certain circumstances beyond the students control may not be counted toward the 6-drop limit. In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid.

### **HCCS IS COMMITTED TO YOUR SUCCESS!**

**Your success is our primary concern!** If you are experiencing challenges achieving your academic goals, please contact your instructor or an early intervention coach. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

#### **Early Intervention Program and Services:**

##### **Tutoring**

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

##### **Early Alert**

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

##### **Counseling Services**

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues.

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

##### **Accommodations due to a qualified disability**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

### **AMERICANS WITH DISABILITIES ACT STATEMENT**

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

If you require reasonable accommodations because of a physical, mental, or learning disability, please contact the Counseling Office to obtain the necessary information to request accommodations <http://www.hccs.edu/district/students/disability-services/ada-counselors/>. Upon completion of this process, please notify your instructor as soon as possible and preferably before the end of the first two weeks of class to arrange for reasonable accommodations.

### **ACADEMIC INTEGRITY**

This instructor is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity.

### **STUDENT BEHAVIOR EXPECTATIONS**

*Students are expected to conduct themselves appropriately while on College property or in an online environment. The instructor would institute established HCCS disciplinary action. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom. Please refer to the HCC Student Handbook.*



## **COMPUTER VIRUS PROTECTION**

Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping backup copies is extremely important.

## **EQUAL OPPORTUNITY STATEMENT**

It is the policy of the HCCS to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability.

## **FERPA**

The academic, financial and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without your written authorization. Further information regarding Student Records and FERPA can be found at; <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

## **HCC Policy Statement: Sexual Misconduct**

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

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

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

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

The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link:

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

Access CE Policies on their Web site:

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

### **HCC CAMPUS CARRY**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>

### **FINAL EXAMINATIONS**

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