McLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Anatomy & Physiology I

BIOL 2401-005

Dr. Jacqueline Dove

Monday & Wednesday 11:10-2:05

Monday- LECTURE: Sciences Lecture Classroom 117

Wednesday- LAB: Sciences Laboratory Classroom 127

NOTE: This is a 16-week course.
NOTE: This is a Face-to-Face course.

Anatomy & Physiology I

BIOL 2401-005

Course Description:

Anatomy and Physiology I is the first part of a two course sequence. In BIOL2401 we 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, with emphasis 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.

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

- Check your MCC email for class communication.
  - Send all emails from your MCC student account.
    - Identify the course name and time in the subject line. (For example, **MW8 A&P1**).
      - Proper format is not required. Quick emails are fine.
- Important communication MUST be emailed.
  - This includes requests to be dropped or other requests regarding changes in class.
  - Students with Accommodations who prefer to take Unit Lecture Exams in The Testing Center **must inform me in writing via email.**
    - The Testing Center requires a 24-hour notice for scheduling.
- Please make an appointment to cover important topics. A discussion between classes is NOT a meeting.
- Check Brightspace for Powerpoints, Attendance, Grades, and Assignments.

Instructor Information:

Instructor Name: Dr. Jacqueline Dove
MCC E-mail: jdove@mclennan.edu
Office Phone Number: (254) 299-8582
Office Location: Health Professions 231

- HP is located next to Science and is across from Nursing (HPN).
  - ✓ Enter the building and follow the right hallway facing the Science building

Office/Teacher Conference Hours:

- Monday/Wednesday 2:30-3:30, Tuesday/Thursday 10:00-11:00.
- Please contact for appointments. Times may also be available on Fridays

Other Instruction Information:

- Appointments can also be scheduled on Zoom, but exams must be reviewed in person.

Anatomy & Physiology I

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Required Text & Materials: (included in tuition- don't buy separately)

Human Anatomy & Physiology (LL)
Author: Marieb
Edition: 11th
ISBN: 9780135161944
Copyright Year: 2019
Publisher: Pearson

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

Methods of Teaching and Learning:

I use a lecture format to cover information from the text. The book is the foundational guide but I supplement information based on current research as needed. Powerpoints are provided and provide a summary and outline of the material. Classroom discussion is encouraged.
Students are expected to take notes and come to class prepared to learn.

- **Lecture Presentations:** PowerPoint lectures will cover anatomical structures, physiological concepts, and related terminology.
- **Lab Activities/Assignments:** Laboratory will include the identification of anatomical models, diagrams, images, and discussion boards.

Course Objectives and/or Competencies:

This course teaches students:

1. **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 coursewide 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.*

2. **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.*

3. **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).*

4. **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 (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 (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 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.

Course Attendance/Participation Guidelines:

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.

Attendance & Participation Grade

Attendance is required and will be taken in face-to-face meetings! This information can be reviewed in Brightspace.

- **Students must attend 75% of the classes in order to get credit.**
  - Excused absences due to illness or emergencies allow for the make-up of missed material. It does not erase the absence.
    - **75% attendance is still required.** Students who miss more than 7 classes will receive an F in the course.
- Do not squander your absences. There are 30 classroom days plus the final. Allowed absences give time for unforeseen events.
  - Work is not an excused absence.
    - Do NOT schedule the HESI or other entrance exams on exam dates. That is not an excused absence and may result in a zero on that exam.
- I am not distracted by tardies. Don't be shy or miss class if you are late! Being late is better than being absent. Your presence in class is valuable and adds to the class atmosphere.
  - Please let me know if you need to leave class early.
    - Leaving class without notice, or not attending the majority of the scheduled class may result in an absence for that day
- If class is canceled, an alternative online assignment will be given. Attendance will be based on this assignment.

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.

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Course Outline or Schedule: *Lab Practical 3 and the Final Exam are hard dates that will not change.* ***The rest of the schedule is tentative and may change as needed.***

WEEK	DATE	TOPIC
1	M: Jan 13 W: Jan 15	**UNIT 1** Ch. 01: The Human Body: An Orientation Ch. 02: Chemistry Ch. 03: Cell Physiology Ch. 04: Tissues Ch. 05: Integumentary System **UNIT 1 EXAM (Ch. 1-5)** • *Approximately week 4-5*
2	**M: JAN 20: HOLIDAY**	
	W: Jan 22	
3	M: Jan 27 W: Jan 29	
4	M: Feb 03 W: Feb 05	
5	M: Feb 10 W: Feb 12	
6	M: Feb 17 W: Feb 19	**UNIT 2** Ch. 11: Fundamentals of the Nervous System and Nervous Tissue Ch. 12: The Central Nervous System Ch. 13: Peripheral Nervous System Ch. 14 Autonomic Nervous System Ch. 15: Special Senses **UNIT 2 LAB PRACTICAL & Unit 2 EXAM (Ch. 11-15)** • *Approximately week 10-11* **60% date is 3/27**
7	M: Feb 24 W: Feb 26	
8	M: Mar 03 W: Mar 05	
	SPRING BREAK	
9	M: Mar 17 W: Mar 19	
10	M: Mar 24 W: Mar 26	
11	M: Mar 31 W: Apr 02	
12	M: Apr 07 W: Apr 09	**UNIT 3** Ch. 06: Bone Physiology Ch. 07: The Skelton Ch 08: Joints Ch. 09: Muscle Physiology Ch. 10: The Muscular System
13	M: Apr 14 W: Apr 16	
14	M: Apr 21 W: Apr 23	
15	M: Apr 28	
	W: Apr 30	**Lab Practical: Skeleton & Muscules**
16	**M: May 05**	**FINAL EXAM 11:10-1:10**

HOLIDAYS: MLK 1/20, Spring Break 3/10-3/14

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Course Grading Information:

Requirement*	Percentage
Lecture Exams & Lab Practicals, Quizzes	60%
Assignments	40%

GRADING SCALE	Grade
100-90%	A
89-80%	B
79-70%	C
69-60%	D
Below 60% or **> 7 absences**	F

Exam Policy

Exams are 60% of the Final Grade. This includes lecture exams, lab practicals and quizzes. **Exams have the most significant impact on your grade.**

- Make-up Exams will only be allowed with an EXCUSED absence
  - Thus includes **documented** illness, emergencies, or travel for MCC athletes
- Students **must** inform Dr. Dove **in writing** if they will miss an exam **BEFORE** the exam
- All make-up exams must be scheduled within 1-week of the missed exam.
- All make-ups must be taken before the final Lab Practical.
- Unannounced Quizzes may be given throughout the semester

Unit Lecture Exams

Lecture exams include 75-100 questions consists of multiple choice, matching and essays. All exams will be taken in the classroom.

- **Scantron (form 882-E)** is required for the multiple choice section of the lecture exams
- Bring a number 2 pencil and good quality eraser.
  - Please do NOT use a mechanical pencil for essay questions or the lab practicals. These pencils are too light for my vision.
    - Pens are allowed for essay exams. Please consider using a pen on essays if you have a light handwriting

- **Exam1:** Chapters 1-5: Human Body, Chemistry, Cells, Tissues, Integumentary.
- **Exam2:** Chapters 11-15: Fundamentals of the Nervous System and Nervous Tissue, Nervous system divisions, Special senses
- **FINAL:** Chapters 6-10 plus comprehensive: Bone and Skeletal Tissues, Joints, Muscles and Muscle tissue
  - Approximately 80% of the exam will be from Unit3. The remaining 20% includes questions from previous exams.

Unit Lab Exams

Lab Practicals are **Recall Exams** which consists of 50 questions on identification of anatomical structures and their functions.

- Students will identify structures on anatomical models, line diagrams, and PowerPoint slides.There is no word bank. Students must recall all information from memory.
- Lab exams will be divided into 3 areas of study.

- **Lab Exam 1:** Chemistry**,** Biochemistry, Cells, Tissue identification, Integument
- **Lab Exam 2: Practical Exam-** Nervous system, Special senses
- **Lab Exam 3: Practical Exam -** Skeletal system and Joints, Muscular system

Worksheets and Lab Assignments:

Assignments are 40% of the total grade. The **Assignments Grade** includes lab work, assignments and discussion boards.

- Because assignments coincide with lectures, **late assignments will not be accepted.**
  - Due dates are hard dates.

Discussion Boards

Discussion Boards provide an opportunity to reinforce Unit material. Disussing a concept is a robust way to learn material. It also reinforces teamwork and the classroom community.

- Students will post on the assignment prompt and then discuss the topic with at least 2 classmates.
  - Discussion with classmates **must show understanding of the physiological or anatomical concepts**
  - Failure to engage with other classmates will result in an automatic 5 point deduction (2.5 points each)
    - This deduction is a penalty for not following directions
- However, the TOTAL Grade is based on discussion which demonstrates understanding of physiological concepts covered in the Unit.
  - Bonus points are possible

Extra Credit Opportunities:

Extra credit will be awarded throughout the semester.

- Points may be awarded during classroom discussions or by participating in campus activities. These points are entered under the “Extra Credit” Assessment on Brightspace.
  - Bonus points can be awarded during exams and in the Discussion Boards.

Late Work, and Make Up Work Policies:

Late Work and Make Up Work Policies:

Students must contact Dr. Dove if there are circumstances that impact completing an assignment.

- Missed Lab work will only be accepted with excused absences.
- No extensions will be given if it’s been over a week without communication
  - It is the student’s responsibility to contact Dr. Dove
- Brightspace Assignments generally have over a week to complete. Do not wait until the last minute to avoid potential technical problems. Assignments coincide with lectures and will not be accepted late.

Student Behavioral Expectations or Conduct Policy:

College is a professional environment and should be approached accordingly.

- Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.
- The classroom community must facilitate learning with an atmosphere that is respectful and free from harm.
  - Harassment of individuals in or outside of the classroom will be reported to university personnel. Avoid making comments to insult or belittle.
    - Bullying and cyberbullying are degrading behaviors and against the student conduct policy.
- When meeting face-to-face, **electronics etiquette must be maintained.**
  - Cell phones must be turned off/silenced.
    - Students who repeatedly partake in texting or staying on their phones will be asked to leave the classroom and marked absent for that day.
      - Texting and/or calls must be limited to emergency situations, but feel free to step outside if you need to take a call.
  - Computer use in the classroom is **limited to A&P content ONLY.**
    - This is **NOT** the time to work on your other coursework.
    - To avoid distractions, students with computers may be placed in a computer section in the classroom.
- Sleeping in the classroom is a distraction from the learning environment. Please come to class prepared to learn.
- **A&P is a rigorous course that demands sustained focus and discipline.** Anyone who disrupts the learning environment through inappropriate chatter, sleeping, or bad technology etiquette (playing on phones/computers, doing other coursework) will be asked to leave the classroom and marked absent for the day.

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07/02/2024

MCLENNAN COMMUNITY COLLEGE

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 Accommodations (Disability Services) 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

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident 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.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

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 https://www.lighthouse-services.com

Visit McLennan's Title IX webpage at https://www.mclennan.edu/titleix/ to learn more about Title IX protections, reporting, and resources.

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/)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@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.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html

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-StaffCommons/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.