

Important policies:

- You **MUST** appear on the official university roster to attend any class.
- If you do not have the pre-reqs for this course, you may be dropped from it.
- Upon receipt of this syllabus, if you choose to remain enrolled in the class you explicitly agree to be bound by the policies stated therein.

Office hours: By appointment. Please make your appointments at least 24 hours in advance.

I am always happy to hear from you by email. Email may be the fastest way to get a response from me. If you would like to meet, please allow 24-48 hours to schedule a meeting.

Any and all lab-related issues should be directed to your lab instructor.

1. Required texts etc.

- ***Fundamentals of Anatomy & Physiology***, 10th edition; Martini, Nath and Bartholomew
 - The ancillary material for this text is optional e.g. Mastering A&P, study guides, etc.
 - You may also use the 9th edition of the text. The two editions are almost identical.
- **A Photographic atlas for Anatomy and Physiology, Heisler and Chinn.**

2. Attendance: You are expected to attend **ALL** classes without exception.

Class is held 8:30 – 9:45am T, Th

3. Examinations: There will be **three lecture exams** and a **comprehensive final exam**. Each exam will be worth 100 points, and the final exam worth 200 pts. The lecture exams will be **60 questions** long, including true and false and multiple choice. The exams require not only a detailed knowledge of factual information, but the ability to apply it as well. **The final exam is cumulative** and will have about double the number of questions as a lecture exam.

Exam Schedule: Exam 1: Thursday, February 7

Exam 2: Thursday, February 28

Exam 3: Thursday April 4

The final is Saturday morning

EXAMS START PROMPTLY AT 8:30 (average completion time was 45 minutes)

You will be submitting a Scantron form for computer grading on your lecture exams. Please read the following suggestions and pay careful attention to the instructions given at the start of each exam to minimize computer related errors.

I will not correct any errors you may make in filling out your Scantron e.g. incomplete erasures, improperly filled in “bubbles” etc. They will count as incorrect answers.

Please note that errors in electronic grading are extremely uncommon and almost always result from improperly filling out the Scantron.

You can minimize your chances of errors by doing the following:

- FILL OUT THE REQUIRED FIELDS ACCORDING TO THE DIRECTIONS
- Use only a #2 **non-mechanical** pencil
- Make sure that you have a good eraser that works with a #2 pencil.

Exam scores will be posted on Sakai within five days of the exam. I have configured the gradebook to show you your current point total in the class at all times.

4. Exam corrections: In the interest of learning, you will have the opportunity to correct your lecture exams (not the final, not your lab practical). You may earn up to 50% of the missed points back (1pt questions will be worth 0.5, 2pt questions will be worth 1pt), **up to 8 points**. The corrections are all or nothing. You need to correct every question stating 1) why the answer you chose is incorrect and 2) why the correct answer is right. Answers need to be written in sentence form. All responses need to be typed, turned in with your Scantron review sheet, and your original exam (stapled together). Failure to return any of these or failure to respond to any question will disqualify you from this opportunity. This is an exercise in learning for you. I will not answer questions about the exam during the correction period. You may work in groups, but you must write your own answers.

*****KEYS TO EXAMS WILL NOT BE POSTED*****

5. Missed lecture exams: A missed lecture exam can only be made up only with my permission. To obtain my permission, you must meet **ALL** of the following requirements:

- If you miss an exam, you must inform me by email (tsanger@luc.edu) **within 24 hours** of the scheduled start time of the exam.
- ***In any event, I will not accept ANY legitimate excuse if you fail to notify me within 72 hours of the start time of the exam.***
- Acceptable excuses include (1) **illness requiring professional medical assistance, (2) a death in the immediate* family.....and VERY LITTLE ELSE!!!**
* Immediate family includes your parents, siblings, spouse and/or children
- In all of the above cases, you must fully document your excuse by some **verifiable** means.

Since federal and state statutes prohibit the release of such information, you must arrange with the physician/office staff to release verification that you were indeed seen by the physician on the day specified in the excuse. I do not require any information as to the nature of your illness, only that you were there!

If I cannot verify your excuse, you will not be permitted to make up any missed work/exams.

- Examples of **unacceptable excuses** include, but are not limited to: I overslept/the L was running late/my car wouldn't start/my significant other was having a meltdown/I had to work/I have to go to a wedding/my flight was cancelled etc.
- If court dates, jury duty or interviews conflict with the exam dates, you must provide written evidence that you have attempted to change those dates if you wish to take a make up.
- Plan ahead! As we all know, weird, unimaginable things happen when you just HAVE to be somewhere at a specific time e.g. a tsunami closes Lakeshore Drive.
- ***If authorized, all make-up exams will be scheduled for 7am on the final day of classes.***

Please note: These policies will be enforced without exception! In all cases, you should assume that these policies will be enforced in the most restrictive sense. You would be very badly advised to think otherwise!

6. Assignments and activities

To foster deeper engagement in the material we will analyze, dissect, and discuss course material as small groups. Following the first week of class I will assign all class members to groups of four to six people. You will be expected to work with your assigned group during these in class activities. The points awarded will be for the entire group, not for individual group members. This parallels what may be expected of you in professional or graduate school or in the future workplace.

7. Final grade distribution: You will be able to accumulate a maximum of 500 pts. over the course of the semester. Extra credit may or may not be available during the semester

Lecture exams (3 x 60)	180 pts.
Final exam	100 pts.
Assignments and activities	70 pts.
Lab	150 pts.
Total possible pts.	500 pts

<u>Letter grade</u>	<u>Numeric average</u>		
A	94-100%	4.00	Excellent
A-	90-93	3.67	
B+	86-89	3.33	
B	80-85	3.00	Good
B-	76-79	2.67	
C+	73-75	2.33	
C	70-72	2.00	Satisfactory
C-	67-69	1.67	
D+	64-66	1.33	
D	60-63	1.00	Poor
F	less than 60%	0.00	Failure

You will receive **exactly** the grade that corresponds to the number of points you have accumulated. In the case of fractional points **greater than 0.5**, I will round up to the next highest point.

- 0.5 or greater rounds up to the next higher integer
- 0.4 or less round down to the next lower integer
- Fractional points less than 0.1 will not be used in these calculations e.g. 0.49 will NOT round up to 0.5!

8. PPTs: PPTs of the lectures will be made available to you. These are the materials that I use to deliver the lectures and **NOT** an online course. You should **NOT** expect that you will necessarily have access to all of the slides or information that is presented in lecture or during discussions. You are expected to fill in any gaps through lecture notes and your readings.

9. Academic honesty: This class (lecture and lab) has a “zero tolerance policy”. I expect that you will adhere to the highest standards of academic honesty. If evidence to the contrary is found, I will press for the **most severe sanctions** under University policy. ***This will include an automatic grade of “F” for the course and notification of the appropriate Dean for further sanctions. Please consult the official university policy statement that is posted on Sakai as part of your course documents.***

10. Students with special needs: Loyola University Chicago's Office of Services for Students with Disabilities coordinates and ensures services and accommodations for registered students with disabilities as mandated by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. These services provide equal educational opportunities to students by minimizing the impact

of functional limitations upon their academic lives. The Student Accessibility Center must have documentation of the disability on file to provide academic accommodations. ***I must receive this documentation no later than the end of the first week of classes.*** General guidelines about services can be found at <https://www.luc.edu/sac/>

11. Study tips

There is a lot of material in this class! I feel strongly that the greatest hurdle to doing well in this class is absorbing that volume, not struggling to understand that material or solving problems. You must keep up with the material as it is presented. Here are a few extra tips that may help you:

1. Study with friends. Create communal study guides. Create flash cards and quiz one another.
2. Use the provided blank figures as you would flash cards.
3. Learn your Greek and Latin routes
4. Think about processes and the application of information, not just names and labels. You will be asked questions that test you applied knowledge.

12. Letters of recommendation

Writing letters of recommendation for medical school will be done solely at my discretion. I am happy to write letters for people in 242 and 243, but realize that I will *only* know you from this class. In this case, my letter will be limited to statements of your attendance and your grade. It is not advisable to ask for a letter from me if you have a grade below B+. Ways to improve on the strength of your letter include participation and engagement in the course material, answering questions, asking thoughtful questions, and volunteering for class activities. The strongest letters will be written by professors that know you personally and understand your motivations for pursuing medical school.