



Human Anatomy & Physiology II-18626

BIOL-2302

RT 2022 Section 1004 3 Credits 08/22/2022 to 12/11/2022 Modified 08/29/2022

Course Meetings

Course Modality

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Meeting Days

Tuesday and Thursday

Meeting Times

9:30-10:50 AM

Meeting Location

Room 214 (2nd Floor in West Houston Institute)
at Alief-Hayes Campus

Instructional Mode

P

The course modality of this class is *In-Person*.

Faculty will hold class on-campus as per the assigned schedule.

Attendance will be taken each class period.

Welcome and Instructor Information

What's Exciting About This Course

You will learn so much about your life and living organisms. Do you know how the heart works? Are you male or female? What makes you male or female? How does your blood flow? How do you breathe? How do your kidneys eliminate waste? The course will look at how and why the body works the way it does. What happens? Anatomy and physiology is the study of life and living organisms. But what exactly does being ALIVE mean? What qualities make one a living organism? How do we stay alive? What processes help us stay alive? We will understand that Anatomy and Physiology are the opposite sides of the same biological coin.

Anatomy, provides a map of how a body is put together, human or animals.

Physiology is the instruction manual that explains how this miraculous machine works!

The information in this course will enable you to understand the life and living plus diseases and effects, as well as develop new habits to increase your personal success. You will use what you learn in this course; your knowledge will come in handy later in the course of your professional career.

My Personal Welcome

Welcome to Anatomy and Physiology—I'm delighted that you have chosen this course! I am very passionate about the human body and how it works, and I can hardly wait to pass that knowledge and passion on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by Canvas Inbox. The best way to really discuss issues is in person and I'm available during online posted office hours (in Webex) or after lab to tackle questions you may have. My goal is for you to walk out of the course with a better understanding of the subject matter and its relationship to illnesses and health. So please "visit" me in Webex or contact me by Canvas Inbox whenever you have a question.

Preferred Method of Contact

Main contact: Canvas Inbox or HCC email at m.bracamonte@hccs.edu

I will respond to Canvas Inbox messages or HCC email within 24-48 hours Monday through Friday (before 4:00pm); I will reply to weekend messages during the following week. Messages or emails sent during holidays will be responded by the next business day.

Course Overview

Course Description

Credits: 3 (3 lecture). Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Requisites

Prerequisite: Must have passed ENGL 1301 (or higher) or take ENGL 1301 as a corequisite.

Pre/co-requisite- BIOL 2101 & BIOL 2301 strongly recommended

Department Website

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

Core Curriculum Objectives (CCOs)

BIOL 2302 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:

- (A) **Critical Thinking Skills:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;
- (B) **Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication;
- (C) **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions;
- (D) **Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal;

Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs) for the Biology Discipline can be found at <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

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!

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

Departmental Practices and Procedures

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

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

As a student, it is your responsibility to:

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

Instructional Materials and Resources

Instructional Materials

Textbook:

Openstax Anatomy and Physiology, 2ed

-FREE

-The PDF Openstax Anatomy & Physiology 2ed. textbook file is posted in Canvas or Download it at this website by clicking at "Download a PDF":

<https://openstax.org/details/books/anatomy-and-physiology-2e> (<https://openstax.org/details/books/anatomy-and-physiology-2e>)

-You can also use the e-version (online) textbook at the same link (above) by clicking "View Online"

Other Instructional Resources

[HCCS Biology Lab Study Pages](#)

Click at the following link to get to HCCS Biology 2102 Lab Study Pages:

<https://iied21.hccs.edu/JyotiW/BiologyLabs/AP2/AP2index.html>
<https://iied21.hccs.edu/JyotiW/BiologyLabs/AP2/AP2index.html>

The HCCS Biology 2102 Lab Study Pages are for HCC Students to review lab material 24/7. The pages include models, microscope slides, experiments, dissections, animations and practice quizzes.

✓ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Exams	65% (650 pts. total)		Exam 1 (Ch 17 & 18) = 150 pts Exam 2 (Ch 19, 20, 21) = 150 pts Exam 3 (Ch 22 & 23) = 150 pts Exam 4 (Ch 24, 25, 26) = 100 pts Exam 5 (Ch 27 & 28) = 100 pts Need a scantron per quiz. Most Exams are multiple-choice questions. Exams taken in the classroom.
Ch Quizzes	10% (100 pts)		12 chapter quizzes, 10 pts. each. The lowest 2 quiz scores will be dropped. Some are in Canvas and some in-class. No scantron needed for Quizzes.
In-Class Questions	10% (100 pts)		12 In-Class Questions: 1 per chapter. The lowest 2 In-Class questions will be dropped. Each Chapter In-Class questions = 10 pts. In-Class Questions are ONLY done during lecture. Missing or absent to the In-Class Questions = 0 pts.
BIOL Dept. Final Exam	10% (100 pts.)		-Comprehensive: questions from Ch 17-28 -50 questions, mainly multiple-choice questions -100 pts.
3D Printing in Medicine Presentation	5% (50 pts.)		

Grading Formula

Grade	Range	Notes
A	900-1000 pts. (90-100%)	
B	800-899 pts. (80-89.9%)	
C	700-799 pts. (70-79.9%)	
D	600-699 pts. (60-69.9%)	
F	599 - 0 pts. (59.9% - 0%)	

* Instructor's Practices and Procedures

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 the withdrawal deadline and must sign the Incomplete Form and return it to your professor.
- 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/> (<https://www.hccs.edu/resources-for/current-students/student-handbook/>)

Missed Assignments/Make-Up Policy

MAKE-UP FOR EXAMS:

1. If a student must miss an exam, he/she must notify the instructor personally through email or Canvas Inbox or going to my office (room C304 at Alief campus), PRIOR to the date & time of the exam. If the instructor is not notified prior to the exam date/time, the student will receive a zero (0) for the missed exam.
2. If the student has an emergency situation that prevents him/her from taking the exam on the scheduled week, the instructor will require that the student submits a written document that proves the emergency situation. Examples of written documentations but not limited to are: a doctor's note, Court orders, death obituaries, etc.
3. If you fail to contact the instructor about missing an exam, do not have any written documentation and you are allowed to take a make-up exam, THIS MAY BE A PROCTORED ESSAY EXAM.
4. All exams not made up within five business days/time frame will receive a zero for that exam REGARDLESS of the rationale for missing the exam (including emergencies.)
5. There is no repeating of lecture exams and final exam to improve an exam grade or "dropping" the lowest lecture exam or the BIOL Dept. Final exam grade.

LATE ASSIGNMENTS:

1. Assignments in BIOL 2302 consist of quizzes, weekly In-class question assignments, exams, a 3D printing group presentation project.
2. All assignments have clear, specified, and enforced due dates stated in the Course Calendar.
3. Chapter questions assignments must be submitted in the lecture room on the day specified in the Course Calendar. If you are not present in lecture the day of a Chapter questions assignment, you will earn 0 pts. for the assignment. No make ups allowed.
4. Some quizzes will be taken in lecture or in Canvas. If you are not present in lecture on the day of a quiz taken during class, you will earn 0 pts. for the missed quiz. If you miss taking a quiz in Canvas, you will earn 0 pts. for the missed quiz.
5. Missing the 3D printing group presentation on the scheduled date will earn you 0 pts. for the presentation; missing any component of the the 3D printing presentation project will earn you 0 pts. No make ups allowed.
6. Occasionally deadlines for assignments may be adjusted for the entire class based on outside factors (i.e. instructor's absence, etc.) These deadline adjustments will be posted in the Course's News area and/or students will be notified using the College's e-mail system and Canvas' Inbox message and/or during lecture time.

Academic Integrity

1. All students taking courses at HCC are required to adhere to all HCC Policies & Procedures, the Student Code of Conduct, and the Student Handbook, when interacting and communicating in a virtual and fellow students.
2. 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 Chair and Dean of the Biology Department and Dean of Student Services. In addition, a report will be written and submitted to HCC describing the details of any academic integrity violation/s. 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):

<https://www.hccs.edu/studentprocedures> (<https://www.hccs.edu/studentprocedures>)

Attendance Procedures

Attendance will be taken at each lecture meeting

Attend lecture to the respective HCC Campus and lecture room, on the day and time that the course starts. IT IS RECOMMENDED, BUT NOT REQUIRED, TO WEAR A FACE MASK WHILE IN THE LECTURE ROOM.

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. 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. 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.

Use of Cell Phones, Camera and/or Recording Devices

It is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use them in the classroom unless you receive permission.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Instructor's Course-Specific Information

Assignments, Exams, and Activities

Chapter Quizzes

There will be 12 chapter quizzes. Each quiz is worth 10 pts. The lowest 2 quiz scores will be dropped. Quizzes will be in the classroom or online (in Canvas). Each quiz in Canvas will be timed. Once the time expires, quizzes will close automatically and any questions not answered will be scored as zero (0) points. Quizzes will have mainly multiple choice questions. There are no make-ups for missed quizzes. Scantrons are not needed for quizzes.

Lecture Exams

There will be 5 lecture exams. All lecture exams are closed books and notes and taken in the classroom. Questions in lecture exams will be mainly multiple choice, with some true/false, matching, picture identification, and short answer questions. A scantron is needed for each lecture exam.

BIOL Department Final Exams

There will be a mandatory BIOL Dept. Final Exam: worth 100 pts, comprehensive (questions from ALL chapters studied in class), closed books & notes. A scantron is needed for the Dept. Final Exam.

In-Class Activities

Lecture: For some chapters (or parts of chapters) you can take lecture notes by using the "Incomplete Lecture Notes" that you can print from Canvas. Bring them to lecture to take notes. But other chapters (or parts of some chapters) in the course are **FLIPPED**: this means that you acquire the lecture content by completing the flipped lecture notes on your own time before coming to class. Then, during lecture time, you will DO assignments and review activities to master the concepts from the each chapter.

The "Incomplete" and "Flipped" Lecture Notes are posted in Canvas under the "Lecture Notes and PowerPoint" Module. Your completed chapter notes will be the "study guides" to guide you on what you need to READ in the textbook and study for each chapter before an exam.

Power Point Slides: The Power Point slides used by your AP 2 professor during lectures are also available in Canvas under the "Lecture Notes and PowerPoint" Module.

Devices

Electronic Devices

1. Computers are used in the course for course communication, submission of some assignments, for taking quizzes or doing homework, for printing files, etc.
2. You need to have high speed Internet access and use Chrome or Firefox to access the course (Canvas does not work well with Explorer), and Adobe Acrobat Reader (to read and fill in PDF files.)
3. You are advised to leave ample time to complete your work in case of inevitable disasters such as computer crash, viruses, losing your computer or failure, bad or slow internet connection, no internet connection, etc. These & others will not be acceptable excuses for late work & assignments and/or for granting extra credits or more time, or points. THEREFORE, DO YOUR

ASSIGNMENTS EARLY IN THE WEEK. DO NOT PROCRASTINATE. Remember, much of your work can be done using computers at HCC (in the computer lab), a trusted friend's computer, etc., during a time when your computer is not working. Save your work to a USB port, etc., (early and often) in order to make it portable. I will not be sympathetic to problems that occur because you waited until the last minute/hour/day to correct computer problems.

4. In addition, having a computer that does not work properly, works slow, is old, bad internet connection, etc., when taking quizzes and/or submitting assignments, etc., will not be excuses to give you extra days, extra points, extra time, etc. Remember: you can do much of your work in a computer at HCC, public library, or at another computer during a time when your computer is not working or has issues!

Faculty Statement about Student Success

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

- Reading the textbook and files posted in Canvas related to -lecture topics, Attending & participating in person and/or online
- Timely completion of assignments in Canvas and asking questions when needed
- Participating in class activities
- Successful exams performance, including the mandatory final exam.

There is no short cut for success in this course: it requires reading and studying the material often using the course objectives as a guide and studying in a question-thinking format. Test often your knowledge before taking a quiz or exam by doing review questions on the course topics WITHOUT using any help (book, notes, internet, etc.). If you do not know the answer to the questions without using help, then you do not know the content and need to review it again before a quiz or exam. Then, once you have reviewed, test your knowledge again without using any help!

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

HCC Policies and Information

Our Vision

Houston Community College shapes the future for all students with innovative, affordable, timely, responsive, and continuously improving educational programs and services. Partnered with the communities we serve, we take a defining role in regional economic, workforce, and social development.

<https://www.hccs.edu/about-hcc/> (<https://www.hccs.edu/about-hcc/>)

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

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

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

Campus Carry Link

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

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

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 \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eoo> (<https://www.hccs.edu/eoo>)

Ability 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 <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

Title IX

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

David Cross
 Director EEO/Compliance
 Office of Institutional Equity & Diversity

3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

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

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

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

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

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/> (<https://eagleonline.hccs.edu/>)

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

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

As a student, it is your responsibility to:

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

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/egls3) (<https://www.hccs.edu/egls3>)) 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.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

Housing and Food Assistance for Students

If you are experiencing any hardship related to food, shelter, mental health, or other basic needs areas, please visit the Basic Needs page for resources (<https://www.hccs.edu/cares> (<https://www.hccs.edu/cares>)). You have the option to take the Basic Needs Questionnaire and ask to be contacted by a counselor for additional assistance or support (<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)). Furthermore, please notify the professor if you are comfortable doing so.

Student Resources

Tutoring

HCC provides free and convenient academic support, in a large variety of subjects, to HCC students in both an online environment and in-person on campus. Tutoring is provided by HCC personnel in order to ensure that it is appropriate. Visit the HCC Tutoring Services website for more information at <https://hccs.edu/tutoring> (<https://hccs.edu/tutoring>).

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 <https://library.hccs.edu> (<https://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 <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Course Calendar

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.

<p>1 Week of Aug 23</p>	<p>Introduction to the Course</p> <p><u>Ch 17: "The Endocrine System"</u></p>	<ul style="list-style-type: none"> • Read the Course Syllabus • Read Ch 17 in Openstax <p>In Lecture:</p> <p>-Complete Ch 17 In-Class Questions = 10 pts</p> <p>Assignments to do by Tue, Sept. 6 before 11:59 pm:</p> <p>-Take quiz for Ch 17: 10 quest, 10 pts, in Canvas</p> <p>-Read Ch 18 in Openstax</p>
<p>2 Week of Aug 30</p>	<p><u>Ch 18: "Cardiovascular System: Blood"</u></p>	<p>Before coming to lecture:</p> <ul style="list-style-type: none"> • Read Ch 18 in Openstax <p>In Lecture:</p> <p>-Complete Ch 18 In-Class Questions = 10 pts</p> <p>Assignments to do by Tue, Sept 6 before 11:59 pm:</p> <p>-Take quiz for Ch 18: 5 quest, 10 pts, in Canvas</p>
<p>3 Week of Sept 6</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Day of Record: Sept 6</p> </div>	<p>Th, Sept 8: Exam 1</p> <p>-On Ch 17 and Ch 18</p> <p>-75 questions, 2 pts. each</p> <p>-150 pts.; Need scantron</p> <p>-</p> <p><u>Ch 19: "Cardiovascular System: The Heart"</u></p>	<p>Before coming to lecture:</p> <ul style="list-style-type: none"> • Read Ch 19 in Openstax <p>In Lecture:</p> <p>-Complete Ch 19 In-Class Questions = 10 pts</p>
<p>4 Week of Sept 13</p>	<p><u>Ch 19: "Cardiovascular System: The Heart"</u></p> <p>.....Continued</p> <p><u>Ch 20: "Cardiovascular System: Blood Vessels and Circulation"</u></p>	<p>Before coming to lecture:</p> <ul style="list-style-type: none"> • Read Ch 19 and Ch 20 in Openstax <p>In Lecture:</p> <p>-Tue, Sept 13: Take Ch 19 quiz = 10 pts.</p> <p>-Complete Ch 20 In-Class Questions = 10 pts.</p>

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Week	Date	Topic	What To Do:
5	Week of Sept 20	<p><u>Ch 20: "Cardiovascular System: Blood Vessels and Circulation" ...Continued</u></p> <p>3D Printing in Medicine: -Project discussion & groups assigned -Take the IDEASudio New Member Orientation &</p> <p>Safety</p> <p>Quiz online, <u>Deadline:</u> Sept 26 at 11:59 pm -Upload a picture of the</p> <p>release</p> <p>of liability form = 5 pts.; <u>Deadline:</u> Sept 26 at 11:59 pm</p>	<p>Before coming to lecture:</p> <ul style="list-style-type: none"> Read Ch 20 in Openstax <p>In Lecture:</p> <ul style="list-style-type: none"> -Complete Ch 20 Quiz on Arteries & Veins = 10 pts
6	Week of Sept 27	<p><u>Ch 21:</u> "Lymphatic and Immune System"</p> <p><u>Th, Sept 29</u> -Meet at Learning Commons in West Houston Institute 1st Floor, Room 107: -Presentation: Finding 3D printing sources online: 5 pts.</p> <p>-Groups to plan human organ/structure to 3D print = 5 pts. -Take Introduction to 3D printing Quiz = 5 pts. & upload STL file = 5 pts. Deadline: Oct 3, 11:59pm</p> <p>-Sign up for 3D printing training to earn 5 pts. xtra credits for Exam 2.</p>	<p>Before coming to lecture:</p> <ul style="list-style-type: none"> Read Ch 21 in Openstax <p>In Lecture:</p> <ul style="list-style-type: none"> -Complete Ch 21 In-Class Questions = 10 pts -Take Ch 21 quiz in Canvas on Antibodies = 10 pts

7	Week of Oct 4	<p>Tue, Oct 4: Exam 2 On Ch 19, 20, 21</p> <p>-75 questions, 2 pts. each</p> <p>-150 pts.; Need scantron</p> <p>-ONLY students that will 3D print for the group presentation:</p> <p>meet at IDEASTudio,</p> <p>West Houston Institute for 3D printing training.</p>	
8	Week of Oct 11	<p><u>Ch 22</u>: "Respiratory system"</p> <p><u>Ch 23</u>: "Digestive System"</p>	<p>Before coming to lecture:</p> <ul style="list-style-type: none"> • Read Ch 22 and Ch 23 in Openstax <p>In Lecture:</p> <p>-Complete Ch 22 and Ch 23 In-Class Questions = 10 pts</p> <p>Assignments to do by Tue, Oct 18 <u>before</u> 11:59 pm:</p> <p>-Take quiz for Ch 22 in Canvas = 10 pts.</p> <p>-Take quiz for Ch 23 in Canvas = 10 pts.</p>
Week	Date	Topic	What To Do:
9	Week of Oct 18	<p><u>Ch 24</u>: "Metabolism and Nutrition"</p>	<p>Before coming to lecture:</p> <ul style="list-style-type: none"> • Read Ch 24 in Openstax <p>In Lecture:</p> <p>-Complete Ch 24 In-Class Questions = 10 pts</p> <p>-Complete Ch 24 Quiz = 10 pts.</p>

10	<p>Week of Th, Oct 20: EXAM 3</p> <p>Oct 25 -On Ch 22 and 23</p> <p> -75 questions; 2 pts. each</p> <p> -150 pts.; Need scantron</p> <p> Ch 25: "Urinary System"</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Last day to Withdraw BIOL 2302 & get a "W": Friday, Oct 28 2022</p> </div>	<p>Before coming to lecture:</p> <ul style="list-style-type: none"> • Read Ch 25 in Openstax <p>In Lecture:</p> <p>-Complete Ch 25 In-Class Questions = 10 pts</p> <p>-Take Ch 25 Quiz = 10 pts.</p>
11	<p>Week of Ch 26: "Fluids, Electrolytes,</p> <p>and</p> <p>Nov 1 Acid-Base Balance"</p>	<p>Before coming to lecture:</p> <ul style="list-style-type: none"> • Read Ch 26 in Openstax <p>In Lecture:</p> <p>-Complete Ch 26 In-Class Questions = 10 pts</p> <p>Assignments to do by Mon, Nov 7 <u>before</u> 11:59 pm:</p> <p>-Take quiz for Ch 26 in Canvas = 10 pts.</p>
12	<p>Week of Ch 27: "Reproductive System"</p> <p>Nov 8</p> <p>EXAM 4: Ch 24, 25, 26</p> <p>-50 questions = 100 pts.</p> <p>(each question = 2 pts)</p> <p>-Need scantron</p>	<p>Before coming to lecture:</p> <ul style="list-style-type: none"> • Read Ch 27 in Openstax <p>In Lecture:</p> <p>-Complete Ch 27 In-Class Questions = 10 pts.</p> <p>-Take Ch 27 Quiz = 10 pts.</p>
13	<p>Week of Group Presentations:</p> <p>Nov 15 3D Printing in Medicine =</p> <p> 25 pts.</p>	<p>-Tue, Nov 15: Group A, B, C and D</p> <p>-Th, Nov 17: Group E, F, G, and H</p>

14	Week of 24 Nov 22	NO LECTURE Nov 22 & Nov 24	Thanksgiving Break
Week	Date	Topic	What To Do
15	Week of Nov 29	Ch 28: "Development & Inheritance" Exam 5: Ch 27 and Ch 28 -50 questions = 100 pts. (each question = 2 pts.) -Need scantron	Before coming to lecture: · Read Ch 28 in Openstax In Lecture: -Complete Ch 28 In-Class Questions = 10 pts. -Take Ch 28 quiz = 10 pts.
16	Tuesday, Dec 6 each)	BIOL Dept. Final Exam: -at 9:00 am, -100 pts. (50 questions = 2 pts.) -Comprehensive: Ch 17-28 -Need scantron	

Additional Information

Biology Departmental/Program Information

Visit the [Biology Program Page \(https://learning.hccs.edu/programs/biology\)](https://learning.hccs.edu/programs/biology) on the HCC Learning Web for information about our faculty and courses. You will also find information about majoring in Biology.

The [Field of Study \(FOS\) Curriculum for Biology \(https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/\)](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/) here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

The [Associate of Science in Biology - Biology Majors & Premedical Programs \(https://catalog.hccs.edu/preview_program.php?catoid=3&poid=905\)](https://catalog.hccs.edu/preview_program.php?catoid=3&poid=905) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics.

The [Associate of Science in Biology - Health Sciences Professions \(https://catalog.hccs.edu/preview_program.php?catoid=3&poid=906\)](https://catalog.hccs.edu/preview_program.php?catoid=3&poid=906) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics. (Pre-Nursing, Pre-Radiologic Sciences, Pre-Clinical Laboratory Services)

Visit the [STEM Resources Page at HCC \(https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/\)](https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/): HCC has developed this site to provide information on STEM related programs and resources at HCC and other institution – to include scholarship information.

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. You can always request a meeting (virtual/ in person) to go over your concerns. If your instructor is not able to assist you, then you may wish to contact the Biology Department using this form.

[Biology Department Reporting Form \(https://forms.office.com/r/8BwrMbqCYB\)](https://forms.office.com/r/8BwrMbqCYB)

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