



**HOUSTON COMMUNITY COLLEGE (CENTRAL CAMPUS)  
Anatomy & Physiology II /BIOL 23021 / COURSE#10924  
Fall 2018 - Second Start**

**INSTRUCTOR CONTACT INFORMATION**

**Instructor:** Lawrence Wald, B.A., D.C. **Office Phone:** 713-718-6050  
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**WELCOME TO**

**Course Title:** Anatomy & Physiology II **Semester and Year:** Spring 2019 SS  
**Course Prefix:** BIOL 2302  
**Course Number:** 11071 **Class Days & Times:** Mon/Wed 5:00-6:50p  
**Credit Hours:** 3 SCH **Room #** TBA

**Course Overview**

**Course Description:** Continuation of BIOL 2301 including the circulatory, respiratory, digestive, excretory, reproductive and endocrine systems.

**Student Learning Outcomes & Objectives:**

1. Students will be able to analyze the circulatory systems (including lymphatic and immune systems) and their components.
2. Students will be able to understand hormonal control of body systems and homeostasis.
3. Students will be able to analyze the histology; gross anatomy and the physiology of the respiratory and urinary systems applying the structural and physiological linkage of these systems with the cardiovascular system.
4. Students will be able to analyze, understand and explain the structure and function of the digestive system correlating it with metabolism.
5. Students will be able to analyze and evaluate the structure, function and regulation of the reproductive system.
6. Students will be able to apply the knowledge gained in lab utilizing anatomical models and physiology experiments.
7. Students will utilize online interactive evaluation tools to gauge their understanding of key anatomical and physiological concepts prior to lecture/examinations/quizzes where applicable.

**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:**

Biology 2301 - Anatomy and Physiology I

**Co-requisites:**

Biology 2102 - Anatomy and Physiology II Lab

**Required Material:**

**Textbook:** McKinley MP et al., *Anatomy & Physiology - An Integrative Approach*, 2<sup>th</sup> edition. McGraw Hill: New York, 2016.

**Learning Web:** Assignments may be posted on the Learning web found at the following link:  
<http://learning.hccs.edu/faculty/>

**CANVAS:** All lecture notes, powerpoints, study guides, illustrations, up-to-date information can be accessed online. "Canvas" is your direct link to all relevant information presented in this course. (Please use it often!)

**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.

**Exams/Quizzes:** There will be four non-comprehensive exams and one comprehensive department final..

**Make-up Exams:** With proper notification and excuse, the first three exams can be made up.

**INSTRUCTORS'S ASSURANCE**

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with a framework in which to build the vast knowledge concerning the structure and function of the human body.

As a health care provider, I want my students to experience, as I do, the realization of the miracle of the human body. To achieve these goals, I provide lecture notes and study guides which allow you to focus on my powerpoint presentations.

As a student wanting to learn about the human body, it is your responsibility to read the textbook, submit the lab reports when required, study for the exams, participate in laboratory exercises, attend class, and enjoy yourself while experiencing the human body.

As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of lab time involved in collaborative efforts and discussions with your classmates.

**TENTATIVE INSTRUCTIONAL OUTLINE:** The Instructor reserves the right to change the instructional outline if needed. Students will be informed in a timely manner of any changes.

## 12 Week Calendar:

WEEK	DATE	TOPIC	Text Chapter
1	Feb 11	Introduction; Syllabus; Endocrine System	Chapter 17
	Feb 13	Endocrine System [cont]; Blood	Chapter 17 [cont]; Chapter 18
2	Feb 18	Blood [cont.]; Heart	Chapter 18 [cont]; Chapter 19
	Feb 20	Heart [cont]	Chapter 19 [cont]
3	Feb 25	Review	
	Feb 27	Exam 1	Chapters 17, 18, 19
4	Mar 4	Vessels & Circulation	Chapter 20
	Mar 6	Vessels & Circulation [cont]; The Lymphatic System	Chapter 20 [cont]; Chapter 21
5	Mar 18	The Lymphatic System [cont]; Immune System and the Body's Defense	Chapter 21 [cont] Chapter 22
	Mar 20	Immune System and the Body's Defense [cont]	Chapter 22 [cont]
6	Mar 25	Review	
	Mar 27	Exam 2	Chapters 20, 21, 22
7	Apr 1	The Respiratory System	Chapter 23
	Apr 3	The Respiratory System [cont]; Urinary System	Chapter 23 [cont]; Chapter 24
8	Apr 8	Urinary System [cont]; Fluids & Electrolytes	Chapter 24 [cont] Chapter 25
	Apr 10	Fluids & Electrolytes [cont]	Chapter 25 [cont]
9	Apr 15	Review	
	Apr 17	Exam 3	Chapters 23, 24, 25
10	Apr 22	Digestive System	Chapter 26
	Apr 24	Digestive System [cont]; Nutrition & Metabolism	Chapter 26 [cont]; Chapter 27
11	Apr 29	Nutrition & Metabolism; Reproductive System	Chapter 27 [cont] Chapter 28
	May 1	Reproductive System [cont]	Chapter 28 [cont]
12	TBA	Exam 4; Departmental Final	Chapters 26, 27, 28

**BEHAVIOR AND ETIQUETTE**

**NO EATING OR DRINKING OR SMOKING IN LABORATORY:** No food or drinks are allowed in the laboratory. In addition, no smoking is allowed.

**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!!

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

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Go to [www.hccs.edu/egls3](http://www.hccs.edu/egls3) for more information.

**GRADE DETERMINATION:**

Students will be required to successfully complete the following, according to the HCC grading scale.

*Exam 1:* One hundred (100) questions will be primarily multiple choice, but may also include true or false, matching, and picture identification. They will cover Chapters 17, 18, and 19. Questions will include knowledge questions, identification questions, comprehension questions, and analysis questions. Each correct answer is worth one point for a total of 100 points.

*Exam 2:* One hundred (100) questions will be primarily multiple choice, but may also include true or false, matching, and picture identification. They will cover Chapters 20, 21, and 22. Questions types will include knowledge questions, identification questions, comprehension questions, and analysis questions. Each correct answer is worth one point for a total of 100 points.

*Exam 3:* One hundred (100) questions will be primarily multiple choice, but may also include true or false, matching, and picture identification. They will cover Chapters 23, 24, and 25. Questions types will include knowledge questions, identification questions, comprehension questions, and analysis questions. Each correct answer is worth one point for a total of 100 points.

*Exam 4:* One hundred (100) questions will be primarily multiple choice, but may also include true or false, matching, and picture identification. They will cover Chapters 26, 27, and 28. Questions types will include knowledge questions, identification questions, comprehension questions, and analysis questions. Each correct answer is worth one point for a total of 100 points.

*Mandatory System-wide Departmental Final* Fifty (50) multiple choice questions will be chosen by a system-wide panel. The exam will be comprehensive covering all previous course-work. Each correct answer is worth 1 point for a total of 50 points.

*Project:* To be announced worth fifty (50) points.

**Letter Grade Assignment:** There is a total of 500 points to be earned during the semester.

**HCC Grading Scale**

Final Grade Percentage	Final Grade	Points Earned
90 - 100	A	447.5 - 500
80 - 89	B	397.5 - 447.4
70 - 79	C	347.5 - 397.4
60 - 69	D	297.5 - 347.4
0 - 59	F	0 - 297.4

FX (Failure due to non-attendance)

IP (In Progress)

W (Withdrawn)

I (Incomplete)

**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 WITHDRAWALS (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 [www.hccs.askonline.net](http://www.hccs.askonline.net); 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.

**TENTATIVE INSTRUCTIONAL OUTLINE:** The Instructor reserves the right to change the instructional outline if needed. Students will be informed in a timely manner of any changes.

### **ADDITIONAL INSTRUCTOR AND INSTITUTIONAL POLICIES**

#### **ACADEMIC INTEGRITY**

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

**STUDENT BEHAVIOR EXPECTATIONS**

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

**AMERICANS WITH DISABILITIES ACT STATEMENT**

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

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

**COMPUTER VIRUS PROTECTION**

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

**EQUAL OPPORTUNITY STATEMENT**

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

**FERPA**

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

**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.

**TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.**

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to: [www.edurisksolutions.org](http://www.edurisksolutions.org) . Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.