

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Anatomy and Physiology I

BIOL 2401.04

Shannon K. Hill, Ph.D.

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 and Physiology I

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Course Description:

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, and nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Semester Hours: 4 (3 lec/3 lab).

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 lecture to be successful. Free tutoring is available at <https://www.mclennan.edu/academic-support-and-tutoring/> and MCC Success Coaches can help you develop your study skills (299-UCAN). The website that accompanies your textbook, Mastering A&P, has a fantastic study area, including chapter reviews and practice exams.

Instructor Information:

Instructor Name: Shannon K. Hill, Ph.D.

MCC E-mail: shill@mclennan.edu

Office Phone Number: 254-299-8188

Office Location: S 246

Office/Teacher Conference Hours: Please email me (shill@mclennan.edu) to schedule an appointment.

Other Instruction Information: I am happy to meet in my office or, if you prefer, via Zoom.

Required Text & Materials:

1. **Scantron:** Scantron Form 882-E is required for all exams (5 total).

2. **Textbook:**

Title: Human Anatomy & Physiology (with Mastering A&P Access)

Author: Elaine N. Marieb and Katja Hoehn

Edition: Eleventh

Publisher: Pearson

ISBN: 9780137365968

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

Methods of Teaching and Learning:

The lectures will be accompanied by PowerPoint presentations that I will make available on our course's Brightspace. Homework assignments can be found on the website that accompanies your textbook (Mastering A&P). Anatomical models and histology slides will be used in the laboratory to prepare for the lab practicals.

Course Objectives and/or Competencies:

Core Objectives:

1. Critical Thinking Skills: Creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information. Assessed via 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. Assessed via class/lab exercises or presentations, 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. 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. Assessed via group discussions, group laboratory activities, or group presentations.

In addition to the above listed competencies, 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.

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:

Your daily schedule can be found on the CONTENT page of Brightspace, in the SCHEDULE folder. Please refer to your schedule often during the semester. While we will do a good job of staying on schedule, if there are any needed scheduling adjustments, they will be announced on the ANNOUNCEMENTS page of Brightspace.

Course Grading Information:

Your grade will be comprised of 4 unit exams, a cumulative final, and homework assignments. Your lowest unit exam score will be dropped (please note, the cumulative final exam cannot be dropped). Study guides will be provided for the 4 unit exams and collectively, will serve as your study guide for the cumulative final exam.

A=90-100% B=80-89% C=70-79% D=60-69% F < 60%

Exams: 70%
Homework: 30%

Please note, cheating on an exam (defined as copying the answers of another student or using prohibited materials such as textbooks, notes or the internet) will result in an exam grade of zero, which cannot be dropped. Multiple incidences of cheating may result in being reported to the administration for further review.

Late Work, Attendance, and Make Up Work Policies:

Late Work: Since your homework is online, the website is unforgiving about deadlines. After the deadline, you will still be able to view the questions, but you will not be able to submit late work. Be careful not to miss the homework deadlines, they are absolute!

Attendance: Absence from more than 25% of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course. For this course, 25% absences will be reached on the 8th absence. 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.

Make-Up Exams: Since the lowest unit exam score will be dropped, absolutely no make-up exams will be provided. Rather, the missed unit exam will be dropped as your lowest unit exam grade.

Student Behavioral Expectations or Conduct Policy:

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.

[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.

McLennan

C O M M U N I T Y

COLLEGE

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.

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

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 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/. 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. 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.

MCC Academic Integrity Statement:

Go to 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.

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 for help.

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.

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.