

# HOW TO TAKE A FANKHAUSER ANATOMY & PHYSIOLOGY COURSE

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rvsd. 20Sept93, 27Mar95, 15Sept95, 23Sept96, 19Sept97, 31Mar98, 29June98, 10June99, 9Sept99, 19Sept00, 25Mar02, 3Jan03, 25Mar 04, 19Sept05, 11Sept09

**Prerequisites for A&P 2001** 1) successful completion of at least two quarters of college biology with lab  
or  
2) high school courses in biology and in chemistry within the last five years, grade  $\geq C$   
If you lack these prerequisites, you are not prepared for this course. *See the instructor immediately.*

**CELL PHONES: TURN THEM OFF. ABSOLUTELY NO TEXTING DURING CLASS... PLEASE.**

**STUDY HABITS: COMPLETE READING ASSIGNMENTS PRIOR TO CLASS:** To benefit maximally from this college course, you must possess the requisite study habits. Disciplined completion of assigned reading *before* each lecture will improve your comprehension, allow us more freedom for class discussions and increase our joy in learning. Slacking off until test time turns interesting assignments into drudgery.

**ATTENDANCE** is crucial and attendance records will be kept. Missing even one class will put you out of synchrony with the class, short-change your education and *doubtless* cost you points on the next test.

**CLASS NOTES:** Do *not* attempt to record lecture material verbatim. Instead, concentrate on these elements:

**title your notes** each day or new major topic section accurately with CAPITALS at the left-most margin.

**words:** Copy all words which are written on the board, correctly spelled. Leave space in your notes for explanations.

**definitions** of all key words should be filled out in detail as you rework your notes.

**drawings** should be carefully copied. Label all structures, processes or effects mentioned in lecture.

**text book** should be brought to each class. We use its illustrations and tables. Highlight key features in your text.

**wordstems** should be compiled on the last page of your notebook with their meanings. Memorize the new ones prior to each quiz or test. Note that these will comprise up to 20% of your grade. (See attached cumulative list.)

**PARTICIPATE IN CLASS:** Do not be afraid to speak up. Offer answers to questions posed, ask your own questions. Challenge my statements. This participation in class is critical to the proper functioning of the class.

**REWORK YOUR NOTES AFTER EACH CLASS:** Spend 15 minutes soon after each class to rework the day's draft lecture notes. Compare with your text. "Flesh out" skimpy material with detail while it is fresh in your mind. I call for questions at the beginning of each class, so have questions prepared to ask from your reworked notes.

**STUDY GROUPS** are *extremely* helpful in the learning process. See separate handout, and earn 30 points or more!

**STUDENT NUMBER:** To ease collating and entering grades, I assign student numbers in each class according to alphabetical order. All material which you hand in should carry your name *and* this number. Thanks.

**QUIZZES and TESTS** are scheduled regularly and are made as comprehensive as possible. Quizzes are given during the last 15 minutes of class. They are composed of the following:

	<u>Quizzes (~35 pts):</u>	<u>Tests (~112 pts):</u>
essays, definitions or illustrations of key concepts, 5 points each:	1	3
wordstems, 1 point each:	10-15	25
fill-in-the-blanks, 1 point each (or 3 points for mini-definitions):	5-10	29
illustrations or problems, 2 or 3 points each:	0-1	1-2
short-answer point and name lab questions, 1 point each:	0	~25

**LAB NOTEBOOKS** are graded twice and reflect your success in the lab, worth ~120 pts each. Late? -10%/week.

**GRADE SLIPS** are distributed after each grading showing your progress in the course. You earn a point each by taping them inside the back cover of your notebook. Please do not telephone me to inquire about your grades.

**YOUR GRADE** in the course is curved based upon the class median of a summation of all points awarded: 15% for quizzes, 35% for tests, 20% for lab notebooks, 25% for the final exam, 5% for study groups. Sophomore class median converts to  $\leq 85\%$ . Grades are assigned on the decimal system: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, <60 = failing  
Within a grade range, lower 1/3 = "-", upper third = "+" *I.e.*, 80 to 83.3 = B-, 83.4 to 86.66 = B, 86.7 to 89.9 = B+.

**HONOR CODE:** I assume that students will support the honor code during testing. The class shares the responsibility of protecting the integrity of the testing process. Please tell me if the honor system is being abused. (Names of offenders need not be given.) **Make-up tests or quizzes** are given *only* in the event of a valid excuse, and should be *rescheduled and taken before they are returned to the class*. There may be a 5% deduction on unexcused make-ups.

**Unsatisfactory quiz scores?** See me about your study habits (listed above). You may also seek help from the Learning Lab: take your quizzes, notes & books. They will help you, and may provide tutoring where appropriate.

**If you cannot complete the quarter**, you must officially drop the course. I will sign drop slips with a WP (without prejudice) *prior* to the third quiz. Failing students (<60%), who drop *after* the third quiz receive a WF. The last day to drop is 25 May 2004. Grades for course will be posted on my web page and office door according to last 4 digits of your SS#.

DO A JOB OF WHICH YOU ARE PROUD.

I GUARANTEE THAT WE WILL ALL HAVE A GOOD TIME IN THE PROCESS.