



Course Syllabus
Anatomy and Physiology I - Lab (BIOL 2101)

CRN# 10534

Spring 2019

Credit: 1 Semester hours/16 weeks (Jan 14, 2019- May 12, 2019)

Lab: Room 312 LHSB; Monday & Wednesday 11:00am- 12:20pm

Instructor: Madhavi Nayar, Ph.D
Office: Learning Hub (LHSB 401)
Office Hours: Monday, Wednesday 9:30 am – 11:00 am
(contact me by email for alternative time)
E-mail: madhavi.nayar@hccs.edu
Telephone: 713-718-6293

Pre-requisites

College reading level as determined by SAT, ACT, TASP, or successfully passing ENGL 0305 , Math 0106 with a “C” or better.

BIOL 1406 (General Biology I) highly recommended.

Course Description

Topics studied here are the structure and function of human cells, tissues, and organ systems including integumentary, skeletal, musculature, and nervous systems. The objective of this course is to give the students the basic knowledge of human anatomy and physiology, especially those entering applied health sciences.

Most of you will find the material is new to you. Please set aside adequate time for study - you will probably need to spend at least *6 hours per week!!!*

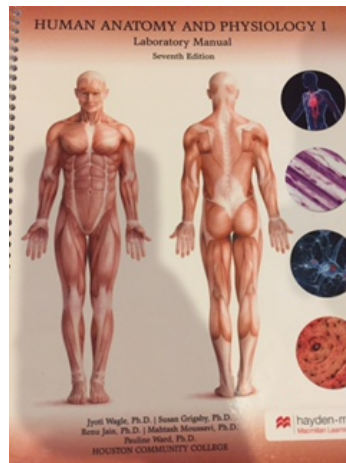
Student Learning Outcomes

1. Students will be able to understand and apply the principals of homeostasis and the importance of feedback loops.
2. Students will be able to evaluate information and make conclusions based on their knowledge of membrane transport.
3. Students will be able to apply their knowledge of muscle structure to explain how muscles function.
4. Students will be able to apply their knowledge of the structure of the skeletal system to its functions.

5. Students will be able to understand and apply their knowledge of changes in polarity on membrane potential.
6. Students will be able to apply and demonstrate their knowledge concerning reflex arcs.
7. Students will be able to apply the knowledge gained in lab utilizing anatomical models, physiological experiments, histological slides and the compound light microscope.
8. Students will utilize online interactive evaluation tools to gauge their understanding of key anatomical and physiological concepts prior to lecture/examinations/quizzes where applicable.

Instructional Materials

Anatomy and Physiology I Lab manual- 7th edition



Online Study Guide- hccs.edu/biologylabs

Eagle online section of this course is available by going to : <http://eagleonline.hccs.edu>

*** *Dates given in the syllabus are tentative and could change due to unforeseen circumstances***

Exams and Grading

- **Lab exam:** There will be **FOUR lab exams.**

All laboratory exams are closed book. Out of the above four exams one exam grade will be dropped. If you take all four exams, your lowest grade automatically becomes your drop grade. If you miss an exam it automatically becomes your drop exam. ***NO MAKEUP or RETAKES will be given for the lab exams.***

- **Quiz/ Case studies and Group Activities:** Periodically pop quizzes, case studies or group activities will be given in the beginning (first 15-20 mins) of a class OR during the class. Quiz will cover topics discussed in the class. Students need to

arrive on time and stay in the class to take the quiz. *Students who are not in the class will not be allowed to make up the quiz or activities.* Students will be graded for their participation and/or accuracy in the activities. Students in a group will have different grades based on their level of participation.

- **Lab book**-5 points for completed prelabs. 5 points are assigned for each post lab completed.(3 points for 'making the connection' critical thinking questions and 2 points for completing the workbook.) Lab books are due the day after the experiment is completed. **It is the responsibility of the student to take care of their lab books as their grades will be updated only once at the end of the semester.**
- **Review sheets:** Answers for questions in the review sheet must be *hand written*, legible and submitted on time to receive credit. *There will be no partial credit for review sheets*

Grade Computation

4 exams (lowest grade dropped)	75%
lab book	10%
Review sheets	5%
Quiz, Case studies, Group projects (lowest grade dropped)	10%
Total	100%

A = 90-100%; B = 80-89%; C= 70-79%; D=60-69; F =Below 60% FX=failed due to inadequate attendance

Instructor's Incomplete Policy: The only circumstances under which you can get an I (incomplete) is if you are too ill to take the final. Once you receive an I, in order to get a grade for the course, you will have to complete the material by the end of the next full semester. If you do not, then I will be converted to an F.

Academic Honesty

A student who is academically dishonest, by definition, is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic

dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

Copying from another students’ test paper;

- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Class Attendance

It is important that you come to class. Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all labs regularly. You are responsible for materials covered during your absences. You should check with your colleagues and instructor to see what you missed. It is your responsibility to initiate a withdrawal from this course. *Student will be marked absent if he/she is not present in the class at the time of roll call.*

Poor attendance records tend to correlate with poor grades. *If you miss any class, including the first week, you are responsible for all material missed.* It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, 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 these devices in the classroom unless you receive permission from the instructor.

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

Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. Students must submit their accommodation letters to the instructors ASAP.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

Disability Support Services Offices:

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

Education advising and Counseling Services

HCC Central College provides advising and counseling services that empower students and staff to achieve personal, career and educational goals. Please call (713) 718-6737 to get assistance.

Course Repeater Policy

Beginning in the Fall 2006, students who repeat a course for a third or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor and/or counselor about opportunities for tutoring/other assistance prior to considering course withdrawal or if you are not receiving passing grades.

HCC Course Withdrawal Policy

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

HOW TO DROP

- If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Center.
- HCC may drop students for excessive absences without notification (see Class Attendance below). I will not drop students if they stop attending.
- Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines. Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

Eagle Alert Notification

Houston Community College utilizes an Eagle Alert system managed by the counselors to provide outreach and intervention to students who may be at risk of withdrawal or failure.

Referrals to this system are typically made by a faculty member. If a professor is concerned about a student's performance in class, that student may be referred to Eagle Alert for counseling intervention.

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, 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 division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Classroom Conduct

All students in HCC courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

International Students

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. ONLY ONE online/distance education class may be counted towards the enrollment requirement for International Students per semester. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

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

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:

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

(713) 718-8271

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

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are

established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law.

Campus Carry: At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page

Rules and Regulations

- **Lab manual is required.**
- **Full class attendance is required.** Students with more than four unexcused absences may result in an administrative withdrawal. Students are responsible for everything covered during their absence.
- To avoid disruption in the class room, all pagers and the cell phones must be turned off.
- Children or anyone who is not officially enrolled in the course will not be allowed in the laboratory.
- **Eating, drinking or smoking is strictly prohibited in the laboratory.**
- You must read the laboratory safety rules before doing any of the lab exercises.
- The lab safety release form must be signed during the first lab session.
- EXAM POLICIES: The following guidelines will govern all exams:
 - The students will not be allowed to leave the classroom before completing an exam. (No restroom breaks!)
 - Anyone arriving late will not be allowed to take an exam if any student has completed the exam and left the classroom.
 - All lecture and lab exams will be timed. Students arriving late will not be given extra time to complete an exam.
 - Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, testing centers, and other locations where testing is taking place. 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. Violations of this policy will result in discipline, up to and including termination or expulsion.
 - Students may not use dictionaries or other aids during the exam.
 - There will be no make-up exams for this class. If you do not attend an exam it will be your dropped grade.
 - Cheating is not permitted. If it occurs, the students may receive a zero for the exam, or a grade of "F" in the course.
- Grades will not be posted at any time during the semester. You may receive your final grades at the end of the semester from the Biology Department of via the Internet by logging on to www.hccs.edu. Proper identification is required to receive the final grade. The transcripts will be mailed by the HCCS office only if requested by the student.
- Lab reports are an important part of the course and are due upon completion of the experiment. They will be graded.

Helpful Tips

Success in this course depends solely on the individual student!

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 activities, study tools, and assignments.
- Inform students of policies such as attendance, withdrawal, and assessments.
- Provide the course outline and calendar which will include all the deadlines for the assignments.
- Arrange to meet with individual students before and after class as required.

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

- Participate in course activities.
- Read and comprehend the instructional materials (lab manual and lab tools provided online).
- Complete the required assignments and exams.
- Contact your professor if you have any questions regarding any element of the course you do not understand.
- Keep copies of all paperwork, including the syllabus, handouts and all assignments.
- Complete the course with a 70% passing score.
- HINT: Work hard from the beginning of the semester rather than playing a "catch-up game during the second half of the semester.

Have a GREAT SEMESTER and please remember to see me if any questions arise

Important dates

Jan 28 - Official day of record

April 1- Last day to withdraw

Course Schedule

	BIOL 2101
	Lab Topics
Week Jan 14	Syllabus/Organization/Lab safety Human body organization
	Anatomical terminology
Week Jan 21	MLK day
	Microscopy
Week Jan 28	Slide preparation
	Tissue- Epithelial, Connective
Week Feb 4	Tissues- Muscle, Nervous
	Skin model and slide
Week Feb 11	Accessory structures & testing
Feb 13	Lab Exam 1 microscope, tissues and skin
	Review and lab book due
Week Feb 18	Presidents Day
	Skeleton, Bone Markings
Week Feb 25	Skull
	Skull review
Week March 4	Axial skeletal system
	Appendicular skeletal system.
Week March 18	Bones Review
	Joints Models and Plaques
Week Mar 25	Lab exam 2 -all bones Review & lab book due
March 25	
	Muscular System- Organization, Naming of Muscles, Muscles of the Head, Neck, Thorax, abdomen & back
Week Apr 1	Muscles of the Buttocks, Arms and Legs
	Spinal Cord Models- Longitudinal & Cross Sections, Spinal Cord Slide
Week Apr 8	Reflexes - Review

April 10	Lab exam 3-Muscles and Spinal cord Review and lab book due
Week Apr 15	Nervous Tissue Brain Model
	Brain review 3D lab
Week Apr 22	Sheep Brain dissection
	Special Senses- Eye Models
Week Apr 29	Special Senses- Ear Models
	Review Special Senses/Brain
Week May 6	Lab Exam 4 Brain and special senses Review and lab book due
May 6	

**Instructor reserves the rights to change the syllabus at any time.*