



HOUSTON COMMUNITY COLLEGE (Central College)
Human Anatomy & Physiology I (LAB) BIOL 2101/CRN # 34054
Instruction Mode: In Person

WELCOME TO

Course Title: Human Anatomy & Physiology I-LAB
Course CRN Number: 34054
Credit Hours: 1

Semester and Year: Fall 2017

Lab Days & Times & Room:
Tuesday & Thursday, 3.30-4.50 PM
Room LHSB 312.

INSTRUCTOR CONTACT INFORMATION

Instructor: Dr. Pauline Ward
Office Phone: 713 718 2538
E-mail: Please Use the Canvas messaging System. Only in the event that Canvas is offline, please email me at Pauline.ward@hccs.edu. I only respond to HCC email addresses (not gmail etc)

Office: LHSB 401
Office Hours: Mon and Wed, 2-3.30 PM

COURSE OVERVIEW

Program Student Learning Outcomes (PSLOs) for the Biology Discipline

1. Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
2. Will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication. (This may include successful completion of a course-specific research project or a case study module).
3. Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
4. Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

Course Description and Student Learning Outcomes (CSLOs) -HCC and THECB

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.

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!

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisitions systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

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.

Required Material:

Human Anatomy & Physiology I Lab Manual

Ed by Jyoti R. Wagle

Hayden-McNeil Publishers, 7th edition, 2017

ISBN: 978-0-73809938-5

Learning Web: Syllabus is posted on the Learning web found at the following link:

<http://learning.hccs.edu/faculty/pauline.ward>

EAGLE ONLINE 2 (CANVAS)

The course material will be accessible through Eagle online with an account password and is to be used only for this course and only by you, the student. You will have access on the first day of the semester, after enrolling into the course at: <https://eo2.hccs.edu/login/index.php>. You must use Firefox or Chrome to log-in. Your Eagle Online 2 **username** and **password** are the same as your HCC Email (issued upon enrollment through the Student System). Please check the "Announcement" tab in

Eagle online daily for important information and course updates. All email correspondence to me must be through the Eagle Online messaging system. I will not respond to personal email accounts such as gmail.

OTHER MATERIAL AND REOURCES:

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.

TENTATIVE INSTRUCTIONAL OUTLINE: The Instructor reserves the right to change the schedule if needed & will inform students in a timely manner.

Week	Tuesdays and Thursdays: 3.30 PM-4.50 PM Room 312
1. 8/28	NO CLASS-COLLEGE CLOSED
2. 9/4	NO CLASS-COLLEGE CLOSED
3.9/11	Lab 1: Safety and procedures & Orientation Lab 2: Human Body organization Lab 3: Anatomical Terminology Sunday 9/17 10.00 pm: Online Quiz-Lab 3
4. 9/18	Lab 4: Microscopes and the Cell Lab 5: The Tissues Sunday 9/24 10.00 pm: Online Quiz-Lab 4
5.9/25	Lab 5: The Tissues-Cont Lab 6: The Integumentary System Sunday 10/1 10.00 pm: Online Quiz-Lab 5 & 6
6. 10/2	Lab 6: The Integumentary System- <i>cont</i> Lab Exam #1 Review Thursday, 10/5: Lab Exam #1 (1-6)
7. 10/9	Lab 7: The Skeletal System: Basic Information Lab 8: The Skeletal System: Axial Sunday 10/15 10.00 pm: Online Quiz-Lab 7
8. 10/16	Lab 8: The Skeletal System: Axial- <i>cont</i> Lab 9: The Skeletal System: Appendicular Sunday 10/22 10.00 pm: Online Quiz-Lab 8
9. 10/23	Lab 9: The Skeletal System: Appendicular- <i>cont</i> Lab 10: Joints Sunday 10/29 10.00 pm: Online Quiz-Lab 9 & 10
10. 10/30	Lab 10: Joints- <i>cont</i> Lab Exam #2 Review Thursday, 11/2: Lab Exam #2 (7-10)
11. 11/6	Lab 11: Muscle of the body Sunday 11/12 10.00 pm: Online Quiz-Lab 11
12. 11/13	Lab 12: Brain & Cranial Nerves Sunday 11/19 10.00 pm: Online Quiz-Lab 12
13. 11/20	Lab 13: Spinal Cord, Spinal nerves, Reflexes Lab 14: General senses Sunday 11/27 10.00 pm: Online Quiz-Lab 13 & 14
14. 11/27	Lab 15: Special senses Thursday 12/23:THANKSGIVING: NO CLASS
15. 12/4	Lab 15: Special senses- <i>cont</i> Lab Exam #3 Review Sunday 12/10 10.00 pm: Online Quiz-Lab 15 & 16
16.12/11	Tuesday, 12/12 : Lab Exam #3 (11-15) Thursday, 12/14: NO CLASS

INSTRUCTOR GUIDELINES AND POLICIES

RULES AND REGULATIONS

- 1. Attendance** is mandated by the state. Students are expected to be in attendance for the entirety of the scheduled class, including lab and lecture portions. Attendance will be recorded **at any time during the class session** and will be given only if you attend full class period. Tardiness will not be accepted. Coming late to the class or leaving early for whatever reason, is considered a disruption and no attendance will be given for that day. You are responsible for everything covered or announced during your absence. More than four unexcused absences may result in an administrative and/or instructor withdrawal without notice. If you stop attending the course or do not participate in the assessment, **you** are responsible for withdrawing from the course before the withdrawal deadline (**Nov 3 by 4.30 pm**). Failing to do so will result in an FX grade at the end of the semester.
- 2.** Lab book is required.
- 3.** If you are late for an exam, you will be allowed to take the exam if 1) you arrive less than 15 minutes after the class has started and 2) as long as no one else has completed the exam and left the room. Also, you will get only the remaining time to take your exam. No bathroom breaks during exams.
- 4.** If you miss one exam, that exam will automatically become your drop exam. If, for whatever reason, you miss a second exam, it will be counted as a zero score.
- 5. NO MAKE-UP EXAMS FOR LABS EXAMS**
- 6. Classroom Behavior** As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. All students in HCC are required to follow all HCC Policies & Procedures, the Student Code of Conduct, & the Student Handbook. Students who violate these policies and guidelines will be subject to disciplinary action that could include being removed from the class.
- 7. Cellphone, Laptop, Camera, Recording and/or other Electronic Devices** are prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. If electronic devices are used during a test, a grade of F will automatically be assigned and the student may fail the course. 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.
- 7 No children are allowed in the Lab.** No smoking (including electronic cigarettes), eating or drinking allowed in the classroom.
- 8.** You may contact me to find out about your status at any time during the semester. Grades will also be posted on Eagle online. At the end of the semester, your overall grade will be available through HCC
- 9. CHEATING IS NOT PERMITTED!!!** 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.
- 10. Confidential Course material.** Course material handed out in class or posted online is for your personal use **only** and it is not permissible to share or distribute **any** of this material without my prior consent.
- 11. WEB Enhanced Course:** As this is a web-enhanced course, you 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/district/students/student-handbook/> . Access Distance Education/Continuing Education Policies student handbook http://www.hccs.edu/media/houston-community-college/distance-education/student-services/pdf/HCC-Online_Student_Handbook.pdf Please refer to **Student Handbook** for complete instructions and rules.

12. Questions. Please come see me if you have any questions or concerns.

TESTING AND GRADING:

- **Lab Exams (75% each).**

There will be a total of three regular Lab Practical Exams during the course. Stations will be setup for the various labs. Questions will mostly relate to the identification of structures on models, slides, diagrams etc , AND to describe the function of these structures. Note: No multiple choice questions or word banks will be used for Lab Practical Exams. Out of the three *lab* exams, one grade will be dropped. If you miss one of these exams, it will automatically become your drop score. If you miss a second exam, you will receive a grade of 0% for that item. If you take all of the exams, your lowest grade automatically becomes your drop grade.

- **PreLab reports, Lab reports & performance (10%)**

Prelab reports (2%): These must be completed independently on the day prior to the corresponding lab session and will be checked at the start of the class.

Lab reports & performance (8%) *Lab reports* (4%) are due the day the lab was performed. With instructor’s approval, group effort will be allowed in the lab but each student must participate. Critical thinking questions must be completed independently outside the laboratory and individuality will be looked for in the lab reports in this section.

Performance (4%). Students must be actively engaged in the lecture and lab portions of the course and must contribute fully to the group lab work. Students must be present in for entire lecture and lab period, and may only leave early if completed lab report is checked by Instructor, models, lab material have been mastered and exit quiz is administered. The Instructor may also collect the lab manuals at the end of the semester to ensure completion and correctness of all required activities.

- **Post-lab Quizzes CANVAS (10%).**

Post-lab Quizzes (10% cumulative score) are available on our course on EagleOnline Canvas. Quizzes are due at 10.00 PM Sunday evening after the lab will be covered-check schedule for exact dates.

- **Online Discussion Forum (5%)**

The course has been modified to include an online discussion forum as supplemental instruction due to college closure during the first two weeks. Students will be placed in groups and will be tasked with reviewing the course content for a Lab using online powerpoints and videos. The group will discuss the content and develop a “study aid” to be shared with your classmates.

GRADING

2 out of 3 Lab Exams (37.5% each)	75%
Prelab reports, lab reports & performance	10%
Post Lab Quizzes (Canvas)	10%
Online Discussion Forum	5%
TOTAL	100%

The HCC grading scale is:

A = 100 – 90;4 points per semester hour
B = 89 – 80:3 points per semester hour
C = 79 – 70:2 points per semester hour
D = 69 – 60:1 point per semester hour
59 and below = F0 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

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.

Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. It is your responsibility to withdraw officially from a class and prevent an “F” from appearing on your transcript. Senate Bill 1231 limits the number of W’s a student can have to 6 classes over the course of their entire academic career. This policy is effective for

students entering higher education for the first time in fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6 course total. Withdrawals for certain circumstances beyond the students control may not be counted toward the 6-drop limit. In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid.

HCCS IS COMMITTED TO YOUR SUCCESS

Early Intervention Program and Services

Your success is our primary concern! If you are experiencing challenges achieving your academic goals, please contact your instructor or an early intervention coach. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

Tutoring

HCCS tutoring centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, we assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. Our emphasis is on maximizing academic potential while promoting student success and retention. We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners. Tutoring for individual subjects is offered at specific times throughout the week in various campuses. There is no need to make an appointment. If you need a tutor, please refer to our website:

www.hccs.edu/findatutor for times and locations. For more information about tutoring at HCC, please go to www.hccs.edu/district/students/tutoring.

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 POLICY

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/>

HURRICANE HARVEY IMPACT

Statement from Dr. Norma Perez, Interim Vice Chancellor, Instructional Services/Chief Academic Officer
“Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students (**Jason Wilson, Dean Student Development, Central College, 713.718.8084 Jason.wilson@hccs.edu**) for support. Furthermore, please notify the professor if you are comfortable in doing so”

SUPPLEMENTAL INSTRUCTION: Supplemental instruction will be provided during the semester due to the time lost from HCC closure due to Hurricane Harvey. This course has been modified to include additional online homework through Mcgraw Hill connect to provide appropriate instruction and make up for the two week closure. The Instructor reserves the right to modify the syllabus in accordance with Institutional guidelines on the nature of the supplemental instruction.

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.

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

IMPORTANT DATES:

Sept 26	Official Date of Record (Census)
Nov 3 by 4.30 pm	Last Day for Administrative/Student Withdrawal (4.30 PM)
Nov 23-26	Thanksgiving Holiday
Dec 17	Semester ends

DISCLAIMOR: 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.