



**Division of Earth, Life & Natural Sciences
Biology Department**

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

BIOL. 2302: Anatomy and Physiology 2 | Lecture | #13434

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)
In-Person | Spring Branch 512 | Sat. 12:30 p.m.-1:50 p.m.
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Donald Parker, M.D.	Office Phone: TBA
Office: Spring Branch, TBA	Office Hours: T-Th 8:30-9:15 a.m.
HCC Email: donald.parker@hccs.edu	Office Location: TBA

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Please contact me via **Canvas Email**, as it is my preferred method of communication. Also, my school email is donald.parker@hccs.edu if needed. I will only respond if you use your school email when communicating with me. In your profile, please correct your address and notification alerts. I cannot respond to your personal email address. Typically, I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages during the following week.

What's Exciting About This Course

You will learn so much about your life and living organisms. Do you know how the heart works? Are you male or female? What makes you male or female? How does your blood flow? How do you breathe? How do your kidneys eliminate waste? The course will look at how and why the body works the way it does. What happens? Anatomy and physiology is the study of life and living organisms. But what exactly does being ALIVE mean? What qualities make one a living organism? How do we stay alive? What processes help us stay alive? We will understand that Anatomy and Physiology are the opposite sides of the same biological coin.

Anatomy, provides a map of how a body is put together, human or animals.

Physiology is the instruction manual that explains how this miraculous machine works.

The information in this course will enable you to understand the life and living plus diseases and effects, as well as develop new habits to increase your personal success. You will use what you learn in this course; your knowledge will come in handy later in the course of your professional career.

My Personal Welcome

Welcome to Anatomy and Physiology—I'm delighted that you have chosen this course! I am very passionate about the human body and how it works, and I can hardly wait to pass that knowledge and passion on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. This course is not an Easy one but you can make it easier if you study from day one of the semester than wait for the 11th hour.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by Canvas Email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of the subject matter and its relationship to illnesses and health. So please visit me or contact me by email whenever you have a question.

Prerequisites and/or Co-Requisites

BIOL. 2302 requires Anatomy and Physiology I (Biol. 2301)

If you have enrolled in this course having satisfied this prerequisite, you have a higher chance of success than students who have not done so.

Prerequisites:

Math 0106 or higher placement by testing, must be placed in college level reading. Anatomy and Physiology I, 2301.

Co-requisites:

Also, it is highly recommended that you take Anatomy and Physiology Lab II (BIOL 2102) concurrently.

Please carefully read the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

All Biology sections utilize [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities.

Open Lab Locations

[HCCS Open Computer Lab locations](#) may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

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:

1. You will need a laptop or access to a laptop with webcam that is not a Chrome Book every class. Chrome Book does not work with LockDown Browser which you will have to download to take exams in this course.
2. Download Lock Down Browser by the completion of the first day of class. Directions and link below.
3. Access Canvas for assignments, PowerPoints, lecture notes, MasteringBiology textbook online assignments, quizzes, and exams.
4. Register for Pearson MasteringBiology via Canvas by the end of the first day of class. This is where all your homework will be located

HCC Online Information and Policies

For online/hybrid students. As an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

Scoring Rubrics, Sample Assignments, etc.

When applicable, look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

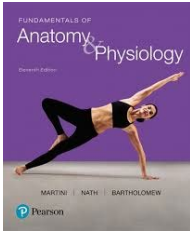
Instructional Materials

Required Resources

A **Laptop** with webcam (**Not** a ChromeBook; they are not compatible with LockDown Browser)

Textbook:

ONLINE CLASSROOM: <https://eagleonline.hccs.edu/login/ldap> 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, 11th** Ed., By Martini, Nath & Bartholomew, Pearson/Benjamin Cummings, 2018. (see appropriate cover to left)

***Textbook may be obtained at Central, NE, NW, SE-Bookstores.*

ONLINE HW SITE: 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.

For Northwest, Northeast, & Southeast colleges –
 “Martini Fundamentals of Anatomy and Physiology with Mastering”
 bundle
 ISBN: 9781269897921 (HCC Bookstore)
 Mastering:
<https://pearsonmastering.com>

The book is included in a package that contains the text as well as an access code and are found at the [HCC Bookstore](#). You may either use a hard copy of the book, or rent the e-book from Pearson. Order your book here: [HCC Bookstore](#)

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

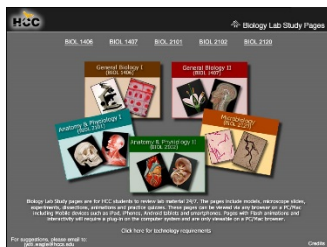
Several resources are available if you encounter problems with LockDown Browser:

- 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.

Suggested Resources



HCCS Biology Lab Study Pages

[Click here to access Biology lab study pages online.](#)

OER:

Additional faculty suggested resource(s).

1. Bozeman Science: <http://www.bozemanscience.com/anatomy-and-physiology>
2. Crash Course: <https://thecrashcourse.com/courses/anatomy>
3. AP Chute web site: <http://apchute.com>
4. Mike Clark web site: <http://williammclarkmd.com>
5. OpenStax (free eText): <https://openstax.org/details/books/anatomy-and-physiology>

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

BIOL. 2302 is a Continuation of BIOL 2301 including the study of circulatory, respiratory, digestive, excretory, reproductive and endocrine systems. It is a Core Curriculum Course. This course is intended for students majoring in one of the physical sciences or life sciences, engineering, or for students who are pursuing pre-professional programs in medicine, dentistry, pharmacy, veterinary medicine, or other health programs. The course is also beneficial to students who are preparing themselves for higher-level science courses in their respective curricula.

You are spending a good deal of time, energy and money on this course – please, make most of your investment! **It takes approximately 2-3 hours of study time for each hour of class time to master the material!!!** This class will have over 48 contact hours (3 hr. credit).

The class and study time necessary to succeed in this class will be close to 150 hours (10 hours per week)!!!

Pay careful attention to lab work and models in the lab. You need to know these to do well in your lecture and lab exams.

Core Curriculum Objectives (CCOs)

BIOL. 2302 satisfies the Life science requirement in the HCCS core curriculum. The HCCS Biology Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #2 below.
- **Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #4 below.
- **Teamwork**– ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility** – ability to connect choices, actions and consequences to ethical decision-making

Program Student Learning Outcomes (PSLOs)

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.

Learning Objectives

- 1) Consistently able to demonstrate part to function relationship and the interaction of the circulatory, lymphatic and immune systems without the instructor's help.
- 2) Consistently able to demonstrate understanding and application of hormonal control on homeostasis without the instructor's help.
- 3) Consistently able to demonstrate part to function relationship and the interaction of the respiratory/urinary systems with the cardiovascular system without the instructor's help.
- 4) Consistently able to demonstrate part to function relationship involving the digestive system and its correlation with metabolism without the instructor's help.
- 5) Consistently able to demonstrate interactions of parts to functions involving the reproductive system without the instructor's help.
- 6) Consistently prepared and always able to demonstrate skills using the body system models and laboratory techniques at the classroom standard.

7) Consistently uses online tools to prepare for class, always ready for classroom discussions and instructor's Q&A sessions, completes all online quizzes prior to due dates.

Student Success

Academic standards require a minimum of 3 study hours for every contact hour; meaning for a class that meets 3 hours per week, you need to budget and set aside a minimum of 9 hours each week to study and prep for your course success. Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Timely completion of assignments
- Participating in class activities
- Successful exam performance, including the mandatory final

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

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 learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Assignments, Exams, and Activities

Assignment

Pearson My Lab & Mastering: This is an online mandatory requirement in which the students complete various modules to further understand and increase knowledge of the content being presented in class. These must be completed by the designated time and WILL NOT BE ACCEPTED AFTER THE DUE DATE. These assignments are 15% of your grade and will help you tremendously if you complete them as directed. Each student is responsible for registering via **Pearson My Lab & Mastering** website using an access code. The access code comes with the new book or you can purchase access code on the site or a temporary access code for 2 weeks if you are having financial aid problems.

Exams

There will be a minimum of 4 lecture exams, a departmental final exam and class final exam. Lecture exams will consist of multiple-choice questions, usually. They will cover material we cover in class, important concepts and discussion from the text book, as well as, figures from the text book. You will get a maximum of one hour or one and half-hour period to complete your lecture exam. The final exam will be comprehensive (it will cover all the chapters). There will be a departmental final that all students need to take. You will take 2 finals, one by the department 10% and one by your instructor 15%. The average of both final exams will be included in your final grade. The lecture exams will follow lectures. **No cell phones are allowed in use at any time in the classroom as it disturbs the class. Audible cell phone ringing may result in your removal from class that day. Cell phone or smart watch use during examination will be considered cheating and will result in course failure.**

All examinations will be based upon a 100% score. Four examinations will be given during the course of the semester. The average of these exams will comprise **40% of the final grade**. A comprehensive Departmental Exit Exam, to assess your achievement in the course of instruction, will be given at the scheduled Final Exam date and will account for the remaining 10% of your final grade along with the class final exam which will account for 15% of your final grade. The lecture exams are multiple choice, essay or short answer, usually 50 - 80 questions each, and will be scored by laptop (**CAN NOT BE A CHROMEBOOK**) in Canvas or scantron when indicated by me. You must bring your own scantron answer card and a No.2 lead pencil with clean eraser to scheduled exams. There is no grading curve! However, there may be additional bonus questions on the lecture exams that could enhance your test score by 10 points, and ultimately nearly a letter grade for the semester. Be sure to arrive early for all scheduled exams as these have time limits. **Entering and exiting lecture room is not permitted once exams have begun (use restroom prior to exam) and all personal items must be placed at the front of the room, including our phone off and in your bag along with smartwatches. Close all apps and save all work on your laptop. Restart your laptop and connect to the internet and try connecting to HCCS.EDU, if successful, close browser and open LockDown Browser. No time extension is given for the exam so be ready once time to start the exam at the beginning of class.** There is no repeating of examinations or "dropping" of lowest grade/s. Please note: All students are required to take the final exam. Failure to take the final exam will result in an "FX" grade.

The district/departmental finals is on scantrons.

HCC does not provide students with Scantron forms. They are sold in campus bookstores.

In-Class Activities

During this semester we will use the active learning, student centered learning concepts. With that being said, I will be a facilitator to your learning instead of being an expert lecturer. Prior to class, you will be expected to have read the chapter, taken Cornell Notes, and done your Pearson Mastering Biology assignments so when we form expert small group/large mix group then large whole class group discussions jig-saw you will be able to contribute to your group as an expert. If you are slacking, your group will suffer.

Notes: Cornell Notes are a valuable proven to take notes and learn from your notes. Please see the following video on how to correctly take Cornell Notes:

<https://www.teachertube.com/video/cornell-notes-for-students-avid-302936> &

Final Exam

Again, the final exam will be comprehensive (it will cover all the chapters). There will be a departmental final and a class final that all students need to take. You will take 2 finals, one by the department 10% and one by your instructor 15%. The average of both final exams will be included in your final grade. The Comprehensive Departmental Exit Exam, purpose is to assess your achievement in the course of instruction, and will be given at the scheduled Final Exam date and will account for the remaining 10% of your final grade along with the Class Final Exam which will account for 15% of your final grade. The final exams are multiple choice, essay or short answer, usually 50-80 questions each, and will be scored by laptop **(CAN NOT BE A CHROMEBOOK)** in Canvas for the class final and scantron for the departmental exit exam. You must bring your own scantron answer card and a No.2 lead pencil with clean eraser to the scheduled exam. HCC does not provide students with Scantron forms. They are sold in campus bookstores. Please note: All students are required to take the final exam. Failure to take the final exam will result in an "FX" grade.

Grading Formula

GRADE DETERMINATION:

- ASSESSMENTS: 40%
- QUIZZES: 15%
- Pearson's My Lab & Mastering: 15%
- Cornell Notes: 5%
- DEPARTMENTAL COMPREHENSIVE FINAL: 10%
- CLASS COMPREHENSIVE FINAL: 15%
- SYLLABUS QUIZ 1%

LETTER GRADE ASSIGNMENT:

Grading Scale

The HCC grading scale is:

A = 100 – 90
B = 89 – 80

4 points per semester hour
3 points per semester hour

C = 79 – 70	2 points per semester hour
D = 69 – 60	1 point per semester hour
F = 59 and below F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

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", "W", "AUD", "COM" and "I" do not affect GPA.

Incomplete Policy:

In this course, the purposes of the "I" (incomplete) grade is for students who are caught up and passing at the student withdrawal deadline, and then have a medical or other problem that prevents them from completing the course. If you are not passing at the student withdrawal deadline, you should drop yourself from the course, or you will likely earn an "F." An incomplete "I" grade will be given only if all of the following conditions are met:

- ✓ You have earned at least 85% of the available points by the date that the "I" grade is requested.
- ✓ You can provide documentation showing why you should earn an incomplete, such as a doctor's note, etc.
- ✓ You must be passing with a grade of "C" or better.
- ✓ You must request the incomplete in writing BEFORE **December 2, 2019**
- ✓ In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

	ANATOMY AND PHYSIOLOGY 2. LECTURE.	BIOL. 2302
WEEK IN THE SEMESTER.	CHAPTER	LECTURE TOPICS
WEEK 1 and 2	18 Homework: Read The Chapter At Home.	Syllabus, general orientation. Ch. 18 – Endocrine System Endocrine system- overview, compare with functions of the nervous system: homeostasis, feedback loops, hormones
	18	Endocrine system continued-- , transport, receptors, mechanism for hormonal effect
WEEK 2	18	Endocrine system continued-- hypothalamus, pituitary gland, thyroid and parathyroid. Clinical correlation: Grave's disease, Hashimoto's thyroiditis, Diabetes Insipidus (central and nephrogenic), Sheehan's syndrome, Prolactinoma, Acromegaly
	18	Endocrine system continued-- adrenals, pineal, pancreas Clinical correlation: DM type 1 and 2; DKA; Addison's disease, Cushing's disease, Conn's disease and Pheochromocytoma. ➤ Read the Case Study In The Chapter.
WEEK 3	19 Homework: Read The Chapter At Home.	Ch. 19 – Cardiovascular System: Blood Blood: characteristics, function, cells, plasma, serum, Fibers, hemopoiesis; CBC, hemoglobin, hematocrit.
	19	Blood: Leukocytes, thrombocytes; hemostasis. Clinical correlation: Sickle cell disease, Leukemias, Anemias, Polycythemia. ➤ Read the Case Study In The Chapter.
WEEK 4	20 Homework: Read The	Ch. 20 – Cardiovascular System: Heart Cardiovascular system- Anatomy of the heart; blood flow

	Chapter At Home.	
	20	Cardiovascular system- physiology of the heart: cardiac conduction and ECG overview; cardiac cycle Clinical correlation: Myocardial infarction, Angina pectoris, Atrial Fibrillation, Ventricular Fibrillation and Congestive heart failure. ➤ Read the Case Study In The Chapter.
WEEK 5	20	Lecture Exam 1. Ch. 18-20
	21. Homework: Read The Chapter At Home.	Ch. 21 – Cardiovascular System: Vessels and Circulation Cardiovascular system- blood vessels (structure, function)
WEEK 6	21	Hemodynamics--blood pressure, flow, capillary exchange, mechanisms to regulate cv function Clinical Correlation: CAD; CVA, thromboembolism, Vasculitis, ➤ Read the Case Study In The Chapter.
	22. Homework: Read The Chapter At Home.	Ch. 22 – Lymphatic System. Lymphatic/immune system- structure, function, lymph nodes, spleen, thymus, MALT
WEEK 7	22	Ch. 22 – Immune System and the Body's Defense. Non-specific immunity
	22	Specific immunity Clinical correlation: - Hypersensitivity types, Autoimmune diseases, Immunodeficiency diseases, HIV/AIDS. ➤ Read the Case Study In The Chapter.
WEEK 8	23. Homework: Read The Chapter At Home.	Ch. 23 – Respiratory System Respiratory System- structure, function, Upper and Lower Respiratory tracts.
	23	Respiratory system- volumes, capacities; ventilation--inhalation and exhalation; forced and quiet

WEEK 9	23	Respiratory system- gas exchange; Hb-O ₂ disc. Curve; gas transport. Clinical Correlation: Asthma, COPD; altitude sickness ➤ Read the Case Study In The Chapter.
		Lecture Exam 2. Ch. 20-23
WEEK 10	24	Ch. 24 Digestive System Digestive System: structure, function, histology
	24 Homework: Read The Chapter At Home.	Digestive System: structure, function, histology continued--chemical vs. mechanical digestion; digestive hormones, digestive enzymes. Clinical Correlation: Peptic ulcer disease, Ulcerative colitis; Crohn's dz., Appendicitis, diverticulitis ➤ Read the Case Study In The Chapter.
WEEK 11	25 Homework: Read The Chapter At Home.	Ch. 25 Nutrition and Metabolism Metabolism and Energetics ➤ Read the Case Study In The Chapter.
	26	Ch. 26 Urinary System Urinary System- structure function, blood flow
WEEK 12	26 Homework: Read The Chapter At Home.	Nephron structure and function (filtration, absorption, secretion); GFR, renal regulation, urine production, counter current exchange mechanism; ureter, urinary bladder, urethra and micturition. Clinical Correlation: Renal Insufficiency; ARF, Goodpasture's syndrome, DM, HTN, Pyelonephritis, Renal Artery Stenosis. ➤ Read the Case Study In The Chapter.
	27 Homework: Read The Chapter At Home.	Ch. 27 Fluid and Electrolytes Fluid, Electrolyte and pH balance ➤ Read the Case Study In The Chapter.
WEEK 13		Lecture Exam 3. Ch. 24-27
	28 Homework: Read The	Ch. 28 Reproductive system Male Reproductive System

	Chapter At Home.	Clinical Correlation: Priapism, Penile fracture, Hypospadias, Epispadias, BPH, Prostate cancer. ➤ Read the Case Study In The Chapter.
WEEK 14	28 Homework: Read The Chapter At Home.	Ch. 28. Reproductive system Female Reproductive System Clinical correlation: Pregnancy, Amenorrhea, Dysmenorrhea, Asherman's syndrome, Menopause, Leiomyomas and female reproductive cancers. ➤ Read the Case Study In The Chapter.
	29 Homework: Read The Chapter At Home.	Ch. 29 Development, Pregnancy and Heredity Development and Inheritance (embryology) ➤ Read the Case Study In The Chapter.
WEEK 15	29	Review
		Lecture Exam 4. Ch. 28 & 29
WEEK 16 Dec. 11, 2019 12 pm sharp		Departmental/District Final Exam.

*** Instructor must include Exam Dates and final

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

- In general, there are no lecture make-up examinations. In some extreme instances, only one make-up exam per semester COULD BE allowed (with proper medical documentation) and must be arranged with instructor ASAP, within 24 hours. No other excuses will be accepted for missing a test or assignment. A grade of ZERO will be awarded for any missed work or test without proper documentation of a health emergency. A make-up is NOT a retake of the same exam. There is no repeating of

examinations or "dropping" of lowest grade/s. The Instructor must be given advance notice of absence. The format of the make-up exam maybe oral or written essay.

- There will be NO reopening of missed quizzes, discussions and NO redo for missed clinical questions. If you miss any of these, you will get a ZERO!!!
- The Instructor DOES NOT have to announce/tell you of upcoming assignments in person. This is a college course and you have to keep yourself informed by keeping up with your canvas. All assignments and quizzes will be posted with dates and the dates will be updated as the semester goes on. It is your responsibility to keep up.
- **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 with a documented medical excuse. 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, the I will convert to an F.

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.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

Attendance is mandated by the state. You are expected to attend the entirety of the scheduled lecture and lab classes. 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 at the start of class. **Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences; however, I do not do that.** I will mark missed assignments and exams as "0's" and calculate the total scores for final grades. 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.
- 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.
- Students who stopped attending class: The Department of Education now requires that we make a distinction between an "earned" grade of "F" (i.e. for poor performance) and a grade of "F" due to a lack of attendance. To make that distinction, we have created a new grade, "FX" for failure due to lack of attendance. Faculty will not be allowed the option of submitting a grade change form changing the grade of FX (or F) to W, if the student stopped attending class. Failure to alert instructor of missed exams and lack of attendance will result in this grade option. With an FX, if you are an international student, your VISA may be revoked.
- **Note:** If you stop attending class for whatever reason, it is your responsibility to **officially drop the course by November 1, 2019. Otherwise you will receive an "F" or "FX" for the course.**
- Habitual tardiness will not be tolerated. Students are expected to be in attendance for the entirety of the scheduled class and are responsible for completing assignments scheduled during their absence/s. It is the student's responsibility to amend their professional/personal schedule to meet the provided class schedule.
- 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.
- For the latest updated information provided by HCC go to:
<https://www.hccs.edu/resources-for/current-students/student-handbook/>

Student Conduct

Students should be on time for class and be prepared with required materials including textbook and lab manual. 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.

Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards 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. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom. Disruptive behavior may result in removal from the class.

Students are expected to respect the learning rights of all others in the classroom. Individual conversations, chatting online, text messaging, arriving to class late, sleeping during class, working on online assignments, playing computer games, surfing the internet and studying for another class during classroom time are unacceptable behaviors. Students who demonstrate these behaviors may be asked to leave class.

Instructor's Course-Specific Information (As Needed)

I will teach you to the best of my ability and I will push you to get to that point where you will be more knowledgeable and able to perform at- and above par with students from other institutions. I promise to teach you in a way that you will be prepared to handle questions on your Hesi or TEAs exams and in your future medical/health programs. Lecture tests will be reviewed immediately after the test and exam results will be returned by the next class period.

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 or maximum within 48 hours of the email; 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 – so, please be patient. If your email has a question that pertains to the entire class, the reply will be sent as an announcement through canvas for the whole class to benefit from the answer.

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.

Helpful Tips

Success in this course depends solely on the individual student!

The following are strongly recommended for each student:

- Read and understand all elements of the Syllabus, and Student handbooks.
- Give your professor both day / evening phone numbers and e-mail address.
- Read and comprehend the required chapters in the textbook prior to the exams.
- Successfully complete all requirements of this course as outlined in this document.
- Contact your professor if you have any questions regarding any element of the course you do not understand.
- HINT: Work hard from the beginning of the semester rather than playing a "catch-up game during the second half of the semester.
- Student web sites of the publisher are excellent sources to review course content.
- Plan to attend review sessions to clarify your concerns about the course content.

Your MasteringBiology and Canvas Grading will be posted immediately since they are computer-based. 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!!!

- **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 and on campus tutoring for all HCC students. Go to <http://ctle3.hccs.edu/alltutoring/>
- **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. <http://learning.hccs.edu/programs/counseling>

Electronic Devices

Absolutely no phone or other personal electronic devices are to be used during class. This includes making or taking a call, reviewing messages, texting, playing games, checking email, surfing the web, anything that involves a phone or other personal electronic device. If your work or family situation requires that you be available via phone, your phone can be on vibrate mode and you can take the call during our regular scheduled breaks or you can exit the class to review the call. Notify your friends, family, employers, and anyone else who regularly contacts you that you will be in class and that you should be contacted only when necessary. The taking of calls during class is not only disruptive but it is also discourteous to classmates and the instructor. **STUDENTS ARE NOT PERMITTED TO HANDLE CALLS DURING EXAMS.** All electronic devices including phones, smartwatches, earbuds, etc, will be placed in front of the class during each exam.

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

- | | | |
|-------------------|--------------------------|---------------------------------------|
| • August 23, 2019 | Last Day for 100% Refund | |
| • August 26, 2019 | Classes Begin | |
| • Sept. 03, 2019 | Labor Day | |
| • Sept. 09, 2019 | Official Day of Record | |
| • Sept. 11, 2019 | Last Day for 75% Refund | |
| • Sept. 11, 2019 | Last Day for 25% Refund | |
| • Nov 01, 2019 | Last Day to Withdraw | |
| • Dec. 08, 2019 | Last Day of Instruction | |
| • Dec. 11, 2019 | Final Exams | 12:00 p.m. sharp start time CRN 13434 |

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.

Biology Program Information

The Biology area of study here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

AWARD TYPES: Associate in Science

AREA OF STUDY: Science, Technology, Engineering & Math

Please visit link: <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their

college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, 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/support-services/disability-services/>

Title IX

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:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Dr. DaeJan Grigsby

Email: daejan.grigsby@hccs.edu

Phone: 713-718-7775.

Have a GREAT SEMESTER and please remember to see me if any questions arise.