

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**Anatomy & Physiology**

**(specialized single semester course, lecture + lab)**

**BIOL 2404\_F1**

**Sholly Gunter**

**NOTE: This is a 2<sup>nd</sup> 8-week Internet 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:**

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.

**Prerequisites and/or Corequisites:**

None

**Course Notes and Instructor Recommendations:**

Requires group work using Brightspace online group tools, ability to listen to podcasts, and watch videos.

Tests are taken online. Students do not need to come to campus.

**Instructor Information:**

Instructor Name: Sholly Gunter  
MCC E-mail: sgunter@mclennan.edu  
Office Phone Number: (254) 299-8170  
Office Location: SB344  
Office/Teacher Conference Hours: Online by appointment  
Other Instruction Information:

**Required Text & Materials:**

Title: *Hole's Essentials of Human Anatomy and Physiology +CONNECT*  
Author: Shier  
Edition: *14<sup>th</sup> Edition*  
Publisher: McGraw Hill  
ISBN: 9781260237450

**\*The e-book and CONNECT are included in the cost of registration. If you are registered and have paid for the course, you already have the required text. The only exception is for students who "opt out" of this program. A hard copy of the book is available for a small additional fee. You could also purchase it used online**

**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](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:**

Discussion group, outline, exam, quiz, lab homework, video, podcasts

**Course Objectives and/or Competencies:**

**Learning Outcomes:**

General Objectives: Biology 2404 is an introductory course designed to introduce the student to the processes and systems of the human body.

**Student 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. (CT, EQS)

**AT THE END OF THIS COURSE, THE STUDENT SHOULD BE ABLE TO:**

- 1- Describe the basic organization of the human body and how homeostasis is maintained via feedback systems. (CT, COM, EQS)
- 2- Know basic atomic structure and bonding. Know the structure and function of water and classes of organic compounds as they relate to the human body. (CT, TW, COM)
- 3- Know the basic structure and function of the cell membrane, cell transport processes, and cell organelles. (CT, TW, COM)
- 4- Know major tissue types and their functions. Be able to identify tissue types. (CT, COM)
- 5- Know the structures and functions of the systems of the human body. Be able to identify specific structures of these systems. (CT, TW, COM)
- 6- Know the basic concepts of heredity and fetal development. (CT, TW, COM)

**Course Objectives:**

- **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've learned in lecture.*
- **Communications Skill (COM)**-- to include effective written, oral, and visual communication
  - *Taught through formal or informal presentation (including oral, written, and visual components), class discussion and assessment via common rubric for use of scientific language, clarity, and understanding. Also taught using scientific articles or current events within face-to-face or online discussion groups.*
- **Empirical & Quantitative Skills (EQS)** -- to include applications of scientific and mathematical concepts.

- *Taught using specific laboratory exercises involving measurements and very basic data collection. (E.g., 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 involving measurements and very basic data collection. (e.g., measuring arm length among each group, tallying the data, and then analyzing it by gender and height.), and/or through class or online discussion.*

Anatomy & Physiology (Specialized single semester course, lecture + lab)

BIOL 2404 F1

**Course Outline or Schedule:**

<b>Week</b>	<b>Dates</b>	<b>Chapter Work</b>	<b>Discussion Board</b>
Week1	10/19 - 10/25	Orientation	DB1 - Introduction
Week 2	10/26 - 11/1	Chp 1: Introduction to Human Anatomy and Physiology	DB2 - Enneagram Personality Test
		Chp 2: Chemical Basis of Life	
		Chp 3: Cells	
		Chp 4: Cellular Metabolism	
		<b>Exam 1</b>	
Week 3	11/2 - 11/8	Chp 5: Tissues	DB3 - Your Inner Fish
		Chp 6: Integumentary System	
		Chp 7: Skeletal System	
		Chp 8: Muscular System	
		<b>Exam 2</b>	
Week 4	11/9 - 11/15	Chp 9: Nervous System	DB4 - Progress Report
		Chp 10: The Senses	
		Chp 11: Endocrine System	
		<b>Exam 3</b>	
Week 5	11/16 - 11/22	Chp 12: Blood	DB5 - Medical Errors
		Chp 13: Cardiovascular System	
		Chp 14: Lymphatic System and Immunity	
		<b>Exam 4</b>	
Week 6	11/23 - 11/29	Chp 15: Digestive System and Nutrition	DB6 - Microbiome
		Chp 16: Respiratory System	
		Chp 17: Urinary System	
		<b>Exam 5</b>	
Week 7	11/30 - 12/6	Chp 18: Water, Electrolyte, and Acid-Base Balance	DB7 -Final Thoughts
		Chp 19: Reproductive Systems	
		Chp 20: Pregnancy, Growth, Development, and Genetics	
		<b>Exam 6</b>	
Week 8	<b>12/8</b>	<b>FINAL EXAM</b>	

**Course Grading Information:**

Grades will be based on student performance in the following areas:

Exams =	30%
Chapter Quizzes =	25%
Chapter Homework =	25%
Group Assignments =	20%
Total =	100%

A ≥ 90%      B = 80-89.99%      C = 70-79.99%      D = 60-69.99%      F < 60%

**Exams:** *Exams are due by Sunday at 11:59 pm of the week in which they are assigned* (there may be exceptions for holidays). Exams consist of 50 questions drawn from a larger pool of questions. The exam questions are from the same pool of questions as the quizzes and homework. Therefore, many of the exam questions may be familiar to you. There are several multi-part and labeling questions in each exam. These will take time, and you should start each exam prepared. You have one opportunity to complete an exam. Your first and only grade will be recorded and used. Exams are timed. You have 55 minutes to complete the exam, unless otherwise stated. You should not use your book or any other resources when taking an exam.

**Chapter Homework:** *Homework is due by Sunday at 11:59 pm each week.* Homework assignments consist of 20 questions drawn from a larger pool and correspond to material covered in the book. Please use your textbook to help you answer the homework questions. You may also use other resources, such as alternate textbooks or the internet. Homework assignments are not timed and **you have unlimited chances to answer the homework questions.** Your highest grade will be recorded and used.

**Chapter Quizzes:** *Quizzes are due by Sunday at 11:59 pm each week.* Quizzes consist of 20 questions drawn from a larger pool and correspond to material covered in the book. Please use your textbook to help you answer the quiz questions. You may also use other resources, such as alternate textbooks or the internet. Quizzes are not timed and you have one chance to take the quiz. Your first grade will be recorded and used.

**Discussion Boards:** *Discussion Boards are due by Sunday at 11:59 pm each week.* Students will be assigned to groups of 10-15 students. Each group will be expected to complete designated discussion board assignments together. **Extensions will not be given on group assignments.**



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

*Due to COVID-19, attendance requirements may be more flexible than usual, from the instructor's perspective. Please contact the instructor if you have attendance concerns.*

Officially, as determined by MCC, attendance must be recorded. Attendance will be measured based on your completion of orientation/chapter quizzes. Completion of a chapter quiz is considered attendance for that week. Failure to attend 25% of class meetings occurs if 5 or more orientation/chapter quizzes are missed. If you miss 5 or more class meetings before 60% of the class is completed, you will be dropped in accordance with MCC policy.

Please consult the MCC Student Handbook for the college's official attendance policy.

**Student Behavioral Expectations or Conduct Policy:**

Students should adhere to the General Conduct Policy in the Highlander Guide. "Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity."

Cheating will not be tolerated on any level. Cheating includes copying answers from another student's work, having another person do work for you and using outside resources for assignments unless it is specifically allowed. Suspected cheating on an assignment or exam will result in disciplinary action from the instructor, the college or both. Additionally, a student suspected of cheating will be given 0 points for the work, and may receive an F in the class.

\* **[Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**  
([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.

\* **[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](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.*