

**Lecture: Sunday 8:00 am to 11:50 am**

**Location: ABAC 3245**

**Dates: 1/17/10, 1/31/10, 2/14/10, 2/28/10, 3/14/10, 3/28/10, 4/11/10, 4/25/10**

**Instructor: Dr. Scott Richmond**

**Office: By Appointment Only**

**E-mail: srichmond@maryville.edu**

**Required Books:**

1. Anatomy and Physiology: The Unity of Form and Function (4<sup>th</sup>,5<sup>th</sup> edition) Saladin
2. Anatomy and Physiology Lab Manual (2<sup>nd</sup> edition), Bruzzini, McGraw Hill

**Learning Objectives:**

This course is designed to provide students with the basic terminology, concepts, and principles of anatomy and physiology. The focus is not on application. The course will require CONSTANT and INTENSIVE study.

1. Have an understanding of the anatomy and physiology of the cell and cellular metabolism.
2. Have an understanding of the anatomy and physiology of the tissues and Integumentary system.
3. Have an understanding of the anatomy and physiology of the bones and joints and bone tissue.
4. Have an understanding of the anatomy and physiology of the muscles and muscular system.
5. Have an understanding of the anatomy and physiology of the nervous system and nervous tissue.

**Assessment:**

Administering FOUR lecture exams will monitor students' success in this class. Textbook readings will be assigned and discussed during the lecture portion of the course. Laboratory exams will be administered during the course to test general knowledge of laboratory procedures and assignments. Supplemental handouts will be given throughout the course of the semester. All exams administered will be worth 100 percentage points. Pop quizzes, homework assignments and possible poster presentations may also be given throughout the semester. The lecture portion of this course is worth 75% credit and the lab is worth 25% credit toward your grade.

**Classroom Activity:**

Students are expected to regularly attend class. Readings from the text are essential for complete understanding and should be examined before each lecture. Because classroom work will be designed on the assumption that you have read the text, you should obtain an overview of the material for each lecture before coming to class. Students can then use what is presented in lecture along with the assigned readings as guides in the examination of the gross anatomical structures and on computer assignments.

In all, there will be FOUR one-hour lecture exams that cover the lecture and reading material. **These times are fixed and student schedules will be adjusted accordingly to accommodate the exams.** The exams will have a range of question types, including short answer essay, multiple choice, fill-ins, True/False and matching. There will be NO makeup tests or make up quizzes scheduled or unscheduled. There will be no make-up for homework assignments either. No retakes on any assignment, quiz or tests. Pop quizzes, homework assignments, and poster presentations will also be given through out the semester. Students may not make-up pop quizzes if they miss them. IF it is a group assignment and you are not in class with your group – you will not receive the points. Cannot receive points if a student is not present to participate – no excuses.

4 exams	4 X 100points = 400 points
Pop quizzes, homework assignments, Announced quizzes, Poster presentations	total points = 100 points
<b>Total Possible Points</b>	<b>= 500 Points</b>

### **Grade Point Distribution:**

The lecture portion of the course will count as 75% of the final grade. The laboratory portion of the course will count for 25% of the final grade. In lecture there will be a total of four examinations. Each lecture exam will carry the same value in terms of calculation of your final grade. In the laboratory there will be three grades one for each scheduled Lab practicum test.

Extra credit will not be available for the lecture portion of the class. There may be extra credit questions on the lab exams. These cut-offs are NOT negotiable. Points are Points.

Grades will be issued on a percentage basis with the following scale:

	A = 100.0-92.5	A- = 92.4-89.5
B+ = 89.4-86.5	B = 86.4-82.5	B- = 82.4-79.5
C+ = 79.4-76.5	C = 76.4-72.5	C- = 72.4-69.5
D = 69.4-59.5	F = 59.4 or less	

Students found cheating will receive an “F” for the course, be placed on disciplinary probation, and/or expelled from the college

### **Make – Up Policy:**

We meet only 8 times...No Make ups and No Re-takes are possible

### **Withdrawal Policy:**

Students must initiate withdrawal through the Admissions Office before the scheduled deadline. Failure to do so results in an “F” for the course. No PR grades are given and no Incomplete are given.

**Attendance:**

Punctuality is important. Late arrivals disrupt the class and tardy students may find themselves locked out of the class until the break. Class attendance is expected. If you miss a class, borrow the notes from a classmate (NOT from your instructor). Also check with a classmate to see if the schedule has been changed. Absence from more than 1 class may result in an "F" for the course. (WEC)

**Electronic Devices: \***

Cell Phones, Beepers, MP3 Players, lab top computers, etc.... are very disturbing. So, put them on vibrate or turn them off during class time. 25 Points will be deducted from your grade if any device continues to disrupt the class after the first warning. Then 25 points thereafter as well.

**\*Electronic devices are NOT allowed on or near the student during any exam.**

**Hats, Water bottles, coats, purses, etc. are not allowed on or by student during any exam.**

**Tutors:**

Free tutoring is available. I don't know you need help if you don't communicate with me. I am here to help.

**Disability Support Services:**

Students who have any disability that might affect their performance in this course should see me at the **beginning** of the semester. Approved accommodations will be made as identified.

**Final Note:**

All students are encouraged to see me during the semester if you have any questions or concerns about your work in this course. You can schedule an appointment, catch me between, before or after classes; and you can Email me. I am here to help you achieve greatness.

I do expect that students put forth the necessary time and preparation for the course, but I also understand that it can sometimes be overwhelming. I am always here to help.

**REMEMBER:            You have an "A" right now.....It is up to YOU to keep it.**

*This schedule is subject to change at the discretion of the professor. It is the students' responsibility to keep abreast of any changes. It is the students' responsibility to come to class on time, be prepared and ready to achieve greatness.*



## **Anatomy & Physiology Recipe for Success**

A & P I and II may be the toughest courses you've ever taken. Mastery of the material will require lots of hard work. Success will mean that you have discovered an effective way to assimilate a mountain of information in a short period of time. More importantly, success will mean you have developed "the ability to make yourself do the thing you have to do, when it ought to be done, whether you like it or not" (Thomas Huxley). Your hard work will also be rewarded with a tremendous sense of satisfaction.

### **1. How To Get Started**

- A. Get your Text and Lab Manual **TODAY!** Look them over - check out all the nifty student-help features (you may as well use them - you paid for them!). Get a copy of the A&P I Lab Video Tape, and look over the optional materials which are available in the bookstore. You may find them helpful.
  
- B. Organize a 3-ring binder with your class handouts, index sheets, notebook paper and pens. Get a TAPE RECORDER if you need one. **LABEL YOUR TEXT, LAB MANUAL, NOTEBOOK AND RECORDER WITH YOUR NAME AND PHONE NUMBER.**

### **2. Time Management & Organization**

- A. Make out a daily schedule. Include classes, work, meals, sleep, family, study time, and personal time (stress control!) Most students need to spend at least 10 hours/week in addition to class time to master the material well enough to earn a grade of B or C. For most students this means a life-style change. Warn your family and friends. Solicit their support and help in accomplishing your goal. Even a seven-year-old can help quiz you, help with siblings, etc. Try a reward system for your support team when you do well (Mom's "A" on an exam means ice cream for all).
  
- B. Divide each unit into small sections, and tackle a section every day. Short, frequent periods of concentrated study are usually more effective than an all-night cram session. The average adult attention span is about 20 minutes.

### **3. How To Study All This Stuff #!?!@%#\*\*!**

- A. Approach study time with a positive attitude. Learning the material will be easier if you're enthusiastic. Remind yourself of your reason for taking the course, and remember - a semester is only 16 weeks long...Summer 8 weeks.
  
- B. Before each lecture: Look over text material likely to be covered. Try to get an overall view of the major topics and how they are organized. Read through study sheet question so you'll recognize them when they come up in lecture.

During lecture - taking notes: Be prepared (see above) - the brief amount of time spent before lecture will make it much easier to follow your notes. You will know how the material is organized and new terms won't sound like pig Latin to you. Arrive with paper, pens, batteries, etc, and arrive early. Use the minutes before class begins to relax, eliminate outside concerns, and focus on this class. Get out your notes on questions you had while studying or on previous lecture material. Lecture material goes by fast (the mountain is high and time is short). Abbreviate and outline when you can.

After each class: Review lecture material within 24 hours of presentation. Consider **recopying your lecture notes**, writing out the answers to study questions, and tracing/labeling diagrams. Writing, drawing and labeling all help to increase retention of the learned material. Utilize as many senses as possible. If you've taped the lecture, listen to your tape to fill in any gaps in your notes.

- C. Use the text to clarify difficult material and for helpful diagrams and photos. When studying the text, vary the method of input. Read a small section - take notes while you read and try reading out loud. Look up any words you don't understand. Practice pronouncing new terms so you'll recognize them in lecture. Read through the diagrams carefully (your text has great diagrams and charts). Many students find that copying or tracing diagrams makes them easier to remember. Use what you've read and your lecture notes to answer any related questions on the study sheet. Mark anything that is still confusing so you can bring it up in lecture. Then take a brief break. When you begin again, start by quizzing yourself on the previous section, then move on.

Relate new scientific terms to their Greek or Latin derivatives. Develop mnemonic devices - link terms to exaggerated or humorous situations. Consider making flash cards for study questions and new terms. They're small, easy to carry, and can go wherever you go. Stick a couple to the dashboard and learn them at the stop lights on the way to work or school. Have a few in your pocket to whip out if you find yourself waiting in a line.

Try to relate what you are studying to previous material and think of analogies. Strive for understanding, rather than rote memorization.

Be as active a learner as possible - it sinks in better that way. Repeat answers out loud, copy them over and over, quiz with a study buddy, or use a tape recorder to quiz yourself on pronunciation and spelling.

Reward yourself after an effective study session - 30 minutes of concentrated study followed by 10 minutes with headphones, feet up, and a good cup of coffee - or a bubble bath, or an ice cream - suit yourself.

#### **4. Preparing For Exams**

- A. Keep up, and stay well-organized. In reviewing material for the exam, remember to use as many senses as possible (repeat out loud, write, draw, and listen to tape). Divide material as you go - put aside material you know well, and concentrate on the parts still giving you problems. The "problem pile" should get smaller and smaller, until you have just one or two 3x5 cards to review right before the exam.
- B. Get some sleep the night before the exam.
- C. Drink water and make good food choices always....great brain food.

#### **5. Taking Exams**

- A. Prepare well and go in with a positive attitude. "Whether you believe you can do a thing, or believe you can't, you are right." (Henry Ford)
- B. Read each question carefully. Formulate your answer before looking at the selections provided. Then select your answer from the choices. If you come to a question you can't answer, mark it on the exam, skip it, and come back to it when you have completed all the others. Be sure to keep that number open on your answer sheet. Before handing in Lab Exams, double-check your SPELLING and be sure all your answers are LEGIBLE!

## 6. Class In General

- A. Don't miss class or lab. Block out the FULL 4 –1/2 HOURS of weekly lecture and lab time your calendar, and don't let ANYTHING intrude on that time. Also, set aside DAILY study time.
- B. Make friends in class. Exchange phone numbers, compare notes, borrow notes (in the unlikely event you miss class because of your emergency heart surgery), and study together.
- C. Help me get to know you. I am a basically friendly person. You'll learn more if our interaction is two-sided. I will too. Many of you will be entering programs which require teacher recommendations. Effective recommendations are much easier to write if I remember you - give me something to remember you by! Also, if you need recommendations, please ask for them at least two weeks before the end of the course, and allow plenty of time before program deadlines.

I am here to help you. I am not here to spoon feed you. This course requires great time management skills and self discipline. I don't know you need help unless you come to see me. Good Luck! You can do this.