

# Biology & Physical Sciences Department Central College Campus

**1300 Holman, Houston, TX 77004**

**Anatomy and Physiology I/ BIOL 2301/ CRN# 18566 Spring 2017 – Regular Semester**

**COURSE SYLLABUS**

**INSTRUCTOR CONTACT INFORMATION**

**Instructor:** Brian C. Mahon, Ph.D. **Email:** brian.mahon@hccs.edu **Office:** Room 313 LHSB

**Office Hours:** 11:00 am- 12:30 pm Mondays and Wednesdays, or by appointment

**COURSE AND CLASS INFORMATION**

**Course Title:** Anatomy and Physiology I **Semester & Year:** Spring 2017 **Course Catalog Number:** BIOL 2301 **Credit Hours:** 3

**Lecture:** Mondays and Wednesdays **Time:** 12:30 pm to 2:00 pm **Room #** 314 LHSB

## Course ID for Mastering program: mahon06669

**COURSE OVERVIEW**

## Course Description

The Anatomy and Physiology I course (BIOL-2301) is the first part of a two-course sequence. This course focuses on studying the structure and function of human cells, tissues, and organ systems including integumentary, skeletal, muscular and nervous system. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis

## 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 (SLOs):

The Student Learning Outcomes (SLOs) of the course, as listed below, will be assessed with the help of exams, quizzes, discussions and assignments. All these assessment criteria will be used in your final grade calculation.

**NOTE:** Partial completion of the SLO and/or any other assessment grading **will not** meet the assessment grading level criteria, and therefore **will NOT** guarantee the student any final course grade at the end of the semester.

***SLO for this Course***:

Upon successful completion of the course, students will be able to:

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

## Technology requirements:

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. You must have a device with high-speed Internet access. We highly recommend updating to the **newest version** of *whichever* browser you are using as well as updating to the most recent Flash plug-in.

**Learning Web** works better with Google Chrome and Firefox than with Internet Explorer. If Internet Explorer is currently your only browser, you may want to install Chrome or Firefox.

It is your responsibility to possess the necessary skills to manage the hardware and software systems of this course. In addition, if your normal computer becomes unavailable for any reason, you are responsible for locating and operating other adequate computer facilities to meet the course deadlines.

**GETTING READY**

## Prerequisites

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

**Recommended:** Biol 1406 (General Biology I) is highly recommended.

## Required Material:

1. **Textbook : Fundamentals of Anatomy and Physiology.** 10th Edition by Martini, Nath and Bartholomew
2. **Mandatory subscription to Mastering A & P program.** One homework assignment per chapter will be administered through [www.pearsonmastering.com](http://www.pearsonmastering.com/) website to help you better understand the content. **Access code for the program is required for completion of assignments.**
3. **Scantrons** for the lecture exams

## Syllabus

In preparing for the course, your first task is to go through the syllabus posted on the Learning Web. Please take note of important deadlines, and other vital issues related to the course. It is a good idea to keep a printed copy of the syllabus with you at all times. We will try to adhere to the

tentative schedule, but based on how each class progresses, we might have to readjust the scheduled lectures from time to time.

**COURSE ORGANIZATION:**

The course is organized into sequential modules. Each module for this course has:

* An Introduction
* Lecture slides
* Short videos relevant to the topic of study
* Quizzes, assignments or case studies
* Discussions that may include online postings in Learning Web
* Homework assignments on the mastering program at [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com/)

This course will require **significant self-motivation**. You must go over the videos and slides before each lecture. You will be working on graded assignments during class. It is therefore very important for you to attend class regularly and punctually, and to participate in all classroom activities in order to learn the material, and earn your points. You cannot afford to fall behind.

**Homework assignments on Mastering Program:** Each chapter covered in the course will have a homework assignment on the Mastering program associated with your textbook. In order to register and access your course, you will need a valid **access code**. The access code can either be purchased from the HCC bookstore (packaged with the new text book), or on-line (with or without the e-book) from the publisher. If you choose to use an older book, you will still have to purchase a valid access code in order to register for the Mastering program and access your homework.

Watch the quick registration video on how to register for the program at [http://screencast.com/t/XhhEKf12B2o.](http://screencast.com/t/XhhEKf12B2o)

You can find the student registration handout and powerpoint presentation at: <http://www.pearsonmylabandmastering.com/northamerica/educators/mm-support/get-> started/index.html.

When you register, you will be asked for a course ID. For this course, your **Course ID** is mahon06669**.** These assignments are graded and **MUST** be completed by the due dates. Since these assignments will comprise **10% of the final grade**, it is very important and mandatory for each student to register and log into the Mastering Program, complete all homework assignments on time, and earn the respective points

## NOTES:

* + Logging on to the Mastering Program is **VERY IMPORTANT** as this is an **essential component** of your course and your final grade.
	+ This site is different from our Learning Web course. To help you register for your course, here is link to a quick registration video: <http://www.pearsonmylabandmastering.com/northamerica/students/get-> registered/index.html
	+ When registering into the program with your access code, you will be asked to enter your course ID. Your course ID is mahon06669.
	+ You have a **14-days free trial period** during which you can complete some of your assignments. After the trial period, your account will be inactivated. At this time, you must buy the access code to complete your remaining assignments.
		- Please make sure that you **purchase your book and access code from the publisher or the HCC bookstore only.** If you buy the book from any other source, you must make sure you have a correct and valid access code that has not been previously used by someone else.

**TENTATIVE COURSE CALENDAR**

The course calendar is tentative because it might sometimes be necessary to readjust the dates due to unavoidable circumstances. Changes to the schedule will be announced in class, and will be posted in Learning Web. Please check the announcements on Learning Web to see any changes in the calendar. Students are responsible for reading the material, and knowing and adhering to the due dates for all assignments and discussions

## Tentative Course Calendar

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Date** | **Ch** | **Lecture Topics** | **Book Reading Assignment** |
| **1** | 01/16 |  | **DR. MARTIN LUTHER KING JR. DAY** |  |
|  | 01/18 | **1** | Syllabus/Organization: Basic Biology pre-test reading  | Pgs. 2-22 |
|  |  |  |  |  |
| **2** | 01/23 | **1** | An Introduction to Anatomy and Physiology: General organization of the body and Homeostasis | Pgs. 2-22 |
|  | 01/25 | **2,3** | Chemical and Cellular Levels of Organization | Review Ch. 2&3 |
|  |  |  |  |  |
| **3** | 01/30 | **4** | The Tissue Level of Organization (Epithelial and Connective) | Pgs. 114-140 |
|  | 02/01 | **4** | The Tissue Level of Organization (Muscle, Nervous) | Pgs. 140-146 |
|  |  |  |  |  |
| **4** | 02/06 | **5** | The Integumentary System: Skin Structure and Function | Pgs. 151-163 |
|  | 02/08 |  | The Integumentary System: Accessory structures and repair/ Review for Exam 1 posted | Pgs. 163-173 |
|  |  |  |  |  |
| **5** | 02/13 |  | **Lecture Exam 1 (Chapters 1-5)** |  |
|  | 02/15 | **6** | Osseous Tissue and Bone Structure: Structure, Function and Histology of bones | Pgs. 179-188 |
|  |  |  |  |  |
| **6** | 02/20 |  | **PRESIDENTS’ DAY** |  |
|  | 02/22 | **6** | Osseous Tissue and Bone Structure: Bone ossification, growth and remodeling, Bone Homeostasis, Fracture and Repair | Pgs. 189-202 |
|  |  |  |  |  |
| **7** | 02/27 | **7** | The Axial Skeleton | Pgs. 207-237 |
|  | 03/01 | **8** | The Appendicular Skeleton | Pgs. 242-259 |
|  |  |  |  |  |
| **8** | 03/06 | **9** | Joints | Pgs. 264-284 |
|  | 03/08 | **10** | Muscle Tissue: Types, Functions, Organization of a skeletal muscle, Structure of a muscle fiber | Pgs. 290-299 |
|  |  |  |  |  |
|  | 03/13 |  | **SPRING BREAK WEEK**  |  |

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| **9** | 03/20 | **10** | Muscle Tissue: Contraction and relaxation of a skeletal muscle fiber, ATP Production and performance, cardiac and smooth muscles | Pgs.299-328 |
|  | 03/22 | **11** | The Muscular System/ Review for Exam 2 | Pgs. 333-380 |
|  |  |  |  |  |
| **10** | 03/27 |  | **Lecture Exam 2 (Chapters 6-10)**  | Pgs. 290-299 |
|  | 03/29 | **11** | The Muscular System (Contd.) **(trifold due for bonus points)** | Pgs. 333-380 |
|  |  |  |  |  |
| **11** | 04/03 | **12** | Neural Tissue: Classification, Structure, Location, Types of Neurons and Neuroglia | Pgs. 386-398 |
|  | 04/05 | **12** | Neural Tissue: Action potential, Synapse, Neurotransmitters | Pgs. 398-425 |
|  |  |  |  |  |
| **12** | 04/10 | **13** | The Spinal Cord, Spinal Nerves and Spinal Reflex: Meninges, External and Internal Structure/Function | Pgs. 430-437 |
|  | 04/12 | **13** | The Spinal Cord, Spinal Nerves and Spinal Reflex: Spinal Nerves and Reflexes | Pgs. 437-456 |
|  |  |  |  |  |
| **13** | 04/17 | **14** | The Brain and Cranial Nerves: Meninges, Ventricles, CSF | Pgs. 462-470 |
|  | 04/19 | **14** | The Brain and Cranial Nerves: Specific parts and functions of the brain, Cranial nerves/ Review for Exam 3 | Pgs. 471-503 |
|  |  |  |  |  |
| **14** | 04/24 |  | **Lecture Exam 3 (Chapters 11-14)**  |  |
|  | 04/26 | **17** | The Special Senses Functions: Olfaction, Gustation, Vision, Auditory and Equilibrium **(trifold due for full points)** | Pgs. 564-603 |
|  |  |  |  |  |
| **15** | 05/01 | **15** | Neural Integration 1: Sensory pathways and somatic nervous system | Pgs. 509-528 |
|  | 05/03 | **16** | Neural Integration II: The Autonomic Nervous System and Higher order/ Review for Exam 4 | Pgs. 532-559 |
|  |  |  |   |  |
| **16** | 05/08 |  | **Lecture Exam 4 (Chapters 15-17)** |  |
|  | 05/10 |  | **COMPREHENSIVE DEPARTMENTAL FINAL EXAM** |  |
|  |  |  |  |  |

**INSTRUCTOR GUIDELINES AND POLICIES**

**Attendance Policies*:*** Regular class attendance is **essential** for your successful academic performance. Once you are registered in the course, **you are committed to the class time**, and to the course content. You are therefore expected to **attend all lectures in a timely fashion**. Class attendance is monitored daily, beginning from the first day of class. Please note that an excused absence still counts as an absence, and you are responsible for all materials (including lecture content, homework, announcements and notices) covered in class during your absence. It would therefore be wise to check with a dependable class member or the instructor to get all the necessary information that you might have missed due to your absence.

Although it is your responsibility to drop a course for nonattendance, the college could drop you from the course after accumulating absences in excess of 12.5% 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.

***NOTE*:** If you stop attending class for whatever reason, it is your responsibility to **officially drop the course by April 03, 2017. Otherwise you will receive an “F” or “FX” for the course.**

## Exams and Grading:

Assessments will be based on class activities, lecture examinations, homework assignments, regular and punctual attendance, and positive contributions. Please note that many of the class activities will be undertaken within the first fifteen minutes of your class. So if you are more than fifteen minutes late, you will not have contributed to the activity for that day, and will therefore not earn any points. The following is a detailed explanation of the grade distribution for the course:

* **Class Activities:** Your punctual and regular attendance, participation and positive contribution, following classroom rules and demonstrating professional behavior in this course will be assessed through various classroom activities. You must come prepared to class. So you should read the material from your textbook, go over the lecture slides and videos posted in Learning Web. These preparations will allow you to positively contribute to your graded group activities in class. Group quizzes will be administered within the first fifteen minutes of your class. Your diligent performance in these quizzes and activities will earn you **10%** of your grade. However, if you are late, or if you do not actively participate, you would not have contributed, and therefore will not earn any points for that activity.
* **Lecture Exams:** There will be a total of four lecture exams, and the final district exam. The questions will be primarily multiple choices, along with some true or false, fill in the blank, picture identification and short essay questions. Exam questions will be based mainly on material covered in class lectures and lecture slides. However, you must read the book to get a better understanding of the topic. You are not allowed to use lecture notes, books, electronic devices, or any other materials during the exams. You will be given your scores back after each test so that you can understand your position in the class. All exams have an equal weightage of **100 points**. Out of the four lecture exams, you will have the opportunity to drop your lowest grade. The average of your 3 best lecture exam grades will earn you **60% of your final grade**. You MUST do the needful in order to pass the course. *Whenever you find that you are having difficulty in understanding or clarifying any portion of the course material, please contact me at your earliest.* DO NOT WAIT UNTIL IT IS TOO LATE TO RECTIFY THE SITUATION.

***Missed Exams:*** Any missed test will be added as a **zero** score unless you missed the test due to unusual **documentable** circumstances (such as serious illness, emergency, etc.). If you appear for all the tests in a timely fashion, your lowest major score will be dropped. However, if you

are more than twenty minutes late for your test, you will be counted as **absent** and will not be allowed to take the test. If you miss two exams, then you have missed too much material, and it may be time to withdraw from the course. It is strongly advised that you take **all** the tests on time so that you can drop the lowest score. There are **NO make-up tests** for this course.

* **Homework Assignments:** Homework assignments will be given for each chapter on the Mastering program associated with your book (found at www.pearsonmylabandmastering.com). These assignments are **timed and graded**. Please complete your homework assignments **on time** to earn **10% of your final grade**. Needless to say, these points contribute effectively to raise your final score. So please **do not** pass this opportunity.
* **Disorders Trifold Pamphlet Project:** This individual project will be introduced in detail later but will be worth 50 points of your total grade (10%).
* **Final District Exam:** The district-wide Biology program has instituted a district-wide **compulsory** standardized final exam. The questions will be tied to the SLOs stated in the syllabus for this course. The grade for this **cumulative** and **mandatory** exam cannot be dropped or replaced. This exam will contribute to **10%** of your grade. So please take time to study and prepare yourself for the test. A student who misses the final exam will automatically receive a 0 for 10% of the final grade.

**GRADE DETERMINATION**

|  |  |  |
| --- | --- | --- |
| **Instructor’s Assessment System** | **Points** | **Computation (%)** |
| Disorders Trifold Pamphlet Project | 50 | 10% |
| Lecture Exams (3 best, each worth 100 points) | 300 | 60% |
| Final Comprehensive Lecture Exam | 50 | 10 % |
| Homework on Mastering Biology | 50 | 10% |
| Attendance and participation | 50 | 10% |
| **TOTAL POINTS** | 500 |  100% |
| **Extra Credit: TBA (Max 5%)** | **25** |  **5%** |

**Grading Scale:** Total possible points for the course are **500 points**

|  |  |  |
| --- | --- | --- |
|  | **Percentage** | **Grade** |
|  | 90-100% | A |
|  | 80-89% | B |
|  | 70-79% | C |
|  | 60-69% | D |
|  | <60% | F |

**FX :** Failure due to non-attendance

**IP:** (In progress)

**W:** (withdrawn)

**I :** (Incomplete)

**Incomplete Policy:** An I- (incomplete) grade is given only if you are too ill to take the final exam.

If you receive an I, you will have to complete the material by the end of the next semester in order to get a grade for the course. If you do not complete the course within that time frame, your grade will convert to an F.

## Study Aids

1. **Power Point presentations of slides** used for each lecture are available on the modules in Eagle Online. Please use these slides as a guide to study the contents in detail from the textbook.
2. **Mastering Program for Anatomy and Physiology:** [www.pearsonmylabmastering.com](http://www.pearsonmylabmastering.com/)
3. **Your instructor:** If you have any problem with the class material and need extra help, or have any other concerns, please contact me during my office hours, or communicate with me via e- mail as soon as possible. **Please do not wait till it is too late to get back on track.**
4. The **STEM Website** is very informative. Research opportunities, scholarships, and information on clubs and student organizations are all posted here. Please visit the website at [www.hccs.edu/stem](http://www.hccs.edu/stem) to get relevant information, and be involved in various district-wide activities.

**INSTRUCTOR’S ASSURANCE**

As your Instructor, I want each of you to be successful. My mission is to provide you with knowledge in the field of Anatomy and Physiology by modeling good teaching strategies that will allow you to understand the course material, and apply your knowledge to the real world**.**

My responsibilities are to**:**

* provide the grading scale in detail, and explain how student grades are to be derived.
* facilitate an effective learning environment.
* discuss and describe any special projects or assignments.
* inform students of policies such as attendance, withdrawal, tardiness and make up.
* provide the course outline, class calendar and description of any special projects or assignments.
* arrange to meet with individual students as and when needed.

**NOTE:** Your performance in my class is very important to me. I am eager to hear your concerns. This is a rigorous curriculum, and most of the course material will be new to you. I strongly

encourage you to contact me at your earliest with any concerns or problems that you might experience with the course. You need **not wait** until you have received a poor grade before asking for my assistance.

**STUDENT BEHAVIOR AND ETIQUETTE**

Learning requires **active** (not passive) **participation** on the part of the learner. Students are expected to conduct themselves appropriately while on College property or in an online environment. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom, according to HCCS established disciplinary action. Please refer to the HCC Student Handbook to learn more about this subject.

As a student wanting to learn and succeed in this course, your responsibilities are to:

* + attend class regularly and punctually.
	+ follow both oral and written instructions.
	+ read and comprehend the material for each class.
	+ participate in all classroom activities.
	+ study for the exams.
	+ complete all required assignments and exams on time.
	+ ask for help whenever there is a question or problem.
	+ keep copies of all paperwork, including this syllabus, handouts and all assignments.
	+ enjoy yourself while learning anatomy and physiology, and apply your knowledge in real life

**Classroom Etiquette:** As your instructor, my goal is to provide an environment where everyone can focus and learn the material comfortably. Since this is a college classroom, students are expected to be focused and respectful to their institution, their instructor and their fellow classmates.

College is preparation for a career, so treat this class as if it is your career. Conduct yourself in a professional manner.

**QUESTIONS AND PROBLEMS:** If you have any questions or problems at any time, please contact me as soon as possible. The worst things that you can do to yourself are: (1) to wait to contact me, or (2) 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.

**EGLS3 (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. For more information, go to [www.hccs.edu/egls3.](http://www.hccs.edu/egls3)

# HCC POLICIES

**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. 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 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 University'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 means 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)

**REPEAT 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. The Spring 2017 Spring withdrawal deadline is: April 3, 2017.

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.

**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/

**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.

**TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C.A$1681 ET.SEQ**

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in to: [www.edurisksolutions.org](http://www.edurisksolutions.org/) . Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.

**HCCS IS COMMITTED TO YOUR SUCCESS**

**Your success is our primary concern!** 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 tutoring for all HCC students. Our Tutoring Centers are here to help you succeed:

 Find an in person tutor at one of our campuses at [www.hccs.edu/findatutor](http://www.hccs.edu/findatutor)

 ‌AskOnline Tutoring has changed to [www.hccs.upswing.io](http://www.hccs.upswing.io)

**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.

## IMPORTANT DATES:

|  |  |
| --- | --- |
| 01/13 | Last Day for 100% refund |
| 01/17 | Classes Begin |
| 02/01 | Official Day of Record |
| 02/02 | Last day for 70% Refund |
| 02/08 | Last day for 25% Refund |
| 02/20 | Presidents’ Day |
| 03/13-03/17 | SPRING BREAK |
| 04/03 | Last Day to Withdraw |
| 05/14 | Semester Ends |

Have a GREAT SEMESTER, and please do not hesitate to contact me via e-mail or in person with any questions or concerns that you may have.

## TIPS AND SUGGESTIONS FOR SUCCEEDING IN THE COURSE

* Plan to reserve **at least 6-10 hours of study time each week** to revise and recapitulate the material taught in class.
* To stay on track, begin studying from the **first day of class**. A lot of material will be covered in a short period of time. So please do not wait till the day before the exam to revise all the material covered in class lectures.
* Be sure to **read the book** and make good use of the **mastering program** associated with your book, or any other tutorials available to you. These will guide you throughout the course.
* **Complete all daily assignments and file them as instructed,** as these will help you prepare for the exams.
* **Come prepared for class** by reading all relevant reading material. Feel free to ASK QUESTIONS in class.
* Please stay **mentally alert** in class. It is more important to understand the content being taught rather than concentrating on taking notes.
* After class, try to rewrite your lecture notes in a comprehensive form that will help you understand and organize the material.
* Try to explain the material that you learn in your own words.
* **Ask for help** as soon as you have a problem in understanding the material. Contact me at your earliest so that we can set up a time for discussing the issue. If you score badly on even one test, you should come to discuss your mistakes and clear any misconceptions.
* **Group studying** is often helpful in learning the material. If you study by yourself, you might miss out on some important issues. However, if you study with a group of students who sincerely want to learn, you can all benefit from each other.
* **Recognize your learning style.** Adopt an active study style. Make flash cards, rewrite your notes, make concept maps, create and answer your own exam questions, practice new vocabulary verbally, use the tools at the mastering program associated with your textbook, or any other computer-aided tutorials that will help you understand and remember the material covered in class. Find the method that works best for you.

## Tips From Senior Students Who Have Successfully Completed This Course

v Pay attention to what is taught in class. Study outside class to make sure you understand the material that was covered in class.

v Get into the habit of studying EVERY night, even if it is for a short while on some days.

v DO NOT pass any covered material without studying. Repeat, repeat and repeat!

v Keep focused and study hard.

v Study the material covered in class on the same day when you get home.

v Study hard and concentrate. Take a “day off” from a full-time job on lecture and lab exam days.

v Do not rush through the material. Take sufficient time to study, be in class, review lab materials and understand lecture concepts.

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