



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Anatomy & Physiology I

BIOL 2401.13

Dr. Jacqueline Dove

Tuesday and Thursday 11:10-2:00

Lecture Tuesday: Sciences 117

Laboratory Thursday: Sciences 127

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.

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Course Description:

Anatomy and Physiology I is the first part of a two course sequence. In BIOL2401 we study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses, with emphasis on interrelationships among systems and regulation of physiological functions 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:

None

Course Notes and Instructor Recommendations:

- Check your MCC email for class communication.
- Please send all emails from your MCC student account.
 - Identify the course name and time in the subject line. (For example, MW11 A&P1).
 - Proper format in emails is not required. Quick emails are fine.
- All content will be posted on Brightspace.
- I am available for appointments in my office during posted office hours but also via ZOOM during other times.

Instructor Information:

Instructor Name: Dr. Jacqueline Dove

MCC E-mail: jdove@mclennan.edu

Office Phone Number: (254) 299-8582

Office Location: Health Professions 231

- HP is located next to Science and is across from Nursing (HPN).
 - Enter the building and take the hallway facing the Science building

Office/Teacher Conference Hours: TR 9:00-11:00, or by appointment.

Other Instruction Information: Appointments can also be scheduled on Zoom

Required Text & Materials: (included in tuition- don't buy separately)

Human Anatomy & Physiology (LL)

Author: Marieb

Edition: 11th

ISBN: 9780135161944

Copyright Year: 2019

Publisher: Pearson

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

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Methods of Teaching and Learning:

I use a lecture format to explain information from the text. The book is the foundational guide but I supplement information based on current research as needed. Powerpoints are provided and provide a summary and outline of the material. Classroom discussion is encouraged.

- **Lecture Presentations:** PowerPoint lectures will cover anatomical structures, physiological concepts, and related terminology.
- **Lab Activities/Assignments:** Laboratory will include the identification of anatomical models, diagrams, images, and discussion boards.

Course Objectives and/or Competencies:

This course teaches students:

1. **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 coursewide 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.*
2. **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.*
3. **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).*
4. **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.*

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Learning Outcomes (Lecture)

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.

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 lab ware, 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.
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.

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Course Outline or Schedule:

Note: The following schedule is **TENTATIVE** and may change.

Bring scantron 882-E and pencils for **EXAMS**

WEEK	DATE	TOPIC
1	T: Jan 11	Ch.01: The Human Body: An Orientation
	R: Jan 13	LAB: The Human Body, Microscope & its usage
2	T: Jan 18	Ch. 02: Chemistry comes alive
	R: Jan 20	LAB: Cells & Tissue
3	T: Jan 25	Ch. 03: Tissue: Ch04: The Living Fabric
	R: Jan 27	LAB: Tissues & Integumentary System
4	T: Feb 01	Ch. 05: Integumentary System
	R: Feb 03	LAB: Tissues & Integumentary System
5	T: Feb 08	Wrap Up/Review
	R: Feb 10	LAB Practical 1: Tissues & Integumentary
6	T: Feb 15	LECTURE EXAM 1: Ch. 1-5
	R: Feb 17	LAB: Skeletal System & Joints
7	T: Feb 22	Ch. 06: Bone Physiology, Ch. 07: The Skelton & Ch 08: Joints
	R: Feb 24	LAB: Skeletal System & Joints
8	T: Mar 01	Ch. 09: Muscles and Muscle Tissue Physiology
	R: Mar 03	LAB: Muscular System
SPRING BREAK		
9	T: Mar 15	Ch. 10: The Muscular System
	R: Mar 17	LAB: Muscular System/Wrap Up & Review
10	T: Mar 22	LECTURE EXAM 2: Ch. 6-10
	R: Mar 24	LAB Practical 2: Musculoskeletal Anatomy 60% date is 3/23. Last day for student-initiated withdrawals
11	T: Mar 29	Ch. 11: Fundamentals of the Nervous System and Nervous Tissue
	R: Mar 31	LAB: Nervous System
12	T: Apr 05	Ch. 12: The Central Nervous System
	R: Apr 07	LAB: Nervous System
13	T: Apr 12	Ch. 13: Peripheral Nervous System & Ch. 14 Autonomic Nervous System
	R: Apr 14	LAB: PNS & Special Senses
14	T: Apr 19	Chapter 15: Special Senses
	R: Apr 21	LAB: Chapter 15: Special Senses
15	T: Apr 26	Wrap Up/Review
	R: Apr 28	Lab Practical 3: Nervous System & Special Senses
16	T: May 03	FINAL EXAM 12:45-2:45

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Course Grading Information:

Requirement*	Percentage
Lecture Exams	30%
Lab Exams	30%
Assignments	40%

GRADING SCALE	Grade
100-90%	A
89-80%	B
79-70%	C
69-60%	D
Below 60% <u>or</u> > 7 absences	F

Exam Policy

Exams are 60% of the Final Grade. This includes lecture exams (30%) and lab practicals (30%).

- Make-up Exams will only be allowed with an EXCUSED absence
- Students must inform Dr. Dove if they will miss an exam BEFORE the exam date.
- All make-up exams must be scheduled within 1-week of the missed exam.
- All make-ups must be taken before Lab Practical3.

Lecture Exams

Lecture exams include 75-100 questions and consist of multiple choice, matching and short-answer questions.

- You need **Scantron (form 882-E)** for each lecture exam, a number 2 pencil, and good quality eraser.
 - Please do NOT use a mechanical pencil for essay questions or the lab practicals. These pencils are too light for my vision.
- **Exam 1** (Chapters 1-5): Human Body, Chemistry, The Cell, The Tissues, Integumentary.
- **Exam 2** (Chapters 6-10): Bone and Skeletal Tissues, Joints, Muscles and Muscle tissue
- **FINAL** (Chapters 11-15, and comprehensive): Fundamentals of the Nervous System and Nervous Tissue, Nervous system divisions, Special senses
 - Approximately 80% of the exam will be from Chapters 11-15. The remaining 20% includes questions from previous exams.

Lab Exams

Lab Practicals are Recall Exams and consists of 50 questions on identification of anatomical structures and their functions. Students will identify structures on anatomical models, line diagrams, and PowerPoint slides.

Lab exams will be divided into 3 areas of study.

- **Lab Exam 1: Practical exam.** The cell, Tissue identification, Integumentary.
- **Lab Exam 2: Practical exam.** Skeletal system and Joints, Muscular system
- **Lab Exam 3: Practical exam.** Nervous system, Special senses.

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Worksheets and Lab Assignments:

The Assignments Grade includes lab work, and assignments and discussion boards posted on Brightspace. Because assignments coincide with lectures, late assignments will not be accepted. Due dates are hard dates.

Discussion Board

- Participation on the discussion board is part of the Assignment grade.
 - Grading is based on discussion which demonstrates understanding of physiological concepts.
 - Students will post on the initial prompt and then reply to 2 classmates.
 - Failure to engage with other classmates will result in an automatic 5 point deduction (2.5 points each)
 - The total grade reflects physiological understanding and participation
 - Bonus points are possible

Extra Credit Opportunities:

- Extra credit will be awarded throughout the semester. Extra points can be awarded during exams and in the Discussion Boards.

Late Work, Attendance, and Make Up Work Policies:

Late Work and Make Up Work Policies:

Students must contact Dr. Dove if there are circumstances that impact completing an assignment.

- Missed Lab work will only be accepted with excused absences.
- No extensions will be given if it's been over a week without communication
 - It is the student's responsibility to contact Dr. Dove
- Brightspace Assignments generally have over a week to complete. Do not wait until the last minute to avoid potential technical problems. Assignments coincide with lectures and will not be accepted late.

Attendance & Participation Grade

Students must attend 75% of the classes in order to get credit.

- **An "F" will be recorded after the 7th absence.**

Attendance will be taken in face-to-face meetings, and on the Discussion Boards if we don't meet. Excused absences due to illness or emergencies allow for the make-up of missed material. However, 75% attendance is still required. Work is not an excused absence.

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Student Behavioral Expectations or Conduct Policy:

A classroom is a professional environment and should be approached accordingly.

- 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.
- The classroom community must facilitate learning with an atmosphere that is respectful and free from harm. Harassment of individuals in or outside of the classroom will be reported to university personnel. Avoid making comments to insult or belittle. Bullying and cyberbullying are degrading behaviors and against the student conduct policy.
- When meeting face-to-face, electronics etiquette must be maintained.
 - Cell phones must be turned off/silenced. Texting and/or calls must be limited to emergency situations. Students who repeatedly partake in texting or staying on their phones will be asked to leave the classroom and marked absent for that day.
 - Computer use in the classroom is limited to A&P content ONLY.
 - To avoid distractions, students with computers will be placed in a computer section in the classroom.
- Sleeping in the classroom is a distraction from the learning environment. Please come to class prepared to learn.

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.