



Human Anatomy & Physiology I-10180

BIOL-2301

S1 2022 Section 0001 3 Credits 06/06/2022 to 07/10/2022 Modified 06/02/2022

Course Meetings

Meeting Days

Tuesdays and Thursdays

Meeting Times

10:30 am to 12:45 pm

Meeting Location

WWH Building, Rm 406 at Central College

Instructional Mode

Tuesdays and Thursdays - 10:30 am to 12:45 pm

HY

The course modality of this class is *Hybrid*.

Faculty will hold class on-campus as per the assigned schedule, which represents half of the assigned contact hours for the term. The remaining contact hours for the term will be realized via traditional online course means, using Canvas Eagle Online.

Attendance will be taken each class period.

Welcome and Instructor Information

Faculty: Dr. Renu Jain

Email: renu.jain@hccs.edu

Office: 713-718-2537

What's Exciting About This Course

You will learn so much about your life and living organisms. Do you know how the brain works? What makes you move different parts of your body? How do your muscles work? How do you breathe? How does your skin protect the body? The course will look at how and why the body works the way it does. We will understand that 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.

You will use what you learn in this course; in your own personal life as well as in your chosen professional career.

My Personal Welcome

Welcome to Anatomy and Physiology—I'm delighted that you have chosen this course! I am very passionate about the human

body and how it works, and I can hardly wait to pass that knowledge and passion on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of the subject matter.

Preferred Method of Contact

HCC Email: renu.jain@hccs.edu. HCC Office phone no. 713-718-2537 (please leave a message if I am not at my desk).

I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages during the following week.

Office Hours

By Appointment

Online

Please send me an email if you would like to set up virtual office session.

Course Overview

Course Description

Credits: 3 (3 lecture). Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Requisites

Prerequisite: Must have passed ENGL 1301 (or higher) or take ENGL 1301 as a co-requisite.

Department Website

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

Core Curriculum Objectives (CCOs)

BIOL 2301 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:

(A) **Critical Thinking Skills:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;

(B) **Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication;

(C) **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions;

(D) **Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

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/>

Course Student Learning Outcomes (CSLOs)

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. 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.

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
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Instructional Materials and Resources

Instructional Materials

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 course materials 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
Lecture Exams	66.5%		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.
Syllabus Quiz	1%		This quiz goes over the details of the course syllabus and is due by the attendance approval deadline.

Type	Weight	Topic	Notes
In-Class Activities	5%		Active learning exercises will be assigned in class as part of this graded activity.
Quizzes	10%		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.
Adaptive Assignments	7.5%		Adaptive online assessments. These assignments are meant to help you understand chapter content.
Final Exam	10%		Final Exam 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.

Grading Formula

Grade	Range	Notes
A	89.6 to 100	4 points per semester hour
B	80 to 89.5	3 points per semester hour
C	70 to 79.5	2 points per semester hour
D	60 to 69.5	1 points per semester hour
F	Below 59.5	0 points per semester hour

* Instructor's Practices and Procedures

Instructional Modalities

Online Anytime (WW)

Traditional online course without scheduled meetings

Incomplete Policy

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 December 1, 2021

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

Make-Up Policy:

If you miss an exam for whatever reason, it will be used as the drop exam.

If you miss a second exam and wish to take a make-up, there are only three acceptable excuses for an individual missing an exam:

Illness: I will need official certification from your doctor, typed on medical stationary (with their license # to practice medicine on it) certifying that you are now well enough to take the test. This must be handed in within a week.

Funeral attendance. I will need proof of funeral attendance with the date of the ceremony clearly listed. This must be handed in no later than ten days after the date of the missed exam.

Mandatory courtroom appearance. I will need a copy of your official court summons with the date of your required attendance clearly listed. This must be handed no later than ten days after the date of the missed exam.

I only allow one missed exam to be made up per semester. Any other missed exam will be assigned 0 points.

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.

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

This is a 16 week course, which will begin on August 23rd and end on December 13th. This is an online anytime (WW) course. Course content is available on Canvas and students are responsible for following all course deadlines as per the schedule.

It is your responsibility to withdraw from the course before the withdrawal deadline, i will not automatically drop you from the class for non-attendance.

Please get into the habit of logging-in to canvas 2-3 time a week to check for announcements and course deadlines. It is your responsibility to complete course requirements in a timely manner. No extensions will be made for missed coursework

Student Conduct

Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards instructor and classmates. 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.

Instructor's Course-Specific Information

Grades will be posted in the gradebook after completion of the tests. If any grade related discrepancy is found, it will be discussed immediately and preferably by setting up a meeting during my office hour

Devices

During testing use of any electronic device is prohibited. In class, please keep your cell phones on vibrate and if needed step outside to take an emergency call.

Faculty Statement about Student Success

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.
- Use the canvas email option for all course related communications.
- Read and comprehend the required chapters in the textbook prior to the exams.
- Successfully complete all requirements of this course as outlined in the syllabus.
- 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.

Faculty-Specific Information Regarding Canvas

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

All exams in the course will be administered online using lockdown browser and webcam.

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 Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

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/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

Campus Carry Link

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

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

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 \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eoo> (<https://www.hccs.edu/eoo>)

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/accessibility> (<https://www.hccs.edu/accessibility>)

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>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

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

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](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/egls3) (<https://www.hccs.edu/egls3>)) 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.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

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 and convenient academic support, in a large variety of subjects, to HCC students in both an online environment and in-person on campus. Tutoring is provided by HCC personnel in order to ensure that it is appropriate. Visit the HCC Tutoring Services website for more information at <https://hccs.edu/tutoring> (<https://hccs.edu/tutoring>).

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 <https://library.hccs.edu> (<https://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 <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>).

Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

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://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

COVID-19

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

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

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.

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

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	Ch	Reading Schedule	Testing Schedule
6/6		Syllabus/ORIENTATION	<u>June 10 by 5 pm</u> - Syllabus Quiz
	1	Science of Anatomy & Physiology	June 12 – Pre-adaptive practice assignments Ch 1-5 June 12 – Chapter quizzes Ch 1-5
	2	Chemical level of Organization Cellular level of Organization	
	3	Tissue level of Organization	
	4	Integumentary System	
5			
6/13	6	Skeletal System: Bone Tissue	June 13: EXAM 1
	7	Axial Skeleton	June 19: Pre-adaptive practice assignments Ch 6-9
	8	Appendicular Skeleton	June 19 – Chapter quizzes Ch 6-9
	9	Joints	
6/20	10	Muscle Tissue	June 20: EXAM 2
	11	Muscular System	<u>June 26</u> – Pre-adaptive practice assignments Ch 10-12
	12	Nervous tissue	<u>June 26</u> – Chapter quizzes Ch 7, 8 and 9

