



# Human Anatomy & Physiology I-12951

BIOL-2301

RT 2022 Section 0008 3 Credits 08/23/2021 to 12/12/2021 Modified 08/19/2021

## Course Meetings

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### Course Modality

Online Anytime

### Meeting Days

Online Anytime

### Meeting Times

Online Anytime

### Meeting Location

Online

### 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.

## Welcome and Instructor Information

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### What's Exciting About this Course

You will learn so much about your life and the lives of those around you. Do you know how one learns? How memory works? Why we have different personalities? How health is related to stress? 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. The information will be presented in the most exciting way, 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 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.

## Instructor's Preferred Method of Contact

Email: [elvedina.mansoor@hccs.edu](mailto:elvedina.mansoor@hccs.edu)

1. It is your responsibility to contact me about any concerns, questions you might have about the course. The best way to contact me is through the above-mentioned HCC email, as well as Canvas inbox message. I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages during the following week.
2. When sending an HCC email please include your class and CRN number (i.e., Biol 2301, CRN 12951)
3. The instructor will not respond to or communicate regarding the class through any e-mail other than the HCCs'

## Instructor: Dr. Elvedina Mansoor, PhD

Email: [elvedina.mansoor@hccs.edu](mailto:elvedina.mansoor@hccs.edu)

Office: 6815 Angela Morales Building, Room 101

Phone: 713.718.6301

## Office Hours

Virtually By Appointment

## 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

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## 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.

#### Inclusive Access:

**DO NOT PURCHASE A TEXTBOOK OR ACCESS CODE FOR THIS COURSE**

To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day Program. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in Canvas.

Houston Community College will bill you at the discounted price as a course charge for this course. You have already paid for your course materials through the registration process. As previously stated, the cost of the digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials.

Your course materials for this class will be accessed digitally through the Canvas Site. NO other purchase is necessary. For students who wish to have a printed copy of the text an optional print copy is available at the Houston Community College Bookstore for a significantly reduced price after the Official Day of Record, September 7, 2021.

Although, it is NOT recommended that you Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class, August 23, 2021 up until the Official Day of Record, September 7, 2021, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended.

The textbook listed below is *required* for this course.

**Title:** Principles of Anatomy & Physiology 15th Edition; **Print:** Loose Leaf (full title) **Publishers:** Wiley **ISBN:** 9781119642275

**Technology:** You will need a web cam and your computer should be able to download and install Respondus LockDown Browser.

## Temporary Free Access to E-Book

As this course participate in Inclusive Access Program, there is **NO temporary free access** to a digital version of the text.

## Other Instructional Resources

### Courseware

Web resources:

1. My HCCS Learning Web: Syllabus and notes.
2. CANVAS class announcements, additional laboratory notes and images, assignments.

## ✓ Course Requirements

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### Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Pre-Lecture Assignment	100 points	Topics are outlined in the Syllabus	These assignments will be due before each lecture and are designed to assess your performance and provide additional practice in the areas where you struggle the most. This will help prepare you for active learning in the classroom.
Exams	4 at 150 points each	Topics are outlined in the Syllabus	Each exam will contain a number of questions, which may include multiple choice, completion, matching, diagrams, definitions, and short essay type questions. Each regular lecture exam accounts for (150 points) of your overall score. <b>No exam grade will be dropped.</b> If you miss an exam, you will receive a grade of 0% for that exam, unless you have provided documentation for the retake. Exams are administered using Respondus Lockdown Browser/Webcam
Adaptive Online Homework	100 points	Topics are outlined in the Syllabus	Online homework assignments are designed to assess your performance and provide additional practice in the areas where you struggle the most. These assignments are meant to help you understand chapter content.
Final Exam	100 points	Topics are outlined in the Syllabus	The comprehensive Departmental final exam is mandatory and cannot be dropped. Exam is given with Respondus Lockdown Browser/Webcam
Chapter Quizzes	90 points	Topics are outlined in the Course Calendar	Post-lecture Online Quizzes will be due before the corresponding chapters are tested on in each lecture exam to master the course content. These quizzes are open book and timed. Missed deadline for submission will result in the grade of "0" for that quiz. <b>NO EXCEPTIONS</b>
Syllabus Quiz	10 points	As Instructed in Course Outline	This quiz goes over the details of the course syllabus and you must complete before the due date to prevent from being dropped from the course.  Readiness/Syllabus Quiz is a <b>MANDATORY</b> and requires Respondus Lockdown Browser & Webcam

### Grading Formula

Grade	Range	Notes
A	1000-900	
B	890 - 800	

Grade	Range	Notes
C	790 - 700	
D	690 - 600	
F	590 and below	

## \* Instructor's Practices and Procedures

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### 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 ON / BEFORE December 1, 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 extension of deadlines (or make-up)** for Quizzes, Assignments, Homework or Exams. No extra credit assignment is offered. No lecture exam grade is dropped. Hence, **NO MAKE-UP EXAMS** will be given unless very exceptional circumstances. There must be a valid documented reason for a make-up exam and it must be pre-approved and verified by the instructor. Acceptable reasons include hospitalization or doctor's certification that the student was unfit to take the exam. Make-up requests must be submitted in writing, with the appropriate official documentation. Makeup exams must be taken by the time designated by the instructor. The format of the make-up exam may vary from the scheduled examination

### 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 the school may be imposed on a student who violates the standards of academic integrity.

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/>  
[\(https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/\)](https://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 classes. You are also responsible 6

of 17 for information missed due to absence. Instructor may be willing to consult with you for a make-up assignment, but it is your responsibility to contact your instructor. Class attendance is monitored daily. It is your responsibility to drop a course for non-attendance, even though the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:

- For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.
- For 4 credit-hour lecture/lab course meeting 6 hours per week (96 hours of instruction), you can be dropped after 12 hours of absence. Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" or "FX" in the course.

## Student Conduct

Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards instructor and classmates, including in an online environment. Disruptive behavior or any behavior that interferes with any educational activity being performed by the instructor will not be allowed. Additionally, no student may interfere with his/her fellow students' right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars. Disruptive behavior may result in removal from the class. Students are expected to respect the learning rights of all others in the physical classroom and online. 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.

**Disruptive behavior may result in removal from the class and submission of a BITAT and/or Maxient form.**

## Instructor's Course-Specific Information

Course material posted online is for your personal use only and it is not permissible to share or distribute any of this material without my prior consent. It is your responsibility to meet the course deadlines. Please take note of exam, quizzes and assignment deadlines. It is also your responsibility to check CANVAS daily for any new announcements or updates. You can set up in your CANVAS course settings to have notifications of new announcements sent to your phone or email.

1. Students with disabilities who need a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.
2. Students who do not comply with class instructions and HCC discipline policies will have a BITAT form submitted for the disciplinary action.
3. Testing procedures:
4. Be sure to take the exam as scheduled. Once the exam has begun you will not be allowed to leave the room or the frame of your computer screen.
5. Students must have Respondus LockDown Browser downloaded with webcam for all exams/assignments
6. Pagers, cell phones, iPods, MP3 and Android (all mobile devices) MUST be turned off and stored during examinations.
7. All hats are to be removed. No sunglasses. No earphones / ear buds.
8. If a student (or students) is caught cheating during an exam or quiz, the exam / quiz paper will be removed from the student and submitted as evidence to the department chair. The student will receive a '0' for the assignment and any other disciplinary action as given by the department chair.
9. Students who do not comply with class and HCC discipline guidelines will have a MAXIENT form submitted for the disciplinary action, such as: decline in grades and academic performance, behavior that interferes with effective classroom management; poor personal hygiene; disjointed thoughts; bizarre behavior that is inappropriate for the situation; preoccupation with weapons and violence; references to harming others, hopelessness or suicidal thoughts; express violent and suicidal thoughts in writings.

## Devices

Online Access and Homework Completion Responsibility:

Some assignments / homework in this course requires the use of a computer with internet access. Therefore, be aware that

computer, internet, and/or account difficulties at home do NOT excuse you from completing online assignments before stated due dates and times. It is recommended to complete assignments well before due dates and times to ensure you still have time for second chance access on campus or elsewhere, if needed, in case of potential computer, internet, and/or account problems at home. Failure to complete or turn in work prior to the due date and time will result in a zero.

Although your instructor will try to help as needed, your instructor is NOT your personal computer expert to be used to diagnose your computer, internet, and/or account problems.

#### ONLINE TESTING POLICY:

**\*\*It is the student's responsibility to ensure that the testing environment is free from distractions and the computer set up is ready for testing PRIOR to the START of the exams.**

#### Test Security for ONLINE Classes:

As part of the Respondus Lock Down Browser/Monitor and/or Connect Proctorio, students must present a photo ID, either a college ID or any government issued ID, like a Texas driver's license or a Texas ID. Students must take a full 360-degree environmental video of their exam surroundings to give assurance that there is no prohibited material such as textbooks, notes, computers, phones, tablets, or calculators. There can't be anyone with you during the examination. Violations: Things that can VOID your Exam Score—Hence, getting a ZERO on the Exam:

1. If you leave the room or your face can't be seen at any time during the exam.
2. If you fail to present a valid form of identification, even if there are no other violations, that can nullify the results of your exam.
3. If the exam surroundings are so dark that it prevents me, the instructor from seeing you, that could result in a violation.
4. If anyone walks into the exam area while you're taking the exam, that's a violation.
5. If any voice other than yours is detected during the exam. If you fail to provide an adequate 360-degree environmental video, or if you're wearing a hat or a headset, unless the head covering is for religious reasons, but that declaration must be made at the beginning of your exam.
6. Now, if you're unable or unwilling to follow these procedures, it's really best that you withdraw from the course. This type of procedure is actually going to become more and more prevalent in the years to come. If you take the course at a four-year institution online, it will be taken in this manner.
7. Please understand that there is no expectation of privacy during examinations. Just like in traditional settings, where the instructor clearly has the right to roam the classroom, to make sure that cheating is not taking place, so too instructors have the right to ensure that online examinations are held at the same standard. Now, cheating is rampant on college campuses and reports of such are common in the news. Your degree is worth more if potential employers and other stakeholders know that your work has been held to the highest degree of academic integrity possible. Your cooperation increases the value of your degree and also levels the playing field for all students.
8. Starting the exam/quiz after 11:30pm exams/quizzes that are started after that time and the online assignment 'crashes'— you will not be able to retake the exam/quiz.

## Faculty Statement about Student Success

### WITHDRAWAL POLICY (6-Drop Rule)

Students must withdraw by the withdrawal deadline in order to receive the "W" on a transcript. Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online Academic Calendar, any HCC Registration Office, or any HCC advisor to determine class withdrawal deadlines.

Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. It is your responsibility to withdraw officially from a class and prevent an "F" from appearing on your transcript. Senate Bill 1231 limits the number of W's a student can have 6 classes over the course of their entire course of their entire academic career. This policy is effective for students entering higher education for the first time in fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6-drop limit. In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid.

The last day to withdraw during Fall 2021 semester is **October 29, 2021**.



## REPEATING COURSES (THREE-PEAT RULE)

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

## FERPA:

The academic, financial and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without your written authorization. Further information regarding

Student Records and FERPA can be found at; <http://www.hccs.edu/district/aboutus/procedures/student-rights-policies--procedure>

## 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.

## 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

Grade	Grade Interpretation	Grade Points
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 \(https://www.hccs.edu/resources-for/current-students/student-e-mail-eagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-mail-eagle-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: <https://www.hccs.edu/online/> (<https://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](https://www.hccs.edu/resources-for/current-students/student-handbook/) (<https://www.hccs.edu/resources-for/current-students/student-handbook/>)

## EGLS3

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

<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> (<https://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 \(https://www.hccs.edu/resources-for/current-students/tutoring/\)](https://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 <https://library.hccs.edu> (<https://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 <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/> (<https://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.

## Instructional Modalities

### In-Person (P)

Safe, face-to-face course with scheduled dates and times

### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

### Online Anytime (WW)

Traditional online course without scheduled meetings

### Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

### Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

## Course Calendar

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## 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	Topics to be Covered
1	Overview of Syllabus
8/23-29	Chapter 1: An Introduction to the Human Body
2	Chapter 2: The Chemical Level of Organization
8/30- 9/5	Chapter 3: The Cellular Level of Organization
3	Chapter 4: The Tissue Level of Organization
9/6- 12	Chapter 5: The Integumentary System
Sep 17-19	<b>Exam 1: Covers chapters 1-5: requires Respondus Lockdown Browser and Webcam</b>
4	Chapter 6: The Skeletal System: Bone Tissue
9/13-19	

5 9/20-26	Chapter 7: The Skeletal System: The Axial Skeleton
6 9/27-10/3	Chapter 8: The Skeletal System: The Appendicular Skeleton
7 10/4-10	Chapter 9: Joints
Oct 15-17	<b>Exam 2: covers chapters 6-9 and requires Respondus Lockdown Browser and Webcam</b>
8 10/11-17	Chapter 10: Muscle Tissue
9 10/18-24	Chapter 10: Muscle Tissue-cont Chapter 11: Muscular System
10 10/25-31	Chapter 11: Muscular System-cont Chapter 12: Nervous Tissue
11 11/1-7	Chapter 12: Nervous Tissue-cont
Nov 12-14	<b>Exam 3: Covers chapters 10-12 and requires Respondus Lockdown Browser and Webcam</b>
12 11/8-14	Chapter 13: Spinal Cord & Spinal Nerves
13 11/15-21	Chapter 14: Brain and Cranial Nerves
14 11/22-28	Chapter 15: Autonomic Nervous System Chapter 16: Sensory Motor and Integrative System
15 11/29-12/5	Chapter 17: Special Senses
Dec 4-6	<b>Exam 4: covers chapters 13-16 and requires Respondus Lockdown Browser and Webcam</b>

16	Departmental Comprehensive Final Exam
Dec 8	Covers all chapters 1-17 and requires Respondus LockDown Browser

## Additional Information

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### Biology Departmental/Program 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.

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.

### 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. You can always request a meeting (virtual/ in person) to go over your concerns. If your instructor is not able to assist you, then you may wish to contact the Biology Department using this form.

[Biology Department Reporting Form \(https://forms.office.com/r/8BwrMbqCYB\)](https://forms.office.com/r/8BwrMbqCYB)

Email: [hcc.biology@hccs.edu](mailto:hcc.biology@hccs.edu)

If your instructor is not able to assist you, then you may also wish to contact the Department Chair:

Dr. Shadi Kilani

[shadi.kilani@hccs.edu](mailto:shadi.kilani@hccs.edu); 713.718.7035