



Houston Community College  
Central College  
Biology

Course Syllabus  
Anatomy and Physiology I (Biol 2301)  
Summer 2018, CRN# 71271  
Credit: 3 Semester credit hours/10 weeks  
48 Contact Hours/Semester

**INSTRUCTOR CONTACT INFORMATION**

**Instructor:** Dr. Renu Jain    **Office Phone:** 713-718-2537  
**Office:** LHSB Rm 401, Central College                      **Office Hours:** Mon-Thurs –10 to 10:30 am  
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**WELCOME TO**

**Course Title:** Anatomy & Physiology I

**Course Prefix:** BIOL 2301

**Instructional Method:** Online

**Course #**            71271

**Room #**            Online

**Credit Hours:** 3 Credit Hours

**COURSE OVERVIEW**

The objective of this course is to give students going into health sciences a basic lab knowledge of Human Anatomy & Physiology. Topics include anatomical terminology, tissues, and four out of eleven systems (Integumentary, Skeletal, Muscular and Nervous) that make up human body.

**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 Student Learning Outcomes (CSLOs):**

Completion of the specific Student Learning Outcomes listed below does NOT and will NOT guarantee the student any specific final course grade at the end of the semester!

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

## **GETTING READY**

### **Pre-requisites:**

College reading level as determined by SAT, ACT, TASP, or successfully passing ENGL 0305 with a “C” or better. Although BIOL 1406 is not a required prerequisite for BIOL 2301, it is highly recommended to understand some of the key concepts taught in this course.

### **Required Material:**

1. **Textbook:** McKinley, An Integrated Approach to Anatomy & Physiology 2e and Connect
2. Canvas (Learning Management System): All course components will be posted online on CANVAS found at the following link: <https://eagleonline.hccs.edu>
3. **ONLINE HOMEWORK AT McGrawHill CONNECT:** Homework assignment will be done using a different online software tool-“Connect”. The registration for this homework site requires an access code which comes packaged with the new textbook free or can be purchased online.
4. **Learning Web:** Copies of the syllabus can be located on the Learning web found at the following link: <http://learning.hccs.edu/faculty/>
5. Free tutoring is offered by HCC at several campuses. For locations and timings, go to: <http://www.hccs.edu/district/students/tutoring/>

**Instructional Method:** This course will be offered online with all course content delivered to you via the Canvas course shell. Part of the graded assignments will be completed online using the requirements specified in the syllabus and part of the graded work will be based on proctored exams taken at the DE testing centers. Some of the online submissions will require collaborative group work where you will be graded on your participation as well as content.

## **Course Schedule**

<b>Week</b>	<b>Ch</b>	<b>Reading Schedule</b>	<b>Testing Schedule</b>
<b>6/4</b>	1	Orientation The Sciences of Anatomy and Physiology	LearnSmart (#1) June 8 midnight,
<b>6/11</b>	4, 5	Biology of the Cell, Tissue Organization	L earnSmart (#4, 5) June 12th midnight <b>Quizzes, Chapter 1,4,5 – June 15<sup>th</sup> midnight</b> <b>EXAM 1 – ONLINE – June 16th midnight</b>
<b>6/18</b>	6 7	Integumentary System Skeletal System: Bone Structure and Function	LearnSmart (#6) June 20th midnight, LearnSmart (#7) June 24th midnight
<b>6/25</b>	8	Skeletal System: Axial Skeletal System Skeletal System: Appendicular Skeletal System	,LearnSmart (#8) June 26thd midnight, LearnSmart (#9) July 1st midnight
<b>7/2</b>	9 10	Articulations Muscular Tissue	<b>Quizzes, Chapter 6-9 – July 3rd midnight</b> <b>EXAM 2 – ONLINE – July 5<sup>th</sup> midnight</b> LearnSmart (#10) – July 8th midnight
<b>7/9</b>	11 12	The Muscular System Nervous Tissue	LearnSmart (#11) – July 12 midnight LearnSmart (#12) – July 14 midnight
<b>7/16</b>	13	Brain and Cranial nerves	<b>Quizzes, Chapter 10-12 – July 17th midnight</b>

			<b>EXAM 3 – ONLINE – July 18<sup>th</sup> Midnight</b> LearnSmart (#13)– July 22 <sup>nd</sup> midnight
7/23	14 15	Spinal nerves and Nerves Senses	LearnSmart (#14)– July 25 <sup>th</sup> midnight LearnSmart (#15/16)– July 28 <sup>th</sup> midnight
7/30	29	Autonomic Nervous System	<b>Quizzes, Chapter 27-29 – August 1 midnight</b>
8/6			<b>Exam 4- ONLINE – CH 13-16 August 2<sup>nd</sup> midnight</b> <b>FINAL EXAM (on campus, testing centers, comprehensive)</b> <b>August 3-5 at DE testing centers</b>

<b>Important Dates:</b>	
June 1 (online)	Last Day for drop/add
<b>June 18th</b>	Official Day of Record (attendance Approval Deadline)
July 16th before 4:30 pm	Last Day for Administrative and Student Withdrawal
August 12	Grades available to students

## **Student Assignments:**

- **Graded Assignments:** All deadlines for the graded assignments are in the syllabus and must be completed in a timely manner.
  - **Syllabus Quiz (1% of the total grade):** This quiz goes over the details of the course syllabus and is due by the attendance approval deadline.
  - **Learnsmart Assignments (10% of the total Grade – online submission):** Adaptive online assessments. These assignments are meant to help you understand chapter content.
  - **Chapter Quizzes (10% of the total Grade – online submission)** After the chapter/s are covered in lecture, you will be given an online quiz to master the course content. These quizzes are open book and timed.
  - **Lecture exams (69% of the total Grade):** There will be a total of four lecture exams. questions will be primarily multiple choice, along with some true or false, fill in the blank, picture identification, and short essay questions. Each exam has equal weight-age with other exams (100 pts each). All lecture exams will be online using the Respondus Lockdown Browser and webcam. Please ensure you have a computer with camera where the software can be downloaded.
  - **Final Exam (10% of the course):** is **mandatory** for all students. This is a comprehensive final exam including all chapters covered in the course and is a requirement of the Biology Discipline at HCC. Final exam will be administered May 4-6 at DE testing locations.

## **DE Testing Locations**

### **Fridays:**

Central Campus - San Jacinto Building. - 1300 Holman Houston, TX 77004 - 1st Floor  
Exam times: 4:00 PM -9:00 PM Last Admit 7:00pm

### **Saturdays:**

Alief Hayes Campus - 2811 Hayes Road, Houston, TX 77082  
Exam times: 10:00 AM - 3:00 PM Last Admit 1:00pm

### Sundays:

Eastside Campus - 6815 Rustic Houston, TX 77087 3rd floor (Workforce Building)

Exam times: 10:00 AM -3:00 PM Last Admit 1:00pm

You have the option to take your exam at any of these times and on any of these days during that designated weekend. There is a two hour time limit for each exam

- **Ungraded quizzes/assignments:** In addition to the graded assignments, which will count towards your final grade calculation, this course has other assignments, which are highly recommended to help you understand the content and improve your performance in the course. These ungraded assignments include practice quizzes, pre-tests, labeling activities etc.

Lecture Exams (Lowest grade dropped)	69%	<b>HCC Grading Scale</b> 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 = F.....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 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.
Chapter Quizzes	10%	
LearnSmart	10%	
Final Exam	10%	
Syllabus Quiz	1%	
Total Score	100%	

**Instructor’s Incomplete Policy:** The only circumstances under which you can get an I (incomplete) is if you are too ill to take the final. Once you receive an I, in order to get a grade for the course, you will have to complete the material by the end of the next full semester. If you do not, the I will convert to an F.

**Program Requirements** – Biology Discipline requires the administration of a Discipline Final Exam which must be weighted a minimum of 10% of the total Grade.

### Instructor Requirements

*You are responsible for buying your textbook and Connect access in a timely manner. Your first day of the semester is January 16th. You must have all the above by then. Buying textbook online or at another campus may delay your start.* The semester schedule is already provided to you. You must complete all learnsmart assignments, chapter quizzes and exams in a timely manner. **No accommodations will be made for any online assignment if you miss them due to whatever reason....personal, medical or technical.**

### Exam Policies:

1. Exams consist of multiple-choice, true-false, and matching questions. Use lecture notes and Chapter resources provided on Eagle Online.
2. We will be using an online resource “Connect” to help understand the course content. If you have purchased a new textbook through HCC bookstore, then the **access code** is included in the book. Otherwise you will need to purchase the access code following directions provided in the Canvas.
3. If you take all lecture exams, one lowest score will be dropped at the end of the semester.
4. If, for whatever reason, you miss one exam, that exam will automatically become your drop exam.
5. If, for whatever reason, you miss a second exam, it will be counted as a zero score.
6. All grades will be posted on Eagle Online as soon as the exams are graded. The exams will also be available for you to review, in my office with appointment. No one will be allowed to take the exams out of the room. After reviewing, exam copy must be returned to me immediately.

***Attendance: In the online course completing all assigned work by the assigned deadline is important for attendance. I will mark missed assignments and exams as "0's" and calculate the total scores for final grades.***

***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***

**QUESTIONS/PROBLEMS:** Please make sure that if you have any questions or problems at any time, that you first contact me as soon as possible. The worst thing you can do is wait to contact me or to not take advantage of the resources available to you. By taking an active part in your education, you will make your academic experience much more rewarding and exciting!!

### **EGLS<sub>3</sub> (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](http://www.hccs.edu/egls3) for more information.

**Additional Instructor and Institutional Policies:** Access Student Services Policies on their Web site: <http://www.hccs.edu/district/students/student-handbook/>

### **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. HCC can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

### **Tutoring**

HCCS provides free tutoring for all HCC students. Go to [www.hccs.upswing.io](http://www.hccs.upswing.io); log in instructions will be provided on the tutoring page homepage <http://www.hccs.edu/findatutor>

### **Counseling Services**

#### **Mission Statement**

The mission of the HCC Counseling Department is to provide holistic support for students pursuing their educational goals. In order to accomplish this mission, we will provide a full range of professional services including personal and career counseling, academic skills enhancement, outreach programming, consultation, and crisis intervention.

HCC Counselors include licensed professionals (and Counseling interns) with masters or doctoral degrees. HCC Counselors provide the following services:

- Academic Advising
- Career Counseling
- Disability Support Services
- Personal Counseling
- Student Success Workshops
- Transfer Advising
- Degree Plan Completion
- Transcript Evaluation

If you are interested in developing any of the desirable outcomes or receiving any of the services listed above, please contact a counselor at any of the HCC colleges. <http://www.hccs.edu/district/students/counseling/> (click on link on right side to see all counselors and their contact information).

### **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.

### **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. 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.

### **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/>

### **TITLE IX OF THE EDUCATION POLICY**

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. 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  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

### **International Students**

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

### **Helpful Tips**

**Success in this course depends solely on the individual student!**

The following are strongly recommended for each student:

- Read and understand all elements of the Syllabus, Distance Education and Student handbooks.
- Give your professor both day / evening phone numbers and e-mail address.
- Read and comprehend the required chapters in the textbook prior to the exams.
- Successfully complete all requirements of this course as outlined in this document.
- Contact your professor if you have any questions regarding any element of the course you do not understand.
- HINT: Work hard from the beginning of the semester rather than playing a "catch-up game during the second half of the semester.

- Student web sites of the publisher are excellent sources to review course content.
- Plan to attend review sessions to clarify your concerns about the course content.

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