

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Anatomy & Physiology I

Biol 2401 Section 50

Dr. Julie A. Parlos

NOTE: This is a Blended/Hybrid 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

Course Description:

Anatomy and Physiology I is the first of two courses. We will study the structure and function of the human body through cells, tissues, and organ systems (i.e., integumentary, skeletal, muscular, nervous and special senses). Lecture will cover the interactions of systems and physiological regulations involved in maintaining homeostasis. The lab provides a learning experience for exploration of human system components and focuses on anatomical terminology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Prerequisites and/or Corequisites:

Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0402.

Course Notes and Instructor Recommendations:

This is a challenging course where **most students must spend substantial time and effort outside of class to be successful**. Students should take time to read the textbook, study course materials every day, and participate in class activities. MCC Success Coaches can help students develop study skills (299-UCAN). The website that accompanies your textbook (Mastering A&P) has a fantastic study area, including chapter reviews, chapter quizzes and practice tests, and lab quizzes and practicals.

*Students are not **GIVEN** grades, they **EARN** their grades. Make sure to spend your time wisely.*

Instructor Information:

Instructor Name: Julie A. Parlos, Ph.D.

MCC E-mail: jparlos@mclennan.edu

Office Phone Number and Location: 806-834-8440; FOB 220

Office/Teacher Conference Hours: Email to schedule an appointment.

Other Instruction Information:

ATTENDANCE – If you do not attend (through Zoom or by viewing online material) or participate in class/lab activities, your grade will reflect your choices.

EMAIL – As per MCC policy, I will *only correspond through MCC email addresses*. Regarding emails, responses can be expected within 48 hours of emails received Monday through Friday. Emails received on weekend days (after 5pm on Friday and before 11:59pm on Sunday) may not be responded to until Monday morning.

LIVE LECTURES – You will be allowed to attend live lectures during the scheduled class time (Central Standard Time). Live lectures will be accessible through Zoom. Live lectures will be recorded by the instructor and posted later, on the day they are given, to Brightspace for access at later times/dates.

Required Text & Materials:

1. **Required** – Title: *Human Anatomy & Physiology*, Volume I
Author: Elaine N. Marieb & Katja Hoehn
Edition: 4th Custom Edition for MCC
Publisher: Pearson Learning Solutions
ISBN: 978-1-323-13516-7
2. **Required** – Mastering A&P online – in the bundle at bookstore or can be purchased online
3. **Required** – A computer is needed to access online material required for this class. Students need to be comfortable with the programs Microsoft Word and Microsoft PowerPoint. Students will also need a working video camera on their laptop and/or cell phone.
4. **Optional** – *Human A&P Lab Manual*, Edition 2 (2016)
Author: Marieb; ISBN: 9781323138120; Publisher: Pearson Learning Solutions

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found [here](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf) (https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

*** [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)**
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

Methods of Teaching and Learning:

Live lectures will given during the scheduled class time. Live lectures will be recorded by the instructor and uploaded to Brightspace later that day. All referenced times are for the Central Standard Time Zone. Student will be able to access PowerPoints, videos, other materials believed to supplement the material, and lab terminology through Brightspace. Study and lab material can be accessed through the Mastering A&P website. Students are encouraged to study in groups for both lab and lecture and are encouraged to do so in a socially distanced manner.

Course Objectives and/or Competencies:

Core Objectives:

1. Critical Thinking Skills: Creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information which will be assessed during class discussions, laboratory exercises, lecture quizzes and/or examinations.
2. Communication Skills: Effective development, interpretation, and expression of ideas through written, oral, and visual communication will be assessed during class/lab exercises or presentations. Assessment may be done either individually or in small groups, using oral, written, and visual components.
3. Empirical and Quantitative Skills: Manipulation and analysis of numerical data or observable facts resulting in informed conclusions will be assessed via lecture quizzes and/or examinations, laboratory exercises, and written homework assignments.
4. Teamwork: Ability to consider different points of view and to work effectively with others to support a shared purpose or goal will be assessed via group discussions, group laboratory activities, or group presentations.

Learning Outcomes:

1. Use anatomical terminology to identify and describe locations of major organs of systems.
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 which maintain homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.
7. Apply appropriate safety and ethical standards.
8. Locate and identify anatomical structures.
9. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
10. Work collaboratively to perform experiments.
11. Demonstrate the steps involved in the scientific method.
12. Communicate results of scientific investigations, analyze data and formulate conclusions.

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13. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

Course Outline or Schedule:

Tentative Schedule – the schedule *may be changed* at the instructor's discretion. If changes are made, students will be notified in class and through their MCC email.

Chapter	Lecture Topic	Lab Topic	Date
1	Intro, Orientation	Microscope Intro	8/24
2	Chemistry	Epithelium & Tissues	8/26
3	Cells	Epithelium & Tissues	8/31
4	Tissues	Axial Skeleton	9/2
	<i>No class: Labor Day</i>		<i>9/7</i>
6	Bones	Axial Skeleton	9/9
7	Skeleton	Appendicular Skeleton	9/14
	<i>Review Day</i>		9/16
	EXAM #1	Chs 1-4, 6-7	9/21
5	Integument	Review for Practical	9/23
	Lab Practical I	Microscope, Histology, Skeleton	9/28
8	Joints	Integument, Joints	9/30
9	Muscles	Axial Muscles	10/5
9	Muscles (continued)	Axial Muscles	10/7
10	Muscles & Muscular System	Appendicular Muscles	10/12
10	Muscles & Muscular System	Appendicular Muscles	10/14
	<i>Review Day</i>		10/19
	Exam #2	Chs 5, 8-10	10/21
11	Nervous System Fundamentals	Review for Practical	10/26
	Lab Practical II	Integument, Joints, Muscles	10/28
11	Nervous System (continued)	Nerves	11/2
12	Central Nervous System	Nerves	11/4
13	Peripheral Nervous System	Brain	11/9
14	Autonomic Nervous System	Spinal Cord	11/11
15	Special Senses	Special Senses	11/16
	<i>Review Day</i>		11/18
	Lab Practical III	Nervous System, Special Senses	11/23
	EXAM #3		11/30
	<i>Review for Final</i>		12/2
Final	Cumulative	Chs 1-15	12/7

Exams and practicals will be from 6pm – 9pm (CST) on the scheduled class day. Students will be given the option to take the exam in person or be proctored through Zoom. If students taking the exam through Zoom need to ask the professor questions during their exam/practical, they can message the instructor through the Zoom program.

Course Grading Information:

Your overall grade in the class will be determined from lecture exams, lab practicals, cumulative final exam, and assignments.

- 3 Lecture Exams = **30%**
- 3 Lab Practical = **30%**
- Assignments (Homework, Quizzes, or Other activities) = **25%**
- Cumulative Final Exam = **15%**

The student's final letter grade for the class will be determined from the following values:

- | | |
|-------------------------|-------------------------|
| • A = 89.5-100 | • D = 59.5-69.49 |
| • B = 79.5-89.49 | • F = <59.49 |
| • C = 70.49-69.5 | |

Lecture Exams – Lecture exams are 50 questions which consist mainly multiple choice, some true/false, and some matching. Lecture exam questions are worth 2% points each. The student must access the online platform (Brightspace) and have their computer's video camera or cell phone camera working to take the exam. Make up exams are only given if proper documentation for the absence is provided to the instructor within one week of the class day missed. Students may **replace their lowest exam score with their final exam score** if the final exam score is greater. Low exam grades will not be replaced by the final exam score if the exam was missed for an unexcused reason or if a zero was given for cheating. For examples of excusable absences: <http://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>.

Lab Practical – Practicals are typically 50 questions (2% points each). The student must access the online platform (Brightspace) and have their computer's video camera or cell phone camera working to take the practical. Make up practicals are only given if proper documentation for the absence is provided to the instructor within one week of the class day missed. For examples of excusable absences: <http://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>.

WORD LISTS WILL NOT BE PROVIDED FOR ANY EXAM OR PRACTICAL.

NOTE: GRADES WILL NOT BE DISCUSSED VIA ELECTRONIC MAIL (EMAIL).

With regard to cheating, plagiarism or other forms of academic dishonesty, the term "**cheating**" **includes, but is not limited to:** (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff. **The term "plagiarism" includes, but is not limited to,** the use, by paraphrase or direct quotation, of the published or unpublished work of another person without

full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Late Work, Attendance, and Make Up Work Policies:

Late Work – Assignments will be due at 11:59pm (CST) on the due date. Due dates are accessible through Brightspace and/or the Mastering A&P website. Assignment grades will be deducted 10% each day they are late until a zero is obtained. No assignments will be accepted after **12/10/2020**. Any assignments not received by **12/10/2020** before **11:59PM** will be given a **ZERO**. Quizzes will be announced at least one class day prior to the quiz. Make up quizzes are only given if proper documentation for the absence is provided to the instructor within one week of the class day missed.

Attendance – An absence is defined as a student not completing more than 25% of scheduled online activities/assignments/exams/practicals/quizzes will be taken as evidence that a student does not intend to complete the course. If the student's 25% absences are reached before the official drop date, the student will be withdrawn from the course with a grade of W. If the student's 25% absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25% point after the official drop date, the student will receive an F. Each absence will count toward attendance requirements in the course, including the first day of class. Being absent for any reason is counted as an absence.

Student Behavioral Expectations or Conduct Policy:

Each student is expected to conduct themselves in a civil and respectful manner towards the instructor and other students. **ABSOLUTELY NO CELL PHONES OR APPLE WATCHES ARE ALLOWED OUT DURING ANY EXAM OR LAB PRACTICAL. NO BATHROOM BREAK IS PERMITTED DURING AN EXAM OR LAB PRACTICAL. STUDENTS LEAVING THEIR COMPUTER DURING AN EXAM/PRACTICAL WITHOUT PERMISSION WILL BE GIVEN A ZERO ON THE EXAM/PRACTICAL.**

Any student engaging in an activity which interferes with the learning environment of the class or lab activities; or which may affect the safety of others or reflect poorly on MCC, may be asked to leave and given an absence. If a student is asked to leave, they must schedule an appointment with the instructor to discuss the undesirable behavior and suggestions for correction. Only after this counseling session has occurred will the student be allowed to return to class. If the problem persists and/or continues to interfere with the ability of others to fulfill their educational requirements in the course, that student will be receive an "F" and be removed from the course. A student being so removed will not receive a course fee refund.

*** [Click Here for the MCC Academic Integrity Statement](#)**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](https://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122, Room 319, Student Services Center

*** [Click Here for more information about Title IX](http://www.mclennan.edu/titleix/)**

(www.mclennan.edu/titleix/)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

** You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*