



# Human Anatomy & Physiology I-12030

BIOL-2301

S10 2021 Section 0278 3 Credits 06/07/2021 to 08/15/2021 Modified 06/05/2021

## Course Meetings

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### Meeting Days

Monday - Thursday

### Meeting Times

Online Anytime (No Lectures, this is a self-learning course)

### Meeting Location

Canvas Shell - Online Anytime

### Instructional Mode

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The course modality of this class is *online Anytime*.

Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online.

Attendance will be taken through completion of online assignments:

(Start Here Module & Attendance Required Assignments/**If not completed by Official Day of Record, you will be dropped from class.**)

## Welcome and Instructor Information

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### Professor: Dr. D. Parker M.D.

Email: Canvas "Inbox"

Office: San Jac Bldg. Suite 215 Cubicle 222.12

Phone: 713-718-6127

Website: [https://learning.hccs.edu/faculty\\_search\\_results.html?fullname=donald+parker](https://learning.hccs.edu/faculty_search_results.html?fullname=donald+parker)  
([https://learning.hccs.edu/faculty\\_search\\_results.html?fullname=donald+parker](https://learning.hccs.edu/faculty_search_results.html?fullname=donald+parker))

Remember my preferred method of contact is via the Canvas "Inbox". The "Inbox" sends me your course that you are enrolled and student ID number so I can help you quicker.

### What's Exciting About This Course

You will learn so much about your life and living organisms. Do you know how the brain works? How memory works? Why the bones can break? How muscles work? How the heart sends blood to all the body structures with the oxygen the lungs bring in? 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? 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.

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 my HCC 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.

## Preferred Method of Contact

Canvas Inbox Email

Please use the "Inbox" feature in Canvas to send emails to me regarding anything related to your course. I do not respond to emails from personal accounts such as Gmail, Hotmail, AOL, etc. I will respond to emails within 24-48 hours Monday through Friday. I will reply to weekend messages during the following week.

## Preferred Method of of Office Meeting

Virtual Meetings via Canvas Cisco WebEx Office Hours

### Office Hours

All Semester

Monday, Tuesday, Wednesday, Thursday, 4:00 PM to 5:00 PM, Cisco Webex Virtual Office Hours

#### Using Cisco WebEx Office Hours

1. Click on the **Cisco Webex** button.
2. Then, click the **Office Hours** tab. You will see a list of available time slots in 15 minute increments. If you need more than 15 mins, simply select more than one slot.
3. Scroll to the bottom of the page and click **Confirm Meeting**.
4. To join the scheduled Office Hour Meeting, check your [school email](#) and click on the **Join Meeting Link**.

#### Additional Troubleshooting and Support Links

- [View a Test Meeting](#)
- [Download Webex Desktop Application](#)  
Here's a quick overview of Webex Meetings App:
- Download Webex client for Mozilla Firefox or Google Chrome
  - To Manually Install Cisco Webex for Google Chrome, see: [Manually Install Cisco Webex for Google Chrome](#)
  - To Manually Install Cisco Webex for Mozilla Firefox, see: [Manually Install Cisco Webex for Mozilla Firefox](#)
- Download Webex Mobile App (The Webex Mobile App does not work with Webex Training Center.)
  - Installer for Apple iOS: <https://itunes.apple.com/us/app/cisco-webex-meetings/id298844386?mt=8>
  - Installer for Android: <https://play.google.com/store/apps/details?id=com.cisco.webex.meetings&hl=en>

## Course Overview

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### Course Description

Credits: 3 (3 lecture). Study of the structure and function of human cells, tissues, and organ systems including integumentary skeletal, muscular, and nervous systems.

### Requisites

Prerequisite: Must have passed ENGL 1301 (or higher) or take ENGL 1301 as a corequisite.

### Department Website

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

## Core Curriculum Objectives (CCOs)

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BIOL 2301 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.

## Student Learning Outcomes and Objectives

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Program Student Learning Outcomes (PSLOs) for the Biology Discipline can be found at <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

### Course Student Learning Outcomes (CSLOs)

Completion of the specific course 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. 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.
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6. Describe modern technology and tools used to study anatomy and physiology.

# Departmental Practices and Procedures

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## 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](#)

## Student Success Information

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:

1. Reading the textbook
2. Attending class in person and/or online
3. Timely completion of assignments
4. Participating in class activities
5. 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.

# Instructional Materials and Resources

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## Instructional Materials

The [HCC Online Bookstore \(https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

Add Instructional Materials Here

## Principles of Anatomy & Physiology (via Inclusive Access)

Author: Gerard J. Tortora

Publisher: Wiley

**Edition:** 15th Edition

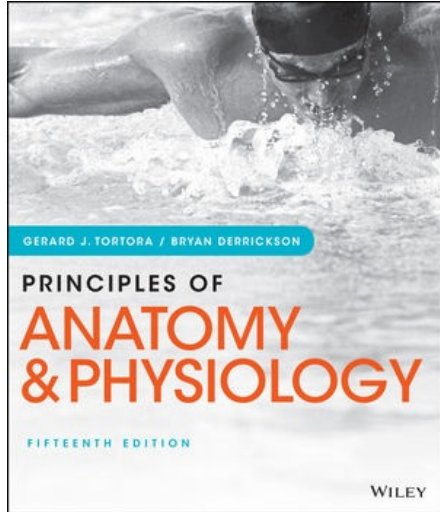
**Availability:** Canvas First Day Inclusive Access Link

**Price:** \$67.66

**Inclusive Access:**

This course participates in the Houston Community College First Day Program. A discount has been applied to the required digital course materials. The discounted charge has been added to students' tuition and fee bills.

Students will access course materials through a link in Canvas. Instructions for opting out of the HCC First Day Program are also posted in Canvas. Students who opt out will still be responsible for obtaining required course materials.



## Principles of Anatomy & Physiology (Optional Opted-In Loose Leaf)

**Author:** Gerard J. Tortora

**Publisher:** Wiley

**Edition:** 15th Edition

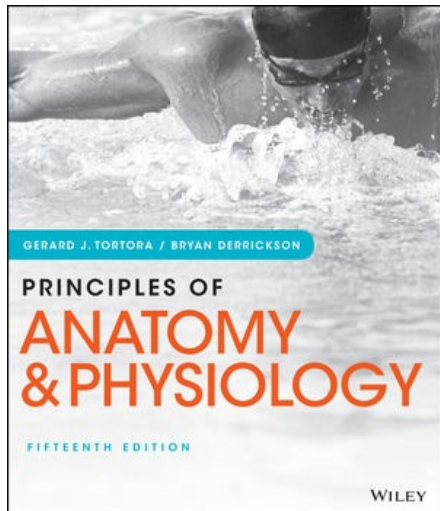
**ISBN:** 9781119642275

**Optional**

**Availability:** HCC Bookstore

**Price:** \$46.39

**THIS IS THE OPTIONAL LOOSE-LEAF THAT YOU CAN PURCHASE AFTER THE OPT-OUT/CENSUS DATE FROM THE HCC BOOKSTORE. This is the full version for BIOL 2301 & 2302.**



## Other Instructional Resources

## Courseware

Wiley Plus Study Area & Adaptive Practices.

## Helpful Video Links

Bozeman Science: <http://www.bozemanscience.com/anatomy-and-physiology> (<http://www.bozemanscience.com/anatomy-and-physiology>)

Crash Course: [https://www.youtube.com/playlist?list=PL8dPuualjXtOAKed\\_MxxWBNaPno5h3Zs8](https://www.youtube.com/playlist?list=PL8dPuualjXtOAKed_MxxWBNaPno5h3Zs8)  
([https://www.youtube.com/playlist?list=PL8dPuualjXtOAKed\\_MxxWBNaPno5h3Zs8](https://www.youtube.com/playlist?list=PL8dPuualjXtOAKed_MxxWBNaPno5h3Zs8))

There is no substitution for reading and taking notes prior to class. These video supplemental resources are to help you to retain what you have read and taken notes on already prior to lecture.

## Laptop/Desktop

**Browser with Webcam for all exams.** You need a desktop or a Laptop with webcam for your exams. **ChromeBook Laptops, Smartphones and tablets will not work.**

**If you do not have the capabilities for LDB with webcam, you are advised to withdraw from this course and re-enroll in another course that does not require LDB and webcam monitoring.**

**\*\*\* If you have technical problems, you are still responsible for submitting assignments by the due date. \*\*\***

**LockDown Browser + Webcam Requirement** (For exams and quizzes 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

## ✓ Course Requirements

### Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Exams	90%		9 weekly Exams will be given.
Final Exam	10%		Comprehensive District Final Exam
Practice Assessment			Module - Practice Assessment: Final Formative Assessment to check your readiness for the Summative Unit Assessment for a grade.
Quizzes			Module - Chapter Quizzes: Formative Assessment to check your readiness for the Summative Assessment for a grade.
Adaptive Practice			You will begin by taking a diagnostic first which ranges anywhere from 19-30 questions. This diagnostic assessment will detect your weakness and give you materials to strengthen your knowledge to master the chapter.  Once you finish the diagnostic questions, you are not done. Go back to the dashboard to answer additional practice questions to reach a minimum of 40 questions for credit for this adaptive practice assignment.
Homework			Review of information covered in the chapter.
No Extra Credit!!!			

### Grading Formula

Grade	Range	Notes
A	90-100%	4 points per semester hour

Grade	Range	Notes
B	80-89%	3 points per semester hour
C	70-79%	2 points per semester hour
D	60-69%	1 point per semester hour
F	0-59%	0 points per semester hour
FX		Earned by excessive absences or failing to withdraw and not completing the course all the way through the final exam.  (Students who receive financial aid but fail to attend class, as shown by FX grade, will be reported to the Department of Education and may have to pay back their financial aid and international students may be reported as not maintaining F-1 immigration status.  FX grades cannot be changed by law, so do not ask your instructor to do so.
W or I		Withdrawals and incompletes earn 0 points per semester hour

## \* Instructor's Practices and Procedures

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### Instructional Modalities

#### Online Anytime (WW)

Traditional online course without scheduled meetings

(No Lectures but required assignments have due dates.)

### Incomplete Policy

In this course, the purpose 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 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 by July 19, 2021

In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

### Missed Assignments/Make-Up Policy

**No Make-up on Lecture Exams**

**No Make-up on graded assessments**

It takes discipline and diligence to succeed in an intensive course such as Anatomy & Physiology. DO NOT wait until last minute before you do your assignments. Procrastination is a thief of progress. Do not allow it to steal your grades.

**It is your responsibility to contact me if you are ill, having technical difficulty etc. Same day notices when the assignment is due will not be accepted.**



**\*\*In some extreme instances (e.g., medically excused absence, death in immediate family with documented proof) a make-up lab exam will be administered and may take either oral or written essay format. All make-up examinations will have a maximum score of 90% (reduced by 10%) regardless of whether there was a valid reason for missing the scheduled examination. Remember, typically, there will be no make-up exams.**

Doctors note will not be accepted after 48 hours of the missed assignment/exam.

## Academic Integrity

Academic dishonesty: Academic dishonesty will result in disciplinary action, including dismissal. If cheating is discovered during assessments an "F" with zero points will be administered for the exam/quiz/homework/lab grade. If this should become a persistent problem, the student will receive an "F" for the course. Please be aware that it is VERY difficult to pass the course with a zero-point exam score. Please see page 78 of the Student Handbook for more details.

<https://www.hccs.edu/resources-for/current-students/student-handbook/#d.en.293830>

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

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>  
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

## Attendance Procedures

Attendance is mandated by the state. It is important that you log on daily to class! Attending class regularly is the best way to succeed in this class. Although it is your responsibility to drop a course for non-attendance, **a student who misses four or more classes is subject to administrative withdrawal.**

**Attendance will be recorded at the beginning of each class period or in the case of online class, on the official day of record.** For the online course attendance, the Start Here Module Assignments must be completed. If the Start Here Module assignments are not complete and you are marked absent, the registrar office may drop you from the course and you will not be added back in to the course. Absence from class does not excuse a student from class work or exams missed. Students are responsible for information missed due to absence.

Get the contact information of at least two students, preferably three, in class. If you are absent, it is your responsibility to contact one these students to inform you about what was covered in lecture. I will not supply missed notes.

If you stop attending class for whatever reason, it is **your responsibility to officially drop the course by June 28, 2021.** Otherwise you will receive an "FX" for the course. If you stop coming to class after the last day to withdraw, You will also receive an "FX".

Absences are excused in cases of illness verified by a physician, the death of an immediate family member or a problem verified by a police report or court order.

## Student Conduct

Appropriate student conduct is always expected. Disruptive behavior will result in Security. Please see page 78 of the Student Handbook for more details.

<https://www.hccs.edu/resources-for/current-students/student-handbook/#d.en.293830>

## Instructor's Course-Specific Information

If you are struggling in this course and considering dropping, please schedule a Cisco WebEx Hours conference to discuss your class standing and have a counseling session with me first and also schedule a meeting with your academic advisor.

## Devices

Electronic devices not to be used during class without my permission. Please excuse yourself from the classroom if you must answer a call so you will not disturb your peers learning. (If this is a Virtual - Online course, use of computer device is understood.)

## Faculty Statement about Student Success

**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!!

- **Withdrawing:** 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! If you need assistance, I am 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 will work with you to learn about what, if any, HCC interventions might be available to assist you – online tutoring, childcare, financial aid, job placement, etc. – to stay in class and improve your academic performance.

- **Studying:** How should you study for this course?
- Go over your lecture notes after each lecture/lab, while the material is still fresh on your mind.
- Although some memorization is invariably necessary when learning a new "language", the goal of learning is to understand the information, not to simply memorize a bunch of disconnected "facts". A major purpose of studying is to discover what you do not understand so that you can do something about it.
- Do not just passively read the notes, think about them and ask yourself questions about them. Do you understand what was said? Does it make sense and why? Compare and contrast the new information with things that you have already learned.
- Form study groups, these are very helpful for the learning process.
- Keep up regularly. You cannot cram all the information into your brain the night before an exam, and we may not be available to answer your questions at the last minute. For this upper division lecture and laboratory course – you should plan to spend at least 6 hours per week OUTSIDE of class studying for this course.
- **Taking notes:**
- Attending class regularly and keeping good notes is essential for success in this course. Good notetaking is an acquired skill. Do not try to write full sentences – you will be so busy writing that you may miss the next point and your notes will be harder to study.

- Instead of writing down every word during lecture, write down key phrases and use short abbreviations.

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>

## Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

### Technical Support for Students

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

If you have any technical problems, please contact the Canvas Helpdesk or the Wiley Support, and get a service ticket and email me the Service Ticket number that they email you when you contact me with details of the problem. Please do not contact me first as I am not an IT technician.

### Alternative Methods of Turning in Assignments

Even if your computer crashes, you are still responsible for meeting the course deadlines. Each campus has computer labs available for students. Houston Community College is comprised of 6 regions with several campus locations per region. Each campus provides computer labs for education support. Computer labs are generally located at each campus library.

*If necessary, you can request permission from me to turn in an assignment in an alternative method. Email or Inbox me to request special permission.*

### Eagle Online Help Center and Canvas Help

HCC Online publishes the [Eagle Online \(Canvas\) Technical Requirements for HCC Students. Links to an external site.](#)

You can find the answers to many of your questions about how to use Canvas by clicking the **Help** link in the bottom left corner of the Canvas window and then clicking **Search the Canvas Guides**.

If you have technical issues with Canvas, click the **Help** link and then click **HCC Online Help**.

Eagle Online Help Center: <https://www.hccs.edu/online/technical-support/Links to an external site.>

Eagle Online Technical Support                      713-718-5275, option 3

IT Help Desk    713-718-8800, option 1 (Password reset)

## Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to

best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

## HCC Policies and Information

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### HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

### Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://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

## Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

## Campus Carry Link

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

<https://www.hccs.edu/departments/police/campus-carry/> (<https://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 \(https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Office of Institutional Equity

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

## Ability 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 <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-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](mailto:Institutional.Equity@hccs.edu) (<mailto:Institutional.Equity@hccs.edu>)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> (<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/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

## Student 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
- Completing assignments
- Participating in class activities

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

## Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <http://www.hccs.edu/online/> (<http://www.hccs.edu/online/>)

## Scoring Rubrics, Sample Assignments, etc.

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

## 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 during office hours, and 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
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook \(http://www.hccs.edu/resources-for/current-students/student-handbook/\)](http://www.hccs.edu/resources-for/current-students/student-handbook/)

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System \(http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/\)](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) 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. EGLS<sup>3</sup> 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/> (<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)

## 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.

## Student 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 \(http://www.hccs.edu/resources-for/current-students/tutoring/\)](http://www.hccs.edu/resources-for/current-students/tutoring/) 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> (<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/> (<http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

### Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>  
(<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

### Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

## Student Basic Needs Application:

[https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)  
([https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH))

## COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

## Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

## Course Calendar

### 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.

WEEK	LECTURE	ASSIGNMENTS: Exams
<b>1</b> June 07 - 13	M - Ch. 1: Introduction to the Human Body	
	Ch. 1: Introduction to the Human Body	
	W - Ch. 2: Chemical Level of Organization	<b>Due by 11:59 pm:</b> Mandatory Practice LockDown Browser Test, & Pre-Semester Evaluation API
	TH - Ch. 2: Chemical Level of Organization	
	F -	
	Sat -	
	Sun -	<b>DUE by 11:59 pm:</b> Exam # 1: Chapters 1 - 2
<b>2</b> June 14 -20	M - Ch. 3 Cellular Level of Organization	
	T - Ch. 3 Cellular Level of Organization	
	W - Ch. 4 Tissue Level of Organization	
	TH - Ch. 4 Tissue Level of Organization	
	F -	
	Sat -	
	Sun -	<b>DUE by 11:59 pm:</b> Exam # 2: Chapters 3 - 4



<b>3</b> June 21 - 27	M - Ch. 5: Integumentary System	<b>Due by 11:59 pm:</b> Introduction Meet & Greet, Syllabus/Start Here Module Open Book Quiz
	T - Ch. 5: Integumentary System	
	W - Ch. 6: Skeletal System: Bone Tissue	
	TH - Ch. 6: Skeletal System: Bone Tissue	
	F -	
	Sun -	<b>DUE by 11:59 pm:</b> Exam # 3: Chapters 5 - 6
<b>4</b> June 28 - Jul. 4	M - Ch. 7: Skeletal System: The Axial Skeleton	
	T - Ch. 7: Skeletal System: The Axial Skeleton	
	W - Ch. 8: Skeletal System: The Appendicular Skeleton	
	TH - Ch. 8: Skeletal System: The Appendicular Skeleton	
	F -	
	Sat-	
	Sun -	<b>DUE by 11:59 pm:</b> Exam #4: Chapters 7 -8
<b>5</b> Jul. 5 - 11	M - Holiday (July 4th)	
	T - Ch. 9: Joints	
	W - Ch. 9: Joints	
	TH - Ch. 10: Muscular Tissue	
	F-	
	Sat -	
	Sun -	<b>DUE by 11:59 pm:</b> Exam #5: Chapters 9
<b>6</b> July 12 - 18	M - Ch. 10: Muscular Tissue	
	T - Ch. 11: The Muscular System	
	W - Ch. 11: The Muscular System	
	TH - Ch. 12: Nervous Tissue	
	F -	
	Sat -	
	Sun -	<b>DUE by 11:59 pm:</b> Exam #6: Chapters 10 -11

<b>7</b> July 19 -25	M - Ch. 12: Nervous Tissue	
	T - Ch. 13: The Spinal Cord & Spinal Nerves	
	W - Ch. 13: The Spinal Cord & Spinal Nerves	
	TH - Ch. 14: The Brain & Cranial Nerves	
	F -	
	Sat -	
	Sun -	<b>DUE by 11:59 pm: Exam # 7: Chapters 12 - 13</b>
<b>8</b> July 26 - Aug. 1	M - Ch. 14: The Brain & Cranial Nerves	
	T - Ch. 15: Autonomic System	
	W - Ch. 15: Autonomic System	
	TH - Ch 16: Sensory, Motor, Integrative Systems	
	F -	
	Sat -	
	Sun -	<b>DUE by 11:59 pm: Exam # 8: Chapters 14- 15</b>
<b>9</b> Aug. 2 - 8	M - Ch 16: Sensory, Motor, Integrative Systems	
	T - Ch. 17: The Special Senses	
	W - Ch. 17: The Special Senses	
	TH - Final Exam Review	
	F -	
	Sat -	
	Sun -	<b>DUE by 11:59 pm: Exam # 9: Chapters 16 - 17</b>
<b>10</b> Aug. 9 - 15	M - Final Exam Review	
	T - Final Exam Review	
	W - <b>Aug. 11: Final Exam open from 12a-11:59p</b>	<b>District Comprehensive Final: Chapters 1 - 17</b>

When	Topic	Notes	
IMPORTANT ACADEMIC DATES		June 4, 2021	Last Day for 100% Refund
		June 17	Last Day for 70% Refund
		June 21, 2021	Census Date/ <b>Late Day to Opt-Out of First Day/Inclusive Access</b>
		June 22, 2021	Official Day of Record
		June 22, 2021	Last Day for 25% Refund
		July 19, 2021	Last Day to Withdraw

## Additional Information

### Biology Departmental/Program Information

The [Field of Study \(FOS\) Curriculum for Biology](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/) (<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>) here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

The [Associate of Science in Biology - Biology Majors & Premedical Programs](https://www.hccs.edu/finder/programs/associate-of-science-in-biology---biology-majors--premedical-programs---field-of-study-curriculum/) (<https://www.hccs.edu/finder/programs/associate-of-science-in-biology---biology-majors--premedical-programs---field-of-study-curriculum/>) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics.

The [Associate of Science in Biology - Health Sciences Professions](https://www.hccs.edu/finder/programs/associate-of-science-in-biology---health-sciences-professions---field-of-study-curriculum/) (<https://www.hccs.edu/finder/programs/associate-of-science-in-biology---health-sciences-professions---field-of-study-curriculum/>) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics. (Pre-Nursing, Pre-Radiologic Sciences, Pre-Clinical Laboratory Services)

Visit the [STEM Resources Page at HCC](https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/) (<https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/>): HCC has developed this site to provide information on STEM related programs and resources at HCC and other institution – to include scholarship information.

Visit the [Biology Program Page](https://learning.hccs.edu/programs/biology) (<https://learning.hccs.edu/programs/biology>) on the HCC Learning Web for information about our faculty and courses. You will also find information about majoring in Biology.

### Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair:

Dr. D. Grigsby

daejan.grigsby@hccs.edu; 713.718.7775