

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

WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Anatomy and Physiology II**

**BIOL 2402.87.88**

**Shannon Thomas**

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

## Anatomy & Physiology II

BIOL 2402.87

### **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 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 meet with me in person, please email me in order to schedule an appointment.

- **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!! If I receive an email with no name, I will email you back in order to find out who you are. Providing this information in the first place will enable me to respond to your need more quickly and ultimately save us all time!
  - **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.
- **Meeting:** If you would like to meet in person, please just send me an email to secure an appointment time.

**\*\*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 \*\***

#### Required Text & Materials:

##### 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.

**Recommended Software:** Anatomy and Physiology Revealed, 3.2

Publisher: McGraw-Hill

ISBN: 9780073403601

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[MCC Bookstore Website](#)

### **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](http://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:**

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.

- Direct instruction
- 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.
  - **Lab Assignments and Activities:** Lab activities will be available within the chapter lessons and will consist of various activities and resources that will prepare the student to learn the required lab content for each chapter.
- **“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.
- **Exams** will consist of a lecture exam and a lab portion containing multiple-choice, true/false, matching, short-answer, and essay questions.
  - **Midterm Exam:** Will consist of lecture and lab sections and will cover the endocrine and cardiovascular (blood, heart, blood vessels) system
  - **Comprehensive Final Exam:** Will consist of both lecture and lab sections and will cover the endocrine, cardiovascular, lymphatic/immune, the respiratory, digestive, urinary, reproductive systems.

### Course Objectives:

- **Critical Thinking (CT):** to include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information.

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- *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.
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.

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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 (1/13 – 1/19)

- Required Orientation Lesson
- Bonus bios due

#### Week 2 (1/20 – 1/26)

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

#### Week 3 (1/27 – 2/2)

- **Lesson 2:** Endocrine System, Hypothalamus and pituitary glands
- Complete **Identification exercise**

#### Week 4 (2/3 – 2/9)

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

#### Week 5 (2/10 – 2/16)

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

#### Week 6 (2/17 – 2/23)

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

#### Week 7 (2/24 – 3/1)

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

#### Week 8 (3/2 – 3/8)

- Study time! No assignments due! Time allotted to prepare for and take Lecture Exam 2 and Lab practicum 1!!

**Midterm Exam, lab and lecture** (covers endocrine and cardiovascular systems)  
**Midterm due NO LATER THAN 3/23 at 11:59 pm.**

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### Week 9 (3/9 – 3/15)

- SPRING BREAK!

### Week 10 (3/16 – 3/22)

- **Lesson 7:** Lymphatic
- **Lesson 8:** Immunity
- Discussion 4

### Week 11 (3/23 – 3/29)

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

### Week 12 (3/30 – 4/5)

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

### Week 13 (4/6 – 4/13)

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

### Week 14 (4/14 – 4/19)

- **Lesson 12:** Male Reproductive System
- **Lesson 13:** Female Reproductive System
- Discussion 7
- Complete **Identification exercise**

### Week 15 (4/20 – 4/27)

- **Lesson 14:** Heredity and Development

### Week 16 (4/28 – 5/3)

- Discussion 8
- **Study Time!**

**COMPREHENSIVE FINAL EXAM (covers entire semester) due by Wednesday, 5/6 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.

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- ! Exams will be made available at least 7 days prior to the scheduled deadline. Lecture or lab exams may be taken at any time during this 7-day period. If you wait until the last minute to attempt/complete the exams, you do so **at your own risk**. Please note that the I will likely not be available late in the evening to assist with technical issues or questions/concerns about the exam.
- ! A higher final exam grade will be recorded in place of a lower midterm exam grade.

#### **Course Grading Information:**

The midterm and the final exam Each exam will consist of a combination of multiple choice, true/false, fill-in-the-blank, short answer, and essay questions. *Questions for the exams will be taken from your textbook, lecture notes, AND lab assignments.*

#### **Options for taking exams:**

1. **MCC testing center.** All students may schedule their exams at the MCC testing center free of charge.
2. **Outside Proctor:** If you reside outside of the area, it will be your responsibility to arrange a suitable location for which to take a proctored exam. Proctors must be pre-approved. Please submit a request using the Test Proctor Approval Form located in the first week's orientation. Note that any request must be submitted at least 7-days before the scheduled exam to be verified and arranged.

#### **Policies for outside proctors:**

1. The test proctor must be a neutral third-party professional employed with an educational institution or professional testing center. Proctors MAY NOT be a co-worker, friend, family member, or spouse.
2. The proctoring facility must have a secure testing environment and a computer with Internet access.
3. The student is responsible for any fees that the proctoring facility may charge.
4. Proctors must have an official email address provided by their employer. This email address can be a shared account that the proctoring facility uses for general proctoring service, or it can be the proctor's individual email address. I will not accept personal email addresses for the proctor.
5. Tests must be taken at the proctor's workplace.
6. The proctor must be present for the entire duration of exams.
7. Should a proctor be unavailable to oversee an exam, the student or proctor will need to contact me at least one-week in advance of the exam for to arrange for another suitable proctor.
8. Should the student encounter technical issues with the exam, the proctor will be required to contact me immediately by via phone. If I am unavailable, I will contact both the proctor and student as soon as possible with a resolution.

***Please review the examples of acceptable and unacceptable proctors (below) prior to submitting your proctor request!!***

#### **Acceptable Proctors:**

- College testing Centers
- Learning/Tutorial Centers where the entirety of the exam will be

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- Educational officers of a corporation, military installation, or correctional facility.

Please plan your schedules in advance to meet scheduled due dates. It is the student's responsibility to plan for transportation, childcare, and work schedule adjustments that are needed to meet exam deadlines. It is also each student's responsibility to contact the professor immediately if you encounter difficulty with meeting scheduled deadlines.

*\*Your professor reserves the right to reject requests for proctors for any reason.*

#### **GRADE BREAKDOWN:**

***Grades will be calculated based on the following:***

• <b>Chapter Lessons</b>	20%
• <b>VoiceThreads</b> (Discussions and Identification Exercises)	20%
• <b>Weekly Quizzes</b>	20%
• <b>Midterm Exam</b> (Covers the Endocrine and Cardiovascular Systems)	20%
• <b>Final Exam</b> (Comprehensive. Covers the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems)	20%

**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

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

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

- **Chapter Lessons:** Chapter lessons are due on the Sunday of the week in which they are assigned. Extensions will be considered if you contact the professor 24-hours PRIOR to the scheduled due date. Late submissions for which the student has not made prior arrangements with the instructor will result in the following point deductions:
  - 10% deduction if submitted within 1 day from the scheduled due date.
  - 20% deduction if submitted within 2 days from the scheduled due date.
  - 30% deduction if submitted within 3 days from the scheduled due date.
  - *No late work will be accepted beyond the third day from the scheduled due date.*

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- **Discussions:** Due to the interactive nature of the discussions, you are strongly urged to meet the deadline. Failure to post discussions by the deadline will result in a 50% deduction.
- **Exams:** Students will NOT be allowed to take a missed midterm exam grade. However, the final exam grade will replace a missed or lower midterm exam grade. A missed final exam may NOT be made up and a grade of zero will be recorded.

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

**Professionalism:** A casual and friendly atmosphere is encouraged. However, civility and respect towards the instructor and classmates is required. It is expected that each student demonstrate respectful behavior to his/her classmates as well as their instructor. Failure to do so may result in a grade of zero for a particular assignment, loss of opportunity to participate in future assignments that require an interactive environment, and in extreme circumstance may result in removal from the class.

#### **[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.

#### **Academic Integrity Statement:**

Academic dishonesty will not be tolerated in this course. Academic honesty is the foundation of the academic community. 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:**

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.

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.

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- 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. Copying from someone (anyone) else.
2. Having someone else complete your assignments, quizzes, or exams.
3. Using unauthorized materials.
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](http://www.mclennan.edu/highlander-guide-2014-15/policies)**  
([www.mclennan.edu/highlander-guide-2014-15/policies](http://www.mclennan.edu/highlander-guide-2014-15/policies))

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

**Attendance policy for BIOL 2402 online:** A complete record of attendance will be maintained for the entire length of each course. Online students are allowed no more than 4 "absences." **Students are required to log-into the course at least 2 times per week. Missed log-ins will count as an absence.** Attendance will also be based upon timely completion of chapter lessons. *Each chapter lesson that is posted after the due date will count as one absence.* Each missed exams will count as 2 absences. Students who miss four consecutive lessons or two consecutive lecture exams will be withdrawn from the class.

An absence may be avoided if a student has made *prior* arrangements with the professor for an extension.

Please refer to the [Highlander Guide](#) for the complete policy.

\* **[Click Here for the MCC Attendance/Absences Policy](http://www.mclennan.edu/highlander-guide/policies)**  
([www.mclennan.edu/highlander-guide/policies](http://www.mclennan.edu/highlander-guide/policies))

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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).

*"If anyone in this class has a diagnosed disability or requires accommodations, I would appreciate hearing from you so we may work together for a successful completion of the course. Please schedule an appointment with me and be sure to follow the instructions in your syllabus to complete Disability Services requirements."*

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.

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.*