



WACO, TEXAS

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# **COURSE SYLLABUS AND INSTRUCTOR PLAN**

*Anatomy and Physiology I*

BIOL 2401.03

Shannon Thomas

**NOTE: This is a 16-week course.**

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## 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, nervous and special senses. Emphasis is 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. Note: Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 4 (3 lec/3 lab)

### Prerequisites and/or Corequisites:

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

### Course Notes and Instructor Recommendations:

- Create a **study schedule** that accommodates your busy routines. 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 the weekly checklist at the beginning of each week to plan your study time and avoid missing important deadlines.
- **Make sure that all course links work** as soon as they are available even if you plan to complete the work later.
- **Check your email daily.** You must establish and use your MCC student email account. Make a habit of checking your student email and announcements daily. I regularly communicate crucial details about deadlines and possible opportunities via student email. Therefore, neglecting your email could impact your grade. Furthermore, I will only share personal or grade-related information within the MCC student email system.
- **Reach out to me immediately if you encounter any problems** (i.e., personal, technical, etc.) that prevent you from completing a class requirement by the deadline. Always feel free to ask questions and stay in touch. I am here for you and welcome any comments, questions, or concerns that you may have.

### Instructor Information:

- **Instructor Name:** Shannon Thomas
- **MCC Email:** Sthomas@mclennan.edu
- **Office:** SB 208
- **Office Phone Number:** 254-299-8167
- **Office/Teacher Conference Hours:**
  - **Face-to-face:** My face-to-face office hours are
    - **Monday/Wednesday:** 11:10 am – 12:00 am
    - **Tuesday/Thursday:** 2:10 pm – 2:40 pm.
    - Extended and alternative office hours may be arranged upon request.
  - **Online office hours:**
    - **Fridays:** 7:00 am – 8:00 am and 5:00 pm – 7:00 pm
    - Zoom by appointment. Feel free to email any time! I will reply at my earliest availability.

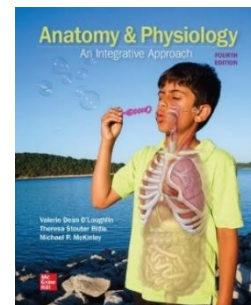
### Other communication related information:

- **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.
- **Identify yourself:** Please tell me who you are!
- **Response time:** I will respond with 24-hours on weekdays. Emails and phone calls made after business hours on Friday or during the weekend and will be returned during my Monday office hours.
- **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 \***

### Required Text and Materials:

**Title:** Connect for Anatomy & Physiology  
**Author:** McKinley, O'Loughlin, and Bidle.  
**Edition:** 4th  
**Publisher:** McGraw Hill Create (Custom Publishing)  
**ISBN:** 9781264780341



*Please note that the price of this book has already been included in your course fees and you do NOT need to purchase it!*

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

## Methods of Teaching and Learning:

Methods of instruction will be delivered through weekly assignments, discussions, lab and lecture presentations, instructional videos, and various learning objects. *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.
- **Online notes:** The online notes consist of various activities, including lecture notes, lecture and lab videos, images, learning activities, and practice exam questions.
- **Assignments:** Chapter Assignments will include both lecture and lab activities and may consist various activities, including Connect assignments, online lessons, worksheets, labs, instructional videos, identification exercises, group activities and discussions, and various learning objects.
- **Lab Check-off:** You will be provided with a check-off list of anatomical structures to identify. You will be required to indicate the structure, properly state the name, and describe the basic function. The check-off can be completed by using VoiceThread, by using your phone to record yourself naming off of structures and submitting to Padlet, through the use of a screen recording tool, or by naming the structures of to me in person (time permitting). Time will be permitted during class to work on your list in your group. However, outside preparation may also be required
- **Lecture Tests:** There will be one lecture exam for each of the 5 units. Lecture quizzes consists of 40-50 multiple-choice, matching, true/false, fill-in-the-blank, and essay questions. The breakdown of material covered on each exam may be reviewed below.
  - **Test 1:** Chapters 1- 5
  - **Test 2:** Chapters 6 - 8
  - **Test 3:** Chapters 9 - 11
  - **Test 4:** Chapters 12 - 16
- **Lab Practicum (Lab Exam):** *Lab Exams* primarily consist of fill-in-the-blank questions that 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.
  - **Lab Practicum 1** will cover chapters 1- 8.
  - **Lab Practicum 2** will cover Chapters 9 – 16

## 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.

**Learning Outcomes (Lecture):** *Upon successful completion of this course, the student should 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.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.

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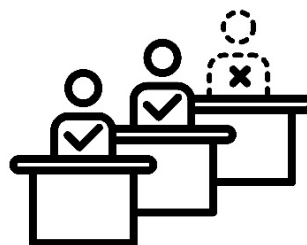
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**Learning Outcomes (Lab):** *Upon successful completion of this course, the student should be able to:*

1. Apply appropriate safety and ethical standards
2. Locate and identify anatomical structures
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general 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 Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly, and the student will only receive funding for those courses attended as of the course census date.



Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

**[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.

### Course Schedule:

Week	Date	Monday	Date	Wednesday
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<b>Week 1</b>	1/08	Class Orientation/Introductions Chapter 1: The Human Body Lecture.	1/10	Chapter 1 Lab Begin Chapters 2-3: Chemistry
<b>Week 2</b>	1/15	<b>Dr. Martin Luther King, Jr. Day (no class meeting)</b>	1/17	Complete Chemistry Begin Chapter 4: The Cell
<b>Week 3</b>	1/22	Chapter 4: The Cells, con't	1/24	Chapter 5: The Tissues
<b>Week 4</b>	1/29	Microscope and Tissue Lab	1/31	<b>Lecture Exam 1</b> (Chapters 1-4)
<b>Week 5</b>	2/05	Chapter 6: The Integumentary System	2/07	Chapter 6: Bones and Skeletal Tissue
<b>Week 6</b>	2/12	Chapter 7: The Axial Skeleton (Meet in room 238)	2/14	Chapter 7: Appendicular Skeleton
<b>Week 7</b>	2/19	<b>Lecture Exam 2</b> (Chapters 5 – 8)	2/21	Bone lab (meet in room 238)
<b>Week 8</b>	2/26	<b>Lab Practicum 1</b> (Chapters 1 – 8) Bone check-off list due by Sunday, 3/03 at end of day.	2/28	Chapter 9: Articulations (Joints)
<b>Week 9</b>	3/04	Spring Break!	3/06	Spring Break!
<b>Week 10</b>	3/11	Chapter 10: Muscles and Muscle Tissue	3/13	Chapter 10: The Muscular System
<b>Week 11</b>	3/18	Chapter 10: The Muscular System Meet in Room 238)	3/20	<b>Lecture Exam 3</b> (Chapters 9 – 10) Joint and Muscle Identification checklist due by Sunday, 3/24 at end of day.
<b>Week 12</b>	3/25	Chapter 12: Nervous Tissue	3/27	Chapter 13: CNS and cranial nerves
<b>Week 13</b>	4/01	Chapter 14: Spinal cord and Spinal Nerves	4/03	CNS Lab
<b>Week 14</b>	4/08	<b>No Class Meeting</b> Work on Nervous System Checklist.	4/10	Chapter 15: The Autonomic Nervous System
<b>Week 15</b>	4/15	Chapter 16: The Sensory System		Sensory System Lab



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			4/17	
<b>Week 16</b>	4/22	Meet in Room 238 Review for exams Work on Eye and Ear checklist (due by 4/23) at 11:59 PM.	4/24	<b>Final Lab Practicum</b>
<b>Week 12</b>	4/29	<b>Final Lecture Exam</b>	5/02	

\*\*\*Note that 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!! \*\*\*

### Course Grading Information:

Grades will be calculated according to the following breakdown:

Grade Breakdown:	
Assignments and Quizzes	25%
Lab Check off list:	15%
Exams: ○ Lecture Exams (4) ○ Lab Practicums (2)	60%

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 and Make Up Work Policies:

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 and assignment deadlines. Contact me as soon as possible if you encounter difficulty with meeting scheduled deadlines.



#### Penalties for late work:

- **Weekly Assignments:** You are encouraged to work ahead on your online assignments. Late submissions for missed online assignments are permissible without penalty until the night

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before the corresponding exam. However, for lab and in-class assignments, they must be submitted by the next class, either handed in physically or submitted through Brightspace. Any assignments submitted beyond these specified time frames without a documented excuse or prior arrangements will result a 10% deduction for each day late.

- **Lab Check-off list:** 10% deduction for each day late unless previous arrangements have been made and/or a documented excuse has been provided.
- **Exams:** Missed exams will be scheduled at the MCC testing center. Although no penalty will be applied for a missed exam, grading curves and bonus questions on exams will only be applied to those who have taken the exam by the scheduled due date.

For students who encounter unforeseen events that prevent them from contacting me prior to a deadline, exceptions will be considered on a case-by-case basis. If you find yourself in such a situation, I encourage you to reach out to me as soon as possible. I am here to support you. However, it is important to note that any accommodation or assistance will be provided in a manner that is fair to other students and within the guidelines outlined in the syllabus and within the school's policy.

### 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 cannot be tolerated. Offensive remarks and comments are counterproductive to the learning environment in the online classroom and will result in one or all 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.

Academic dishonesty will not be tolerated in this course. According to **MCC Academic Integrity Statement**, academic dishonesty includes cheating, plagiarism, collusion, misrepresentation of facts, and/or other acts of dishonesty intended to provide unfair advantage to the student. Please review the **MCC Academic Integrity Statement** for definitions of Academic Integrity violations and potential consequences for students who are identified as having committed the violations.

At minimum, students who are caught in acts of academic dishonesty at any point in the semester will receive a zero for the assignments or exams in which the act occurred.

10/09/2023



## **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. Claudette Jackson, (Accommodations/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 may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

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 [success@mclennan.edu](mailto:success@mclennan.edu).

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

**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:**

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

**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. 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](#) 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.