



# SYLLABUS BIOL 2302: FALL 2019

Division of Earth, Life & Natural Sciences: Biology Department

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

## BIOL 2302: Anatomy & Physiology II | Lecture | #13755

Fall 2019 | 16 Weeks (8/26/2019 - 12/15/2019)

**In-Person | Katy campus | M/W - 9:30-10:50am – Room 217**

3 Credit Hours | 48 hours per semester

**PLEASE KNOW THAT THERE IS NO MAKEUP FOR MISSED WORK!**

### Instructor Contact Information

Instructor: Savannah Zinebi, Ph.D.

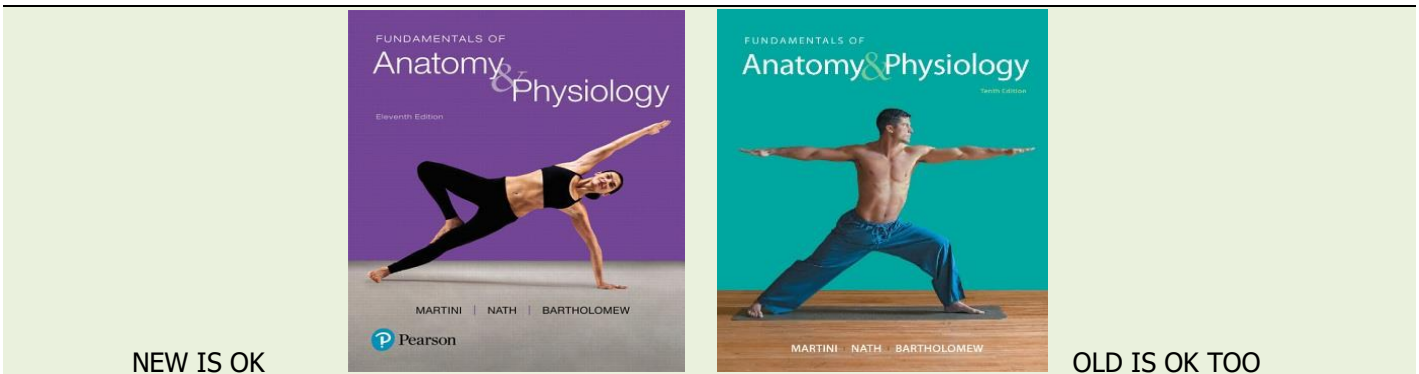
Office: Southeast, Room 210

HCC Email: [savannah.zinebi@hccs.edu](mailto:savannah.zinebi@hccs.edu)

Office Phone: email me

Office Hours: M/W 7:00-8:00 am

Office Location: Room 210 (Katy campus)



You may either use a hard copy of the book or rent the e-book from Pearson. Order your book here: [HCC Bookstore](#)

### Course information

Name: \_\_\_\_\_

Course Title	<b>BIOL 2302 – 0002 (CRN #: 13755) - PREREQUISITE = BIOL 2301 (AP1)</b>
Instructor	Savannah E. Zinebi, Ph.D.
Email Address	<a href="mailto:savannah.zinebi@hccs.edu">savannah.zinebi@hccs.edu</a>
Time & location	<b>9:30 to 10:50am - Monday and Wednesday in Room 217 (Felix Morales Building)</b>
Required Textbooks	<b>Textbook:</b> Fundamentals of Anatomy & Physiology: 10 <sup>th</sup> or 11 <sup>th</sup> Edition 2017, Benjamin Cummings Publishing Co. Editors: Martini, Nath, Bartholomew. Bring this book to class at all times (Last edition or the one before are both OK)
Course Description	This course is an extension of BIOL2301 & covers the Study of structure & function of human circulatory, respiratory, digestive, reproductive, lymphatic & endocrine systems
Tutoring	Free tutoring at the second Floor of Angela Morales Building: Computer room <a href="http://www.hccs.edu/district/students/tutoring/">http://www.hccs.edu/district/students/tutoring/</a> or AskOnline Tutoring has changed to <a href="http://hccs.upswing.io">hccs.upswing.io</a>
Withdrawal deadline	<b>DEADLINE to withdraw from class: NOVEMBER 1<sup>st</sup> 2019</b>
Meeting one on one	By appointment ONLY in Room 210 in Felix Morales Building
Office hours	<b>Monday &amp; Wednesday, 7:00 – 8:00am, Room 210 Felix Morales Building</b>

### Important Dates to remember:

<u>AUGUST 23, 2019:</u>	<u>100% Refund</u>	<u>SEPTEMBER 17, 2019:</u>	<u>25% Refund</u>
<u>AUGUST 26, 2019:</u>	<u>Classes begin</u>	<u>NOVEMBER 1, 2019:</u>	<u>Last day to withdraw from class</u>
<u>SEPTEMBER 3, 2019:</u>	<u>Labor Day</u>	<u>NOVEMBER 22 - 24:</u>	<u>Thanksgiving Holidays</u>
<u>SEPTEMBER 11, 2019:</u>	<u>70 % Refund</u>	<u>December 15, 2019:</u>	<u>Semester ends</u>

## **I AM HERE TO HELP**

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 take pride in seeing my students succeed!! I am available to hear the concerns and just to discuss course topics. The best way to reach me is my email: [savannah.zinebi@hccs.edu](mailto:savannah.zinebi@hccs.edu). I will reply to your email in 24 to 48 hours. If you do not hear from me after 48hours!! Please resend that same email.

## **What's exciting about this course?**

Welcome to Anatomy and Physiology class! We are so glad that you chose to give Houston Community College the benefit of your expertise. This is a two-course series. Anatomy and Physiology I and Anatomy and Physiology II. Biology 2301 and 2302 are 3 credit hour lecture courses while the labs (Biology 2101 and 2102) are 1 credit hour lab courses, both intended for students entering health care professions.

You will learn so much about your life and living organisms. Do you know how the heart works? Are you male or female? What makes you male or female? How does your blood flow? How do you breathe? How do your kidneys eliminate waste? How does your liver filter blood? 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? What processes help us stay alive? We will understand that Anatomy and Physiology are the opposite sides of the same biological coin.

Anatomy, provides a map of how a body is put together, human or animals.

Physiology is the instruction manual that explains how this miraculous machine works.

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 & Physiology I lecture/Fall 2019. I'm delighted that you have chosen this class to learn about the basics of general biology. I am here to help you get the most knowledge about this course, and in the most comfortable and favorable classroom environment possible. College is the defining moment of your future, don't you ever forget this statement. Whatever you accomplish at college will be the basis for your future. For that, I want you to build a solid foundation for your career. I have many students who came in with a goal of becoming a nurse assistant, and changed their mind and went on to become a registered nurse or doctor, or pharmacists, etc.! How did that happen? They gave it all they could in all their classes at college and ended up with high GPA that surprised even themselves!! They decided that the sky is the limit and changed their goals to higher ones! Yes you can! Just do your part and I am here to help you show yourself that you are smarter than what you think!!!

I encourage you to make the most of your time here. Your college experience will be what you make it, and your opportunities will only be limited by the limits you place on yourself. Please take advantage of the many services available to help you achieve your full potential (tutoring, open labs workshops, counseling, advising, career services, library, & much more). I encourage you to get involved, to participate in student government, and to take part in the array of opportunities and initiatives hosted by student life & students' clubs events throughout the year. HCC system mission and mine, are to support you and guide you as you become the best version of yourself. Remember to make it a great semester and even a greater year. I will see you soon.

## **PREREQUISITES**

BIOL. 2302 requires Anatomy and Physiology I (Biol. 2301)

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](#).

## **COURSE PURPOSE**

This course is the first part of the study of human anatomy and physiology that will be completed in BIOL 2402. It will help satisfy human anatomy and physiology requirements for nursing, pre-dental, pre-medical, and other health-related fields and is a prerequisite course for the Associate Degree of Nursing program at Lone Star College-North Harris. It may also serve as the basic science course required for an associate degree.

## 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.

## SUGGESTED RESOURCES (after textbook, pearson, youtube videos, online quizzes, etc.)



### HCCS Biology Lab Study Pages

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

## 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.

[www.hccs.upswing.io](http://www.hccs.upswing.io) is a website that’s really good at helping you proofread your research paper.

## LIBRARIES

The HCC Library System consists of 9 libraries and 6 Electronic Resources 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

Supplementary 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/resources-for/current-students/supplemental-instruction/>

## COURSE OVERVIEW

BIOL. 2302 is a Continuation of BIOL 2301 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.
- Teamwork– ability to consider different points of view and to work effectively with others to support a shared purpose or goal
  - Social Responsibility – intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
  - Personal Responsibility – ability to connect choices, actions and consequences to ethical decision-making

## 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.

In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs. The specific requirements are listed below:

## 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 & 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
- Attain a raw score of at least 50% on the departmental final exam

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

## IN CLASS TECHNOLOGY (Cell Phones, Laptops, etc.)

**Absolutely no phone or other personal electronic devices (phones, computers, etc.) are allowed during class lecture time.** One more time, use a pen and a notebook to take notes. Science has shown that those who take notes by hand understand and succeed better than those who use the laptop to take notes. No phone is allowed during lecture. This includes making or taking a call, reviewing messages, texting, playing games, checking emails, surfing internet sites, social media, etc. and anything that involves a phone or other personal electronic devices. 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 CLASSROOM 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 for emergencies. Taking calls during class is not only disruptive but it is also discourteous to classmates and the instructor. Breaking this rule costs 10pts off exam grade.



# ASSIGNMENTS, EXAMS, AND ACTIVITIES

## HOME ASSIGNMENTS: done online (equals an exam grade =100 pts)

These are mandatory online assignments located in [pearsonmastering.com](http://pearsonmastering.com): website made by the textbook publisher. In order for you to access the assignments on pearsonmastering, you need to log into canvas as usual, then click on the assignments in canvas, and that will take you automatically to pearsonmastering website where the assignments are located. As the semester goes, do the assignments according to the due dates. You must do all the assignments that pop on your screen when you click on any link. **DO ALL OF THEM** throughout the semester for a grade that counts as an exam grade. Doing these assignments ahead of the exams (as deadlines dictate) will help you digest your textbook material & be prepared do better on your exams and quizzes.

Again, these Pearson mastering assignments are online (in canvas page, under "Assignments") and have deadlines. When you are done studying and are ready to do the assignment.

1. Log into Canvas ([eagleonline.hccs.edu](http://eagleonline.hccs.edu)) (use W-number@student.hccs.edu & password)
2. Click on the course shell and when course opens, click modules (on left panel)
3. Click assignments on the left panel
4. Click the link of the assignment you want to do from the list
5. You will automatically be taken to Launchpad website where the questions are located
6. Answer all the questions that come on your screen, all before the deadline passes
7. Submit when done BEFORE THE DEADLINE PASSES!!!

YOU MUST ANSWER ALL QUESTIONS & DO NOT MISS ANYTHING. No need to ask me: "which questions to answers?" ANSWER ALL QUESTIONS THAT POP ON YOUR SCREEN AFTER YOU CLICK ON ANY ASSIGNMENT. Always check in advance & write down the deadlines in your personal calendar so you do not miss them. Besides acquiring knowledge, you will see that some questions from pearsonmastering assignments will appear in your exams. **You also need to learn time management.** Why? If you miss any assignment, you will get a zero and you have no right to contest it. **The deadlines are set BEFORE the first day of class.** Also, most people who get fired or let go from their jobs, are those who do not follow directions &/or miss the deadlines! **THERE WILL BE NO CHANGE IN DEADLINES FOR MASTERING EXERCISES (OR ANYTHING ELSE) FOR NO ONE. IF YOU MISS THOSE DEADLINES, YOU ARE CHOOSING TO GET A ZERO. NO ONE WILL HAVE ANY EXTENSION, NOT EVEN FOR A SECOND. WHY? AGAIN!!!! BECAUSE THESE ASSIGNMENTS ARE OPEN SINCE THE VERY FIRST DAY OF CLASS AND YOU CAN CHOSE ANY DAY AND TIME TO DO THEM!!! NO EXCUSE IS ACCEPTED. IF YOU WAIT TILL THE LAST MINUTE TO DO THEM, THEN YOU ARE CHOOSING TO RISK HAVING A ZERO. THAT ZERO IS EXACTLY WHAT MAKES THE DIFFERENCE BETWEEN THE STUDENTS WHO DO NOT MANAGE THEIR TIME & THOSE WHO DO. WORK AHEAD OF TIME & YOU NEVER HAVE TO ASK FOR ANY FAVOR.**

**Student Phone Support for PEARSONMASTERING:** YOU WILL HAVE THE CHANCE TO CHAT WITH REPRESENTATIVE FOR HELP. IF THEY ARE BUSY, YOU CAN CALL THE NUMBER THAT POP ON YOUR SCREEN.

## EXAMS: (3 regular exams and final exam = 500 pts)

There will be 3 lecture exams (100 questions each & covering about 4 chapters each) and 1 final departmental exam (50 questions total covering all chapters). All exams will consist of multiple-choice & true/false questions, all of which cover material we discuss in class and the textbook material. The Instructor makes the 4 lecture exams which cover different chapters. The final exam will cover all chapters and will be made & delivered by the Biology department. However, you will have the CHOICE to take a second final exam from the instructor (IF YOU WISH TO). Again, you can take 2 final exams, one from the department (MUST TAKE) & one from your instructor (CAN OPT OUT OF IT) on the same day. If you chose to take 2 exams, here is how it works:

1. If you make a higher grade on Dept exam than instructor exam, you drop instructor exam grade & only the Department exam will be counted.
2. If you make a higher grade on instructor exam, we average the 2 final exams, which will bring your final exam grade up. **Summary: If the Instructor exam helps your grade, keep it. If it does not help your grade, you drop it.**

Again, department final exam has 50 questions & Instructor final exam has 100 questions.

Cell phone use during examination is considered cheating and will result in a 0 for that exam. During exams, cell phone should be switched off and kept in your bag (not in your pocket, not on your table, not on your lap, nowhere near you (put it away)). You cannot leave the classroom during the exam, & there will be no restroom break. Use the restroom before the start on any exam!!

## **QUIZZES: (equal an exam grade = 100 pts = 15%)**

You will take a total of 12 quizzes over 12 chapters. At the end of the semester, we will drop the lowest 2 & average all 10 highest grades as 1 grade (equivalent to 1 exam). Quizzes will be taken at the beginning of each class, so do not be late. No excuse is good enough & I do not do well with excuses. Every one of us drives through the same traffic to get to school!! If you miss a quiz, you get a zero but, as stated above, you will have the chance to drop the 2 lowest grades. This is why I drop the lowest grades because you will be missing a quiz or 2 and that is OK. What it is not ok, is to be a habitual tardy & come to me & waste time asking for make-ups. AGAIN, THERE WILL BE NO MAKEUPS BECAUSE WE DROP THE LOWEST QUIZZES GRADES. Some quizzes may be taken online throughout the semester, in order to save time for lecture in class.

## **RESEARCH PAPER: (equal an exam grade = 100 pts = 15%)**

Researching a subject and writing a paper is an important component of your learning skills (worth 100 pts), which sharpens your thinking & writing skills. You will be receiving a list of projects during week 4, where you will be picking up a project. You will first pick a partner from classmates, then pick 1 project from the list, provided to you week 4 in class, to do with your partner. You will research that project together, make an outline, then split the outline into 2 halves, and each student pick one half of the outline and write their half of the paper on the 1 half of the outline that they pick. Then put both halves of the paper together in one paper and make it look like it was written by one student only. The paper will be organized as follow (more details will be give week 4 when you get the projects):

1. Cover page with school name, your names, project title, date, picture representing your project
2. The full outline page (titles and subtitles of all concepts that you discuss in your paper)
3. Two to three pages of text (body of the paper = 1 to 1.5 pages from each student) with citations next to each statement.
4. Works cited page (full reference of the journals that you cites in the text to support your statements)
5. Upload in Canvas before due date in order to get a grade for it

## **POWERPOINT PRESENTATION: (equal an exam grade =100 pts=10%)**

Make a video recording of 3 minutes total to present your project to your classmates via video. Each student makes a 3 minutes video recording of himself/herself explaining their half of the paper that they wrote about. It is just like a lecture given to the public about your half of the research project. You will upload the video clip on canvas, & it counts as an exam grade. You will get the project on the 4<sup>th</sup> week of the semester. More detail will be given to you about the project on week 4. More instructions and guidance will be posted on Canvas after you pick your project. The grade for the video will be different for each student. More details on this video will be given later in the semester.

## **PEARSONMASTERING (ONLINE HOMEWORK = 10%)**

[PearsonMastering](https://www.pearsonmastering.com) assignments are assignments made by the publisher (Pearson) & set in the website: [www.pearsonmastering.com](https://www.pearsonmastering.com) but you will have to access them through Canvas. You will have the assignments organized by chapters, and the link to all the assignments in Pearson will be in canvas. As soon as you click on the assignment in canvas, you will automatically be taken to Pearson where you answer all question the pop on your screen. You will complete these mandatory assignments to help you review chapters' information and be ready for the exams

## **MAKE-UP EXAMINATION**

There will be no make-up for missed lecture exams unless you have been hospitalized the day of the exam or the day before the exam. If you bring a note that says you visited a doctor on the exam day, that note will not be accepted. Why? We receive 5 to 8 doctor's notes per class every exam day!!!!!! If you are not feeling very good, come and take your exam, then leave and that is OK. To try and buy time by bringing a note from the doctor's visit, the day of the exam, will not take your zero away. Your chances of getting a descent grade are much better if you take the exam, than miss it for any reason. I do not like games and will not play one with anyone. All students are required to take the final exams. Failure to take the final exams will result in a grade of 0 and may be fail the course.

## **ANY QUESTIONS? ASK ME FIRST:**

Please make sure that if you have any questions or problems, related to our course, at any time, that you first contact me as soon as possible. The BIGGEST MISTAKE you can make is to wait till the last minute to contact me about any issue or to not take advantage of the resources available to you like tutoring, counseling, etc.. By taking an active part in your education, you will make your academic experience much more rewarding and exciting!! I cannot read your mind, you have to express your thoughts

## **GRADE DETERMINATION:**

<b>GRADED ASSIGNMENTS</b>	<b>POINTS</b>
<b>3 LECTURE EXAMS / 100 pts each</b>	<b>300 pts (40%)</b>
<b>1 FINAL EXAM GRADE</b>	<b>100 pts (10%)</b>
<b>12 LECTURE QUIZZES</b> (all averaged except the lowest 3 will be dropped)	<b>100 pts (15%)</b>
<b>PEARSONMASTERING ASSIGNMENTS ARE ONLINE IN CANVAS</b>	<b>100 pts (10%)</b>
<b>WRITTEN RESEARCH PROJECT PAPER</b>	<b>100 pts (15%)</b>
<b>VIDEO RECORDING OF YOUR PRESENTATION</b>	<b>100 pts (10%)</b>
<b>STUDENT BEHAVIOR IN CLASS</b>	<b>0 TO 10 PTS</b>
<b>DOING EGLS SURVEY &amp; BRINGING THE RECEIPT</b>	<b>5 PTS</b>
<b>FINAL GRADE:</b>	<b>= (800 + extra) / 8</b>

## **LETTER GRADE ASSIGNMENT: Grading Scale**

### **Passing Grades**

A = 90-100%

B = 80-89%

C = 70-79%

### **Cannot pass with the following grades**

D = 60-69%

F =< 60%

FX (Failure due to non-attendance)

IP (In Progress)

W (Withdrawn)

I (Incomplete)

## **EGLS<sub>3</sub> (Evaluation for Greater Learning Student Survey System)**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Go to [www.hccs.edu/egls3](http://www.hccs.edu/egls3) for more information. Use this link:

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professor/>

## **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 **SPECIFY DATE**
- ✓ In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

## **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 use canvas Inbox to communicate. Call tech support for help if needed: 713 718 8800



# 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. You will find PowerPoints, assignments, videos, etc. all in canvas.

CANVAS, also called Eagle online, is found at the following link: [eagleonline.hccs.edu](https://eagleonline.hccs.edu) Your Username is the same as your student ID number used for registration (For example: W0034567). Your default password is "distance". Once you log-in, you can change the password. This is where you find lecture PowerPoints, syllabus, grades, discussion boards, etc.

## **INSTRUCTOR GUIDELINES AND POLICIES**

Students should be on time for class and be prepared with required materials including textbook and lab manual. **NO USE OF ANY ELECTRONIC DEVICES, AT ALL, IS PERMITTED DURING LECTURE TIME PERIOD. IF THIS RULE IS BROKEN, YOU WILL AUTOMATICALLY LOSE 10 EXAM PTS.**

During lecture, every student must have a pen and notebook to take notes. Every once in a while, I will ask to see your notes before leaving the classroom, and extra points will be given to those with professional notes taking. Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards the instructor and classmates. Disruptive behavior or any behavior that interferes with any educational activity being performed by the instructor will not be allowed. Disruptive behavior may result in removal from the class & disciplinary actions by the administration. Remember, we only judge each other through our behaviors.

## **MISSED ASSIGNMENTS**

- There will be no makeups allowed for any reason, except for extreme cases like giving birth, hospitalization the day of the exam. No other excuses will be accepted for missing a test or assignment. A grade of ZERO will be awarded for any missed work or test without proper documentation of an emergency (visiting a doctor office is not an emergency). If you do not feel good, come and take your exam and leave. A makeup is NOT a retake of the same exam. There is no repeating of examinations or "dropping" of lowest grade/s. The Instructor must be given advance notice of absence.
- There will be NO reopening of missed quizzes, discussions and NO redo for missed clinical questions. If you miss any of these, you will get a ZERO!!!
- The Instructor DOES NOT have to announce/tell you of upcoming assignments in person. This is a college course and you have to keep yourself informed by keeping up with your canvas. All assignments and quizzes will be posted with dates and the dates will be updated as the semester goes on. It is your responsibility to keep up.

## **ATTENDANCE.**

Full class attendance is mandated by the state & required including lecture and lab sessions. You are expected to attend all lecture classes and labs regularly. You are also responsible for materials covered during your absence. Class attendance is monitored daily. Although it is your responsibility to drop a course for non-attendance, the instructor has the authority to drop you for excessive absences, but may not do so. 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.
- There will be MINUS 10 points for every class MISSED from the total 50 available.
- 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.

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.

## **REPEATING COURSES (THREE-REPEAT RULE)**

As a result of recent Texas legislative changes, please be advised that HCC is charging additional tuition for students who enroll in the same class three or more times at HCC. While it is the hope of HCC that students will be successful in their first attempt at classes, we realize that life demands, academic struggles, and other issues may result in students needing to take the same class more than once. Speaking with an advisor will help you develop student success skills, improving your overall academic performance. If a student repeats a course in which a grade (A-F) has been received, the highest grade received at HCC is the permanent grade for the course and will be used in computing the GPA. All grades earned in a given course will be reflected on the transcript. Other colleges may compute the GPA differently than HCC.

## **Important links to check & learn about:**

Learning web: <https://learning.hccs.edu/>

Mastering Biology: [www.pearsonmastering.com](http://www.pearsonmastering.com) (DO EVERY EXERCISE HERE, COUNTS AS ONE EXAM)

HCC STEM: <http://www.hccs.edu/district/students/stem--science-technology-engineering--mathematics/>

Career Planning & Resources: Help with resume building/internships.

<http://www.hccs.edu/district/students/career-planning/>

Tutoring: <http://www.hccs.edu/district/students/tutoring/>

## **COURSE WITHDRAWALS (6-Drop Rule)**

Students must withdraw by the withdrawal deadline in order to receive a "W" on a transcript. Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online Academic Calendar, any HCC Registration Office, or any HCC advisor to determine class withdrawal deadlines.

**Last day for withdrawal is NOVEMBER 1<sup>st</sup>**

**Urge any student who is contemplating withdrawing from the class to see me first!** You may be doing better than you think. Either way, I want to be accessible and supportive. I'm here to help. It is the student's responsibility to withdraw from the class before the last day of withdrawal cited above. The instructor cannot give a "W" after the withdrawal date is passed. Abandoning the course or failing to formally drop, will result in a grade being given based on the work completed for the entire course (including missed exams). Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. It is your responsibility to withdraw officially from a class & prevent an "F" from appearing on your transcript. I do not believe in "[I was confused](#)". In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or access info on the website to learn more about the impact of withdrawing on financial aid.

## **HELP-LINES: when absent, call these classmates for update & come prepared (=Responsibility)**

<b>Name</b>	<b>Email</b>	<b>Phone # optional</b>

## **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. Have your student ID with you & access designated lab computer.

## **HCCS IS COMMITTED TO YOUR SUCCESS**

### **Early Intervention Program and Services**

Your success is our primary concern! If you are experiencing challenges achieving your academic goals, please contact your instructor or an early intervention coach. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues. To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will “alert” you that you might fail a class because of excessive absences and/or poor academic performance. The counselors will work with you to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class & improve your academic performance.

## **COUNSELING SERVICES**

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues.

## **OFFICE OF INSTITUTIONAL EQUITY**

### **Disability Support Services (DSS)**

#### **AMERICANS WITH DISABILITIES ACT STATEMENT**

**Students with disabilities:** Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services. If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor’s receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

For more information, please go to: <https://www.hccs.edu/departments/institutional-equity/>

### **Ability Service Contact Information**

Central College

713.718.6164

Coleman College

713-718-7376

Northeast College

713-718-8322

Northwest College

713-718-5422

713-718-5408 OR 713-718-7144

Southwest College

713-718-5910

Adaptive Equipment/Assistive Technology

713-718-6629

713-718-5604

Interpreting and CART services

713-718-6333

## **INTERNATIONAL STUDENTS:**

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

# **ADDITIONAL INSTRUCTOR AND INSTITUTIONAL POLICIES**

## **ACADEMIC INTEGRITY**

This instructor is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on students who violate the standards of academic integrity. Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

## **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 DURING CLASS TIME. You can always take your phone outside the classroom for emergency call, NOT IN CLASS. Phones will be placed in front of the class during each exam.**

## **COMPUTER VIRUS PROTECTION**

Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. [It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software.](#) Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping backup copies is extremely important.

## **STUDENT BEHAVIOR EXPECTATIONS: second notice**

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.

## **EQUAL OPPORTUNITY STATEMENT**

It is the policy of the HCCS to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability.

## FERPA

The academic, financial and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without your written authorization. Further information regarding Student Records and FERPA can be found at; <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

## TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Sex discrimination includes all forms of sexual and gender –based misconduct and violates an individual's fundamental rights and personal dignity. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance. It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. 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 XI, and section 504), and complaints may be directed to:

**David cross:** Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main Street

713 718 8271

Houston, Texas 77266-7517 or [institutionalequity@hccs.edu](mailto:institutionalequity@hccs.edu)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## 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 doing so.

## Campus Carry Link

Here is the link to HCC information about campus carry

<http://www.hccs.edu/departments/police/campus-carry/>

All HCC policies, please visit this student handbook:

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## 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/procedures/student-rights-policies-procedures/student-complaints/speak-with-the-dean-of-students/>

## 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/>

Department Chair Contact Information

Dr. Daejan Grigsby

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

Phone: 713-718-7775



**BIOL 2302= Human Anatomy & Physiology II LECTURE: FALL 2019**  
**TENTATIVE SCHEDULE FOR THIS CLASS (MAY CHANGE TO HELP YOU)**

**KEEP THIS SCHEDULE ON YOUR DESK, ON YOUR PHONE (SNAPSHOT), & IN YOUR WALLET**  
**TYPE YOUR LAB REPORT ANSWERS, WRITE YOUR NAME, & TURN IN ON TIME**

<b>WEEK OF</b>	<b>TENTATIVE INSTRUCTIONAL OUTLINE</b>	<b>WHEN CHAPTER DONE, QUIZ IS TAKEN NEXT CLASS MEETING</b>
W 1 AUG 26	MON: Discuss SYLLABUS + CANVAS WED: The ENDOCRINE SYSTEM (18)	WHEN A CHAPTER IS FINISHED, QUIZ IS NEXT MEETING WRITE IT DOWN
W 2 SEP 02	WED: The ENDOCRINE SYSTEM (18) + BLOOD (19)	<b>Please number the quizzes as we go</b>
W 3 SEP 09	MON: BLOOD (19) WED: BLOOD (19)	QUIZ 18 __ ASSIGN CHAPTERS PROJECT
W 4 SEP 16	MON: THE HEART (20) WED: THE HEART (20)	QUIZ __
W 5 SEP 23	MON: BLOOD VESSELS + CIRCULATION (21) WED: BLOOD VESSELS + CIRCULATION (21)	QUIZ __ PEARSON 18,19,20,21 due SEP 28 @ 11:59pm
W 6 SEP 30	MON: FINISH LAST CHAPTER <b>EXAM 1 (WED/Oct 02) (Ex 18 thru 21)</b>	QUIZ __
W 7 OCT 07	MON: THE LYMPHATIC SYSTEM (22) WED: THE LYMPHATIC SYSTEM (22)	QUIZ __
W 8 OCT 14	MON: THE RESPIRATORY SYSTEM (23) WED: THE RESPIRATORY SYSTEM (23)	QUIZ __ <b>RESEARCH PAPER DUE</b>
W 9 OCT 21	MON: THE DIGESTIVE SYSTEM (24) WED: THE DIGESTIVE SYSTEM (24)	QUIZ __ PEARSON 22,23,24 due OCT 28 @ 11:59pm
W10 OCT 28	MON: METABOLISM, NUTRITION, & ENERG. (25) <b>EXAM 2 (WED/Oct 31) (Ex 22 thru 24)</b>	QUIZ __ <b>WITHDRAW BY NOVEMBER 1st</b>
W 11 NOV 04	MON: METABOLISM, NUTRITION, & ENERG. (25) WED: THE URINARY SYSTEM (26)	QUIZ __ <b>VIDEO PROJECT DUE</b>
W12 NOV 11	MON: THE URINARY SYSTEM (26) WED: FLUID, ACIDS, & ELECTROLYTES (27)	QUIZ __ PEARSON 25,26,27 due NOV 18 @ 11:59pm
W 13 NOV 18	MON: FLUID, ACIDS, & ELECTROLYTES (27) <b>EXAM 3 - (WED/Nov 21) (Ex 25 thru 27)</b>	QUIZ __
W 14 NOV 25	MON: THE REPRODUCTIVE SYSTEM (28) WED: THE REPRODUCTIVE SYSTEM (28)	QUIZ __
W 15 DEC 02	MON: DEVELOPMENT & INHERITANCE (29) WED: DEVELOPMENT & INHERITANCE (29)	QUIZ __ PEARSON 28,29 due DEC 01 @ 11:59pm
W 16 DEC 09	<b>FINAL EXAM (covers 18 thru 29) (DEC 9 or DEC 11? HCC decides, will update you)</b> <b>DPT EXAM=50Q -- INSTRUCTOR EXAM OPTIONAL=100Q</b>	

**FINAL GRADES WILL BE POSTED BY MONDAY DECEMBER 16 NOON TIME**

I reserve the right to change this syllabus if needed & let you know, only to make it easy for you

Exam 1: OCTOBER 02 -- (Chapters 18 through 21)

Exam 2: OCTOBER 31 -- (Chapters 22 through 24)

Exam 3: NOVEMBER 21 -- (Chapters 25 and 27)

**Final Exam: DECEMBER 06 -- (Chapters 18 through 29) date will be confirmed after HCC posts it**