



**Division of Earth, Life & Natural Sciences  
Biology Department**

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

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**BIOL. 2102: Anatomy and Physiology | Lab | CRN # 20320**

Spring 2021 | RT 16 Weeks (1.19.2021-5.16.2021)

In-Person | Stafford/Scarcella | Monday 7 p.m.- 9:50 p.m.

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor: Professor Wong	Office Phone: Pending updated
Office: Stafford/Scarcella, Room S103	Office Hours: Mon/Wed 6-7 a.m.
HCC Email: victor.wong@hccs.edu	Office Location: Stafford/Scarcella Rm S103

**Hybrid-Lab Based Courses**

HCC will continue to offer the skills-based, hands-on lab courses but with smaller section sizes to enable social distancing. Additional lab sections have been added to the schedule to make up for the smaller sizes. Classes will be held online until Spring Break through CANVAS CONFERENCE/WEBEX and the class will meet online at the regular meeting time.

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 am available to hear the concerns and just to discuss course topics.

**Instructor's Preferred Method of Contact**

**HCC Email: [victor.wong@hccs.edu](mailto:victor.wong@hccs.edu). HCC Office phone no. 713-718-\_\_\_\_\_ (pending update. I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages during the following week.**

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**What's Exciting About This Course**

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? 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 and Physiology—I'm delighted that you have chosen this course! I am very passionate about the human body and how it works, and I can hardly wait to pass that knowledge and passion on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of the subject matter and its relationship to illnesses and health. So please visit me or contact me by email whenever you have a question.

### **Prerequisites and/or Co-Requisites**

#### **Prerequisite: Anatomy and Physiology II requires**

Anatomy and Physiology, I (Biol. 2301 & 2101)

**Pre/Corequisite-** BIOL 2302

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](#).

### **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.**

## HCC Online Information and Policies

For online/hybrid students. As an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

## Scoring Rubrics, Sample Assignments, etc.

When applicable, look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

## Instructional Materials

### Required Resources

The Lab manual listed below is **required** for this course.

**"Top Hat Online Lab Manual A&P II**

**ISBN: 978-1-64386-511-9**

This semester, we will be using the Top Hat digital learning platform which hosts this semester's E-Textbook: which is delivered through HCC's Inclusive Access program. In order to successfully link your Top Hat account with your Canvas account, please follow the step-by-step instructions found here: <https://support.tophat.com/s/article/Student-LTI-Course-Enrollment-Canvas>. You can also access your course where the eBook will be located, by clicking on this link: <https://support.tophat.com/s/article/Student-LTI-Course-Enrollment-Canvas>.

**IMPORTANT: You must register for Top Hat with your HCC email address.**

You can visit the Top Hat Overview (<https://success.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide>) within the Top Hat Success Center which provides a brief overview to get you up and running on the system.

You will find information on how to manage your account settings, and learn more about Top Hat's IOS and Android App in the article above.

Don't worry if you don't see any content in the course right away, I will make it available to you as we progress through the semester.

You should now have access to Top Hat E-book!

As a note, if you are using a computer or laptop Google Chrome or Firefox are the recommended browsers. If you are using a smartphone, you will need to download the Top Hat app from the IOS or Android App store. If you are using a tablet, it is recommended that you use the Google Chrome browser to access Top Hat, and not the app.

If you have any issues, please contact Top Hat's Support Team directly at [support@tophat.com](mailto:support@tophat.com). Response times can take up to 24 hours. In order to get the best help please provide:

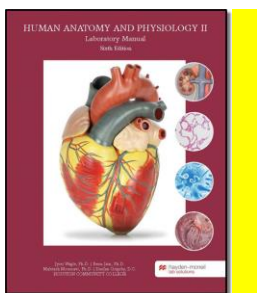
Email you have used to register or will use to register.

Top Hat Course Link

Top Hat Join Code

Detailed Explanation of your issue with screenshots

OR



**Human Anatomy & Physiology 2 Lab Manual, edited By Jyoti Wagle, Ph. D. & Renu Jain, Ph. D., 6th Edition, 2020, Hayden-McNeil Publishers**

Please note that you **do not need to purchase book or access code for this course** as you have paid for your course materials including E-textbook access during registration. The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials.

· Students have the option to opt out of the program prior to the Official day of Record. Students who withdraw prior to the official day of record will have their course materials fee refunded within two day - two weeks after withdrawing.

· It is NOT recommended that you Opt-Out, as these materials are required to complete the course. If you do however choose to opt-out of these materials, you will not have access to the E-textbook through Canvas and you will be responsible for purchasing the course materials at the full retail price. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. To Opt out, click on the First Day Inclusive Access LTI Link on your canvas shell, then click on the opt-out button and confirm. The HCC Bursars/Finance Department will credit your account in 2-14 days.

· If you withdraw prior to the official day of record, please opt out first so your account will be credited faster.

· Faculty, for more information about the HCC Textbook Savings program, contact our bookstore [sm515@bncollege.com](mailto:sm515@bncollege.com) or 713-528-0872.

**ELECTRONIC RESOURCES FOR EXAMS:** To maintain the rigor and the integrity of the classes, Biology department **requires** all students attending online classes to use a **Lockdown Browser with Webcam for all exams**. You need a desktop or a Laptop with webcam for your exams. Smartphones and tablets will not work.

### Suggested Resources



### HCCS Biology Lab Study Pages

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

### OER

Additional faculty suggested resource(s). will be discussed in classes as needed. For example: Other text titles for reference, Professor's PPTs, handouts, etc.

## Other Instructional Resources

### 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.

### Libraries

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

Supplemental 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 <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

BIOL. 2102 is a Continuation of BIOL 2101 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.

### Program Student Learning Outcomes (PSLOs)

- Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
- 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).
- Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
- 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)**

BIOL 2102 Anatomy & Physiology II (lab) The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

Upon successful completion of this course, students will:

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations, and predictions.

### **Learning Objectives**

- 1) Consistently able to demonstrate part to function relationship and the interaction of the circulatory, lymphatic and immune systems without the instructor's help.
- 2) Consistently able to demonstrate understanding and application of hormonal control on homeostasis without the instructor's help.
- 3) Consistently able to demonstrate part to function relationship and the interaction of the respiratory/urinary systems with the cardiovascular system without the instructor's help.
- 4) Consistently able to demonstrate part to function relationship involving the digestive system and its correlation with metabolism without the instructor's help.
- 5) Consistently able to demonstrate interactions of parts to functions involving the reproductive system without the instructor's help.
- 6) Consistently prepared and always able to demonstrate skills using the body system models and laboratory techniques at the classroom standard.
- 7) 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.



## 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 Lab book
- Attending class in person and/or online
- Timely completion of assignments
- Participating in class activities
- Successful exam performance

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 and 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 Lab book
- 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
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## **Assignments, Exams, and Activities**

### **Written Assignment**

At least one written assignment is required. The written assignments in this course are in the form of discussions submitted through TURNITIN on canvas. The written assignment(s) should be clearly linked to the course student learning outcomes and learning objectives. Written assignment(s) must count at least 5% of students' course grades.

### **Exams**

Topics and concepts covered during lab or included in the assigned reading will be included in the exams.

There will be a total of 4 exams in this course and the Fourth exam will be comprehensive. The exams will be on models used in the lab, questions will be a combination of fill in the blank, short answers, and multiple choice questions. The exam are made up of 50 to 75 questions. Lab exams make up a total of 60% of the final grade in this course.

### **In-Class Activities**

Laboratory sessions will include exercises from a required laboratory manual.

Participation in class is important and is assessed at the end of the semester. Students will be asked questions of the topics and concepts in class. Lab classes are hands on and you are expected to be actively involved. There will be a visual and oral presentation too which will be a total of 10% (5% for each). You will be expected to turnin your lab prelab activities and lab exercises.

### **4<sup>th</sup> Exam**

The fourth exam is NOT a departmental exam but it is comprehensive.

Students who are absent from this Exam without discussing their absence with the instructor in advance or within 24 hours afterward will receive a course grade of Incomplete. Any student who does not take a makeup exam by the end of the following long semester will receive a final exam grade of zero and a course grade of F.

**(Last day to withdraw ("W") is April 6, 2021 (Thursday))**

## Grading Formula

Grade	Points
A	90 +
B	80-89
C	70-79
D	60-69
F	<60

### Percentage Spread:

Exams ( 4 Exam x 15%)	= 60%
Written Assignment	= 10 %
Lab Reports/Assignment/ HW	= 20%
Active Participation/attendance	= 10%

**(Last day to withdraw ("W") is April 6, 2021.**

### 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 **5-2-2021**.
- ✓ In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

Week/Date	BLUEDOOR TOPHAT
Week 1 January 18,2021	<b>MLK Holiday - No Class</b>
Week 2 January 25, 2021	Syllabus, Introduction to lab Lab 1: Microscope Review Lab 2: Endocrine System
Week 3 February 1, 2021	Lab 3: Cardiovascular System: Blood/Group Lab 4: Cardiovascular System: Heart Anatomy
Week 4 February 8, 2021	Lab 4: Cardiovascular System: Heart Anatomy -(continue) Lab 5: Cardiovascular System: Heart Physiology
Week 5 February 15, 2021	Lab 5: Cardiovascular System: Heart Physiology (continue) Lab 6: Cardiovascular System: Blood vessels/hemodynamics
Week 6 February 22, 2021	Lab 6: Cardiovascular System: Blood vessels/ hemodynamics (Continue) <b>Lab Exam #1 (Chapter 1-5)</b>
Week 7 March 1, 2021	Lab 7: Lymphatic System Lab 8: Respiratory System: Anatomy
Week 8 March 8, 2021	Lab 8: Respiratory System: Anatomy - (Continue) Lab 9: Respiratory System: Physiology <b>Lab Exam #2 (Chapter 6-9)</b>
March 15-19	Spring Break
Week 9 March 22, 2021	Lab 10A: Digestive System: Anatomy
Week 10 March 29, 2021	Lab 10B: Digestive System: Physiology
Week 11 April 5, 2021	Lab 11: Urinary System: Anatomy Lab 12: Urinary System: Physiology <b>(Last day to withdraw ("W") is April 6, 2021)</b>
Week 12 April 12, 2021	Lab 13: Reproductive System: -Male <b>Lab Exam 3 (Chapter 10A-12)</b>
Week 13 April 19, 2021	Lab 14: Reproductive System -Female
Week 14 April 26, 2021	Lab 15: Embryology and Development
Week 15 May 3, 2021	Lab 16: Cat Comparative Anatomy Make up/Catch Up/Review for Lab Exam #4
Week 16 May 10, 2021	<b>Lab exam 4 (Comprehensive)</b>

**Days meet: Monday**      **Time: 7 pm - 9:50 pm**

Last day to withdraw ("W") is April 6, 2021

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Instructor's Practices and Procedures

### Missed Assignments

- Missed lab exams CANNOT be made up but if necessary, only one make-up exam per semester COULD BE allowed (with proper medical documentation) and must be arranged with instructor ASAP). 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 a health emergency. A make up 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.
- **Instructor's Incomplete Policy:** The only circumstances under which you can get an I (incomplete) is if you are too ill to take the final. Once you receive an I, in order to get a grade for the course, you will have to complete the material by the end of the next full semester. If you do not, the I will convert to an F.

### 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 a 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.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## Attendance Procedures

Attendance is mandated by the state. You are expected to attend the entirety of the scheduled lab classes. 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 nonattendance, 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. 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.
- **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.

## Student Conduct

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.

### Instructor's Course-Specific Information

I will teach you to the best of my ability and I will push you to get to that point where you will be more knowledgeable and able to perform at- and above par with students from other

institutions. I promise to teach you in a way that you will be prepared to handle questions on your HESI or TEAs exams and in your future medical/health programs. Lab tests will be reviewed after the test and exam results will be returned by the next class period.

When you access the Canvas course, please always check the **Professor Announcements** forum link – the most up-to-date info will be posted there, and you are responsible for it. We will communicate through the Professor Announcements on the Canvas course system, and by using the “Inbox” email feature found there. Email inquiries will be checked and answered once daily or maximum within 48 hours of the email; however,

**I do not check email on Saturdays or Sundays – any emails generated on the weekend have no guarantee that they will be checked before Monday.**

It might be normal that I only answer emails once daily – so, please be patient. If your email has a question that pertains to the entire class, the reply will be sent as an announcement through canvas for the whole class to benefit from the answer.

**NOTE: In every email sent to me, please include your CRN number!!!**

Also keep in mind that I have office hours as well for those of you who wish to discuss coursework face-to-face.

### Helpful Tips

**Success in this course depends solely on the individual student!**

The following are strongly recommended for each student:

- Read and understand all elements of the Syllabus, Distance Education and Student handbooks.
- Give your professor both day / evening phone numbers and e-mail address.
- Read and comprehend the required chapters in the textbook prior to the exams.
- Successfully complete all requirements of this course as outlined in this document.
- Contact your professor if you have any questions regarding any element of the course you do not understand.
- HINT: Work hard from the beginning of the semester rather than playing a "catch-up game during the second half of the semester.
- Student web sites of the publisher are excellent sources to review course content.
- Plan to attend review sessions to clarify your concerns about the course content.

### 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 EXAMS. Phones will be placed in front of the class during each exam.**

## **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/>



## HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

### EGLS<sup>3</sup>

The EGLS<sup>3</sup> (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

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

### Campus Carry Link

Here's the link to the HCC information about Campus Carry:

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

### 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 also use Canvas Inbox to communicate.

### 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 in doing so.

This will enable HCC to provide any resources that HCC may possess.

## **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order 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/support-services/disability-services/>

### **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. 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 IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

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

### **Department Chair Contact Information**

Dr. DaeJan Grigsby

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

Phone: 713-718-7775.

**Have a GREAT SEMESTER and please remember to see me if any questions arise.**