



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Anatomy and Physiology 1

BIOL 2401_004

Donna Ewing

NOTE: This is a 16-week course.

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. Semester Hours 4 (3 lec/3lab)

Prerequisites and/or Corequisites:

Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0402.

Course Notes and Instructor Recommendations:

- This course meets Monday/Wednesday each week. There is also online work that is required.
- All your books are already included in Brightspace on day 1.
- You need a working computer. If you do not have one, there are resources on campus in the learning commons.
- This course requires a significant amount of work outside of class. I have designed this course to help you have success. Trust the process and complete all assignments and attend class regularly.
- You need to keep up with assignments each week. There is a lot to cover.

Instructor Information:

Instructor Name: Donna Ewing

MCC Email: dewing@mclennan.edu

Office Location: Science Building 243

Office/Teacher Conference Hours: Monday – 30 minutes after class Wednesday – 30 minutes after class. I will be able to meet with you before or after class and by appointment. Please reach out. Other Instruction Information: **Contact me through my MCC email- dewing@mclennan.edu.** I check email regularly. Do not call my office. I do not check the phone. Do not contact through Brightspace. Evenings and weekends I check less regularly. Please give 24-48 hours for a response.

Required Text & Materials:

ALL materials are included in Brightspace on Day 1 of class. They are included in your tuition and fees so no additional resources are needed. **Please do not opt out.** You will not find a lower price as the publisher and bookstore have negotiated the lowest price and the online access is required.

MCC Bookstore Website: NO additional resources needed

<http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Lectures, labs, digital homework, digital labs, exams, quizzes

Course Objectives and/or Competencies:

- **Critical Thinking (CT)** --to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
 - o *Taught through daily discussion and assessed using lecture exams with a course-wide bank of CT questions and laboratory challenge students to answer more complicated real-life questions and predict outcomes using what they've learned in lecture.*
- **Communications Skill (COM)**-- to include effective written, oral, and visual communication
 - o *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.*
- **Empirical & Quantitative Skills (EQS)** -- to include applications of scientific and mathematical concepts.
 - o *Taught using specific laboratory exercises involving measurements and very basic data collection. (E.g., 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
 - o *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:

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 (laboratory):

Upon successful completion of this course, students will:

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 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.

Class attendance is mandatory for student success and is a habit that will serve you well in your health care program as attendance is mandatory. If you miss class, yes, you missed important material as every class period matters. Find a classmate to get notes and /or instructions from that day.

Course Schedule 2401 Spring 2024

	Course Unit	Assignment and Labs	Tests	Due Dates @ 11:59 pm CST
Week 1	Course Unit 1	Intro to A and P Smart Book-Intro	START IN BRIGHSPACE	
	Chap 1	SmartBook APR- Anatomy Physiology Revealed	Test Dates Subject to change	Sat Jan 13
Week 2	Chapter 2,3	QUICK		Wed Jan 17
	Chapter 4	REVIEW		Sat Jan 20
Week 3	START IN	BRIGHTSPACE		
	Tissues Chap 5-	Smart Book		Wed Jan 24
	Tissues	Smart Book APR, Lab		Sat Jan 27
Week 4	Course Unit 2	START IN	BRIGHTSPACE	
	Reviews	Chapter 1 -5 emphasis on 1 and 5	TEST 1	Wed Jan 31st
	Skin Chapter 6	SmartBook		
		APR		Sat Feb 3

Week 5	START IN	BRIGHTSPACE		
	Bones-Chapter 7	Smart Book APR		Wed Feb 7 ALL DUE ON FEB 7
		Smart Book-Part 2 Animations		
Week 5/6	LOT OF WORK	THIS WEEK	START IN	BRIGHTSPACE
	Skeletal-Chapter 8	Smart Book APR		Sat Feb 10 Wed Feb 14
		Smart Book APR		Sat Feb 17
Week 6/7	Course Unit 3	START IN	BRIGHTSPACE	
	Joints 9	Smart Book APR		
		APR, Animations		Sat Feb 24
	Review-due 19th		Test 2	19-Feb
	Lab Review-21st		Lab Exam 2	21-Feb
Week 7/8				
	Muscle Tissue-10	SmartBook	wed Feb 28	
		Smartibook-APR		Sat March 2
	SPRING BREAK			

Week 8	Muscles-11	SmartBook, APR		Wed Mar 13 Sat Mar 16 Mon March 18th
		SmartBook, APR		Mon Mar 18th- assignment
Week 9	Review- 3/20	Lab Exam Review-3/25	Test 3	Wednesday Mar 20th
			Lab Exam 3	Monday Mar 25th
Week 10	Course Unit 4			
		SmartBook, APR		
	Nervous-12	SmartBook, APR		Sat March 30
Week 11	Central Nervous- 12	Smartbook, APR		Wed Apr 3
		Smartbook, APR		Sat Apr 6
Week 12	Peripheral Nervous-13	Smartbook, APR		Wed Apr10
		Smartbook, APR		Sat Apr13
	Course Unit 5			
Week 13	Autonomic- 14	Smartbook, APR		April 20
	Review 4/21		Test 4	Wed April 17th
	NEW CHAPTER	DUE SAT		
Week 14	Special Senses 15	Smartbook, APR		Wed April 24
Week 15		Final Exam	Final	MONDAY APRIL 29th
			Final	11:10 AM

	NOTE: Schedule	subject to	change.	Updates In Brightspace.	

Connect- SmartBook, APR , Labs 100 points

Exams – 600 points

Test Reviews- 105 points

Late Work and Make Up Work Policies:

In college, zeroes will be given for work not done including homework, labs, quizzes and exams. Late work will only be accepted with permission. You need to talk to instructor about arrangements. Failure to show up for an exam is not acceptable. If an emergency happens, contact instructor ASAP.

Homework may be caught up until the exam for that course unit. After the exam, no makeup work.

Always talk to the instructor about any issues with classwork. Our goal is to help you succeed. Reach out before/after class or by email. **Please put class name and section on the subject line.**

Student Behavioral Expectations or Conduct Policy:

- *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. Per the Highlander Guide.*
- *In class, students will be quiet while the instructor is speaking. If you have a question, please raise your hand. Talking with other students during lecture is not allowed.*
- *Your phone needs to be put away and on silent. The only exception is a parent who might need to be contacted by the school or daycare. Please have it on silent, face down on the table.*
- *Showing up on time shows respect for the class, the instructor, and your classmates. It is also essential in your future health care programs.*
- *Best practices include using the restroom before class and during breaks. If you walk out of the room, you will miss something important.*

- *Leaving class before class is dismissed is at your own risk. Important information is being covered and occasionally an extra credit opportunity only for those in the room.*
- *Lab time is essential. During this time you are working with the models, learning to identify features. Often working with the group at your table can be valuable time to incorporate this information. I discourage leaving lab early.*
- *Please inform your jobs of your school schedule.*

[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. You must attend class before the census date or you will be dropped by state law. If you miss 22.5% of class (8 class periods), you may be dropped for lack of attendance. Students who do best in the class rarely miss class.

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

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. 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/. 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) 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 or a Success Coach by calling (254) 299-8226 or emailing 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

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.

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.

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.

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.