



Houston Community College  
Central College  
Biology

Course Syllabus  
Anatomy and Physiology II (Biol 2102-0008)  
Fall 2017, CRN# 35886  
Credit: 1 Semester credit hours/16 weeks  
48 Contact Hours/Semester

**INSTRUCTOR CONTACT INFORMATION**

Instructor: Dr. Gideon Adjei      Office Phone: N/A

Office: LHSB Rm 401, Central College (Temporary)      Office Hours: MoWe 3:30-5pm. Or appointment whichever is convenient for the student. Email communication is also encouraged.

E-mail: Gideon.adjei@hccs.edu

Course Title: Anatomy & Physiology II      Semester & Year: Fall 2017

Course Prefix: BIOL 2102      Instructional Method: In Class  
CRN 35886      Room # CE- Learning Hub Sci 312 (2:00-3:20pm)

Credit Hours: 3 Credit Hours

**COURSE OVERVIEW**

Course Description: A laboratory course of study covering the Human body and organization, Endocrine system, Cardiovascular system, Lymphatic system, Respiratory system, Urinary system, Urinalysis, Digestive, and Reproductive systems.

Students are encouraged to invest approximately 2-3 hours of study time for each hour of class time to master the material. **The class and study time necessary to succeed in this class will be close to 300 hours (20 hours per week). Pay careful attention to lab work and models in the lab. You need to know these to do well in your lab exams.**

Course Prerequisites: College Level Reading as determined by SAT, ACT, TASP or successfully passing ENGL0305 with "C" or better. Biology 1406 (General Biology) is strongly recommended.

**Course Goals:** This course is intended for students majoring in one of the physical sciences or life sciences, engineering, or for students who are pursuing pre-professional programs in medicine, dentistry, pharmacy, veterinary medicine, or other health programs. The course is also beneficial to students who are preparing themselves for higher-level science courses in their respective curricula.

### **Core Objectives**

BIOL 2102 fulfills the requirement for the Life and Physical Sciences Foundation Component Area of the Core Curriculum. Like other courses in this category, it focuses on describing, explaining, and predicting natural phenomena using the scientific method. It involves the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences. As such, it targets the following Core Objectives:

1. **Critical Thinking (explain how)**
2. **Communication (explain how)**
3. **Empirical and Quantitative Skills (explain how)**
4. **Teamwork (explain how)**
  - **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
  - **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
  - **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
  - **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal"

### **Program Student Learning Outcomes (PSLOs) for the Biology Discipline**

1. **Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.**
2. **Will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication. (This may include successful completion of a course-specific research project or a case study module).**
3. **Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.**
4. **Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.**

### **Course Student Learning Outcomes (CSLOs):**

**Completion of the specific Student Learning Outcomes listed below does NOT and will NOT guarantee the student any specific final course grade at the end of the semester!**

1. **Use anatomical terminology to identify and describe locations of major organs of each system covered.**
2. **Explain interrelationships among molecular, cellular, tissue, and organ functions in each system.**
3. **Describe the interdependency and interactions of the systems.**
4. **Explain contributions of organs and systems to the maintenance of homeostasis.**
5. **Identify causes and effects of homeostatic imbalances.**
6. **Describe modern technology and tools used to study anatomy and physiology.**

## GETTING READY

### Pre-requisites:

College reading level as determined by SAT, ACT, TASP, or successfully passing ENGL 0305 with a “C” or better. Although BIOL 1406 is not a required prerequisite for BIOL 2301, it is highly recommended to understand some of the key concepts taught in this course.

### Required Material:

1. Laboratory manual: Human Anatomy And Physiology II-Laboratory Manual, 5<sup>th</sup> Edition, hayden-mcneil, Macmillan Learning
2. Homework and Special Assignments will be developed by the Instructor for students to ensure that missing exercises due to hurricane Harvey have been adequately covered.
3. Learning Web: Copies of our syllabus can be located on the Learning web found at the following link: <http://learning.hccs.edu/faculty/>
4. Free tutoring is offered by HCC at several campuses. For locations and timings, go to: <http://www.hccs.edu/district/students/tutoring/>

### Laboratory Schedule

Week	Ex	Lab Schedule	Testing Schedule
8/28	1	Lab Safety & Procedures No Class (Hurricane Harvey) Brief summary and Homework assignments to cover concepts in stipulated exercise to compensate for missing lab due to hurricane Harvey.	
9/4	2	Human Body organization No Class (Hurricane Harvey) Brief overview and Homework to cover concepts in stipulated exercise to compensate for missing lab due to hurricane Harvey.	
9/11	3	Review of Microscopes and Tissues	
9/18	4	The Endocrine System	
9/25	5	The Blood	
10/2	6	The Heart	Lab Practical 1 (Ex. 2,3,4)
10/9	7	Electrocardiography	
10/16	8	Blood Vessels	
10/23	9	The Lymphatic System	
10/30	10	The Respiratory System	Lab Practical 2 (Ex. 5-8)
11/6	11	The Urinary System	
11/13	12	Urinalysis	

11/20	13	The Digestive System	Lab Practical 3 (9-12)
11/27	14	The Male Reproductive System	
12/4	15	The Female Reproductive System	
12/11		Review	
12/14		Final Exam @2:00 pm	Lab Practical 4 (Ex. 13-15)

Important Dates:	
August 27th (online)	Last Day for drop/add
September 12	Official Day of Record
Nov 3rd before 4:30 pm	Last Day for Administrative and Student Withdrawal
December 17th	Grades available to students

**Student Assignments:** There are two different sets of assignments in this course;

- **Grade Computation.** Your Final grades will be an aggregate of three activities broken down as follows:
  1. Four Lab Practicals worth 20 points each
  2. Homework assignments developed by the Instructor or Online Assignments
  3. A Group Special Project, to be presented to the class

Laboratory Exams	70%	<b>HCC Grading Scale</b> A = 100 – 90 B = 89 – 80 C = 79 –70 D = 69 – 60 F = 59 and below IP (In Progress) W(Withdrawn) I (Incomplete) AUD (Audit)
Homework	15%	
Special projects	15%	
Total Score	100%	

**Instructor’s Incomplete Policy:** A student may get an “I” (incomplete) only under circumstances beyond their control such as a verifiable serious illness, involvement in a major accident requiring confinement to a hospital or death in the immediate family. An “I” Contract must be signed by the student and instructor under such circumstances. In order to change the grade of “I”, the student will have to complete the required material by the end of the next full semester. Otherwise, the “I” will automatically convert to an F.

**Instructor Requirements**

You are responsible for buying your lab manual in a timely manner. Based on student registration in the lecture component, the instructor may decide to make online assignments using such resources. The original first day of

class was August 28th. However due to the devastating effects of Hurricane Harvey classes were cancelled and adjustments have been made to compensate for missing classes. Buying textbook online or at another campus may delay your start. The semester schedule is already provided to you.

#### **Exam Policies:**

1. Exams consist of identification of structures. Follow up questions may be included.
2. We will be using an online resource "Connect" to help understand the course content. If you have purchased a new textbook through HCC bookstore, then the access code is included in the book. Otherwise you will need to purchase the access code following directions provided in the Canvas.
3. All exams remain the property of the instructor. We will go over each of the four exams after they have been graded. The student is responsible for keeping record of the grades earned for each exam.

**QUESTIONS/PROBLEMS:** Students are encouraged to contact me if they have any questions or problems as soon as possible. By taking an active part in your education, you will make your academic experience much more rewarding and exciting!!

#### **EGLS<sub>3</sub> (Evaluation for Greater Learning Student Survey System)**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Go to [www.hccs.edu/epls3](http://www.hccs.edu/epls3) for more information.

#### **Additional Instructor and Institutional Policies:**

Access Student Services Policies on their Web site:

<http://www.hccs.edu/district/students/student-handbook/>

Access HCC Online Policies on their Web site:

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website.

The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

### **HCCS IS COMMITTED TO YOUR SUCCESS**

#### **Early Intervention Program and Services**

Your success is our primary concern! If you are experiencing challenges achieving your academic goals, please contact your instructor or an early intervention coach. HCC can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

## Tutoring

HCCS provides free tutoring for all HCC students. Go to [www.hccs.upswing.io](http://www.hccs.upswing.io); log in instructions will be provided on the tutoring page homepage <http://www.hccs.edu/findatutor>

## Counseling Services

### Mission Statement

The mission of the HCC Counseling Department is to provide holistic support for students pursuing their educational goals. In order to accomplish this mission, we will provide a full range of professional services including personal and career counseling, academic skills enhancement, outreach programming, consultation, and crisis intervention.

HCC Counselors include licensed professionals (and Counseling interns) with masters or doctoral degrees. HCC Counselors provide the following services:

- Academic Advising
- Career Counseling
- Disability Support Services
- Personal Counseling
- Student Success Workshops
- Transfer Advising
- Degree Plan Completion
- Transcript Evaluation

If you are interested in developing any of the desirable outcomes or receiving any of the services listed above, please contact a counselor at any of the HCC colleges. <http://www.hccs.edu/district/students/counseling/> (click on link on right side to see all counselors and their contact information).

## ADDITIONAL INSTRUCTOR AND INSTITUTIONAL POLICIES

### ACADEMIC INTEGRITY

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

### STUDENT BEHAVIOR EXPECTATIONS

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

#### **AMERICANS WITH DISABILITIES ACT STATEMENT**

HCCS is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

If you require reasonable accommodations because of a physical, mental, or learning disability, please contact the Counseling Office to obtain the necessary information to request accommodations. Upon completion of this process, please notify your instructor as soon as possible and preferably before the end of the first two weeks of class to arrange for reasonable accommodations.

#### **COMPUTER VIRUS PROTECTION**

Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping backup copies is extremely important.

#### **EQUAL OPPORTUNITY STATEMENT**

It is the policy of the HCCS to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability.

#### **FERPA**

The academic, financial and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without your written authorization. Further information regarding Student Records and FERPA can be found at; <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

#### **TITLE IX OF THE EDUCATION POLICY**

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. 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  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

### International Students

Receiving a “W” in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

### Helpful Tips

**Success in this course to a great extent depends on discipline and investment of time!**

The following are strongly recommended for each student:

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

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