

**HOUSTON COMMUNITY COLLEGE**

 **Stafford Campus**

**Anatomy & Physiology I Lab/BIOL 2101**

**Fall 2018**

**INSTRUCTOR CONTACT INFORMATION**

**Instructor*: Dr. Jonathan Pamugo, DVSc.; Ph.D; D.Min. MS.***

**Email*: jonathan.pamugo@hccs.edu***

**Office Hours: TBA – SEE Tutoring Schedule on Eagle Online**

**WELCOME TO**

**Course Prefix: BIOL 2101-16619**

 **56726**

**Section: 16619**

**CALENDAR/TEST COVERAGE:**

(SEE EAGLE ONLINE ANNOUNCEMENT SECTION FOR TEST DATES/COVERAGE)

**THE INSTRUCTOR RESERVES THE RIGHT TO CHANGE THE CONTENT/ SCHEDULE BASED ON NEEDS WITH ADVANCED NOTICE TO THE CLASS. IT IS THE STUDENT’S RESPONSIBILITY TO CHECK AND ADHERE TO THE SCHEDULE.**

**COURSE OVERVIEW**

Anatomy and Physiology I: A course of study covering the structure and function of human cells, tissues and organ systems including the integumentary, skeletal, muscular and nervous systems.

Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

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

* Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
* 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).
* Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
* 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!

* 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.

**LAB BOOK:**

Bluedoor Online Lab Manual:

Purchase at <https://www.bluedoorlabs.com/>

Bluedoor Online Resources will be utilized for chapter and laboratory tools.

LAB EXERCISES WILL BE SUBMITTED FOR EVALUATION.

This site will include direct links to the Bluedoor assessments and online lab manual. Note that you will not be able to log into the website (Eagle Online) until the beginning of the semester.

**INSTRUCTOR GUIDELINES AND POLICIES**

**Attendance:** You are expected to attend all lecture classes and labs regularly. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is monitored daily. Although it is your responsibility to drop a course for nonattendance, 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 a 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.

Instructional Methods:

This course will require you, the student, to DEMONSTRATE the skills obtained for the course. Hence, the student MUST be capable to SAY, WRITE, and SHOW the skills in class for evaluation. If the student is NOT capable, ready, or willing to demonstrate in class, the student should consider dropping the course.

EXPECTATIONS/DAILY PROCEDURE

BEFORE entry into class:

1) Students will have read the chapter covered in class for that day, especially the end of the chapter summary.

2) Students will be aware of the terms used in the chapter covered that day. Here, flash cards are highly recommended. In Biology, terms relate anatomy to physiology.

3) Students will have created 25 questions (at the appropriate level) for the content covered in class that day to be used on the NEXT DAY.

AFTER class:

Students should review the class notes/activities on that day so as to be ready for questions asked the following, NEXT DAY.

Students are expected to WRITE DOWN questions for discussion and active learning

 GRADE SHEET: GRADES WILL BE POSTED ON EAGLE ONLINE – CANVAS. THE INSTRUCTOR’S GRADESHEET – UNDER THE “DAY ONE FOLDER” – CANVAS MODULES - WILL BE USED TO CALCULATE THE OVERALL CLASS GRADES. It is the student’s responsibility to maintain a gradesheet. The instructor has provided a gradesheet that enables students to know their current standing as well as the overall grade at the end of the semester. There is NO “extra credit” program AFTER all grades, based on the syllabus, have been tabulated.

Phones/Electronic Devices/Hoodies:

Absolutely no phone or other personal electronic devices are to be used during class (lecture and lab). This includes making or taking a call, reviewing messages, texting, playing games, checking email, surfing the web, anything that involves a phone or other personal electronic device. If your work or family situation requires that you be available via phone, your phone can be on vibrate mode and you can take the call during our regular scheduled breaks or you can exit the class to review the call. Notify your friends, family, employers, and anyone else who regularly contacts you that you will be in class and that you should be contacted only when necessary. The taking of calls during class is not only disruptive but it is also discourteous to classmates and the instructor.

STUDENTS ARE NOT PERMITTED TO HANDLE CALLS DURING EXAMS.

NOTE: NO HOODIES ON EXAM DAY.

Testing Procedures:

Be sure to arrive early for your examinations. There are time limits for exams. You will not be given extended time for testing if you arrive late.

Entering and exiting the lecture room or lab room is not permitted once exams have begun. NO bathroom breaks during the exams.

Instructor Grading Criteria:

Students must adhere to testing schedule. Failure to take a test will result in a “0” for the missed exam.

MAKE-UP POLICY:

FOR ONE MISSED HOURLY EXAM - FOR MEDICAL EXCEPTIONS ONLY. TO CLAIM THE EXCEPTION, THE INSTRUCTOR MUST BE NOTIFIED WITHIN 7 DAYS (VIA EMAIL), WITH WRITTEN, JUSTIFIED DOCUMENTATION SUBMITTED.

FOR THE ONE MISSED HOURLY EXAM, THE DEPT. EXAM WILL COUNT TWICE (x2) – FOR THE MISSED AND DEPT. EXAM. COVERAGE = TEST # 1-3 CONTENT.

IF THE DEPT. EXAM IS THE ONLY MISSED EXAM, THE DEPT. EXAM SCORE WILL BE THE AVERAGE OF THE HOURLY EXAMS.

All TESTS/EXAMS MUST BE TAKEN. Students who stopped attending class: The Department of Education now requires that we make a distinction between an “earned” grade of “F” (i.e. for poor performance) and a grade of “F” due to a lack of attendance. To make that distinction, we have created a new grade, “FX” for failure due to lack of attendance. Faculty will not be allowed the option of submitting a grade change form changing the grade of FX (or F) to W, if the student stopped attending class. Failure to alert instructor of missed exams and lack of attendance will result in this grade option.

HCC Grading Scale:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = less than 60%

FX= F due to lack of attendance

Examination Format:

Lecture exams will include multiple choice questions and/or essay/short answer questions. Lab exams will include identification, labeling and short answers reviewing anatomical models and specimens.

Grade Calculation:

|  |  |
| --- | --- |
| LAB Exam 1 | 20% |
| LAB Exam 2 | 20% |
| LAB EXAM 3 LAB EXERCISES FINAL EXAM  | 20%25%15%. |
| TOTAL POINTS  | 100% |

BONUS PROGRAM:

A new Bonus Program is now in place. It is designed to provide Bonus Points to students that take an ACTIVE role in class. The Bonus Points will be awarded for merit. It includes, but is NOT limited to:

1) On-Time and FULL Attendance.

2) Correctly answering impromptu questions from the instructor.

3) Cleaning up student’s desk area/Putting Up Models.

4) Attending Open Lab Fridays.

The Bonus Program:

1) Applied to each HOURLY test – Test #1-3 ONLY. No student will be allowed to exceed 10 points per each hourly test. The Bonus Points are accounted for as “EXTRA POINTS” on the class gradesheet.

2) The Bonus Program is at the sole discretion of the instructor and therefore can be revoked at any time – still retaining points earned. Likewise, the Bonus Points can take-on any value (up to 10 points per test) for any valued task. Hence, the Bonus Program can be enforced at any time without advance notice to the students. Students that are absent/tardy from class at the time of the offer/merited task are considered to have been given the opportunity and have forfeited the chance for the Bonus Points.

3) The merit can be either individual or as a class – however, each student will be given the opportunity (as either an individual or class) to earn up to 10 points per test.

BONUS PROGRAM: For the Bonus Program to be effective, students should be ready to submit 25 Questions with Answers each class day - selected at random. This ensures forethought. Have your 25 Q/A ready - Stapled AND DUE at START of class – COLLECTED first 15 minutes (Any Day) at class SIGN-IN.

THE STUDENT IS RESPONSIBLE FOR MAINTAINING TRACK OF THE BONUS POINTS ON THE GRADESHEET PROVIDED ON EAGLE ONLINE – “DAY ONE” FOLDER – MODULES ON EAGLE ONLINE.

**QUESTIONS/PROBLEMS:** Please make sure that if you have any questions or problems at any time, that you first contact me as soon as possible. The worst thing you can do is wait to contact me or to not take advantage of the resources available to you. By taking an active part in your education, you will make your academic experience much more rewarding and exciting!!

**EGLS3 (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/egls3](https://webmail.hccs.edu/owa/redir.aspx?C=Qn4naV07jUqU4Ug6JHhEjYA4RsgZ4dAIuO0C9y3S9ZH1xDI9PwKOKmfWFXqrkg5nrwTMtRmwwjI.&URL=http%3a%2f%2fwww.hccs.edu%2fegls3) for more information.

**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.

**COURSE WITHDRAWLS (6-Drop Rule)**

Students must withdraw by the withdrawal deadline in order to receive a “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 to 6 classes over the 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 course total. Withdrawals for certain circumstances beyond the students control may not be counted 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.

**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. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

**Tutoring**

HCCS provides free online tutoring for all HCC students. Go to [https://hccs.upswing.io](https://hccs.upswing.io/) ; use your own e-mail address; choose a username and password you will remember; put your HCC student ID number in the Comment Box.

**Counseling Services**

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues.

**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.

**FINAL EXAMINATIONS**

A final evaluation activity will occur during the published final evaluation period. The appropriate dean, director, or department chair must approve any variation to this schedule.

**TOPICS During This Course:**

* **Lab 1 Human Body**

* Human Body
* Anatomical Terminology Overview
* Directional Terms
* Body Regions
* Planes & Sections
* Body Cavities & membranes
* Abdominal Quadrants & Regions
* Anatomical Terminology Lab Exercise
* Organ System Overview
* Organ System Lab Exercise

 **Lab 2 Microscopes**

* Microscope
* Microscope parts
* Microscope use and care
* Microscope Terminology
* Microscope Field view
* Microscope Lab Exercise

**Lab 3 Cell**

* **Cell Anatomy & Cell Division**
* Cell Anatomy
* Cell Mitosis & Cytokinesis
* Cell Anatomy & Division Exercise
* Cell Transport & Permeability Overview
* Cell Transport & Permeability Lab Exercise
* **Lab 4 Tissues:**
* Tissues
* Tissue view
* Epithelial Tissue
* Epithelial Tissue Slides
* Connective Tissue
* Musle Tissue
* Muscle Tissue Slides
* Nervous Tisse
* Nervous Tissue Slides
* Tissue Lab Exercise

 **Lab 5 Integumentary System:**

* Integumentary Over view
* The Epidermis
* The Dermis
* Glands
* Hair
* Nail
* Integumentary System Lab Exercise

  **Lab 6 Skeletal System**

 **Skeletal System Over view**

* Bone composition
* Bone formation
* Bone categories
* Bone Types
* Bone Surface Markings
* Skeletal System Over view Lab Exercise
* **Axial Skeleton:**
* Bones of the Axial Skeleton:( Skull: Crianial & facial bones, Orbit, Nasal bones, & paranasal Cavities; Bones associated with the Skull,
* Vertebral column regions & curvatures, vertebrae, the thoracic, the ribs).
* Axial Skeleton Lab Exercise
* **The Appendicular Skeleton:**
* Bones of the Appendicular Skeleton
* Pectoral Girdle & Upper Extremities
* Pelvic Girdle & Lower Extremities
* Joints or Articulations
* Appendicular Skeleton Lab Exercise

**Muscular System:**

* **Muscular Anatomy & Organization Overview**
* **Skeletal Muscle Organization**
* Skeletal Muscle Actions & Names
* Muscle Anatomy & Organization Lab Exercise
* Muscle of the Head & Neck
* Muscle of the Trunk
* Shoulder & upper Extremitiy
* Muscles acting on the Hip & Lower extremities
* Grosss anatomy Lab Exercise
* **The Nervous System:**
* **The Neurons**
* **Types of Neurons**
* **Nerves Synapse**
* **Neural Conduction**
* **Nervous Tissue Lab Exercise**
* **Brain :**
* Cranial Nerves Lab Exercise
* Brain & Cranial Nerves
* Spinal Cord
* Spinal Nerves
* Spinal Cord & Spinal Nerves Lab Exercise
* **Special senses: Vision Overview:**
* Eye Anatomy
* Vision
* Vision Lab Exercise
* Special Senses: Hearing & Equilibrium Overview
* Hearing
* Equilibrium
* Hearing & Equilibrium Lab Exercise
* **Special Senses:** Olfaction & Gustation Overview
* Gustation & Olfaction
* Olfaction & Gustation Lab Exercise

Office of Institutional Equity & Diversity

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Houston, TX 77266-7517 or Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including 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/district/students/disability-services/>

**HCC CAMPUS CARRY**

 “At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.”