McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Anatomy and Physiology I

BIOL 2401.O280

Sondra Dubowsky

NOTE: This is an 8-week course.

NOTE: This is an Online 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, and nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

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).

Course Notes and Instructor Recommendations:
All exams will be taken in Brightspace using Respondus Lockdown Monitor.

Instructor Information:
Instructor Name: Sondra Dubowsky
MCC E-mail: sdubowsky@mclennan.edu
Office Phone Number: 254-299-8190 (**do not call this phone call my CELL PHONE**)
Office Location: Science Building Room 244
Office/Teacher Conference Hours: 2:00 – 3:00 Monday and Wednesday. 7:00 - 9:00 Monday – Sunday by phone, text, or email, or by appointment. These are times to discuss the course, including assistance or clarification regarding content.
Cell Phone Number: 620-365-9557 (text messaging and calls any time 7 days a week and holidays – **always leave a message telling me WHEN I can call you back if I am unavailable.**
I will always get back to you within a couple of hours unless you contact me after I go to bed. In those cases, I will get back to you as soon as I get up.

Required Text & Software:
Textbook Title: *Anatomy and Physiology: An Integrative Approach*
Author: Michael McKinley, Valerie O'Loughlin, and Theresa Bidle
Edition: 4th (2019)
Publisher: McGraw Hill
ISBN: 9781264265404

Lab Software Title: *Anatomy and Physiology Revealed 4.0.*
Publisher: McGraw-Hill
ISBN: 9781259616068

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

Methods of Teaching and Learning:

Lectures will include discussion boards, concepts, physiological function, homework assignments, oral assignment, writing assignments, quizzes, and exams. Laboratory will include anatomical identification of models, diagrams, and cadaver photos.

Course Objectives:

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 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've learned in lecture.
2. **Communications Skill (COM):** to include effective written, oral, and visual communication. 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.
3. **Empirical & Quantitative Skills (EQS):** to include applications of scientific and mathematical concepts. 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.).
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 of a given topic.

Learning Outcomes (Lecture):

Upon successful completion of this course students will 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):

Upon successful completion of this course students will be able to:

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 Outline or Schedule: See Class Calendar in Brightspace for detailed dates
Lecture:

Section 1: Introduction, Chemical Level of Organization, and Cellular Level of Organization

Section 1: Tissue Level of Organization

Section 1: The Integumentary System

Lecture Exam 1

Section 2: Bone Tissue

Section 2: The Axial Skeleton

Section 2: The Appendicular Skeleton

Lecture Exam 2

Section 3: Articulations

Section 3: Muscle Tissue

Section 3: The Muscular System

Lecture Exam 3

Section 4: The Nervous System

Section 4: Nerve Conduction

Section 4: The Spinal Cord and Spinal Nerves

Lecture Exam 4

Section 5: The Brain and Cranial Nerves

Section 5: Autonomic Nervous System and Sensory, Motor, and Integrative Systems

Section 5: Special Senses

Lecture Exam 5 Final

Lab:

Section 1: Terminology and Microscopes

Lab Exam 1

Section 2: Functions and Locations of Tissues and Histology

Section 2: Histology

Lab Exam 2

Section 3: Morphology of the Skull

Section 3: Morphology of the Pelvic and Pectoral Girdles

Section 3: Morphology of the Appendages

Lab Exam 3

Section 4: Musculature of the Head

Section 4: Musculature of the Trunk

Section 4: Musculature of the Appendages

Section 4: Articulations

Lab Exam 4

Section 5: Morphology of the Brain

Section 5: Morphology of the Spinal Cord

Section 5: Morphology and Function of Special Senses

Lab Exam 5

Course Grading Information:

Grades will be made up of lecture quizzes and exams, lab exams, the final exam, assignments, and discussions. Since this is a pre health care class all spelling of anatomical or physiological words will be graded. Grades are based on point totals. At any given time if you add up the total points earned and divide by the total possible points you have your percentage grade in the class. All work will be graded in a timely manner, definitely within three days.

5 Lecture Essay Question Assignments (10 points each)

5 Lecture Quizzes (10 points each)

5 Lecture Exams - Final exam will be exam 5 (100 points each)

15 Discussion Boards (5 points each)

5 Lab Exams (approximately 50-100 points each)

Additional Assignments (approximately 75 points)

1. **Grading Scale in Percentages**
   100-90 A 89-80 B 79-70 C 69-60 D 59-0 F

2. **Lecture Essay Questions**
   These essay questions provide you with critical thought processes. You need to answer these questions thoroughly. They will require you to possibly put more than one concept together. Compare and contrast is not a list but instead a discussion of all they have in common and all that they do not have in common. It is from these questions that the essay on the section exams is taken. Your answers will be submitted through the assignment function of Brightspace.

3. **Discussion Boards**
   There will be discussions throughout the semester. These discussions will constitute your attendance in the course. **IF YOU DO NOT COMPLETE THE DISCUSSION BY THE DUE DATE YOU WILL NOT RECEIVE CREDIT – NO EXCEPTIONS**. It will also count as an absence. If you miss **4 or more** discussions (or exams) you will have missed 25% of your attendance and as keeping with MCC policy, **you will be dropped from the class** with a "W".

   The discussions will be posted on the Discussion Board in Brightspace. You will to post your own original comments and then comment on at least three other threads created by your classmates.

   Each entry **MUST** be a minimum of 25 words in length or it will not be accepted as part of your 4 total entries. You need to develop your answer and use proper grammar.

   If you have one post you will receive 1 point, if you have two posts you will receive 2 points, if you have three posts you will receive 3 points, and if you have 4 posts you will receive all 5 points.

4. **Lecture Quizzes**
   These quizzes, found on Brightspace, are designed to test your knowledge of this section of lecture material. You can take the quiz as many times as you like the highest score is recorded. You should take the quiz as many times as possible. If you take it 5 times a day for 3 weeks you should be ready for the exam. You can also take these quizzes throughout the semester so due dates have no meaning for lecture quizzes. Once the quiz is graded, the correct answers are provided. Start them the first day of the learning unit.

5. **Lecture Exams**
   Lecture exams will be taken in Brightspace using Respondus Lockdown Monitor. The instructor must be contact before a missed exam if they want to take it late. No exam can be taken late without pre-approval. There will be 5 lecture exams. The questions are pulled from the database and are the same for the quizzes and the exams. So, you will have seen some of these questions before. You must finish the exam once you have started. Exams can only be taken one time and no exam grades will be dropped. Once the exam is graded, the correct answers are provided. The instructor will grade the fill-in-the-blanks by hand. So, students are encouraged to wait until a numerical score is posted before questioning the grade. **An exam not completed will count as an absence.**

6. **Lab Exams**
   Lab exams will be taken in Brightspace using Respondus Lockdown Monitor. The instructor must be contact before a missed exam if they want to take it late. No exam can be taken late without pre-approval. There are 5 lab exams this semester. You will need to study all the listed lab activities and know all photos listed or handouts that are provided for these exams. You will need to know the terms provided not terms from other sources. You will not be provided a word list, this is college and you must know your vocabulary. The questions are pulled from the database and are the same for the practice quizzes and the exams. So, you will have seen some of these questions before. You must finish the exam once you have started. Exams can only be taken one time and no exam grades will be dropped. Once the exam is graded, the correct answers are provided. The instructor will grade the fill-in-the-blanks by hand. So, students are encouraged to wait until a numerical score is posted before questioning the grade. **An exam not completed will count as an absence.**

Late Work, Attendance, and Make Up Work Policies:
All deadlines are clearly explained and can be downloaded from the course calendar button on the left in Brightspace. If for any reason you feel that you will be unable to complete the work by the assigned deadline **you must contact the instructor prior to missing the exam, or you will receive a zero** for that particular assessment. When contacting the instructor, you need to explain why you need an extension and give a time when the assessment will be completed. Extensions will be given for all assignments including exams but not discussion boards. **An exam not completed will count as an absence.**

Feel free to text or call the instructor anytime by cell phone. The instructor will be available 7 days a week and on holidays.

Communicating with the Professor
You **CAN** communicate with the professor 1 of 3 ways:

Professor's Cell Phone – call (620-365-9557)
Professor's Cell Phone – text (620-365-9557)
From your MCC email account – email me at sdubowsky@mclennan.edu

You **CANNOT** communicate with the professor these ways:

Professor's Office Phone
Brightspace Messaging
From your personal email account – we are not allowed to respond to personal emails

Student Behavioral Expectations or Conduct Policy:
Each student is expected to behave in a civil and respectful manner toward the instructor and other students. If a student fails to act in an appropriate manner, the student may be asked to leave the class.

Academic Integrity:
Cheating includes but is not limited to using your homework, notes, books, the internet, or any other source while taking a quiz or exam. Copying answers from another student's paper or tuning in work that is not your own is another form of cheating. Plagiarizing is coping written information from a source not your own. Cheating only hurts you in the long run. Helping someone else cheat hurts both of you. If you are having trouble or feel panic coming on, contact the instructor.

Attendance Policy:
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.

According to the MCC policy on attendance: "**Absence from 25 percent of scheduled meetings will be taken as evidence that a student does not intend to complete the course, and the**

student will be withdrawn from the course with a grade of W." Your attendance will be measured completion of your discussions and exams by their deadlines. If you fail to meet the deadline you will not get credit and it will count as an absence. If you miss more than 4 discussion boards or exams this will result in a withdrawal from the course.

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.