



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Anatomy & Physiology I

BIOL 2401.O080

(lecture + lab)

ANNE MERCHANT

NOTE: This is a 16-week online course.

ANATOMY & PHYSIOLOGY I
BIOL 2401.0080 ONLINE & ASYNCHRONOUS

Course Description:

Anatomy and Physiology I is the first part of a two-course sequence. In BIOL 2401 we study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses, with emphasis on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

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: none

Course Notes and Instructor Recommendations:

1. No days off. Schedule time every day to accomplish something large or small.
2. **Stick to the due dates.** Be your own boss. Get it done.
3. **BE CERTAIN YOU ARE RECEIVING ANNOUNCEMENTS/EMAILS ON STUDENT EMAIL**
4. Ask questions. Ask me. Ask yourself. Ask a friend. Ask the internet. Be a detective.
5. Want it? Work for it. Don't give up. If you can, form a study group.

Instructor Information:

Instructor Name: Anne E. Merchant

MCC E-mail: amERCHANT@mclennan.edu

Office Phone Number: (254) 299-8764 (voice mail goes to email)

Office Location: **HP 232** (building next to science)

Conference Hours: M 2:05-4:05; Wed 2:05-3:05; Th 8:15am-10:15am; Zoom by appt

*email is the best/most efficient way to communicate with me outside of class

Required Text & Materials:

Modified Mastering A&P with eText
(already purchased with course registration/fee);
NO ACCESS CODE NEEDED)

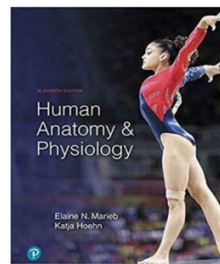
Author: Marieb

ISBN: 9780134763415

Copyright Year: 2019

Publisher: Pearson Learning Solutions

{[MCC Bookstore Website](#)}



Optional: note cards, pencils, pens, colored pencils, highlighters, printer, earbuds

Required: good, reliable wifi; time

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

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Methods of Teaching and Learning:

Recorded lecture with additional notetaking materials and online lab; discussions, homework, and regular assessments. Labs are virtually presented with narrated tours of models and physio-ex labs through Pearson MyLab and Mastering A&P. Brightspace, aka Desire 2 Learn (D2L) will be your best friend.

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've learned in lecture.*

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.*

Empirical & Quantitative Skills (EQS) -- to include applications of scientific and mathematical concepts.

- *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

- *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

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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.

For my online courses, you must have completed the syllabus quiz and module 1 before the census date to be considered “participating” and avoid a drop. After the census date, absences are based on missed homework. Although this is a self-paced class, three consecutive modules (= weeks) of inactivity will result in a withdrawal from the course.

Course Grading Information


Category	weight
Homework/misc. Assignments	12%
Group Discussions	3%
Lecture and Lab Quizzes	35%
<u>Exams</u>	<u>50%</u>
TOTAL	100%

Grading is calculated on a 0-100 scale: A = 90-100; B= 80-89; C = 70-79; D= 60-69; F <60

READ
THESE
GRADING
POLICIES!

- you have **three attempts on homework**
- ***usually* one attempt on quizzes**
- **USUALLY ONE ATTEMPT ON EXAMS** and they are proctored/timed.
- **ALWAYS READ THE ASSIGNMENT DESCRIPTION FOR # OF ATTEMPTS ALLOWED.**
- You may review all homework and quiz results in Brightspace or Pearson.
- There are no additional exam reviews provided.
- **Grades from Pearson trickle in gradually and will show a low percentage at first, but then fully transfer.** Wait a couple of hours for it to update before panicking that your grade is wrong.
- **I WILL drop the lowest grade in each category (see above for categories)**


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PROFESSOR ANNE MERCHANT
OFFICE HOURS SPRING 2024

Monday	2:05-4:05 pm
Wednesday	2:05-3:10 pm
Thursday	8:15-10:15 am

~ or by appointment via Zoom ~
email: amERCHANT@mclennan.edu

 **MCLENNAN**
COMMUNITY COLLEGE

- All due *times* are 11:59 pm on the due date ; start dates are Mondays; due dates are Sundays
- Semester discussions will be posted in Brightspace with due dates

<u>START DATE</u>	<u>CHAPTER/ MODULE</u>	<u>DUE DATE</u>
1/8	Module 1: Chapter 1 Body terms and intro to A&P syllabus quiz	1/14
1/15	Module 2: Chapter 2 Chemistry	1/21
1/22	Module 3: Chapter 3 The Cell	1/28
1/29	Module 4: Chapter 4 Tissues; tissues portfolio assignment (quiz grade)	2/4
2/5	Module 5: Chapter 5 The Integumentary System; + Take unit 1 exam: modules 1-5 (includes some cell, tissue, and skin identification questions)	2/11
2/12	Module 6: Chapter 6-8 The Skeletal System/Joints	2/18
2/19	Module 6 cont.: Skeletal system LAB	2/25
2/26	Module 7 Chapters 9-10 The Muscular System	3/3
3/4	SPRING BREAK (CATCH UP OR GET AHEAD, OPTIONAL)	3/10
3/11	Module 7 cont. (lab)	3/17
3/18	Take Unit 2 exam and lab practicum: Skeletal and Muscular systems	3/24
3/25	Module 8: Chapter 11 Histology of the Nervous System (no lab)	3/31
4/1	Module 9: Chapter 12 The Central Nervous System	4/7
4/8	Module 9 cont. (lab)	4/14
4/15	Module 10: Chapter 13-14 The Peripheral and Autonomic Nervous Systems (THANKSGIVING WEEK; try to finish by 11/22)	4/21
4/22	Module 11: Senses, Chapter 15	4/28
4/29	Final exams: Unit 3 Exam and LP 3	5/2

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Late Work, Attendance, and Make Up Work Policies:

READ
THESE
COURSE
POLICIES

Every assignment in BrightspaceD2L has a “due date.” However, I will accept late work until the last day of the semester (the week before finals) without penalty**. **The assignment will STILL be open and grade-eligible even if it says “past due.” I will NOT grade short answer on any exams or discussion posts after the last class day of the semester (last class day is the day before finals week).** I understand that “life happens” and sometimes you fall behind. **To help prevent falling behind, stay on my schedule and/or get ahead when you can.**

Moving through the class:

You can complete the work on your own schedule (see due date clarification above)

CHECKLISTS ARE THE KEYS: Once you complete a chapter (“module”), be certain you’ve finished each task on the **Checklist and check each box. This is the key to unlocking the NEXT module.** The next module (chapter) materials will automatically become available when you finish the one before. This allows students to work ahead when they can.

Important dates:

January 8: first class day; make sure all fees are paid

January 24: Census date for 16-wk classes (last day to withdraw for refund; does not count toward drop count)

March 21: 60% date (last day to withdraw without special circumstances; does count toward drop count)

April 29-May 2: Final Exams (Graduate grades due by noon on May 1)

Student Behavioral Expectations or Conduct Policy:

Practice the Golden Rule. It’s simple.

[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.

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.