

 **HOUSTON COMMUNITY COLLEGE (Central CAMPUS)**

**Anatomy & Physiology II Lab /BIOL 2102 / COURSE #10898**

**Spring 2019 – Second Start Semester**

**INSTRUCTOR CONTACT INFORMATION**

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| **Instructor:** | Dr. D. Parker | **Office Phone:** | N/A |
| **Office:**  | LSHB Rm 401 | **Office Hours:** | 7-8 am M-Th |
| **E-mail:**  | via Canvas or Donald.parker@hccs.edu |  |  |

**WELCOME TO**

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| **Course Title:** | Anatomy & Physiology Lab II | **Semester and Year:** | Spring 2019 SS |
| **Course Prefix:** | BIOL 2102 |  |  |
| **Course Number:** | 10898 | **Class Days & Times:** | Thursday 5:30-9:30 pm |
| **Credit Hours:** | 3 SCH  | **Lecture: Day, Time, Room #** 316 |  |
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**COURSE OVERVIEW**

**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.

**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.

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

**GETTING READY**

**Prerequisites:**

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

**Co-requisites:**

You should have already completed A&P 1 (BIOL 2301 and 2101). And you should have completed or concurrently enrolled in A&P 2 (BIOL 2302) lecture course.

**Required Material:**

**Lab Manual:**

**Human Anatomy & Physiology II Lab Manual**

Edited by Wagle, Grigsby, Jain, Moussavi, Grigsby, 5th Edition, Hayden-McNeil Publishers, 2017 Available only at HCC bookstore located at Central Campus (1300 Holman St.) ***Buying online or at another campus will delay your start.***

**Learning Web:** Assignments may be posted on the Learning web found at the following link:

<http://learning.hccs.edu/faculty/donald.parker>.

**CANVAS:** Assignments may be posted online on CANVAS found at the following link:

This course is available on the first day of the semester by going to: <http://eagleonline.hccs.edu>

If you have problem with your access to EO/Canvas, go to <http://www.hccs.edu/online/technical-support/>

Eagle Online Technical Support - call 713.718.5275, option 3

IT (Password reset) Customer Support - call 713.718.8800, option 1

**LockDown Browser + Webcam Requirement** (For exams taken at home)

This course requires the use of LockDown Browser and a webcam for online exams taken at home. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

**Download Instructions**
Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=355612798>

**Once Installed**

* Start LockDown Browser
* Log into to Canvas
* Navigate to the quiz

Note: You won't be able to access a quiz that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

**Guidelines**
When taking an online quiz, follow these guidelines:

* Ensure you're in a location where you won't be interrupted
* Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
* Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
* Clear your desk or workspace of all external materials not permitted - books, papers, other devices
* Remain at your computer for the duration of the test
* If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
* To produce a good webcam video, do the following:
	+ Avoid wearing baseball caps or hats with brims
	+ Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
	+ If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
	+ Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
* Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

**Getting Help**
Several resources are available if you encounter problems with LockDown Browser:

* The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
* HCC help desk number is 713-718-8800. The help desks may want students to run the "System & Network Check" and the "Webcam Check" before they are contacted - and even, to forward the results of these checks at the time of opening a ticket.
* Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product

If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it

**Optional Materials or Reference Texts:**

1. Lab Review Pages: for 24/7 lab review <http://hccs.edu/biologylabs>
2. ANATOMY COLORING BOOK, Kapit, W. and Elson, L.; Pearson Publishing.
3. TEXTBOOK: FUNDAMENTALS OF ANATOMY AND PHYSIOLOGY, 11th Ed., By Martini, Nath & Bartholomew, Pearson/Benjamin Cummings, 2017.
4. ONLINE HW SITE: www.PearsonMastering.com YOU SHOULD BE USING THIS IN YOUR LECTURE CLASS. (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.)
5. Open Labs: Extra review time in the lab. LHSB Lab 312:

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| --- | --- |
| Friday, February 15 | 12:00 – 3:00 pm |
| Friday, March 22 | 12:00 – 3:00 pm |
| Friday, April 26 | 12:00 – 3:00 pm |
| Friday, May 3 | 12:00 – 3:00 pm |

1. Free Tutoring: for locations and timings, go to: <https://www.hccs.edu/resources-for/current-students/tutoring/>.

**INSTRUCTOR GUIDELINES AND POLICIES**

**Attendance:** You are expected to attend all lecture classes and labs 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 (lecture and lab). For example:

* For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.
* 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.

**Note that 12.5% is approximately 4 labs for this 1-semester hour course.** If circumstances significantly prevent you from attending classes, please inform me. It is the responsibility of each student to amend their professional/personal schedule to meet the class schedule. If you wish to drop the course, it is **your responsibility** to go online and do it. I usually will not drop students for non-attendance.

**Assignments:**

This is a lab course.

In CANVAS (eagleonline.hccs.edu) I have posted PowerPoints to help you to review the topics covered in each lab period. You are responsible for going through them to be prepared to do the lab work irrespective of where you are in the lecture course. During lab, you will be working in groups to study microscope slides and models, performing tests and using equipment to study physiology. You will also look at sheep heart and cat organs to understand their 3-D structure. In order to review lab material, you must go through the material provided in the lab manual. I have also created extensive lab review pages (<http://hccs.edu/biologylabs>) and through Eagle online, you should be able to print out checklists for the three lab exams.

**Student Responsibility**

**You are responsible for buying your lab manual in a timely manner. Your first day of the semester is February 12th. You must have your lab manual by then. It is available at HCC Central College bookstore. Buying online or at another campus will delay your start.**

Each lab exercise in your manual consists of introduction section (with summarized information on the topic), procedures, Pre-labs and Lab reports. Through Eagle Online, I have provided PowerPoints to help you review what you will be studying in the lab. The semester schedule is already provided to you. You must complete mandatory, graded Online Lab Quizzes that have specific deadlines. These quizzes are due the night before when we are going to work on a specific lab and they are designed to make sure you come prepared to the lab in order to complete your work during the lab. **No accommodations will be made if you miss the quizzes due to whatever reason…..personal, medical or technical. Any missed quiz will be given a zero score.** You are also responsible for completing the pre-labs and the lab reports in a timely manner, including critical thinking questions at the end of each lab report. These will be graded during the lab exam days. You can access Lab Exam Check-lists posted in Eagle Online and lab study pages using a computer at home or through Science Computer Lab (LHSB 413).

**Exams/Quizzes:**

There will be 3 lab exams. They will cover material we cover in the labs and the material in the lab book. They may consist of fill in the blanks, multiple choice, and short answer. You will get a maximum of one hour or one and half-hour period to complete your lab exam depending on the number of questions. **No cell phones are allowed in use at any time in the classroom unless permitted by the instructor as it may disturbs the class. Audible cell phone ringing may result in your removal from class that day. Cell phone use during examination will be considered cheating and will result in course failure. Entering and exiting lecture room is not permitted once exams have begun; therefore, go to the restroom prior to the exam and all personal items must be placed at the front of the room.**

**Make-up Exams/Quizzes:**

No make up exams!!!

**Laboratory Policy:** Lab safety will be reviewed on the first day of lab. Experiments will be performed in groups. Each student should arrive at the lab on time, with his or her lab manual. Each student is responsible for completing the lab reports at the end of each lab.

**IN CLASS TECHNOLOGY (Cell Phones, Laptops, etc.)** Absolutely no phone or other personal electronic devices are to be used during class (lecture and lab). 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 like your smart watch, etc. 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. If you would like to record my lecture, you must ask prior to recording each lecture!!!

**INSTRUCTORS’S ASSURANCE** Refer to the syllabus for the last date. I urge any student who is contemplating withdrawing from the class to see me first! You may be doing better than you think. Either way, I want to be accessible and supportive. I do not believe in "weed out" classes, and I consider you to be much more than just a name or number! Note my office hours, above; if you need assistance, I'm here to help. It is the student’s responsibility to withdraw from the class before the last day of withdrawal. The instructor cannot give a “W” after the withdrawal date. Abandoning the course or failing to formally drop, will result in a grade being given based on the work completed for the entire course (including missed exams).

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will “alert” you that you might fail a class because of excessive absences and/or poor academic performance. The counselors with work with you to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

**BEHAVIOR AND ETIQUETTE**

As your professor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your professor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your professor achieve this critical goal. Students should be on time for class and be prepared with required materials including textbook and lab manual. All your personal belongings except your pencil, lab manual and textbook should be place in the back of the room on the bench so your personal effect won’t get contaminated. Remember, you never know what the prior classes’ lab entailed and if they disinfected the lab bench properly. Full class attendance is required including lecture and lab portions. Full attention during lecture and lab is required. No use of any electronic devices during the class period unless approved by your instructor. Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards the instructor and classmates. Disruptive behavior or any behavior that interferes with any educational activity being performed by the instructor will not be allowed. 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.

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

**DRESS CODE**

**While in the laboratory you should have the following:**

* Approved safety goggles
* A shirt that covers the stomach and lower back as well as the upper arms
* Long pants (An acceptable, but not recommended, alternative is to wear shorts, a skirt, or a lab coat such that your knees are covered when you are sitting down.)
* Shoes that completely cover the foot.

**Avoid wearing the following items to lab:**

* Contact lenses
* Tank tops or cropped shirts
* Mesh shirts
* Shorts or skirts that do not cover your knees when you are sitting
* Sandals, flip-flops, or other shoes that do not completely cover your feet. Sandals with socks is not considered appropriate attire.

**Student Services Policies:** Access up-to-date Student Services Policies on their Web site: <http://www.hccs.edu/resources-for/current-students/student-handbook/>

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

**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.  Go to [www.hccs.edu/egls3](https://webmail.hccs.edu/owa/redir.aspx?C=Qn4naV07jUqU4Ug6JHhEjYA4RsgZ4dAIuO0C9y3S9ZH1xDI9PwKOKmfWFXqrkg5nrwTMtRmwwjI.&URL=http%3a%2f%2fwww.hccs.edu%2fegls3) for more information.

**Grade Determination:**

You will take Lab Exercise Quizzes and Lab Exams to determine how successful you are at achieving the mastery of the course content and skills. **All quizzes, exams and lab reports must be completed independently. No sharing of information is allowed. If sharing is suspected, a zero score will be given for the exam.**

# All the exams will be considered towards final grade.

# Lab Exams 70%

# Lab Reports/Book 20%

# Quizzes 5%

# Pre-Lab Reports/Participation 5%

 100%

**Letter Grade Assignment:**

# HCC Grading Scale

# A = 100 – 90 4 points per semester hours

# B = 89 – 80 3 points per semester hours

# C = 79 – 70 2 points per semester hours

# D = 69 – 60 1 point per semester hours

# F = 59 and below 0 points per semester hours

# FX (Failure due to non-attendance) 0 points per semester hours

# IP (In Progress) 0 points per semester hours

# W (W ithdrawn) 0 points per semester hours

# I (Incomplete) 0 points per semester hours

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.

1. It is your responsibility to bring your lab manual to each lab period. You also need to have access to a reliable computer with a reliable internet access at home or on HCC campus to be able to log into CANVAS section and complete weekly online quizzes.

2. Each week, you must go through the PowerPoints provided in CANVAS, take online Lab Exercise Quizzes before their deadline, and come prepared for the lab sessions.

3. Lab exams are practical exam where you will be expected to identify parts on anatomy models and histology slides, know their functions, be able to answer questions on physiology experiments and testing. You will move from station to station set-up in the lab, answering specific questions. Use your lab manual, Lab Exam Check List (posted in Modules 3-5 of CANVAS) and Lab Review pages (<http://hccs.edu/biologylabs>) to study for the exam. Print a copy of the lab exam checklist from CANVAS, make notes (such as functions) on it as you go through the exercises, and use it as a review sheet to study for the exam.

4. There are extra credit questions in all lab exams. However, only a maximum of 65 points will be given on any exam. If you get over 65 points, your score will be changed to 65, which is like getting 100%. To calculate your grade on any exam, divide your score by 65 and then multiply by 100.

5. A maximum of one hour and 15 minutes will be allowed to complete a lab exam.

6. If, for whatever reason, you are late for a lab exam, you will be allowed to take the exam as long as nobody else has completed the exam and left the room. Also, you will get only the remaining time to take your exam.

7. If you take all lab exams and lab exercise quizzes, one lowest score will be dropped at the end of the semester.

8. If, for whatever reason, you miss one exam, that exam will automatically become your drop exam.

9. If, for whatever reason, you miss a second exam, it will be counted as a zero score and included in calculation of your final grade for the course.

10. **PLEASE DO NOT ASK FOR A MAKE-UP IF YOU MISSED OR MESSED UP AN EXAM OR QUIZZES.**

11. All grades will be posted on Eagle Online as soon as the exams are graded. The exams will also be available for you to review, in class, during the following class period. No one will be allowed to take the exams out of the room. After reviewing, exam copy must be returned to me immediately.

12. In lab, you are encouraged to work in groups. However, you are responsible for completing your own pre-labs and lab reports. You must answer the questions in pre-lab and lab report soon after the exercise is completed. Although you are allowed to discuss the answers with each other, no copied answers will be accepted. **Please do not lend your lab manual or borrow a lab manual to copy answers.**

13. **Lab reports will be graded only during the lab exams.**

**Course Policies**

1. You must purchase the recommended lab manual immediately and bring it to each class period.

2. Once you are registered in the course, you will be required to log into Eagle Online (<http://eagleonline.hccs.edu>) and access study tools, grades, announcements, reminders and emails on weekly basis.

3. Class attendance is mandated by the state. **You must come to class on time.** Attendance is taken on daily basis and will be given only if you attend full class period. Coming late to the class or leaving early for whatever reason, is considered as disruption and no attendance will be given for that day. You are responsible for everything covered or announced during your absence. Your attendance begins on the first day of the semester. More than four absences may result in an administrative withdrawal. **If you stop attending the course or do not participate in the assessment, you are still responsible for withdrawing from the course before the withdrawal deadline (4:30 pm, April 9, 2019). Failing to do so can result into an F or FX grade at the end of the semester.**

4. To avoid disruption in the class, all cell phones must be set on silent mode. Children or anybody who is not officially registered in the course will not be allowed in the lab. Eating, drinking, or smoking is NOT allowed in the lab.

5. You must read the lab safety rules before participating in any of the lab activities. The safety release form must be signed during the first lab session.

6. All grades will be posted on your Eagle online and can be accessed 24/7.

**HCC Policy Statement: Academic Honesty**

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

Cheating on a test includes:

• Copying from another students’ test paper;

• Using materials not authorized by the person giving the test;

• Collaborating with another student during a test without authorization;

• Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;

• Bribing another person to obtain a test that is to be administered.

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

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

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

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

**COURSE WITHDRAWLS (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.

**Tutoring**

HCCS provides free online tutoring for all HCC students. Go to [www.hccs.askonline.net](http://www.hccs.askonline.net); use your own e-mail address; choose a username and password you will remember; put your HCC student ID number in the Comment Box.

**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.

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

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| **Week** | **Lab Assignment and Exams** |
| 1 | Organization session; Review Lab Review Website (<http://ctle.hccs.edu/biologylabs/AP2/AP2index.html>);EX 1: Lab safety & Procedures |
| 2 | EX 2: Human Body Organization & TerminologyEX 3: Review of Microscopes & Tissues |
| 3 | EX 4: Endocrine System – Anatomy models, Histology |
| 4 | EX 5: Blood – Identification of blood components, Hematocrit & Blood Groups**Quiz 1: Ex 1-5** |
| 5 | EX 6 Heart – Anatomy models, sheep heart, Heart sounds, & rate |
| 6 | **Lab Practical 1 (on EX 1-7 or 4-7)** |
| 7 | EX 8: Blood Vessels – Identification of arteries & veins, Histology & blood pressure |
| 8 | EX 9: Lymphatic System – Anatomy & HistologyEX 10: Respiratory System – Anatomy models & Histology**Quiz 2: Ex 6-10** |
| 9 | EX 11: Urinary System – Anatomy Models & Histology |
| 10 | EX 12: Urinalysis**Lab Practical 2 (on EX 8-12)** |
| 11 | EX 13: Digestive System - GI tract Anatomy & Accessory organs |
| 12 | EX 13: Digestive System – GI tract & accessory organs histology |
| 13 | EX 14: Male Reproductive System – Anatomy & Histology |
| 14 | EX 15: Female Reproductive System & Development models, Histology**Quiz 3: Ex 10-15** |
| 15 | **Lab Exam 3 (on EX 13-15)** |
| 16 | **Presentations/Submission of group projects/Grading of lab manuals** |
|  | All pre-labs are to be turn in during attendance at the beginning of class at 5:30 sharp. No Late/Tardy work will be accepted after your name has been called. |

**ADDITIONAL INSTRUCTOR AND INSTITUTIONAL POLICIES**

**ACADEMIC INTEGRITY**

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

**STUDENT BEHAVIOR EXPECTATIONS**

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

**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.

**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.

# HCC Campus Carry

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

# We Care

# Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, 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. This will enable him/her to provide any resources that she may possess.

**IMPORTANT DATES:** (Add important dates such as holidays, official date of record, last day for withdrawal, final exams, etc.)

|  |  |
| --- | --- |
| February 11, 2019 | Classes Begin |
| February 18, 2019 | **President’s Day (Holiday)** |
| February 20, 2019 | Official Day of Record |
| February 25, 2019 | Last Day for 70% Refund |
| February 28, 2019 | Last Day for 25% Refund |
| March 11-17 | **Spring Break (Vacation)** |
| April 9, 2019 | Last day to withdraw |
| April 19, 2019 | **Spring Holiday** |
| May 12, 2019 | Semester Ends |

**DISCLAIMOR:** It is your responsibility to read the syllabus in its entirety by the second class period and contact the Instructor if you have any questions and/or need clarifications. The Instructor reserves the right to modify this syllabus when necessary with adequate notification to the students.