

**SYLLABUS: FALL 2015**  
**BIOL 2401 - ANATOMY AND PHYSIOLOGY I - HYBRID**  
**HOUSTON COMMUNITY COLLEGE SYSTEM**

**Course information**

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

<b>Course Title:</b>	<b>BIOL. 2401 – 0075 (CRN #: 72202) - 4 Credit Hours - PREREQUISITE = BIOL 1406</b>
<b>Instructor:</b>	<b>Savannah E. Zinebi, Ph.D.</b>
<b>Faculty hours</b>	<b>Tuesdays and Thursdays : 2 :00 pm to 4 :00 pm Room 210 (Felix Morales Building)</b>
<b>Email Address</b>	<b><a href="mailto:savannah.zinebi@hccs.edu">savannah.zinebi@hccs.edu</a></b>
<b>Lect. hours:</b>	<b>ONLINE: You read your textbook everyday &amp; ask questions by email/lab days</b>
<b>Lab. hours:</b>	<b>THURSDAY: 8:00 - 11:00 Room 224 Felix Moralex</b>
<b>Required Textbooks</b>	<b>Textbook:</b> Fundamentals of Anatomy & Physiology: 10 <sup>th</sup> Edition 2015, Benjamin Cummings Publishing Co. Editors: Martini. Nath. Bartholomew. Bring this book to both lect. & lab. Classes. <b>Lab book:</b> Human Anatomy and Physiology I Lab manual Jyoti R. Wagle Sixth edition
<b>Course Description:</b>	HCCS' goal is that all students become knowledgeable about the human anatomy and how the body systems function separately and in synchrony with each other. Successful completion of this course prepares you for BIOL 2402.
<b>Tutoring:</b>	<b>Free tutoring at the second Floor of Felix Morales Building: Room 203</b>
<b>Withdrawal</b>	<b>Deadline to withdraw from class with a "W": <u>October 30<sup>th</sup> 2015</u></b>
<b>Office hours</b>	<b>Tuesdays and Thursdays 9:00-11:00am</b>

**Prerequisites:** College reading level as determined by SAT, ACT, TASP, or successfully passing ENGL 0305 with a "C" or better. ENGL 0305 or ENGL 0316 AND ENGL 0307 or 0326, OR higher level course (ENGL 1301), OR placement by testing, MATH 0308. BIOL 2404 and/or CHEM 1405 highly recommended.

**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.

**Course Outcomes:** Students will use microscopes, microscope slides, diagrams, models, and dissection of animal specimens during their study of the following systems: integumentary, skeletal, muscular, nervous (including special senses), and endocrine systems. Upon completion of the course, the students will be able to:

1. Students will be able to understand & apply the principles of homeostasis & the importance of feedback loops.
2. Students will be able to evaluate information & make conclusions based on their knowledge of membrane transport.
3. Students will be able to apply their knowledge of muscle structure to explain how muscles function.
4. Students will be able to apply their knowledge of the structure of the skeletal system to its functions.
5. Students will be able to understand and apply their knowledge of changes in polarity on membrane potential.
6. Students will be able to apply and demonstrate their knowledge concerning reflex arcs
7. Students will be able to apply the knowledge gained in lab utilizing anatomical models, physiological experiments, histological slides and the compound light microscope.
8. Students will utilize online interactive evaluation tools to gauge their understanding of key anatomical and physiological concepts prior to lecture/examinations/quizzes where applicable

**HelpLines: when absent, call these classmates for update & come prepared (= take Responsibility)**

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

**Visit this website for lab study pages: ["hccs.edu/biologylabs"](http://hccs.edu/biologylabs) (lab review 24/7)**

## TESTING

**FOUR LECT. EXAMS:** each with 100 questions worth 100 points. The questions will be primarily **multiple choices**, but may include **some true or false**, figures identification, & short essays. The material for these tests will come from lecture notes & textbook & lab book. Exams will be taken at the testing center at HCC. I will provide you with a detailed sheet for the dates later in week 2. **Once someone has finished the exam & left, no other student may enter and start that exam.** A set time limit for each exam will be announced. If you arrive late for an exam, you will have only the time remaining from the official start of the exam. **THERE WILL BE NO MAKEUP EXAMS** unless you can prove you had to go to **court** or **emergency room** or **military services** on the day & time of the exam. "I was sick" does not work. **DO NOT MISS AN EXAM BECAUSE YOU DID NOT PREPARE FOR IT.**

**LECTURE QUIZZES** will be given online after a chapter is finished. The time and date to take a quiz will be set online and you will have to always check for the deadlines. If you miss the deadlines, you get a zero. Make sure you email your classmates constantly to make sure you are not confused on anything. **NOT KNOWING is NOT AN EXCUSE.**

**TWO LAB EXAMS:** **Lab exams will be given in the lab** each with 80-100 questions worth 100 points.

Lab exam 1 on: organ systems & organs, microscope, cell division, tissues, bones

Lab exam 2 on: muscles, joints, skin, nervous system.

**NO word bank is given**, you will have models and figures to identify and write legend for.

Studying your book figures and the models in the lab is the only way to get a good grade

**Always bring your lab manual and textbook to class.**

**Laboratory Study Pages** will be available on eagle online for your assistance and it is good practice to refer to the information provided in your lab book

**LAB QUIZZES** will be given during lab sessions, a week after the models are studied & will cover what you learned in the previous lab. We study models in class, & then you go home & study more, then the quiz

**FINAL EXAM:** is comprehensive (all chapters included). You will have 1 final exam made of 50 questions from THE DEPARTMENT and another final exam made of 100 questions given by the instructor. No one can skip the final exam; if you do you get a zero. Both final exams count with 50% each

**MISSING TESTS:** If you miss a lect. exam with no excuse, you will get a zero that you can drop (we drop 1 lect. exam). If you miss more than one lect. exam, then those grades will be zeros & will be averaged in with your other grades when the final grade is calculated. You can't drop lab exam, they both count.

**RESEARCH PROJECT:** You will be writing & presenting a research project (in groups of 2 students only) on health issues (cancer, Liver cirrhosis, gene therapy, stem cells, alcoholism, drug addiction etc.). You will write a 5-6 pages report with an extra page for bibliography to support your writing & 1 page outline. Then you will make a PowerPoint to present your research before your classmates. Research paper & oral presentation are as important as any lecture exam (worth 100 pts each). You will get the project on the 2<sup>nd</sup> week of the semester. Written project grade is the same for the 2 partners but the presentation grade is individual. More detail will be given to you about the project.

**LAB REPORTS:** You will be writing a lab report for each exercise you perform in the lab session. Every single student will be responsible for completing his/her lab report every lab session. However, when writing your reports, you will be discussing the results together as a group. Then you will each be writing & turning in your own lab reports. Do not copy from each other. Always work as a team and, of course, take time to yourself (if needed) to reflect on what you learned in order to concentrate on some aspects of the lab

**EMAIL ME ANYTIME YOU HAVE A QUESTION:**

Quickmail PDF tutorial: [http://de1.hccs.edu/docs/EO2/pdf/Student\\_Quickmail\\_Tutorial.pdf](http://de1.hccs.edu/docs/EO2/pdf/Student_Quickmail_Tutorial.pdf)

Quickmail video tutorial: [http://de1.hccs.edu/docs/EO2/mp4/EO2\\_QMS1.mp4](http://de1.hccs.edu/docs/EO2/mp4/EO2_QMS1.mp4)

## DO ONLINE PEARSON MASTERING EXERCISES: THEY COUNT AS AN EXAM GRADE:

These assignments are not here for extra points; they are here for a grade that is of the same value as one of your exams. **You need 3 things to setup & access pearson assignments:**

### 1. Your HCC email address

**2. Your Course ID:** You will be asked to enter this code (**southeast52287**) as you register for Pearson mastering. When registered, start your assignments & make sure you watch for deadlines.

**3. Your access code** (You must pay for it online or at the bookstore unless you buy a new book and it is packaged with it). You should either by the access code from the HCC bookstore or online for 50 dollars, or pay 100 dollars online and get both the access code and the electronic form of the book (eBook) that you can use for 18 months. To register, go to "**pearsonmastering.com**": and follow instructions from there. You will have free access for 14 days from the moment you log into mastering. However, if you do not pay for the access code before 14 days end, you lose access automatically and if you have done any assignments, you lose them too. But if you pay the fee, your assignments will come back and you just continue from there.

**Here is a video to help you register for Pearson tests:** <http://screencast.com/t/XhhEKf12B2o>

These exercises have deadlines, so always check in advance and write down the deadlines in your personal calendar so you do not miss them. Besides acquiring knowledge, you need to learn time management. Why? Most people who get fired from their jobs are those who do not follow directions &/or miss the deadlines!!

**Student Phone Support for PEARSONMASTERING is: 1-877-672-6877 Mon-Fri, 12 noon-8pm**

## HOW DO I ACCESS EAGLE ONLINE WHERE INSTRUCTOR'S MATERIAL IS?

WEBSITE FOR EAGLE: **EO2.HCCS.EDU** (use Firefox)

**USER NAME LOGIN: YOUR "W NUMBER"**

**PASSWORD: YOUR EMAIL "PASSWORD"**

**What's in eagle online? Powerpoints, quizzes, exams, lab/lecture exams reviews, etc.**

If you don't know your HCC "W" number (user ID), you can retrieve it here:

[https://hccsaweb.hccs.edu:8080/psp/cspwd/EMPLOYEE/HRMS/c/HCCS\\_CUST\\_MENU.HCC\\_UAT.GBL](https://hccsaweb.hccs.edu:8080/psp/cspwd/EMPLOYEE/HRMS/c/HCCS_CUST_MENU.HCC_UAT.GBL)  
or <http://d2.parature.com/ics/support/default.asp?deptID=8513>

**Eagle's live Phone Support: 1 (855) 836-3519 or 877-422-6111** (when you call for help, make sure to tell them that your class is "web-enhanced" = face to face (not online)

**The default student password is "distance"** Students will then be prompted to change their password after their first login. This password is independent of your Online Registration password or Blackboard Vista password. You will be required to change your password when you first log in.

This is where you find the PowerPoint lecture notes, homework assignments, reviews for lecture & lab exams, study websites for practice quizzes, lecture exams, quizzes, etc.

**EAGLE ONLINE website: EO2.HCCS.EDU** (use Firefox)

**I designed & uploaded 17 homework assignments on eagle online (1 hwk per chapter).** For each homework assignment that you do & upload on eagle online before the deadline, you get 1 extra point on your final lecture exam. Check Eagle online for each homework deadline & don't miss it.

## HOW DO I CALCULATE MY GRADE AVERAGE?

4 lect. exams 100 pts each (drop lowest)	300 pts
2 Final lecture exams (department & Instructor's exams)	200 pts
2 lab exams 100 pts each (both count)	200 pts
12 lab quizzes: drop lowest 2 & average the rest	100 pts
17 lect. Quizzes: drop lowest 3 & average the rest	100 pts
12 Lab Reports	100 pts
Research project paper	100 pts
Oral Presentation of your research paper	100 pts
Mastering biology online (pearsonmastering.com)	100 pts
Homework (eo2.hccs.edu):you have 1 extra pt/homework	17 pts
<b>FINAL GRADE:</b>	<b>= (1337) / 12</b>
<b>GRADING SCALE:</b>	<b>90-100=A / 80-89=B / 70-79=C / 60-69=D / 0-59=F</b>

## **DISABILITY STATEMENT:**

### **ADA Accommodation**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Instructors are authorized to provide only the accommodations requested by the Disability Support Services Office. To visit the ADA Web site, log on to [www.hccs.edu](http://www.hccs.edu), click **Future students**, scroll down the page and click on the words **Disability Information**

**For questions**, please contact 713.718.5165 (System wide)

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

**Northwest:** 713.718.5422, **Northeast:** 713.718.8420, **Southeast:** 713.718.7218, **Southwest:** 713.718.7909

## **NOTICE TO STUDENTS FROM THE BOARD OF REGENTS:**

All students who repeat a course for the third time (and beyond) will be assessed an additional \$50.00/credit fee on top of the normal tuition for the course. Please ask your instructor/counselor about opportunities for tutoring / other assistance prior to considering withdrawal from class or if you are not receiving passing grades. Info on money for college: <http://www.collegefortexans.com/>

## **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.

## **THINGS YOU SHOULD KNOW ABOUT TAKING THIS COURSE**

1. The textbook and lab manual are required, YOU MUST BUY BOTH OF THEM ASAP
2. Full class attendance is required. STUDENTS ARE RESPONSIBLE FOR EVERYTHING COVERED DURING THEIR ABSENCE. If you decide to stop attending class, it is your responsibility to let me know before you withdraw. **The last day to withdraw is OCTOBER 30<sup>th</sup> 2015**
3. To avoid disruption in the classroom, **Phones must be set on the silent mode or turned off** during the class period. If a cell phone goes off, you lose 5pts. If you are seen using a cell phone or any other electron device in class, you will lose 50pts from final grade. Certain students with documented disabilities may be exempt from this rule
4. No one other than students enrolled in the class are allowed in any classroom.
5. Eating, drinking, or smoking is NOT allowed in the laboratory.
6. You must read the laboratory safety rules before doing any of the lab exercises.
7. The laboratory safety release form must be signed during the first lab session you attend. If you do not sign the release form, none of your test papers will be returned to you.
8. Dissection of preserved animals is required in this class. You may be excused from dissection if you have a letter from your doctor declaring that you are unable to handle dissection specimens. I strongly suggest that if you are pregnant, you seek the advice of your physician before participating in dissection.
9. Grades will always be updated on eagle online whenever I am done grading an assignmnet
10. CHEATING IS NOT PERMITTED. This means the only source of information that you may use during an exam is your own brain! If cheating occurs, the student will receive a zero for the exam or a grade of "F" in the course.

## **THINGS YOU SHOULD DO after YOU RECEIVE THIS SYLLABUS:**

1. Read the syllabus in its entirety & Ask any questions you might have about it
2. **Access your HCCS email account.** Go to [www.hccs.edu](http://www.hccs.edu), click on "For Students", then "Student Email". This will take you to a place where you can find out about your User ID and Password. HCCS will be using this email account to send you important information about registration, financial aid, etc.

## **EGLS3 – EVALUATION FOR GREATER LEARNING STUDENT SURVEY SYSTEM**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research based questions related to instruction. The anonymous results of the survey will be made available to our professors and division chairs for continual improvement of instruction. Look for the EGLS3 as part of the HCC student system online near the end of the term.

# TENTATIVE CLASS SCHEDULE FALL 2015: Subject to changes

DATE	TOPICS: LAB AND LECTURE
Aug. 25	Orientation: safety procedures? Syllabus - <b>Chap.1: An Introduction to A&amp;P (Room 201)</b>
Aug. 27	Lab Exercises 1 & 2: The microscope and the cell & Anatomical Terminology <span style="float: right;">HW 1 &amp; HW2</span>
Aug. 01	<b>Online: Chap. 2: Chemical levels of organization &amp; Chap. 3: Cellular Levels of Organization</b>
Sep. 03	Lab Exercise 2 (finish) + Lab Exercise 3: Tissues slides <span style="float: right;">HW 3</span>
Sep. 08	<b>Online: Chap. 4: The Tissue level of organization</b> <span style="float: right;">HW4</span>
Sep. 10	Lab Exercise 3 (finish) + Lab Exercise 4: skin model + Cell division <span style="float: right;">HW 5</span>
Sep. 15	<b>Online: Chap 5: The integumentary System</b> <span style="float: right;">HW 6</span>
Sep. 17	Lab Exercise 4: skin model + Cell division
<b>Sep. 22</b>	<b>MEET ON CAMPUS: Lec. Exam 1</b> (chap 1 thru 5). Chap. 6: Bone tissue
Sep. 24	Lab Exercise 5 : Bone tissue (review tissue slides if needed) <span style="float: right;">HW 7</span>
Sep. 29	<b>Online: hap. 7: The Axial Skeleton &amp; Chap. 8: The appendicular skeleton</b> <span style="float: right;">HW 8</span>
Oct. 01	Lab exercise 6: axial skeleton <span style="float: right;">HW 9</span>
Oct. 06	<b>Online: Chap. 9: Articulations</b>
Oct. 08	Lab Exercise 7: appendicular skeleton <span style="float: right;">HW 10</span>
Oct. 13	<b>Online: Chap. 10: Muscle Tissue</b>
Oct. 15	Lab exercise 8: Joints
<b>Oct. 20</b>	<b>MEET ON CAMPUS: Lec. Exam 2</b> (chap 6, 7, 8, 9) – <b>REVIEW LABS 1, 2, 3, 4, 5, 6, 7</b>
<b>Oct. 22</b>	<b>Lab Exam 1:</b> (organ systems, body regions, scope, tissues, bones) Lab Exercise 9: <b>muscle models : the head – neck</b>
Oct. 27	<b>Online : Chap. 11 : Muscle System</b> <span style="float: right;">HW 11</span>
Oct. 29	Lab Exercise 9: <b>muscle models: torso – upper limbs</b> <span style="background-color: lightgreen; padding: 2px;">Withdrawal deadline: October 30<sup>th</sup></span>
Nov. 03	<b>Online : Chap. 12 : Neural tissue</b> <span style="float: right;">HW 12</span>
Nov. 05	Lab Exercise 9: <b>muscle models: torso - lower limbs</b>
Nov. 10	<b>Online : Chap. 13 : The Spinal Cord, Spinal Nerves, &amp; Somatic Reflexes</b> <span style="float: right;">HW 13</span>
Nov. 12	Lab Exercise 10: Spinal Cord, spinal nerves & reflexes
<b>Nov. 17</b>	<b>MEET ON CAMPUS: Lec. Exam 3</b> (chap 10, 11) Lab Exercise 11: Brain and cranial nerves- <b>Online: Chap. 14: The Brain &amp; Cranial Nerves</b>
Nov. 19	Lab Exercise 11: Brain & Cranial Nerves <span style="background-color: lightgreen; padding: 2px;"><b>RESEARCH PAPER DUE</b></span> <span style="float: right;">HW 14</span>
Nov. 24	<b>Online : Chap. 15 &amp; Chap. 16: Neural Integration I and II</b> <span style="background-color: lightgreen; padding: 2px;"><b>ORAL PRESENTATION</b></span> <span style="float: right;">HW 15</span>
Nov. 26	 <b>HAPPY THANKSGIVINGS</b>
<b>Nov. 30</b>	<b>MEET ON CAMPUS: Lec. Exam 4</b> (chap 12, 13, 14) <b>REVIEW LABS 8, 9, 10, 11, 12</b> Lab Exercise 12: Special senses - <b>Online: Chap. 17: The Special senses</b> <span style="float: right;">HW 16</span>
<b>Dec. 01</b>	<b>Lab Exam 2</b> (Muscles, Joints, Nervous System: Brain, spinal cord, nerves, senses) Review for the final
Dec. 03	DAY OFF TO STUDY <span style="float: right;">HW 17</span>
<b>Dec. 08</b>	<b>FINAL EXAMS (DEPT (50Q) AND INSTRUCTOR (100Q))</b>

I reserve the right to change the dates on this syllabus depending on the progress of the course. This is always to accommodate students' needs and facilitations. Instructor's decision is final when the change is made