## Course Syllabus
### Anatomy and Physiology II
### BIOL 2302 (Lecture)

<table>
<thead>
<tr>
<th>Semester</th>
<th>SPRING 2019</th>
</tr>
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<tbody>
<tr>
<td>(CRN)</td>
<td>12431</td>
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</tbody>
</table>

**Instructor contact**

AUGUSTE NIOUPIN  
8001 FULTON, Houston, TX 77022  
(713) 718-2443  
auguste.nioupin@hccs.edu

**Office Location and Hours**

Northline Campus, Room 321  
Mon/Wed: 3:30 p.m. to 6:00 p.m.

**Course Location/Time**

Mondays and Wednesdays:  12:30 p.m. to 1:50 p.m.; **Room 218**

**Course Semester Credit Hours (SCH)**

Credit Hours: 3.00  
Lecture Hours 3.00 (3 college credits)

**Total Course Contact Hours**

48.00

**Course Length**

16 weeks

**Type of Instruction**

In person, on campus.

**Course Description:**

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

**Course Prerequisite(s)**

- College-level reading (or take GUST 0342) and  
- College-level writing (or take ENGL 0310/0349)  
- BIOL 2301: Anatomy and Physiology 1 (Lecture)
**Instructional Materials**

**TEXTBOOK:**
- **AUTHORS:** Frederic H. Martini, Judi L. Nath, Edwin F. Bartholomew
- **PUBLISHERS:** Pearson Publishers
- Student companion site

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

1. Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.

2. Will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication. (This may include successful completion of a course-specific research project or a case study module).

3. Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.

4. Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

**Course Student Learning Outcomes (CSLOs):**

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.

**Instructional Methods**

This course focuses on your textbook readings and instructor Power Point lectures. Course contents are heavily based on the topics covered in the required textbook, although certain details may be added from various easily accessible sources. It is the responsibility of the student to read the chapters assigned by the instructor with emphasis on the topics and concepts covered in class. Any of these topics can be included in lecture exams, although the main focus of these tests will be derived from the reviews.

**Student Assignments**

Students are required to read assigned chapters. Announced or unannounced quizzes during lecture may be conducted throughout the semester.
EXAMINATIONS AND GRADES:

There will be a total of five examinations in all, which include 4 lecture examinations. You must provide ASAP a USB Flash drive with at least 2 gigabytes (2 GB) of available memory to your instructor to have a copy of lecture outlines, the reviews, the animations, and other useful documents. The final will include material from review 4, and the district final.

HCC Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Semester Hour</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 90</td>
</tr>
<tr>
<td>B</td>
<td>89 – 80</td>
</tr>
<tr>
<td>C</td>
<td>79 – 70</td>
</tr>
<tr>
<td>D</td>
<td>69 – 60</td>
</tr>
<tr>
<td>59 and below</td>
<td>F 0 points per semester hour</td>
</tr>
<tr>
<td>IP (In Progress)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>W (Withdrawn)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>AUD (Audit)</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>FX (F for excessive absences)</td>
<td>0 points per semester hour</td>
</tr>
</tbody>
</table>

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.

For Health Science programs, see the Program/Discipline Requirements section for specific grading requirements.

Instructor Grading Criteria

THE FINAL AVERAGE FOR THE COURSE IS CALCULATED AS FOLLOWS:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>4 Lecture Exams</td>
<td>84%</td>
</tr>
<tr>
<td>Attendance Points</td>
<td>6%</td>
</tr>
<tr>
<td>District Final</td>
<td>10%</td>
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Instructor’s Requirements

BASIC REQUIREMENTS

Students should be on time for class and be prepared with required materials including textbook. Full class attendance is required. Full attention during lecture is required.

NOTE:
This course requires basic level of computer skills such as HCC Webmail, MS Office 2007 or above (including MS Word, MS PowerPoint, MS Excel), Windows XP or above (including Paint, Calculator, Notepad, WordPad, XPS viewer, etc.), Current version of various Web Browsers (Explorer, Firefox, Safari, Chrome, or Opera)

NO MAKE-UP EXAMS!!!
ATTENDANCE POLICY

You are expected to attend all lecture classes regularly. 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.

For example:

For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.
For a 4 credit-hour lecture/lab course meeting 6 hours per week (96 hours of instruction), you can be dropped after 12 hours of absence.
Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of “F” or “FX” in the course.

In this course, attendance will constitute 5% of the final grade
0 absences = 100%
1 absence = 90%
2 absences = 80%
3 absences = 70%
4 absences = 60%
More than 4 absences = 0

Note: Classes start on time, at the designated, officially scheduled start time. They last 1 Hour and 20 minutes! You have 15 minutes to come in at the start of class. Past 15 minutes after the officially scheduled start of class the doors shall be “locked” regardless of your circumstances. “NO Break-Time”!

PHONES/ELECTRONIC DEVICES

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

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.
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.

HCC ADA Policy Statement:

AMERICANS WITH DISABILITIES ACT STATEMENT

HCCS strives to provide 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 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.

Northeast Lead ADA Counselor – Cynthia De Los Santos, MA, LMFT,
Tel: 713/ 718-8322
Fax: 713/ 718-8101
c.delossantosquinone@hccs.edu
website: http://www.hccs.edu/hccs/future-students/disability-services

Student Services Policies:

http://www.hccs.edu/district/about-us/procedures/student-rights-policies-procedures/

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/

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/.
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. Look for the survey as part of the Houston Community College Student System online near the end of the term.

EGLS3 availability will be published later during the semester.

**ACADEMIC HONESTY**

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.

**COURSE REPEATERS:**

"Students who repeat any college-level course for a third time or more at Houston Community College (HCC) will be assessed an extra fee of $50 per credit hour. Please ask your instructor / counselor about opportunities for tutoring or other assistance prior to considering course withdrawal or if you are not receiving passing grades."

Faculty will no longer be able to "withdraw" students on their final semester roll sheets. The use of the withdrawal form must be used by students/faculty to withdraw students from coursework with appropriate boxes) checked. **If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their HCC Student Center, on PeopleSoft. Students should check HCC’s Academic Calendar by Term for withdrawal dates and deadlines.**
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!

Early Intervention Program and Services
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.

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.

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so.
CALENDAR:  IMPORTANT DATES FOR SPRING 2019

Classes begin: January 14th.

Lecture exam 1: February 20th
(Review 1 on Feb 13th, Questions are due Feb. 12th, before 7:30p)

President’s Day: February 19th.

Spring Break: March 11th through 17th.

Lecture exam 2: March 20th
(Review 2 on Mar. 6th, Questions are due Mar. 5th, before 7:30p)

Spring Holiday: April 19th

Last Day to Drop (W): April 1st. (4:30p)

Lecture exam 3: April 24th
(Review 3 Apr. 17th, Questions are due Apr. 16th, before 7:30p)

Final Examinations Week: May 8th, 12:00pm
(Review 4 on May 1st Questions are due April 30th, before 7:30p)

Grades available: May 14th.

See the Instructor for exact time and date. Time and Dates may be changed on short notice.
18. Endocrine system
19. Cardiovascular system—Blood
20. Cardiovascular system—Heart
21. Cardiovascular system—Blood Vessels and Hemodynamics
22. Lymphatic system and immunity
23. Respiratory system
24. Digestive system
25. Metabolism and nutrition
26. Urinary system
27. Fluid, electrolyte and acid-base homeostasis
28. Reproductive system
29. Development and inheritance
   o Lecture Exam #1 should cover chapters 18, 19, 20
   o Lecture Exam #2 should cover chapters 21 (selected topics), 22, 23
   o Lecture Exam #3 should cover chapters 24, 25 (selected topics), 26,
   o Lecture Exam #4 should cover chapters 27 (selected topics), 28, & 29, and
   will include the District Final.

ONLINE TUTORING

All BIOL students are encouraged to use HCC’s online tutoring system for help with any BIOL class. Questions submitted to the UpSwing queue will be answered within 24 hours – and usually much before that. Tutors are on duty 7 days a week, 365 days a year. Online tutors will not do homework for you, but they will guide you in the right direction. To maximize the effectiveness of the system, be specific when you ask questions, and let the tutor know what class you are taking.

Registering for online tutoring is “easy”. Go to https://hccs.upsing.io/. Please log in with your Eagle ID and password. Your Eagle ID is the same as your “User ID” which is used for Online Registration via the HCC Student System (ex: W0034567). Tutor responses are not e-mailed to you. To see the answers, log back in to the system.

Online tutoring is also available for chemistry, physics, math, English, and papers in all disciplines.

If you’re looking for an on-campus tutor, please go to:
http://ctle3.hccs.edu/alitutoring/

PLEASE NOTE!

• You need to purchase your textbook as soon as possible.
• If you have any problem whatsoever with the class, speak to the instructor first. Together we can handle it.
• You may contact me any time via the email.
• Check my office hours for personal conferences.
• Check on your grades often and discuss your concerns with me. Don't wait till the end of the semester!
• Students are expected to conduct themselves as adults. Be courteous to your classmates and the instructor. Disruptive behavior or any behavior that interferes with any educational activity being performed by the instructor will not be allowed. No cursing is allowed in this class! You may have to walk… 😊 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.
• Turn in assignments when they are due. Late work will be penalized.
• SHOW UP! SHOW UP!! SHOW UP!!! STUDY! STUDY!! STUDY!!!