UF Department of Applied Physiology and Kinesiology
College of Health and Human Performance
UNIVERSITY of FLORIDA

Applied Human Anatomy with Lab

APK2100c | 4 Credits | Fall 2023

Connect with HHP

@UFHHP
@ufhhp
@UF_HHP
APK LinkedIn

Course Info

INSTRUCTOR

Linda Nguyen, Ph.D.
Office: FLG 144
Email: linda.nguyen@ufl.edu
Preferred Method of Contact: ***Currently enrolled students: please use CANVAS email***

OFFICE HOURS

Weekly office hours will be posted in CANVAS and students may request meetings by appointment via CANVAS email

MEETING TIME/LOCATION

All lectures will be online in the form of pre-recorded videos.

Lectures are **ONLINE** - videos will be posted on CANVAS. This class does **NOT** meet weekly. We will only **meet in-person during the designated class day and time during Period 10 (5:10-6pm EST) on dates specified in the course schedule at the end of the syllabus for 4 lecture exams and a comprehensive final exam. Exams will take place in Turlington L007**

LAB TIME/LOCATION

All labs are held in-person and meet once a week with their graduate TAs. Please see the table below for specific meeting times and location based on your specific class #.

Labs do not meet in the first week of classes.

CLASS #	SECTION #	LAB DAY AND MEETING TIME	LAB LOCATION
10462	2089	T | Period 8-9 (3:00-4:55pm)	FLG 107B
10463	2090	T | Period 4-5 (10:40am-12:35pm)	FLG 107A
10464	2091	T | Period 6-7 (12:50-2:45pm)	FLG 107A
10465	2092	T | Period 2-3 (8:30-10:25am)	FLG 107B
10466	2093	M | Period 8-9 (3:00-4:55pm)	FLG 107B
10508	0657	R | Period 8-9 (3:00-4:55pm)	FLG 107A
10509	0674	M | Period 6-7 (12:50-2:45pm)	FLG 107A
10510	0687	W | Period 10-11 (5:10-7:05pm)	FLG 107B
10511	2086	M | Period 2-3 (8:30-10:25am)	FLG 107B
10512	2087	M | Period 3-4 (9:35-11:30am)	FLG 107A

10513	2088	M | Period 6-7 (12:50-2:45pm)	FLG 107B
10539	2100	W | Period 8-9 (3:00-4:55pm)	FLG 107B
10540	2101	F | Period 2-3 (8:30-10:25am)	FLG 107B
10541	3371	W | Period 7-8 (1:55-3:50pm)	FLG 107A
10542	3377	T | Period 10-11 (5:10-7:05pm)	FLG 107B
10544	5715	R | Period 2-3 (8:30-10:25am)	FLG 107A
10546	8073	F | Period 4-5 (10:40am-12:35pm)	FLG 107A
10547	8078	F | Period 6-7 (12:50-2:45pm)	FLG 107A
10548	8079	F | Period 2-3 (8:30-10:25am)	FLG 107A
18395	1C41	T | Period 2-3 (8:30-10:25am)	FLG 107A
18396	1C45	R | Period 7-8 (1:55-3:50pm)	FLG 107B

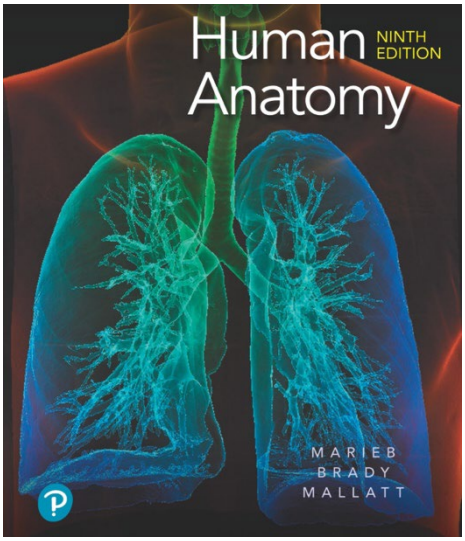
COURSE DESCRIPTION

This anatomy course will describe the human body from a systemic approach. This course covers not only gross anatomy of the body's organs and systems, but also the functionally significant microscopic/histological aspects of these structures. The following systems will be covered in this course: **integumentary, circulatory, musculoskeletal, respiratory, digestive, urinary, nervous, and reproductive**.

PREREQUISITE KNOWLEDGE AND SKILLS

Students must have at least a sophomore standing. There are no prerequisite courses for APK2100c; however, any previous experiences in medical terminology, physiology, physics, chemistry, and/or biology will be helpful to students.

REQUIRED AND RECOMMENDED MATERIALS



Please note that APK2100 will be participating in the UF All Access program this semester. Students will have two options to gain access to the required MasteringA&P materials when classes begin. Students will have a choice to "Opt-In" to MasteringA&P access through a link/instructional document provided in CANVAS for a reduced price and pay for these materials through their student account. A code will be provided upon purchase and students will use this code to register for Access Pearson (found in Canvas) to access the MasteringA&P materials. Students who do not choose this option will be able to purchase the code (access code + e-textbook) through the UF Bookstore. Both options provide access to the same online materials. There will also be a discounted, loose-leaf version print version of the textbook available at the UF Bookstore for students who would like a physical text for the course.

<u>If you already have a copy of the textbook, you will still need to purchase the access code that provides you access to Access Pearson/MasteringA&P; there is not a way to purchase an access code without the e-textbook, these materials are bundled together.</u>

Textbook: Human Anatomy by Marieb, Wilhelm, Mallatt, 9th edition. Pearson.

Older versions of the textbook are fine, but please note that page numbers may differ.

COURSE FORMAT

Students will watch pre-recorded lecture videos rather than attend a live lecture each week. Links to the lecture videos will NOT be removed and will be left up for the duration of the semester. Therefore, it is the student's responsibility to go through the material in timely matter prior to any lecture exam. It is highly advised that students adhere to the course schedule at the end of the syllabus to make sure they stay on track. Links to the video lectures can be found on the individual Chapter pages within Canvas. Students will also attend a 2-period in-person/live lab each week (see table above). Students should read required textbook pages and print out or download PDF lecture slides before watching lectures or attending lab.

Students should read required textbook pages and print out or download PDF lecture slides before watching the lecture videos and attending lab.

PURPOSE OF COURSE

The purpose of this course is to introduce students to anatomy (the study of the body's structures) and to present information and engage students in a way that promotes critical and creative thinking within the context of health and movement studies. Students will be asked to not only identify important structures of the human body, but also to incorporate some of the functions of the structures and tissues so that the information can be applied to novel, clinical scenarios. This applied method of teaching anatomy is intended to enhance the long-term retention of the concepts covered and prepare students for future courses and experiences which may require health or movement-based communication and problem solving.

GENERAL EDUCATION SUBJECT AREA OBJECTIVES

Biological science courses provide instruction in the basic concepts, theories, and terms of the scientific method in the context of the life sciences. Courses focus on major scientific developments and their impacts on society, science and the environment, and the relevant processes that govern biological systems. Students will formulate empirically testable hypotheses derived from the study of living things, apply logical reasoning skills through scientific criticism and argument, and apply techniques of discovery and critical thinking to evaluate outcomes of experiments. *The course purpose explains how these objectives will be met.*

COURSE LEARNING OBJECTIVES

The following table describes the UF General Education student learning outcomes (SLOs) and the specific course goals for APK 2100c. By the end of this course, students should be able to:

Gen Ed SLOs	APK 2100c Course Goals	Assessment Methods
Content: Demonstrate competence in the terminology, concepts, methodologies and theories used within the discipline.	• Identify and describe gross and microscopic structures of the organ systems covered. • Describe the relationship between structure and function at all levels of organization (cellular, tissue, organ, system, organism).	• Homework problems • All lecture exams • Lab exams 1 & 2
Communication: Communicate knowledge, ideas, and reasoning clearly and effectively in written or oral forms appropriate to the discipline.	• Communicate with peers and professionals using anatomical terminology.	• Oral communication assessment using anatomical models
Critical Thinking: Analyze information carefully and logically from multiple perspectives, using discipline specific	• Predict functions of unknown body structures if given the	• Clinical scenario homework problems

methods, and develop reasoned solutions to problems.	anatomical make-up or vice-versa (predict anatomical make-up of body structures if given clues about function). • Predict potential causes of disease/injury symptoms from a functional anatomy perspective.	• All lecture exams • Lab Exam 1

Course & University Policies

UF STUDENT COMPUTING REQUIREMENTS: As a course with online components, and as per the UF student computing requirements, "access to and on-going use of a computer is required for all students." UF does not recommend students relying on/regularly using tablet devices, mobile phones or Chromebook devices as their primary computer as it may not be compatible with specific platforms used in this course or UF (https://it.ufl.edu/policies/student-computing-requirements/). Access to fast, secure Wi-Fi will be necessary for this course. If a student is an area with limited wi-fi access, UF students can access **eduroam** for free with their GatorLink log-in credentials.

How to connect to eduroam:

1. If you can get a Wi-Fi signal at any of the eduroam locations (see below) and your mobile device (laptop, smartphone, or tablet) has already been configured for eduroam, then you will automatically connect.
2. Otherwise, follow the instructions for connecting here: https://helpdesk.ufl.edu/connecting-to-eduroam-off-campus/.

There are more than 100 Wi-Fi hotspots in Florida, including several state university campuses and community colleges. You don't have to sit in a car--many locations have open spaces and communal rooms available so you can get online while socially distancing and following CDC guidelines in an air-conditioned space. Also, in Florida all of the UF/IFAS Research and Education Centers (REC) are equipped with eduroam, so if you live in a rural area of your county you can visit an REC to securely watch course videos and take care of your academic needs. Here's a link to all the eduroam sites in the U.S.: https://incommon.org/eduroam/eduroam-u-s-locator-map/.

If you have any problems connecting to eduroam you can call (352-392-HELP/4357) or email the UF Computing Help Desk.

ATTENDANCE POLICY

Lecture: Instead of attending lectures in-person, students will be viewing pre-recorded lecture videos in the course Canvas page. Lecture videos can be found on the corresponding chapter page in Canvas. It is in the best interest of the student to watch the lecture videos in a timely manner prior to any lecture exam. Procrastination can significantly, negatively impact one's performance in the class. Students will be assessed on information from the lecture videos. ***Lecture video links are for use by students currently registered for the WEB section of APK2100c only. Any use of these video links is prohibited by anyone not in this APK2100c section. You must attend all exams for the course, which meet in person.***

Lab: Attendance will be taken in lab, but it will not affect your grade. Attend the lab section for which you are enrolled, not the one most convenient for you on any given day. If you have to miss your lab for any reason, please make arrangements with your TA to attend another lab section that week. Although attendance is not required for the lab, it is absolutely IMPERATIVE for your success in this course.

PERSONAL CONDUCT POLICY

Students are expected to exhibit behaviors that reflect highly upon themselves and our University:

- Read and refer to the syllabus
- Arrive to lecture and lab on time (a few minutes early)
- Show respect for the authority of the course instructor and graduate TAs through politeness and use of proper titles (e.g., "Dr. Nguyen" or "Dr. N")
- Use of professional, courteous standards for all emails and discussions:
    - Descriptive subject line
    - Address the reader using proper title and name spelling
    - Body of the email should be concise but have sufficient detail
    - Give a respectful salutation (e.g., thank you, sincerely, respectfully)
    - No textspeak (e.g., OMG, WTH, IMO)
- No texting or checking Instagram (or the like) during class/lab instruction time
- No personal conversations during class/lab instruction time
- Adherence to the UF Student Honor Code: https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/
    - Honor code violations of any kind will not be tolerated and sanctions will be determined by the course instructor for first-time violators
    - Any use, access, or handling of technology during an exam will result in a zero on the exam **and** potential failure of the course
    - Communication between students (verbal or non-verbal, i.e. talking, whispering, nods, winks, tapping, Morse code etc.) of any kind during an exam is strictly prohibited and any violations will be reported to the SCCR
    - All allegations, regardless of the severity, will be reported to the Dean of Students Office for University-level documentation and processing
    - *Sharing or posting of the lecture videos anywhere is strictly prohibited and will be processed as an Honor Code violation. Students who are aware of such sharing/posting of the lecture videos are obligated to disclose that information to their course instructor.*
    - **Any and all lecture video links are for the specific use by students that are currently registered for the online/hybrid section of APK2100c only. Any use of these video links is prohibited by anyone not in this specific section of APK2100c Fall 2022 course.**

All UF students are bound by **The Honor Pledge** which states:

"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult Dr. Nguyen or TA in this class.

EXAM MAKE-UP POLICY

Make-ups (exams or assignment extensions) will be given at the discretion of the instructor. To schedule a make-up, please fill out the **make-up exam request form** posted in CANVAS and submit it to your course instructor. Documentation will be required. Unexcused missed exams/assignment deadlines will result in a zero for that exam/assignment (this includes contacting the instructor **after the fact** if you are ill). You are absolutely **not** permitted a make-up exam for personal travel/vacations, work, or volunteering conflicts so please make your travel and scheduling arrangements accordingly; this includes requesting to take an exam early for personal travel/vacations (i.e. vacation trip to Europe and/or other exams). Additionally, many students will encounter

having multiple exams in one day. This is also not a permissible reason for a make-up exam and any requests will be denied. Only if another exam is scheduled for the same time/overlaps with this course's exams will a request be considered.

A student experiencing an illness should visit the UF Student Health Care Center or their preferred healthcare provider to seek medical advice and obtain documentation. If you have an illness, family emergency or death, please contact the Dean of Students Office (www.dso.ufl.edu) and follow the DSO Care Team procedures for documentation and submission of a request for make-up assignment (https://care.dso.ufl.edu/instructor-notifications/). The DSO will contact the instructor. Do not provide any documentation to the instructor regarding illness or family emergency. This is your personal and protected information. The DSO is qualified to receive and verify the documents you provide. The instructor will follow the recommendations from the DSO.

For lecture exams: If a student arrives late to the exam, they will still be permitted to take the exam (without penalty) with the *remaining* time left as long as no other student has submitted their exam and has left. If a student is late to the exam and at least one student has already completed their exam and has left, the late-arriving student will be subjected to the policy below with a penalty deduction on their exam.

In the case that a student is late and another student has already left OR a student misses an exam due to an unexcused reason (i.e. overslept, mixed up the exam time, etc.), the exam can be taken with **a 20% penalty if taken within 24 hours** of the original exam time or with a **40% penalty if taken within 48 hours** of the original exam time. If a student is unable to take the exam within 48 hours of the original exam time, this will result in a ***zero grade for that exam.***

For lab exams: Students will be required to sign-up for a specific lab exam time. The lab exam sign-up sheets will be in the Anatomy Help Center the week prior to lab exams. An announcement will be posted in Canvas as to when those sign-up sheets are available to students. Students who do not arrive on time (i.e., 10 minutes early) of their lab exam time or if the lab exam has already started, will be required to take a written make-up lab exam.

Requirements for class attendance and make-up exams, assignments, and other work are consistent with the university policies that can be found at https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

ACCOMMODATING STUDENTS WITH DISABILITIES

Students requesting accommodation for disabilities must first register with the Dean of Students Office (http://www.dso.ufl.edu/drc/). DRC-registered students must request their accommodation letter to be sent to their instructors via the DRC file management system prior to submitting assignments or taking quizzes/exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations. Students may reach out and contact their course instructor to verify receipt of their accommodation letter.

Students registered with the DRC: DRC-registered students will take their ***lecture exams*** at the DRC, however, all ***lab exams*** are taken in the anatomy lab (i.e. Florida Gym), not at the DRC – thus there is no need to sign up for an exam time through the DRC portal (i.e. submit an ATR) for lab exams. Please watch CANVAS announcements for dates/times of the accommodated lab exams. If you cannot make the posted exam time, then please contact your course instructor asap to make alternate arrangements. **I strongly recommend that you submit all *lecture exam* requests through the DRC *in the first week of classes* to ensure that they are approved in a timely manner.**

COURSE EVALUATIONS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/. Thank you for serving as a partner in this important effort.

Getting Help

HEALTH & WELLNESS

- U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575
- Counseling and Wellness Center: https://counseling.ufl.edu/, 352-392-1575
- Sexual Assault Recovery Services (SARS) - Student Health Care Center, 392-1161
- University Police Department, 392-1111 (or 9-1-1 for emergencies) http://www.police.ufl.edu/

ACADEMIC RESOURCES

- E-learning technical support, 352-392-4357 (select opti on 2) or e-mail to Learning-support@ufl.edu. https://lss.at.ufl.edu/help.shtml
- Career Connections Center, Reitz Union, 392-1601. Career assistance and counseling. https://career.ufl.edu/
- Library Support, http://cms.uflib.ufl.edu/ask. Various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. http://teachingcenter.ufl.edu/
- Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. http://writing.ufl.edu/writing-studio/
- Student Complaints On-Campus: https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/ On-Line Students Complaints: http://distance.ufl.edu/student-complaint-process/

INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY RESOURCES

It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition, if any of our class meetings or exams conflict with your religious events, please let me know so that we can make arrangements for you.

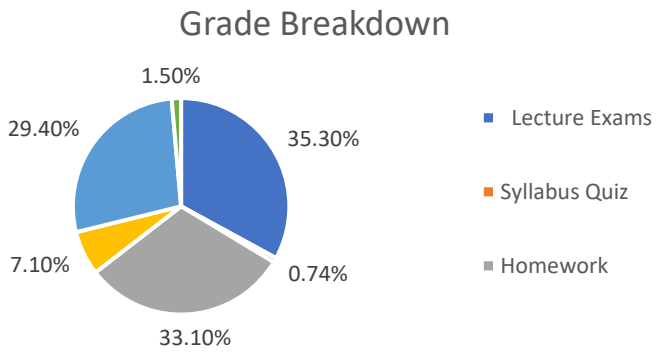
For suggestions or concerns related to IDEA, please reach out to any of the following:

- Dr. Ashley Smuder, APK Engagement and Culture Committee Liaison, asmuder@ufl.edu
- Dr. Stephen Coombes, APK Graduate Coordinator, scoombes@ufl.edu
- Dr. Joslyn Ahlgren, APK Undergraduate Coordinator, jahlgren@ufl.edu

Grading

The following table outlines the point-accruing components of the course. The total points earned from each component will be summed and divided by 705.

Evaluation Components (number of each)	Points Per Component	Approximate % of Total Grade
Lecture Exams (4)	60 pts each = 240 pts	240/705 = 34.0%
Homework (4)	50 pts each = 200 pts	200/705 = 28.4%
Lab Exams (2)	100 pts each = 200 pts	200/705 = 28.4%
Communication Assessment (1)	10 pts each = 10 pts	10/705 = 1.4%
Comprehensive Final Exam (1)	50 pts each = 5 pts	50/705 = 7.1%
Syllabus Quiz (1)	5 pts each = 5 pts	5/750 = 0.71%
Extra Credit from Lab	15 points possible	
Extra Credit from Human Body Bingo	10 points possible	



Syllabus Quiz - The syllabus quiz will consist of 15 questions, ~0.33 points per question for a total of 5 points. Students will be given an unlimited number of attempts on the quiz. The quiz is based on any and all content found in this syllabus, in the Orientation module in Canvas as well as anything that is said in the instructor's introductory video (also in the Orientation module). Students must obtain a perfect score (5/5) to unlock the course material. It is recommended that students complete the quiz as soon as possible to access the material. **Students that fail to complete the syllabus quiz by Exam 1, will receive a zero grade for the syllabus quiz.**

Lecture Exams – All lecture exams will be taken in-person on the designated day (from the course schedule at the end of the syllabus) during class time. Each exam will consist of 40 questions, 1.5 points per question. Questions will be multiple choice and true/false. **Exams are closed book and students are not permitted access to any kind of materials or notes during these exams**. Exam questions are generated by the course instructor and the focus should be given to the lectures, lecture notes **and student learning objectives (SLOs) from each chapter** when studying (i.e. not the textbook). All lecture exams will be held during the scheduled class period (Period 10; 5:10 – 6:00pm EST) on the dates specified in the course schedule at the end of the syllabus and students will have 50 minutes (i.e. a class period) to complete the exam. ***If you are late to an exam and the exam has already started:*** *you will still be allowed to take the exam provided that no one has already turned in their exam and scantron and has left the room and you will only have the remaining time in the exam period to finish. If a student has already handed in their exam and has left, you will be able to take the exam, but with a penalty.* ***Please refer to the make-up exam policy on page 5.***

Exam Reviews: Once lecture exam grades are posted all students are highly encouraged to come to office hours to review their exams. This will allow students to go through the questions and see their correct/incorrect answers and have any questions regarding the exam answered. An announcement on CANVAS will be made when exam reviews will start. If students are unable to attend the review sessions during office hours, students may also schedule an appointment to go over their exam in-person. You will not be allowed to review all your previous lecture exams simultaneously at the end of the semester. Students will be allowed to review their

exams up until the next lecture exam (i.e. can only review Lecture Exam 1 before students take Lecture Exam 2, etc.).

Homework – You must register for Mastering A&P (instructions posted in Canva) to access the homework. Homework due dates are posted in Mastering as well as in the course schedule at the end of the syllabus. All Homework assignments will be available to students beginning the first day of the semester. Homework assignments are graded on the accuracy of your answers, NOT on completion. *It will be the student's responsibility to complete the homework assignments by the listed due dates/times*. Students are able to complete the homework assignments on a rolling basis, i.e. students can complete and submit answers to homework questions a few questions at a time until they complete the assignment by the deadline. Homework problems are multiple choice, true/false, fill in the blank, and matching. These questions are specific to the textbook, so that should be your primary resource for answering those questions. For the fill in the blank questions, spelling and proper tense of the word counts (i.e., if the blank is in the middle of the sentence you will be marked wrong if you capitalize the word, or, if the sentence is singular and you add an 's' at the end of your word it will also be marked incorrect because the answer should not be plural). **These assignments are NOT intended to be used as the primary study tool for preparing for the exams.** The function of the homework assignments is to (a) get students more familiar with the textbook, and (b) to get students eased into answering anatomy questions. It is **not** prudent to complete the homework at the last minute as a "practice test."

The following are specific homework grading guidelines to keep in mind:

- You may open/close an assignment as many times as you wish until it is due.
- For multiple choice and fill-in-the-blank questions, you are penalized 50% if you miss on the first attempt and 100% if you miss on the second attempt. For true/false questions, you are penalized 100% if you miss on the first attempt.
- You are penalized a small fraction for opening a hint if one is available.
- *You are encouraged to complete questions as you go (i.e. complete questions as you complete each chapter on a weekly basis).*
- ***Late submissions of homework will be penalized 25% for every 24 hours after the deadline.*** Submissions 96 hours (i.e. 4 days) after the deadline will not be accepted and will receive a zero.
    - E.g. If the deadline is on Monday at 5:10pm EST and a student submits their Homework assignment on Monday at 5:30pm EST there will be a 25% penalty.

Homework assignments are NOT subject to a make-up policy. If a student fails to complete the homework by the established due date, it will be subjected to the late penalty outlined above. This includes if a student is ill and has medical documentation. This is because students are able to access all homework assignments at the beginning of the course, these assignments are open access (students can and use their textbook to assist them in answering the questions) and students are able to continuously open and close the homework assignment so they can complete questions a few at a time over time.

Lab Exams – Lab exams are 80 questions, 1.25pts per question. These exams are practical "bell-ringer" exams in which the student moves from station to station identifying gross anatomical structures on plastic models. These exams consist of 40 stations, 2 questions per station, and students have 40 minutes to complete the exam (i.e. one minute per station). Students will be asked to sign up for a lab exam time. **Sign-up sheets will be available in the Anatomy Help Center**. Students who do not arrive on time (i.e., 10 minutes early) or if the lab exam has already started, will be required to take a written make-up lab exam.

Communication Assessment – Students will be assessed on their ability to effectively communicate using anatomical terminology. The communication assessment will be completed in-person with their graduate lab TA either during their designated lab time or scheduled independently with their lab TA. Students will select any lab model and orally describe the model and answer basic questions about it. A grading rubric for this

assessment will be posted in CANVAS for you to use to prepare. Please work with your graduate TA (GTA) to schedule and complete this assessment. Please note, that GTAs often impose their own deadlines for the completion of communication assessment. Students who fail to complete their communication assessment by the GTA's imposed deadline will be given a zero.

Comprehensive Final – The final exam will consist of 80 multiple-choice and true-false questions, each worth 0.625 pts. You will be allowed two hours to complete this exam. The comprehensive final exam is an in-person exam and will be taken during Finals Week. A study guide will be posted in CANVAS to assist you in studying for this exam. Students are encouraged to wait until after the last midterm (lecture exam 4) to focus on this study guide.

Extra Credit - Students can earn up to 15 points of extra credit in this course. Each lab TA will assign extra credit differently, so it is the students' responsibility to learn their TA's policies for earning extra credit. Each GTA may also have a different schedule of when they provide extra credit. **If a student misses a due date as part of an extra credit opportunity, they will not be permitted to make up extra credit at a later date.** GTAs provide ample extra credit over the course of the semester so that if students miss a lab or two, they would still have the ability to earn full extra credit points. Up to 5 of the 15 points of extra credit can be earned for participating as a subject in an approved research study. Approved studies will be announced in CANVAS throughout the semester. Participation in a research study is NOT necessary to earn the maximum amount of extra credit. If you do participate in a research study, the study coordinator will give your name and extra credit points to Dr. Nguyen at the *end of the semester*. Students may see many flyers around campus advertising research studies and can participate in those studies but those will NOT count towards extra credit in this course. Only the studies posted in the course Canvas page in the Lab Content module are approved and count towards extra credit points for participation.

All extra credit points will be uploaded to the gradebook prior to the last day of classes. Any discrepancies must be brought to the attention of your TA before 5pm on the last day of class.

Students can also earn additional extra credit points through the Human Body Bingo activity. Students must download and print a copy of the Bingo card from Canvas. Students will primarily earn stamps based on the task listed in each box through either graduate TAs or undergraduate TAs in the Anatomy Help Center. Some boxes have specific deadlines and there are only one or two boxes that can be earned through your course instructor. The primary purposes of this activity are to encourage early studying in the Help Center of lab content for the lab exams and to engage with the TAs in this course. Students can earn stamps through graduate TAs or undergraduate TAs in the Anatomy Help Center while reviewing lab content. Students can earn 2 points per vertical column and up to 10 points for having all boxes on the Bingo card stamped, which is in addition to the 15 points of extra credit that students can earn through your graduate lab TA. Students will submit their physical Bingo card to Dr. Nguyen by the stated due date on the Bingo card; no late submissions will be accepted.

GRADING SCALE

All grades will be posted directly into the CANVAS gradebook. Any discrepancies with points displayed in the gradebook should be pointed out to the instructor *before* the last day of class. **There is no curve for this course and final grades will not be rounded up**. See the UF undergraduate catalog web page for information regarding current UF grading policies: www.registrar.ufl.edu/catalog/policies/regulationgrades. *Any requests for additional extra credit or special exceptions to these grading policies will be interpreted as an honor code violation (i.e., asking for preferential treatment) and will be handled accordingly.*

Minus grades are not assigned for this course. A minimum grade of C is required for all General Education courses, such as this one. Should points need to be altered during the term (not likely, but things like hurricanes can really muck things up), these percentages will still be used to calculate grades (i.e., 90% = A).

Letter Grade	Points Needed to Earn Each Letter Grade	Percent of Total Points Associated with Each Letter Grade	GPA Impact of Each Letter Grade
A	634.5-705	90.00-100%	4.0
B+	613.35-634.49	87.00-89.99%	3.33
B	564.0-613.34	80.00-86.99%	3.0
C+	542.85-563.99	77.00-79.99%	2.33
C	493.5-542.84	70.00-76.99%	2.0
D+	472.35-493.49	67.00-69.99%	1.33
D	423.0-472.34	60.00-66.99%	1.0
E	≤ 422.99	0-59.99%	0

Weekly Course Schedule

CRITICAL DATES & UF OBSERVED HOLIDAYS

- September 4: Labor Day (Monday)
- October 6: Homecoming (Friday)
- November 10: Veterans Day (observed; Friday)
- November 22-25: Thanksgiving Break (Wednesday-Friday)
- Complete list available here: https://catalog.ufl.edu/UGRD/dates-deadlines/2023-2024/#fall23text

WEEKLY SCHEDULE

The following table represents current plans for the term. Any changes to this plan will be posted in CANVAS as an announcement.

Required readings for each chapter: Follow the blue highlighted sections that have been specifically selected for each chapter within the e-text in Mastering. The highlighted sections have been selected by the course instructor to ensure the textbook readings match up to the content learned from lectures.

Before the first day of classes: make sure to watch the welcome announcement, review the course syllabus carefully and complete the syllabus quiz.

Week	Dates	Book Chapter - Lecture Topic	Lab
1	Aug 23 – Aug 25	*Aug 23-25, Aug. 28-29 – drop/add period* Watch instructor welcome video, read syllabus and take syllabus quiz Ch.1 – Intro to the Body Ch. 2 – Cells	No Lab (use this time to locate the lab and print/download your lab slides)
2	Aug 28 – Sep 1	Ch. 2 – Cells Ch. 4 – Tissues	Lab 1 - Axial Skelton (Ch. 7)
3	Sep 4 – Sep 8	*Mon. Sep.4th – Labor Day holiday – no class or labs* Ch. 5 – Integumentary	*Mon labs attend a different section* Lab 2 - Appendicular Skeleton (Ch. 8

4	Sep 11 – Sep 15	**Exam 1 (Ch. 1, 2, 4, 5)** **HW 1 due (Mastering A&P)** Ch. 6 – Skeletal	Bones Continued
5	Sep 18 – Sep 22	Ch. 9 – Articulations	Lab 3 - Muscles: Upper Body
6	Sep 25 – Sep 29	Ch. 10 – Muscular Ch. 11 – Muscles	Lab 4 - Muscles: Lower Body
7	Oct 2 – Oct 6	**Exam 2 (Ch. 6, 9, 10, 11)** **HW 2 due (Mastering A&P)** *Fri. Oct.6th - UF Homecoming – no labs →→→→* Ch. 12 – Intro to Nervous Sys	Review and Practice Practical *Fri labs attend at different section*
8	Oct 9 – Oct 13	Ch. 13 – CNS	**Lab Exam 1:** **Mon Oct 9 and Tues Oct 10; *DRC*** ***Lab Exam 1: Wed. Oct. 11***
9	Oct 16 – Oct 20	Ch. 13 – CNS Ch. 14 – PNS	Lab 5 - Articulations, Skin, Eyes/Ears
10	Oct 23 – Oct 27	Ch. 15 – ANS	Lab 6 - Nervous System
11	Oct 30 – Nov 3	**Exam 3 (Ch. 12, 13, 14, 15)** **HW 3 due (Mastering A&P)** Ch. 19 – Heart	Lab 7 – Circulatory System
12	Nov 6 – Nov 10	Ch. 20 – Vessels Ch. 22 – Respiratory *Fri. Nov. 10th – observance of Veteran's Day Holiday – no labs →*	Labs 8 & 9 – Respiratory & Digestive Systems *Fri labs attend a different section*
13	Nov 13 – Nov 17	Ch. 23 - Digestive Ch. 24 - Urinary	Labs 9 & 10 – Digestive & Urinary/Reproductive
14	Nov 20 – Nov 24	Ch. 25 – Reproductive System *Wed Nov. 22nd-Fri. Nov. 24th – Thanksgiving Holiday*	**No Labs**
15	Nov 27 – Dec 1	**Exam 4 (Ch. 19-20, 22-25)** **HW 4 (Mastering A&P)**	Review and Practice Practical
16	Dec 4- Dec 8	Start reviewing for final exam *Thurs and Fri are reading days – no classes*	**Lab Exam 2** **Mon Dec 4 and Tues Dec 5;** ***DRC Lab Exam: Wed. Dec. 6***
Comprehensive Final Exam – Check ONE.UF.EDU			

SUCCESS AND STUDY TIPS

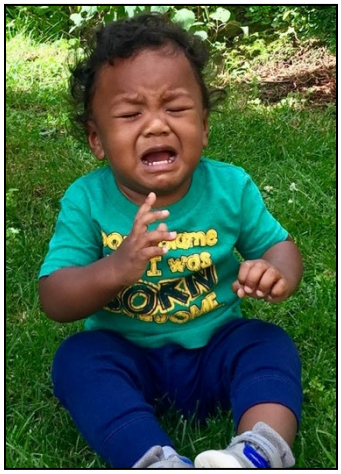
Study tips for Dr. Nguyen's class:

- **Read from the text BEFORE watching the lecture videos**. Do not take notes, underline, highlight, or attempt to memorize anything…JUST READ and enjoy!

- **Snowball the lecture notes.** Begin studying lecture material immediately after watching the lectures. Then, after the next lecture video, begin your studies with day one lecture material. Continue this all the way up to the exam.
- If there is something in the textbook that was NOT in lectures, you are not expected to know it. There is a lot in the text that we don't have time to cover.
- **Re-write questions**. Taking complex questions and breaking them down to identify exactly what the question is REALLY asking for is very helpful. It is also very helpful to look at incorrect answer choices and identify what makes those choices wrong. Ask yourself, "How could I make that statement correct?" You can practice this with the critical thinking questions at the end of each chapter.
- **Google novel images**. For example, if there is a picture of a neuron in your notes, Google "neuron images" and see if you can identify the structures from the lecture and explain the function/physiological process that occurs in a particular area of the neuron.
- There are a number of miniature sized skulls (approximately the size of a marble) hidden throughout the Anatomy Help Center and Anatomy lab rooms with a number written in a Sharpie marker on the bottom. Find one and bring it to Dr. Nguyen for a prize. 😊
- **Google diseases or drug mechanisms of action**. For example, if we are studying the endocrine system, Google "hormonal disease". Click on any link and just read a paragraph to see if you can understand based on what you now know about hormones and the endocrine system. If you don't understand it, that's okay…did you recognize any words?
- If you have a study group or a study buddy, talk through the material out loud….**verbalizing** the information is VERY different than knowing it in your head – talk in the mirror or even to your pet goldfish if you don't have a friend around
- **If you are a visual learner, make a concept map**…. try to see how different parts of the body or various processes in an organ system relate to one another. What are similarities and differences between structures?

Success tips for Dr. Nguyen's class:

- **Do not fall behind**. This is a **HIGH VOLUME** course that moves at a **VERY FAST** pace…and you can easily get overwhelmed if you procrastinate. Avoid studying at the last minute. Complete the homework as you go…do not leave it for the day before the exam. Do NOT procrastinate on watching the lecture videos! **Use the suggested course schedule or make your own and stick to it!**
- **Stay organized**. Keep track of all important due dates and move through each day in a uniform manner so that you are always aware of what you have done and what is left to be completed.
- **Check CANVAS announcements/emails daily**…just pretend it is TikTok/Instagram for school. Your course instructor will post important and helpful information (such as friendly reminders of due dates) as announcements.
- **Utilize the Undergraduate Teaching Assistants (UGTAs).** These students have earned an A in the course recently and can help you with both lecture and lab.
- **Have a positive attitude! THIS STUFF IS COOL!**
- **Come see me during office hours or make an appointment** to ask any questions you have on the course material….no question is too inconsequential! Please ask questions!



Personal note from Dr. Nguyen:

If you are totally overwhelmed by the stresses of your semester and feel like you just can't handle the pressure, please contact me or someone at UF's Counseling and Wellness center.