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HOUSTON COMMUNITY COLLEGE (SW College) – MO Campus
Anatomy & Physiology I /BIOL 2301/ CRN #17293 (Lec) – 2nd Start
Instruction Mode: In Person

INSTRUCTOR CONTACT INFORMATION

Instructor: Najwa Izzat, Ph.D.
Office: Faculty work area: 113

Office Phone: NA
E-mail: najwa.izzat@hccs.edu

Office hours: I am Adjunct Faculty. I will be in the school in **Friday 7:30 am – 12:00 pm**. If you like to talk to me in person, please send me email. I will meet with you before the class or during the break time. If you set up appointment, **please BE ON TIME**. If you **cancel** your appointment, please let me know in advance

WELCOME TO

Course Title: Anatomy & Physiology I
Course Prefix: BIOL 2301
Course Number: 17293
Credit Hours: 3

Semester and Year: Fall 2018
Class Days & Times:
Lecture: Friday 8:00 am -11:50 pm
Room #: Rm 102

COURSE OVERVIEW

Course Description:

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. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

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.

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: Math 0106 or higher placement by testing, must be placed in college level reading.

Co-requisites: None

Required Material:

“McKinley Anatomy & Physiology with Connect” bundle – 2nd Ed - Available at HCC bookstores for HCC students.

McGraw Hill: <https://connect.mheducation.com/>

CHOICE 1 - Full Text bundle:

With 360 day Connect code

ISBN-13 9781307058468

ISBN-10 1307058469

CHOICE 2 - Volume 1:

Front matter/chapters 1-16/End matter

With 360 day Connect code

ISBN-13 9781307058444

ISBN-10 1307058442

CANVAS: syllabus, outline, announcements, & grades will be posted on CANVAS found at the following link: <http://eagleonline.hccs.edu> Your Username is same as your student ID number used for registration (For example: W0034567). Your default password is “distance”. Once you log-in, you should change the password.

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

Optional Materials or Reference Texts:

Biology Lab Review Pages: <http://ctle.hccs.edu/biologylabs/index.html> You will get access to digital images, animations, and labeling exercises to review models, slides, and experiments that we cover in lab.

STEM Website for students: www.hccs.edu/district/students/stem Great information on science clubs, seminars, symposium, research opportunities that are available to HCC students. Check back often- updated regularly.

Tutoring: <https://hccs.upswing.io/> Get expert one-on-one help, Online or In Campus, specifically for HCC students.

Fall Calendar (RT) – Lectures:

Week	Lecture Schedule
1 9/28	Ch. 1 An Introduction to Anatomy and Physiology Ch. 2 The Chemical Level of Organization Ch.3 Energy, Chemical Reactions, and Cellular Respiration
2 10/5	Ch. 4 The Cellular Level of Organization
3 10/12	Ch. 5 The Tissue level of Organization Ch. 6 The Integumentary System Ch. 7 Osseous Tissue and Bone Structure Lecture Exam I (chap 1- 4)
4 10/19	Ch. 7 Osseous Tissue and Bone Structure – continue Ch. 8 Axial & appendicular Skeletons
5 10/26	Ch. 8 Axial & appendicular Skeletons – continue Ch. 9 Articulation Lecture Exam II (chap 5-7)
6 11/2	Ch. 10 Muscular Tissue
7 11/9	Ch. 11 Muscular System Ch. 12 Neural Tissue
8 11/16	Ch. 13 Brain and Cranial Nerves Lecture Exam III (chap 8-11)
9 11/23	Happy Thank's giving – NO Classes Nov (22th - 25th)
10 12/1	Ch. 14 Spinal Cord, Spinal Nerves Ch. 15 Autonomic Nervous System
11 12/8	Ch. 16 Senses Lecture Exam IV (chap 12, 13,14)
12 Dec 14	Friday at 8:00 am – 10:00 am District Wide Final Exam (COMPREHENSIVE)

THE INSTRUCTOR RESERVES THE RIGHT TO CHANGE THE CONTENT SCHEDULE BASED ON THE NEEDS WITH ADVANCED NOTICE TO THE CLASS. The dates for Lecture exams are tentative

Grade Calculation:

Lecture Exams (n=4 or 5)	60%
Lecture Quizzes	10%
Connect Program (Conn quizzes)	10%
Final Exams – Comprehensive	20%
District Wide Final Exam	

Please record and calculate your grade in the tables below:

Lecture exams (60%):

test #	#1	#2	#3	#4
actual grade				
normalized or out of 100				

Drop the lowest grade, then add the remaining 3 grades (actual grades), then divide by 3, then multiply by 0.6 = 60%

Total grade: 60p (Lec) + 5p Lec quizzes + 10p (Connect Program) + 20p (final) = 100 points

Students are responsible to provide SCANTRON Form # 882-E “Green” for lecture & final exams (6 scantrons).

The HCC grading scale is:

- A = 90 – 100:4 points per semester hour
- B = 80 – 89:3 points per semester hour
- C = 70 – 79:2 points per semester hour
- D = 60 – 59:1 point per semester hour
- F = 59 and below.....0 points per semester hour

- FX (Failure due excessive absences).....0 points per semester hour
- IP (In Progress)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

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. 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.

Instructor's Requirements:

Before you come to the class, please read the chapter, bring your textbook to the class, may be notebook & highlighter. Pay attention in the class, mark the topics the instructor explained. At home study the entire chapter, and focus on the material that the instructor covered in the class.

In the Class Rm: Coming to the class late or leaving early NOT acceptable, unless if you have legitimate reason. If you arrive late, walk in quietly and open your textbook gently. When the class or lab is in session, IN & Out of the Rm is distracting and **not acceptable**, and you may miss critical information. **If you have to leave the class Rm,** you can reenter the class during the break time & not when the class is in session. You will have short break during the class, you can take care of your personal mater.

If the **instructor is lecturing**, and you have question, let the instructor finish the point that she is making, then you may ask your question, the question should be related directly to the topic the instructor is discussing. Please feel free to ask the instructor any other questions (personal or comments) during the break or after the class.

Course Outline: outline will be posted in Canvas. It lists all major topics and key materials that are covered in the class Rm. You can use it as a guideline when you study the chapters and preparing for lecture & final exams

Bonus points (oral): During the lecture I will ask questions. If you know the answer, raise your hand, I will pick one student, if you give the correct answer, you will get one bonus point. The bonus points will be tabulated, and toward the end of the semester, they will be added to your lecture exams. Please **DO NOT** answer the question unless if I ask you. The reasons for the bonuses are; 1. encourage you to study the material on a daily bases 2. understand the material in more depth 3. support your grades 4. prepare you for oral discussion

Electronics - Cellular phones, computers, & other electronic devices including electronic watches should be off and kept in your Backpack during the lecture & during the exams. If you have electronic textbook, let me know & You should sit in front row. Charging computers, phones should be done outside the class room.

NO guests or children are allowed in the class room.

No bath room use during the exams

INSTRUCTOR GUIDELINES AND POLICIES

Attendance: 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 (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.

Assignments:

Connect Program. (Chapter quizzes): It is **MANDATORY**. All information regard registration, logging in, and using the quizzes are posted on Canvas program

Exams/Quizzes:

Lecture exams will include multiple choice questions only

Lecture Quizzes: you will have a number of quizzes during the semester. Quiz material will be selected from your textbook. The quiz can be multiple choice, short answers, etc

Final exam: At the end of the semester, there will be **one comprehensive lecture exam (District Wide Final Exam)**, it is administered by the Department

Make-up Exams/Quizzes:

Students must adhere to testing schedule. Failure to take a test will result in a zero for the missed exam. Exceptions include work, family, or personal (health) emergency, and must be documented. Only one make-up exam per semester is allowed (with proper documentation) & must be arranged with instructor ASAP.

Testing Procedures

- Be sure to arrive early for your examinations. There are time limits for exams. You will not be given extended time for testing if you arrive late.
- Entering and exiting the lecture room or lab room is not permitted once exams have begun. **No BATH ROOM during the exam.**

IN CLASS TECHNOLOGY (Cell Phones, Laptops, etc.)

Absolutely **no phones or other personal electronic devices are to be used during class (lecture)**. This includes making or taking a call, reviewing messages, texting, playing games, checking email, surfing the web, anything that involves a phone or other personal electronic device. If your work or family situation requires that you be available via phone, your phone can be on vibrate mode and you can take the call during our regular scheduled breaks. Notify your friends, family, employers, and anyone else who regularly contacts you that you will be in class and that you should be contacted only when necessary. The taking of calls during class is not only disruptive but it is also discourteous to classmates and the instructor.

Student Services Policies: Access up-to-date Student Services Policies on their Web site:
<http://www.hccs.edu/district/students/student-handbook/>

USE OF STUDENT EMAIL

The College provides a free, official email account to all students to ensure efficient and secure communications between you and the College. Students will be required to use their college-issued email address to communicate with their instructors and all other college personnel, so it is easy to distinguish a student's email from spam. The College expects that students will utilize their college email addresses to send and receive communications with college personnel and will read email on a frequent and consistent basis.

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!!

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 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 for more information.

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. **For your class, the withdraw date is November 12nd**

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!

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.

Early Intervention Program and Services:

Tutoring

HCCS provides free online and on campus tutoring for all HCC students. Go to <https://hccs.upswing.io/>

Early Alert

HCCS has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you are having trouble in a class because of excessive absences and/or poor academic performance.

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.

<http://learning.hccs.edu/programs/counseling>

Accommodations due to a qualified disability

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. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>.

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

<http://www.hccs.edu/district/students/disability-services/ada-counselors/>.

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.

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.

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/>

HCC Policy Statement: Sexual Misconduct

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

HCC Online and/or Continuing Education Policies

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website.

The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid,

degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

Access CE Policies on their Web site:

<http://www.hccs.edu/continuing-education/>

HCC 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 at <http://www.hccs.edu/district/departments/police/campus-carry/>

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.

IMPORTANT DATES:

November 12nd = last day to withdraw from class
Dec 14th = Final exam

DISCLAIMER: *It is your responsibility to read the syllabus in its entirety by the second class period and contact the Instructor if you have any questions and/or need clarifications.*