



WACO, TEXAS

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**COURSE SYLLABUS AND  
INSTRUCTOR PLAN**

**Anatomy and Physiology I  
BIOL 2401.87**

**Donna Ewing**

**NOTE: This is a Summer 1 online course  
Inclusive Access-Books and Materials  
included in your tuition/fees**

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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.

Semester Hours 4(3 lec/3lab)

**Prerequisites and/or Corequisites :**

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

**Instructor Information:**

Instructor Name: Donna Ewing

E-mail: dewing@mclennan.edu

Office Location: Science Building 243

Office/Teacher Conference Hours: In order to better serve you, I will schedule a time to meet with you. I am also available online and email.

**Other Instruction Information: *Your course materials are included in your tuition.* This is the absolute lowest cost. Opting out means you will have to purchase these on your own at a much higher price. No additional books or access codes are needed. You have EVERYTHING you need DAY 1.**

Since this is an online class, you are ***required*** to have the proper equipment (computer) and internet service in order to complete the class. Always have a Plan B.

**A reliable computer and consistent web access are critical for your success in this class. You will be doing work DAILY! Always have a plan B. This course is fast paced- so be prepared to get started DAY 1.**

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[MCC Bookstore Website](#)

**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/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**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 contacted/notified through 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.

**D2L Brightspace:**

\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](#)

<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Methods of Teaching and Learning:**

Lectures, exams, labs, digital media and /or alternative means.

**Course Objectives and/or Competencies: Course Objectives:**

- **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.*

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- **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.
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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

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

**Late work** will not be accepted without special permission from instructor.

### **Follow the suggested due dates on the Course Schedule.**

Life will happen. Please contact instructor at the first sign of a crisis.

### **Exams will be online and timed.**

**Attendance** in an online class is based on assignments being completed. An online class requires a regularly scheduled time to work and discipline. Plan when you will work on the class. You may be dropped from the class for failure to submit assignments. Work on the class regularly.

**Make up Work-** Everyone is busy and has life outside of class. In order to be consistent, **make up work will not be allowed except in extreme circumstances.**

(death of immediate family member- does not include cousins, grandparents, etc) You have at least one week to complete each week's assignments. Do not wait until the weekend to get your work done.

Something will happen. Plan ahead and work ahead. If you do have to go out of town on an emergency, be prepared to work on your class while gone. You are preparing for a health field career.

## **Course Outline or Schedule**

**Week 1- Course Unit 1 - Chapters 1 and 5, Connect Assignments**

**Week 2- Course Unit 2- Chapters 6-8, Connect Assignments**

**Week 3- Course Unit 3- Chapters 9-11, Connect Assignments**

**Week 4- Course Unit 4- Chapters 12-14, Connect Assignments**

**Week 5- Course Unit 5- Chapters 15-16, Connect Assignments**

**Each week you will have assignments in Connect. This is included in your course fee.**

**There will be proctored exams each week.**

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<u>Course Grading Information:</u>		<u>Grade</u>
Exams	500	A 900 plus points
Lab Exam	100	
Connect assignments-	200	B 800-899 points
Reviews	200	C 700-799 points
		D 600-699 points

**ALL FINAL GRADES MUST BE CHALLENGED WITHIN 2 WEEKS OF THE END OF CLASS!**

### Student Behavioral Expectations or Conduct Policy:

*Students are expected to behave in the online course as would be expected in a face to face course.  
All communication must be respectful and polite.  
Belittling fellow students or instructor will not be tolerated.  
Concerns should be communicated quickly and as detailed as possible for the best possible solution.*

*Students are expected to put forth the required effort to be successful in this class.  
Plan a time to "take this class" just as you would if you came to campus. This class  
requires your BEST EFFORT throughout the semester It is fast. It is  
demanding. Plan accordingly.  
Let your friends and family know you are taking this class. You  
cannot just "fit it in" your current schedule.*

\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)  
([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity)) Each

student is on their honor to do their own work.

This class is a prerequisite to many of the health career programs.

**Efforts to cheat can result not only in a Zero for the assignment but possible F in the class, a report to the Disciplinary Council, and possible suspension from McLennan Community College.**

Cheating may include- sharing assignment or test answers from or to another person, collusion with another person and/or plagiarism.

**Cheating most definitely will cripple you and may result in failure in your health career program. Put the effort into the class so you will be the very BEST PREPARED for your health career program. You want to complete it, not just get in.**

\* [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.

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Updated 11/04/2022



## **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-  
2998122  
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/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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**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.