



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

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

---

**Biology 2301: Anatomy & Physiology I | Lecture | CRN #12104**

Summer 2020 | Summer 1 – 10 weeks (6.8.2020-8.16.2020)

Online | 3 Credit Hours |

**Instructor Contact Information**

Instructor:	Gi'Zelle L. Davis	Office Phone:	713-718-6949
Office:	The Commons Room 802	Office Hours:	Fridays 9AM-1PM Email for appointment
HCC Email:	<a href="mailto:gizelle.davis@hccs.edu">gizelle.davis@hccs.edu</a>	Office Location:	The Commons – Spring Branch

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

**Instructor's Preferred Method of Contact**

I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages during the following week.

**What's Exciting About This Course**

**Welcome to Anatomy and Physiology!** We are so glad that you chose to give Houston Community College the benefit of your expertise. This is a two-course series. Anatomy and Physiology I and Anatomy and Physiology II. Biology 2301 and 2302 are 3 credit hour lecture courses while Biology 2101 and 2102 are 1 credit hour lab courses, both intended for students entering health care professions.

You will learn so much about your life and the body in which you reside. What is a bone made of? How is bone made? What happens when we gain and lose weight? What holds our bodies together and how? All of these topics will be explored in this class!

## My Personal Welcome

Welcome to Human Anatomy and Physiology 1—I'm delighted that you have chosen this course! One of my passions is to know as much as I can about the human body, and I can hardly wait to pass that 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 yourself and of human anatomy. So please visit me or contact me by email whenever you have a question.

## Prerequisites and/or Co-Requisites

Math 0106 or higher placement by testing must be placed in college level reading. It is also recommended students take the laboratory portion of this course alongside the lecture portion. Please carefully read the repeater policy in the [HCCS Student Handbook](#).

## Canvas Learning Management System

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

## Open Lab Locations

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

## HCC Online Information and Policies

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

## Scoring Rubrics, Sample Assignments, etc.

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

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

## Instructional Materials



### Required Resources

ISBN:

0134396022

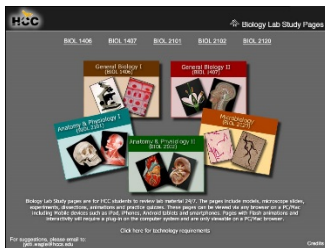
ISBN-13:

9780134396026

Authors: Frederic H Martini, Judi L Nath, Edwin F Bartholomew

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

### Suggested Resources



### HCCS Biology Lab Study Pages

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

Extra practice questions

[http://highered.mheducation.com/sites/0070272468/student\\_view0/chapter1/chapter\\_overview.html](http://highered.mheducation.com/sites/0070272468/student_view0/chapter1/chapter_overview.html)

Free online textbook

<https://openstax.org/details/anatomy-and-physiology>

## Other Instructional Resources

### Tutoring

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

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the

libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

### **Supplementary Instruction**

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

## Course Overview

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

### Core Curriculum Objectives (CCOs)

Biology 2301 satisfies one of the science requirements in the HCCS core curriculum. The HCCS Physiology 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 Outcomes.
- **Teamwork**– ability to consider different points of view and to work effectively with others to support a shared purpose or goal
  - **Social Responsibility** – intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
  - **Personal Responsibility** – ability to connect choices, actions and consequences to ethical decision-making

### Program Student Learning Outcomes (PSLOs)

#### 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 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!

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

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

### **GETTING READY**

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

**Co-requisites:** None

## Learning Objectives

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

## Student Success

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

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

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

### Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## Assignments, Exams, and Activities

### Exams

In this course, we will have 4 regular exams, 1 comprehensive final and combined quizzes will count for 1 additional test grade. That makes for a grand total of 6 test grades. Each exam will consist of 50 multiple choice questions, each question will be worth 2 points each. You will have 1 hour and 20 minutes to complete the exam. Exams will be available for 24 hours online. Once the deadline has passed, no late students will be allowed to complete the exam.

### In-Class Activities

Class discussions regarding the material and the impact of scientific discovery will be examined in class. Students will get a chance to relate information from current events to what we are studying in class. In order to be well prepared for class activities and discussions, students are encouraged to examine information DAILY.

### Grading Formula

Chapter Exams (4) and cumulative chapter quizzes (1 test grade) = 5 @18% each =90%  
Cumulative Departmental Final Exam = 10%

Grade	Total Points
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

### Incomplete and Withdrawal 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 which is Monday, July 21, 2020 by 4:30 PM, you are strongly encouraged to speak directly with the instructor to discuss options, study techniques tutoring options etc, 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, this is a numerical value of 70%.
- ✓ You must request the incomplete in writing BEFORE **July 1, 2020**.
- ✓ In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.



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

## Course Calendar

Day	Chapter
Monday, June 8, 2020	Welcome and Introductions
Tuesday, June 9, 2020	Canvas "Play Day"
Wednesday, June 10, 2020	Chapter 1
Thursday, June 11, 2020	Chapter 1 continued
Friday, June 12, 2020	Chapter 2
Monday, June 15, 2020	Chapter 3
Tuesday, June 16, 2020	Chapter 4
Wednesday, June 17, 2020	Chapter 4 continued
Thursday, June 18, 2020	Chapter 4 concluded
Friday, June 19, 2020	Study Day
<b>Monday, June 22, 2020</b>	<b>Exam 1</b>
Tuesday, June 23, 2020	Chapter 5
Wednesday, June 24, 2020	Chapter 6
Thursday, June 25, 2020	Chapter 6 continued
Friday, June 26, 2020	Chapter 7
Monday, June 29, 2020	Chapter 7 continued
Tuesday, June 30, 2020	Chapter 8
Wednesday, July 1, 2020	Chapter 8 continued
Thursday, July 2, 2020	Chapter 9
Friday, July 3, 2020	Study Day
<b>Monday, July 6, 2020</b>	<b>Exam 2</b>
Tuesday, July 7, 2020	Chapter 10
Wednesday, July 8, 2020	Chapter 11
Thursday, July 9, 2020	Chapter 11 continued
Friday, July 10, 2020	Chapter 12
Monday, July 13, 2020	Chapter 13
Tuesday, July 14, 2020	Chapter 13 continued
Wednesday, July 15, 2020	Chapter 14
Thursday, July 16, 2020	Chapter 14 continued
Friday, July 17, 2020	Study Day
<b>Monday, July 20, 2020</b>	<b>Exam 3</b>
Tuesday, July 21, 2020	Chapter 15
Wednesday, July 22, 2020	Chapter 15 continued
Thursday, July 23, 2020	Chapter 16
Friday, July 24, 2020	Chapter 16 continued

Monday, July 27, 2020	Chapter 17
Tuesday, July 28, 2020	Chapter 17 continued
Wednesday, July 29, 2020	Chapter 17 continued
Thursday, July 30, 2020	Chapter 17 concluded
Friday, July 21, 2020	Study Day
Monday, August 3, 2020	Study Day
<b>Tuesday, August 4, 2020</b>	<b>Exam 4</b>
Wednesday, August 5, 2020	Review Day
Thursday, August 6, 2020	Review Day
Friday, August 7, 2020	Review Day
<b>Monday, August 10, 2020</b>	<b>Final Exam Day 1</b>
<b>Tuesday, August 11, 2020</b>	<b>Final Exam Day 2</b>
Wednesday, August 12, 2020	Conclusion of Class
Thursday, August 13, 2020	Grade calculation
Friday, August 14, 2020	Official grade posting to transcript

Exam days (Exams will be available 24 hours from midnight the night before until the midnight the night of the exam)

Exam 1 – June 22, 2020 – Chapters 1-4  
 Exam 2 – July 16, 2020 – Chapters 5-9  
 Exam 3 – July 20, 2020 – Chapters 10-14  
 Exam 4 – August 4, 2020 – Chapters 15-17  
 Final Exam – August 10<sup>th</sup> and 11<sup>th</sup> – All Chapters

### **Syllabus Modifications**

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

## **Instructor's Practices and Procedures**

### **Missed Assignments**

There will be no make-up exams. If you cannot make an exam, please make arrangements with the professor before the missed exam. The arrangement must be in writing.

### **Academic Integrity**

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

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

## Attendance Procedures

Plagiarism, cheating, and other forms of academic dishonesty are not only violations of the college system and the rules of this class, but are unethical and unprofessional. Students engaging in any form of academic dishonesty are subject to immediate dismissal from the program. You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating** on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

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

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

**If you are found to be in violation of the academic policy; your exam grade nor your bonus points will be counted, a score of 0 will be recorded for that particular exam.**

## Student Conduct

During exams, a webcam and lockdown browser are required. Cell phones should be silenced or on vibrate. Cell phones must be tucked away during exams. You will be required to perform a series of actions to ensure academic integrity.

## Instructor's Course-Specific Information

You are embarking on quite an ambitious journey and as your instructor, I am here to guide you.

Please understand the following 6 points before diving into this 5 week summer course:

1. This course is rigorous, meaning it requires time, focus, energy and deep understanding of the material.
2. Allow yourself enough time to really understand the material. This means you cannot study the night before the exam, you must study daily.
3. Continually ask yourself questions about the material you are learning, apply reason and logic to the material in order to understand, not just memorize, the content.
4. Participate in the discussions, I will consistently post thought provoking questions to test your knowledge before the exam. Use these questions to test what you think you know.

5. Examine the material beforehand. Do not let the lecture be the first time you are hearing, seeing or thinking about the material.

6. Vocabulary is key in a course like this. Get the vocabulary down first, it will help you build understanding around the concepts.

Please understand, this class is in no way a "let me hurry up and get this out of the way course". This class is intense, voluminous, moderately paced, demanding and intricate. Your absolute best is required.

### **Electronic Devices**

The usage of electronic devices, aside from the device on which you are taking the exam, are expressly prohibited. Not adhering to this rule can result in a score of 0 on the exam.

### **Biology Program Information**

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

AWARD TYPES: Associate in Science

AREA OF STUDY: Science, Technology, Engineering & Math

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

## HCC Policies

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

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

### EGLS<sup>3</sup>

The EGLS<sup>3</sup> (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. 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/>

### Campus Carry Link

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

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

### HCC Email Policy

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

### Housing and Food Assistance for Students

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

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

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

## **Office of Institutional Equity**

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

### **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

### **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

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

### **Office of the Dean of Students**

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

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

## **Department Chair Contact Information**

Dr. DaeJan Grigsby

Email: [daejan.grigsby@hccs.edu](mailto:daejan.grigsby@hccs.edu)

Phone: 713-718-7775