



## Houston Community College - Coleman campus

### Anatomy and Physiology II LAB (Biol 2102) Fall 2017, CRN# 35755

Laboratory: Friday 8:00am-11:50am, Coleman Health Science Center Rm 276

#### INSTRUCTOR CONTACT INFORMATION

**Instructor:** Dr. Yuyan Han

**Email:** yuyan.han@hccs.edu

#### WELCOME TO

**Course Title:** Anatomy & Physiology II (Lab)

**Course Prefix:** BIOL 2102

**Course #** 35755

**Semester & Year:** Fall 2017

**Class Days & Times:** Friday 8:00am -13:50 am

**Room #** Coleman Room 276

#### COURSE OVERVIEW

##### **Course Description:**

Anatomy and Physiology Lab II is the lab component that correlates with Biology 2302 (Anatomy and Physiology II) the 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.

**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:** word processing software, email software and applications, utilize HCC classroom management system for class communication, grade submittal and discussions.

## GETTING READY

### Co-requisites:

Anatomy and Physiology II (Biology 2302)

### Pre-requisites:

Anatomy and Physiology I Lab and Lecture; (Biology 2101 and 2301)

### Required Material:

- **Laboratory Manual:** Human Anatomy and Physiology II Laboratory Manual, Fifth edition, Ed. By Wagle, J.R.
- **ONLINE HOMEWORK:** Homework assignment will be done using a different online tools. The registration for this homework site requires an access code which comes packaged with the new textbook for free or can be purchased online for \$65.00.
- **Lab Study Resources:** Department Laboratory Study Pages, including cat dissection pages.  
<http://ctle.hccs.edu/biologylabs/index.html>
- **Learning Web:** Copies of our syllabus can be located on the Learning web found at the following link:  
<http://learning.hccs.edu/faculty/>
- **CANVAS:** All course components will be posted online on CANVAS found at the following link:  
<https://hccs.instructure.com/login/>

### Course Schedule

Week	Laboratory Exercises
29-Sep	Lab Safety & Procedures (Lab Exercise 1) Human Body Organization (Lab Exercise 2)
6-Oct	Microscope & Tissues (Lab Exercise 3) Endocrine System (Lab Exercise 4)
13-Oct	The Blood(Lab Exercise 5) /online quiz due <b>catch-up &amp; review time</b>
20-Oct	<b>Lab Exam 1: Oct 20<sup>th</sup> 9:30-10:40</b>
27-Oct	The Heart (Lab Exercise 6) Electrocardiography (Lab Exercise 7)
3-Nov	Blood vessels (Lab Exercise 8) The Lymphatic System(Lab Exercise 9)
10-Nov	The Respiratory System (Lab Exercise 10) online quiz due <b>catch-up &amp; review time</b>
17-Nov	<b>Lab Exam 2: Nov 17<sup>th</sup> 9:30-10:40</b>
24-Nov	The Urinary System (Lab Exercise 11)
	Urinalysis (Lab Exercise 12)
1-Dec	The Digestive System(Lab Exercise 13)
	The Male Reproductive System(Lab Exercise 14)
8-Dec	The Female Reproductive System(Lab Exercise 15) <b>catch-up &amp; review time</b>
15-Dec	<b>Lab Exam 3: Dec 15<sup>th</sup> 9:30-10:40</b>

## Grade Computation:

You will take Lab Exercise Quizzes and Lab Exams to determine how successful you are at achieving the mastery of the course content and skills. **All quizzes and exams must be taken independently. No sharing of information is allowed. If sharing is suspected, a zero score will be given for the exam.**

Lab Exam 1	100 pts.	90 – 100% = A 80 - 89% = B 70 - 79% = C 60 - 69% = D Below 60% = F FX= F due to lack of attendance FX (Failure due to non-attendance) IP (In Progress) W (Withdrawn) I (Incomplete)
Lab Exam 2	100 pts.	
Lab Exam 3	100 pts.	
Online Lab Quizzes	100 pts.	
Drop 1 lowest	-100 points	
Turned in-Labs	50 pts.	
<b>Final Score</b>	350 pts.	

**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.

## Exam Policies:

1. Lab exams are practical exam with stations set up in the lab. You will move from station to station answering specific questions. Use your lab manual, Lab Exam Check List and Lab Review pages (<http://hccs.edu/biologylabs>) to study for the exam.
2. There are extra credit questions in all lab exams.
3. A maximum of one hour and 10 minutes will be allowed to complete a lab exam.
4. If, for whatever reason, you are late for a lab exam, you will be allowed to take the exam as long as nobody else has completed the exam and left the room. Also, you will get only the remaining time to take your exam.
5. If you take all lab exams and lab exercise quizzes, one lowest score will be dropped at the end of the semester.
6. If, for whatever reason, you miss one exam, that exam will automatically become your drop exam.
7. If, for whatever reason, you miss a second exam, it will be counted as a zero score.
8. **PLEASE DO NOT ASK FOR A MAKE-UP IF YOU MISSED OR MESSED UP AN EXAM.**
9. The exams will be available for you to review, in class, during the following class period. No one will be allowed to take the exams out of the room. After reviewing, exam copy must be returned to me immediately.
10. In lab, you are encouraged to work in groups. However, you are responsible for your own lab reports. You must answer the questions in pre-lab and lab report soon after the exercise is completed. Although you are allowed to discuss the answers with each other, no copied answers will be accepted. **Please do not lend your lab manual or borrow a lab manual to copy answers.**

## Student Responsibility

**You are responsible for buying your lab manual in a timely manner. Your first day of the semester is Sep 29th. You must have your lab manual by then. It is available at HCC Central College bookstore. Buying online or at another campus may delay your start.** Each lab exercise in your manual consists of introduction section with summarized information on the topic, procedures, Pre-labs and Lab reports. The semester schedule is already provided to you. You must complete mandatory Online Lab Quizzes that have specific deadlines. **No accommodations will be made if you miss the quizzes due to whatever reason, personal, medical or technical.** You are also responsible for completing the pre-labs and the lab reports in a timely manner. These will be graded during the lab exam days.

**Attendance:** You are expected to attend all classes regularly. You are also responsible for materials covered during your absences. 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.

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.

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

**(In-person classes)**—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.

### **INSTRUCTORS’S ASSURANCE**

Students should be on time for class and be prepared with required materials. Full class attendance is required. Full investment to the course is required for a successful outcome.

### **BEHAVIOR AND ETIQUETTE**

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.

**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**

appropriate attire is required at all times.

**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.

### **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. HCC can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

#### **Tutoring**

HCCS provides free tutoring for all HCC students. Go to [www.hccs.upswing.io](http://www.hccs.upswing.io); log in instructions will be provided on the tutoring page homepage <http://www.hccs.edu/findatutor>

#### **Counseling Services**

##### **Mission Statement**

The mission of the HCC Counseling Department is to provide holistic support for students pursuing their educational goals. In order to accomplish this mission, we will provide a full range of professional services including personal and career counseling, academic skills enhancement, outreach programming, consultation, and crisis intervention.

HCC Counselors include licensed professionals (and Counseling interns) with masters or doctoral degrees.

HCC Counselors provide the following services:

- Academic Advising
- Career Counseling
- Disability Support Services
- Personal Counseling
- Student Success Workshops
- Transfer Advising
- Degree Plan Completion
- Transcript Evaluation

If you are interested in developing any of the desirable outcomes or receiving any of the services listed above, please contact a counselor at any of the HCC colleges. <http://www.hccs.edu/district/students/counseling/> (click on link on right side to see all counselors and their contact information).

## **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 students 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/>

## **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.

### **International Students**

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

### **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.

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