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**Professor: Dr. Jyoti R. Wagle**  
**Biology Department**  
**Houston Community College - Central College**  
**Fall Semester 2016 (CRN 18133)**

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## **BIOL 2101 – Human Anatomy & Physiology (Part 1)**



**Tuesday/Thursday 11:00 am - 12:30 pm - Lab (LHSB 312)**

### **Instructor Information:**

**Email:** [jyoti.wagle@hccs.edu](mailto:jyoti.wagle@hccs.edu)

**Telephone:** 713-718-2541

**Learning web site:** <http://learning.hccs.edu/faculty/jyoti.wagle>

**Office location and hours:** My office is in LHSB 401. Please go to LHSB 402, the science office, and ask the assistant to call my extension. My office hours are Tuesday 2:00-4:00 and Thursday 10:00-11:00. Please email to arrange the meeting time.

### **Prerequisites:**

Already completed or concurrently enrolled in BIOL 2301 lecture course.

### **Instructional Materials**

1. [Human Anatomy & Physiology I Lab Manual](#)  
by Dr. Jyoti R. Wagle, Sixth edition, 2015.  
Available only at [HCC bookstore](#) located on Central Campus (1300 Holman)
2. Eagle online section for this course is available on the first day of the semester by going to: <http://eagleonline.hccs.edu>
3. Lab review pages for 24/7 lab review: <http://hccs.edu/biologylabs>
4. Free tutoring is offered by HCC at several campuses. For locations and timings, go to: <http://www.hccs.edu/district/students/tutoring/>

### **Course Goals & Description**

The objective of this course is to give students going into health sciences a basic lab knowledge of Human Anatomy & Physiology. Topics include anatomical terminology, tissues, and four out of eleven systems (Integumentary, Skeletal, Muscular and Nervous) that make up human body.

## Weekly Reading Schedule and Exam Dates

\*The instructor reserves the right to make changes in this syllabus to accommodate unforeseen circumstances. You will be informed of these changes within reasonable time period

<b>Week</b>	<b>Reading and Testing Schedule</b>
Aug 22	Organization session <b>Online Lab Quiz 1 – To be completed by 11:55 pm, Wed, Aug 24th</b> Lab Safety & Procedures (Lab Ex. 1)
Aug 29	<b>Online Lab Quiz 2a – To be completed by 11:55 pm, Mon, Aug 29th</b> The Microscope and the Cell: Two types of microscopes (Lab Ex. 2) <b>Online Lab Quiz 2b – To be completed by 11:55 pm, Wed, Aug 31st</b> The Microscope and the Cell: Cell structure (Lab Ex. 2)
Sept 5	<b>Online Lab Quiz 3 – To be completed by 11:55 pm, Mon, Sept 5th</b> Anatomical Terminology (Lab Ex. 3) <b>Online Lab Quiz 4a – To be completed by 11:55 pm, Wed, Sept 7th</b> Tissues: Epithelial & Connective (Lab Exercise 4)
Sept 12	<b>Online Lab Quiz 4b – To be completed by 11:55 pm, Mon, Sept 12th</b> Tissues: Muscle & nervous (Lab Exercise 4) <b>Online Lab Quiz 5a – To be completed by 11:55 pm, Wed, Sept 14th</b> The Integumentary System: Skin layers (Lab Ex 5)
Sept 19	<b>Online Lab Quiz 5b – To be completed by 11:55 pm, Mon, Sept 19th</b> The Integumentary System: Hair, glands & testing (Lab Ex 5) <b>Online Lab Quiz 6 – To be completed by 11:55 pm, Wed, Sept 21st</b> The Skeletal System: Basic Information (Lab Ex. 6)
Sept 26	<i>Lab Exam 1 catch-up &amp; review time</i> <b>Lab Exam 1: Thurs, Sept 29<sup>th</sup> (Lab Manual due for grading)</b>
Oct 3	<b>Online Lab Quiz 7a – To be completed by 11:55 pm, Mon, Oct 3rd</b> The Skeletal System: Skull (Lab Ex. 7) <b>Online Lab Quiz 7b – To be completed by 11:55 pm, Wed, Oct 5th</b> The Skeletal System: Axial- Vertebral column (Lab Ex. 7)
Oct 10	<b>Online Lab Quiz 7c – To be completed by 11:55 pm, Mon, Oct 10th</b> The Skeletal System: Axial- Hyoid & thorax (Lab Ex. 7) <b>Online Lab Quiz 8a – To be completed by 11:55 pm, Wed, Oct 12th</b> The Skeletal System: Appendicular- Arms & pectoral girdle (Lab Ex. 8)
Oct 17	<b>Online Lab Quiz 8b – To be completed by 11:55 pm, Mon, Oct 17th</b> The Skeletal System: Appendicular- Legs & pelvic girdle (Lab Ex. 8) <b>Online Lab Quiz 9 – To be completed by 11:55 pm, Wed, Oct 19th</b> Joints (Lab Ex. 9)
Oct 24	<b>Online Lab Quiz 10a – To be completed by 11:55 pm, Mon, Oct 24th</b> Muscles of the Body – Head, neck, eye and thorax (Lab Ex. 10) <b>Online Lab Quiz 10b – To be completed by 11:55 pm, Wed, Oct 26th</b> Muscles of the Body – Abdomen, back, buttocks, arms and legs (Lab Ex. 10) <b><u>Deadline to withdraw: 4:30 pm, Friday October 28, 2016</u></b>
Oct 31	<i>Lab Exam 2 catch-up &amp; review time</i> <b>Lab Exam 2: Thurs, Nov 3rd (Lab Manual due for grading)</b>
Nov 7	<b>Online Lab Quiz 11a – To be completed by 11:55 pm, Mon Nov 7th</b>

	Spinal Cord: External & internal structure (Lab Ex. 11) <b>Online Lab Quiz 11b – To be completed by 11:55 pm, Wed, Nov 9th</b> Spinal Cord: Meninges, spinal nerves & reflexes (Lab Ex. 11)
Nov 14	<b>Online Lab Quiz 12a – To be completed by 11:55 pm, Mon, Nov 14th</b> The Brain and Cranial Nerves: Brain structure (Lab Ex. 12) <b>Online Lab Quiz 12b – To be completed by 11:55 pm, Wed, Nov 16th</b> Sheep Brain Dissection (Lab Ex. 12)
Nov 21	<b>Online Lab Quiz 13a – To be completed by 11:55 pm, Mon, Nov 21st</b> Special Senses: Gustatory & visual (Lab Ex. 13) <b>Online Lab Quiz 13b – To be completed by 11:55 pm, Wed, Nov 23rd</b> Special Senses: Hearing & equilibrium (Lab Ex. 13)
Nov 28	<i>Lab Exam 3 catch up &amp; review time</i> <b>Lab Exam 3: Thurs, Dec 1st (Lab Manual due for grading)</b>
Dec 5	<b>Final Grades will be posted!</b>

### Student Learning Objectives (SLOs)

1. Students understand and apply the principle of homeostasis and the importance of feedback loops.
2. Students understand the structure, function and histology of integumentary system.
3. Students understand and apply their knowledge of the structure of the skeletal system to its function and articulations.
4. Students should be able to identify the muscles of the human body.
5. Students understand the structure, function and histology of nervous system.
6. Students apply the knowledge in lab utilizing anatomical models and microscopes to study histological slides.
7. Students will utilize online tools to gauge their understanding of key anatomical and physiological concepts where applicable.

### Instructional Methods

This is a lab course.

During lab, you will be working in groups to study microscope slides, bones, muscle models, brain, spinal cord and sensory organs. You will also dissect sheep brain to understand its 3-D structure. In order to review lab material, you must go through the material provided in the lab manual. I have also created extensive lab review pages (<http://hccs.edu/biologylabs>) and through Eagle online, you should be able to print out checklists for the three lab exams.

### Student Responsibility

***You are responsible for buying your lab manual in a timely manner. Your first day of the semester is August 23<sup>rd</sup>. You must have your lab manual by then. It is available at HCC Central College bookstore. Buying online or at another campus may delay your start.***

Each lab exercise in your manual consists of introduction section (with summarized information on the topic), procedures, Pre-labs and Lab reports. Through Eagle Online, I have provided PowerPoints to help you review what you will be studying in the lab. The semester schedule is already provided to you. You must complete mandatory, graded Online Lab Quizzes that have specific deadlines. These quizzes are due the night before a specific lab and they are designed to make sure you come prepared to the lab in order to complete your work during the lab. **No accommodations will be made if**

**you miss the quizzes due to whatever reason.....personal, medical or technical. Any missed quiz will be given a zero score.** You are also responsible for completing the pre-labs and the lab reports in a timely manner, including critical thinking questions at the end of each lab report. These will be graded during the lab exam days. You can access Lab Exam Check-lists posted in Eagle Online and lab study pages using a computer at home or through Science Computer Lab (LHSB 413).

## Grading

You will take Lab Exercise Quizzes and Lab Exams to determine how successful you are at achieving the mastery of the course content and skills. **All quizzes and exams must be taken independently. No sharing of information is allowed. If sharing is suspected, a zero score will be given for the exam.**

Exams and Quizzes		Grading Scale
Lab Exam 1:	65 points	90 – 100% = A
Lab Exam 2:	65 points	80 - 89% = B
Lab Exam 3:	65 points	70 - 79% = C
Lab Exercise Quizzes:	65 points	60 - 69% = D
Drop 1 lowest score:	- 65 points	Below 60% = F
Lab Report Grade (25+20+20)	<u>65 points</u>	
Total:	260 points	

1. Lab exams are practical exam with stations set up in the lab. You will move from station to station answering specific questions. Use your lab manual, Lab Exam Check List and Lab Review pages (<http://hccs.edu/biologylabs>) to study for the exam.
2. There are extra credit questions in all lab exams. However, only a maximum of 65 points will be given on any exam. To calculate your grade on any exam, divide your score by 65 and then multiply by 100.
3. A maximum of one hour and 20 minutes will be allowed to complete a lab exam.
4. If, for whatever reason, you are late for a lab exam, you will be allowed to take the exam as long as nobody else has completed the exam and left the room. Also, you will get only the remaining time to take your exam.
5. If you take all lab exams and lab exercise quizzes, one lowest score will be dropped at the end of the semester.
6. If, for whatever reason, you miss one exam, that exam will automatically become your drop exam.
7. If, for whatever reason, you miss a second exam, it will be counted as a zero score and included in calculation of your final grade for the course.
8. **PLEASE DO NOT ASK FOR A MAKE-UP IF YOU MISSED OR MESSED UP AN EXAM OR QUIZZES.**
9. All grades will be posted on Eagle Online as soon as the exams are graded. The exams will also be available for you to review, in class, during the following class period. No one will be allowed to take the exams out of the room. After reviewing, exam copy must be returned to me immediately.
10. In lab, you are encouraged to work in groups. However, you are responsible for completing your own pre-labs and lab reports. You must answer the questions in pre-lab and lab report soon after the exercise is completed. Although you are

allowed to discuss the answers with each other, no copied answers will be accepted.  
**Please do not lend your lab manual or borrow a lab manual to copy answers.**

11. **Lab reports will be graded only during the lab exams.**

### **Course Policies**

1. You must purchase the lab manual immediately and bring it to each class period.
2. Once you are registered in the course, you will be required to log into Eagle online (<http://eagleonline.hccs.edu>) frequently to access study tools, grades, announcements, reminders and emails.
3. Class attendance is mandated by the state. **You must come to class in time.** Attendance is taken on daily basis and will be given only if you attend full class period. Coming late to the class or leaving early for whatever reason, is considered as disruption and no attendance will be given for that day. You are responsible for everything covered or announced during your absence.  
Your attendance begins on the first day of the semester.  
More than four absences may result in an administrative withdrawal.  
**If you stop attending the course or do not participate in the assessment, you are still responsible for withdrawing from the course before the withdrawal deadline (4:30 pm, Tuesday October 28, 2016). Failing to do so can result into an F or FX grade at the end of the semester.**
4. To avoid disruption in the class, all cell phones must be set on silent mode. Children or anybody who is not officially registered in the course will not be allowed in the class. Eating, drinking, or smoking is NOT allowed in the class.
5. You must read the lab safety rules before participating in any of the lab activities. The safety release form must be signed during the first lab session.
6. All grades will be posted on your Eagle online and can be accessed 24/7.

### **HCC Policy Statement - ADA**

#### Services to Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

For questions, please contact Donna Price at 713.718.5165 or the Disability Counselor at your college. To visit the ADA Web site, please visit [www.hccs.edu](http://www.hccs.edu) then click Future students, scroll down the page and click on the words Disability Information.

### **HCC Policy Statement: Academic Honesty**

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The professor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the professor has teaching, grading, and enforcement roles. You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. 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 0 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)

### **HCC Policy Statements**

*Class Attendance –It is important that you log into Eagle online during the first week of the semester and then 2-3 times each week!* Participating regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Class attendance is checked, tracked, and reported to the business office. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

### **HCC Course Withdrawal Policy**

Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

### **How to Drop**

- If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Center.  
<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>
- HCC and/or instructors may drop students for excessive absences without notification (see Class Attendance below).
- Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines:

<http://www.hccs.edu> → Current Students → Calendar-Academic → Select specific semester.

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

### **Class Attendance**

As stated in the HCC Catalog, all students are expected to attend classes regularly. Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Eagle online, and/or to drop a student for excessive absences or failure to participate regularly.

### **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. Since January 1, 2003, international students are restricted in the number of distance education courses that they may take during each semester. **ONLY ONE** online/distance education class may be counted towards the enrollment requirement for International Students per semester. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

### **Repeat Course Fee**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

### **Classroom Behavior**

As your professor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your professor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your professor achieve this critical goal.

### **Use of Course Contents**

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning tools provided to you by your professor. To show respect, you will not copy or share the contents with others unless you receive permission from

the professor.

To be successful in this class, it is the student's responsibility to:

- Participate in course activities
- Read and comprehend the instructional materials (lab manual and lab tools provided on Blackboard)
- Complete the required assignments and exams
- Ask for help when there is a question and get tutoring provided free by the college