



A & P Laboratory I- I 4929

BIOL-2101

SI 2021 Section 0002 | Credits 06/07/2021 to 07/11/2021 Modified 05/27/2021

□ Course Meetings

Meeting Days

Monday, Tuesday, Wednesday, Thursday

Meeting Times

1-3.15 PM

Meeting Location

Central Campus Learning HUB LHSB 312

Instructional Mode

In Person

This class is an on-campus *Lab-Based* course.

Faculty will hold class on-campus in the Laboratory/Studio as per the assigned schedule, and students will attend in person each class period.

Attendance will be taken each class period.

□ Welcome and Instructor Information

Instructor: Dr. Pauline Ward

Email: pauline.ward@hccs.edu

Office: HCC Central Campus, LHSB 401; 1300 Holman Street, Houston, TX 77004

Phone: 713 718 2538

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.

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. 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.

Office Hours

Monday, Tuesday, 11:00 AM to 12:30 PM

□ Course Overview

Course Description

Credits: 1 (3 lab). Study of the structure and function of human cells, tissues, and organ systems including integumentary skeletal, muscular, and nervous systems.

Requisites

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

Department Website

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

□ 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.

□ Student Learning Outcomes and Objectives

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

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 (CSLOs)** listed below does NOT and will NOT guarantee the student any specific final course grade at the end of the semester!

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

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.

□ Departmental Practices and Procedures

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

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

As a student, it is your responsibility to:

- Attend class in person and/or online
 - Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
 - Read and comprehend the textbook
 - Complete the required assignments and exams
 - Ask for help when there is a question or problem
 - Keep copies of all paperwork, including this syllabus, handouts, and all assignments
 - Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#) .

Student Success Information

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:

1. Reading the textbook
2. Attending class in person and/or online
3. Timely completion of assignments
4. Participating in class activities
5. 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.

□ Instructional Materials and Resources

Instructional Materials

The [HCC Online Bookstore \(https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

This course participates in the Houston Community College First Day Program. A discount has been applied to the required digital course materials. The discounted charge has been added to students' tuition and fee bills.

Students will access the electronic Lab Book course through a link in Canvas. Instructions for opting out of the HCC First Day Program are also posted in Canvas. Students who opt out will still be responsible for obtaining required course materials.

□ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Exams	72		There will be a total of three "In Person" Lab Exams. If you miss any exam, a grade of zero will be assigned. Each of the exams will account for 22 % of your grade. Questions will relate to the identification of structure and function of anatomical models, slides, diagrams etc. Note: <u>No</u> multiple choice questions, majority of questions will be "fill in the blanks" and short answer questions. Strictly NO MAKE-UP for Lab Exams.
Lab Reports	12		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 coping of lab reports is not allowed.
Quizzes	12		Post-lab Online Quizzes will be due after each lab exercise.
In-Class Activities and Attendance	10		Students must be present and actively engaged in the lab. They must contribute fully to individual and group work including mandatory syllabus quiz, discussion posts and clinical scenarios and in class activities. More details on these activities will be given in class.

Grading Formula

Grade	Range	Notes
A	90-100	
B	80-89	
C	70-79	
D	60-69	
F	Below 60	

□ Instructor's Practices and Procedures

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times. This class is a *Lab-Based* course.

Faculty will hold class on-campus in the Laboratory/Studio as per the assigned schedule, and students will attend in person each class period.

Attendance will be taken each class period.

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Missed Assignments/Make-Up Policy

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.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
(<https://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. If you have not attended by the **Official Date of Record**, you will be dropped by the HCC office. It is your responsibility to drop the course by the **Withdrawal Deadline**. The Instructor may also drop a student for excessive absences, for example, a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence. However, it is the Student's responsibility to drop the course by the **Withdrawal Deadline** if that is their decision.

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

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.

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.

Faculty Statement about Student Success

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

- Reading the textbook/Lab Manual
- Attending class in person and/or online
- Timely completion of assignments
- Participating in class activities
- Frequent retrieval of course material and practice testing
- Successful exam performance, including the mandatory final
- Attending Supplemental Instruction (SI) and/or Tutoring
- Forming study groups

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

Faculty-Specific Information Regarding Canvas

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

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

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

Social Justice Statement

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

□ HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0

Grade	Grade Interpretation	Grade Points
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Student Handbook

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

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

Campus Carry Link

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

<https://www.hccs.edu/departments/police/campus-carry/> (<https://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 \(https://www.hccs.edu/resources-for/current-students/student-e-mail/eagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-mail/eagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

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

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-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/> (<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/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

Student Success

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

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

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

Canvas Learning Management System

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

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

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

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

HCC Online Information and Policies

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

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap> (<https://eagleonline.hccs.edu/login/ldap>)

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

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

As a student, it is your responsibility to:

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

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/) (<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters.-EGLS³ surveys are not offered during the Summer semester due to logistical constraints.

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

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.

Student 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 \(http://www.hccs.edu/resources-for/current-students/tutoring/\)](http://www.hccs.edu/resources-for/current-students/tutoring/) 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> (<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/> (<http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>
(<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

Basic Needs Resources:

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

Student Basic Needs Application:

https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH
(https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

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

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

Sensitive or Mature Course Content

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

Course Calendar

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Week	LAB
1. June 7-13	<p>Lab 1: Safety and procedures & Orientation Lab 2: Human Body organization</p> <p>Lab 3: Anatomical Terminology</p> <p>Lab 4: Microscopes and the Cell</p> <p>Lab 5: The Tissues</p> <p>Online Lab Reports 1-4 & Quizzes-3 & 4 due Sunday June 13 by 11.59 pm</p>
2. June 14-20	<p>Lab 5: The Tissues-<i>cont</i></p> <p>Lab 6: The Integumentary System</p> <p>Online Lab Reports 5-6 & Quizzes-5 & 6 due Tuesday June 15 by 11.59 pm</p> <p>Lab Exam #1 (1-6) Wednesday June 16 1 PM</p> <p>Lab 7: The Skeletal System: Introduction</p> <p>Lab 8: The Skeletal System: Axial</p>
3. June 21-27	<p>Lab 8: The Skeletal System: Axial-<i>cont</i></p> <p>Lab 9: The Skeletal System: Appendicular</p> <p>Lab 10: Joints</p> <p>Online Lab Reports 7-10 & Quizzes-7-10 due Wednesday June 23 by 11.59 pm</p> <p>Lab Exam #2 (7-10) Thursday June 24 PM</p>
4. June 28-July 4	<p>Lab 11: Muscle of the body</p> <p>Lab 12: Brain & Cranial Nerves</p> <p>Lab 13: Spinal Cord, Spinal nerves, Reflexes</p> <p>Lab 14: General senses</p>
5. July 5-8	<p>Monday July 5: Holiday for July 4th</p> <p>Online Lab Reports 11-14 & Quizzes-11-14 due Tuesday July 6 by 11.59 pm</p> <p>Lab 15: Special senses</p> <p>Online Lab Reports 15 & Quiz-15 due Wednesday July 7 by 11.59 pm</p> <p>Lab Exam #3 (11-15) Thursday July 8 1 PM</p>

□ Additional Information

Biology Departmental/Program Information

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

The [Associate of Science in Biology - Biology Majors & Premedical Programs](https://www.hccs.edu/finder/programs/associate-of-science-in-biology---biology-majors--premedical-programs---field-of-study-curriculum/) (<https://www.hccs.edu/finder/programs/associate-of-science-in-biology---biology-majors--premedical-programs---field-of-study-curriculum/>) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics.

The [Associate of Science in Biology - Health Sciences Professions](https://www.hccs.edu/finder/programs/associate-of-science-in-biology---health-sciences-professions---field-of-study-curriculum/) (<https://www.hccs.edu/finder/programs/associate-of-science-in-biology---health-sciences-professions---field-of-study-curriculum/>) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics. (Pre-Nursing, Pre-Radiologic Sciences, Pre-Clinical Laboratory Services)

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

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

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair:

Dr. D. Grigsby

daejan.grigsby@hccs.edu; 713.718.7775