

Department: Life Sciences (Biology)

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| Anatomy and Physiology I  Spring 19  Biol 2301 Crn# 13963 |

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| Course location and times: | Katy Campus W 2:00-3:20 Rm |
| Course semester credit hours: | 3 Semester Credit hours |
| Course contact hours: | 48 Hours |
| Course length: | 16 weeks |
| Instruction type: | Hybrid |

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| Instructor: | Shadi Kilani |
| Email address: | [shadi.kilani@hccs.edu](mailto:John.doe@hccs.edu) |
| Office location and hours: | West Houston Institute (Alief Campus) Room 319  Office hours are arranged through email. Meeting will be in biology office Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. Feel free to contact me and set up a meeting when needed. |

**COURSE OVERVIEW**

**Course Description:**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.

**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 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.

**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.**

word processing software, email software and applications, able to take screen shots and generate video clips for class assignments, utilize HCC classroom management system for class communication, grade submittal and discussions.

Course Calendar:

Week Lecture Schedule

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| 1  1/16 | \*Introduction  \*Ch. 1: An introduction to Anatomy and Physiology;  Ch. 2: Chemical level of organization |
| 2  1/23 | Ch. 3: Cellular level of organization  \*Ch. 4: Tissue level of organization |
| 3  1/30 | \*Ch. 5: The Integumentary System |
| 4  2/6 | **\*Test 1 (Ch. 1,4,5) 2/6**  Ch. 6 Osseous Tissue and Bone structure |
| 5  2/13 | \*Ch. 6 Osseous Tissue and Bone structure cont.  .Ch. 7,8 Axial Skeleton, Appendicular skeleton |
| 6  2/20 | \*Ch. 9 Joints  Ch. 10 Muscular Tissue |
| 7  2/27 | \*Ch. 10 Muscular Tissue  Ch. 11 Muscular system |
| 8  3/6 | **\*Test 2 (6,9,10) plus previous chapters 3/6**  Ch. 12 Neural Tissue |
| 9  3/20 | \*Ch. 12 Neural Tissue  CNS (Brain and spinal cord |
| 10  3/27 | \*CNS (Brain and spinal cord cont.  PNS (Receptors, Cranial nerves, spinal nerves, spinal reflexes |
| 11  4/3/ | \*PNS (Receptors, Cranial nerves, spinal nerves, spinal reflexes Cont. |
| 12  4/10 | **\*Test. 3. Chapter (12, CNS, PNS) plus previous chapters 4/10**  Ch. 16 ANS |
| 13  4/17 | \*Ch. 16 ANS  Ch. 17 Special Senses |
| 14  4/24 | \*Ch. 17 Special Senses |
| 15  5/1 | \*Test 4 ANS special senses plus previous. 5/1 |
| 16  5/8 | \*Final Lecture Examination (comprehensive)  Department & My own Final (need scantron for dept. final)  Wednesday 5/8 2-4 pm |

Items with an \* next to them will be in class.

Note that your instructor reserves the right to change the schedule as needed at any point during the course.

**Instructional methods:**

BIOL 2401 is a required course to apply for many advanced study programs.

As an instructor, I want all my students to be successful. I feel that it is my responsibility to provide you with opportunities to learn about the field of human anatomy and physiology. You will have access to lessons, online tools and resources that will allow you to attain mastery of key concepts.

As a student your responsibility is to read the textbook, submit assignments on time, participate in classroom activities, and enjoy yourself knowing that you are learning about the human body!

You are the center of the learning process! Your grades will reflect how much time and effort you invest in this course. You can take notes, draw structures, take pictures, and utilize online resources available. Planning and reading ahead of class will be instrumental to your success. You can use the calendar in the syllabus to preview lessons, slides structures that will be presented in class. This will allow you to have a basic understanding of some concepts, enable you to ask targeted questions, and make your class and lecture time more productive and fun.

You will encounter different teaching methods in this course. I will utilize classical lecture combined with active learning methods and different class activities. Your future academic and professional success is one of my top priorities!

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| Student Assignments: | Students are required to read assigned chapters and to complete chapter and  atlas Quizzes on schedule.  Additional announced and unannounced quizzes during class may be  conducted throughout the semester. Additional assignments may be assigned as  specified by the instructor.  You have to complete all the online assignments(quiz, homework, learning modules, etc.) in connect. |
| Student Assessments:  Instructor’s Requirements: | Students will be assessed via lecture examinations, chapter quizzes,  Comprehensive final lecture examinations. Additionally, there is a required  District Final examination at the end of the semester.   |  |  | | --- | --- | | Program/Discipline Requirements | Proficiency Exam  2301 Department Exit Exam | | HCC Grading Scale: | A = 90-100%  B = 80-89%  C = 70-79%  D = 60-69%  F = less than 60%  Fx= Abandoned course |   Instructor Requirements:  You are spending a good deal of time, energy and money on this course – please, make the most of your investment! It takes approximately **2-3 hours of study time for each hour of class time to master the material**. This class will have over 96 contact hours (3 hr. credit) compared to 48 contact hours that comprise the normal class (3 hr. credit).  The **class and study time necessary to succeed in this class will be close to 200 hours (20 hours per week)!**  **Basic requirements**  Students should be on time for class and be prepared (having read and studied the assignments) with required materials including textbook. Full class attendance is required  **Phones/electronic devices**  Absolutely no phone or other personal electronic devices are to be used during  class (lecture and lab). 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.  **Testing procedures**  Be sure to arrive early for your examinations. There are time limits for exams.  You will not be given extended time for testing if you arrive late.  Entering and exiting the exam room is not permitted once exams have begun. Please be sure to use bathroom before or after.  **Department Guidelines:**  A positive learning environment is essential to this course. 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 accepted. 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.  Instructor Grading Criteria:  Students must adhere to testing schedule. Failure to take a test will result in a “0” for the missed exam. Exceptions include work, family, or personal (health) emergency, and must be documented.  Only one make-up exam per semester is allowed (with proper documentation) and must be arranged with the instructor ASAP. There is no repeating of examinations or “dropping” of lowest grade/s.  **Examination format**  Lecture exams are cumulative. They will include multiple choice questions and essay/short answer questions. |
| Instructional Materials: | **Martini, Nath & Bartholomew**, **FUNDAMENTALS OF ANATOMY AND PHYSIOLOGY**, Pearson Publishing, 11th edition, 2017.  Web Resources: Canvas  Modified Mastering A&P Biology (free with purchase of new required textbook; used books will require you to purchase an account usually cheaper through provided link due to negotiated price) |

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| HCC Policy Statement: Academic Honesty | Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Disciplinary proceedings may be initiated by the college system against a student accused of scholastic dishonesty. Penalties can include a grade of "0" or "F" on the particular assignment, failure in the course, academic probation, or even dismissal from the college. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. |
| HCC Policy Statement: Student attendance, repeaters, withdrawal deadline | **Attendance**  Students are expected to attend classes regularly. Students are responsible for materials covered during their absences, and it is the student's responsibility to consult with instructors for make-up assignments.  Instructors check class attendance daily. A student may but not necessarily be dropped from a course for excessive absences after the student has accumulated absences in excess of 12.5% of the hours of instruction (including lecture and laboratory time). Note that 12.5% is approximately 4 classes or labs for a 4-semester hour course.  Habitual tardiness will not be tolerated. Students are expected to be in attendance for the entirety of the scheduled class and are responsible for completing assignments scheduled during their absence/s. It is the responsibility of each student to amend their professional/personal schedule to meet the class schedule  **Repeaters**  Students who repeat a course for a third or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor / counselor about opportunities for tutoring / other assistance prior to considering course withdrawal or if you are not receiving passing grades.  **Withdrawals**  Withdrawal from the course after the official day of record (see current catalog) will result in a final grade of “W” on the student transcript and no credit will be awarded. It is the student’s responsibility to initiate and complete a request for withdrawal from any course. Students will be required to formally request a drop from their instructors prior to the administrative drop date deadline(Check HCC Academic Calendar) 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) or an Fx grade at the instructors discretion.  The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than SIX total course withdrawals throughout their educational career in obtaining a certificate and/or degree.  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 |

**Grade Determination:**

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| Lecture Exams | 60% |
| Final | 20% |
| Homework | 20% |

**AMERICANS WITH DISABILITIES ACT STATEMENT**

HCCS is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

If you require reasonable accommodations because of a physical, mental, or learning disability, please contact the Counseling Office to obtain the necessary information to request accommodations. Upon completion of this process, please notify your instructor as soon as possible and preferably before the end of the first two weeks of class to arrange for reasonable accommodations.

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to

<http://www.hccs.edu/district/students/disability-services/>

CAMPUS CARRY

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>

**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.

**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/

**FINAL EXAMINATIONS**

A final evaluation activity will occur during the published final evaluation period. The appropriate dean, director, or department chair must approve any variation to this schedule.

**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. 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.

Log in to: [www.edurisksolutions.org](http://www.edurisksolutions.org/) . Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.

**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.

**Tutoring**

HCCS provides free online tutoring for all HCC students. Go to [www.hccs.askonline.net](http://www.hccs.askonline.net); use your own e-mail address; choose a username and password you will remember; put your HCC student ID number in the Comment Box.

**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.