



**Division of Earth, Life & Natural Sciences  
Biology Department**

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

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**BIOL. 2101: Anatomy and Physiology 1 | Lab | #19290**

Spring 2021 | 16 Weeks (1.18.2021-5.14.2021)

**Online on a schedule:** Jan 19-Mar 08/**In-Person:** Mar 22-May 16

Central Campus Rm LHSB 312

Mon 11am-1.50 pm.

1 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor: Pauline Ward, Ph.D.

Office Phone: 713-718-2538

Office: CE, Room LHSB 401

Virtual Office Hours: M,T: 2-3.30 pm.

HCC Email: [pauline.ward@hccs.edu](mailto:pauline.ward@hccs.edu)

Office Location: Learning Hub, 4<sup>th</sup> floor

- **Please Note:** Due to COVID-19, the first 8 weeks of the course will be online-on-a schedule: We will meet every Monday, 11 am-2 PM through Cisco Webex in our canvas course. After Spring Break, the plan is to return to campus for labs.
- Everyone will be required to watch a mandatory safety video prior to return to campus and follow safety protocols while on campus, including wearing face coverings, follow social distancing and passing individual screenings.
- Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

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**Instructor's Preferred Method of Contact**

Please use the Eagle online/Canvas messaging system. Only in the event that Canvas is offline, please email me directly at [Pauline.ward@hccs.edu](mailto:Pauline.ward@hccs.edu). I only respond to HCC

email addresses (not Gmail, etc.). I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages during the following week.

## What's Exciting About This Course

You will learn so much about your life and living organisms. Do you know how the brain works? How memory works? Why the bones can break? How muscles work? How the heart sends blood to all the body structures with the oxygen the lungs bring in? 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? 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 Lab! A&P is an exciting field of study and I look forward to working with each of you this semester as you conquer the learning objectives for this course. By taking an active part in your education, you will make your academic experience much more rewarding and exciting!! I am here to help and support you on your journey.

## Prerequisites and/or Co-Requisites

**Prerequisite: Anatomy and Physiology requires** Math 0106 or higher placement by testing, must be placed in college level reading.

**Pre/Co-requisites:** BIOL 2301

The recommendations for this course include College Level Reading as determined by SAT, ACT, TASP or successfully passing ENGL0305 with "C" or better. Biology 1306 (General Biology for Majors) is strongly recommended.

If you have enrolled in this course having satisfied these pre/co-requisites and recommendations, you have a higher chance of success than students who have not done so. Please carefully read the repeater policy in the [HCCS Student Handbook](#).

## Canvas Learning Management System

All Biology sections utilize [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities.

## Open Lab Locations

[HCCS Open Computer Lab locations](#) may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

## **HCC Online Information and Policies**

For online/hybrid students. As an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

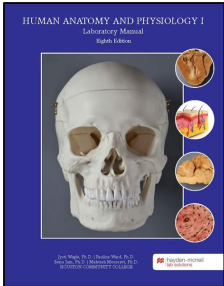
## **Scoring Rubrics, Sample Assignments, etc.**

When applicable, 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/login/ldap>

# Instructional Materials

## Required Resources

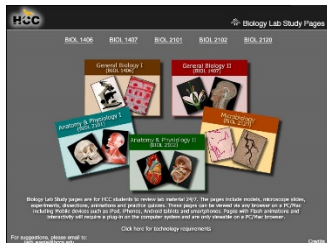


Human Anatomy & Physiology I Lab Manual 8<sup>th</sup> Edition; 2020: Editors: Jyoti Wagle, Ph.D., Pauline Ward, Ph.D, 8th Edition, 2020, Hayden-McNeil Publisher.

- You do not need to purchase the lab book or access code for this course as you have paid for your course materials including eLabbook access during registration. The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials.
- The e-lab manual is accessible through the "First Day (Inclusive Access) Course Materials" link/app which is on the Left-Hand Navigation panel in your Canvas course.
- Please note that students have the option to opt out of the program **prior to the Official day of Record**. Students who withdraw prior to the official day of record will have their course materials fee refunded within two day - two weeks after withdrawing.
- It is **NOT** recommended that you Opt-Out, as these materials are required to complete the course. If you do however choose to opt-out of these materials, you will not have access to the eLabbook through Canvas and you will be responsible for purchasing the course materials at the full retail price from the HCC bookstore. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. To Opt out, click on the First Day Inclusive Access LTI Link on your canvas shell, then click on the opt-out button and confirm. The HCC Bursars/Finance Department will credit your account in 2-14 days.
- If you withdraw prior to the official day of record, please opt out first so your account will be credited faster. For more information about the HCC Textbook Savings program, contact our bookstore [sm515@bncollege.com](mailto:sm515@bncollege.com) or 713-528-0872.

**ELECTRONIC RESOURCES FOR EXAMS:** To maintain the rigor and the integrity of the classes, Biology department **requires** all students attending online classes to use a **Lockdown Browser with Webcam for all exams**. You need a desktop or a Laptop with webcam for your exams. Smartphones and tablets will not work.

## Suggested Resources



### HCCS Biology Lab Study Pages

[Click here to access Biology lab study pages online.](#)

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

### 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 <http://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 <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

A course of study covering the structure and function of human cells, tissues and organ systems including the integumentary, skeletal, muscular and nervous systems. It is a Core Curriculum Course.

This course is intended for students majoring in one of the physical sciences or life sciences, engineering, or for students who are pursuing pre-professional programs in medicine, dentistry, pharmacy, veterinary medicine, or other health programs. The course is also beneficial to students who are preparing themselves for higher-level science courses in their respective curricula.

### Core Curriculum Objectives (CCOs)

BIOL. 2101 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:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #2 below.
- **Social Responsibility:** Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcome #4 below.

### Program Student Learning Outcomes (PSLOs)

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 Student Learning Outcomes (CSLOs)**

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. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Completion of the specific course 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. 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 acquisition 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.

### **Learning Objectives**

1. Consistently able to demonstrate understanding and application of feedback loops on homeostasis without the instructor's help.
2. Consistently able to explain membrane transport and determine the outcome of scenarios concerning membrane transport
3. Always able to describe muscle structure and use that knowledge to explain muscle function
4. Always able to apply knowledge of the structure of the skeletal system to its functions.
5. Consistently able to demonstrate knowledge of interactions involving changes in membrane polarity without the instructor's help.
6. Consistently able to demonstrate all parts, functions, and steps involved in a reflex arc.
7. Consistently prepared and able to demonstrate skills using the body system models and laboratory techniques at the classroom standards. Consistently able to find and focus the specimen on the microscope slide without the instructor's help.
8. Consistently uses online tools to prepare for class, always ready for classroom discussions and instructor's Q&A sessions, completes all online quizzes prior to due date.

## 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/Lab Manual
- Attending class in person and/or online
- Timely completion of assignments
- Participating in class activities
- Successful exam performance, including the mandatory final

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

## 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 lab book
- 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



## Assignments, Exams, and Activities

Exams and assignments may include material covered during online class (activities, handouts, notes, etc.), in addition to material in PowerPoints, reviews and lab book. You are responsible for obtaining all material covered in in class. No extension of deadlines (or make-up) for Quizzes, Assignments, lab reports or Exams. No extra credit assignment is offered.

- **Class Participation (10%).** Students must be present (online for the first 8 weeks and in person after Spring Break) and actively engaged in the lab. They must contribute fully to individual and group work including mandatory syllabus quiz, discussion posts and clinical scenarios. More details on these activities will be given in class.
- **Lab Reports (10%):** Instructions for completing and submitting Lab reports will be available in our Canvas shell. You are responsible for completing your own lab report. Sharing or copying of lab reports is not allowed.
- **Quizzes (11%).** Post-lab Online Quizzes will be due after each lab exercise. These quizzes are timed but are open book (non-proctored).

**Lab Exams (69%).** There will be a total of four Proctored Lab Exams using Respondus Lockdown Browser/Webcam. Out of these four exams, your lowest grade will be dropped. If you miss an exam, that will serve as your drop grade. If you miss any subsequent exams, a grade of zero will be assigned. Each of the three remaining exams will account for 23 % of your grade. Questions will relate to the identification of structure and function of anatomical models, slides, diagrams etc. Note: No multiple choice questions, majority of questions will be "fill in the blanks" and short answer questions. **Strictly NO MAKE-UP for Lab Exams.**

### Grading Formula

Class Participation	10 %
Lab Reports	10 %
Post-Lab Quizzes	11 %
Lab Exams 3 of 4 (23% each)	69 %
<b>TOTAL</b>	<b>100%</b>
<b>Grade</b>	<b>Grade Explanation</b>
A	A = 100 – 90: 4 points per semester hour
B	B = 89 – 80: 3 points per semester hour
C	C = 79 – 70: 2 points per semester hour
D	D = 69 – 60: 1 point per semester hour
F	F = 59 and below: 0 points per semester hour

### **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 missed assignment due date**
- ✓ 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/>

## Course Calendar

Week of	
1. Jan 18	<b>Monday Jan 18; Martin Luther King Jr. Day Holiday-No Class</b> <b>Sunday Jan 24 11:59 PM: Introduce Yourself Online</b> <b>Sunday Jan 24 11:59 PM: Mandatory Syllabus Quiz</b>
2. Jan 25	<b>Lab 1:</b> Safety and procedures & <b>Orientation</b> <b>Lab 2:</b> Human Body organization <b>Lab 3:</b> Anatomical Terminology <b>Sunday, Jan 31 11.59 pm. Lab reports 1-3 due</b> <b>Sunday Jan 31 11.59 pm: Quiz 3</b>
3. Feb 1	<b>Lab 4:</b> Microscopes and the Cell <b>Lab 5:</b> The Tissues <b>Sunday, Feb 7 11.59 pm. Lab report 4 due</b> <b>Sunday Feb 7 11.59 pm: Quiz 4</b>
4. Feb 8	<b>Lab 5:</b> The Tissues-cont.
5. Feb 15	<b>Mon, Feb 15; President's Day Holiday-No Class</b> <b>Sunday, Feb 21 11.59 pm. Lab report 5 due</b> <b>Sunday Feb 21 11.59 pm: Quiz 5</b>
6. Feb 22	<b>Lab Exam #1 (1-5)</b> <b>Lab 6:</b> The Integumentary System
7. Mar 1	<b>Lab 6:</b> The Integumentary System-cont <b>Lab 7:</b> The Skeletal System: Introduction <b>Sunday, Mar 7 11.59 pm. Lab reports 6 &amp; 7 due</b> <b>Sunday Mar 7 11.59 pm: Quiz 6 &amp; 7</b>
8. Mar 8	<b>Lab 8:</b> The Skeletal System: Axial <b>Sunday, Mar 14 11.59 pm. Lab report 8 due</b> <b>Sunday Mar 14 11.59 pm: Quiz 8</b>
9. Mar 15	<b>SPRING BREAK-NO CLASS</b>
10. Mar 22	<b>Lab Exam #2 (6-8)</b> <b>Lab 9:</b> The Skeletal System: Appendicular
11. Mar 29	<b>Lab 9:</b> The Skeletal System: Appendicular-cont. <b>Lab 10:</b> Joints <b>Sunday, Apr 4 11.59 pm. Lab report 9 due</b> <b>Sunday Apr 4 11.59 pm: Quiz 9</b>
12. Apr 5	<b>Lab 10:</b> Joints-cont <b>Lab 11:</b> Muscle of the body <b>Sunday Apr 11 11.59 pm: Quiz 10 &amp; 11</b> <b>Sunday, Apr 11 11.59 pm. Lab reports 10-11 due</b>
13. Apr 12	<b>Lab Exam #3 (9-11)</b> <b>Lab 12:</b> Brain & Cranial Nerves
14. Apr 19	<b>Lab 12:</b> Brain & Cranial Nerves-cont <b>Sunday, Apr 25 11.59 pm. Lab report 12 due</b> <b>Sunday Apr 25 11.59 pm: Quiz 12</b>
15. Apr 26	<b>Lab 13:</b> Spinal Cord, Spinal nerves, Reflexes-cont. <b>Lab 14:</b> General senses <b>Sunday, May 2 11.59 pm. Lab report 13 &amp; 14 due</b> <b>Sunday May 2 11.59 pm: Quiz 13 &amp; 14</b>

16. May 3	<b>Lab 15: Special senses</b> <b>Sunday May 9 11.59 pm: Quiz-Lab 15</b> <b>Sunday, May 9 11.59 pm. Lab reports 15 due</b>
17. May 10	<b>May 10<sup>th</sup> Lab Exam #4 (12-15)</b>

### 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.

## Instructor's Practices and Procedures

### Missed Assignments

No extension of deadlines (or make-up) for Quizzes, Assignments, lab reports or Exams. **NO MAKE-UP EXAMS** will be given unless very exceptional circumstances. There must be a valid documented reason for a make-up exam and it must be pre-approved and verified by the instructor. Acceptable reasons include hospitalization or doctor's certification that the student was unfit to take the exam. **Make-up requests must be submitted in writing, with the appropriate official documentation which will then be verified by the Instructor.** Makeup exams must be taken by the time designated by the instructor. The format of the make-up exam may vary from the scheduled examination.

### 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 student who violate the standards of academic integrity.

Scholastic Dishonesty will result in a referral to the Dean of Student Services. 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):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## Attendance Procedures

Attendance is mandated by the state. You are expected to attend the **entirety of the scheduled 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. The **Official Date of Record is February 1** and if you have not attended class by that date, you will be dropped by the HCC business office. **It is also your responsibility to drop a course for nonattendance by the Withdrawal Deadline (April 6 for Regular 16-week term)**. The instructor also 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 FX grade option.

## Student Conduct

Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards instructor and classmates, including in an online environment. 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. Students are expected to respect the learning rights of all others in the physical classroom and online. Individual conversations, chatting online, text messaging, arriving to class late, sleeping during class, working on online assignments, playing computer games, surfing the internet and studying for another class during classroom time are unacceptable behaviors. Disruptive behavior may result in removal from the class and/or a referral to the Dean of Student Services.

## Instructor's Course-Specific Information

**Course material 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.**

It is your responsibility to meet the course deadlines. Please take note of exam, quizzes and assignment deadlines. It is also your responsibility to check CANVAS daily for any new announcements or updates. You can set up in your CANVAS course settings to have notifications of new announcements sent to your phone or email.

### Electronic Devices

**Cellphone, Laptop, Camera, Recording and/or other Electronic Devices** are prohibited in classrooms, laboratories, faculty offices, and other locations where instruction (online & in person), tutoring, or testing occurs, unless directed otherwise by the Instructor. 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 a break or you can exit the class to review the call. 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. No electronic devices permitted during the exam except for the Respondus Lockdown Browser Tab required to take the exam.

### Biology Program Information

The Biology area of study here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

AWARD TYPES: Associate in Science

AREA OF STUDY: Science, Technology, Engineering & Math

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

## **HCC Policies**

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> 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

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> (Evaluation for Greater Learning Student Survey System) 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. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

### **Campus Carry Link**

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

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

### **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](#) and activate it now. You may also use Canvas Inbox to communicate.

### **Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their

college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### **disAbility 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 <http://www.hccs.edu/support-services/disability-services/>

### **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)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### **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/>



## Department Chair Contact Information

Dr. DaeJan Grigsby

Email: [daejan.grigsby@hccs.edu](mailto:daejan.grigsby@hccs.edu)

Phone: 713-718-7775.

### 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.

<b>Jan 19</b>	Spring Semester begins for RT classes
<b>Feb 1 by 4.30 PM</b>	Official Date of Record
<b>Feb 15</b>	President's Day Holiday; No Class
<b>Mar 15-21</b>	Spring Break (No Class)
<b>Apr 6</b>	Withdrawal Deadline
<b>May 16</b>	Semester Ends

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