



# Human Anatomy & Physiology I-10950

## BIOL-2301

RT 2022 Section 0003 3 Credits 01/18/2022 to 05/15/2022 Modified 01/15/2022

## Course Meetings

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### Course Modality

In-person Class | Safe, face-to-face courses with traditional meeting pattern.

### Meeting Days

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### Meeting Times

9:30 am - 10:50 am

### Meeting Location

Katy Campus Rm 347

### Instructional Mode

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The course modality of this class is *In-Person*.

Faculty will hold class on-campus as per the assigned schedule.

Attendance will be taken each class period.

## Welcome and Instructor Information

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### Instructor: Dr. Sairah Saeed

Email: [sairah.saeed@hccs.edu](mailto:sairah.saeed@hccs.edu)

Phone: 7137182198

### 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

Welcome to the course! 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. 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.

## Preferred Method of Contact

The fastest way to reach me is by my HCC email [sairah.saeed@hccs.edu](mailto:sairah.saeed@hccs.edu) or Canvas Inbox. 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.

## Office Hours

Monday, Tuesday, Wednesday, Thursday, 11:00 AM to 12:00 PM, Katy Campus Rm 359 I or Cisco Webex

**In Person: Monday and Wednesday 11 a.m.–12:00 p.m. Tuesday and Thursday 4:00–4:45 p.m.**

**Virtual Office Hrs:**

Monday and Wednesday 12:00 p.m. - 12:30 p.m.

Tuesday and Thursday 4:45-5:15 p.m.

Friday, Evenings and Weekends by appointment. Please make appointment via email, please give at least two different and time availabilities. Please allow 24 to 48 hours for response.

## Course Overview

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### 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)

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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

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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

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### 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

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.

Title: Principles of Anatomy & Physiology 15th Edition

Digital Print: e-text and WileyPlus bundle

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 etextbook 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](mailto:sm515@bncollege.com) or 713-528-0872.

WileyPlus is a digital courseware program that is bundled with your textbook. Homework and quizzes will be administered on this program. It is available from day 1 with the e-text.

**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.

Other Instructional Resources Courseware

WileyPlus will be used for homework assignments, quizzes and other learning activities.

## Temporary Free Access to E-Book

The instructional materials are inclusive access.

## Other Instructional Resources

### Courseware

WileyPlus is the publisher software which is included in Inclusive Access.

## ✓ Course Requirements

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### Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Exams/Quizzes	60%	Covers each 5 to 6 chapter module.	<p>There will be three equally weighted exams. Each exam will cover at five to six 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 in person and on our Canvas page under the quizzes tab. Please see calendar for exam modality. The exams will utilize a free webcam proctoring program called Respondus Monitor and Lockdown browser. Students must have a working webcam. Students will have at least 2 days to complete the exam. The average grade of all three exams will be worth 60% of the course grade. If 80% or greater of the class completes the EGLS3 course evaluation survey everyone will get 5 points extra credit added to the exam sum before averaging the grade. This point's value and area of addition can be shifted to the final exam at the instructor's discretion. Students will be informed of the change.</p>
Final Exam	10%	Department exam covers the entire semester.	<p>All students will be required to take a comprehensive departmental final exam consisting of 50 to 100 multiple- choice questions. This exam is worth 50 to 100 points. There is only one attempt on this exam. Students will take this exam on Canvas. All the information students need to prepare for the exam is in the Final Exam Handbook. The exam is due on the assigned final exam day at the end of the class period on the due date.</p> <p>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. The final exam is worth 10% of the course grade.</p>
Discussions as Written Assignment	10%	Links topics together.	<p>The purpose of these assignments is clarifying and deepen knowledge of topics; linking them to real life practical aspects of A &amp; P. There will be six discussion boards for the semester. In these assignments students will use resources in addition to the required course materials to determine, analyze and interpret information from real life scenarios. In some cases this will result in the identification/diagnosis of a disease and the possible treatment. Each student is required to post their thoughts then to respond to at least one of their peers with a respectful yet thoughtful observation, interpretation, or critique of the work presented. The rubric for grading individual assignments will be available on canvas. Together these written assignments are worth case 10% of the course grade.</p>

Type	Weight	Topic	Notes
WileyPlus Adaptive Practice Homework	8%	Learn and Review Material	<p>These adaptive reading assignments tailor content to individual students and provides personalized instructions driving students toward subject matter comprehension and retention. Each assignment can take two to four hours. The assignment does not need to be completed in one sitting. Students can take breaks, the system will pick up where the student leaves off. Each chapter's assignments are worth 50 points each. You must complete 80% in order to receive the full 50 points.</p> <p>APH Grade determination  80% – 100% = 50 pts  50% – 79.9% = 25 pts  40% – 49.9% = 10 pts  ≤ 39.9% = 0 pts</p> <p>The highest score of multiple attempts before the due date will be kept. The overall grade will be calculated by averaging the gr</p>
WileyPlus Chapter Quizzes	7%	Low stakes assessment of knowledge.	Chapter quizzes are equally weight and averaged and are worth 20 points each. The system allows two attempts for each question during the same session. The highest score will be kept. The grade will be calculated by averaging the grade of scores from all 17 chapters. Any missing quizzes will be averaged as a 0. This group of assignments is worth 7% of the course grade.
Video Assignments	5%	Covers topics not discussed in face to face lecture, but students are responsible for..	Pre/Post Class Videos: These videos provide either an instruction on different topics . Some videos are already present in the modules. Additional video assignments will appear as needed, an announcement will be sent out for each new video assignment. There could be several videos associated with each chapter. The videos will be available before and after the scheduled class days. You must complete videos and answer the associated questions by the assigned due dates. These videos will cover topics not covered when the class meets. Students are responsible for all material covered in the videos. This course is very fast paced and detail oriented. The videos are vital to your understanding of the material. This is worth 5% of your course grade.

## Grading Formula

Grade	Range	Notes
A	90 to 100%	
B	80-89%	
C	70-79%	
D	60-69%	
F	Below 59%	

## \* Instructor's Practices and Procedures

### 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 completed at least 70% of the available course work by the date that the "I" grade is requested. That means 12 out of 17 chapters of course work needs to be complete along with 2 lecture exams and at least half of the discussion boards.

You must provide documentation showing why you should earn an incomplete, such as a doctor's note, etc.

You must be passing with a course grade of "C=69.5%" or better.

You must request the incomplete in writing BEFORE 05/01/2022

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

Assignments and exams not submitted by the due date will receive a 0. If you miss an assignment/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 for make-up /extension of due date 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 or assignment. 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 either in person or 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):

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

## Attendance Procedures

Attendance will be taken in class at any point, the beginning, middle, or end . 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, 04/04/2022 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 01/31/2022.

## 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

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 5 to 7 business days after the due date on most assignments.

## Devices

Absolutely no phone or other personal electronic devices are to be used during class without permission of instructor. 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. For online on a schedule, please mute yourself to take 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 DURING EXAMS.**

## Faculty Statement about Student Success

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, and Student handbooks.

Give your professor both day / evening phone numbers and e-mail address.

Read and comprehend the required chapters in the textbook prior to the exams.

Successfully complete all requirements of this course as outlined in this document.

Contact your professor if you have any questions regarding any element of the course you do not understand.

HINT: Work hard from the beginning of the semester rather than playing a "catch-up game during the second half of the semester.

Student web sites of the publisher are excellent sources to review course content.



## Faculty-Specific Information Regarding Canvas

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

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.

## 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

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### 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
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

Grade	Grade Interpretation	Grade Points
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/eeo> (<https://www.hccs.edu/eeo>)

## 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) (<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 EGLS<sup>3</sup> ([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. 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.

<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, 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 \(https://www.hccs.edu/tutoring\)](https://www.hccs.edu/tutoring) 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 <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 of any changes either in class meetings verbally or in writing via announcements on Canvas.

APH = Adaptive Practice Homework on Wiley Plus, Quiz= Quiz on Wiley Plus

All discussions are on Canvas - part 1 are due Fridays and Part 2 are due the following Mondays.

Class meets twice a week in person, check you class days and times.

Week 1	See video assignment for syllabus
Due Friday	<b>First day of class</b> - Introduction to the course, Ch. 1 & 2
Due Monday	Introduction Meet and Greet Discussion Board part 1 due.  Discussion part 2 due  <i>To keep on track complete APH and Quiz for this week even though they are due later.</i>
Week 2 –Due	Ch. 2 & 3 Video Assignments and Chapter - Q & A
Due Friday	Discussion Homeostasis part 1 due
Due Monday	Discussion part 2 due  <i>To keep on track complete APH and Quiz for this week even though they are due later. Use review and study guides to organize yourself.</i>
Week 3 –	<b>Official Day of Record is Monday 01/31/21.</b>  Ch. 4 use the web resource below for additional review  <a href="https://www.youtube.com/user/AmoebaSisters">https://www.youtube.com/user/AmoebaSisters</a>
Due Friday	<a href="https://www.youtube.com/channel/UCxby2oPQwaY2poKTg5pSRqA">https://www.youtube.com/channel/UCxby2oPQwaY2poKTg5pSRqA</a>  <b>All APH, quizzes and additional videos (if any) are due for chapter 1, 2 and 3.</b>

Week 4 –	Ch. 5
Due Friday	Discussion Integumentary Burns part 1 due
Due Monday	Discussion part 2 due
	<a href="https://www.youtube.com/playlist?list=PL8dPuuaLjXtOAKed_MxxWBNaPno5h3Zs8">https://www.youtube.com/playlist?list=PL8dPuuaLjXtOAKed_MxxWBNaPno5h3Zs8</a> <a href="https://www.youtube.com/channel/UCA6CTpFYPrPHqn4pOh3rS_w">https://www.youtube.com/channel/UCA6CTpFYPrPHqn4pOh3rS_w</a> <a href="https://www.youtube.com/channel/UCJayvjGvKEblkA3KYK1BQQw">https://www.youtube.com/channel/UCJayvjGvKEblkA3KYK1BQQw</a> All APH, quizzes and additional videos (if any) are due for chapter 4 and 5.
Week 5 –	<b>Exam 1 in person covering chapter 1 to 5 on first class day this week.</b> Ch. 6 – Check canvas for any videos that might come up.
Week 6 –	<b>Monday 2/26/2022 President's Day – No Class</b> Ch. 6 – Check canvas for any videos that might come up. <i>To keep on track complete APH and Quiz for this week even though they are due later. Use review and study guides to organize yourself.</i>
Week 7 –	Ch. 7 & 8 use the web resource below to see 3D views of bones <a href="https://sketchfab.com/bluelinkanatomy">https://sketchfab.com/bluelinkanatomy</a> Check canvas for any videos that might come up. <i>To keep on track complete APH and Quiz for this week even though they are due later. Use review and study guides to organize yourself.</i>
Week 8 –	Ch. 8 and 9
Due Friday	Discussion Bones and Joints part 1 due and All APH, quizzes and additional videos (if any) are due for chapter 6, 7 and 8.
Due Monday	Discussion part 2 due
	<b>Spring Break is 3/14 to 3/20/2022 – No Class on those days &amp; this week does not have a number designation, so it is in between week 8 &amp; 9.</b>
Week 9 –	Ch. 10 use the web resource below for additional review
	<a href="https://www.youtube.com/playlist?list=PL8dPuuaLjXtOAKed_MxxWBNaPno5h3Zs8">https://www.youtube.com/playlist?list=PL8dPuuaLjXtOAKed_MxxWBNaPno5h3Zs8</a> <a href="https://www.youtube.com/channel/UCA6CTpFYPrPHqn4pOh3rS_w">https://www.youtube.com/channel/UCA6CTpFYPrPHqn4pOh3rS_w</a> <a href="https://www.youtube.com/channel/UCJayvjGvKEblkA3KYK1BQQw">https://www.youtube.com/channel/UCJayvjGvKEblkA3KYK1BQQw</a>
Due Friday	All APH, quizzes and additional videos (if any) are due for chapter 9 and 10.

Week 10 –  Due Friday Due Monday	<p>Ch. 11 – use WileyPlus course resources for interactive overview of anatomy</p> <p><b>Exam 2 covering chapter 6 to 11 is in person, on second class day this week.</b></p> <p>Discussion Muscle Tissue part 1 due and All APH, quizzes and additional videos (if any) are due for chapter 11.</p> <p>Discussion part 2 due</p>
Week 11 –	<p><b>Last Day to Withdraw is Monday 04/04/2022.</b></p> <p>Ch. 12 use the web resource below for additional review</p> <p><a href="https://www.youtube.com/playlist?list=PLa8i1fUhg_7mXXoAqPH8szaA6sCHNxBG9">https://www.youtube.com/playlist?list=PLa8i1fUhg_7mXXoAqPH8szaA6sCHNxBG9</a></p> <p><a href="https://www.youtube.com/channel/UCUgZq9PkDp1xaEivtcfJPSg">https://www.youtube.com/channel/UCUgZq9PkDp1xaEivtcfJPSg</a></p> <p><i>To keep on track complete APH and Quiz for this week even though they are due later. Use review and study guides to organize yourself.</i></p>
Week 12 –	<p>Ch. 12 &amp; 13</p> <p><i>To keep on track complete APH and Quiz for this week even though they are due later. Use review and study guides to organize yourself.</i></p> <p><b>Spring Holiday is 4/15 to 4/17/2022 – No Class on those days this week.</b></p>
Week 13 – Due Friday	<p>Ch. 13 &amp; 14</p> <p>All APH, quizzes and additional videos (if any) are due for chapter 12, 13 and 14.</p>
Week 14 – Due Friday Due Monday	<p>Ch. 15 &amp; 16</p> <p>Discussion Nervous Tissue part 1 due</p> <p>Discussion part 2 due</p> <p><i>To keep on track complete APH and Quiz for this week even though they are due later. Use review and study guides to organize yourself.</i></p>
Week 15 – Due Friday Due Monday	<p>Ch. 17 – Starting with eye, then ear, then smell and taste.</p> <p>Discussion Special Senses part 1 due</p> <p>Discussion part 2 due</p> <p>All APH, quizzes and additional videos (if any) are due for chapter 15, 16 and 17.</p> <p><b>Exam 3 becomes covering chapter 12 to 17 becomes available Thursday online in Canvas at the end of Module 3. It is due on Sunday 5/8/2022 at 11:59 p.m. You will need Respondus lockdown Browser to take this exam. See special instructions and grading rubric in the exam description.</b></p> <p>Last day to complete EGLS3 Evaluation for extra credit is 5/8/2022.</p>



Week 16 –	All late work is due no later than Monday 05/09/2021
Finals Week	Final Exam is due by the end of class time on the day of the final. The modality will be announced on canvas one week before the exam.

Helpful websites:

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](https://www.youtube.com/playlist?list=PL8dPuuaLjXtOAKed_MxxWBNaPno5h3Zs8)

Human Body Explained [https://www.youtube.com/channel/UCA6CTpFYPrPHqn4p0h3rS\\_w](https://www.youtube.com/channel/UCA6CTpFYPrPHqn4p0h3rS_w)

Khan Academy Medicine <https://www.youtube.com/channel/UCJayvjGvKEblkA3KYK1BQQw>

Neural Academy [https://www.youtube.com/playlist?list=PLa8i1fUhg\\_7mXXoAqPH8szaA6sCHNxBG9](https://www.youtube.com/playlist?list=PLa8i1fUhg_7mXXoAqPH8szaA6sCHNxBG9)

Neuroscientifically Challenged <https://www.youtube.com/channel/UCUgZq9PkDp1xaEivtcfJPSg>

## Additional Information

### Biology Departmental/Program Information

Visit the [Biology Program Page \(https://learning.hccs.edu/programs/biology\)](https://learning.hccs.edu/programs/biology) on the HCC Learning Web for information about our faculty and courses. You will also find information about majoring in Biology.

The [Field of Study \(FOS\) Curriculum for Biology \(https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/\)](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/) here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

The [Associate of Science in Biology - Biology Majors & Premedical Programs \(https://catalog.hccs.edu/preview\\_program.php?catoid=3&poid=905\)](https://catalog.hccs.edu/preview_program.php?catoid=3&poid=905) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics.

The [Associate of Science in Biology - Health Sciences Professions \(https://catalog.hccs.edu/preview\\_program.php?catoid=3&poid=906\)](https://catalog.hccs.edu/preview_program.php?catoid=3&poid=906) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics. (Pre-Nursing, Pre-Radiologic Sciences, Pre-Clinical Laboratory Services)

Visit the [STEM Resources Page at HCC \(https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/\)](https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/): HCC has developed this site to provide information on STEM related programs and resources at HCC and other institution – to include scholarship information.

### Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. You can always request a meeting (virtual/ in person) to go over your concerns. If your instructor is not able to assist you, then you may wish to contact the Biology Department using this form.

[Biology Department Reporting Form \(https://forms.office.com/r/8BwrMbgCYB\)](https://forms.office.com/r/8BwrMbgCYB)

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