

McLennan

C O M M U N I T Y

COLLEGE

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Anatomy and Physiology I

BIOL – 2401.06

Shannon Thomas

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.

Prerequisites and/or Corequisites:

BIOL 2401 with at least a grade of C.

Course Notes and Instructor Recommendations:

- Balance study time. I know that many of you have incredibly busy schedules. 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 per week of study time for every college credit hour taken.**
- 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 your computer meets the system requirements
- 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. Failure to do so may result in a lower grade due to missed instructions or opportunities.
- 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!

COVID-19 Related Instructions:

- Stay up to date about MCC COVID response by checking out the COVID response link on the MCC homepage. There is a lot of good information in this link. You need to become very familiar with the Student Resources area. <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> 2.

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- Each day before coming to class you need go through and follow the instructions in the student self-assessment form. The student self-assessment form is located in the Student Resources portion in the above link. If you are instructed to complete the self-reporting form, you need to complete and submit the self-reporting form which is also located in the above link. Do not come to campus until you are contacted by a representative from MCC concerning your self-reporting form.
- I strongly encourage you to wear a mask at all times while in the building and during our class time together. I will wear a mask.
- You will wipe down your workspace and chair at the beginning and end of each class meeting.
- Do not bring anyone to class with you.
- No drinking or eating is allowed in the classroom.

Instructor Information:

Instructor Name: Shannon Thomas

MCC Email: Sthomas@mclennan.edu

Office: SB 208

Office Phone Number: 254-299-8167

Office/Teacher Conference Hours:

- Feel free to email any time!
- **Online hours:** Monday, Wednesday, Friday from 9:00 – 10:00 AM.
- **In-person:** Office hours will 30-minutes before class and 30-minutes after class in the classroom.

For online classes, the FASTEST way to reach me is through email!!! Should the need arise for you to speak with me on the phone or Zoom outside of office hours, please email me, and I will be glad to schedule an appointment with you!

- **Email:** My preferred method of communication is email. When sending an email, please include the following so that I can get back with you faster and more efficiently.
 - **Subject line:** Please include the name of your class and your purpose for writing.
 - **Course number and section:** Your course section number is BIOL 2401.20. Please let me know this when emailing.
 - **Identify yourself:** Please tell me who you are!
 - **Quote back:** Please briefly describe any previous discussions (written or spoken), it is not already included in the email. Reminders are always appreciated!
 - **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.

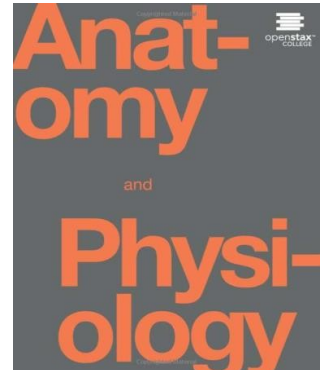
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- **Phone calls:** If you call outside of my office hours, please leave a message with your name, the class you are taking, and a phone number and I will return your call during my next scheduled office hours or earliest availability.

****Please send a follow-up email if you have not received a reply within 24-hours on a weekday or by Monday afternoon if you emailed me over the weekend ****

Required Text and 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

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

Methods of Teaching and Learning:

Methods of instruction will be delivered through weekly lessons and VoiceThread activities that include lecture presentations, instructional videos, learning objects, homework assignments, oral lab identification assignments and discussion forums.

- | | |
|---|---|
| <ul style="list-style-type: none">• Indirect instruction• Interactive instruction• Guided and independent study.• Chapter exams• Practice exams | <ul style="list-style-type: none">• Inquiry approach• Simulations• Questioning skills• Animations and videos• Application |
|---|---|

The following instructional strategies will be employed to help students learn the material:

- **Assigned Reading:** Reading material will be assigned weekly in the form of your textbook, my lecture notes, and websites that discuss current topics in health, science, and medicine.
- **Assignments and Labs:** Chapter assignments will include both online lecture and lab activities. Assignments and activities may include lab demonstrations, instructional videos, presentations, flashcards, quiz sets, games, learning objects, and worksheets.
- **Quizzes:** Quizzes may take place in person in the classroom or outside of class on your own. In general, you will have weekly quizzes with unlimited attempts to help you to prepare you for the exams. For each quiz, the highest grade will be recorded. Lecture quizzes will consist of multiple-choice, true-false, and matching questions. Lab quizzes will consist of multiple choice and short answer questions.
- **Exams:** There will be FOUR lecture exams and TWO lab practicums (lab exams):
 - **Lecture Exams:**
 - **Exam 1** (Chapters 1-4) Human body, basic chemistry, the cell, tissues.
 - **Exam 2** (Chapters 5-8): Integumentary, bone, skeletal tissues, joints.
 - **Exam 3** (Chapters 9-10): Muscles and Muscle Tissue
 - **Exam 4** (Chapters 1-15) Approximately 80% of question over Nervous and sensory systems and approximately 20% comprehensive.
 - **Lab Practicums:** The lab portion of the exams will consist of 50-100 short answer questions that will primarily address the identification of anatomical structures and their functions.
 - **Lab practicum 1:** microscope, cell, tissue identification, integumentary, skeletal system, and joints.
 - **Lab practicum 2:** microscope, cell, tissue identification, integumentary, skeletal system, muscular system, nervous system, eye and ear model.

Course Objectives and/or Competencies:

- **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 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:

Learning Outcomes (Lecture):

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.

Upon successful completion of this course, the student should be able to:

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 labware, 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

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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.

Course Outline/Schedule:

Week	Date	Monday	Date	Wednesday
Week 1	1/10	Class Orientation/Introductions	1/12	Chapter 1: The Human Body
Week 2	1/17	Dr. Martin Luther King, Jr. Day	1/19	Chapter 2: Chemistry
Week 3	1/24	Chapter 3: Cells	1/26	Chapter 3: The Cells Microscope and Cell Lab
Week 4	1/31	Chapter 4: The Tissues	2/02	Tissues Lab
Week 5	2/7	Lecture Exam 1 (Chapters 1-4)	2/09	Chapter 5: The Integumentary System
Week 6	2/14	Chapter 6: Bones and Skeletal Tissue	2/16	Chapter 7: The Axial Skeleton
Week 7	2/21	Chapter 7: Appendicular Skeleton	2/23	Chapter 8: The Joints
Week 8	2/28	Lecture Exam 2 (Chapters 5 – 8)	3/02	Lab Practicum 1 (Chapters 1 – 8)
Week 9	3/07	Spring Break	3/09	Spring Break
Week 10	3/14	Chapter 9: Muscles and Muscle Tissue	3/16	Chapter 9: Muscle Tissue, con't
Week 11	3/21	Chapter 10: The Muscular System	3/23	Chapter 10: The Muscular System
Week 12		Lecture Exam 3 (Chapters 9 – 10)	3/30	Chapter 12: Nervous Tissue

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Week 13	4/04	Chapter 13: Anatomy of the Nervous System	4/06	Brain Lab
Week 14	4/11	Chapter 13: Anatomy of the Nervous System	4/13	Lab
Week 15	4/18	Chapter 14: The Somatic Nervous System	4/20	Complete Chapter 14 Lab
Week 16	4/25	Chapter 15: ANS	4/27	Final Lab Practicum
Week 12	5/02	Final Lecture Exam		

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****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!! ****

Due to uncertainty related to COVID 19, this tentative schedule is subject not only to possible changes to suggested dates for topic coverage and exams but also from face-to-face to online format, meetings, and testing. Please check your student email and Brightspace daily to stay informed on any changes.

Course Grading Information:

Grade Breakdown:	
• Labs and Assignments	25%
• Quizzes (online and face-to-face):	15%
• Lecture Exams (X4)	40%
• Lab Practical (X2)	20%

! A higher final lab exam grade may replace a completed and lower midterm exam grade.

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

Late Work, Attendance, and Make Up Work Policies:

Please contact me immediately with any obstacles that would prevent you from meeting an assigned deadline or as soon as possible following any unforeseen events or illnesses that prevent advanced notice.

- **Chapter lessons, labs, and Quizzes:** Late submissions for which the student has not made prior arrangements or has a documented excuse will result in a 10% deduction for each day in which they are late. No late assignments may be turned in during final exams week.
- **Exams:**
 - **Lecture Exams:** Missed lecture exams for which there is a documented excuse may be retaken at a location and format determined by the instructor. For example, make-up exams may be arranged at the testing center, may be set up in Brightspace using proctoring software using a web cam and computer mic. Missed final exams will be recorded as a zero in absence of previous arrangements or a documented excused absence.
 - **Lab Exams:** If a student misses the first lab practicum it may be replaced with the comprehensive final lab practicum. Missed final lab exams will be recorded as a zero in absence of previous arrangements or a documented excused absence.



****No late work will be accepted during final exams week.****

Student Behavioral Expectations or Conduct Policy:

When interacting with classmates, please remember to be respectful, polite, and considerate to others. Constructive criticisms are expected, but personal attacks, inappropriate jokes, or rude comments to a classmate will not be tolerated. Offensive remarks and comments are that counterproductive to the learning environment in a face-to-face setting or online classroom will result in one or all of the following consequences: (1) a grade of zero, (2) being potentially banned from future graded interactions, and (3) disciplinary action, if severe.

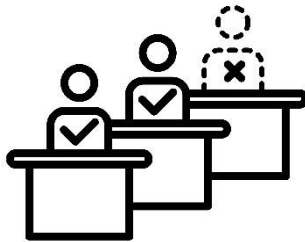
If you witness or experience any offensive behavior, please report it to me as soon as possible.

Additionally, academic dishonesty will not be tolerated in this course. Academic dishonesty includes cheating, plagiarism, and other acts of dishonesty designed to provide unfair advantage to the student or the attempt to commit such acts. At minimum, students caught cheating or plagiarizing will receive a zero for the assignments or exams in which the act occurred.

*** [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.

Attendance policy for BIOL 2401:



Attendance will be maintained using a roll call method.

to MCC's full attendance policy is located in the blue link, below. Absences !5 percent of schedule lecture and/or laboratory meetings may be taken as ice that a student does not intend to complete the course. Unless a professor ason to believe the student will complete the course, the student will be withdrawn with a W. The professor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences are reached after the official drop date (the 60 percent point in the semester or term), the professor 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 percent point after the official drop date, the student will receive an F.

Note that if we are required to go completely online at any point this semester, the attendance will change from in-person roll-call to timely completion of assignments and exams. In such a case, an absence will be assigned for any student who fails to complete both a chapter lessons *and* assigned quizzes within a specific weekly checklist. Additionally, failure to complete exams will count as 2 absences.

In all cases, please be sure to communicate with me. I am here to help and will discuss all possibilities with you to pursue the best possible outcome for the class.

[Click Here for the MCC Attendance/Absences Policy](#)
(<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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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.