

Houston Community College (Central Campus)

Instructor Contact Information

Instructor: Sheeba Zaidi, MD

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Office LHSB at Central campus

Office Hours Before class or by
appointment.

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Course Title Anatomy & Physiology-1

Semester and Year fall 2016

Course Prefix 2101 (Lab.)

Class days and time – Tuesday
and Thursday, 2pm – 4pm.

CRN # 18136

Credit hours 1 SCH

Room # 312

Course Overview.

Course Description: Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. 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.

Prerequisites

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

Co – Requisite:

BIOL 1406 is highly recommended for A&P – 1, 2101.

Course Description

Topics studied here are the structure and function of human cells, tissues, and organ systems including integumentary, skeletal, musculature, and nervous systems. The objective of this course is to give the students the basic knowledge of human anatomy and physiology, especially those entering applied health sciences. Most of you will find the material is new to you. Please set aside adequate time for study - you will probably need to spend at least 6 hours per week!!!

Student Learning Outcomes (SLOs)

1. Students will be able to understand and apply the principals of homeostasis and the importance of feedback loops.
2. Students will be able to evaluate information and make conclusions based on their knowledge of membrane transport.
3. Students will be able to apply their knowledge of muscle structure to explain how muscles function.
4. Students will be able to apply their knowledge of the structure of the skeletal system to its functions.
5. Students will be able to understand and apply their knowledge of changes in polarity on membrane potential.
6. Students will be able to apply and demonstrate their knowledge concerning reflex arcs.
7. Students will be able to apply the knowledge gained in lab utilizing anatomical models, physiological experiments, histological slides and the compound light microscope.
8. Students will utilize online interactive evaluation tools to gauge their understanding of key anatomical and physiological concepts prior to lecture/examinations/quizzes where applicable.

INSTRUCTOR GUIDELINES AND POLICIES

Attendance: 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 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.

- 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.

Instructional Materials

Human anatomy & Physiology – 1. Lab Manual , Sixth Edition. Jyoti Wagle,available at HCC Book Store Central Campus.

Learning Web: Assignments may be posted on the Learning web found at the following link:

<http://learning.hccs.edu/facult>

Course Schedule

The objective of this course is to give students going into health sciences a basic knowledge of Human Anatomy & Physiology. Topics include anatomical terminology, tissues, and four out of eleven systems (Integumentary, Skeletal, Muscular, Gastrointestinal, Urinary, Reproductive and Nervous) that make up human body.

Following is the tentative course schedule:

Week	Days	Lab Schedule
1	9/20	Syllabus , Orientation. Exercise 1 Lab Safety. Exercise 3 Anatomical terminology, Cavities, Torso.
	9/22	Cont. Exercise 3.
2	9/27	Exercise 2 Microscope. Preparation of slides, /cell structure, and function.

	9/29	Exercise 4 Tissues. Epithelial, connective. Tissue. Muscle, Nervous.
3	10/4	Exercise 5, Skin model and slides. Accessory structure and testing.
	10/6	Exercise 6, Skeletal system-Basic information.
4	10/11	Exercise 7, Skeletal system – Axial
	10/13	Exercise 8, Skeletal system - Appendicular.
5	10/18	Appendicular Skeleton – Continue.
	10/20	Lab Exam 1 & Lab reports due (Exercise 1-8)
6	10/25	Review of Lab Exam.
	10/27	Exercise 9, Joints.
7	11/1	.Exercise 10, Muscles of body
	11/3	Exercise 10, continue.
8	11/8	Cat Dissection.
	11/10	Exercise 11, Spinal cord.
9	11/15	Exercise 11, Spinal Nerves and Reflexes.
	11/17	Exercise 12 Brain.
10	11/22	Exercise 12 Cranial Nerves And Sheep Brain.
		Thanks Giving Break, Nov 24 – Nov 27.
11	11/29	Exercise 13, Special senses.
	12/01	Exercise 13 Special senses Continue.
12	12/06	Review of labs.
	12/08	Lab Exam 2 Exercise (9, 10,11,12,13). Lab reports Due.

Student Assignments

For this lecture course, you must study the text chapters in a timely manner. You are given the entire reading, testing and assignment schedule in the beginning of the semester. **Plan your time well and don't wait till the last minute to study for this course**

Grading

You will take lab exams to determine how successful you are at achieving the mastery of course content and skills. You will also complete assignments on Mastering A& P website that will help you review the chapter information.

Grading Scale:

Exams	Grading Scale
2 Lab Exams - 100 points each =200 points	90 – 100% = A
Lab Reports =100 points	80 – 89% = B
	70 – 79% = C
	60 – 69% = D
	Below 60 = Fail
	FX – Fail due to non attendance.
	IP – In progress
	W – Withdrawal
	I – Incomplete.
Active class participation = 50 points	
Total =350 points	

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. **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; use your own e-mail address; choose a username and password you will remember; put your HCC student ID number in the Comment Box.

PLEASE DO NOT ASK FOR A MAKE-UP IF YOU MISSED OR MESSED UP AN EXAM.

You will also take a mandatory departmental final lecture exam at the end of the semester.
1. You will be using Mastering A& P for this course (www.pearsonmastering.com) that is provided by the publisher of your textbook. On this website, you will get homework assignments that are linked to the course SLOs. Due dates for Mastering is posted in the class schedule above. If you miss the deadline for any reason whatsoever a makeup will not be provided. I would highly recommend that you login to Mastering A&P well in advance to complete the assignment. If you have purchased a new textbook through HCC bookstore, then the code is included in the book. Otherwise you will need to purchase the code for Mastering A&P by going to www.pearsonmastering.com.

Use the following information to register your code and to access the online homework assignments:

Course Policies

1. Textbook are required.
2. Class attendance is mandated by the state. Attendance is taken on daily basis and will be given only if you attend full class period. Coming late to the class or leaving early for whatever reason, is considered as disruption and no attendance will be given for that day. You are responsible for everything covered or announced during your absence. Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.
If you stop attending the course or do not participate in the assessment, you are still responsible for withdrawing from the course before the withdrawal deadline. Failing to do so can result into an F grade at the end of the semester.
4. To avoid disruption in the class, all cell phones must be set on silent mode. Children or anybody who is not officially registered in the course will not be allowed in the class. Eating, drinking, or smoking is NOT allowed in the class.
5. You must read the lab safety rules before participating in any of the lab activities. The release form must be signed during the first lab session.
6. 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.
7. All grades will be posted on your Eagle online and can be accessed 24/7.

Important Dates:

August 22	-----	Class Begins
September 5	-----	School Close / Labor day
September 6	-----	Official Date of Record
October 28 by 4.30 pm	-----	Last day of administrative student withdrawl
Nov 24 -27	-----	School close / Thanks Giving
Dec 5--- 8	-----	Final exam week
Dec 11	-----	Semester end

Use of Camera and/or Recording Devices As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your

phones and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

Students with Disabilities

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 is authorized to provide only the accommodations requested by the Disability Support Services Office. Students must submit their accommodation letters to the instructors ASAP.

For questions, please contact Donna Price at 713.718.5165 or the Disability Counselor at your college. To visit the ADA Web site, please visit www.hccs.edu then click Future students, scroll down the page and click on the words Disability Information.

HCC Policy Statement: Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The professor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the professor has teaching, grading, and enforcement roles. You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

HCC Policy Statements

Class Attendance –is important. Participating regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Class attendance is checked, tracked, and reported to the business office. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

Education advising and Counseling Service

HCC Central College provides advising and counseling services that empower students and staff to achieve personal, career and educational goals. Please call (713) 718-6737 to get assistance.

Early Alert Notification

Houston Community College utilizes an Early Alert system managed by the counselors to provide outreach and intervention to students who may be at risk of withdrawal or failure. Referrals to this system are typically made by a faculty member. If a professor is concerned about a student's performance in class, that student may be referred to Early Alert for counseling intervention. 7

HCC is committed to provide a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator available at 713 718-8271 or email at oiie@hccs.edu.

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!!

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 for more information.

Classroom Conduct

All students in HCC 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 a virtual 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.

As your professor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your professor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for

him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your professor achieve this critical goal.

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. Since January 1, 2003, international students are restricted in the number of distance education courses that they may take during each semester. **ONLY ONE** online/distance education class may be counted towards the enrollment requirement for International Students per semester. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

Repeat Course Fee The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. 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.

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 . 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.

Use of Course Contents

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning tools provided to you by your professor. To show respect, you will not copy or share the contents with others unless you receive permission from the professor.

Instructor Requirements

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through activities, study tools, and assignments
- Inform students of policies such as attendance, withdrawal, and assessments
- Provide the course outline and calendar which will include all the deadlines for the assignments
- Arrange to meet with individual students before and after class as required

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

- Participate in course activities
- Read and comprehend the instructional materials (lab manual and lab tools provided)
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including the syllabus, handouts and all assignments
- Complete the field study with a 70% passing score

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