

Enter the last 4 digits of your student ID here for future reference

## Madison Area Technical College

### Course Information & Syllabus

Anatomy & Physiology 2,  
Lecture & Laboratory

**WEBSITE PASSWORD: BONE** (needed to download some documents)

**INSTRUCTOR:** *Carl J. Shuster*

**OFFICE:** 392C (cubicle J)      **Office Hours will be held in room 389 (General A&P lab)**

**PHONE:** Office: 246-6203      General A&P Lab: 246-6605

**EMAIL:** cshuster@matcmadison.edu

**URL:** <http://faculty.matcmadison.edu/cshuster/> (NEW URL!)

<b>OFFICE HOURS:</b>	<b>MON.</b>	<b>TUES.</b>	<b>WED.</b>	<b>THURS.</b>	<b>FRI.</b>
	1:30-2:20		1:30-2:20		1:30- 2:20

I. Description of Course:

- |    |                                 |   |
|----|---------------------------------|---|
| A. | SUBJECT AREA TITLE:             | Biology   |
| B. | COURSE TITLE:                   | Anatomy & Physiology 2                                      |
| C. | SUBJECT AREA/<br>COURSE NUMBER: | 806-208   |
| 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:              | <i>A&amp;P: Unity of Form &amp; Function</i> by Ken Saladin |
| I. | LAB BOOK & AUTHOR:              | <i>A&amp;P2 Lab Manual</i> by Bauman & Dutton               |

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.

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.

Lastly, I have setup a discussion area for this class within Blackboard. I will not participate in these discussions; these discussions are meant as a tool to keep you in contact with other students. Go to my website, and click on OnLine Classroom , for easy access to the Blackboard site.

II. LECTURE EVALUATION - 75% of overall grade.

Lecture Examinations - Three in-class exams and one take-home exam 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 100-150 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 1<sup>st</sup> 4 exams (1, 2, 3 & takehome).

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. Make-up 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%.**

Extra Points - No extra credit will be assigned.

Lecture Quizzes - I may give the occasional pop quiz in lecture. These may or may not be announced. In general, they will reflect the questions asked on the **Computer Quizzes** (see below).

Final Exam The final will be ½ non-comprehensive, and ½ comprehensive. The comprehensive portion of the final will be worth about 15% of your lecture grade.

The non-comprehensive section will consist of 50 questions, and will cover all material after the second regular exam (in-class exam). It is worth the same as a regular, in-class exam. An index card is allowed.

The comprehensive section will consist of 100-125 questions, and is based on your Computer Quizzes. It will cover all material covered in lecture. No index card allowed!

### III. LABORATORY EVALUATION--25% of overall grade.

Laboratory Quizzes. Several laboratory quizzes valued at 10 points each will be given during the semester. Approximately the 6 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.

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**.

**Please Note: If lab is held in one of the Microbiology labs, under no circumstances will food or drinks be allowed.**

### IV. COURSE EVALUATION

The student will have 3 hours of lecture and 2 hours of laboratory per week. The student must pass with a score of 50% or higher. If a student scores lower than 50% on the laboratory and lecture section, the student fails the course. If the student scores 50% or higher in the laboratory and lecture sections, the final grade for the course will be determined as follows. 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 Eamed

_____	A	90 - 100%
	AB	88 - 89.9 %
	B	80 - 87.9%
	BC	78 - 79.9 %
	C	70 - 77.9%
	D	50 - 69%
	F	49 and Below

**Grades will be posted inside Blackboard**, using your Course ID number found on the 1<sup>st</sup> page of this syllabus. Go to my website, and click on OnLine Classroom , for easy access to the Blackboard site. 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.**

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***NOTE: if you give me a self-addressed stamped envelope or post card the day of the final, I will send you your final letter grade.***

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## V. MISCELLANEOUS

Please see the section in the Student Handbook on Student Rights and Responsibilities for what is expected in all classes at MATC.

### **COURSE WITHDRAWAL:**

A student may withdraw from a class at any time prior to \_\_\_\_\_ upon completion of the withdrawal form in the Registrar's Office. 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.

### **Shuster's Internet Quizzes:**

I have developed several practice quizzes for the student to use (see attached figures). These quizzes will NOT be added to the student's scores. However, the student will find them useful for in-class quizzes, exams and lab practicals. The final questions will be modified from these questions.

I suggest that the student keep up with these quizzes, and does not wait until the last minute to take them. The test questions **WILL NOT** be these questions, but they should give you a good idea of what is expected.

### **Chemistry of Life CD:**

Found in the library and in the A&P Learning lab (see below). This CD is strongly recommended to all students who have a weak background in chemistry, or who just want a refresher. **This worksheet is downloadable from my On-line Classroom.**

### **"Cybered" Tutorials:**

I currently have 3 tutorial CDs available on reserve in the library. 2 of these CDs are specifically useful for A&P 2 students: **Blood and Immunity**. These are easy-to-use tutorials with built-in quizzes for the student.

### **Internet LINKS Page:**

Internet links that may be helpful. **The links page can be accessed via my On-line Classroom.**

### **The A&P Learning Lab (room 347 - next to regular 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 MATC procedures.

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***Need Tutoring?*** Talk to Donna Chappell in the Alternative Learning office, room 232, 246-6262. They have a list of my former students who might be willing to tutor.

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