

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

WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

### **Anatomy and Physiology II**

**BIOL - 2402 – 87.88.89**

**Shannon Thomas**

**NOTE: This is a 16-week online 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.

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### **Course Description:**

Continues the investigation of the human body. Covers endocrine, cardiovascular, respiratory, digestive, excretory, and reproductive systems. Semester Hours 4 (3 lec/3 lab).

### **Prerequisites and/or Corequisites:**

BIOL 2401 or consent of division director.

### **Course Notes and Instructor Recommendations:**

- Make sure that your computer meets the system requirements
- Balance study time. I know that many of you have incredibly busy schedules and are taking an online class because of the flexibility that it provides. It is helpful to create a schedule that allocates time for each of your responsibilities and allows for set times for which you may study and meet class requirements. A general recommendation is 2-3 hours of per week of study time for every college credit hour taken outside of the normal coursework.
- Stay on top of due dates. It is helpful to review the course calendar at the beginning of each week to avoid missing any important deadlines.
- Make sure that all course links are working as soon as they are available. Even if you intend to submit the work at a later date, it is important to make sure that all links are working and tasks are understood well before the deadline •
- Contact your instructor immediately if you encounter any problems (personal, technical, etc.) that prevent you from completing a class requirement by the deadline.
- Review textbook chapters, study chapter notes, and utilize practice tests and Quizlet sets in order to prepare for the unit exams.
- Check student email and announcements at daily. I do post important information about the class on the announcements page. It is part of your responsibility in the class to keep up with and follow any instructions that I post in the email and announcements.
- Ask questions! Students have occasionally commented that they didn't want to "bother me" with a question or problem. Please know that I am here for you and I welcome any comments or questions that you have. Please do not ever think that you are bothering me!

### **Instructor Information:**

Instructor Name: Shannon Thomas

MCC E-mail: [Sthomas@mclennan.edu](mailto:Sthomas@mclennan.edu)

Office: SB 208

Office Phone Number: 254-299-8167

Office/Teacher Conference Hours: Available by email or appointment.

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### Other Instruction Information:

*For online classes, the main method of communication should be through email. Should the need arise for you to speak with me on the phone or Zoom, please email me and I will be glad to schedule an appointment with you!*

- **Email:** For online classes, the preferred method of communication should be through email.
  - **Subject line:** Please include the name of your class and your purpose for writing.
  - **Be concise:** Keep your emails as short as possible, but don't use text and chat abbreviations (I know most of them but not all :) I will do the same for you!
  - **Quote back:** If you are replying to a previous email from me, please copy/paste your previous discussion, or provide a brief summary of what we have discussed. Reminders are always appreciated!
  - **Identify yourself:** Please tell me who you are and what class you are in. Providing this information in the first place will enable me to respond to your need more quickly!
  - **Do not attach files or email assignments without permission.**
  - **Response time:** I will respond with 24-hours on weekdays. Emails and phone calls made during the weekend, and after business hours on Friday, may be returned during my office hours on Monday.
- **Phone calls:** If you call outside of my office hours, please leave a message with your name, the class you are taking, and a phone number and I will return your call during my next scheduled office hours.

**\*\*Send a follow up email if you have not received a reply within 24-hours on a weekday or by Monday afternoon if you contacted me over the weekend \*\***

### Free Online Textbook:

- **Title:** Anatomy and Physiology
- **Author:** OpenStax College
- **Edition:** 1st
- **Publisher:** OpenStax College
- **ISBN:** 978-1938168130
- [Click here](#) to Access Website
- Note that a hard copy of this textbook is available for purchase in the bookstore. However, it is not required that you purchase a hard copy since a free online textbook is available.

### Other Requirements:

- A webcam and computer mic.

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

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### **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](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

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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:**

Methods of instruction will be delivered through weekly lessons that include lecture presentations, instructional videos, learning objects, homework assignments, oral lab identification assignments and discussion forums.

- Indirect instruction
- Interactive instruction
- Guided and independent study.
- Chapter exams
- Practice exams

- Inquiry approach
- Simulations
- Questioning skills
- Animations and videos
- Application

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### The following instructional strategies that will be employed to help students learn the material:

- **Assigned Reading:** Reading material will be assigned on a weekly basis. Although, the majority of required reading material will be assigned from the required textbook, students will also have assigned reading from websites related to Anatomy and Physiology and/or current issues in health.
- **Weekly Lessons:** Chapter assignments will include both **lecture** and **lab activities**. Weekly assignments will consist of a variety of activities, which may include (but are not limited to) interactive lecture presentations, instructional videos, assignment questions and activities, case studies, and labeling and identification of assigned structures through item selection as well as through use of online tools that allow for identification of structures via hotspot activities and oral identification and drawing tools.
- **“VoiceThreads”:** Voicethread is a collaborative tool that enables students and/or students to create, share, and comment on shared files using a computer mic, webcam, text, phone, or audio-file upload. We will be using Voicethread for multiple purposes this class, but you will be graded on VoiceThread discussions and Identification activities.
  - **Discussions:** Discussions will address current and/or controversial topics in science and medicine as they relate to science, ethics, health and public policy. To become informed on the topics, students may be required to watch educational videos, read assigned material, and/or seek additional information on subjects from credible sources. Groups or “Teams” may be assigned in order to break down complex issues, to work through a set of problems, or to develop a pro- or con- stance on a controversial issue.
  - **Identification Activities:** Using a communication and collaboration tool, students will be asked to draw and describe assigned physiologic processes and name and identify assigned anatomical structures and functions.
- **Quizzes:** Weekly Quizzes will be required and will consist of multiple choice, true-false, and matching questions.
- **Lecture Exams** will consist of multiple-choice, true/false, matching, short-answer, and essay questions.
  - **Exam 1:** Endocrine System
  - **Exam 2:** Cardiovascular, Lymphatic, and Immune Systems
  - **Exam 3:** Respiratory, Digestive, Urinary, Reproductive.
- **Final Lab Practicum:** Will consist of lab questions from the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.

### OPTIONS FOR TAKING EXAMS:

- The 3 Lecture exams will be timed exams that you can take from a location of your choice.

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- The Comprehensive Lab Practicum must be taken with **Proctorio** (also during a time and location of your choice) which will require a web cam and computer mic. **More information to be announced shortly!**

### **Course Objectives and/or Competencies:**

- **Critical Thinking (CT):** to include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information.
  - *Taught through daily discussion and assessed using lecture exams with a course-wide bank of CT questions and laboratory exercises that challenge students to answer more complicated real-life questions and predict outcomes using what they have learned in lecture.*
- **Communication Skill (COM):** to include effective written, oral, and visual communication.
  - *Taught through formal or information presentation (including oral, written and visual components), class discussion and assessment via common rubric or use of scientific language, clarity, and understanding. Also taught using scientific articles or current events within face-to-face or online discussion groups.*
- **Empirical and Quantitative Skills (EQS):** to include applications of scientific and mathematical concepts.
  - *Taught using specific laboratory exercises involving measurements and very basic data collection (for example measuring arm length among each group, tallying the data, and then analyzing it by gender and height.*
- **Teamwork:** To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
  - *Taught using specific laboratory or homework exercises and/or through class or online discussion groups.*

### **Learning Outcomes:**

1. To be able to read and analyze various printed materials (CT, EQS)
2. To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies (CT, COM, TW)
3. To demonstrate critical thinking by using both qualitative and quantitative analysis to evaluate strategies and recognize alternative strategies.

### **Upon successful completion of this course the student should be able to:**

1. Identify and describe the major gross and microscopic anatomy of the major components of the endocrine system. Identify and describe the hormones of the endocrine glands and tissues and their role in homeostasis.

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2. Identify and describe the function and the major gross and microscopic anatomy of the components of the cardiovascular system. Describe the role of the cardiovascular system in transport and hemodynamics.
3. Identify and describe the function and the major gross and microscopic anatomy of the components of the lymphatic system including their role in immunity.
4. Identify and describe the function and the major gross and microscopic anatomy of the components of the respiratory system.
5. Identify and describe the function and the major gross and microscopic anatomy of the components of the digestive system.
6. Identify and describe the function and the major gross and microscopic anatomy of the components of the urinary system.
7. Describe the mechanisms that promote fluid/electrolyte and acid/base balance and their role in homeostasis.
8. Identify and describe the function and the major gross and microscopic anatomy of the components of the male and female reproductive systems.

### Course Schedule:

*\*\*Note that the schedule is tentative and subject to change*

#### Week 1 (8/24 – 8/31)

- Orientation
- VoiceThread Bios

#### Week 2 (9/1 – 9/7)

- **Lesson 1:** Endocrine System, Cell communication
- Discussion 1
- *Quiz 1*

#### Week 3 (9/8 – 9/14)

- **Lesson 2:** Endocrine System, Hypothalamus and pituitary glands
- *Quiz 2*

#### Week 4 (9/15 – 9/21)

- **Lesson 3:** Chapter 18, endocrine glands, con't
- Discussion 2
- Complete **Identification exercise**
- *Quiz 3*

***Exam 1 due by Saturday, October 4th at 11:59 PM***

#### Week 5 (9/22 – 9/28)

- **Lesson 4:** Cardiovascular System, Blood
- Complete **Identification exercise**
- *Quiz 4*



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### Week 6 (9/29 – 10/5)

- **Lesson 5:** Cardiovascular System, Heart
- Discussion 3
- Complete **Identification exercise**
- Quiz 5

### Week 7 (10/6 – 10/12)

- **Lesson 6:** Cardiovascular System, Blood Vessels and Hemodynamics
- Complete **Identification Exercise**
- Quiz 6

### Week 8 (10/13 – 10/19)

- **Lesson 7:** Lymphatic System
- **Lesson 8:** Immune System
- Discussion 4
- Quiz 7

**Exam 2 due by November 1st at 11:59 PM**

### Week 9 (10/20 – 10/26)

- **Lesson 9:** Respiratory System
- Complete **Identification exercise**
- Quiz 8

### Week 10 (10/27 – 11/2)

- **Lesson 10:** Digestive System
- Discussion 5
- Complete **Identification exercise**
- Quiz 9

### Week 11 (11/3 – 11/9)

- **Lesson 11:** Urinary system
- Discussion 6
- Complete **Identification exercise**
- Quiz 10

### Week 12 (11/10 – 11/16)

- **Lesson 12:** Male Reproductive System
- Quiz 11

### Week 13 (11/7 – 11/23)

- **Lesson 13:** Female Reproductive System
- Quiz 12
- Complete **Identification exercise**

### Week 14 (11/24 – 11/30)

- **Thanksgiving**

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### Week 15 (11/30 – 12/6)

- **Lesson 14:** Heredity and Inheritance (Bonus Assignment)
- **Final Discussion**

**Exam 3 due by Saturday, December 6th at 11:59 PM**

### Week 16 (12/7 – 12/ 11)

**Comprehensive Lab Practicum due by Wednesday, December 9<sup>th</sup> at 11:59 PM**

\*\*\*The instructor reserves the right to make changes to the course schedule at any time during the semester, based upon the needs of the class. It is the student responsibility to regularly check the course homepage, announcements, and student emails for updates!! \*\*\*

- ! Lessons and discussions are due on the last day of the 7-day period in which they are assigned. For the most of the semester this will be on a Monday evening.
- ! Exams will be made available at least 10 days prior to the scheduled deadline. Lecture or lab exams may be taken at any time during this 10-day period. You do NOT have to wait until the deadline!

### **Course Grading Information:**

<b>Grade Breakdown:</b>	
• <b>Chapter Lessons</b>	20%
• <b>VoiceThreads</b> (Discussions and Identification Exercises)	20%
• <b>Weekly Quizzes</b>	15%
• <b>Lecture Exams (3)</b>	30%
• <b>Lab Practicum</b> (Comprehensive).	15%

[Click here](#) for a helpful grade calculation slider!

**Final letter grades will be assigned according to the following percentages:**

**A** = 89.5 – 100; **B** = 79.5 -- 89.4; **C** = 69.5 -- 79.4; **D** = 59.5 -- 69.4; **F** = 59.4 or less

**Late Work, Attendance, and Make Up Work Policies:**

**If you have a family or personal emergency, please communicate this to me as soon as possible (before the deadline if possible). I am here to help!**

- **Late Chapter Lessons, Identification Activities, and Quizzes:** Late submissions for which the student has not made prior arrangements with the instructor will result in a 10% deduction.
- **Discussions:** Due to the interactive nature of the discussions, you are strongly urged to meet the deadline. Unless prior arrangements have been made, students who post late discussions will receive a 50% deduction.
- **Exams:** Unless arrangements have been made with the instructor prior to the due date, there will be a 10% deduction for each day in which an exam is taken beyond the posted due date.

*\*No late work will be accepted during final exams week.*

**Student Behavioral Expectations or Conduct Policy:**

When interacting with classmates, please remember to be respectful, polite, and considerate to others. Offensive remarks and comments that are counterproductive to the learning environment in the online classroom could result in a grade of zero, being potentially banned from future graded interactions, disciplinary action if severe. Constructive criticisms are expected, but personal attacks, inappropriate jokes, or rude comments to a classmate cannot be tolerated. If you witness or experience any offensive behavior, please report it to me as soon as possible.

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

([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

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

Instructors comments: Academic dishonesty will not be tolerated in this course. Academic dishonesty includes cheating, plagiarism, falsifying academic records, and other acts of dishonesty designed to provide unfair advantage to the student or the attempt to commit such acts.

Students caught cheating or plagiarizing will receive a zero for the assignments or exams in which the act occurred. Additionally, students may be required to change testing locations (according to the discretion of the instructor) and will be reported to the Conduct Counselor.

Plagiarism is the “use of another’s writing as one’s own” (Mead & Stevenson, 1997).

To plagiarize is to:

- Pass off another person’s words or ideas as your own.
- Use another person’s or organizations words or ideas without citing and giving credit to your source.
- Present a product from an existing source as new or original.
- Commit literary theft.

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The following acts are considered plagiarism:

- Failure to put a direct quotation in quotation marks and then cite the source.
- Turning in another person's work as your own work.
- Copying another's words or ideas as your own without giving credit. You should cite your source even when you paraphrase another person's work.
- Providing the wrong information about a source.
- Substituting a few different words but leaving the sentence structure intact.
- Copying so much from a source that it constitutes the majority of your answer, assignment, or work. This is considered plagiarism even when you do cite your source (Plagiarism.org, 2010).

General Rule: If someone else said it, thought it, or wrote it, you have to cite it. DO NOT COPY TEXT OR CUT AND PASTE FROM THE INTERNET.

Plagiarized work will be assigned a grade of "F" and could result in failure or withdrawal from the class.

If in doubt about plagiarism, please contact me prior to the submission of the activity and I will be glad to help you.

**Cheating** -- includes but is not limited to:

1. Using unauthorized materials during exams.
2. Copying from someone (anyone) else.
3. Having someone else complete your assignments, quizzes, or exams.
4. Collaborating with another student without permission from the instructor
5. Knowingly using, buying, selling, stealing, transporting, or soliciting the contents of an unauthorized test or assignment.
6. Substituting for another student or misrepresenting one's work.
7. The appropriation, theft, purchase, or obtaining of any other person's work without giving proper credit.

\* [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

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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](http://mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

**\* [Click Here for more information about Title IX](#)**

**([www.mclennan.edu/titleix](http://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](mailto: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.*