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

Madison College
Course Information & Syllabus
Anatomy & Physiology 2, Lecture & Laboratory

INSTRUCTOR: Carl J. Shuster
OFFICE: E3868 Office Hours may be held in room E3826 (General A&P lab)
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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 2
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
I. LAB BOOK & AUTHOR: A&P2 Lab Manual by Carl Shuster

Please download and print the CALENDAR that goes along with this document!

Anatomy & Physiology is a two semester course. It is a required course for some health career-related fields of study. More importantly, it will serve as a basis of knowledge for many courses to be taken in the future.

THE TEXTBOOK
There is a lot of information to be covered during the semester; therefore, the student should be prepared to attend class regularly and keep up with the assignments. Students should develop good study habits now, and continue them throughout the semester. THIS WILL BE INVALUABLE THROUGHOUT YOUR COLLEGE CAREER.

If a student has any problems with the material or with class attendance, they should see me immediately outside of class for help. REMEMBER, MY DOOR IS ALWAYS OPEN; IT IS YOUR RESPONSIBILITY TO TAKE ADVANTAGE OF THIS RESOURCE!
I want to point out that, due to the amount of material that must be covered in a short period, **IT IS IMPORTANT THAT THE STUDENT READS THE BOOK MATERIAL BEFORE COMING TO CLASS.** I lecture very quickly, and I **DO NOT** cover all material in lecture, and reading ahead will help the student keep up. **YOU PAID A LOT OF MONEY FOR THE BOOK--USE IT!**

I also suggest that students form study groups, and make flash cards.

**MANDATORY SCREENCASTS**

There are several VIDEO DAYS designated on your calendar. During these sessions, we will not be meeting in-class. Rather, the student will be watching **MANDATORY ONLINE SCREENCASTS** covering lecture material. This material should be considered lecture material, and will be covered on in-class exams. For many of these sessions, I have included “**SUMMARY VIDEOS**” that will help the student organize the material. These are not mandatory; however, students usually watch them to help study. **YOU MAY WATCH THESE BEFORE OR AFTER** viewing the mandatory screencasts.

**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%).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 -100%</td>
</tr>
<tr>
<td>AB</td>
<td>88-90%</td>
</tr>
<tr>
<td>B</td>
<td>80 -87%</td>
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<tr>
<td>BC</td>
<td>78-80%</td>
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<tr>
<td>C</td>
<td>70 -77%</td>
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<td>D</td>
<td>50 -69%</td>
</tr>
<tr>
<td>F</td>
<td>49 and Below</td>
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</tbody>
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Grades will be posted inside Blackboard, using your “Course ID number” found on the 1st 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 Takehome Exam, Lecture Quizzes, Comprehensive Final

**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 & takehome). 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 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 finals will occur during finals week, to be arranged with me, and will consist of an automatic 10% deduction in grade.

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: A student may withdraw from a class at any time upon completion of the withdrawal form in the Registrar’s Office. It is the responsibility of the student to complete the appropriate forms ON TIME. This instructor will give no withdrawals after THE LAST REGULAR WEEK OF CLASS. Therefore, it is up to each student to evaluate his/her standing in the course prior to the above date as to whether he/she wants to continue or withdraw from the course. If you have any difficulties, please contact me as soon as possible.

The A&P Learning Lab (across the hall from A&P lab): The A&P Learning Lab has microscopes, films, videos, and many other items we will be studying (see chronology for suggestions of helpful programs for each unit of study). The Biology Learning Lab is staffed with someone to help you with your studies. Use this resource to help your studies. The times it is open will be posted on the door.

The Arts & Science Computer Lab (found in 264,265, & 266) and the Library: Check for schedules.

Students with Disabilities: the student must provide documentation to the Transition Facilitator, Student Services, Room 159, x6791. 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.