



COURSE INFORMATION

ATR 4213c, Section 7312, Class Number 12122: Athletic Injury Assessment: Lower Extremity (4 credits)
 January 6, 2020 – April 22, 2020
 Meeting Time: Monday and Wednesday 10:40am – 12:35pm
 Meeting Location: Yon Hall 11

INSTRUCTOR

Dr. Patricia M. Tripp, LAT, ATC, CSCS
 Director & Clinical Associate Professor – Athletic Training Program
 Office Location: 160 FLG
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 Office Hours: By appointment, please email to confirm.

COURSE DESCRIPTION

Provides background information to conduct a thorough initial evaluation of lower extremity injuries commonly sustained by the physically active population. *Pre-requisite: ATR 4212c with a minimum grade of C.*

LEARNING OUTCOMES

1. Identify, describe, explain, and apply proper injury/illness prevention, clinical evaluation and diagnosis strategies for common lower extremity (i.e., pelvis, sacral, hip, knee, lower leg, ankle, foot) pathologies.
2. Identify, describe, explain, and apply proper injury/illness clinical evaluation and diagnosis strategies for normal and pathologic posture and gait.
3. Identify and apply proper assessment strategies using anthropometric measures (e.g., goniometry) for the lower extremity.
4. Integrate appropriate terminology and evidence-based procedures for injury assessment and management
5. Recognize the principles of injury mechanisms and the role of tissue mechanics for injury/illness prevention and management
6. Integrate and apply effective communication and documentation techniques during injury assessment and management

REQUIRED TEXTS AND MATERIALS

| Textbook | ISBN | |
|---|-------------------|----------|
| Evaluation of Orthopedic and Athletic Injuries Author: Chad Starkey and Sara Brown Year: 2015 Edition: 4 th Publisher: FA Davis | 978-0-8036-3918-8 | Required |
| Orthopedic and Athletic Injury Evaluation Handbook Author: Chad Starkey and Sara Brown Year: 2015 Edition: 3 rd Publisher: FA Davis | 978-0-8036-3919-5 | Required |
| Cram Session in Goniometry and Manual Muscle Testing: A Handbook for Students & Clinicians Author: Lynn Van Ost Year: 2013 Edition: 1 st Publisher: Slack, Inc. | 978-1-6171-1620-9 | Required |

| | | |
|---|-------------------|----------|
| Trail Guide to the Body Author: Andrew Biel Year: 2014 Edition: Revised 5 th Edition Publisher: Books of Discovery | 978-0-9829786-5-8 | Required |
| Please view course fees at https://one.uf.edu/soc/ | | |

COURSE REQUIREMENTS AND POLICIES

Teaching Strategies: Course material will be presented through in-person lectures, online materials and interactive lab/practical session formats. Canvas e-learning platform will provide students with content to supplement discussions, details regarding assignment expectations and grading criteria/rubrics and serve to assist the student with applicable resources for programmatic success within the Athletic Training Program. Student participation is an important component of this course. To maximize the opportunity for class discussion, class lectures will be kept to a minimum. Students are expected to read the appropriate chapters and supplemental materials before class. Students will be afforded applied learning experiences and complete various skills and assignments to ensure comprehension and application of concepts related to Athletic Training.

Examinations (2) and Practical Examination (2): Examinations will range in points from 75 – 150 and include a variety of question formats (e.g., multiple choice, select all that apply, matching and rank order). Some examinations will include a practical portion that will assess clinical knowledge and application of upper extremity musculoskeletal examination techniques and palpation/landmark identification. Practical portions will include a time limit of 30 minutes. **Practical Examination Assessment Method:** For each clinical scenario, the score will reflect performance of the skill. Students will earn points based on accuracy and completion of the skill within the allotted time for each question. Partial credit may be awarded through the scenario sections. There will be NO make-up examinations unless exceptional conditions occur (as defined in the University of Florida Catalog).

<https://catalog.ufl.edu/UGRD/> Prior permission from the professor is required. There will be a time limit for each examination. Examinations will evaluate the understanding of material from lecture, text, and other supplemental material provided. Examinations may be administered via e-learning using lock-down browser or additional proctoring method. Students should visit the website <http://www.respondus.com/lockdown/information.pl?ID=364713981> and download "Lock Down Browser" for either Windows or MAC. It may take 5-10 minutes to download so please complete the process prior to accessing an examination. As a reminder, please be sure to have a secure internet access when taking examinations - do not use a Wi-Fi access, as this is not a stable and consistent option. For MAC users, Safari is not a compatible internet browser with Canvas - please use either Internet Explorer, Google Chrome or Firefox (version 10 or 12 - not version 11) when accessing the e-learning system. If you have issues during an examination, please call the help desk 352-392-4357. Students should complete examinations during Help Desk hours so you will have access to assistance if needed. If you have an issue during a quiz/examination, please email the instructor once you have submitted the examination. Access to examinations after submission is restricted, but you will see the grade and it will be posted in the course gradebook.

As part of the CAATE requirements for completion of *Educational Competencies and Proficiencies*, **all students must pass (i.e., earn a “C” = 72% or higher) assessments of this material or complete remediation before moving on to the next course in the AT Program.** Students may complete up to two additional remediation opportunities, beyond the original assessment, to successfully pass a skill (practical exam) or content area (written/e-learning exam) within this course. Any student who cannot successfully complete the required CAATE competency and/or proficiency examinations after two remediation sessions will have their case reviewed by the AT Steering Committee. Students who require remediation two or more times throughout the semester on written and/or practical exams may also have their case reviewed by the AT Steering Committee. Please refer to the Athletic Training Program

Handbook for additional information. The most recent version of the handbook is available within the Canvas e-learning course.

Quizzes (5): Quizzes will assess learning progress from lecture material and assigned readings. There will be a time limit for each quiz. To ensure that students are reading the assigned material, the quizzes may be both announced and unannounced. Quizzes will range from 1-25 points and include a variety of question formats (e.g., multiple choice, select all that apply, matching and rank order). For quizzes administered in e-Learning students may use notes. Please read each question carefully and select the best answer to each question. The quiz will assess your retention of reading assignments. Students should employ examination best practices (stated above) for e-Learning quizzes. There will be NO make-ups for missed quizzes (showing up late, etc.), unless exceptional conditions occur as defined in the University of Florida Undergraduate Catalog. Please see this link for more information <https://catalog.ufl.edu/UGRD/>

Assignments (9): Assignments are due at the onset of class on the date assigned to them or submitted prior to the designated deadline in e-learning. **Please type all assignments unless otherwise stated in the directions. LATE ASSIGNMENTS ARE NOT ACCEPTED!** If you will be traveling for a University sanctioned event and will miss an assignment due date, your assignment is due **before** you leave. You must notify me with an explanation for missing class, in writing (email or letter), to receive an excused absence for class. Students are responsible for all materials missed because of an absence.

Students will complete the following **Assignments** during the course:

Professional Knowledge Skills Assignment: as a component of each Athletic Training Program course, students will complete CAATE required professional knowledge skills and document them within the student's professional skills book. Students will complete the skills throughout the semester as a component of the course (e.g., examinations, practical examination, lab experiences, assignments, etc.). Students are responsible for documenting the date within the book; each row should have one column completed (e.g., signed off with date by preceptor OR dates for faculty signature). All skills are due by the end of the semester. Students should ensure accuracy of date and column PRIOR to submitting the book for scoring. Students earn points for the assignment based on accuracy and completion of the content/skills required within the course as outlined in the professional skills book.

Gait and Posture Screening Assignment: The assignment will afford students the opportunity to apply posture and gait analysis techniques with model patients. Students will capture (video and photo), evaluate and identify corrective strategies for posture and gait for the three model patients, utilizing the provided format and data collection forms. To successfully complete the assignment, students will complete the following:

1. Evaluate the posture screen images (front, lateral and posterior) for each model using the example format provided (see Canvas assignments)
2. Assess associated anthropometric measures for each model (e.g., leg length, muscle length, flexibility) to assist with clinical intervention
3. Interpret and summarize the observed results for each model using the posture screen and anthropometric measures and design a clinical intervention program (e.g., stretching, strengthening, corrective exercises) for each model
4. Evaluate the gait videos (front, lateral, posterior) for each model using the gait analysis documentation form (see Canvas assignments)
5. Interpret and summarize the observed results for each model and correlate the findings with the posture screen for each.

Using the form (accessible via Canvas assignments) students will complete the evaluation and clinical intervention recommendations; reinforcing skills acquired within lab/class discussions. Scoring rubric

includes: anthropometric and flexibility measures for each model 15 points, posture 3-image labeling and analysis for each model 15 points and gait analysis summary for each model 15 points. A completed PDF of the images, analysis and summary response is due in Canvas assignments.

Goniometry, Manual Muscle Testing, Muscle Energy Worksheet (associated with lab experience): The assignment will afford the student time to practice skills for manual muscle testing, goniometry use and assessment of SI joint dysfunction and treatment techniques. Questions within the worksheet facilitate the lab experience and reinforce knowledge of skills. Students earn points for accuracy of responses, practice of skills with lab partner and on time submission.

Examination Review Worksheets (2): The assignment will provide review questions (e.g., fill-in the blank) to aid with examination prep. Questions within the worksheet reinforce knowledge needed for the examination. Students earn points for accuracy of responses and on time submission.

Reflection Papers (4): Students will complete a reflection paper for Guest Speakers, Lab or Special Sessions as indicated in the course schedule. Each reflection paper will require two components to receive points (attendance/participation AND submission of the reflection paper). Students should take adequate notes and/or review relevant materials PRIOR to each session to better prepare, engage and find relevance within the discussion. Points awarded for each reflection paper will range from 10-25 points, depending on the length of the session/experience. Guidelines and Expectations: Please complete a 1-page (minimum of 250 words) reflection paper, highlighting key points/clinical application items relevant to the discussion. Please format the paper with the following: Include your Name (first and last), UFID#, Date of the discussion, Speaker Name, and Topic in the header. Format the text (>250 words) in paragraphs with an organized flow to provide information relevant to the course. The document should be submitted as a word file (.doc or .docx). Please complete the assignment/reflection independently. Reflection paper submissions are due by 11:59pm on the day after the guest speaker/discussion/lab experience (see course schedule for specific dates). Scoring Rubric for Reflection Papers include 50% of points possible awarded for attendance, 10% points possible awarded for format (e.g., word count, organized writing) and 40% points possible awarded for thoughts, opinions and clinical relevance highlighted within reflection.

Attendance and Participation (14): Attendance is mandatory. Students must provide a written notification of an absence (i.e., email) at least 24 hours prior to the class; excused absences will be evaluated based on University policy. Students with an excused absence will be afforded make-up opportunities under the university guidelines. Prior preparation through chapter readings and outlining will enable active participation for productive discussions. Requirements for class attendance and make-up exams, assignments, and other work are consistent with university policies found in the online catalog <https://catalog.ufl.edu/UGRD/>

Laboratory Experiences (6): Laboratory experiences conducted throughout the semester may occur in Yon Hall or off-site (e.g., UAA sports health clinic, Harrell Building, etc.). Attendance and participation with laboratory experiences is required. Students earn point for attendance and participation during lab. Scoring includes 50% for attendance and 50% for engagement (see participation rubric below). Note, worksheets or reflection papers associated with the lab experiences (if applicable) will be scored separately (as noted in Chapter, Lab and Examination Review Worksheets/Assignments and Reflection Papers sections). Written notification of an absence (i.e., email) prior to class is required for an absence to be excused (see university regulations as stated above). Details/specific requirements for lab experiences will be available in Canvas prior to the lab date. Students must wear proper attire (e.g., gym shorts, tank tops, sports bras, etc.) during all lab experiences.

Critical-Thinking Questions and Participation (8): Each student, as part of his/her participation, is expected to ask questions. Insightful questions will be monitored during the course and contribute to participation grade. In addition, attending class, contributing to class, and useful information provided during class will be counted toward your participation grade. Any class period listed as "discussion", requires prior review of posted content to facilitate a valuable learning experience. Failure to come to class "prepared" creates an ineffective environment for valuable exchange of information. **Prior to or immediately following the discussion, students will submit at least 2 questions or comments in Canvas, which highlight knowledge and value from the topic/discussion.** The instructor will use the rubric in the table below to assign participation points using both in-class and submitted information related to discussion sessions (see dates within the course schedule listed as “discussion”).

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|--------------|--------|--|
| Excellent | 10 pts | Defines, describes, and illustrates concepts Explains, assesses and criticizes ideas Demonstrates preparation and reading of assignments |
| Good | 8 pts | Defines, describes, and illustrates concepts Explains, assesses and criticizes ideas Evidence of reading assignments, but not fully prepared |
| Reasonable | 6 pts | Defines, describes, and illustrates concepts Explains, assesses, or criticize some ideas Evidence of incomplete reading of assignments and preparation |
| Basic | 4 pts | Defines and describes some concepts Explains but cannot assess and criticize ideas Clearly unprepared and lacking evidence of reading assignments |
| Bare Minimum | 2 pts | Defines and describes some concepts Unable to explain, assess, or criticize ideas Clearly unprepared and lacking evidence of reading assignments |
| Unacceptable | 0 pt | Refuses to engage in discussion or answer questions when asked Engaged into inappropriate behaviors (using cell phone, social media, visiting irrelevant websites) Not present |

Student Conduct Policy:

- All students are expected to conduct themselves in a respectful and responsible manner
- All students are expected to be on time for class
- All students are expected to turn off or silence their cell phones
- All students are expected to not participate in actions that may disrupt the class
- The instructor reserves the right to ask any student to leave the classroom, if the student violates any the above class procedures

Plagiarism: Defined as the use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student, who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, projects/papers submitted for another course (either intentional or unintentional), is guilty of plagiarism (*please refer to the AT Program Plagiarism Policy in the AT Program P&P Handbook*).

COURSE SCHEDULE (SUBJECT TO MODIFICATION)

The course progression will tentatively follow the schedule below:

| <i>Dates</i> | <i>Topics</i> | <i>Assignment</i> |
|--------------|--|---|
| January 6 | Course Expectations AT Program P&P 09October2019 | SEATA AT Student Symposium Travel Meeting 10:45am – 11:30am Yon Hall 11 Read Chapter 6 |
| January 8 | Discussion: Chapter 6: Posture | Posture Screen Example |
| January 13 | Lab Experience: Posture (<i>Collect Data for Assignment – due February 5, 2020</i>) | Posture and Gait Pathologic Findings Assignment due February 5 at 11:59pm in Canvas; Read Chapter 7 |
| January 15 | Discussion: Chapter 7: Evaluation of Gait | Gait Assessment Form |
| January 20 | <i>No Classes – Martin Luther King Day</i> | |
| January 22 | Discussion: Chapter 7: Evaluation of Gait | Quiz #1: Chapter 6-7 Quiz (open 6am - 11:59pm) |
| January 27 | Lab Experience: Gait (<i>Collect Data for Assignment – due February 5, 2019</i>) | |
| January 29 | Discussion: Chapter 8: Foot and Toe Pathologies | Plantar Fascia Mechanics Article, Foot and Ankle Outcome Sheet Read Chapter 9; Accessory Anatomy Article, FAAM Outcome Sheet, VISA-A Achilles Tendonopathy Outcome Sheet |
| February 3 | Guest Speaker: Abigail Schmidt 3D Biomechanics & Gait Analysis Lab | Reflection Paper due February 4, 2020 at 11:59pm in Canvas |
| February 5 | Professional Development Experience: SEATA Athletic Training Student Symposium at the Crowne Plaza Ravinia at Perimeter, Atlanta, GA | Reflection Paper due February 9, 2020 at 11:59pm in Canvas Read Chapter 8 |
| February 10 | Discussion: Chapter 8: Foot and Toe Pathologies Discussion: Chapter 9: Ankle and Leg Pathologies | NATA Foundation Ankle Position Statement (Kaminski et al 2013); Solger et al. 2013; MTSS Risk Factor Review Article |
| February 12 | Discussion: Chapter 9: Ankle and Leg Pathologies Video – Ankle/Lower Leg Injury | |
| February 17 | Lab Experience: Toes, Foot, Ankle & Lower Leg | Quiz #2: Chapter 8-9 Quiz (open 6am - 11:59pm) |
| February 19 | Lab Experience: Toes, Foot, Ankle & Lower Leg | Exam I Review Worksheet (due February 23 at 11:59pm in Canvas) |
| February 24 | Practical Exam I Appointments: 10:30am – 12:30pm (Chapters 6-9) | |
| February 26 | E-Learning Exam I: Chapters 6-9 (opens 6:00am 02/26 – 11:59pm 02/28) | ½ Professional Knowledge Skills Check-Offs Due |
| March 2 | <i>No Classes – Spring Break</i> | National Athletic Training Month |
| March 4 | <i>No Classes – Spring Break</i> | Read Chapter 10 |
| March 9 | Discussion: Chapter 10: Knee Pathologies | ACL Special Tests Article, ACL Mechanisms Article, ACL-OA Prevention Sheet, Lelli Article 2014; Read Chapter 11 |

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| March 11 | Discussion: Chapter 10: Knee Pathologies | Preventing ACL Injury Position Statement, Knee Outcome Measures (KOOS and IKDC) |
| March 16 | Discussion: Chapter 11: Patellofemoral Pathologies | PFP Consensus Statement Article 2014; Quiz #3: Chapter 10 Quiz (open 6am -11:59pm) |
| March 18 | Lab Experience: Knee and Patellofemoral | Kujala PFP Outcome Scoring Article and Questionnaire; PFP Position Statement |
| March 23 | Lab Experience: Knee and Patellofemoral | Quiz #4: Chapter 11 Quiz (open 6am - 11:59pm); OA Consensus Statement and Epidemiology of OA Article |
| March 25 | Guest Speaker: Dan Herman, MD, PhD Knee Pathologies (ACL, OA and PFP) | Reflection Paper due March 26, 2020 at 11:59pm in Canvas; Read Chapter 12 |
| March 30 | Discussion: Chapter 12: Pelvis and Thigh Pathologies | Hip Evaluation Article, Hip Outcome Sheet, Whale et al Article 2012, Doha Groin Pain Consensus Statement |
| April 1 | Discussion: Chapter 12: Pelvis and Thigh Pathologies | Read Chapter 13 Low Back Pain Classification Article, RDQ and ODI Article, ODI Index |
| April 6 | Discussion: Chapter 13: Lumbosacral Pathologies (and Supplemental Handout) | Back Pain Outcome Sheets (Oswestry, RMDQ) |
| April 8 | Lab Experience: Thigh, Pelvis, Lumbosacral (LQS and Goniometry) | Quiz #5: Chapter 12-13 Quiz (open 6am - 11:59pm) |
| April 13 | Lab Experience: Thigh, Pelvis, Lumbosacral (LQS and Goniometry) | Goniometry, MMTs and Muscle Energy Worksheet due April 15 in class |
| April 15 | Guest Speaker: Scott Greenberg, DPT, PT, CSCS) – Orthotics and Pedorthic Assessment | Reflection Paper due April 16, 2020 at 11:59pm in Canvas Exam II Review Worksheet (due April 19, 2020 at 11:59pm in Canvas) |
| April 20 | E-Learning Exam II: Chapters 10-13 (04/20 at 6:00am – 11:59pm on 04/21) | Please complete the course evaluation https://ufl.bluera.com/ufl/ |
| April 22 | Practical Exam II Appointments: 10:30am – 12:30pm (Chapters 10-13) | Professional Knowledge Book Due April 22 (submit in FLG 100c by 12pm on April 24) |

GRADING CRITERIA

| Letter Grade | Grade Points | Percentage |
|--------------|--------------|------------|
| A | 4.00 | 92 - 100 |
| A- | 3.67 | 89 - 91 |
| B+ | 3.33 | 87 - 88 |
| B | 3.00 | 82 - 86 |
| B- | 2.67 | 79 - 81 |
| C+ | 2.33 | 77 - 78 |
| C | 2.00 | 72 - 76 |
| C- | 1.67 | 69 - 71 |
| D+ | 1.33 | 67 - 68 |
| D | 1.00 | 62 - 66 |
| D- | 0.67 | 60 - 61 |
| E | 0.00 | Below 60 |

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|--------------------|-------------|
| Examinations (4) | 60% |
| Assignments (9) | 35% |
| Quizzes (5) | 3% |
| Participation (14) | 2% |
| TOTAL GRADE | 100% |

IMPORTANT NOTE: Students must earn a “C” or better in ATR 4213c to continue in the AT Program.

COLLEGE/UNIVERSITY-WIDE POLICIES

Academic Honesty: As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” Students will exhibit behavior consistent with this commitment to the UF academic community. Academic misconduct appears in a variety of forms (including plagiarism) and may be punishable in a variety of ways, from failing the assignment and/or the entire course to academic probation, suspension or expulsion. On all work submitted for credit by students at the university, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Faculty will not tolerate violations of the Honor Code at the University of Florida and will report incidents to the Dean of Students Office for consideration of disciplinary action. The Honor Code (<https://sccr.dso.ufl.edu/students/student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. If you have questions about what constitutes academic misconduct before handing in an assignment, see your instructor.

Academic Assistance and Student Services: Students who are in need of academic, career, or personal counseling services are encouraged to see the academic assistance website for further information on available services. <http://www.ufadvising.ufl.edu/>

ADA Policy: The University of Florida provides accommodations for students with documented disabilities. For more information, regarding services and procedures for requesting accommodations visit <https://drc.dso.ufl.edu/> or call 352.392.8565. Students requesting classroom accommodation must first register with the Disability Resource Center. The Disability Resource Center will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Campus Resources: U Matter, We Care: Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging

members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu; a nighttime and weekend crisis counselor is available by phone at 352.392.1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

University Police Department: 392.1111 or 9-1-1 for emergencies <http://www.police.ufl.edu/>
Counseling and Wellness Center: <https://counseling.ufl.edu/> 352.392.1575; *Sexual Assault Recovery Services (SARS)* Student Health Care Center, 352.392.1161.

Career Resource Center: Reitz Union, 352.392.1601, <http://www.crc.ufl.edu/>

Cell Phone/Text Messaging Policy: Students will not engage in text messaging or access their cellular telephones during class time. Faculty will award special considerations at his/her discretion.

Confidentiality: The University ensures the confidentiality of student educational records in accordance with State University System rules, state statutes and FERPA, the Family Educational Rights and Privacy Act of 1974, as amended, also known as the Buckley Amendment.
<https://catalog.ufl.edu/UGRD/>

Course Grading Policy: Students will earn their course grade based on completion of coursework as outlined in the Grading Criteria listed above. Percentage calculations are rounded up at “.6 or above” and rounded down at “.5 or below”. For more information regarding Grade Point Averages, Grade Values, etc. please visit the University registrar website listed below. <https://catalog.ufl.edu/UGRD/>

Course Evaluations: Students in this class are participating in the pilot evaluation of the new course evaluation system called GatorEvals. The new evaluation system is designed to be more informative to instructors so that teaching effectiveness is enhanced and to be more seamlessly linked to UF's CANVAS learning management system. Students can complete their evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Please note your other classes this semester may be evaluated in the current GatorRater online evaluation system at <https://evaluations.ufl.edu>. Thank you for serving as a partner in this important effort. Students should provide feedback on the quality of instruction in this course by completing online evaluations. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

Email and E-Learning Policy: Students are required to check their University of Florida email and E-Learning Course account daily. Dissemination of reminders and course material may occur via email or through announcements in E-Learning; it is the student's responsibility to read and respond (if appropriate). *E-learning Help Desk:* <http://elearning.ufl.edu/> *Technical support:* 352.392.4357 (select option 2) or e-mail to Learning-support@ufl.edu

E-Learning Identity and Preferences: It is important to the learning environment that you feel welcome and safe in this class; and that you are comfortable participating in class discussions and communicating with me on any issues related to the class. If your preferred name is not the name listed on the official University of Florida roster, please let me know as soon as possible. I would like to acknowledge your preferred name, and pronouns that reflect your identity. Please let me know how you would like to be addressed in class, if your name and pronouns are not reflected by your University of Florida official roster name. I welcome you to the class and look forward to a rewarding learning adventure together.

You may also change your "Display Name" in Canvas. Canvas uses the "Display Name" as set in myUFL. The Display Name is what you want people to see in the University of Florida Directory, such as "Ally" instead of "Allison." To update your display name, go to one.ufl.edu, click on the dropdown at the top right, and select "Directory Profile." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," update how you wish your name to be displayed, and click "Submit" at the bottom. This change may take up to 24 hours to appear in Canvas. This does not change your legal name for official University of Florida records.

Last Day to Withdraw: In order to withdraw from a course it is not sufficient simply to stop attending class or to inform the instructor of your intention to withdraw. In accordance with college policy, contact your adviser to begin the withdrawal process. To view the **last day for withdrawal** please visit <https://catalog.ufl.edu/UGRD/>

Library Resources Support: <http://cms.uflib.ufl.edu/ask>

Student Responsibility for Course Prerequisites: Students are responsible to have satisfied all published prerequisites for this class. Please review the prerequisites and discuss any questions with your instructor and/or your academic advisor.

Student Complaints Process: <http://regulations.ufl.edu/regulations/uf-4-student-affairs/>

Teaching Center: General study skills and tutoring <http://teachingcenter.ufl.edu/> Broward Hall, 352.392.2010 or 352.392.6420.

Writing Studio: Formatting and writing papers assistance <http://writing.ufl.edu/writing-studio/>