



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Anatomy & Physiology I**

**Biol 2401.87**

**Dr. Julie A. Parlos**

**NOTE: This is a 6 week online course.**

AN EQUAL OPPORTUNITY INSTITUTION

SUMMER II 2020

**Course Description:**

Anatomy and Physiology I is the first of two courses. We will study the structure and function of the human body through cells, tissues, and organ systems (i.e., integumentary, skeletal, muscular, nervous and special senses). Lecture will cover the interactions of systems and physiological regulations involved in maintaining homeostasis. The lab provides a learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

**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 is a challenging course where **most students must spend substantial time and effort outside of class to be successful**. Students should take time to read the textbook, study course materials every day, and participate in class activities. MCC Success Coaches can help students develop study skills (299-UCAN). The website that accompanies your textbook (Mastering A&P) has a fantastic study area, including chapter reviews and practice exams.

\*Students are not **GIVEN** grades, they **EARN** their grades. Make sure to spend your time wisely.\*

**Instructor Information:**

Instructor Name: Julie A. Parlos, Ph.D.

MCC E-mail: [jparlos@mclennan.edu](mailto:jparlos@mclennan.edu)

Office Phone Number and Location: 806-834-8440; FOB 220

Office/Teacher Conference Hours: Email to schedule an appointment.

Other Instruction Information:

**ATTENDANCE** – If you do not attend (through Zoom or by viewing online material) or participate in class/lab activities, your grade will reflect your choices.

**EMAIL** – I will not correspond through personal email addresses, *only through MCC email addresses*. Regarding emails, responses can be expected within 24 hours of emails received Monday through Friday. Emails received on weekend days (after 5pm on Friday and before 11:59pm on Sunday) may not be responded to until Monday morning.

**LIVE LECTURES** – You will be allowed to attend live lectures Monday through Thursday beginning at noon (12pm) and ending by 2pm (Central Standard Time). Live lectures will be accessible through Zoom. Live lectures will be recorded by the instructor and posted later, on the day they are given, to Brightspace for access at later times/dates.

**Required Text & Materials:**

1. **Required** – Title: *Human Anatomy & Physiology*, Volume I  
Author: Elaine N. Marieb & Katja Hoehn  
Edition: 4<sup>th</sup> Custom Edition for MCC  
Publisher: Pearson Learning Solutions  
ISBN: 978-1-323-13516-7
2. **Required** – Mastering A&P online – in the bundle at bookstore or can be purchased online
3. **Required** – A computer is needed to access online material required for this class. Students need to be comfortable with the programs Microsoft Word and Microsoft PowerPoint. Students will also need a working video camera on their laptop and cell phone.
4. **Optional** – *Human A&P Lab Manual*, Edition 2 (2016)  
Author: Marieb; ISBN: 9781323138120; Publisher: Pearson Learning Solutions

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

**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.

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\* [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)  
(<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:**

Live lectures will given at from noon (12pm) and may last up to 2 hours. Live lectures will be recorded by the instructor and uploaded to Brightspace by 5pm. All referenced times are for the Central Standard Time Zone. Student will be able to access PowerPoints through Brightspace. Videos, and other materials believed to supplement the material, will also accompany lectures. Lab terminology will be provided on Brightspace. Students are encouraged to study in groups for both lab and lecture.

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

#### *Core Objectives:*

1. Critical Thinking Skills: Creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information which will be assessed during class discussions, laboratory exercises, lecture quizzes and/or examinations.
2. Communication Skills: Effective development, interpretation, and expression of ideas through written, oral, and visual communication will be assessed during class/lab exercises or presentations. Assessment may be done either individually or in small groups, using oral, written, and visual components.
3. Empirical and Quantitative Skills: Manipulation and analysis of numerical data or observable facts resulting in informed conclusions will be assessed via lecture quizzes and/or examinations, laboratory exercises, and written homework assignments.
4. Teamwork: Ability to consider different points of view and to work effectively with others to support a shared purpose or goal will be assessed via group discussions, group laboratory activities, or group presentations.

#### *Learning Outcomes:*

1. Use anatomical terminology to identify and describe locations of major organs of systems.
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 which maintain homeostasis.
5. Identify causes and effects of homeostatic imbalances.
6. Describe modern technology and tools used to study anatomy and physiology.
7. Apply appropriate safety and ethical standards.
8. Locate and identify anatomical structures.
9. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general lab ware, physiology data acquisition systems, and virtual simulations.
10. Work collaboratively to perform experiments.

11. Demonstrate the steps involved in the scientific method.
12. Communicate results of scientific investigations, analyze data and formulate conclusions.
13. 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 Outline or Schedule:**

*Tentative Schedule* – the schedule may be changed at the instructor's discretion. If changes are made, students will be notified in class and through their MCC email.

<b>Unit</b>	<b>Chapter</b>	<b>Lecture Topic</b>	<b>Lab Topic</b>	<b>Day</b>
1	1-2	Intro, Chemistry	Microscope	7/8
	3-4	Cells & Tissues	Cells, Tissues	7/9
	6	Bones, Skeletal Tissue	Axial Skeleton	7/13
	6	Bones, Skeletal Tissue	Appendicular Skeleton	7/14
	7	Skeleton	Appendicular Skeleton	7/15
2	5	Integument	Review for Practical I	7/16
	8	Joints	<b>Practical I – Microscope, Histology, Skeleton</b>	<b>7/20</b>
	9	Muscles & Muscular System	Integument & Joints	7/21
		<b>EXAM #1 (Chs 1-4, 6-7)</b>	Axial Muscles	<b>7/22</b>
	10	Muscles & Muscular system	Appendicular Muscles	7/23
3	11	Nervous System Fundamentals	Review for Practical II	7/27
	12	Central Nervous System	<b>Practical II – Integument, Joints, Muscles</b>	<b>7/28</b>
	13	Peripheral Nervous System	Nerves & Spinal Cord	7/29
		<b>EXAM #2 (Chs 5, 8-10)</b>	Brain	<b>7/30</b>
	14-15	Autonomic Nervous System & Special Senses	Brain	8/3
			Special Senses	8/4
		<b>EXAM #3 (Chs 11-15)</b>	Review for Practical III	<b>8/5</b>
			<b>Practical III – Nerves, Spinal Cord, Brain, Special Senses</b>	<b>8/6</b>
		Review for Final	Chs 1-15	8/10
<b>Final</b>	<b>1-15</b>	<b>Cumulative Final</b>	<b>Chs 1-15</b>	<b>8/11</b>

**Exams and practicals will start at 8am on the assigned day and be available for 48 hours.** If students would prefer access to ask the professor questions during their exam/practical, they can take the exam/practical on the assigned day at the normal class time (12pm – 2pm).

**Course Grading Information:**

Your overall grade in the class will be determined from lecture exams, lab practicals, cumulative final exam, and assignments.

- 3 Lecture Exams = **30%**
- 3 Lab Practical = **30%**
- Assignments (Homework, Quizzes, or Other activities) = **25%**
- Cumulative Final Exam = **15%**

The student's final letter grade for the class will be determined from the following values:

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|-------------------------|-------------------------|
| • <b>A</b> = 89.5-100   | • <b>D</b> = 59.5-69.49 |
| • <b>B</b> = 79.5-89.49 | • <b>F</b> = <59.49     |
| • <b>C</b> = 70.49-69.5 |                         |

**Lecture Exams** – Lecture exams are 50 questions which consist mainly multiple choice, some true/false, and some matching. Lecture exam questions are worth 2% points each. The student must access the online platform (Brightspace or Mastering A&P) and have their computer's video camera working to take the exam. Make up exams are only given if proper documentation for the absence is provided to the instructor within one week of the class day missed. Students may **replace their lowest exam score with their final exam score** if the final exam score is greater. For examples of excusable absences: <http://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>.

**Lab Practicals** – Practicals are typically 50 questions (2% points each). The student must access the online platform (Brightspace or Mastering A&P) and have their computer's video camera working to take the exam. Make up exams are only given if proper documentation for the absence is provided to the instructor within one week of the class day missed.

***WORD LISTS WILL NOT BE PROVIDED FOR ANY EXAM OR PRACTICAL.***

***NOTE: GRADES WILL NOT BE DISCUSSED VIA ELECTRONIC MAIL (EMAIL).***

With regard to cheating, plagiarism or other forms of academic dishonesty, the term "**cheating**" **includes, but is not limited to:** (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff. **The term "plagiarism" includes, but is not limited to,** the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

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

*Late Work* – Assignments will be due at 11:59pm on the due date. Due dates are accessible through Brightspace and/or the Mastering A&P website. Assignment grades will be deducted 10% each day they are late until a zero is obtained. No assignments will be accepted after **08/11/2020**. Any assignments not received by **08/11/2020** before **11:59PM** will be given a **ZERO**. Quizzes will be announced at least one class day prior to the quiz. Make up quizzes are only given if proper documentation for the absence is provided to the instructor within one week of the class day missed.

*Attendance* – An absence is defined as a student not completing more than 25% of scheduled online activities/assignments/exams/practicals/quizzes will be taken as evidence that a student does not intend to complete the course. If the student's 25% absences are reached before the official drop date, the student will be withdrawn from the course with a grade of W. If the student's 25% absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25% point after the official drop date, the student will receive an F. Each absence will count toward attendance requirements in the course, including the first day of class. Being absent for any reason is counted as an absence.

**Student Behavioral Expectations or Conduct Policy:**

Each student is expected to conduct themselves in a civil and respectful manner towards the instructor and other students. **ABSOLUTELY NO CELL PHONES OR APPLE WATCHES ARE ALLOWED OUT DURING ANY EXAM OR LAB PRACTICAL. NO BATHROOM BREAK IS PERMITTED DURING AN EXAM. STUDENTS LEAVING THEIR COMPUTER DURING AN EXAM/PRACTICAL WITHOUT PERMISSION WILL BE GIVEN A ZERO ON THE EXAM/PRACTICAL.**

Any student engaging in an activity which interferes with the learning environment of the class or lab activities; or which may affect the safety of others or reflect poorly on MCC, may be asked to leave and given an absence. If a student is asked to leave, they must schedule an appointment with the instructor to discuss the undesirable behavior and suggestions for correction. Only after this counseling session has occurred will the student be allowed to return to class. If the problem persists and/or continues to interfere with the ability of others to fulfill their educational requirements in the course, that student will be receive an "F" and be removed from the course. A student being so removed will not receive a course fee refund.

**\* [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))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

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**\* [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

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Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

**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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](https://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)

254-299-8122

Room 319, Student Services Center

**If you will need accommodations, please inform the instructor within the first week of class so appropriate actions can be taken within a reasonable time frame.**

**\* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)**

**([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))**

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](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

*\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*