



**HOUSTON COMMUNITY COLLEGE SYSTEM
NORTHEAST COLLEGE
BIOLOGY 2402 - ANATOMY & PHYSIOLOGY II – HYBRID
CRN # 52052
COURSE SYLLABUS: FALL 2011**

INSTRUCTOR: Ms. Regina Wiggins Speights
PHONE #: (713) 718-8186 (lab) (713) 718-8192 (office)
EMAIL: regina.wigginspeights@hccs.edu – **primary contact**
OFFICE HOURS: MONDAYS, 8:30 PM – 9:30 PM

TEXTBOOK: Principles of Anatomy & Physiology, 12th Edition or latest.
Tortora, Gerard J. and Derrickson, Bryan. John Wiley & Sons,
Inc., 2009.

SUPPLEMENTAL REFERENCES: Anatomy & Physiology II Notes
(unpublished) – Dr. Philip E. Swartz.

A Brief Atlas of the Skeleton, Surface Anatomy, and Selected
Medical Images, Tortora, Gerard, 2006.

Laboratory Atlas of Anatomy & Physiology, 4th Edition. Eder,
Kaminsky & Bertram. Mc Graw – Hill, 2004. ISBN 0-07-
243810-X.

LAB MANUAL: Anatomy & Physiology II Laboratory Manual, latest edition available.
Keating, R.J. and Wiersema, V.L. Houston Community College System,
Red cover manual.

THE TEXTBOOK AND LAB MANUAL ARE REQUIRED

COURSE DESCRIPTION: This course is a continuation of BIOL 2401 (Anatomy & Physiology I) and deals with the studies of human structure and function at the cellular, tissue, organ, and system levels. Considerations included the different physiological processes, different types of tissues, and the following organ systems: cardiovascular, lymphatic, respiratory, digestive, excretory, reproductive, and endocrine. The interrelationships of these systems will also be studied. Additional topics include fluid, electrolyte, and acid-base dynamics, and development and inheritance.

PREREQUISITE: Biology 2401 (Anatomy & Physiology I)

CREDIT: 4 Semester Hours (3 hours lecture and 3 hours laboratory)

Class and Test Schedule

	Date	SELF PACED Lecture	Laboratory
Week 1	08/29/2011	Cardiovascular System	Sheep Heart
Week 2	09/05/2011	HOLIDAY	LABOR DAY HOLIDAY NO CLASS
Week 3	09/12/2011	Cardiovascular System	Sheep Heart & Blood
Week 4	09/19/2011	Cardiovascular System	Laboratory Practical #1
Week 5	09/26/2011		Lecture Exam #1
Week 6	10/03/2011	Lymphatic System	Labs 1-4
Week 7	10/10/2011	Respiratory System	Labs 5-6
Week 8	10/17/2011	Digestive System	Laboratory Practical #2
Week 9	10/24/2011	Digestive System	Labs 7-8
Week 10	10/31/2011		Lecture Exam #2
Week 11	11/07/2011	Digestive System	Labs 9-10
Week 12	11/14/2011	Metabolism/Acid Base Balance	CAT dissection
Week 13	11/21/2011		Lecture Exam #3
Week 14	11/28/2011	Urinary & Reproductive Systems	Cat dissection
Week 15	12/05/2011	Endocrine System	Laboratory Practical #3
Week 16	12/12/2011		FINAL EXAM

The following dates are approximations and may change. Please do not make any plans to travel within or after one week of the dates listed above.

Student Evaluation and Grading:

All exams will be given online. You must purchase your own colored pencils for laboratory drawings; white paper will be provided for your drawings.

THE FINAL AVERAGE FOR THE COURSE IS AS FOLLOWS:

3 LECTURE EXAMS	45%
1 FINAL EXAM	15%
3 LABORATORY EXAMS	20%
6 QUIZZES	20%

The Final Grading Scale is as follows:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Less than or equal to 59

Note: If you wish to check your answers to the actual exam, you must make an appointment immediately after the exam. I will not do it after the exam or while other students are testing.

CLASS WITHDRAWAL: Faculty will **no** longer be able to "withdraw" students on their final semester roll sheets. The use of the **withdrawal form** must be used by students/faculty to withdraw students from coursework with appropriate boxes) checked.

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. In 2007, the Texas Legislature passed a law limiting students to no more than **six total course withdrawals throughout their academic career in obtaining a baccalaureate degree**. There may be future penalties imposed.

You **MUST** visit with a faculty advisor, a counselor or on-line student services prior to withdrawing (dropping) the class and this must be done prior to **November 3, 2011 at 4:30 PM (CST)** to receive a "W" on your transcript. After that deadline, you will receive the grade you are making in the class which will more than likely be an "F."

ACADEMIC HONESTY: ALL STUDENTS ARE REQUIRED TO AVOID CHEATING ON EXAMINATIONS, QUIZZES, AND LABORATORY REPORTS. ALL STUDENTS ARE REQUIRED TO AVOID CHEATING AND PLAGARISM ON TERMS PAPERS AND RESEARCH PAPERS. STUDENTS OBSERVED CHEATING WILL RECEIVED A GRADE OF ZERO FOR THE EXAM, PAPER, ETC. INVOLVED.

ADA POLICY

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office

For questions, contact Kim Ingram at 713-718-8420 or the Disability Counselor at your college. To visit the ADA website, please visit www.hccs.edu then click Future students, scroll down the page and click on the words Disability Information.

ATTENDANCE POLICY

Class Attendance is required and daily attendance will be taken. I understand that things happen, so - it is better if you come late than not at all. If you arrive late, please see me – it is your responsibility to make sure you are counted present.

The Houston Community College System permits up to 4 absences during a regular semester. Beyond that, the student may be subject to administrative withdrawal at the discretion of the instructor.

ETIQUETTE

- (1) Smoking, eating, or drinking is **NOT ALLOWED** in lecture or lab
- (2) Speaking with other students is **NOT ALLOWED WHILE THE INSTRUCTOR IS LECTURING**. I will tell you one time only. The second time you will be asked to leave the class. If you don't leave I will call security. You are free to talk respectfully during lab sessions except during Pre-lab.
- (3) You cannot bring children to lecture or lab – NO EXCEPTIONS
- (4) Disruptive behavior will result in Security being called, and disruptive students will be removed from the class
- (5) Treat the instructor and your classmates with courtesy at all times, even when there is a disagreement.
- (6) No house shoes or pajamas allowed in the lecture room or laboratory. Ladies and Gentlemen please dress appropriately – undergarments, bras, & thongs should not be visible at any time.
- (7) **DO NOT SEND ME TEXT MESSAGES OUTSIDE OF COURSE CONTENT**
- (8) **DO NOT APPROACH ME AT MY CAR**
- (9) **A copy of the syllabus may be found on my learning web page**
- (10) **All Exams are to be taken with the instructor present, unless otherwise instructed; Any student who begins an exam without the instructor present, will receive a "0" for that exam – NO EXCEPTIONS**
- (11) All Students must adhere to the policies in the *HCCS Student Handbook*
- (12) All lecture and lab exams are timed – you must study very hard this semester.
- (13) No tape recording of lectures allowed
- (14) Letters of Recommendation must be requested a minimum of 2 weeks in advance
- (15) Please do not beg or request leniency at the end of the semester if you did not put in an 110% effort – the answer to your request is "NO"
- (16) Allow me 48 hours to respond to your email, phone call, or request Monday – Thursday, and 72 hours to respond to your email, phone call, or request Friday – Sunday.
- (17) I may be contacted on my cell phone at (832) 368-9832 for emergencies only! Call or text that number between the hours of 8am -8pm.
- (18) Check Eagle Online often for announcements, due dates, discussions, and extra credit assignments.

EXAMS

No backpacks or loose papers will be allowed at any seats. No cell phones or blue tooth ear pieces may be worn or on the desk. Ladies may keep their purses under their chairs. It is advised that you bring only the items needed for the exam to the classroom. I will track your progress thru out the exam. DO NOT OPEN ANY

FILES (EMAILS, LECTURE NOTES, ETC.) DURING THE EXAM. I WILL GIVE YOU A “0”.

PODCASTS

Houston Community College has an iTunes website. I will add podcast that cover lecture material to help you understand concepts covered in the course. At you leisure, you can go to <http://itunes.hccs.edu>. Go to Northeast College and look under Biology. You should find podcast for Anatomy & Physiology II – BIOL 2402.

EGLS₃ -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

EXCUSED ABSENCES

Students are required to attend all class meetings. Absences due to illness, attendance at college approved activities, and family or other emergencies constitute EXCUSED absences and must be supported by documentation presented to the instructor **prior to or immediately upon the student’s return to class.**

Students are responsible for all oral and written examinations as well as all assignments whether absence is EXCUSED OR UNEXCUSED.

MAKEUP POLICY

A student may be allowed to make up an exam at the discretion of the instructor in the event of a documented emergency. I require original documentation with no scratch outs. Here are the rules for the missed exam policy:

- 1. THERE IS NO MAKE UP EXAM BECAUSE YOU ARE NOT READY!**
- 2. Any student who misses any lecture or lab exam will forfeit all extra credit points for the entire course – NO EXCEPTIONS.**
- 3. Any missed lecture or lab exam will result in a grade of “0”.**
- 4. There is no makeup exam for the Final Exam.**

CELL PHONES AND PAGERS

I understand that emergencies arise, jobs call and sometimes you forget the cell phone is on. **ALL CELL PHONES AND PAGERS MUST BE PUT ON VIBRATE BEFORE ENTERING CLASS. UNDER NO CIRCUMSTANCE SHOULD CELL PHONES BE ANSWERED DURING THE CLASS PERIOD. IF YOUR PHONE VIBRATES, PLEASE GO OUTSIDE THE CLASSROOM IMMEDIATELY AND KEEP YOUR CONVERSATION LOW.**

INCLEMENT WEATHER

In the event of bad weather, please check the Houston Community College website – www.hccs.edu or call (713) 718-8400. If you have my cell phone number, DO NOT CALL ME. As soon as I have information I will contact you first via email then by telephone. Please use your discretion in deciding to drive during bad weather & flooding.

IMPORTANT NOTICE: Students who repeat a course three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.