Enter the last 4 digits of your student ID in this box for future reference

Madison College
Course Information & Syllabus
Anatomy & Physiology 1, Lecture & Laboratory

INSTRUCTOR: Carl J. Shuster
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OFFICE HOURS: MWF 1:30-2:20

I. Description of Course:

A. SUBJECT AREA TITLE: Biology
B. COURSE TITLE: Anatomy & Physiology 1
C. SUBJECT AREA/COURSE NUMBER: 806-207

D. CREDIT HOURS: 04
E. LECTURE HOURS: 03 Lecture hours/week
F. LABORATORY HOURS: 02 Lecture hours/week
G. PREREQUISITES: High School Chemistry
H. TEXTBOOK & AUTHOR: A&P: Unity of Form & Function by Ken Saladin
NOTE: The free online textbook from OpenStax College is acceptable!
I. LAB BOOK & AUTHOR: A&P1 Lab Manual by Charles Benton

HOW YOU WILL BE GRADED

I. OVERALL COURSE EVALUATION

Lecture and Lab grades are combined into one overall grade. The student must pass with a score of 50%. If a student scores lower than 50% on the laboratory and/or lecture section, the student fails the ENTIRE course. If the student scores 50% or higher in the laboratory and lecture sections, the final grade for the course will be determined following the table below. The laboratory section accounts for one-fourth (25%) of the final grade and the lecture section three-fourths (75%).

The Grading Scale As Percent of Points Earned
A  90 -100%
AB  88-90%
B  80 -87%
BC  78-80%
C  70 -77%
D  50 -69%
F  49 and Below
Grades will be posted inside Blackboard, using your “Course ID number” found on the first page of this syllabus.

Extra effort in class and in lab (attendance, questions, attending office hours, etc.) may translate into extra points on the final grade, at the instructor’s discretion. IN NO CASE WILL EXTRA WORK BE GIVEN TO HELP IMPROVE A STUDENT’S GRADE.

II. LECTURE EVALUATION - 75% of overall grade. 4 In-class Lecture Exams, 1 Take-home Exam, Lecture Quizzes, Comprehensive Final. The 4th Exam and Comprehensive Final will be combined during finals week.

A. Lecture Examinations - Three in-class exams and one take-home exam, and 1 final will be given during the semester. Exams will cover both lecture and book material.

All in-class lecture examinations will be valued at 50 points. The Take-home exam will be worth approximately 100 pts. The majority of the questions (and points) will be multiple choice with a smaller number of matching, fill-in-the-blank, true and false, and/or short answer. The figures (diagrams) found in the textbook may appear on lecture examinations.

The student will be allowed to bring one 3x5 index card with notes (both sides) for the exam.

I will drop your lowest exam score of the 4 exams (1, 2, 3 & Take-home Exam). I will not drop the final ... you must take it!

If you know ahead of time that you will miss an exam, you may arrange with me to take the exam on an alternate date IF YOU ARRANGE IT WITH ME AT LEAST 2 DAYS BEFORE THE DATE OF THE EXAM. No exceptions will be made. Makeup exams will normally be given before the regularly scheduled exam, they will be harder than the regularly scheduled exam, and 10% will automatically be deducted.

If the Takehome Exam is late, 20-25% will automatically be deducted. If it is more than a week late, the student can receive no higher than a 70%.

B. Lecture Quizzes - I may give the occasional pop quiz in lecture. These may or may not be announced. In general, the will reflect the questions asked on the Computer Quizzes (see below). I will drop the lowest quiz scores. No makeups.

C. Extra Points - No extra credit will be assigned.

D. Final Exam - The final will consist of 2 parts: a non-comprehensive and a comprehensive portion. The comprehensive portion of the final will be worth about 12% of your overall grade.

The non-comprehensive portion will be just like one of the other 3 exams. You can bring a 3x5 card for this part. It will be about the same length as the other exams, and will cover all the material since the previous in-class exam.

The comprehensive section will be consist of 50-65 questions, and is based on your On-Line Computer Quizzes. They will act a s a study guide. No material not found on the online quizzes will be included on the final exam. No index card allowed!
III. LABORATORY EVALUATION – 25% of overall grade. Quizzes & Laboratory Practicals. No comprehensive Lab Exam!

A. Laboratory Quizzes. Several laboratory quizzes valued at 10 points each will be given during the semester. All will be announced. The 6-10 best quiz scores will be factored into your laboratory grade. The lowest quiz scores will be discarded. There will be no make-ups for missed laboratory quizzes. A missed quiz will be recorded as "O" score.

B. Laboratory Practicals. THREE 100 pt. laboratory Practicals are scheduled. These Practicals will consist of identification of labeled structures on models and dissections, as well as an occasional thought problem. NO PRACTICAL will be dropped … MAKEUPS WILL BE GIVEN, although I will let a student take the practical during another lab period if the student has just cause and IF PREVIOUS ARRANGEMENTS ARE MADE WITH ME. All other make-up Practicals will occur during finals week, to be arranged with me, and will consist of an automatic 10% deduction in grade.

IV. MISCELLANEOUS

Please see the section in the Student Handbook on “Student Rights and Responsibilities” for what is expected in all classes at Madison College.

COURSE WITHDRAWAL:

It is the sole responsibility of the student to withdraw from (drop) a class. However, dropping a class may affect a student's status in a program of study and financial aid packages. Students should consult with an academic advisor and/or Financial Aid prior to taking action.

Students are responsible to:

- Drop up to the 90% completion point of the class for the current term
- Non-attendance does not constitute an official drop. Specific attendance policies may be stated in the syllabus for individual classes by the instructor
- Non-payment or stop payment actions do not constitute a formal drop. Registered students will be held liable for the full tuition and fees until the date of the completed drop
- Drop date determines possible refund. Refer to the Wisconsin Technical College System mandated refund policy
- Drop Classes procedures

Refer to “Program Withdrawal” and “Program Discontinuation” on the Madison College Website for related information.

http://madisoncollege.edu/class-withdrawal

Students with Disabilities:
The student must provide documentation to the Transition Facilitator. Disability accommodations cannot be made unless the student has identified themselves to this office. Then, I shall make every effort to accommodate special needs if the student follows correct Madison College procedures.

Testing and Assessment Office
Accommodated Testing Services
Room D2603, Truax Campus
(608) 246-5220 option 5 or Toll Free (800) 322-6282
Fax: (608) 243-4244
http://madisoncollege.edu/testing-accommodations