



**Houston Community College**

Relevant and Essential. Offering Opportunity

**BIOL 2101 - ANATOMY & PHYSIOLOGY I (LAB) - 1 credit Hour**

**Spring 2019**

**CRN # 12218**

**Northeast Campus**

**Location: Pinemont Center - Room 133**

**6:00 pm – 7:20 pm MW**

**Total of 3 HOUR LAB - 16 weeks ( January 14 – May 12, 2019)**

**Instructor:**

**Prof. Victor Wong Med & MA**

**Email address**

[Victor.wong@hccs.edu](mailto:Victor.wong@hccs.edu)

**Office Location/office hours:**

***Pinemont Center – Room 133 - Mon & Wed by appointment***

***Course Description:*** To study of the structure and function of the following human systems

***Cell Structure/Division- Histology- Integumentary-Skeletal- Muscular- Nervous Systems***

***Course Goal or Intent:*** This course is intended to familiarize the Health Science Major with anatomy, morphology, and physiology of the above human body systems.

***Course Prerequisite:*** In conjunction with 2301

***Laboratory Manual: Hyginus Chukwu, Dikeocha, Ndu, Paul Garcia, Nazanin Hebel, Anna Koshy, Auguste Nioupin, Manhal Schbat, Nimish Shah: Biology 2101 - HUMAN ANATOMY AND PHYSIOLOGY I - Bluedoor Publishing, Minneapolis, MN, 2018.***

## **Course Goals:**

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 care programs. The course is also beneficial to students who are preparing themselves for higher-level science courses in their respective curricula.

## **Program Learning Outcomes:**

Program SLO #1 - To recognize, identify, and describe the basic structures and functions associated with most life forms.

Program SLO #2 - To develop basic laboratory techniques appropriate to the field of Biology.

Program SLO #3 - To develop study skills and habits appropriate for pre-professional students interested in health-related fields.

The following Student Learning Outcomes with their associated assessment criteria are not meant to be all-inclusive, but are meant to be used along with all other course learning outcomes and assessment devices (listed under Course Objectives) in the determination of the student's final course grade. Completion of the specific Student Learning Outcomes listed below, at any assessment grading level, does NOT and will NOT guarantee the student that final course grade at the end of the semester.

## **Course Student Learning Outcomes:**

This course is intended to provide students with a strong foundation in Anatomy and Physiology. In this course, we will study the Integumentary, Skeletal, Muscular, Nervous system.

1. Students will be able to analyze the histology, gross anatomy and the physiology of the Integumentary, Skeletal, Muscular, Nervous systems and applying the structural and physiological linkage of all these systems. PSLO#1
2. Students will be able to analyze, understand and explain the structure and function of the Skeletal and Muscular system working in unison to move the body. PSLO#1
3. Students will be able to analyze and evaluate the structure, function and regulation of the Nervous system. PSLO#1
4. Students will be able to apply the knowledge gained in lab utilizing anatomical models and physiology experiments. PSLO#2
5. Students will utilize online interactive evaluation tools to gauge their understanding of key anatomical and physiological concepts prior to lecture/examinations/quizzes where applicable. PSLO#3

## **Learning Objectives:**

1. Consistently able to demonstrate part to function relationship and the interaction of the Integumentary system without the instructor's help.
2. Consistently able to demonstrate interactions of parts to functions involving the skeletal and muscular systems without the instructor's help.
3. Consistently able to demonstrate interactions of parts to functions involving the skeletal and muscular systems without the instructor's help.
4. Consistently prepared and always able to demonstrate skills using the body system models and laboratory techniques at the classroom standard.
5. Consistently uses online tools to prepare for class, always ready for classroom discussions and instructor's Q&A sessions, completes all online quizzes prior to due dates.

## **LABORATORIES Activities:**

### **Chapter**

1 - Human Body: Anatomical Terminology, Body Organization and Organ System		
2 - Microscopy		
3 - Cell Anatomy and Division		
4 - Cell Membrane Structure and Transport		
5 - Histology		
6 - Integumentary Anatomy	Quiz #1	Practical #1
7A - Skeletal System: Bone Tissue		
7B - Skeletal System: Axial Skeleton		
8 - Skeletal System: Appendicular Skeleton		
9 - Skeletal System: Joints/Articulation	Quiz #2	Practical #2
10 – Muscular System: Skeletal Muscle Histology and Physiology		
11 – Muscular System: Skeletal Muscle Gross Anatomy	Quiz #3	
12 - Nervous System: Overview		
13 - Nervous System: Brain and Cranial Nerves		
14 - Nervous System: Spinal Cord and Spinal Nerves		
15 - Nervous System: Reflexes	Quiz # 4	Practical # 3
16 - Special Senses: Olfaction & Gustation		
17 - Special Senses: Hearing and Equilibrium		
18 - Special Senses: Vision	Quiz #5	

### **Important Dates**

- 1. MLK Holiday 1-21-2019**
- 2. Spring Break: Week of March 11-15**
- 3. Last day for withdrawal: April 1, 2019**
- 4. Final Exam: May 8, 2019**

**INSTRUCTOR GUIDELINES AND POLICIES Attendance:** You are expected to attend all lecture classes regularly. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor.

**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; however, I do not do that. I will mark missed assignments and exams as “0’s” and calculate the total scores for final grades. Students may be dropped from a course for failure to attend during the first week of instruction and after accumulating absences in excess of 12.5% of the total hours of instruction (lecture and lab) but again this is not automatic. 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. • For a 4 credit-hour lecture/lab course meeting 6 hours per week (96 hours of instruction), you can be dropped after 12 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:**

FX will occur when a student stops attending classes and the last date of attendance shall be recorded.

### **ADA POLICY:**

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.

Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office

For questions, contact Donna Price at 713-718-5165 or the Disability Counselor at your college. Visit the ADA Web site at

<http://www.hccs.edu/students/disability/index.htm>

### **ATTENDANCE POLICY:**

Class Attendance is required. Daily attendance will be taken. I understand that things happen, so - it is better if you come late than not at all.

**Methods and Procedures for Teaching this Course:**

1. Text assignments, lectures, and lab topics will follow the schedule as much as possible. (*This instructor reserves the right to change or alter the schedule, if necessary*)
2. Scientific videotapes, slides, computer software programs, etc. will be used during lecture and lab sessions.
3. Major quizzes/exams will be given according to the printed schedule. Concepts covered on exams may not have been fully addressed in lab or lecture. It is the student's responsibility to have text and lab materials fully studied.
4. Outside reading to enhance one's own understanding is strongly encouraged. The instructor on a regular basis may assign specific articles.
5. Please feel free to come in or call if you have any questions concerning course items.

**LEARNING ACTIVITIES:**

1. Students are responsible for reading Text/lab manual assignments *BEFORE* class time so that they may engage in discussion of the material.
2. Students should make full use of study groups.
3. Students are times required to work together in small groups on specific assignments.
4. Laboratory sessions coincide with lecture and reading material and include conducting experiments as well as dissections and observations of preserved specimens.

**Methods of Assessment/Evaluation: For the LAB Grades will be based on:**

- |  |        |
|--|--------|
| 1. Quizzes (5)                           | - 50%  |
| 2. Lab Practicals (3)                    | - 30%  |
| 3. Completion of Lab Activities/Lab book | - 10 % |
| 4. Participation/ Attendance             | - 10 % |

**Five Quizzes** - No makeup Quizzes will be given *unless* the students can provide signed documented evidence. You are advised to contact the course instructor *before or the day of the missed class*.

**Three Practicals** – No makeup lab practical will be given *unless* the students can provide signed documented evidence. You are advised to contact the course instructor before or the day of the missed class.

**Daily evaluation** will comprise of the students' participation in the class, late-coming, absenteeism and moreover classroom ethics and his interest during lectures. *Attendance will be taken daily.*

Completion of the Pre-Lab Book activities is necessary for the understanding of the topic being presented the day before.

**The Final Grading Scale is as follows: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = Less than or equal to 59**

**HCC COURSE WITHDRAWAL POLICY:** 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. April 1, 2019 will be the last day for Withdrawal with a “W”.

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 and prevent an “F” from appearing on your transcript. 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. In 2007, the Texas Legislature passed a law limiting students to no more than six total course withdrawals throughout their academic career in obtaining a baccalaureate degree. There may be future penalties imposed Senate Bill 1231 limits the number of W’s a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6 course total. In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid. An instructor will no longer give a grade of “W” to any student after the official drop date – this is the student’s responsibility.

**CLASS WITHDRAWAL:** Faculty will **no** longer be able to "withdraw" students on their final semester roll sheets. The use of the **withdrawal form** must be used by students/faculty to withdraw students from coursework with appropriate boxes checked. Withdrawal from the course after the official day of record and prior to “W” Day **will** result in a final grade of “W” on your transcript. No credit will be awarded for a course earning a “W.” If you stop attending class, you must withdraw at the registration office prior to “W” day. If you stop attending class and do not officially withdraw, you will receive an “F” for the course.

You **MUST** visit with a faculty advisor, a counselor or on-line student services prior to withdrawing (dropping) the class and this must be done prior to **the deadline** to receive a “W” on your transcript. After that deadline, you will receive the grade you are making in the class which will more than likely be an “F.” Failure to withdraw officially can result in a grade of “F” or “FX” in the course.

**Incomplete “I” Grades:** 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.”

**ACADEMIC HONESTY:** ALL STUDENTS ARE REQUIRED TO AVOID CHEATING ON EXAMINATIONS, QUIZZES, AND LABORATORY REPORTS. ALL STUDENTS ARE REQUIRED TO AVOID CHEATING AND PLAGIARISM ON TERMS PAPERS AND RESEARCH PAPERS. STUDENTS OBSERVED CHEATING WILL RECEIVED A GRADE OF ZERO FOR THE EXAM, PAPER, ETC. INVOLVED.

## **ETIQUETTE**

- (1) Smoking, eating, or drinking is **NOT ALLOWED** in lecture or lab
- (2) Speaking with other students is **NOT ALLOWED WHILE THE INSTRUCTOR IS LECTURING.** You may feel free to talk respectfully during lab sessions except during Pre-lab.
- (3) You cannot bring children to lecture or lab – **NO EXCEPTIONS**
- (4) Disruptive behavior will result in Security being called, and disruptive students will be removed from the class
- (5) Treat the instructor and your classmates with courtesy at all times, even when there is a disagreement.

**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 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.

**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-ca>

**EXAMS: No backpacks, technology, and loose papers will be allowed at any seats. No cell phones and I-watch may be used and worn during exams. Ladies may keep their purses under their chairs.**

**MAKEUP POLICY**: A student may be allowed to make up an exam at the discretion of the instructor with a valid excuse

**CELL PHONES AND PAGERS**: I understand that emergencies arise, jobs call and sometimes you forget the cell phone is on. ALL CELL PHONES AND PAGERS MUST BE PUT ON VIBRATE BEFORE ENTERING CLASS. UNDER NO CIRCUMSTANCE SHOULD CELL PHONES BE ANSWERED DURING THE CLASS PERIOD. IF YOUR PHONE VIBRATES, PLEASE GO OUTSIDE THE CLASSROOM IMMEDIATELY AND KEEP YOUR CONVERSATION LOW.

**IMPORTANT NOTICE**: Students who repeat a course three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

**EARLY ALERT** HCC has instituted an Early Alert process by which administration or your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

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**RULES & REGULATIONS**; Adult behavior is expected within the classroom. All students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

**Dress code**. All students should come to lab appropriately dressed for the purposes of Lab Safety and Professionalism. Class attendance is mandated by the state.

**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 a students who violate the standards of academic integrity.

**REPEATING COURSES (THREE-PEAT 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.

### **HCC COURSE WITHDRAWAL POLICY:**

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. 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 and prevent an "F" from appearing on your transcript. Senate Bill 1231 limits the number of W's a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6 course total. Withdrawals for certain circumstances beyond the students control may not be counted toward the 6-drop limit. In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid. An instructor will no longer give a grade of "W" to any student after the official drop date – this is the student's responsibility.

**HOW TO DROP** • If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their HCC Student Center. • HCC may withdraw students for excessive absences without notification. • Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines. Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

### **RESOURCES AVAILABLE TO YOU:**

Biology Lab Study Pages – cover a variety of science topics, including AP. [www.hccs.edu/biologylabs](http://www.hccs.edu/biologylabs). HCC provides FREE ONLINE TUTORING 24 hours/day in writing, math, science, and other subjects. HCC Online Tutoring site: <http://hccs.Upswing.io>. Use your student ID or HCC e-mail address to create an account. Instructions, including a video, are provided to make you familiar with the capabilities of this service. ALSO, ON-CAMPUS TUTORING can be found at all campuses. Access information at: <http://>