



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'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 hopefully 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 and its relationship to illnesses and health. So please visit me or contact me by email whenever you have a question.

## Lab-Based Courses

The code for Lab classes for the Fall semester is **HL**. Fall semester will begin remotely on August 24 for the first six weeks. All classes will meet online through Canvas Conference/WebEx at the days/times outlined in your syllabus and online attendance will be taken. **In-person instruction** for lab classes is scheduled to begin the week of October 5. Facilities will re-open to students, faculty and staff participating in these courses.

- In-person class sizes will be restricted to no more than nine students per class.
- Everyone will be required to follow safety protocols while on campus, including wearing face coverings and passing individual screenings.

## Prerequisites and/or Co-Requisites

### **Prerequisite: Anatomy and Physiology II requires**

Anatomy and Physiology I (Biol. 2301 & 2101)

### **Pre/Corequisite-** BIOL 2302

If you have enrolled in this course having satisfied this prerequisite, you have a higher chance of success than students who have not done so. Please carefully read the repeater policy in the [HCCS Student Handbook](#).

## Canvas Learning Management System

All Biology sections utilize [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities.

## Open Lab Locations

[HCCS Open Computer Lab locations](#) may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

## HCC Online Information and Policies

For online/hybrid students. As an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

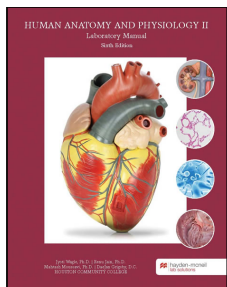
## Scoring Rubrics, Sample Assignments, etc.

When applicable, 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>

## Instructional Materials

### Required Resources



**Human Anatomy & Physiology 2 Lab Manual, edited By Jyoti Wagle, Ph. D. & Renu Jain, Ph. D., 6th Edition, 2020, Hayden-McNeil Publishers**

- **Print:** 9781533903105
- **eBook:** 9781533933140

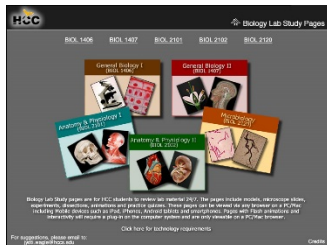
The required lab manual for BIOL 2102 can be purchased on the HCC Bookstore website (<https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks>) or in-person at the campus bookstores. You will be able to choose an electronic version or a printed version; the appropriate ISBN for each version is above. If purchasing an ebook/e-lab manual (preferred), you'll receive your Access Code and clear instructions with how to redeem your Access Code with VitalSource. If you encounter any issues with redeeming your code, please call VitalSource direct at 855-200-4146; check out this site: [How to Redeem a Code](#). The VitalSource ebook/e-lab manual includes digital Lab Reports which are required in this course.

**Please note that if you are using a print manual:**

- \* *The bookstore price may be slightly higher than if you purchase online eManual.*
- \* *Buying the hard copy may delay your start and you will be responsible for getting it in time.*
- \* *You will have to go through extra step of scanning completed lab reports before uploading them into our Canvas Course.*

**ELECTRONIC RESOURCES FOR EXAMS:** To maintain the rigor and the integrity of the classes, Biology department **requires** all students attending online classes to use a **Lockdown Browser with Webcam for all exams**. You need a desktop or a Laptop with webcam for your exams. Smartphones and tablets will not work.

## Suggested Resources



### HCCS Biology Lab Study Pages

[Click here to access Biology lab study pages online.](#)

### OER???

Additional faculty suggested resource(s).

For example: Other text titles for reference, Professor's PPTs,

handouts, etc.

## Other Instructional 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](#) 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>.

### 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/>.

## Course Overview

BIOL. 2102 is a Continuation of BIOL 2101 including the study of circulatory, respiratory, digestive, excretory, reproductive and endocrine systems. It is a Core Curriculum Course. This course is intended for students majoring in one of the physical sciences or life sciences, engineering, or for students who are pursuing pre-professional programs in medicine, dentistry, pharmacy, veterinary medicine, or other health programs. The course is also beneficial to students who are preparing themselves for higher-level science courses in their respective curricula.

### Core Curriculum Objectives (CCOs)

BIOL. 2302 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.

### Program Student Learning Outcomes (PSLOs)

- Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
- 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).
- Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
- 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)

BIOL 2102 Anatomy & Physiology II (lab) The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including

nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions.

### **Learning Objectives**

- 1) Consistently able to demonstrate part to function relationship and the interaction of the circulatory, lymphatic and immune systems without the instructor's help.
- 2) Consistently able to demonstrate understanding and application of hormonal control on homeostasis without the instructor's help.
- 3) Consistently able to demonstrate part to function relationship and the interaction of the respiratory/urinary systems with the cardiovascular system without the instructor's help.
- 4) Consistently able to demonstrate part to function relationship involving the digestive system and its correlation with metabolism without the instructor's help.
- 5) Consistently able to demonstrate interactions of parts to functions involving the reproductive system without the instructor's help.
- 6) Consistently prepared and always able to demonstrate skills using the body system models and laboratory techniques at the classroom standard.
- 7) 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 dates.

## 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 Lab book
- Attending class in person and/or online
- Timely completion of assignments
- Participating in class activities
- Successful exam performance

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

## 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 Lab book
- 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



## Assignments, Exams, and Activities

----All assignments are going to be accessible through the Canvas site for the first 6 weeks (possibly longer; depends on Covid-19 situation)----

### Class Participation (5%)

Class participation will include your attendance at all webex sessions per class schedule.

### Lab Reports (10%)

Lab Reports will be assigned for each chapter content. Students may submit the lab reports at any time prior to the due date. Student may use any additional help from any source to conduct the lab report assignments. No late work will be accepted for this online content. It will be the responsibility of the student to maintain all due dates.

### Quizzes (15%)

Every chapter will have quizzes that will need to be completed at the end of each chapter material. Students may take the quizzes at any time online through the Canvas site. However, it is highly recommended that you study and review all material prior to completing the online quizzes. You will be permitted to take each quiz twice. Once you open the quiz and leave, that counts as one chance. Thus, use your chances adequately. No late work will be accepted for this online content. It will be the responsibility of the student to maintain all due dates. The lowest 2 assignments will be dropped at the end of the semester.

### Tests (70%)

There will be four (4) tests throughout the semester worth 70% of your grade. The Lowest test grades will be dropped. Modules will be organized in such a fashion to designate the material used for each test. All test, at least during the first 6 weeks of the course, will be performed under proctoring guidelines using the Lockdown Browser and Webcam feature. Thus, you will need to have a working computer/iPad with webcam capability for all your exams. **Students will NOT be allowed to use any external devices, books, notes, or any other aids during all the exams.** Once we progress into the face-to-face modality, then test will be conducted in class. The use of any aids during the exam will constitute academic dishonesty (i.e. cheating) and is susceptible to all penalties under the academic dishonesty school policy.

### Final Exam

**No Final exams** will be performed for this lab class

## Grading Formula

The final grade will be awarded based on the following percentages for each category:

Class Participation	5%
Lab Reports	10%
Quizzes	15%
Tests	70%
Total	100%

Grade	Total Points
A	90-100
B	80-89.9
C	70-79.9
D	60-69.9
F	<60

### Incomplete Policy:

In this course, the purposes of the "I" (incomplete) grade is for students who are caught up and passing at the student withdrawal deadline, and then have a medical or other problem that prevents them from completing the course. If you are not passing at the student withdrawal deadline, you should drop yourself from the course, or you will likely earn an "F." 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 5, 2020**
- ✓ In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

Week/Start Date	HAYDEN MCNEIL
1. Aug 24	<b>Lab 1:</b> Safety and procedures <b>Lab 2:</b> Human Body organization and Terminology
2. Aug 31	<b>Lab 3:</b> Review of Microscope and Tissue <b>Lab 4:</b> The Endocrine System
3. Sept 7	<b>Labor Day (NO Webex class)</b> <b>Lab Exam #1 (Chapters 1-4; opens Sept.11/12 for 48 hours online)</b>
4. Sept 14	<b>Lab 5:</b> The Blood <b>Lab 6:</b> The Heart
5. Sept 21	<b>Lab 6:</b> The Heart Continued <b>Lab 7:</b> Electrocardiography
6. Sept 28	<b>Lab 8:</b> Blood Vessels and Review <b>Lab Exam #2 (Chapters 5-8; opens Oct. 2/3 for 48 hours online)</b>
7. Oct 5	<b>Lab 9:</b> The Lymphatic System <b>Lab 10:</b> The Respiratory System
8. Oct 12	<b>Lab 10:</b> The Respiratory System continued <b>Lab 11:</b> The Urinary System
9. Oct 19	<b>Lab 11:</b> The Urinary System continued <b>Lab 12:</b> Urinalysis
10. Oct 26	<b>Lab Exam #3 (Chapters 9-12)</b> <b>In Class on Oct. 26 (depends on Covid-19 situation)</b>
11. Nov 2	<b>Lab 13:</b> The Digestive System
12. Nov 9	<b>Lab 14:</b> The Male Reproductive System
13. Nov 16	<b>Lab 14:</b> The Male Reproductive System continued <b>Lab 15:</b> The Female Reproductive System
14. Nov 23	<b>Lab 15:</b> The Female Reproductive System continued
15. Nov 30	Review
16. Dec 7	<b>Lab Exam #4 (Chapters 12-15)</b> <b>In Class on Dec. 7 at 3 pm (depends on Covid-19 situation)</b>

## **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.

## **Instructor's Practices and Procedures**

### **Missed Assignments**

All assignments have due dates and there will NOT be any make-ups for any of the assignments including tests. The final exam follows the department policy mentioned above. Under drastic events, accommodations may be allowed with documentation of an emergency to allow a make up for an assignment, except for test which we are dropping the lowest grade already. Any make-ups that are granted will be due within the week.

### **Academic Integrity**

Academic integrity is of highest importance. Academic dishonesty (cheating, plagiarism, collusion, etc.) will not be tolerated. If you are caught cheating, plagiarizing, colluding in any exam or classwork, you will be given a zero for the test/assignment and sent to the Dean of Student Services for further evaluation. See the link below for details.

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

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

### **Attendance Procedures**

This is a 100% online class at least for the first 6 weeks of the semester. Thus, your attendance will be assessed with a combination of your online activity (expected to have more than 30% of the material done by the census date) and your presence via webex at the required class times as posted in the top of the syllabus. Any student not meeting these criteria prior to the census date will be dropped from the course. Attendance will also be part of your participation grade.

Attendance is mandated by the state. You are expected to attend the entirety of the scheduled lecture and lab 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. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:

- For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.
- 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 grade option.

## 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.

Students are expected to respect the learning rights of all others in the classroom. 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. Students who demonstrate these behaviors may be asked to leave class.

### Instructor's Course-Specific Information

I will teach you to the best of my ability and I will push you to get to that point where you will be more knowledgeable and able to perform at- and above par with students from other institutions. I will teach you in a way that you will be prepared to handle questions on your HESI or TEAs exams and in your future medical/health programs. Lab tests will be reviewed immediately after the test and exam results will be returned by the next class period.

### Electronic Devices

**Absolutely no phone or other personal electronic devices are to be used during class.** This includes making or taking a call, reviewing messages, texting, playing games, checking email, surfing the web, anything that involves a phone or other personal electronic device. 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 our regular scheduled breaks 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. **STUDENTS ARE NOT PERMITTED TO HANDLE CALLS or use any other electronic devices DURING EXAMS.**

### Biology Program Information

The Biology area of study here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

AWARD TYPES: Associate in Science  
AREA OF STUDY: Science, Technology, Engineering & Math

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

## HCC Policies

Here's the link to the HCC Student Handbook <http://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

## EGLS<sup>3</sup>

The EGLS<sup>3</sup> (Evaluation for Greater Learning Student Survey System) 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. EGLS<sup>3</sup> 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/>

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:  
<http://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](#) and activate it now. You may also use Canvas Inbox to communicate.

## **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.

## **Office of Institutional Equity**

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

## **disAbility 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 <http://www.hccs.edu/support-services/disability-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/>

### **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/>

### **Department Chair Contact Information**

Dr. DaeJan Grigsby

Email: [daejan.grigsby@hccs.edu](mailto:daejan.grigsby@hccs.edu)

Phone: 713-718-7775.

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