



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Anatomy & Physiology

(specialized single semester course, lecture + lab)

BIOL 2404_87

Sholly Gunter

NOTE: This is a Summer 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 using Brightspace online group tools, ability to listen to podcasts, and watch videos.

Tests are taken online. Tests are proctored and require a web camera. Students do not need to come to campus.

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: Online or in person (SB344) by appointment

Other Instruction Information:

Required Text & Materials:

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

Author: Shier

Edition: 14th 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. You could also purchase it used online**

Other Required Materials: Computer with internet access, Web-cam, Proctorio proctoring extension

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

Methods of Teaching and Learning:

Discussion group, outline, exam, quiz, lab homework, video, podcasts

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 Outline or Schedule:

Unit	Dates	Course Work
	5/30 - 6/4	Orientation
		Group Discussion - Introduction
1	6/5 - 6/11	Chp 1: Introduction to Human Anatomy and Physiology
		Chp 2: Chemical Basis of Life
		Chp 3: Cells
		Chp 4: Cellular Metabolism
		Chp 5: Tissues
		EXAM 1
		Group Discussion 1
2	6/12 - 6/18	Chp 6: Integumentary System
		Chp 7: Skeletal System
		Chp 8: Muscular System
		Chp 9: Nervous System
		Chp 10: The Senses
		EXAM 2
		Group Discussion 2
3	6/19 - 6/25	Chp 11: Endocrine System
		Chp 12: Blood
		Chp 13: Cardiovascular System
		Chp 14: Lymphatic System and Immunity
		Chp 15: Digestive System and Nutrition
		EXAM 3
		Group Discussion 3
4	6/26 - 7/2	Chp 16: Respiratory System
		Chp 17: Urinary System
		Chp 18: Water, Electrolyte, and Acid-Base Balance
		Chp 19: Reproductive Systems
		Chp 20: Pregnancy, Growth, Development, and Genetics
		EXAM 4
		Group Discussion 4
	7/5	FINAL EXAM

Course Grading Information:

Grades will be based on student performance in the following areas:

Exams =	30%
Chapter Quizzes =	25%
Chapter Homework =	25%
Group Discussions =	<u>20%</u>
Total =	100%

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

Exams: There will be four unit exams and one final exam.

Exam 1 – Chapters 1 – 5
Exam 2 – Chapters 6 – 10
Exam 3 – Chapter 11 – 15
Exam 4 – Chapter 16 – 20
Final Exam – Comprehensive

EXAMS ARE PROCTORED. They require a web cam and a proctoring extension installed on your computer. You can go to this link to make sure you are able to install and use the proctoring extension. <https://proctorio.com/support> You do not have to come into school to take exams.

Exams are due by Sunday at 11:59 pm of the week in which they are assigned (there may be exceptions for holidays). Exams consist of 50 questions drawn from a larger pool of questions. The exam questions are from the same pool of questions as the quizzes and homework. Therefore, many of the exam questions may be familiar to you. There are several multi-part and labeling questions in each exam. These will take time, and you should start each exam prepared. You have one opportunity to complete an exam. Your first and only grade will be recorded and used. Exams are timed. You have 55 minutes to complete the exam, unless otherwise stated. You should not use your book or any other resources when taking an exam.

Practice exams are available for studying. They are exact copies of the actual exam. If you take the practice exam, you will see some of the same questions that will be on your actual exam. The more times you take the practice exam, the more potential questions you will see. Practice exams do not go toward your grade, but are counted as extra credit (see below).

Chapter Homework: *Homework is due by Sunday at 11:59 pm each week.* Homework assignments consist of 20 questions drawn from a larger pool and correspond to material covered in the book. Please use your textbook to help you answer the homework questions. Homework assignments are not timed and ***you have unlimited chances to answer the homework questions.*** Your highest grade will be recorded and used.

Chapter Quizzes: *Quizzes are due by Sunday at 11:59 pm each week.* Quizzes consist of 20 questions drawn from a larger pool and correspond to material covered in the book. Please use your textbook to help you answer the quiz questions. Quizzes are not timed and you have one chance to take the quiz. Your first grade will be recorded and used.

Discussion Boards: *Discussion Boards are due by Sunday at 11:59 pm each week.* Students are expected to complete designated discussion board assignments together. These are considered “group projects” for the purpose of fulfilling Texas State educational requirements. I will use a rubric to grade discussion board posts. The rubric is available to view in our Brightspace page. Students are required to post an original (not copied from the internet), complete, and thoughtful answer to the questions given. They are also expected to respond to two other group member’s posts. **Extensions will not be given on discussion board assignments.**

Extra Credit: The only extra credit available in the class is via the practice exams. Students are not required to do the practice exams. If students choose to do them, 1/10th of their average practice exam grade will be added to their exam. Students can earn up to 10% extra credit on each unit exam. For example: 100% average on Practice Exam 1 = +10% on Exam 1, 78.5% average on Practice Exam 1 = +7.85% on Exam 1, 50% average on Practice Exam 2 = +5% on Exam 2, etc. Please contact the instructor with any questions.

Late Work, Attendance, and Make Up Work Policies:

All work should be turned in by the due date listed on the calendar. No late discussion boards will be accepted.

Attendance/Absences/Tardiness: Officially, as determined by MCC, attendance must be recorded. Attendance will be measured based on your completion of orientation/chapter quizzes. Completion of a chapter quiz is considered attendance. Failure to attend 25% of “class meetings” occurs if 5 or more orientation/chapter quizzes are missed. If you miss 5 or more class meetings before 60% of the class is completed, you will be dropped in accordance with MCC policy.

Please consult the MCC Student Handbook for the college’s official attendance policy.

Student Behavioral Expectations or Conduct Policy:

Cheating: Cheating will not be tolerated on any level. Cheating includes copying answers from another student's work, copying discussion posts from the internet, having another person do work for you, using AI to do your work, and using outside resources for assignments unless it is specifically allowed. Suspected cheating on an 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.

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

MCC Academic Integrity Statement:

Go to 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.

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 Cheat Sheet](#) 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.