



**HOUSTON COMMUNITY COLLEGE (SOUTHEAST CAMPUS)**  
**Anatomy & Physiology II /BIOL 2302 / COURSE #59126**  
**Spring 2018 - Regular Semester**

**INSTRUCTOR CONTACT INFORMATION**

**Instructor:** Dr. Wilfred U Ajayi, MD., Ph.D., DTM&H  
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<b>Course Title:</b>	Anatomy & Physiology II	<b>Semester and Year:</b>	Spring 2018
<b>Course Prefix:</b>	BIOL 2302		
<b>Course Number:</b>	59126	<b>Class Days &amp; Times:</b>	M/W 3.30 PM to 4.50 PM
<b>Credit Hours:</b>	3 SCH	<b>Lecture: Day, Time:</b>	M/W 3.30 PM to 4.50 PM
		<b>Room # 122</b>	

Students can meet with me before and after class. You can email me if preferred.

**COURSE OVERVIEW**

**Course Description:**

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, cardiovascular, immune, lymphatic, respiratory, digestive, (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). 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.

### Projected Course Calendar:

<b>• Week</b>	<b>Lecture Schedule</b>
One	- Chapter 18: The Endocrine System - Chapter 19; Blood
Two	- Chapter 20: The Heart - Lecture Exam 1; will cover Chapters 18 through 19
Three	- Chapter 21: Blood Vessels and Circulation - Chapter 22: The Lymphatic System and Immunity
Four	- Chapter 22: The Lymphatic System and Immunity continued - Lecture Exam 2; will cover Chapters 20 through 21
Five	- Chapter 23: The Respiratory System - Chapter 24: The Digestive System
Six	- Chapter 24: The Digestive System continued - Chapter 25: Metabolism, Nutrition, and Energetics - Lecture Exam 3; will cover Chapters 22 through 23
Seven	- Chapter 25: Metabolism, Nutrition, and Energetics continued - Chapter 26: The Urinary System
Eight	- Chapter 26: The Urinary System continued - Lecture Exam 4; will cover Chapters 24 through 25
Nine	- Chapter 27: Fluid, Electrolyte, and Acid-Base Balance

Ten	- Chapter 28: The Reproductive System - Lecture Exam 5; will cover Chapters 26 through 27
Eleven	- Chapter 28: The Reproductive System continued - Chapter 29: Development and Inheritance
Twelve	- Chapter 29: Development and Inheritance continued - Lecture Exam 6; will cover Chapters 28 through 29
Thirteen	- "Comprehensive Review 18 through 29" - Final Exit Exam "District" for BIOL 2302

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. The specific requirements are listed below:

### **GETTING READY**

#### **Prerequisites:**

Math 0106 or higher placement by testing, must be placed in college level reading.

#### **Required Material:**

**Textbook:** Fundamentals of Anatomy and Physiology, 11<sup>h</sup> Edition by Martini-Nate-Bartholomew

#### **Web resources:**

Eagle online system-

Connect Anatomy and Physiology (free with purchase of new required textbook; used books will require you to purchase an account)

**Learning Web:** Assignments are posted on the Learning web found at the following link:

<http://learning.hccs.edu/faculty/>. **Please follow the link provided by your instructor to register online, and complete each assignment for the semester by the due date.**

**CANVAS:** Assignments may be posted online on CANVAS found at the following link: (No Posting, see PearsonMylab for assignment)

**Optional Materials or Reference Texts:** Instructor may provide additional materials as needed

## **INSTRUCTOR GUIDELINES AND POLICIES**

**Attendance:** Students should be on time for class and be prepared ([having read and completed the assignments](#)) with required materials including textbook. Complete attention during lecture is required. You are expected to attend all lecture classes and labs 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 nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences more than 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.
- 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.**

**Assignments:** Students are required to read assigned chapters and to complete chapter homework and quizzes on schedule.

Additional announced and unannounced quizzes during lecture may be conducted throughout the semester. Additional assignments may be assigned as specified by the instructor.

**Make-up Exams/Quizzes:** 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. **No make-up for final class and District exams.**

**Examination format:** Lecture exams will include multiple choice questions and essay/short answer questions.

### **IN CLASS TECHNOLOGY (Cell Phones, Laptops, etc.).**

Phone or other personal electronic devices are **not** to be used during class (lecture and lab). This includes making or taking a call, texting, playing games, checking email, surfing the web, anything that involves a phone or other personal electronic device. If circumstances require that you be available via phone, your phone can be on vibrate mode and you can return the call during our regular scheduled breaks or 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.

**BEHAVIOR AND ETIQUETTE:** Students are expected to be at their best behavior at all times during schedule lectures and classes

**NO EATING OR DRINKING OR SMOKING IN LABORATORY:** No food or drinks are allowed in the laboratory. In addition, no smoking is allowed.

**DRESS CODE:** Students are expected to dress clean and comfortable.

**QUESTIONS/PROBLEMS:** Please make sure that if you have any questions or problems at any time, that you first contact me as soon as possible. The worst thing you can do is wait to contact me or to not take advantage of the resources available to you. By taking an active part in your education, you will make your academic experience much more rewarding and exciting!!

### **EGLS<sub>3</sub> (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.

### **GRADE DETERMINATION:**

Your grade will be determined by your scores on the assessments given by your instructor based on your performance on assignments, quizzes, chapters exams and final comprehensive exit examination.

### **LETTER GRADE ASSIGNMENT:**

#### **Grading Scale**

A = 90 – 100%

B = 80 – 89.5%

C = 70 – 79.5%

D = 60 – 69.5%

F = Score Below 60%

FX (Failure due to non-attendance)

IP (In Progress)

W (Withdrawn)

I (Incomplete)

### **GRADE CALCULATION:**

Exams, 1, 2, 3, 4, 5 and 6 will each has a 100 points = 600

Assignments on all chapters for 2302 = 200

Quizzes = 100

Final Comprehensive 2302 Exam (10%) = 100

**Total Score = 1000**

### **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.

## **COURSE WITHDRAWALS (6-Drop Rule)**

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.

## **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.

**TENTATIVE INSTRUCTIONAL OUTLINE:** The Instructor reserves the right to change the instructional outline if needed. Students will be informed in a timely manner of any changes.

## **ADDITIONAL INSTRUCTOR AND INSTITUTIONAL POLICIES**

### **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 student who violate the standards of academic integrity.

### **STUDENT BEHAVIOR EXPECTATIONS**

Students are expected to conduct themselves appropriately while on College property or in an online environment. The instructor would institute established HCCS disciplinary action. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom. Please refer to the HCC Student Handbook.

### **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.

### **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.