

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**ANATOMY & PHYSIOLOGY**

**(SPECIALIZED SINGLE SEMESTER COURSE, LECTURE + LAB)**

**BIOL 2404\_O080, O081**

**SHOLLY GUNTER**

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

**NOTE: This is an Online course.**

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**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 play podcasts and videos.

Tests are taken online and proctored. A webcam is required. Students do not need to come to campus.

**Instructor Information:**

Instructor Name: Sholly Gunter

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

Office Phone Number: (254) 299-8170

Office Location: SB344

Office/Teacher Conference Hours: Online or in person by appointment

Other Instruction Information:

**Required Text & Materials:**

Title: *Hole's Essentials of Human Anatomy and Physiology +CONNECT*

Author: Shier

Edition: 15<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.**

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**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*

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*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.*

**Course Attendance/Participation Guidelines:**

Attendance will be measured based on the completion of orientation/chapter quizzes.

Completion of a chapter quiz is considered attendance. There are 20 quizzes. Missing over 5 quizzes means you have missed more than 25% of the course.

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

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Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

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**Course Outline or Schedule:**

Week	Dates	Chapter Work	Discussion Board
Week 1	8/21 - 8/27	Orientation	DB1 - Introduction
Week 2	8/28 - 9/3	Chp 1: Introduction to Human Anatomy and Physiology	DB2 - Enneagram Personality Test
		Chp 2: Chemical Basis of Life	
Week 3	9/4 - 9/10	Chp3: Cells	DB3 - Medical Errors
		Chp 4: Cellular Metabolism	
Week 4	9/11 - 9/17	Chp 5: Tissues	No Assignment
		<b>Exam 1</b>	
Week 5	9/18 - 9/24	Chp 6: Integumentary System	DB4 - Progress Report
		Chp 7: Skeletal System	
Week 6	9/25 - 10/1	Chp 8: Muscular System	No Assignment
		<b>Exam 2</b>	
Week 7	10/2 - 10/8	Chp 9: Nervous System	DB5 - Why We Sleep
		Chp 10: The Senses	
Week 8	10/9 - 10/15	Chp 11: Endocrine System	No Assignment
		<b>Exam 3</b>	
Week 9	10/16 - 10/22	Chp 12: Blood	DB6 - CRISPR
		Chp 13: Cardiovascular System	
Week 10	10/23 - 10/29	Chp 14: Lymphatic System and Immunity	No Assignment
		<b>Exam 4</b>	
Week 11	10/30 - 11/5	Chp 15: Digestive System and Nutrition	DB7 - Microbiome
		Chp 16: Respiratory System	
Week 12	11/6 - 11/12	Chp 17: Urinary System	DB8 - Your Inner Fish
		Chp 18: Water, Electrolyte, and Acid-Base Balance	
Week 13	11/13 - 11/19	*no chapter work - exam only*	No Assignment
		<b>Exam 5</b>	
Week 14	11/20 - 11/26	Chp 19: Reproductive Systems	DB9 - Final Thoughts
		<b>**Thanksgiving Break **</b>	

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Week 15	11/27 - 12/3	Chp 20: Pregnancy, Growth, Development, and Genetics <b>Exam 6</b>	No Assignment
Week 16	12/4 - 12/5	<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 Discussions = 20%

Total = 100%

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

**Exams:** There will be six exams and one final exam.

Exam 1 – Chapters 1-4  
Exam 2 – Chapters 5-8  
Exam 3 – Chapter 9-10  
Exam 4 – Chapter 12-14  
Exam 5 – Chapter 15-17  
Exam 6 – Chapter 18-20  
Final Exam – Comprehensive

*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. There are several multi-part and labeling questions in each exam. These will take time, and students should start each exam prepared. Students have one opportunity to complete an exam. The first and only grade will be

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recorded and used. Exams are timed. Students have 55 minutes to complete the exam, unless otherwise stated. Use of the textbook or any other resources when taking an exam is not allowed.

**EXAMS ARE PROCTORED.** They require a web cam and a proctoring extension installed on the student's computer. Students can visit this link to make sure they are able to install and use the proctoring extension. <https://proctorio.com/support> Students may use one 8 ½ x 11 page (front and back) of **HANDWRITTEN** notes on the exam. Please hold the notes in front of the camera and show both sides before the exam begins. Notes are not required. Students do not have to come into school to take exams.

Practice exams are available for studying. They are exact copies of the actual exam. If students take the practice exam, they will see some of the same questions that will be on the actual exam. The more times a student takes the practice exam, the more potential questions they will see. Practice exams do not go toward a student's grade but are counted as extra credit (see below).

**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 the textbook to help answer the homework questions. Homework assignments are not timed and ***students have UNLIMITED chances to answer homework questions.*** The highest grade of all attempts 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 the textbook to help answer the quiz questions. Quizzes are not timed and ***students have ONE chance to take the quiz.*** The first and only grade will be recorded and used.

**Discussion Boards:** Students will be assigned to groups of 10-15 students. Each group will be expected to complete designated discussion board assignments together. I will use a rubric to grade discussion board posts. Students are required to post an original (not copied from the internet), complete, and thoughtful answer to the questions given. They are also expected to respond to two other group member's posts. **Extensions will not be given on discussion board assignments.**

**Extra Credit:** The only extra credit available in the class is via the practice exams. Students are not required to do the practice exams. If students choose to do them, 1/10<sup>th</sup> of their average practice exam grade will be added to their exam. Students can earn up to 10% extra credit on



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each unit exam. For example: 100% average on Practice Exam 1 = +10% on Exam 1, 78.5% average on Practice Exam 1 = +7.85% on Exam 1, 50% average on Practice Exam 2 = +5% on Exam 2, etc. Please contact the instructor with any questions.

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

Late work will result in a 0 grade.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to adhere to MCC's General Conduct Policy.

<https://www.mclennan.edu/employees/policy-manual/docs/E-VIII.pdf>

Cheating will not be tolerated on any level. Cheating includes copying answers from another student's work, copying from the internet, having another person do work for a student, having AI write a student's discussion posts, 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 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) 2542998122 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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's 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. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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/studentemail](http://www.mclennan.edu/studentemail).

**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](#)
- [Email Setup for Androids](#)

**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.