

HCC

Houston Community College Distance Education

Biology

Biology 2401-Anatomy and Physiology I

CRN 78574 – SPRING 2014

Distance Education Class Instruction Online

Instructor: Uzziah P. Grigsby, D.C.

Instructor Contact Information: Online through the eagle online system

Course Description: This is a course in human anatomy and physiology. It is the first in a two part series and covers the organization of the human body, integumentary, skeletal, muscular, and nervous systems.

Prerequisites: General Biology is recommended as some concepts in biology are helpful to students studying the human body.

Course Goal: The goal of this course is to prepare students for careers that involve knowledge of the structure and function of the human body.

Student Learning Outcomes:

The students will be able to:

1. Describe the structure of the human body from the chemical, organelle, cellular, organ, system, and whole organism level.
2. Use anatomical terminology.
3. Use the concept of homeostasis when describing the function of body systems.
4. Name the bones of the skeleton, superficial muscles, and the organs of the nervous system.
5. Describe the function of the integumentary system, the skeletal system, the muscular system, and the nervous system.

Learning Objectives:

Students will:

1. Identify the levels of organization of the human body.

2. Learn the concept of homeostasis and how it applies to the human organism.
3. Review the structure and function of human eukaryotic cells.
4. Identify and recognize cells and tissues that comprise the organs of the body.
5. Identify the organs of the integumentary system.
6. Identify the bones and functions of the skeletal system.
7. Identify the muscles and the function of the muscular system.
8. Identify the structure and function of the nervous system.

Credit: 4 hours

Week	Reading Assignment	Laboratory Assignment
Jan 13	Chapter 1: An Introduction to Anatomy and Physiology	Lab 1: Body Orientation
Jan 20	Chapter 2: The Chemical Level of Organization	Lab 2: Cells and Chemistry
Jan 27	Chapter 3: The Cellular Level of Organization	Lab 3: Tissues
Feb 3	Chapter 4: The Tissue Level of Organization	Lab 4: The Integumentary System
Feb 10	Chapter 5: The Integumentary System Exam 1 Online Chapters 1-5 Friday 2/7 at noon through Sunday 2/15 at 11 PM.	Lab 5: The Skeletal System
Feb 17	Chapter 6: Osseous Tissue and Bone Structure	Lab 6: The Skeletal System
Feb 24	Chapter 9: Articulations	Lab 7: Joints
Mar 3	Chapter 10: Muscular Tissue Exam 2 Online Chapters 6-19 Friday 3/7 at noon through Sunday 3/15 at 11 PM.	Lab 8: Muscular System
Mar 17	Chapter 12: Neural Tissue LAB EXAM	Lab 9: Muscular System
Mar 24 and Mar 31	Chapter 13: Spinal Cord, Spinal Nerves and Spinal Reflexes Exam 3 Online Chapters 10-13 on Friday 4/4 at noon through Sunday 4/6 at 11 PM.	Lab 10: Spinal Cord, Peripheral Nerves
Apr 7	Chapter 14: The Brain and Cranial Nerves	Lab 11: Autonomic Nervous System
Apr 14	Chapter 15: Neural Integration I: Sensory Pathways and the Somatic Nervous System	Lab 12: Brain and Cranial Nerves
Apr 21	Chapter 16: Neural Integration II: Autonomic Nervous System and Higher-Order Functions	Lab 13: Special Senses
Apr 28	Chapter 17: Special Senses	
May 2, 3, 4	Exam 4 Online Chapters 14-17 on Friday 5/2 at noon through Sunday 5/4 at 11 PM.	

Note:	Chapters 7 and 8 are part of the lab exam	
Note	Final Comprehensive Exam Ch. 1-17	Date to be determined later in the course.

<http://imc02.hccs.edu/BiologyLabs/index.html>

Paste the URL above in the favorites of your browser for extra help. This is a review for anatomy using materials that are part of the in-person labs.

Assessments: All textbook exams are in eagle online. They will be available at 12:00 PM on Friday of the exam week and through Sunday at 11:00 PM. All lab exams will be online. They will be given only once for each exam.

Instructional Materials: Text: Fundamentals of Anatomy & Physiology with MasteringA&P®, 9/E **Required Assignments must be completed in accordance with instructions in the course.**

http://media.pearsoncmg.com/bc/bc_martini_fap_8/cms/stools/index.html

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Lab Materials: Lab Manual Human Anatomy & Physiology I edited by Jyoti Wagle Available at bookstore. Cover is white.

Assignments: Assignments are all in the syllabus.

There will be one lab practical. Date to be determined.

Welcome, students to Anatomy and Physiology I. This semester is beginning and we will be **communicating in eagle2 online** through early May. Open your eagle online course and become familiar with the email function (jmail). You can email each other or me. Do not include me in your email between each other. Do not use the regular HCC email to reach me. I will not answer. Distance education requires that all course communication occur through the eagle online system.

Do not use the email for communication with other students that does not relate to the class. Be courteous to me and to other students so that we all enjoy the class.

I do not look at the class on Saturday or Sunday or any holiday in the semester so if you email me on a Friday afternoon, I may not read it until Monday.

Be sure to **buy the textbook right away**. All test material will come from that text. Read one chapter per week. There is also a quiz at the end of each chapter. I do not grade these.

I do not have makeup exams or makeup quizzes. Be sure to keep in touch with the class. That is your responsibility. I do not use the gradebook in the course. I keep a separate spreadsheet for my own records. Do not ask me over and over to give you a rationale or reason for the grade you earned. It is only in points. There are 500 points for the whole class. Your grade is based on that. Divide the number of points you earn by the number of total points times 100. That percentage is your grade. Standard percentages relate to the letter grades, 89-100=A, 79-88=B, 69-78=C, 59-68=D, and below 59 is an F. If you do not finish the course and do not withdraw yourself, I will give you an F. **This refers to those who are on the roster and have not completed the course. Be sure to withdraw by the final withdrawal date if you are unable to complete the course. This is your responsibility. The final withdrawal date for Spring is April 7th at 4:30 PM.**

Take care of yourself this semester. Eat good healthy food and get adequate rest so that you do not fall behind due to illness. It is hard to catch up if you fall behind.

Make sure that you are officially registered. If your name is not on the roster you will not get a grade. Also if your name is different from that listed on the roster, let me know right away. If you cannot get in the eagle online course, you are not officially registered. Go to the registrar at the college to resolve the problem. I can't add, deny or remove student blocks. It is up to you to solve these problems.

Everything I have mentioned here comes from the problems that students create for themselves each semester.

Develop a curious attitude. Read and learn all you can about the structure and function of the human body. It will help you and your family to live a healthier and even possibly, a longer life.

I hope that you enjoy our study of the human body and that you become wise, choosing a healthy lifestyle.

Instructor Requirements

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Provide description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments

To be successful in this class, it is the student's responsibility to:

- Participate in the class and complete learning activities
- 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

Spring 2014 HCC DISTANCE EDUCATION POLICIES AND PROCEDURES

The distance education student handbook covers all of the rules, regulations, policies and procedures that apply to the college and distance education. Please go to this link to see the handbook. All students are responsible for reading and understanding the DE Student Handbook. This handbook contains policies, information about conduct, and other important information. This includes information and resources (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Students should review this handbook as part of the mandatory orientation.

<http://de.hccs.edu/de/de-student-handbook>

HCC Policy Statements

Access Student Services Policies on their Web site:

<http://hccs.edu/student-rights>

Access CE Policies on their Web site:

<http://hccs.edu/CE-student-guidelines>

SUCCESS TIPS:

1. Read the text and use the resources provided online by publisher.
2. Study material after reading or computer exercises. Make pictures, lists, flow charts, flash cards – whatever works. Review the reading, notes, power-point lectures and then bring questions to the discussion with your classmates on the discussion board.
3. Make connections between chapters such as anatomical terminology in one chapter with terms in another chapter by flipping back and forth in the text as you study.
4. Review the course **objectives** and use them as a checklist before exams to ensure you have the skills that will be tested. Also, ask yourself a general question, How does this work? If you can explain processes, you know that you have the facts, vocabulary, details and overall understanding you need.
5. Be sure to complete the lab each week. Study and review the previous week's material when you finish the assigned exercise for that week.
6. Keep up on everything, don't let yourself get behind.

Grading: Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. There will be four examinations based on the textbook concepts, each worth 100 points, total of 400 points. These are online Lab practical is worth 100 points. Total points available for the class, 500. Grades will be based on percentages of points earned by the student.

Grading Scale:

89%-100% A

79%-88% B

69%-78% C

59%-68% D

0-58% F

Grading Percentages: Percentages are based on the total of 500 points. Example: Student earns 475 points out of the 500 point total. This is equivalent to a percentage of 95 (95%). The grade for the course is an A.

ONLINE EXAMS POLICIES:

The course exams are conducted online via personal computer or at any HCCS Computer Laboratory within a specified time limit. Please allow adequate time to complete your exam and to resolve any unanticipated personal computer or networking problems. Any exam that is not completed on time will be considered a missed exam. Missed exams will be graded as zero, and there are no makeup exam opportunities for missed online exams. If your personal computer has a history of technical or networking problems, it is highly recommended that you plan to use an HCCS Computer Laboratory to complete your online exam. Online courses require students that are capable of budgeting time efficiently and managing the exam time limit wisely. Please note that poor planning, personal computer or networking problems are unacceptable excuses for missed online exams. In fairness to other students, these missed exams will be counted as 0 points. When computing your final grade, missed exam points (0 out of 100 available points) will be averaged into your other grades. A grade of zero will greatly jeopardize your final grade and may cause you to get an undesirable grade or fail the entire course.

- PLEASE BE ADVISED THAT ALL STUDENTS WILL RECEIVE A GRADE OF ZERO FOR MISSED ONLINE EXAMS.
- TECHNICAL PROBLEMS ARE NOT AN ACCEPTABLE EXCUSE FOR MISSED ONLINE EXAMS.

***The instructor reserves the right to make changes in this weekly schedule. You will be informed of these changes within reasonable time period.**

STUDENTS WITH DISABILITIES:

Any student with a documented disability (e.g. physical, learning, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester.

Faculty are authorized to provide only the accommodations requested by the

Disability Support Services Office

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

Disability Support Services Offices:

System: 713.718.5165

Central: 713.718.6164

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest:713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist assigned to their professor.

DE STUDENT SERVICES:

The Distance Education Student Handbook contains policies and procedures unique to the DE student. It is the student's responsibility to be familiar with the handbook