

# McLennan

C O M M U N I T Y

# COLLEGE

WACO, TEXAS

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## **COURSE SYLLABUS**

## **AND**

## **INSTRUCTOR PLAN**

**Anatomy & Physiology II**

**BIOL 2402.09**

**Dr. Jacqueline Dove**

**Tuesday & Thursday 11:10-2:05**

**Lecture Tuesday: Sciences 215**

**Laboratory Thursday: Sciences 225**

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

### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

# **Anatomy & Physiology II**

## **BIOL 2402.09**

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### **Course Description:**

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestion (including nutrition), urinary (including fluids 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. The lab provides a hands-on learning experience for exploration of the human systems covered in lecture.

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

BIOL 2401 with a grade of “C” or better

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

- Check your MCC email for class communication.
- Please send all emails from your MCC student account.
  - Identify the course name and time in the subject line. (For example, **TR11 A&P2**).
  - Proper format/voice is not required. Quick emails are fine.
- All content will be posted on Brightspace.
- I am available for appointments in my office during posted office hours but also via ZOOM during other times.

### **Instructor Information:**

**Instructor Name:** Dr. Jacqueline Dove

**MCC E-mail:** jdove@mcclennan.edu

**Office Phone Number:** (254) 299-8582

**Office Location:** Health Professions 231

- HP is located next to Science and is across from Nursing (HPN).
  - Enter the building and take the hallway facing the Science building

**Office/Teacher Conference Hours:** Friday 12-2:00, or by appointment.

**Other Instruction Information:** Appointments can also be scheduled on Zoom

### **Required Text & Materials: (included in tuition- don't buy separately)**

**Human Anatomy & Physiology (LL)**

**Author:** Marieb

**Edition:** 11th

**ISBN:** 9780135161944

**Copyright Year:** 2019

**Publisher:** Pearson

# Anatomy & Physiology II

## BIOL 2402.09

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

### **Methods of Teaching and Learning:**

I use a lecture format to explain information from the text. The book is the foundational guide but I supplement information based on current research as needed. Powerpoints are provided and provide a summary and outline of the material. Classroom discussion is encouraged.

- **Lecture Presentations:** PowerPoint lectures will cover anatomical structures, physiological concepts, and related terminology.
- **Lab Activities/Assignments:** Laboratory will include the identification of anatomical models, diagrams, images, and discussion boards.

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

**This course teaches students:**

1. **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 coursewide 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.*
2. **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.*
3. **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).*
4. **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.*

# **Anatomy & Physiology II**

## **BIOL 2402.09**

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### **Learning Outcomes (Lecture)**

Upon successful completion of this course, students will:

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.

### **Learning Outcomes (Lab)**

1. Apply appropriate safety and ethical standards.
2. Locate and identify anatomical structures.
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
4. Work collaboratively to perform experiments.
5. Demonstrate the steps involved in the scientific method.
6. Communicate results of scientific investigations, analyze data and formulate conclusions.
7. Use critical thinking and scientific problem-solving skills, including, but not limited to, inferring, integrating, synthesizing, and summarizing, to make decisions, recommendations and predictions.

# Anatomy & Physiology II

## BIOL 2402.09

### Course Outline or Schedule:

WEEK	DATE	TOPIC
1	T: Aug 23	Ch16 Endocrine System
	R: Aug 25	<b>LAB:</b>
2	T: Aug 30	Ch23: The Digestive System
	R: Sep 01	<b>LAB:</b>
3	T: Sep 06	Nutrition/Metabolism
	R: Sep 08	<b>LAB:</b>
4	T: Sep 13	Ch26: Fluid, Electrolyte, and Acid-Base Balance
	R: Sep 15	<b>LECTURE EXAM 1:</b>
5	T: Sep 20	Ch17: Blood
	R: Sep 22	<b>LAB:</b>
6	T: Sep 27	Ch20: The Lymphatic System
	R: Sep 29	<b>LAB:</b>
7	T: Oct 04	Ch21: The Immune System
	R: Oct 06	<b>LAB:</b>
8	T: Oct 11	<b>LECTURE EXAM 2:</b>
	R: Oct 13	<b>LAB:</b>
9	T: Oct 18	Ch18: The Heart
	R: Oct 20	<b>LAB:</b>
10	<b>T: Oct 25</b>	Ch19: Blood Vessels <b>60% date is 10/24. Last day to drop with a W</b>
	R: Oct 27	<b>LAB:</b>
11	T: Nov 01	Ch22: The Respiratory System
	R: Nov 03	<b>LAB Practical</b>
12	T: Nov 08	Ch25: The Urinary System
	R: Nov 10	<b>LAB:</b>
13	T: Nov 15	Ch27: The Reproductive System
	R: Nov 17	<b>LAB:</b>
14	T: Nov 22	Ch28: Pregnancy & Human development/Heredit
	<b>R: Nov 24</b>	<b>THANKSGIVING HOLIDAY</b>
15	T: Nov 29	Presentations
	<b>R: Dec 01</b>	<b>Lab Practical</b>
16	<b>T: Dec 06</b>	<b>FINAL EXAM</b>

*\*Schedule is Tentative and may change as needed.\**

# Anatomy & Physiology II

## BIOL 2402.09

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### Course Grading Information:

Requirement*	Percentage
Lecture Exams & Lab Practicals, Quizzes	60%
Assignments	40%

GRADING SCALE	Grade
100-90%	A
89-80%	B
79-70%	C
69-60%	D
Below 60% <u>or</u> > 7 absences	F

### Exam Policy

Exams are 60% of the Final Grade. This includes lecture exams, lab practicals, and quizzes.

- Make-up Exams will only be allowed with an EXCUSED absence
- Students must inform Dr. Dove if they will miss an exam BEFORE the exam date.
- All make-up exams must be scheduled within 1-week of the missed exam.
- All make-ups must be taken before the last Lab Practical.
- Unannounced Quizzes will be given throughout the semester

### Lecture Exams

Lecture exams include 75-100 questions and consist of multiple choice, matching and short-answer questions.

- You need **Scantron (form 882-E)** for each lecture exam, a number 2 pencil, and good quality eraser.
  - Please do NOT use a mechanical pencil for essay questions or the lab practicals. These pencils are too light for my vision.
- **Exam 1:** Endocrine, Digestive, Nutrition, Fluid & Electrolyte Balance
- **Exam 2:** Blood, Lymphatic, Immune
- **Exam 3:** Heart, Vessels, Respiratory
- **FINAL:** Urinary, Reproductive, Pregnancy, Heredity, and comprehensive:
  - Approximately 80% of the exam will be from Unit4. The remaining 20% includes questions from previous exams.

### Lab Exams

Lab Practicals are Recall Exams and consists of 50 questions on identification of anatomical structures and their functions. Students will identify structures on anatomical models, line diagrams, and PowerPoint slides.

Lab exams will be divided into 3 areas of study.

- **Lab Exam 1: Practical exam.**
- **Lab Exam 2: Practical exam.**

# Anatomy & Physiology II

## BIOL 2402.09

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### **Quizzes**

Periodic quizzes may be given to check learning. These are part of the exam grade.

### **Worksheets and Lab Assignments:**

The **Assignments Grade** includes lab work, and assignments and discussion boards. Because assignments coincide with lectures, late assignments will not be accepted. Due dates are hard dates.

### **Discussion Board**

- Participation on the discussion board is part of the Assignment grade.
  - Grading is based on discussion which demonstrates understanding of physiological concepts.
  - Students will post on the initial prompt and then reply to 2 classmates.
    - Failure to engage with other classmates will result in an automatic 5 point deduction (2.5 points each)
  - The total grade reflects physiological understanding and participation
    - Bonus points are possible

### **Extra Credit Opportunities:**

- Extra credit will be awarded throughout the semester. Extra points can be awarded during exams and in the Discussion Boards.

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

#### **Late Work and Make Up Work Policies:**

Students must contact Dr. Dove if there are circumstances that impact completing an assignment.

- Missed Lab work will only be accepted with excused absences.
- No extensions will be given if it's been over a week without communication
  - It is the student's responsibility to contact Dr. Dove
- Brightspace Assignments generally have over a week to complete. Do not wait until the last minute to avoid potential technical problems. Assignments coincide with lectures and late work will NOT be accepted.

#### **Attendance & Participation Grade**

Students must attend 75% of the classes in order to get credit.

- An **"F"** will be recorded after the 7<sup>th</sup> absence.
- Excused absences due to illness or emergencies allow for the make-up of missed material.
  - However, 75% attendance is still required.
- Work is not an excused absence.

## Anatomy & Physiology II

### BIOL 2402.09

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#### **Student Behavioral Expectations or Conduct Policy:**

A classroom is a professional environment and should be approached accordingly.

- 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.
- The classroom community must facilitate learning with an atmosphere that is respectful and free from harm. Harassment of individuals in or outside of the classroom will be reported to university personnel. Avoid making comments to insult or belittle. Bullying and cyberbullying are degrading behaviors and against the student conduct policy.
- When meeting face-to-face, electronics etiquette must be maintained.
  - Cell phones must be turned off/silenced.
    - Texting and/or calls must be limited to emergency situations.
    - Students who repeatedly partake in texting or staying on their phones will be asked to leave the classroom and marked absent for that day.
  - Computer use in the classroom is limited to A&P content ONLY.
    - To avoid distractions, students with computers will be placed in a computer section in the classroom.
- Sleeping in the classroom is a distraction from the learning environment. Please come to class prepared to learn.

#### **[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 additional guidelines specific to this course.





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## ACADEMIC RESOURCES/POLICIES

### **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. For additional information, please visit [www.mclennan.edu/disability](http://www.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

### **Title IX:**

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 (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It 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.

**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 or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry 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 at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**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 notified via 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.

**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. For more information about your student email account, go to [www.mclennan.edu/student-email](http://www.mclennan.edu/student-email).

**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 their 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. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**Forwarding Emails:**

You may forward 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 be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.