McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Anatomy & Physiology I

Biol 2401.51

Julie A. Parlos, Ph.D.

Note: This is a 16-week course.

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 hands-on learning experience for exploration of human system components and basic physiology. 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. Also, students should attempt to visit the learning lab, where free tutoring is available (Room: S 135). 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 and practice exams.
*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: 806-834-8440
Office Location: FOB 220
Office/Teacher Conference Hours: Email to schedule an appointment.
Other Instruction Information: **ATTENDANCE MATTERS** – If you do not attend or participate in class/lab, your grade will reflect your choices. **EMAIL** – I will not correspond through personal email addresses, only through MCC email addresses.

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. ***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).

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** (**www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements**)
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.

Methods of Teaching and Learning:
Lectures will primarily be supplemented with PowerPoints. Videos, and other supplemental materials, will also accompany lectures. Lab terminology will be provided. Students are encouraged to study in groups for both lab and lecture. Power Point lectures **will not** be provided by the instructor and students are **not allowed** to take pictures of the slides as it disrupts lecture. Students are allowed to voice record lectures.

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.
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	1/14
2	Chemistry	Epithelium & Tissues	1/16
3	Cells	Epithelium & Tissues	1/21
3-4	Cells & Tissues	Axial Skeleton	1/23
4	Tissues	Axial Skeleton	1/28

6-7	Bones, Skeleton	Appendicular Skeleton	1/30
6-7	Bones, Skeleton	Appendicular Skeleton	2/4
	Review Day		*2/6*
	EXAM #1	**Chs 1-4, 6-7**	**2/11**
5	Integument	Review for Practical	2/13
9	**Lab Practical I**	**Microscope, Histology, Skeleton**	**2/18**
8	Joints	Integument, Joints	2/20
9	Muscles (continued)	Axial Muscles	2/25
9	Muscles	Axial Muscles	2/27
9-10	Muscles & Muscular System	Appendicular Muscles	3/3
9-10	Muscles & Muscular System	Appendicular Muscles	3/5
	Spring Break		3/9-13
	Review Day		3/17
	Exam #2	**Chs 5, 8-10**	**3/19**
11	Nervous System Fundamentals	Review for Practical	3/24
	Lab Practical II	**Integument, Joints, Muscles**	**3/26**
11	Nervous System (continued)	Nerves	3/31
12	Central Nervous System	Nerves	4/2
12	CNS (continued)	Brain	4/7
13	Peripheral Nervous System	Brain	4/9
13	PNS (continued)	Brain	4/14
13	Autonomic Nervous System	Spinal Cord	4/14
14	Special Senses	Special Senses	4/16
15	*Review Day*		4/21
	Lab Practical III	Review Day	**4/23**
	EXAM #3	**Nervous System, Special Senses**	**4/28**
	Review for Final		4/30
Final	**Cumulative**	**Chs 1-15**	**5/5**

Exams and practicals will start at 6pm in the lecture or lab room, respectively. Assume that we will have lecture (after the practical) or lab (after the exam). You will be allowed to leave after you have completed the exam/practical but must return at 8:15pm to start lecture/lab. If the instructor does not find it necessary to have lecture/lab after the exam/practical, you will be notified in class.

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 = **45%**
- 4 Lab Practicals = **30%**
- Assignments (Homework or Quizzes) = **10%**
- Cumulative Final Exam = **15%**

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

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

Lecture Exams – Lecture exams are 50 questions which consist mainly multiple choice, some true/false, matching. Lecture exam questions are worth 2% points each. The instructor brings scantrons to class for each lecture exam and final *if the student provides the instructor with one package of Scantron form 882 at the beginning of the semester*. The student must bring an appropriate writing instrument: a number 2 pencil and good quality eraser. 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. For examples of excusable absences: http://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf.

Lab Practicals – Practicals are typically 50 questions (2% points each). Students can use a pen or pencil for the lab practical. An answer sheet is given to the students for the practical. There are three practicals during the semester. Cell phones/devices are not to be carried with you during lab practicals. Cell phones are to be turned off and placed in book bag and bags will be placed at the front of the lab room. **Make up practicals will not be allowed**.
WORD LISTS WILL NOT BE PROVIDED FOR ANY EXAM OR PRACTICAL.

NOTE: GRADES WILL NOT BE DISCUSSED VIA ELECTRONIC MEDIA.

Late Work, Attendance, and Make Up Work Policies:

Late Work – Assignments (homework) will be due at 11:59pm on the due date. Students found working on late assignments during lecture will be asked to leave and given an unexcused absence. Assignment grades will be deducted 10% each day they are late until a zero is obtained. No assignments will be accepted after the third exam has been given. Any assignments not received before the final exam day and time will be given a **ZERO**. The student must be present for quizzes given during lab. Quizzes will be announced at least 1 class day prior to the quiz. **No make ups are allowed for lab quizzes**.

Attendance – Absence of more than 25% of scheduled lecture/laboratory meetings will be taken as evidence that a student does not intend to complete the course. For this course, **7 absences ≈**

25%. 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. If you are absent, you will need to obtain notes from a classmate. If you miss **more than 45 minutes** of class or **leave and not return after** the class **break**, you will be given an unexcused 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. Arriving late and disturbing class upon your arrival will not be tolerated. Sending and receiving text messages will not be tolerated as it interferes with the learning environment of both lecture and laboratory. This includes refraining from talking, texting, surfing the web, listening to music, etc. while in either lecture or in the lab. **Please turn off all cell phones** (must be on vibrate or silent) while in class, so the class will not be disturbed. If you must carry a cell phone or have extenuating circumstances, please inform the instructor. Disturbances, such as cell phones ringing, may be counted as an absence from class on that day. If you need to answer a call, quietly leave the class. **ABSOLUTELY NO CELL PHONES OR APPLE WATCHES ARE ALLOWED OUT DURING ANY EXAM OR LAB PRACTICAL. IF YOU MUST TAKE A BATHROOM BREAK DURING AN EXAM, CELL PHONES AND/OR APPLE WATCHES MUST BE PRESENTED TO THE PROFESSOR BEFORE PERMISSION WILL BE GIVEN. STUDENTS LEAVING 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.

You are expected to follow all laboratory safety rules as presented to you in class. You are to be aware of all exists in the building as well as safety devices. ***YOU ARE NOT ALLOWED TO EITHER EAT OR DRINK IN LABORATORY.*** Points can and will be deducted for having food, drink, and/or cell phones out during lab. When the instructor is not lecturing during the lab portion of class, student are allowed to take pictures (with their cell phones) of models.

* **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**
(www.mclennan.edu/highlander-guide/policies)
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

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

If you will need accommodations, please inform the instructor within the first two weeks of class so appropriate actions can be taken within a reasonable time frame.

* **Click Here for more information about Title IX**
(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.

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.*