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| HCC 5742 HCC Logos with Trademark July 29 (2) |

# Course SyllabusAnatomy and Physiology I - Lecture (BIOL 2301)

# Spring 2017, CRN# 34164/34168Credit: 3 Semester hours/16 weeks (Sep 11, 2017- Dec 17, 2017)34164 Lecture: LHSB 314; 11 AM to 12:20 AM Monday & Wednesday or34168 Lecture: SJ 259; 12:30 AM to 1:50 AM Monday & Wednesday

Instructor: Brian Mahon, Ph.D

Office: LHSB 313

Office Hours: Monday, Wednesday 2:30 – 3:30 pm

 (contact me by email for alternative time)

E-mail: brian.mahon@hccs.edu

**Pre-requisites**
College reading level as determined by SAT, ACT, TASP, or successfully passing ENGL 0305 , Math 0106 with a “C” or better.
*BIOL 1406 (General Biology I) highly recommended.*

**Course Description**Topics studied here are the structure and function of human cells, tissues, and organ systems including integumentary, skeletal, musculature, and nervous systems. The objective of this course is to give the students the basic knowledge of human anatomy and physiology, especially those entering applied health sciences.
Most of you will find the material is new to you. Please set aside adequate time for study - you will probably need to spend at least *6 hours per week*!!!

**Student Learning Outcomes**

1. Students will be able to understand and apply the principals of homeostasis and the importance of feedback loops.
2. Students will be able to evaluate information and make conclusions based on their knowledge of membrane transport.
3. Students will be able to apply their knowledge of muscle structure to explain how muscles function.
4. Students will be able to apply their knowledge of the structure of the skeletal system to its functions.
5. Students will be able to understand and apply their knowledge of changes in polarity on membrane potential.
6. Students will be able to apply and demonstrate their knowledge concerning reflex arcs.
7. Students will be able to apply the knowledge gained in lab utilizing anatomical models, physiological experiments, histological slides and the compound light microscope.
8. Students will utilize online interactive evaluation tools to gauge their understanding of key anatomical and physiological concepts prior to lecture/examinations/quizzes where applicable.

**Instructional Materials**

*Textbook: Anatomy and Physiology*: An integrative Approach 2nd Edition. By Michael McKinley



*McGraw Hill Connect* (<http://connect.mheducation.com)> where you will complete mandatory assignments to help you review the chapter information.

Eagle online Canvas section of this course is available by going to : http://eagleonline.hccs.edu

\* ***Dates given in the syllabus are tentative and could change due to unforeseen circumstances***

**Exams and Grading**

* **Lecture exams:** There will be a total of FOUR lecture exams. All exams are on-campus and proctored. The questions will be primarily multiple choice, along with some true or false, fill in the blank, picture identification, and short essay questions. Each exam has equal weight-age with other exams.
* **Final Exam**: is mandatory for all students. *Final exam will be comprehensive* and details will be shared in the classroom.
* **Connect assignments**: **Homework Quiz**-After the chapter/s are covered in lecture, you will be given an online assignment to master the course content. These quizzes are open book and un-timed. You will be allowed only two attempt for each assignment, hence attempt them only after going through the chapter contents thoroughly.
* **Connect pre test**: Every chapter has a pre-test which is open through out the semester. It should be completed before the due date. Students are encouraged to be honest while doing these assignments in order to allow maximum learning. This is a completion grade. ( Do not try any short cuts, you will end up spending more time doing this assignment!!)
* **Case Studies/ Group projects:** Periodically case studies or short group projects will be given in the class. Students will be graded for their participation an accuracy of content in the activities. There will be no makeups for these projects. Groups members might get different grades on these projects based on their level of participation and contribution.

**Grade Computation**

3 out of 4 exams (lowest grade dropped) 60%

Final exam (mandatory) 10%

McGraw Hill Connect “homework quiz” 10%

Chapter 2&3 online Activities 10%

Pamphlet project 10%

Total 100%

A = 90-100%; B = 80-89%; C= 70-79%; D=60-69; F =Below 60%

**Instructor’s Incomplete Policy:** The only circumstances under which you can get an I (incomplete) is if you are too ill to take the final. 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, then I will be converted to an F.

**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)

**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. You should check with your colleagues and instructor to see what you missed. It is your responsibility to initiate a withdrawal from this course. *Student will be marked absent if he/she is not present in the class at the time of roll call.*

Poor attendance records tend to correlate with poor grades. Students will not be allowed to make up for quizzes or group assignments completed on the day of their absence unless it is a medical emergency and they provide a proof. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

**Use of Camera and/or Recording Devices**

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, **you will turn off your phone and other electronic devices,** and will not use these devices in the classroom unless you receive permission from 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

**Students with Disabilities**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester.  Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. Students must submit their accommodation letters to the instructors ASAP.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

Disability Support Services Offices:

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

**Education advising and Counseling Services**

HCC Central College provides advising and counseling services that empower students and staff to achieve personal, career and educational goals. Please call (713) 718-6737 to get assistance.

**Course Repeater Policy**
Beginning in the Fall 2006, students who repeat a course for a third or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor and/or counselor about opportunities for tutoring/other assistance prior to considering course withdrawal or if you are not receiving passing grades.

**HCC Course Withdrawal Policy**

To help you avoid having to drop/withdraw from any class, contact your professor regarding your academic performance. You may also want to contact your counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

**HOW TO DROP**

* If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Center.
* HCC may drop students for excessive absences without notification (see Class Attendance below). I will not drop students if they stop attending.
* Students should check HCC’s Academic Calendar by Term for drop/withdrawal dates and deadlines. Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar’s Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

**Early Alert Notification**

Houston Community College utilizes an Early Alert system managed by the counselors to provide outreach and intervention to students who may be at risk of withdrawal or failure. Referrals to this system are typically made by a faculty member. If a professor is concerned about a student's performance in class, that student may be referred to Early Alert for counseling intervention.

**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, 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 division 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.

**Classroom Conduct**

All students in HCC courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

**International Students**

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. ONLY ONE online/distance education class may be counted towards the enrollment requirement for International Students per semester. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

**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.  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:

*Director EEO/Compliance*

*Office of Institutional Equity & Diversity*

*3100 Main*

*(713) 718-8271*

*Houston, TX 77266-7517 or Houston, TX 77266-7517 or**Institutional.Equity@hccs.edu*

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/>.

**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/>

**Harvey Support: 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.**

**Rules and Regulations**

* Textbook /e book is required, Mc GrawHill Connect account is required
* Full class attendance is required. Students with more than four unexcused absences may result in an administrative withdrawal. Students are responsible for everything covered during their absence.
* To avoid disruption in the class room, all pagers and the cell phones must be turned off.
* Children or anyone who is not officially enrolled in the course will not be allowed in the laboratory.
* EXAM POLICIES: The following guidelines will govern all exams:
	+ The students will not be allowed to leave the classroom before completing an exam. (No restroom breaks !)
	+ All lecture and lab exams will be timed. Students arriving late will not be given extra time to complete an exam.
	+ Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, testing centers, and other locations where testing is taking place. 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. Violations of this policy will result in discipline, up to and including termination or expulsion.
	+ Students may not use dictionaries or other aids during the exam.
	+ Make-up exams will be given only in the event of an emergency. No student may take more than one make-up exam without special permission. Students must e-mail or call the instructor immediately (if possible, on or before the day of the scheduled exam), explain his/her reason for missing the exam, and request a make-up. The instructor will decide if the request is valid.
	+ Cheating is not permitted. If it occurs, all students involved may receive a zero for the exam, or a grade of “F” in the course.
* Grades will not be posted at any time during the semester. You may receive your final grades at the end of the semester from the Biology Department of via the Internet by logging on to www.getgrades.com or www.hccs.edu or by calling toll free at 1-887-341-4300. Proper identification is required to receive the final grade. The transcripts will be mailed by the HCCS office only if requested by the student.

**Helpful Tips**
***Success in this course depends solely on the individual student!***

**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 activities, study tools, and assignments.
* Inform students of policies such as attendance, withdrawal, and assessments.
* Provide the course outline and calendar which will include all the deadlines for the assignments.
* Arrange to meet with individual students before and after class as required.

**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 online).
* Complete the required assignments and exams.
* Contact your professor if you have any questions regarding any element of the course you do not understand.
* Keep copies of all paperwork, including the syllabus, handouts and all assignments.
* Complete the course with a 70% passing score.
* HINT: Work hard from the beginning of the semester rather than playing a "catch-up game during the second half of the semester.
**Lets work together as a team and remember I am here to help you.**

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| **Important dates****Sept 26, 2017****Nov 3, 2017****Dec 10, 2017** | **Deadline for Administrative and Student** **Last day to withdraw from class****Last day of instruction** |

**Course Schedule**

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| **Week** | **Chapters** | **Topics to be Covered** |
| 1 |  | No Class |
| 2 |  | No Class |
| 3 | 1-4 | Read Chapters 2 &3 / Lectures on 1 & 4 Biology of the Cell |
| 4 | 5 | Tissue Organization |
| 5 | 6 | Integumentary System**Exam 1:** Chapters 4-5 Add concepts from homework 2 and 3 |
| 6 | 7 | Bone Structure and Function |
| 7 | 8 | Axial and Appendicular Skeleton |
| 8 | 9 | Articulations**Exam 2:** Chapters 7-9 |
| 9 | 10 | Muscle Tissue |
| 10 | 11 | Axial and Appendicular Muscles |
| 11 | 12 | Nervous Tissue |
| 12 | 13 | Brain and Cranial Nerves**Exam 3:** Chapters 10-13 |
| 13 | 14 | Spinal Cord and Spinal Nerves |
| 14 | 15 | Autonomic Nervous System |
| 15 | 16 | Senses**Exam 4:** Chapters 14-16 |
| 16 |  | **FINAL EXAM** (Comprehensive exam developed by subcommittee and given in class) |

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 \****Instructor reserves the rights to change the syllabus at any time. Supplemental online activities will be provided for topics that cannot be covered in class due to Harvey.***

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