



**Division of Earth, Life & Natural Sciences
Biology Department**

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

Biology 2301: Anatomy & Physiology I | Lecture | #21537

Fall 2020 | 16 Weeks (8.26.2020-12.10.2020)

Online on Schedule | Canvas WebEx | TR 8 a.m.-9:20 a.m.

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Sairah Saeed, Ph.D.	Office Phone:	TBA
Office:	None	Office Hours:	M, T & R 2:00-3:30 p.m.
HCC Email:	sairah.saeed@hccs.edu	Office Location:	None

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Please use either student HCC or Canvas email only sairah.saeed@hccs.edu. Email etiquette: when you email the instructor please make sure you write your class information and your reason for writing i.e. Biol 2301 practice material, or medical absence, etc. in the subject box. I check my email once between 7:00-10:00 p.m. If you write to me after this time, I will view your email on the next day. *Please allow 24-48 hours for me to respond to your inquiry* Monday through Friday; I will reply to weekend messages during the following week.

What's Exciting About This Course

You will learn so much about your life and living organisms. Do you know how the brain works? How memory works? Why the bones can break? How muscles work? How the heart sends blood to all the body structures with the oxygen the lungs bring in? The course will look at how and why the body works the way it does. What happens? Anatomy and physiology is the study of life and living organisms. But what exactly does being ALIVE mean? What qualities make one a living organism? How do we stay alive? 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.

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

My name is Sairah Saeed, welcome to my Anatomy and Physiology I course! 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 am here to guide you in achieving your academic goals and assist you in having a positive class experience. I will present the information in a relatable way, 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 here to encourage you and help you succeed. The fastest way to reach me is by my HCC email sairah.saeed@hccs.edu . The best way to really discuss issues is in person or via WebEx video conference. I'm available during posted office hours to tackle the questions. *Please make a WebEx appointments during office hours 24h in advance.*

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. My "door" is always open when you need help or have questions *about anything*. Never be afraid to ask me a question. Again, I look forward to seeing all of you on Tuesday and for a great semester! If you have any questions, please do not hesitate to email me.

nextLearning

Online on a Schedule – Students can take classes online at the scheduled class time that they select when enrolling. Students never come to campus, but log into their class on the scheduled dates and times using our learning management system (Canvas).

Prerequisites and/or Co-Requisites

Anatomy and Physiology requires Math 0106 or higher placement by testing, must be placed in college level reading.

Co-requisites: None.

The recommendations for this course include College Level Reading as determined by SAT, ACT, TASP or successfully passing ENGL0305 with "C" or better. Biology 1406 (General Biology) is strongly recommended.

If you have enrolled in this course having satisfied these prerequisites and recommendations, 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.

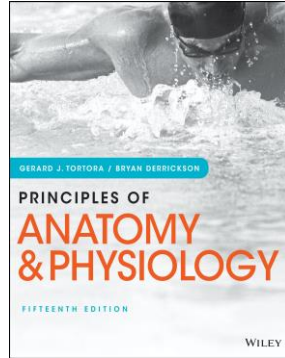
Scoring Rubrics, Sample Assignments, etc.

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



Title: Principles of Anatomy & Physiology 15th Edition

Print: Loose Leaf (full title)

Publishers: Wiley

ISBN: 9781119642275

- *Please note that you do not need to purchase book or access code for this course as you have paid for your course materials including e-textbook access during registration. The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials.*
- *Students have the option to opt out of the program **prior to the Official day of Record**. Students who withdraw prior to the official day of record will have their course materials fee refunded within two day - two weeks after withdrawing.*
- *It is **NOT** recommended that you Opt-Out, as these materials are required to complete the course. If you do however choose to opt-out of these materials, you will not have access to the e-textbook through Canvas and you will be responsible for purchasing the course materials at the full retail price. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. To opt out, click on the First Day Inclusive Access LTI Link on your canvas shell, then click on the opt-out button and confirm. The HCC Bursars/Finance Department will credit your account in 2-14 days.*
- *If you withdraw prior to the official day of record, please opt out first so your account will be credited faster.*
- *Faculty, for more information about the HCC Textbook Savings program, contact our bookstore sm515@bncollege.com or 713-528-0872.*

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.

Free Video Resources

Biology with the Amoeba Sisters <https://www.youtube.com/user/AmoebaSisters>
Teacher's Pet <https://www.youtube.com/channel/UCxby2oPQwaY2poKTg5pSRqA>
Crash Course Anatomy & Physiology
https://www.youtube.com/playlist?list=PL8dPuualjXtOAKed_MxxWBNaPno5h3Zs8
Human Body Explained https://www.youtube.com/channel/UCA6CTpFYPrPHqn4pOh3rS_w
Khan Academy Medicine <https://www.youtube.com/channel/UCJayvjGvKEblkA3KYK1BQQw>
Neural Academy https://www.youtube.com/playlist?list=PLa8i1fUhg_7mXXoAqPH8szaA6sCHNxBG9

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

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. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

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:

- **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)

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 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!

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

Learning Objectives

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

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 textbook
- Attending class in person and/or online
- Timely completion of assignments
- Participating in class activities
- Successful exam performance, including the mandatory final

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 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

Assignments, Exams, and Activities

Written Assignment

Case Study Assignments + Discussions: There will be four case study assignments and five discussion boards. In these assignments students will use resources other than the course materials to determine, analyze and interpret information resulting in the identification/diagnosis of a disease and the possible treatment. In discussion boards, students will be required to post what they thought was the link between the case study and what they have learned in class about how the body's systems work. Each student is required to respond to one of their peers with an additional link to the course work or discuss why another link may be more relevant. The instructor will also participate to clarify the topics further. The initial posting is worth 5 points and responding to you a fellow classmate is worth 5 points for a total of 10 points per discussion. In the case studies, each student will work individual to tackle the issues presented. Case studies are worth 30 points each. The purpose of these assignments is clarifying topics which are not clear and linking them to real life practical aspects of A & P. Together these written assignments are worth $90 + 60 = 150$ points or 15% of the course grade.

Exams

There will be four equally weighted exams. Each exam will cover 3 to 5 chapters. Exams will consist of 60 to 70 multiple choice, true/false, matching, picture identification, and descriptive/explanatory / analytical critical thinking questions. The exams are graded out of 100 points, are equally weighted. exams will be administered on our Canvas page under the quizzes tab. You will have two attempts for each exam, the exam grade will be the average of both attempts. The exams will utilize a free webcam proctoring program called Respondus Monitor and Lockdown browser. Students will have at least 5 days to complete the exam.

Final Exam

All students will be required to take a comprehensive departmental final exam consisting of 100 multiple- choice questions. This exam is worth 100 points. Students will take this exam on Canvas. All the information students need to prepare for the exam is in the [Final Exam Handbook](#).

Students who are absent from the final exam without discussing their absence with the instructor in advance or within 24 hours afterward will receive a course grade of Incomplete. Any student who does not take a makeup exam by the end of the following long semester will receive a final exam grade of zero and a course grade of F.

Wiley Plus

Each chapter has the following assignments:

Adaptive Practice - These adaptive reading assignments tailor content to individual students and provides personalized instructions driving students toward subject matter comprehension and retention. Each chapter's assignments are worth 20 points each.

Chapter homework is equally weight and worth 10 points each.

Chapter quizzes are equally weight and averaged and are worth 10 points each for a. Any missing quizzes will be averaged as a 0.

Grading Formula

Case Studies	=90 points	=9%
Discussion	=60 points	= 6%
Wiley Plus Adaptive Practice + HW + Quiz	=150 points	= 15%
Exams	=600 points	= 60%
<u>Departmental Final Exam</u>	=100 points	= 10%
Total	=1000 points	=100%

Grade	Total Points	%
A	899.5+	89.5%
B	799.5-899	79.5-89%
C	699.5-799	69.5-79%
D	599.5-699.5	59.5-69.5
F	<599.4	<59.4

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 **12/1/2020**
- ✓ 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

The following schedule is subject to change at the instructor's discretion, students will be advised of any changes either in class or via announcements on Canvas.

ADP = Adaptive Practice on Wiley Plus, HW= Homework on Wiley Plus, Quiz= Quiz on Wiley Plus

Sunday	Monday 8/24	Tuesday 8/25	Wednesday 8/26	Thursday 8/27	Friday 8/28	Saturday
8/23		Ch 1. Overview of Syllabus Science of Anatomy and Physiology Discussion 0 your first post due	Ch 1 ADP due Discussion 0 your second post due	Ch 1. Science of Anatomy and Physiology Ch 2 Chemistry Ch 1 HW due	Ch 1 Quiz due	8/29
Sunday	Monday 8/31	Tuesday 9/1	Wednesday 9/2	Thursday 9/3	Friday 9/4	Saturday
8/30	Ch 2 ADP Due	Ch 2 Atoms, Ions, and Molecules; Energy, Chemical Reactions and Cellular Respiration Ch 2 HW due	Ch. 2 Quiz due Discussion 1 your first post due	Ch 3 Cell Biology	Ch 3 ADP due Discussion 1 your second post due	9/5
Sunday	Monday 9/7	Tuesday 9/8 Census Day	Wednesday 9/9	Thursday 9/10	Friday 9/11	Saturday
9/6	Labor Day Holiday	Ch 3 Cell Biology Ch 3 HW due	Ch 3 Quiz due	Ch 4 Tissue Organization	Ch 4 ADP due Case Study 1 Due	9/12
Sunday	Monday 9/14	Tuesday 9/15	Wednesday 9/16	Thursday 9/17	Friday 9/18	Saturday
9/13	Ch 4 HW due	Ch 4 Tissue Organization	Ch 4 Quiz due Case Study 2 is Due	Ch 5 Integumentary System	Ch 5 ADP due Exam 1 covering Ch 1 - 4 becomes available	9/19
Sunday	Monday 9/21	Tuesday 9/22	Wednesday 9/23	Thursday 9/24	Friday 9/25	Saturday
9/20	Ch 5 HW Due Discussion 2-part 1 due	Ch 5 Integumentary System Start Ch 6 Bone Tissue	Ch 5 Quiz due Discussion 2 due	Ch 6 Bone Structure and Function	Exam 1 covering Ch 1 - Due	9/26
Sunday	Monday 9/28	Tuesday 9/29	Wednesday 9/30	Thursday 10/1	Friday 10/2	Saturday

9/27	Ch 6 ADP due	Ch 7 Axial Skeleton Ch 6 HW due	Ch 6 Quiz due Ch 7 ADP Due	Ch 8 Appendicular Skeleton Ch 7 HW due	Ch 7 Quiz due Ch 8 ADP due	10/3
Sunday	Monday 10/5	Tuesday 10/6	Wednesday 10/7	Thursday 10/8	Friday 10/9	Saturday
10/4	Ch 8 HW due	Ch 9 Joints Ch 8 Quiz due	CH 9 ADP due Discussion 3-part 1 due	Ch 10 Muscle Tissue Ch 9 HW due	Ch 9 Quiz due Discussion 3 due	10/10
Sunday	Monday 10/12	Tuesday 10/13	Wednesday 10/14	Thursday 10/15	Friday 10/16	Saturday
10/11	Ch 10 ADP due Discussion 4-part 1 Due	Ch 10 Muscle Tissue Ch 10 HW due	Ch 10 Quiz due Discussion 4 Due	Ch 11 Muscular System	Exam 2 covering Ch 5 - 9 becomes available	10/17
Sunday	Monday 10/19	Tuesday 10/20	Wednesday 10/21	Thursday 10/22	Friday 10/23	Saturday
10/18	Ch 11 ADP due	Ch 11 Muscular System Ch 11 HW due	Ch 11 Quiz due	Ch 12 Nervous Tissue	Exam 2 covering Ch 5 - 9 due	10/24
Sunday	Monday 10/26	Tuesday 10/27	Wednesday 10/28	Thursday 10/29	Friday 10/30 Drop Day	Saturday
10/25	Ch 12 ADP due Discussion 5-part 1 due	Ch 12 Nervous Tissue Ch 12 HW due	Ch 12 Quiz due Discussion 5 due	Ch 13 Spinal Cord and Nerves	Ch 13 ADP due	10/31
Sunday	Monday 11/2	Tuesday 11/3	Wednesday 11/4	Thursday 11/5	Friday 11/6	Saturday
11/1	Ch 13 HW due	Ch 13 Spinal Cord and Nerves	Ch 13 quiz due	Ch 14 Brain and Cranial Nerves	Ch 14 ADP due	11/17
Sunday	Monday 11/9	Tuesday 11/10	Wednesday 11/11	Thursday 11/12	Friday 11/13	Saturday
11/8	Exam 3 covering Ch 10 -13 becomes available	Ch 14 Brain and Cranial Nerves	Ch 14 HW due	Ch 15 Autonomic System Ch 14 Quiz due	Ch 15 ADP due	
Sunday	Monday 11/16	Tuesday 11/17	Wednesday 11/18	Thursday 11/19	Friday 11/20	Saturday
11/15	Exam 3 covering Ch 10 -13 due	Ch 16 Sensory, Motor Integration Ch 15 HW due	Ch 15 Quiz due Ch 16 ADP due	Ch 17 Special Senses - Eye Ch 16 HW due	CH 16 Quiz due Discussion 6-part 1 due	11/21
Sunday	Monday 11/23	Tuesday 11/24	Wednesday 11/25	Thursday 11/26	Friday 11/27	Saturday

11/22	Discussion 6 due	Ch 17 Special Senses - Ear	Ch 17 ADP due	Thanksgiving Break	Thanksgiving Break	
Sunday	Monday 11/30	Tuesday 12/1	Wednesday 12/2	Thursday 12/3	Friday 12/4	Saturday
11/29	Ch 17 HW due Case Study 3 is due	Ch 17 Special Senses Taste & Smell Ch 17 Quiz due	Exam 4 covering Ch 14-17 becomes available	Final Exam Review		12/5
Sunday	Monday 12/7	Tuesday 12/8	Wednesday 12/9	Thursday 12/10	Friday 12/11	Saturday
12/6	Exam 4 covering Ch 14-17 due	Final Exam Becomes Available		Final Exam Due		12/12

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

Any case study not submitted by the due date will receive a point deduction. If you think you will miss a Wiley Plus assignment or quiz due date you must ask for an extension 24h before the due date. If you miss a discussion board due date you will receive a 0 for that discussion board.

If you miss an exam due date, please email the instructor immediately with your issue. You may request a make-up for one exam only. Approval of the request is at the instructor's discretion. Any additional missed exams cannot be made up, you will receive a 0 which will be averaged in. You must contact the instructor as soon as possible by e-mail with an explanation or picture/scan of any documented justification for the missed exam. Please note missing any two lecture exams, or multiple quizzes will most likely result in a failing grade. All make-up exams will be administered on Canvas using Respondous monitor and lockdown browser.

Academic Integrity

Personal and academic honesty is of great importance. All students and faculty should act with integrity and honesty and must produce their own work and give appropriate credit to the work of others. Making up sources, cheating, or unauthorized collaboration is not permitted on any work.

The consequences for academic dishonesty are determined by the professor and can be referred to the Dean of Student Services, these can include but are not limited to:

- Having additional class requirements imposed,
- Receiving a grade of zero or "F" for an exam or assignment,
- Receiving a grade of "F" for the course,
- Being withdrawn from the course or program,
- Being suspended or expelled from the college.

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 an online class on a schedule that means you do not come into campus, but you complete your course work at home using your computer and WebEx video class. Attendance will be taken in the video class. In addition, attending and participating is logging into both Canvas and Wiley Plus in addition to completing all coursework, assignments, case studies, quizzes, exams, and participating in online discussion forums, on time. Late course work is frowned upon. Procrastination = failure, since we have a short amount of time and a large workload falling behind is a big problem, you may not be able to catch up.

Withdrawal from the course after the official day of record and prior to "W" Day, 10/30/20 will result in a final grade of "W" on your transcript. No credit will be awarded for a course earning a "W." If you stop attending class, you must withdraw at the registration office prior to "W" day. If you stop attending online class and do not officially withdraw, you will receive an "F" for the course. This means the student is not attending video classes, completing coursework, and is not communicating with the professor.

Students that have not attended an in-class meeting or participated in an online class prior to the official day of record will be dropped from the course without exception. Official day of record for this course is 9/8/20.

Student Conduct

Each student will abide by the county, state, and federal laws along with the HCCS policies outlined in the Student Handbook. Students will express themselves in a respectful, courteous and civil manner at all times. Students will conduct themselves in a self-disciplined and responsible manner respecting the rights, privileges and property of the College and others around them including peers, faculty, staff, administrators, and volunteers. Students will be cooperative to maintain a safe, orderly, collaborative, and friendly environment. Students are to attend class on time regularly, bring appropriate materials to complete classwork, and are to obey all class rules. Consequences of not adhering to the above include and are not limited to:

Being asked to leave class for the day.

Being referred to Dean of Student Services with an incident report.

Being referred to HCCPD.

More information is available at the following website:

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

Instructor's Course-Specific Information (As Needed)

Messages/Emails: Students can expect a response from me within 48 hours. It may take a little longer over the weekends.

Grades: Students can expect grades to be posted within a week after the due date on most assignments.

Electronic Devices

Electronic devices are allowed, as long as you do not create a distraction to others.
No ear buds/headphones allowed at any time.

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

EGLS³

The EGLS³ (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. EGLS³ 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
<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

Phone: 713-718-7775