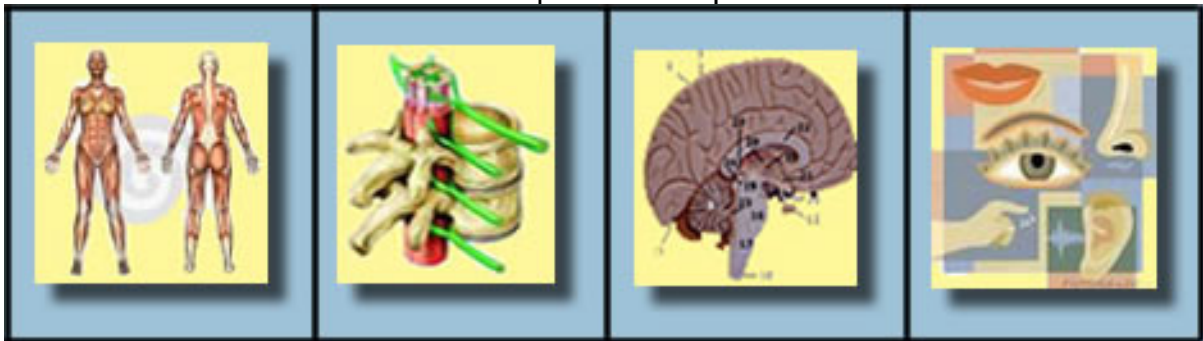


**Division of Earth, Life & Natural Sciences
Biology Department**

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

**BIOL. 2301: Anatomy and Physiology 1 | Online Lecture |
CRN 17046**

Fall 2019 | 16 Weeks (Aug 26, 2019 – Dec 15, 2019)
3 Credit Hours | 48 hours per semester



Instructor Contact Information

Instructor: Dr. Jyoti Wagle

Office Phone: 713-718-2541

Office: Central Campus, LHSB 401
1300 Holman, Houston

Office Hours: Tues 2:00-4:00 pm;
Thurs 11:00-1:00 pm

HCC Email: Jyoti.wagle@hccs.edu

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.

Instructor's Preferred Method of Contact

HCC Email: jyoti.wagle@hccs.edu

Office Phone: 713-718-2541

I would prefer that you use the email in Canvas. Otherwise email to me using my HCC email address. You must also use your HCC email. As per HCC policy, if you email using your private email (gmail, yahoo, etc.), you may not get a reply. I check my email frequently and will respond within 24-48 hours during the weekdays. Emails received during the weekend may have to wait till the following week to get a reply.

What's Exciting About This Course

In this course, you will learn about human body structure and function: About the bones and muscles that make up our body. About the skin, that is not just a covering around the body.

About the complex functioning of the brain and special senses. About our reflexes that help us to protect and maintain our body.

My Personal Welcome

Welcome to Anatomy and Physiology 1 Online lecture course. Your semester will start on August 26. You must login the course section on HCC Eagle Online CANVAS before the official record date (4:00 pm, September 9, 2019), otherwise you will be marked "Never attended" and dropped from the course by HCC business office. Buy the textbook and register on McGraw-Hill Connect immediately. As a DE student, you are responsible for having access to a reliable computer with a reliable internet connection. Online class is not easier....it just gives you time flexibility. You must stay organized and study hard in order to do well. Four biggest mistakes made by students taking online courses: not logging into CANVAS on regular basis, under-estimating the study time, waiting until the last minute to study, and missing the assignment and exam deadlines. Print the semester schedule and post it somewhere that you can check on daily basis. My goal is for you to walk out of the course with a better understanding of the subject matter. I am available through HCC email (jyoti.wagle@hccs.edu).

Prerequisites and/or Co-Requisites

Prerequisites: Math 0106 or higher placement by testing, must be placed in college level reading. If you have enrolled in this course having satisfied this prerequisite, you have a higher chance of success than students who have not done so. 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 the contents provided .

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

As an online 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.

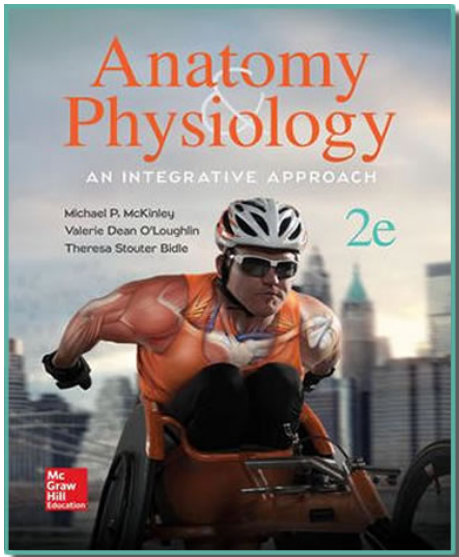
When applicable, look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

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

Instructional Materials

Required Resources

1. The textbook listed below is **required** for this course depends on your college of enrollment and the list is provided below.



LECTURE TEXTBOOKS:

Please use one of the following three options to buy your textbook.

- McKinley, Anatomy & Physiology: An Integrated approach 2nd edition with Connect access: ISBN 9781307058468, Price to Students at the bookstore \$171 plus tax
- McKinley, Anatomy & Physiology: An Integrated Approach 2nd edition with Connect Vol 2 ISBN 9781307058451, Price to Students at the bookstore \$100 plus tax
- Connect access purchased directly through Connect during the Registration process for \$65 plus tax. E-book is part of the package.

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 the e-book.

2. CANVAS section will be available on the first day of the semester by going to:

<http://eagleonline.hccs.edu>

If you have problem with your access to EO, go to

<http://www.hccs.edu/online/technical-support/>

Eagle Online Technical Support - call 713.718.5275, option 3

IT (Password reset) Customer Support - call 713.718.8800, option 1

3. McGraw-Hill CONNECT (www.mhbm.com) where you will complete **MANDATORY** graded chapter quizzes that will help you review chapter contents. **Please register immediately.**

For the first time connection and registration, please go to:

<https://connect.mheducation.com/class/j-wagle-wagle--ap-i-biol-2301--fall-2019--crn-17046>

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. It is a Core Curriculum Course.

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 Curriculum Objectives (CCOs)

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.

Program Student Learning Outcomes (PSLOs)

- 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 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.

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. 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

As a student, it is your responsibility to:

- Start the course in time
- Purchase the required textbook and other resources
- Participate actively by reviewing course material 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

Graded Assignments: All deadlines for the graded assignments are posted in the semester schedule and must be completed in a timely manner. No extensions will be granted. **All assignments and exams must be completed independently. No sharing of information is allowed. If sharing is suspected, a zero score will be given for the quiz or the exam.**

- **Chapter Quizzes:** After you have gone through the chapters in the textbook, PowerPoints, audio files and other tools provided in Canvas, you will complete online quizzes posted in McGraw-Hill CONNECT to master the course content. These quizzes are open book and have a deadline as posted in semester schedule. All other tools posted in Connect are for practice only. **Please register immediately.** For first time connection and registration, please go to: <https://connect.mheducation.com/class/j-wagle-wagle--ap-i-biol-2301--fall-2019--crn-17046> Once registered, you can just log-in by going to www.mhbm.com.
- **Lecture exams:** There will be a total of four lecture exams. Each exam will have a variety of questions such as multiple choice, true or false, and matching questions. Exams will have extra credit questions and worth 65 points maximum. **Exams 1 and 3** must be taken **in-person at HCC testing centers** (read below). Remember to take photo ID and pencil. No ID on phone will be accepted. No telephone, calculator, or reference tools will be allowed during the exam. These exams will be a proctored, paper pencil, closed book exams. **Exams 2 and 4** will be **online and are posted in Canvas**. They are available for multiple days but you will get only **one attempt** to open the exam and complete it within limited time period. Once you exit the exam, you will not be able to re-open to continue taking it. The deadline is for completing the exams, after which the exam will shut down. You will not be able to continue taking the exam and the deadline will not be extended for any reason. **PLEASE NOTE:** The deadline to complete these online exams is **5:00 pm (Houston time)** on specific days that are posted in the semester schedule. As a DE student, you are responsible for making sure that you have access to a reliable computer and internet connection. You are responsible for any technical or personal problems.....exam may shut down, computer may crash, internet may go down, family emergencies, etc. No extensions will be granted.
- All missed exams and assignments will be given a zero score.
- If you take Exams 1-4 and complete mandatory MH CONNECT chapter quizzes, one lowest score will be dropped at the end of the semester. If, for whatever reason, you miss one exam, that exam will automatically become your drop exam. **HCC Comprehensive Departmental Final Exam cannot be used as a drop score.** If, for whatever reason, you miss a second exam, it will be included as a zero score while calculating the final grade. No make-ups or extensions of the deadlines will be granted.
- **Final Exam:** is **mandatory** for all students and cannot be used as a drop exam. This is a departmental comprehensive final exam including all chapters (17-29) covered in the course and is a requirement of the Biology Discipline at HCC. Final exam must be taken **in-person at HCC Testing Centers.**

For information on HCC Testing Centers (locations, dates and times), go to:
<https://www.hccs.edu/online/proctoring-services/>

Fridays:

Central Campus - San Jacinto Building. - 1300 Holman Houston, TX 77004 - 1st Floor
Exam times: 4:00 PM -9:00 PM Last Admit 7:00pm

Saturdays:

Spring Branch Campus - 1010 W. Sam Houston Pkwy (600 area) N Houston, TX 77043
 Exam times: 10:00 AM - 3:00 PM Last Admit 12:50pm

Sundays:

Eastside Campus – 6815 Rustic Houston, TX 77087 - 3rd floor (Workforce Building)
 Exam times: 10:00 AM - 3:00 PM Last Admit 12:50pm

If you live outside the HCC service area, you are responsible for completing the Proctor Approval Form in the beginning of the semester, arranging a proctor at a local college or university and making sure that the proctor is approved by HCC DE office at least two weeks before the exam date. For details, please go to:

<https://www.hccs.edu/online/proctoring-services/>

Grading Formula

Exam 1	65 pts	HCC Grading Scale A = 100 – 90;.....4 points per semester hour B = 89 – 80:3 points per semester hour C = 79 – 70:2 points per semester hour D = 69 – 60:1 point per semester hour 59 and below = F.....0 points per semester hour W(Withdrawn).....0 points per semester hour I (Incomplete).....0 points per semester hour AUD (Audit)0 points per semester hour To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP,” “COM” and “I” do not affect GPA.
Exam 2	65 pts	
Exam 3	65 pts	
Exam 4	65 pts	
Connect Quizzes	65 pts	
Total score (4 out of 5)	260 pts	
Final Exam	30 pts	
Total Score	290 pts	

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 BEFORE **November 1, 2019**
- ✓ 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

Week	Reading and Testing Schedule
Aug 26	Review syllabus and course organization (eagleonline.hccs.edu) Study Ch 1: The Sciences of Anatomy & Physiology Review Ch 2, 3 & 4: Chapters on Chemical & Cellular Level of Organization*
Sept 2	Study Ch 5: Tissue Organization
Sept 9	Study Ch 6: Integumentary System
Sept 16	MH CONNECT Quizzes-Chap. 1, 5 & 6 – To be completed before 11:55pm, Thurs, Sept 19th Exam 1 – To be completed in-person at HCC Testing Center Sept 20th – Sept 22nd
Sept 23	Study Ch 7: Skeletal System - Bone Structure & Function Study Ch 8a: Skeletal System - Axial Skeleton
Sept 30	Study Ch 8b: Skeletal System - Appendicular Skeleton
Oct 7	Study Ch 9: Skeletal System - Articulations MH CONNECT Quizzes -Chap. 7, 8 & 9– To be completed before 11:55pm, Thurs, Oct 10th Exam 2 – To be completed ONLINE before 5:00 pm, Sat, Oct 12th
Oct 14	Study Ch 11: Muscular System – Axial & Appendicular Muscles Study Ch 10: Muscle Tissue
Oct 21	Study Ch 12: Nervous System - Nervous Tissue
Oct 28	Study Ch 13a: Nervous System - Brain Protection 4:30 pm, Friday, Nov 1: Deadline to withdraw
Nov 4	MH CONNECT Quizzes -Chap. 10, 11 & 12– To be completed before 11:55pm, Thurs, Nov 7th Exam 3 – To be completed in-person at HCC Testing Center Nov 8th – Nov 10th
Nov 11	Study Ch 13b: Nervous System – CSF, Brain Structure & Function, Cranial Nerves
Nov 18	Study Ch 14: Nervous System - Spinal Cord & Spinal Nerves
Nov 25	Study Ch 16: Nervous System - Senses Study Ch 15: Nervous System – Autonomic Nervous System
Dec 2	MH CONNECT Quizzes –Chap. 13, 14, 15 & 16– To be completed before 11:55pm, Mon, Dec 2nd Exam 4 – To be completed ONLINE before 5:00 pm, Wed, Dec 4th Mandatory Departmental Final Comprehensive Exam – To be completed in-person at HCC Testing Center Dec 6th – Dec 8th
Dec 9	Final grades posted

****Chapters 2, 3 and 4 are a review of General Biology information. Students enrolled in BIOL 2301 and 2302 are recommended to review these chapters ahead of time to better prepare themselves for the courses. A reference to the information in these chapters will be needed during the courses.**

Important Dates:	
Aug 25 (online)	Last Day for drop/add
Sep 9th	Official Day of Record (attendance Approval Deadline)
Nov 1st before 4:30 pm	Last Day for Administrative and Student Withdrawal
Dec 16	Grades available to students

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

- The Instructor DOES NOT have to announce/tell you of upcoming assignments in person. This is a college course and you have to keep yourself informed by keeping up with your Canvas. All assignments and quizzes will be posted with dates and the dates will be updated as the semester goes on. It is your responsibility to keep up.
- If you take Exams 1-4 and complete mandatory MH Connect chapter quizzes, one lowest score will be dropped at the end of the semester.
- A grade of ZERO will be given for any missed work or test. If, for whatever reason, you miss one exam, that exam will automatically become the lowest drop score. If, for whatever reason, you miss a second exam, it will be given a zero score while calculating the final grade. No make-up exams are given for missed or messed up exam or quiz.

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.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

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

Attendance is mandated by the state. You are expected to attend the entirety of the scheduled lecture and lab classes. 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. 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.

- 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.
- 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.

Student Conduct

Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards instructor and classmates. 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.

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

EGLS³

The EGLS³ (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. EGLS³ 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
<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

Phone: 713-718-7775

TIPS FOR STUDENT SUCCESS!

1. Study by going through the textbook. PowerPoints from each chapter are designed as study guide. About 3-10 minutes audio files have also been provided for subtopics in each chapter. Stay ahead of the material from the beginning!
2. Review, review, review!
3. Test yourself on a regular basis! Practice tools are provided in Canvas as well as on MH-Connect site. Remember, they are for practice only.
4. It will be very helpful to define and summarize important terms and concepts using hand written flashcards, concept maps, diagrams and summaries in your own words.
5. Most HCC campuses have Computer Labs for tutorials and classroom assignments.
6. Take advantage of the HCC Central College tutoring service available to you at no cost: Learning Emporium: SJAC 384. Schedule should be ready close to the start of the semester. If needed, see the tutor early, not on the day before the exam. For HCC tutoring, Please Go To <https://www.hccs.edu/resources-for/current-students/tutoring/>

DISCLAIMOR

It is your responsibility to read the syllabus in its entirety and contact the Instructor if you have any questions and/or need clarifications.