

# 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 2402.16  
Sondra Dubowsky**

**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 II

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#### **Course Description:**

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). 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:**

Prerequisite: BIOL 2401 with a C or better.

#### **Course Notes and Instructor Recommendations:**

All lecture exams and one lab exam will be taken in Brightspace.

#### **Instructor Information:**

Instructor Name: Sondra Dubowsky

MCC E-mail: [sdubowsky@mclennan.edu](mailto:sdubowsky@mclennan.edu)

Office Phone Number: 254-299-8190 (**do not call this phone call my CELL PHONE**)

Office Location: Science Building Room 244

Office/Teacher Conference Hours: 5:00-6:00 Wednesday in my office, 7:00 - 9:00 Tuesday, Thursday, Friday, Saturday, and Sunday by phone, text, or email, or by appointment.

Cell Phone Number: 620-365-9557 (text messaging and calls any time 7 days a week and holidays – **always leave a message telling me WHEN I can call you back if I am unavailable.**)

#### **Required Text & Software:**

**Textbook Title:** *Anatomy and Physiology: An Integrative Approach*

Author: Michael McKinley, Valerie O'Loughlin, and Theresa Bidle

Edition: 4<sup>th</sup> (2019)

Publisher: McGraw Hill

ISBN: 9781264265404

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

#### **Class Requirements:**

Each student will need to have USB drive (or equivalent) that must be used to save all work turned in. This way you have a copy if for some reason the assignment is lost. Uploading to Brightspace or turning in a paper is not always successful and you need a backup copy. You are expected to bring your USB drive, a pencil, and an eraser to each class session. All work turned

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into the instructor while in class must be in pencil and all work completed outside of class must be typed.

#### **Methods of Teaching and Learning:**

Lectures will include discussion boards, concepts, physiological function, homework assignments, oral, and writing assignments. Laboratory will include anatomical identification of models, diagrams, and cadaver photos.

#### **Course Objectives:**

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 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've learned in lecture.
2. **Communications Skill (COM):** to include effective written, oral, and visual communication. Taught through formal or informal presentation (including oral, written, and visual components), class discussion and assessment via common rubric for 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 of a given topic.

#### **Learning Outcomes (Lecture):**

Upon successful completion of this course students will be able to:

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.

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5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

#### **Learning Outcomes (Lab):**

Upon successful completion of this course students will be able to:

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.

**Course Outline or Schedule:** See Class Calendar in Brightspace for detailed dates

#### **Lecture:**

Section 1: Endocrine System

Section 1: Endocrine System and Blood

Section 1: Blood

#### **Lecture Exam 1**

Section 2: Lymphatic System

Section 2: Circulatory System

Section 2: Circulatory System

#### **Lecture Exam 2**

Section 3: Blood Vessels

Section 3: Hemodynamics

Section 3: Respiratory System

#### **Lecture Exam 3**

Section 4: Digestive System

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Section 4: Digestive and Respiratory Systems

Section 4: Respiratory System

**Lecture Exam 4**

Section 5: Male Reproductive System

Section 5: Female Reproductive System

Section 5: Gestation and Development

**Lecture Exam 5 Final**

**Lab:**

Section 1: Morphology of the Endocrine and Lymphatic Systems

Section 1: Histology of the Endocrine System

Section 1: Histology of the Lymphatic System and Blood

**Lab Exam 1**

Section 2: Morphology of the Heart

Section 2: Arteries and Veins

Section 2: Blood Typing and Hematocrits

**Lab Exam 2**

Section 3: Morphology of the Digestive System

Section 3: Morphology of the Respiratory System

**Lab Exam 3**

Section 4: Morphology of the Urinary System

Section 4: Morphology of the Reproductive Systems

**Lab Exam 4**

**Course Grading Information:**

Grades will be made up of lecture quizzes and exams, lab exams, the final exam, assignments, and discussions. Since this is a pre health care class all spelling of anatomical or physiological words will be graded. Grades are based on point totals. At any given time if you add up the total points earned and divide by the total possible points you have your percent grade in the class.

5 Lecture Essay Question Assignments (10 points each)

5 Lecture Quizzes (10 points each)

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5 Lecture Exams - Final exam will be exam 5 (100 points each)

4 Lab Exams (approximately 50-100 points each)

Additional Assignments (approximately 75 points)

#### 1. **Grading Scale in Percentages**

100-90 A            89-80 B            79-70 C            69-60 D            59-0 F

#### 2. **Class Notes**

Copies of **all** class notes will be posted on Brightspace. The instructor will **not** provide copies of these materials in class unless extenuating circumstances occur. It is recommended that you print copies of the notes and bring them with you to class or have them visible on your electronic device. This will prevent you from having to write copious amounts of notes while trying to keep up with the fast pace of lecture.

#### 3. **Lecture Essay Questions**

These essay questions provide you will critical thought processes. You need to answer these questions thoroughly. They will require you to possibly put more than one concept together. Compare and contrast is not a list but instead a discussion of all they have in common and all that they do not have in common. It is from these questions that the essay on the section exams is taken. Your answers will be submitted through the assignment function of Brightspace.

#### 4. **Lecture Quizzes**

These quizzes, found on Brightspace, are designed to test your knowledge of this section of lecture material. You can take the quiz as many times as you like the highest score is recorded. You should take the quiz as many times as possible. If you take it 5 times a day for 3 weeks you should be ready for the exam. You can also take these quizzes throughout the semester so due dates have no meaning for lecture quizzes. Once the quiz is graded, the correct answers are provided. Start them the first day of the learning unit.

#### 5. **Lecture Exams**

Lecture exams will be taken on Brightspace. The instructor must be contact before a missed exam if they want to take it late. No exam can be taken late without pre-approval. There will be 5 lecture exams. The questions are pulled from the database and are the same for the quizzes and the exams. So, you will have seen some of these questions before. You have two hours to take your exam you must finish the exam once you have started. Exams can only be taken one time and no exam grades will be dropped. Once the exam is graded, the correct answers are provided. The instructor will grade the fill-in-the-blanks by hand. So, students

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are encouraged to wait until a numerical score is posted before questioning the grade. **An exam not completed will count as an absence.**

#### 6. Lab Exams

The first Lab exam will be taken in Brightspace. All other Lab exams will be lab practicals where you will move from station to station and answer the questions at each station. The lab practicals must be completed using a pencil. The instructor must be contacted before a missed exam if they want to take it late. No exam can be taken late without pre-approval. There are 5 lab exams this semester. You will need to study all the listed lab activities and know any lists or handouts that are provided for these exams. You will need to know the terms provided not terms from other sources. You will not be provided a word list, this is college and you must know your vocabulary. You must finish the exam once you have started. Exams can only be taken one time and no exam grades will be dropped. Once the exam is graded, the correct answers are provided. **An exam not completed will count as an absence.**

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

If for any reason you feel that you will be unable to complete the work by the assigned deadline **you must contact the instructor prior to missing the exam, or you will receive a zero** for that particular assessment. When contacting the instructor, you need to explain why you need an extension and give a time when the assessment will be completed. Extensions will be given for all assignments including exams. **An exam not completed will count as an absence.**

Feel free to text or call the instructor anytime by cell phone. The instructor will be available 7 days a week and on holidays.

#### **Communicating with the Professor**

You **CAN** communicate with the professor 1 of 3 ways:

Professor's Cell Phone – call (620-365-9557)

Professor's Cell Phone – text (620-365-9557)

From your MCC email account – email me at [sdubowsky@mclennan.edu](mailto:sdubowsky@mclennan.edu)

You **CANNOT** communicate with the professor these ways:

Professor's Office Phone

Brightspace Messaging

From your personal email account – we are not allowed to respond to personal emails

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

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Each student is expected to behave in a civil and respectful manner toward the instructor and other students. If a student fails to act in an appropriate manner, the student may be asked to leave the class.

Cell phones must be on vibrate or silent while in class. If you need to answer a call quietly leave the class to do so. Text messaging will not be tolerated if it interferes with the learning environment. No children, friends, family members, or anyone else not enrolled in the course is allowed to attend. You are expected to follow all laboratory safety rules as presented to you in class. You may eat or drink only in the lecture classroom not a lab classroom.

#### **Academic Integrity:**

Any student caught **plagiarizing or cheating will receive a 0 for that assignment with the possibility of withdrawal** from the course. Each incidence of cheating will be reported to the Discipline Coordinator as soon as possible, and further action may be taken by the Discipline Coordinator.

Cheating includes but is not limited to using your homework, notes, books, the internet, or any other source while taking a quiz or exam. Copying answers from another student's paper or turning in work that is not your own is another form of cheating. Plagiarizing is copying written information from a source not your own. Cheating only hurts you in the long run. Helping someone else cheat hurts both of you. If you are having trouble or feel panic coming on, contact the instructor.

#### **Attendance Policy:**

**[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.

According to the MCC policy on attendance: **“Absence from 25 percent of scheduled meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W.” If you miss more than 7 class periods or exams this will result in a withdrawal from the course. Exams not completed also count as an absence**

Attendance will be kept by use of a sign-in roll sheet that will be passed out at least once during each class meeting. It is your responsibility to sign in each class period. If you don't sign in there will be no record of your attendance. Each student is responsible for signing the roll sheet. Do



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not sign in for another student.

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Updated 11/04/2022

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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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) during the above mentioned times.

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's 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-andStaffCommons/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. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**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.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**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.