



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Anatomy and Physiology I

BIOL - 2402 – 87

Shannon Thomas

NOTE: This is a Summer course.

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. Note: Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 4 (3 lec/3 lab)

Prerequisites and/or Corequisites:

Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 4 (3 lec/3lab)

Course Notes and Instructor Recommendations:

- **Make sure that your computer meets the [system requirements](#) for online classes.**
- **Balance study time.** I know that many of you have hectic schedules and are taking an online class for flexibility. Therefore, it helps to create a schedule that allocates time for each of your responsibilities and allows for set times for which you may study and meet class requirements. A [general recommendation](#) for study time is 2-3 hours per week (outside of class) time for every college credit hour enrolled. Therefore, you should plan to spend 8-12 hours a week preparing for this class.
- **Stay on top of due dates.** Review the course calendar and weekly checklist at the beginning of each week to plan your study time and avoid missing any important deadlines.

- **Make sure that all course links are working as soon as they are available.** Even if you intend to submit the work later, I strongly recommend ensuring that all links are working, and tasks are understood well before the deadline.
- **Reach out to me immediately when you encounter problems** (personal, technical, etc.) that prevent you from completing a class requirement by the deadline. I am here to help!
- **Take advantage of the resources provided.** You will be provided with various study resources for learning the material and successful completion of the class. Be sure to utilize these!
- **Check student email and announcements daily.** I frequently post information about the class on the announcements page and in emails. To avoid missing out on information that could impact your grade, you must check daily for any communication from me.
- **Ask questions and stay in touch.** Please know that I am here for you and I welcome any comments or questions you have. You never bother me by asking questions! Feel free to contact me any time.

Instructor Information:

- **Instructor Name:** Shannon Thomas
- **MCC Email:** Sthomas@mclennan.edu
- **Office:** SB 208
- **Office Phone Number:** 254-299-8167
- **Office/Teacher Conference Hours:** Monday – Friday, 9:00 AM – 11:00 AM

Other Instruction Information:

For online classes, the FASTEST way to reach me is through email!! Should the need arise for you to speak with me on the phone or Zoom, please email me, and I will be glad to schedule an appointment with you!

- **Email:** For online classes, the preferred method of communication should be through email.

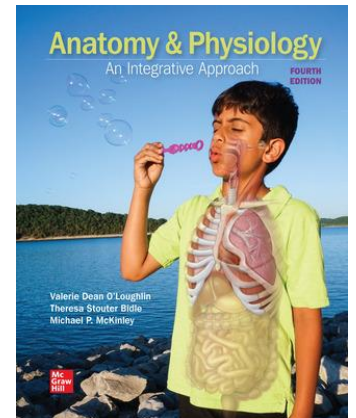
- **Subject line:** Please include the name of your class and your purpose for writing.
- **Identify yourself:** Please tell me who you are!
- **Response time:** I will respond with 24-hours on weekdays. Emails and phone calls made after business hours on Friday or during the weekend and will be returned during my Monday office hours.
- **Phone calls:** If you call outside of my office hours, please leave a message with your name, the class you are taking, and a phone number and I will return your call during my next scheduled office hours.

****Please send a follow-up email if you have not received a reply within 24-hours on a weekday or by Monday afternoon if you emailed me over the weekend ***

Required Text and Materials:

- **Title:** Connect for Anatomy & Physiology
- **Author:** McKinley, O'Loughlin, and Bidle.
- **Edition:** 4th
- **Publisher:** McGraw Hill Create (Custom Publishing)
- **ISBN:** 9781264780341

Please note that the price of this book has already been included in your course fees and you do NOT need to purchase it!



Other Requirements:

- A webcam and computer mic are required to test online!

Methods of Teaching and Learning:

Methods of instruction will be delivered through weekly lessons and VoiceThread activities that include lecture presentations, instructional videos, learning objects, homework assignments, oral lab identification assignments and discussion forums.

- Indirect instruction
- Interactive instruction
- Guided and independent study.
- Chapter exams
- Practice exams

- Inquiry approach
- Simulations
- Questioning skills
- Animations and videos
- Application

The following instructional strategies will be employed to help students learn the material:

- **Assigned Reading:** Reading material will be assigned weekly in the form of your textbook, my lecture notes, and websites that discuss current topics in health, science, and medicine.
- **Online notes:** The online notes consist of various activities, including lecture notes, lecture and lab videos, images, learning activities, and practice exam questions.
- **Chapter assignments:** Chapter Assignments will include both lecture and lab activities. Weekly lessons/assignments will consist of various activities, including Connect assignments, instructional videos, identification exercises, and various learning objects.
- **Discussions:** Discussions will address current and/or controversial topics in science and medicine related to science, ethics, health, and public policy. Students will be required to watch educational videos, read the assigned material, and/or seek additional information on subjects from credible sources. Group-work will be utilized to break down complex issues, work through a set of problems, or come to a consensus on a controversial topic.

- **Lecture Tests:** There will be one lecture exam for each of the 5 units. Lecture quizzes consists of 40-50 multiple choice, matching, true/false, fill-in-the-blank, and essay questions. The breakdown of material covered on each exam may be reviewed below.
 - **Test 1:** Chapters 1- 5
 - **Test 2:** Chapters 6 - 8
 - **Test 3:** Chapters 9 - 11
 - **Test 4:** Chapters 12 - 16
- **Lab Practicum (Lab Exam):** *Lab Exams* primarily consist of fill-in-the-blank questions that involve identifying structures on models, dissections, line diagrams, or identifying anatomic details of tissues and organs from a histology image. Students may also be required to interpret charts, graphs, or diagrams.
 - **Lab Practical 1** will cover chapters 1- 8.
 - **Lab Practical 2** will cover Chapters 9 – 16

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 have learned in lecture.*
- **Communication Skill (COM):** to include effective written, oral, and visual communication.
 - *Taught through formal or information presentation (including oral, written and visual components), class discussion and assessment via common rubric or use of scientific language, clarity, and understanding. Also taught using scientific articles or*

current events within face-to-face or online discussion groups.

- **Empirical and Quantitative Skills (EQS):** to include applications of scientific and mathematical concepts.
 - *Taught using specific laboratory exercises involving measurements and very basic data collection (for example 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 groups.*

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.

Learning Outcomes (Lecture):

Upon successful completion of this course, the student should be able to:

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 (Lab):

1. Apply appropriate safety and ethical standards
2. Locate and identify anatomical structures
3. Appropriately utilize laboratory equipment, such as microscopes, dissection tools, general labware, 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.

Course Outline or Schedule:

All assignments and exams are due by the end of the day (11:59 PM) on their scheduled due date.

Unit 1 (July 10 – July 17)

Orientation and Introductions

Chapter 1: The Sciences of Anatomy and Physiology

Chapter 2: Atoms, Ions, and Molecules

Chapter 3: Energy, Chemical Reactions, and Cellular Respiration.

Chapter 4: Biology of the Cell

Chapter 5: Tissue Organization

Lecture Test 1 has a recommended due date no later than: Thursday, July 20th at 11:59 PM

Unit 2 (July 18th – July 24th)

Chapter 6: The Integumentary System

Chapter 7: Skeletal System: Bone Structure and Function

Chapter 8: Skeletal System: Axial and Appendicular Skeleton

Lecture Test 2 has a recommended due date no later than: Thursday, July 27th at 11:59 PM

Lab Practicum 1 (over chapters)

Due no later than by Saturday, July 29th at 11:59 PM!!

Unit 3 (July 25th – July 31st)

Chapter 9: Articulations

Chapter 10: Muscle Tissue

Chapter 11: The Muscular System

Lecture Test 3 has a recommended due date of no later than August 3rd at 11:59 PM

Unit 4 (August 1st – August 7th)

Chapter 12: Nervous system: Nervous Tissue

Chapter 13: Nervous System: Brain and Cranial Nerves

Chapter 14: Nervous System: Spinal Cord and Spinal Nerves

Chapter 15: Nervous System: Autonomic Nervous System

Chapter 16: Nervous System: Senses

Lecture Test 4 has a recommended due date of August 8th at 11:59 PM

Lecture Exam 4 and Lab Practicum 2

Due no later than by Wednesday, August 9 at 11:59 PM!!

****Note that the instructor reserves the right to make changes to the course schedule at any time during the semester, based upon the needs of the class. It is the student responsibility to regularly check the course homepage, announcements, and student emails for updates!! ****

Course Grading Information:

| Grade Breakdown: | |
|--|-----|
| Assignments: | 25% |
| Unit Discussions: | 15% |
| Exams: <ul style="list-style-type: none">• Lecture Exams (4)• Lab Practicums (2) | 60% |

Final letter grades will be assigned according to the following percentages:

A = 89.5 – 100; **B** = 79.5 -- 89.4; **C** = 69.5 -- 79.4; **D** = 59.5 -- 69.4; **F** = 59.4 or less

Late Work, Attendance, and Make Up Work Policies:

Please plan your schedules in advance to meet scheduled due dates. It is each student's responsibility to plan for transportation, childcare, and work schedule adjustments that are needed to meet exam and assignment deadlines. Please contact me as soon as possible if you encounter difficulty with meeting any scheduled deadlines.

- **Late Chapter Lessons, Identification Activities, Tests, and Exams:** Late submissions for which the student does not have a documented excuse or has not made **prior** arrangements with me will result in a 10% deduction for each day late. No penalty will be applied for arrangements are made with me prior to the due date.
- **Discussions:** Due to the interactive nature of the discussions, no late discussions will be accepted. However, one low discussion grade will be dropped and not counted against you.



Exceptions will be considered on a case-by-case basis for students who encounter unforeseen events and extenuating circumstances that prevent them from contacting me. As your professor, I am here to support you. However, it is important to note that any accommodations or assistance provided within the guidelines outlined in the syllabus and within the school's policy. If you find yourself in such a situation, I encourage you to reach out to me as soon as possible so that I can help.

Student Behavioral Expectations or Conduct Policy:



When interacting with classmates, please remember to be respectful, polite, and considerate to others. Constructive criticisms are expected, but personal attacks, inappropriate jokes, or rude comments to a classmate cannot be tolerated. Offensive remarks and comments are counterproductive to the learning environment in the online classroom and

will result in one or all of the following consequences: (1) a grade of zero, (2) being potentially banned from future graded interactions, and (3) disciplinary action, if severe.

If you witness or experience any offensive behavior, please report it to me as soon as possible.

Academic dishonesty will not be tolerated in this course. Academic dishonesty includes cheating, plagiarism, and other acts of dishonesty designed to provide unfair advantage to the student or the attempt to commit such acts. At minimum, students caught cheating or plagiarizing will receive a zero for the assignments or exams in which the act occurred.

Cheating:

Cheating includes but is not limited to:

- ☐ Copying from someone (anyone) else.
- ☐ Having someone else complete, or assist you with completing, your assignments, quizzes, or exams.
- ☐ Intentional disregard for any instructions and/or rules for testing.
- ☐ Using unauthorized materials during assessments (i.e., notes, images, textbooks, electronic devices, ear buds/head phones).
- ☐ Knowingly using, buying, selling, stealing, transporting, or soliciting the contents of an unauthorized test or assignment.
- ☐ Substituting for another student or misrepresenting one's work.
- ☐ The appropriation, theft, purchase, or obtaining of any other person's work without giving proper credit.

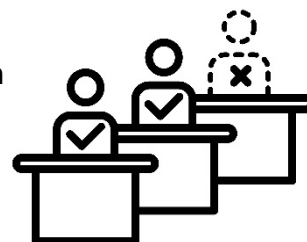
* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academy)
(www.mclennan.edu/academy)

mic-integrity)

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

[Attendance policy for BIOL 2402 online:](#)

Online students who reach 3 absences will be withdrawn from the class. Because of the nature of online classes, your absences will be based upon the failure to complete required weekly assignments and exams.



An absence will be assigned for any student who fails to complete both a chapter lessons *and* assigned quizzes within a specific weekly checklist. Additionally, failure to complete exams will count as 2 absences. Absences (and late penalties) may be avoided if a student has made *prior* arrangements with the professor for an extension due to legitimate circumstances **or** the student is able to promptly notify the professor and provide documentation following unforeseen events and legitimate events.

[Click Here for the MCC Attendance/Absences Policy](#)

(<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.

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.

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.