

Updated 07/18/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

ANATOMY & PHYSIOLOGY

(SPECIALIZED SINGLE SEMESTER COURSE, LECTURE + LAB)

BIOL 2404_002

SHOLLY GUNTER

NOTE: This is a 16-week course.

NOTE: This is a Face-to-Face course.

Course Description:

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

Requires group work, use of Connect program, computer based learning assignments to be done outside of class time.

Instructor Information:

Instructor Name: Sholly Gunter

MCC E-mail: sgunter@mclennan.edu

Office Phone Number: (254) 299-8170

Office Location: SB344

Office/Teacher Conference Hours: Science Rm 344 Monday and Wednesday 10:30-11am and 2:05-2:45pm. Online Conference times available as needed Tuesday, Thursday and Friday 10am-3pm

Other Instruction Information:

Required Text & Materials:

Title: *Hole's Essentials of Human Anatomy and Physiology* +CONNECT

Author: Shier

Edition: 15th Edition

Publisher: McGraw Hill

ISBN: 9781260237450

***The e-book and CONNECT are included in the cost of registration. If you are registered and have paid for the course, you already have the required text. The only exception is for students who "opt out" of this program. A hard copy of the book is available for a small additional fee.**

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

Methods of Teaching and Learning:

exam, lab practical, homework, lab exercises

Course Objectives and/or Competencies:

Learning Outcomes:

General Objectives: Biology 2404 is an introductory course designed to introduce the student to the processes and systems of the human body.

Student 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. (CT, EQS)

AT THE END OF THIS COURSE, THE STUDENT SHOULD BE ABLE TO:

- 1- Describe the basic organization of the human body and how homeostasis is maintained via feedback systems. (CT, COM, EQS)
- 2- Know basic atomic structure and bonding. Know the structure and function of water and classes of organic compounds as they relate to the human body. (CT, TW, COM)
- 3- Know the basic structure and function of the cell membrane, cell transport processes, and cell organelles. (CT, TW, COM)
- 4- Know major tissue types and their functions. Be able to identify tissue types. (CT, COM)
- 5- Know the structures and functions of the systems of the human body. Be able to identify specific structures of these systems. (CT, TW, COM)
- 6- Know the basic concepts of heredity and fetal development. (CT, TW, COM)

Course Objectives:

- **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.*

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- **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 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.), and/or through class or online discussion.*

Course Attendance/Participation Guidelines:

As determined by MCC, attendance must be recorded. Attendance will be taken at the beginning of every class in the form of a 2 point extra credit quiz. If a student has not arrived in class and taken the quiz by the time it is collected by the instructor, she will be considered absent.

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.

ANATOMY & PHYSIOLOGY (SPECIALIZED SINGLE SEMESTER COURSE, LEC + LAB)

BIOL 2404 2

Course Outline or Schedule:

The course schedule is tentative and may be changed. Any changes will be announced in class and/or on Blackboard.

Date	Chp	Lecture	Lab	HW Due
1/8		Intro		
1/10	1	Introduction to Human A&P	Body Organization and Terminology	Chp 1
1/15	MARTIN LUTHER KING JUNIOR HOLIDAY - NO CLASSES			
1/17	2	Chemical Basis of Life	Microscope	Chp 2
1/22	3	Cells	Cell Cycle	Chp 3
1/24	4	Cellular Metabolism	Cell Transport	Chp 4
1/29	5	Tissues	Tissues	Chp 5
1/31	Lab Practical/Exam 1			
2/5	6	Integumentary System	Integumentary System	Chp 6
2/7	7	Skeletal System	Skeletal Physiology	Chp 7
2/12	7	Skeletal System	Skeletal Anatomy	
2/14	8	Muscular System	Muscular Physiology	Chp 8
2/19	8	Muscular System	Muscular Anatomy	
2/21	Lab Practical/Exam 2			
2/26	9	Nervous System	Reflex Arc and Reflexes	Chp 9
2/28	9/10	Nervous System/Senses	Senses	Chp 10
3/4	SPRING BREAK - NO CLASSES			
3/6				
3/11	10	Senses	Brain & Eye Dissection	
3/13	11	Endocrine System	Stress Video	Chp 11
3/18	Lab Practical/Exam 3			
3/20	12	Blood	Blood Typing	Chp 12
3/25	13	Cardiovascular System	Heart Dissection	Chp 13
3/27	13	Cardiovascular System	Blood Vessels	
4/1	14	Lymph & Immunity	Pulse Rate and Blood Pressure	Chp 14
4/3	16	Respiratory System	Respiratory Organs	Chp 16
4/8	Lab Practical/Exam 4			
4/10	15	Digestive System & Nutrition	Digestive Organs	Chp 15
4/15	17	Urinary System	Kidney Dissection	Chp 17
4/17	19	Reproductive Systems	Reproductive Systems	Chp 19
4/22	20	Pregnancy, Growth, Development and Genetics	You Inner Fish	Chp 20
4/24	Lab Practical/Exam 5			
Dissection Final (1): 11:10am - 1:10pm Monday, April 29				
Dissection Final (2): 11:10am - 1:10pm Wednesday, May 1				

Course Grading Information:

Grades will be based on student performance in the following areas

Exams =	25%
Lab Practicals (including final) =	25%
Lab Exercises =	25%
Homework =	25%
Total =	100%

A ≥ 90% B = 80-89.99% C = 70-79.99% D = 60-69.99% F < 60%

Exams: There will be five unit exams.

- Unit 1 – Intro, chemistry, cells, cellular metabolism and tissues (chp 1-5)
- Unit 2 – Integumentary, skeletal and muscular systems (chp 6-8)
- Unit 3 – Nervous, sensory and endocrine systems (chp 9-11)
- Unit 4 – Blood, cardiovascular, lymphatic, immune and respiratory systems (chp 12-14,16)
- Unit 5 – Digestive, urinary, reproductive systems and pregnancy/growth/development/genetics (chp 15,17,19,20)

Unit exams consist of 50 multiple choice questions. Students may bring one sheet of notes (front and back) to each exam. **The notes must be HANDWRITTEN.** Students are also allowed to talk with their lab group during the exams, if they wish.

There are no make-up exams. The lowest exam grade will be dropped on the last day of the semester.

Lab Practicals: There will be five unit lab practicals and one comprehensive lab practical (final).

- Practical 1 – Body positions, cell division, tissues
- Practical 2 – Integumentary, skeletal, and muscular systems
- Practical 3 – Nervous and endocrine systems
- Practical 4 – Circulatory, immune, lymphatic and respiratory systems
- Practical 5 – Digestive, urinary and reproductive systems
- Dissection Final – Rat/pig whole dissection

Lab practicals consist of 25 short answer questions, plus two bonus questions. An answer sheet will be provided. Students are required to identify bodily structures and their functions using photos of slides, anatomical models or cadavers.

There are no make-up lab practicals. The lowest lab practical grade will be dropped on the last day of the semester.

Lab Exercises: : Lab exercises will be done in class, with a lab group/partner. They are designed to teach basic laboratory skills and/or reinforce material covered in our course. No lab book is required. Labs will be provided by the instructor and will be completed in class. Students are expected to turn in lab exercises at the end of class when they are finished.

All exercises will be graded Credit or No Credit (100%, 0%). If a student attends lab, does the exercise, and answers the questions correctly (mostly) they will get full credit for the lab. Students can ask the teacher for the answers to any lab question they are not sure about. She will be happy to help with the answer.

Students cannot receive credit for lab exercises if they are not in class. The lowest lab exercise grade will be dropped, which means students can miss one lab without being penalized. Any missed lab after that is a 0 grade.

Homework: Homework will be done online via Brightspace/Connect. Each homework assignment is due prior to starting that chapter's lecture. For example, if we are starting the lecture for chapter 2 on 1/17, the Chapter 2 Homework is due by 11:00 am on 1/17.

Homework consists of 20 questions drawn from a larger pool and correspond to material covered in the book. Please use the textbook to help answer the questions. Homework is not timed and **students have UNLIMITED chances to answer the questions correctly.** The highest grade of all attempts will be recorded and used. The lowest homework grade will be dropped, which means students can miss one lab without being penalized. Any missed homework after that is a 0 grade.

Extra Credit: A 2 extra credit point quiz will be given at the beginning of every lecture. The question will be based on material from the assigned readings for that day. The extra credit points are added to exams. To obtain extra credit points students must:

- Arrive in class on time and take the attendance quiz
- Turn in the attendance quiz when it is collected
- Answer the attendance quiz correctly

Late Work and Make Up Work Policies:

Please see grading information

Student Behavioral Expectations or Conduct Policy:

Students are expected to adhere to MCC's General Conduct Policy.

<https://www.mclennan.edu/employees/policy-manual/docs/E-VIII.pdf>

Cheating will not be tolerated on any level. Cheating includes copying answers from another student's lab/exam, turning in work that is not one's own or copying anything from another

source without giving the appropriate credit to the author (using quotations and/or references). Suspected cheating on a class assignment or exam will result in disciplinary action from the instructor, the college or both. Additionally, a student suspected of cheating will be given 0 points for the work and may receive an F in the class.

[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.