

**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 – 87.88.89**

**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.

### Course Description:

Anatomy and Physiology II is the second part of a two-course sequence. In BIOL 2402 we study of the structure and function of the human body including the following systems: endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive, with emphasis on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a opportunity for exploration of human system components and basic physiology.

NOTE: Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 4 (3 lec/3lab)

### Prerequisites and/or Corequisites:

BIOL 2401 with at least a grade of C.

### Course Notes and Instructor Recommendations:

- **Make sure that your computer meets the [system requirements](#) for online classes.**
- **Balance study time.** I know that many of you have hectic schedules and are taking an online class for flexibility. Therefore, it helps 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](#) for study time is 2-3 hours per week (outside of class) time for every college credit hour enrolled. Therefore, you should plan to spend 8-12 hours a week preparing for this class.
- **Stay on top of due dates.** Review the course calendar and weekly checklist at the beginning of each week to plan your study time and 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 later, I strongly recommend ensuring that all links are working and tasks are understood well before the deadline.
- **Reach out to me immediately when you encounter problems** (personal, technical, etc.) that prevent you from completing a class requirement by the deadline. I am here to help!
- **Take advantage of the resources provided.** You will be provided with various study resources for learning the material and successful completion of the class. Be sure to utilize these!
- **Check student email and announcements daily.** I frequently post information about the class on the announcements page and in emails. To avoid missing out on information that could impact your grade, you must check daily for any communication from me.

- **Ask questions and stay in touch.** Please know that I am here for you and I welcome any comments or questions you have. You never bother me by asking questions! Feel free to contact me any time.

**Instructor Name:** Shannon Thomas

**MCC Email:** [Sthomas@mclennan.edu](mailto:Sthomas@mclennan.edu)

**Office:** SB 208

**Office Phone Number:** 254-299-8167

**Office/Teacher Conference Hours:**

- Online on Tuesdays and Thursdays from 10:00 AM – 12:00 PM; Fridays from 5:00 – 7:00 PM
- Zoom meetings and phone calls by appointment.
- Feel free to email any time!

***Other Instruction Information:***

*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, please email me, and I will be glad to schedule an appointment with you!

- **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.
  - **Quote back:** Please copy/paste your previous discussion, or provide a brief summary of what we have discussed if it is not already included in the email. Reminders are always appreciated!
  - **Identify yourself:** Please tell me who you are!
  - **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.

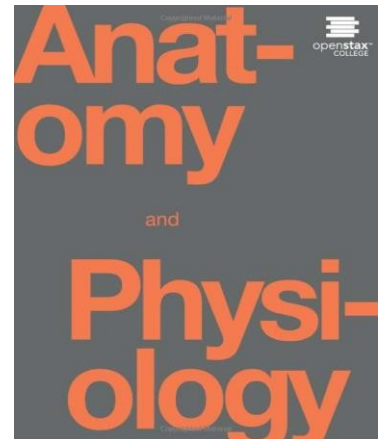
**\*\*Please send a follow-up email if you have not received a reply within 24-hours on a weekday or by Monday afternoon if you emailed me over the weekend \*\***

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### 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 available.



#### **Other Requirements:**

- A webcam and computer mic if you plan to test online from home! Your exam is several weeks away so please take the steps necessary to meet the requirements for the exams.

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

#### **Other Class Requirements!**

### 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.

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

**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.
- **Weekly Lessons:** Chapter assignments will include both lecture and lab activities. Weekly assignments will consist of various activities, including interactive lecture presentations, instructional videos, quiz groups, and various learning objects.
- **Discussions:** Discussions will address current and/or controversial topics in science and medicine related to science, ethics, health, and public policy. Students will be required to watch educational videos, read the assigned material, and/or seek additional information on subjects from credible sources. Group-work will be utilized to break down complex issues, work through a set of problems, or come to a consensus on a controversial topic.
- **Quizzes:** Weekly Quizzes have unlimited attempts and are intended 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:** *Lecture exams* will consist of multiple-choice, true/false, matching, short-answer, and essay questions. *Lab Exams* primarily consist of short answer and fill-in-the-blank questions and involve identifying structures on models, dissections, line diagrams, or identifying anatomic details of tissues and organs from a histology image. Students may also be required to interpret charts, graphs, or diagrams.
  - **Midterm Exams:**
    - **Lecture Exam 1** will cover chapters 17 – 21 over the Endocrine, cardiovascular, lymphatic and immune systems.
    - **Lab Practicum Exam 1** will cover chapters 17 - 21 over the endocrine system, the blood, the heart, and the blood vessels.
  - **Final Exams:** Final exams are *comprehensive*, which means that they cover the class material from the entire semester. The final exam grade may replace a low or missed midterm exam grade; however, final exam grades will not be replaced by another grade.
    - **Lecture Exam 2** will cover chapters 17 – 23, 25, 27-28: The endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, reproductive systems.

- **Lab Practicum Exam 2** will cover chapters 17 – 23, 25, and 27: the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.

### 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):

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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
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	Chapter
1	1/10 – 1/16	Introduction and Orientation
2	1/17 – 1/23	Chapter 17: The Endocrine System
3	1/24 – 1/30	Chapter 17: The Endocrine System
4	1/31 – 2/06	Chapter 18: The Blood
5	2/07 – 2/13	Chapter 19: The Heart

Week	Date	Chapter
6	2/14 – 2/20	Chapter 20: The Blood Vessels
7	2/21 – 2/27	Chapter 21: Lymphatic and Immune Systems.
8	2/28 – 3/06	Study Time: Prepare for Exams <b>Lecture and Lab Exam 1 due by 3/06 at 11:59 PM</b>
9	3/07 – 3/13	Spring Break!!
10	3/14 – 3/20	Chapter 22: The Respiratory System
11	3/21 – 3/27	Chapter 23: The Digestive System
12	3/28 – 4/03	Chapter 25: The Urinary System
13	4/04 – 4/10	Chapter 27: Male Reproductive System
14	4/11 – 4/17	Chapter 27: The Female Reproductive System
14	4/18 – 4/24	Chapter 28: Development and Inheritance
15	4/25 – 5/1	<b>Lab Practicum 2 due by 5/1 at 11:59 PM</b>
16	5/3	<b>Lecture Exam 2 due by 11:59 PM.</b>

*\*\*\*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 by 11:59 on the last day of the 7-day period (week) in which they are assigned.
- ! Exams will be made available at least 10 days prior to the scheduled deadline and will be due by 8:00 PM on the deadline day. Exams may be taken at your convenience any time during this 10-day period. Please contact me in advance if you require different arrangements and I will do my best to work with you.



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**Course Grading Information:**

*Grades will be calculated based on the following:*

Grade Breakdown:	
• <b>Chapter Lessons:</b>	30%
• <b>Discussions</b>	15%
• <b>Weekly Quizzes:</b>	15%
• <b>Midterm Exams (2):</b> <ul style="list-style-type: none"><li>○ Lecture Exam 1</li><li>○ Lab Practical 1</li></ul>	20%
• <b>Final Exams (2):</b> <ul style="list-style-type: none"><li>○ Lecture Exam 2</li><li>○ Lab Practical 2</li></ul>	20%

! A higher final 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

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

**Options for taking exams:**

1. **Respondus Monitor:** Most students choose this option because it provides the flexibility to take your exams at a time and location of your choice. To utilize this option, you must have a webcam and a computer mic. Additional instructions and rules will be provided within Brightspace.
2. **MCC testing center.** Note that the availability of this testing option may change due to COVID.

3. **Outside Proctor:** If you reside outside of the area and are unable to use Respondus Monitor, it will be your responsibility to arrange a suitable location for which to take a proctored exam. Proctors must be pre-approved. To request an outside proctor, you will need to send me an email with "Proctor Request" as the subject heading. Within your email, you will need to include the name of the proctor, the organization, professional email, and business phone number.

**Policies for outside proctors:**

- The proctoring facility must have a secure testing environment and a computer with Internet access.
- The student is responsible for any fees that the proctoring facility may charge.
- 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.
- Tests must be taken at the proctor's workplace.
- The proctor must be present for the entire duration of exams.
- 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.
- 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.

**Acceptable Proctors:**

- College/University and military testing Centers
- Learning/Tutorial Centers where the entirety of the exam will be monitored.

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

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

*Please contact me immediately with any obstacles that would prevent you from meeting an assigned deadline. I am here to help!*

- **Late Chapter Lessons and Quizzes:** Latesubmissions for which the student has not made prior arrangements may result in a 10% deduction for each day in which the assignment is late.
- **Discussions:** Due to the interactive nature of the discussions, you are strongly urged to meet the deadlines. Late discussions will in a 30% deduction on top of the grade earned.
- **Exams:** Missed midterm exams can be replaced with the comprehensive final exam grade. Final 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 the 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.

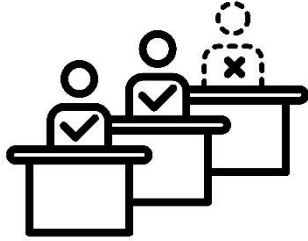
If you witness or experience any offensive behavior, please report it to me as soon as possible.

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](http://www.mclennan.edu/academic-integrity)**  
**([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.

**Attendance policy for BIOL 2401 online:**



students who exceed 4 absences will be withdrawn from the class. Because of the nature of online classes, attendance will be determined by the completion of assigned weekly assignments and exams.

A late penalty will be assigned for any student who fails to complete both a chapter assignment and assigned quizzes within a specific weekly checklist.

Additionally, failure to complete exams will count as 2 absences. Absences (and late penalties) may be avoided if a student has made *prior* arrangements with the professor for an extension due to legitimate circumstances **or** the student is able to promptly notify the professor and provide documentation following unforeseen events and legitimate events.

**[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.

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## 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](http://www.mclennan.edu/disability).

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

### **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](mailto: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/](http://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](mailto: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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://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](mailto: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.