



HOUSTON COMMUNITY COLLEGE  
**BIOLOGY 2301 – ANATOMY & PHYSIOLOGY 1**  
**CRN # 14174, ONLINE**  
SUMMER SEMESTER, 2017 – S1, 1<sup>st</sup> 5-weeks  
June 5, 2017 – July 8, 2017  
**Dr. D. Grigsby, DC, JD, LLM**

**Professor: Dr. D. Grigsby, DC, JD, LLM**

**Office:** *TBD*

**Phone:** (713) 718-7149

**Email:** within Canvas Course for anything related to class

**Office Hours and Days:** *TBD*, and by appointment.

**Lectures:** ONLINE Instruction (DE/ONLINE Course) via Canvas portal @ [www.hccs.instructure.com](http://www.hccs.instructure.com)

**To Contact HCC Online/Distance Education Services:**

Online: <http://www.hccs.edu/online/student-services/>

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**COURSE DESCRIPTION:** “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. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Those students entering the allied health programs will find the material covered in this course to be essential. The required textbook and laboratory manual will provide information that the student will need to understand the complexity of human anatomy and physiology. We will be covering chapters 18 – 29 over the course of the semester. Math 0106 is a Biology Program prerequisite. General Biology I (Biology 1406) is highly recommended as a prerequisite for this course. This course requires a basic understanding of biology, math, and chemistry.

**BIOL 2301 CRN: 14147 Lecture (online) Hours: 3 Credit Hours: 3 Total Contact Hours: 48**

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## **COURSE OBJECTIVES:**

### **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.

### **Course Required Resources:**

**ONLINE CLASSROOM:** [www.instructure.hccs.com](http://www.instructure.hccs.com) This is where you will find your instructional materials for the course. This is also where we communicate via email – the Canvas “inbox”.



**TEXTBOOK:** **FUNDAMENTALS OF ANATOMY AND PHYSIOLOGY**, 10<sup>th</sup> Ed., By Martini, Nath & Bartholomew, Pearson/Benjamin Cummings, 2015.

*\*\*Textbook may be obtained at Central & SE-Bookstores.*

**ONLINE HW SITE:** [www.PearsonMastering.com](http://www.PearsonMastering.com) Your personalized student access code for this site is stocked bundled with your text, or you can buy it separately from the Bookstore(s), or you can purchase it online directly from the website. **\*\*NOTE:** This site is ALSO where your Lecture EXAMS take place!!!

**\*\*PLEASE attain the resources by the time class begins – this is an extremely short 5-week Online course, and leaving the gate late will put you at a serious disadvantage with respect to the information & the assessment schedule.**

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**\*\*OVERALL COURSE DESIGN:** This course is largely self-paced, as it is designed for your success while you study online. You are responsible for learning the information presented in the last half of your text, over which you will be assessed in 4 different exam groups spaced at about **1-week intervals over only 5 weeks**. For the online exams: I will open the information/work for each exam group (Canvas & Pearson), and then the corresponding exam, for a date & defined time period. You are to complete the respective material (including any applicable HW or assignments, etc.), and then complete the associated “Lecture” exam(s), all on your own time schedule during that defined period. This design is such so that in this online self-paced course, you can be sure to complete your learning and mastery of the material. For the In-person Exams, you are to present to an identified testing center during the prescribed period.

*This also means that the deadlines are firm – please make your plans accordingly.*

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### **COMMUNICATION:**

When you access the Canvas course, please **always check the Professor Announcements** forum link – the most up-to-date info will be posted there, and **you are responsible** for it.

We will communicate through the Professor Announcements on the Canvas course system, and by using the “Inbox” email feature found there. Email inquiries will be checked and answered once daily; however, I do not check email on Saturdays or Sundays – any emails generated on the weekend have no guarantee that they will be checked before Monday. It might be normal that I only answer emails once daily – please be patient, and allow for 24-48 hours response time.

NOTE: In every email sent to me, please **include your CRN number!!!** Also keep in mind that I have office hours as well for those of you who wish to discuss coursework face-to-face.

### **COURSE INFORMATION:**

This FULLY ONLINE/DE course is an integration of 3 PARTS: 1) a standard Textbook, 2) online “Lecture” course materials and quizzes through Canvas, and 3) online Homework assignments and your Exams through PearsonMastering.com. NOTE: You are also required to take 1 exam In-Person at the testing center during the term, and an In-Person Comp Final. The online classroom portion includes lecture material and notes on topics covered in the textbook. These notes are not designed to be a comprehensive review, but rather an overview of the material covered in the text with added insights provided by your instructor.

## **COURSE SCHEDULE:**

A Calendar/Schedule for the course is posted/announced for you below to follow throughout the duration of the course.

Please NOTE: The course is organized into 4 Units/Modules, which track your chapters. **You will test at the end of** learning the material from **each Unit/Module**, as follows: Your modules/information will be opened for a prescribed duration of time; the Module Exams will be opened in PearsonMastering also during a prescribed time frame. The Exams are timed (giving you 1-2 minutes per question), and you only get **1 chance to take** the exams. It is your responsibility to check the calendar, review the online information/**announcements**, and note any testing and schedule updates. (Note that some of the dates overlap.) **NOTE: The Pearson Module/Unit Exams themselves will “go live” for the 1<sup>st</sup> time a few days into the term, giving you time to get ensconced in the lecture material and assignments.**

*You must access the PearsonMastering portal in order to progress through the course, via the link posted above on page 2 under Course Resources. The instructions were also provided in the announcements, and in your pre-course mandatory online Orientation.*

Please also plan for the last week/weekend of class when the DE department will be scheduling for your collective IN-PERSON Closed-Book Comprehensive Final Exam created by the HCC District – it is required for you to take In-Person (*if you are out-of-city, then you will have to plan to take it at a proctored testing center, acceptable by our DE department – contact them with any questions*). I will post the requisite logistics in the Canvas course. Please keep abreast of the posted announcements.

## **\* TENTATIVE WEEKLY LECTURE/TEXT EXAM SCHEDULE:**

<b>Weeks</b>	<b>Chapters, HW &amp; Quizzes, etc.</b>	<b>Lecture Exams</b>	<b>Exam DATES</b>
<b>1</b>	<b>Chapters 1 - 5 `Open through June 15<sup>th</sup></b>	<b>Exam Group – 1</b> <i>3 Chapter Exams on Pearson</i>	<b>Online Exams</b> Via PearsonMastering <b>Closes June 15<sup>th</sup></b> <i>Unit closes at midnite Thurs.</i>
<b>2</b>	<b>Chapters 6 - 9 `Open through June 22<sup>nd</sup></b>	<b>Exam Group – 2</b> <i>3 Chapter Exams on Pearson</i>	<b>Online Exams</b> Via PearsonMastering <b>Closes June 15<sup>th</sup></b> <i>Unit closes at midnite Thurs.</i>

<b>3</b>	<b>Chapters 10 - 13</b> <b>`Open through June 29<sup>th</sup></b>	<b>Exam Group – 3</b> <i>1 Paper Exam In-Person</i>	<b>IN-PERSON EXAM @ TESTING CENTER</b> <b>Scheduled –TBD by Testing Center</b>
<b>4</b>	<b>Chapters 14 - 17</b> <b>`Open through July 5<sup>th</sup></b> <b>**NOTE THE <u>WEDNESDAY</u> CLOSE DATE **</b>	<b>Exam Group – 4</b> <i>3 Chapter Exams on Pearson</i>	<b>Online Exams</b> Via PearsonMastering <b>Closes July 5<sup>th</sup></b> <i>Unit closes at midnite Wed.</i>
<b>July 6-8</b> <b>Thursday, Friday &amp; Saturday</b>	<b>COMPREHENSIVE Chps. 1-17</b> <b>IN-PERSON</b>	<b>Comp Final</b>	<b>IN-PERSON</b> <b>At DE Testing Sites – location(s) to be posted</b>

*\*\*The instructor reserves the right to make changes to this syllabus as required.*

#### **GRADE COMPUTATION:**

Grades will be based on percentages of points earned by the student.

4 Exam Group grades will contribute 50% of students' grades.

Comp Final will constitute 10% of students' grades.

Lecture HW (PearsonMastering.com) will constitute 20% of students' grades.

Quizzes will constitute 20% of students' grades.

#### **SCALE:**

A = 90 – 100%

B = 80 – 89.5%

C = 70 – 79.5%

D = 60 – 69.5%

F = Below 60%

**\*\*A grade of "FX" is assigned to students who stop attending class but do not withdraw before the deadline; such grade is treated the exactly the same as a grade of "F" in terms of GPA, probation, suspension, academic progress, and Financial Aid.**

## **LECTURE (TEXTBOOK) EXAMS:**

The 4 Lecture Exams will be given in 2 different modes during the term, as follows:

Three (3) exams will be given online, and one (1) lecture exam will require you to take it **in-person**. For the 3 online exam groups, they will be divided into individual chapters, and administered through the PearsonMastering.com portal. For the In-Person exams, you must present to an on-campus testing center. Additional instructions will be posted under Professor Announcements.

All 4 exams given during the semester will cover the material presented in the textbook and in the online materials. All material *assigned*, covered or not, is fair game for the exams. Each lecture exam will include various question-types, including multiple-choice, matching, true and false, fill in the blanks, labeling and/or short essay questions.

Students **MUST** take all four exam groups – **they are all mandatory**. If an exam is missed, the student will receive a zero that will be included in the average. **The average of these grades will constitute 50% of your final grade for the course.** Check the course Weekly Schedule above for the exam dates. The weekly schedule above outlines the *tentative* course schedule. It is your responsibility to check the calendar, review the online information/announcements and note any meeting or testing updates.

**LECTURE HW:** You will also be assigned regular assignments to complete on the PearsonMastering.com website. You may also be assigned miscellaneous assignments throughout the term. The average of any Lecture HW/assignments given during the term **will constitute 20% of the final lecture grade** for the course.

**QUIZZES:** Quizzes will be posted in Canvas for you to complete in an assigned timeframe. Follow their instructions when posted, concerning submission and deadlines. The average of any such Quizzes given during the term **will constitute 20% of the final lecture grade** for the course.

**COMPREHENSIVE FINAL:** The HCC Science Discipline requires a System-wide Comprehensive Final for each course. You are required to take it in-person during the last week of the term. It will be **worth 10% of your final course grade.**

**Potential for Extra credit:** There may be an opportunity for bonus during the term, which can improve your earned course grade by up to a maximum of 5%. Bonus opportunities in the past have included Library Resources material, visits to city museums for specifically identified exhibits, and participation in Science club and other campus organizations/presentations. When/if such opportunities arise, I will post them under the Professor Announcements on Canvas with applicable instructions for completion.

## **ONLINE EXAM POLICIES:**

*If you are unfamiliar with the workings of Canvas and/or PearsonMastering, please take the tutorials and PRACTICE with the system(s) before your 1<sup>st</sup> exam, at which point it will be too late.*

The course chapter exams are conducted on-line via personal computer or at any HCCS Computer Laboratory within a specified time frame. Please allow adequate time to complete your exams and to resolve any unanticipated personal computer or networking problems. Any chapter exam that is not completed on time will be considered a missed exam. Missed exams will be graded as zero, and there are no makeup exam opportunities for missed online exams.

If your personal computer has a history of technical or networking problems, it is highly recommended that you plan to use an HCCS Computer Laboratory to complete your online exam. Online courses require students that are capable of budgeting time efficiently and managing the exam time limit wisely.

Please note that **poor planning, personal computer or networking problems are unacceptable excuses for missed online exams**. In fairness to other students, any missed exams will be counted as 0 points, meaning that when computing your final grade, missed exam points (0 out of 100 available points) will be averaged into your other grades. A grade of zero will greatly jeopardize your final grade and may cause you to get an undesirable grade or fail the entire course.

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*To reiterate...*

PLEASE BE ADVISED THAT ALL STUDENTS WILL RECEIVE A GRADE OF ZERO FOR MISSED ONLINE EXAMS.

TECHNICAL PROBLEMS ARE NOT AN ACCEPTABLE EXCUSE FOR MISSED ONLINE EXAMS.

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## **HCC POLICY STATEMENT: INTERNET OUTAGE POLICY**

- ✓ If your professor experiences an Internet service outage or a power outage that significantly affects the timing of distributing on-line assignments, or in any way appreciably hinders the professor in communicating with students, adjustments to due dates and/or grades will be made appropriately.
- ✓ If there is any official notification from HCCS concerning downtime of the BB Internet course server that would affect distributing assignments, or in any way appreciably hinders the professor in communicating with students, adjustments to due dates and/or grades will be made appropriately.

- ✓ This policy pertains only to the PROFESSOR'S Internet Service or to HCCS's Internet course servers, NOT THE STUDENTS' computers or Internet access.
- ✓ No one at HCCS can verify outages at student sites and **student access is not the responsibility of HCCS** or the professors. **Students are responsible** for making sure that they have continuous, reliable Internet access in order to complete this course.

### →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.

### → EARLY ALERT

HCC has instituted an Early Alert process by which administration or your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

### →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.

## **RULES & REGULATIONS:**

### **Adult behavior is expected online in the virtual classroom.**

As with on-campus classes, all students in HCC Distance Education 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.



## **Class attendance is mandated by the state.**

Students in DE courses must log in to their Canvas class or they will be counted as absent. Just like in an on-campus class, your regular participation is required.

**DE STUDENTS WHO DO NOT LOG IN TO THEIR CANVAS CLASS BEFORE THE DAY OF RECORD MAY BE AUTOMATICALLY DROPPED FOR NON-ATTENDANCE. COMPLETING THE DE ONLINE ORIENTATION DOES NOT COUNT AS ATTENDANCE. DE STUDENTS WHO DO NOT COMPLETE THE PROFESSOR'S ATTENDANCE ASSIGNMENT ON CANVAS MAY ALSO BE AUTOMATICALLY DROPPED FOR NON-ATTENDANCE.**

## **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.

## **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.

## **HCC COURSE WITHDRAWAL POLICY**

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.

**An instructor will no longer give a grade of “W” to any student after the official drop date – this is the student’s responsibility. *Last Day for student to Withdraw is June 26, 2017.***

## **HOW TO DROP**

- 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](#).**
- HCC may withdraw students for excessive absences **without notification.**
- **Students should check HCC’s Academic Calendar by Term for withdrawal dates and deadlines.** Classes of other duration (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.

## **RESOURCES AVAILABLE TO YOU:**

- ✓ Biology Lab Study Pages – cover a variety of science topics, including AP.  
[www.hccs.edu/biologylabs](http://www.hccs.edu/biologylabs)
- ✓ HCC provides **FREE ONLINE TUTORING** 24 hours/day in writing, math, science, and other subjects. HCC Online Tutoring site: <http://hccs.Upswing.io>. Use your student ID or HCC e-mail address to create an account. Instructions, including a video, are provided to make you

familiar with the capabilities of this service. There will ALSO BE ON-CAMPUS TUTORING in the Tutoring Assistance Center (TAC), located at Eastside Campus in AM 210.

- ✓ As a DE student you have the same access to first-rate information resources that the HCC LIBRARIES make available to all HCC students. A special website pulls together all the tools DE students will need to get their research rolling. Visit Library Resources specifically for Distance Education students.
- ✓ DE students also have access to a set of Library “**BEGIN RESEARCH**” FAQ's and instructional modules designed to introduce our off-campus students to HCC's wide variety of library resources. The self-paced material and accompanying quizzes are estimated to take 2-5 hours to complete. Helpful tutorial links and tip sheets are included that address specific library resources.

In order to sign-up for the Library “**BEGIN RESEARCH**” material, students just need to go to:

[http://library.hccs.edu/begin\\_research](http://library.hccs.edu/begin_research)

Once a student has completed the material successfully by passing an Exit Quiz with a score of 70% or above, they will receive email notification and the DE instructor noted on the student's sign-up will be notified as well. It generally takes a student 3-4 hours to completely go through the material and complete the included quizzes.

***\*\*I DO ASSIGN BONUS CREDIT FOR COMPLETING THE LIBRARY “BEGIN RESEARCH” MATERIAL...***

- ✓ Re: Distance Education Resources::

The Distance Education Student Handbook contains policies and procedures unique to the DE 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 DE 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.

Access DE/Online Resources: <http://www.hccs.edu/online/course-resources/>

Refer to the DE/Online Student Handbook: [http://www.hccs.edu/media/houston-community-college/distance-education/student-services/pdf/student\\_handbook\\_spring\\_2017.pdf](http://www.hccs.edu/media/houston-community-college/distance-education/student-services/pdf/student_handbook_spring_2017.pdf)

## **ADDITIONAL INSTRUCTOR AND INSTITUTIONAL 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.

Students who require reasonable accommodations for documented disabilities must call the SE Disability Services Office at (713) 718-7218 to make necessary arrangements. Instructors are only authorized to provide accommodations requested by the Disability Support Services Office. 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.

### **→ Title IX of the Education Amendments of 1972, 20 U.S.C. A§ 1681 ET. SEQ.**

Title IX 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, by logging 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.

### **→ 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/>

**☺ HAVE A GOOD & SUCCESSFUL SEMESTER!! ☺**