



Houston Community College
Central College
1300 Holman, Houston, TX 77004

Course Syllabus
Anatomy and Physiology I (Biol 2401)

Fall 2013, CRN# 59679

Credit: 4 Semester hours/16 weeks

Lecture: Room 314 LHSB; 11:30 to 2:30 PM Tuesdays

Laboratory: Room 312 LHSB; 11:30 to 2:30 PM Thursdays

Instructor: Dr Renu Jain, Ph.D
Office: Learning Hub Science Building (LHSB), Rm 401
Office Hours: Tuesdays, Thursday: 9:30 to 11:30 am and 2:30 PM
– 3:30 PM; Wednesday: 10:00 AM – 2:30 PM
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Pre-requisites

BIOL 1406 (General Biology I) highly recommended.

Course Description

Topics studied here are the structure and function of human cells, tissues, and organ systems including integumentary, skeletal, musculature, and nervous systems. The objective of this course is to give the students the basic knowledge of human anatomy and physiology, especially those entering applied health sciences.

Most of you will find the material is new to you. Please set aside adequate time for study - you will probably need to spend at least 6 hours per week!!!

Student Learning Outcomes

1. Students will be able to understand and apply the principals of homeostasis and the importance of feedback loops.
2. Students will be able to evaluate information and make conclusions based on their knowledge of membrane transport.
3. Students will be able to apply their knowledge of muscle structure to explain how muscles function.
4. Students will be able to apply their knowledge of the structure of the skeletal system to its functions.
5. Students will be able to understand and apply their knowledge of changes in polarity on membrane potential.

6. Students will be able to apply and demonstrate their knowledge concerning reflex arcs.
7. Students will be able to apply the knowledge gained in lab utilizing anatomical models, physiological experiments, histological slides and the compound light microscope.
8. Students will utilize online interactive evaluation tools to gauge their understanding of key anatomical and physiological concepts prior to lecture/examinations/quizzes where applicable.

Instructional Materials

Textbook: Fundamentals of Anatomy and Physiology. Ninth Edition.

By Martini

The course is an integration of 2 parts, a standard textbook, and an internet on-line course (<http://hccs1.mrooms3.net>). The online course includes notes on material covered in the text as you might expect to take in a regular class. These notes are designed to be an overview of the material covered in the text with added insights provided by the instructor. The online portion of the course will be accessible with an account password and is to be used only for this course and only by you, the student.

Laboratory Manual: Human Anatomy and Physiology I Laboratory Manual, Fifth edition, Ed. By Wagle, J.R., 2013

Lab Study Resources:

Department Laboratory Study Pages, including cat dissection pages. Links to these resources are found on the Lab Resources of Eagleonline or go to www.hccs.edu/biologylabs

Course Schedule

Week	Chapters	Topics to be reviewed online	Exer #	Laboratory Exercises
8/27	1	An Introduction to Anatomy and Physiology	1	Orientation, Microscopes and the Cell
9/3	3,4	Cellular Level of Organization, The tissue level of organization	2	The Anatomical Terminology
9/10	5	The Integumentary System	3	The Tissues
9/17	6	FIRST LECTURE EXAM: 9/17 (Chapters 1, 3, 4) Osseous Tissue and Bone Structure	4	The Integumentary System,
9/24	7	The Axial Skeletal System	5	The skeletal System- basic,
10/1	8	The Appendicular skeleton	6	The skeletal System- axial,
10/8	9	SECOND LECTURE EXAM.	7	The skeletal System-

		10/8 (Chapters 5, 6,7) Joints,		appendicular, REVIEW for the lab exam
10/15	10	Muscle Tissue		FIRST LAB EXAM 10/17
10/22	11	The Muscular System	8	Joints
10/29	12	THIRD LECTURE EXAM 10/29 (Chapters 8, 9,10) Neural Tissue	9	Muscle Structure
11/5	13	The Spinal Cord, Spinal Nerves and Spinal Reflexes		Cat Dissection
11/12	14	The Brain and Cranial nerves	10	The Spinal Cord, Spinal Nerves
11/19	15	FOURTH LECTURE EXAM 11/19 (Chapters 11, 12, 13) Neural Integration I: Sensory Pathways and the Somatic Nervous System	11	Brain and Cranial nerves
11/26	16	Neural Integration II: The Autonomic Nervous System and Higher Order Functions	12	Special senses , REVIEW for the lab exam
12/3	17	The Special Senses		SECOND LAB EXAM 12/5
12/10		FINAL LECTURE EXAM 12/10 at 11:30 am (Chapters 14-17)		

Important Dates:	
August 25	Last Day for drop/add
Nov 1 before 4:30 pm	Last Day for Administrative and Student Withdrawal
Nov 28- Dec1	Thanksgiving Holiday
Dec 8	Instruction ends
Dec 20	Grades available to students

Exams and Grading

- **Lecture exams:** There will be a total of four lecture exams. All exams are on-campus and proctored. The 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).
- **Lab exam:** There will be a total of two lab exams worth 100 points each.
 - All lecture and laboratory exams are closed book. Out of the above six exams (4 lecture + 2 lab), one exam grade will be dropped. If you

take all seven exams, your lowest grade automatically becomes your drop grade. If you miss an exam it automatically becomes your drop exam. Make up exams will be given only in case of emergency and at the discretion of the instructor. The instructor reserves the right NOT to give make-up exams. You will be asked to provide documentation for an emergency that causes you to miss an exam. NO MAKEUP will be given for the lab exam.

- **Final Exam:** is mandatory for all students. Part of the final exam will be comprehensive and details will be shared in the classroom.
- **Masteringaandp homework assignments:** After the chapter/s are covered in lecture, you will be given an online assignment to master the course content. These quizzes are open book and un-timed. You will be allowed only one attempt for each assignment, hence attempt them only after going through the chapter contents thoroughly.

Grade Computation

5 exams (lowest 1 to be dropped)	500 pts (67%)
Final Exam (mandatory)	100 pts (13%)
Masteringaandp homework	100 pts (13%)
Lab reports	50 points (7%)
Total	750 pts (100%)

A = 675-750 (90-100%)

B = 600-674 (80-89%)

C = 525-599 (70-79%)

D = 450-524 (60-69%)

F = 0-449 (Below 60%)

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.

Instructional Methods:

Lecture: Lecture notes are available on Eagleonline and you should use these as the basis of your study for exams.

LOGGING ONTO Eagle online:

Eagle ADDRESS: <http://hccs1.mrooms3.net>

Student User ID: Your login user ID will be your HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by, click on "Retrieve it here" and follow the instructions.

Eagle online initial password: distance The default student password is "distance." Students will then be prompted to change their password after their first login. Please visit the DE Technical Support website if you need additional assistance with your login.

Eagle online Problems Center:

<http://smartipantz.perceptis.com/hccs/content/> Please go to this website if you have technical problems with using Moodle. You will find a 24/7 phone number you can call, an opportunity for live chat with a technician, and a FAQ section for students.

Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

Copying from another students' test paper;

- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Class Attendance –

It is important that you come to class. Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. You should check with your colleagues using blackboard to see what you missed. It is your responsibility to initiate a withdrawal from this course. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

Students with Disabilities

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

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

Disability Support Services Offices:

System: 713.718.5165

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist assigned to their professor.

Education advising and Counseling Services

DE student information can be found on the DE Student Services website: de.hccs.edu. Advising or counseling can be accomplished through our online request form [AskDECounseling](#) (quickest and recommended), by telephone at 713/718-5275 - option # 4, or via email at decounseling@hccs.edu.

Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

Course Repeater Policy

Beginning in the Fall 2006, students who repeat a course for a third or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor and/or counselor about opportunities for tutoring/other assistance prior to considering course withdrawal or if you are not receiving passing grades.

HCC Course Withdrawal Policy

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

HOW TO DROP

- If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Center.
- HCC and/or instructors may drop students for excessive absences without notification (see Class Attendance below).
- Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines. Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

Fall Withdrawal Deadlines: Nov 1st, before 4:30pm

Early Alert Notification

The Distance Education (DE) Department utilizes an Early Alert system managed by the DE counselors to provide outreach and intervention to students who may be at risk of withdrawal or failure. Referrals to this system are typically made by a DE faculty member. If a DE professor is concerned about a student's performance in class, that student may be referred to Early Alert for counseling intervention.

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.

Classroom Conduct

As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

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. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. ONLY ONE online/distance education class may be counted towards the enrollment requirement for International Students per semester. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

Rules and Regulations

- Textbook and lab manual are required.
- Full class attendance is required. Students with more than four unexcused absences may result in an administrative withdrawal. Students are responsible for everything covered during their absence.
- To avoid disruption in the class room, all pagers and the cell phones must be set on the silence mode.
- Children or anyone who is not officially enrolled in the course will not be allowed in the laboratory.
- Eating, drinking or smoking is strictly prohibited in the laboratory.
- You must read the laboratory safety rules before doing any of the lab exercises.
- The lab safety release form must be signed during the first lab session.
- EXAM POLICIES: The following guidelines will govern all exams:
 - The students will not be allowed to leave the classroom before completing an exam.
 - Anyone arriving late will not be allowed to take an exam if any student has completed the exam and left the classroom.
 - All lecture and lab exams will be timed. Students arriving late will not be given extra time to complete an exam.
 - Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, testing centers, and other locations where testing is taking place. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations. Violations of this policy will result in discipline, up to and including termination or expulsion.

- Students may not use dictionaries or other aids during the exam.
- Make-up exams will be given only in the event of an emergency. No student may take more than one make-up exam without special permission. Students must e-mail or call the instructor immediately (if possible, on or before the day of the scheduled exam), explain his/her reason for missing the exam, and request a make-up. The instructor will decide if the request is valid.
- Cheating is not permitted. If it occurs, the students may receive a zero for the exam, or a grade of "F" in the course.
- Grades will not be posted at any time during the semester. You may receive your final grades at the end of the semester from the Biology Department of via the Internet by logging on to www.getgrades.com or www.hccs.edu or by calling toll free at 1-887-341-4300. Proper identification is required to receive the final grade. The transcripts will be mailed by the HCCS office only if requested by the student.
- Lab reports are an important part of the course and are due upon completion of the experiment. They will be corrected and graded.

Helpful Tips

Success in this course depends solely on the individual student!

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 activities, study tools, and assignments.
- Inform students of policies such as attendance, withdrawal, and assessments.
- Provide the course outline and calendar which will include all the deadlines for the assignments.
- Arrange to meet with individual students before and after class as required.

To be successful in this class, it is the student's responsibility to:

- Participate in course activities.
- Read and comprehend the instructional materials (lab manual and lab tools provided on eagleonline).
- Complete the required assignments and exams.
- Contact your professor if you have any questions regarding any element of the course you do not understand.
- Keep copies of all paperwork, including the syllabus, handouts and all assignments.
- Complete the course with a 70% passing score.
- HINT: Work hard from the beginning of the semester rather than playing a "catch-up game during the second half of the semester.

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

