

APPLIED HUMAN ANATOMY W/ LAB

APK 2100C ~ 4 CREDITS ~ SPRING 2021

INSTRUCTOR: Linda Nguyen, Ph.D.
 Office: FLG 144
 Email: linda.nguyen@ufl.edu
Currently enrolled students: please use CANVAS email

OFFICE HOURS: Weekly virtual office hours will be posted in CANVAS and students may request individual Zoom meetings by appointment via CANVAS email

LECTURE TIME/LOCATION: All lectures will be online in the form of pre-recorded videos. **All lecture exams will be taken online in Canvas during the designated class day and time of Tuesdays 5:10-6pm EST on days specified in the course schedule at the end of the syllabus.**

LAB TIME/LOCATION:

Students will watch pre-recorded lab videos posted in Canvas and then have the option to attend their lab period (according to the table below) in-person to engage with their TA, ask questions and have a hands-on review of the anatomical models. If students choose to attend their assigned lab meeting time, physical distancing will be enforced during labs. Due to space limits of our laboratories, the graduate TAs will split the group of students in each lab period into two groups permitting each group of students access to the labs for one of the two periods assigned to them for lab meetings. TAs will email their sections in CANVAS to let them know which period they are allowed to attend each week.

CLASS #	SECTION #	LAB DAY AND MEETING TIME	LOCATION
10729	1288	M Period 4 – 5 (10:40 AM – 12:35 PM)	FLG 107A
26239	288A		
10723	1085	T Period 2 - 3 (8:30 AM - 10:25 AM)	FLG 107A
26233	085A		

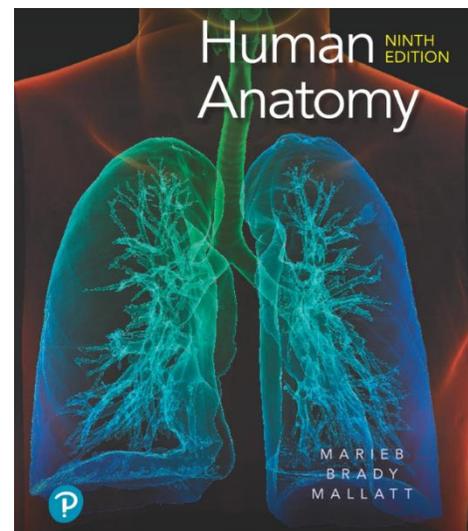
10724	1087	T Period 4 – 5 (10:40 AM – 12:35 PM)	FLG 107A
26235	087A		
10725	1105	W Period 2 - 3 (8:30 AM - 10:25 AM)	FLG 107A
26236	105A		
10722	0591	W Period 4 – 5 (10:40 AM – 12:35 PM)	FLG 107A
26234	591A		
10726	1124	R Period 4 – 5 (10:40 AM – 12:35 PM)	FLG 107A
26238	124A		
10735	8584	R Period 6 - 7 (12:50 PM - 2:45 PM)	FLG 107A
26240	584A		

FERPA: Aspects of this course may be recorded for students in the class to revisit. If you participate with your camera engaged or utilize a profile image, you are agreeing to have yourself/image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image during recorded sessions. Students who un-mute during class and participate orally during recorded sessions are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded, you will need to keep your mute button activated and communicate using the "chat" feature.

COURSE DESCRIPTION: Study of general anatomy of the human body from a systematic approach. Understanding anatomical terminology, gross structures, and locations of different body structures are primary concerns. Cells, tissues and organs of the integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary and reproductive systems are emphasized.

PREREQUISITE KNOWLEDGE AND SKILLS: There are no prerequisites for this course; 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 provided in CANVAS for a reduced price and pay for these materials through their student account. Students who do not choose this option will be able to purchase an access code 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 copy of the



textbook for the course. If you already have a copy of the textbook, you will still need to purchase the access code that provides you access to My Lab and Mastering/MasteringA&P; there is not a way to purchase an access code without the e-textbook, these materials are bundled together.

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

COURSE FORMAT: Students will watch pre-recorded LECTURE videos rather than attend a live lecture each week. Students will also receive pre-recorded LAB videos produced by our graduate teaching assistants. Videos providing a 3D review of the anatomical models will also be available in Canvas. **Links to the lecture and lab 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 manner prior to any lecture or lab exam.** Links to the videos can be found on the individual Chapter/Lab pages within Canvas. Students will be given access to the anatomy labs for one period each week to be able to physically manipulate and study the anatomical models. Attendance in lab is not mandatory but may be helpful for students reinforce structures learned from lab. Students will need to take good notes using the provided power point lab slides each week. Normally, anatomy labs are two periods long. Accordingly, each pre-recorded lab is no more than two periods total—*several are much shorter.*

For **LAB** and **LECTURE**, students are encouraged to read the textbook pages and print out or download PDF slides posted in CANVAS before viewing recorded lab/lecture videos.

All exams in this course will be in Canvas with HonorLock proctoring.

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 GOALS: 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 learning objectives 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.	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Communicate with peers and professionals using anatomical terminology. 	<ul style="list-style-type: none"> • Oral communication assessment using anatomical models
Critical Thinking: Analyze information carefully and logically from multiple perspectives, using discipline specific methods, and develop reasoned solutions to problems.	<ul style="list-style-type: none"> • Predict functions of unknown body structures if given the 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. 	<ul style="list-style-type: none"> • Clinical scenario homework problems • All lecture exams • Lab Exam 1

COURSE AND UNIVERSITY POLICIES:

UF STUDENT COMPUTING REQUIREMENTS: As a course with multiple online components, the UF student computing requirements is, “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.

LAB ATTENDANCE POLICY: For **LABS**, physical attendance will NOT be mandatory for any students this semester. Due to physical distancing adherence, students are only allowed to visit their lab to study the anatomical models during the one-hour period designated by their TA based on the table at the beginning of the syllabus. Students will be required to adhere to all UF guidelines regarding Covid-19 and public safety measures, including mask wearing, hand washing, physical distancing, sitting only in designated areas within the classroom, and maintaining distancing when waiting to enter and exiting the lab. Students may be asked to show their "cleared" status on their cell phones upon entry to the lab or classroom and should have this ready prior to the start of class. Students in this course can earn up to 15 points of extra credit. Those points are assigned by your individual lab TA.

LECTURE ATTENDANCE POLICY: Students will watch lecture material from pre-recorded videos in Canvas. This component of the course is asynchronous but students are expected to watch the recordings in a timely manner.

Lecture video links are for use by students currently registered for this specific WEB section of APK2100c only. Any use of these video links is prohibited by anyone not in this APK2100c course.

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

- Read and refer to the syllabus
- Be prompt to Zoom office hours and lab times
- 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)
- Adherence to the UF Student Honor Code: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-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
 - 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 section of APK2100c only. Any use of these video links is prohibited by anyone not in this specific section of APK2100c Spring 2021 course.**

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.

In the case that a student **misses an exam due to an unexcused reason** (i.e. overslept, missed up the exam time, forgot about differences in time zones, 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.***

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 exams, both lecture and lab, in Canvas similar to other students but with their specific accommodations (i.e. extended time, use of screen reader, etc.) Please contact the instructor if the start time of exams needs to be adjusted due to overlap with other courses.

It is imperative that you verify your specific access needs with your course instructor at least 48 hours PRIOR to scheduled assessments.

USABILITY, DISABILITY AND DESIGN: I am committed to creating a course that is inclusive in its design. If you encounter barriers, please let me know immediately so that we can determine if there is a design adjustment that can be made or if an accommodation might be needed to overcome the limitations of the design. I am always happy to consider creative solutions as long as they do not compromise the intent of the assessment or learning activity. You are also welcome to contact the Disability Resource Center's Getting Started page at <https://disability.ufl.edu/students/get-started/> to begin this conversation or to establish accommodations for this or other courses. I welcome feedback that will assist me in improving the usability and experience for all students.

It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

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.ua.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.

HONORLOCK SYSTEM REQUIREMENTS (EXAM PROCTORING): Exams will be proctored using HonorLock. Students will not need to sign-up/scheduling a testing time nor do students need to create an account. To ensure your device is compliant with HonorLock a series of pre-assessment checks must be performed before gaining access to the exam. Specifications necessary for HonorLock to work are listed below:

- **System compatibility and quiz setup:**
 - HonorLock is only supported through [Google Chrome web browser](#) on Mac, PC (no other mobile devices or tablets are supported)
 - Students must install the [HonorLock Extension](#) within Chrome
 - Beginning July 1, 2020 HonorLock will no longer support Windows 8, Windows 8.1, Mac OSX 10.11 and Mac OSX 10.12. After July 1st, you will find the updated Minimum System Requirements as well as a system compatibility test at honorlock.com/support
- **Additional considerations using HonorLock for exams:**
 - You will need to take the exam on a desktop computer or laptop with a microphone and webcam set up on your chosen device. This will not work on mobile devices, such as iPads, tablets or smart phones
 - You need to make sure that the camera is facing YOU at all times – if the camera does not stay facing you or if you are out of frame, the exam will pause preventing you from continuing with the exam even mid-way through.
 - You need to open Canvas on the **Google Chrome internet browser** and to download the HonorLock Chrome Extension. Any other internet browsers will not be compatible with HonorLock.
 - Make sure you have a stable Internet connection wherever you are taking the exam (i.e. good Wi-Fi)
 - A 360-degree scan of your testing room/environment will be required. If you are using a laptop, you will need to pick up your laptop and rotate it for the room scan including your examination surface (i.e. desk), floor space, your lap, etc. The testing environment should be cleared of any clutter, no notes, textbooks, etc. laying out that could be deemed as accessible that could constitute violation of the Honor Code (i.e. academic dishonesty).
 - Make sure the room you are taking the exam in is well-lit and that you are by yourself. Rooms that are not bright enough may get flagged as “blurry” or “unclear”.
 - You must have a valid Photo ID (Gator ID, driver’s license, passport, etc.).
 - Only one screen (i.e. cannot have multiple monitors) and one tab (i.e. the tab that is being used for the exam) in Chrome is allowed. HonorLock also has an integrity algorithm that can detect search-engine use, so do not attempt to search for answers, even if it is on a secondary device.
 - An HonorLock Practice Test will be set up under Quizzes in Canvas. **Please go through this practice test well in-advance of taking the exam.** This practice test

allows you to go through all of the pre-assessment checks so you will know what to expect when taking the exam itself. **Take the practice test on the device you intend to take the exam on and in the same environment (building, room, etc).**

- **Failure to meet the items above may result in a 0 grade.** If you encounter any issues with the testing platform or the exam, you need to email your course instructor immediately with specific details of what occurred so that they can assist you as quickly as possible.

GETTING HELP:

HEALTH AND 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 option 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. Leo Ferreira, APK IDEA Liaison, ferreira@hnp.ufl.edu
- Dr. Rachael Seidler, APK Graduate Coordinator, rachaelseidler@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 (1)	50 pts each = 50 pts	50/705 = 7.1%
Syllabus Quiz (1)	5 pts each = 5 pts	5/705 = 0.71%
Extra Credit from Lab	15 points possible	0%

Syllabus Quiz - The syllabus quiz will consist of 15 questions for a total of 5 points. Students will be given an unlimited number of attempts on the quiz. To access/unlock all course material, students must receive a perfect score (5/5). **It is recommended that students complete the quiz as soon as possible in order to unlock the course material.** **Students will receive a zero for the syllabus quiz if it has not been completed prior to taking Exam 1.**

Lecture Exams – Each exam will consist of 40 questions, 1.5 points per question. Questions will be multiple choice and true/false. 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 majority of focus should be given to the lecture notes **and student learning objectives (SLOs) from each chapter** when studying. All lecture exams will be in Canvas under Quizzes and HonorLock will be used for exam proctoring. An HonorLock Practice Quiz will be posted and students should take this quiz and go through the pre-assessment checks to ensure all computing requirements are met. 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. Exams will open 15 minutes prior to the start time of the class period to ensure students have time for HonorLock pre-exam steps. Practice questions for each exam will be available in Canvas. Students are not permitted access to any kind of materials (i.e. smart phones, etc.) or

notes during these exams and sharing of information on any exams will be processed as honor code violations.

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 (all deadlines are in EST). 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.** **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% per day.**

Lab Exams – Lab exams are 80 questions, 1.25pts per questions. All lab exams will be completed in Canvas as a Quiz. Students will be asked to identify structures from pictures of plastic anatomical models and will have 60 minutes to complete the lab exam. Students will be given a 24-hour period to take the exam with specific dates designated in the course schedule (below). Due to the 24-hour window that students are able to take this exam, there is no make-up lab exam and if a student fails to complete the lab exam prior to the end of the 24-hour window, the student will receive a **zero** grade. Students with exam accommodations are expected to plan their exam times accordingly to ensure no conflicts with other courses. Students are not permitted access to any kind of materials (i.e. smart phones, etc.) or notes during these exams and sharing of information on any exams will be processed as honor code violations.

Communication Assessment - Students will be assessed on their ability to effectively communicate using anatomical terminology. This assessment can be done in-person or via zoom—please make those arrangements directly with your Lab TA. Students will select any

colored image of an anatomical structure and orally describe it and answer basic questions about it. If completing in-person, an actual anatomical model can be used. A grading rubric for this assessment will be posted in CANVAS for you to use to prepare. Please work with your lab 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. Students will take the final exam in Canvas with HonorLock proctoring. 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 to focus on this study guide.*

Extra Credit - Students can earn up to 15 points of extra credit in this course. Each lab GTA will assign extra credit differently, so it is the students' responsibility to learn their GTA's policies for earning extra credit. Each GTA may 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 an opportunity, they would still have the ability to earn full extra credit points. **All extra credit points will be uploaded to the gradebook prior the final exam. Any discrepancies must be brought to the attention of your TA before 5pm on the last day of class.**

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 posted in CANVAS throughout the semester. Participation in a research study is NOT necessary to earn the maximum amount of extra credit. Participation in a research study CANNOT earn you more than 15 points of extra credit. If you do participate in a study, the study coordinator will give your name and extra credit points to your instructor at the *end of the semester*.

GRADING SCALE: Any discrepancies with points displayed in the gradebook should be pointed out to the instructor before the last exam. **There is no curve for this course and final grades will not be rounded up.** More detailed information regarding current UF grading policies can be found here: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>. ***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:

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 [highlighted sections that have been specifically selected for each chapter within the e-text in Mastering](#). You will often see an “1” associated with these highlighted sections to denote these highlights have been done by the course instructor.

All assessment (i.e. homework, exams, quizzes, etc.) deadlines/dates are in EST (Eastern standard time).

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	Jan 11 – Jan 15	Ch.1 – Intro to the Body Ch. 2 – Cells	<i>No Lab – Drop/Add Week</i>
2	Jan 18 – Jan 22	<i>Jan 18 is Martin Luther King Jr. Day – No Lecture/Lab</i> Ch. 4 – Tissues	Lab 1 - Axial Skelton (Corresponds with Ch. 7) <i>Mon labs will receive email to arrange make-up time if wanted</i>
3	Jan 25 – Jan 29	Ch. 4 – Tissues continued Ch. 5 – Integumentary	Lab 2 - Appendicular Skeleton (Corresponds with Ch. 8)
4	Feb 01 – Feb 05	Lecture Exam 1 – Tuesday Feb. 2nd at 5:10pm EST – Canvas with HonorLock Proctoring HW 1 due Tues. Feb. 2nd at 5:10pm EST Ch. 6 – Skeletal	Bones Continued
5	Feb 08 – Feb 12	Ch. 9 – Articulations Ch. 10 – Muscular	Lab 3 - Muscles: Upper Body

6	Feb 15 – Feb 19	Ch. 10 – Muscular continued Ch. 11 – Muscles	Lab 4 - Muscles: Lower Body
7	Feb 22 – Feb 26	Lecture Exam 2 – Tuesday Feb. 23rd at 5:10pm EST- Canvas with HonorLock Proctoring HW 2 due Tues. Feb. 23rd at 5:10pm EST Ch. 12 – Intro to Nervous	Review
8	Mar 01 – Mar 05	Ch. 13 – CNS	Lab Exam 1 Wed. March 3rd 12am – 11:59pm
9	Mar 08 – Mar 12	Ch. 14 – PNS Ch. 15 – ANS	Lab 5 - Articulations, Skin, Eyes/Ears
10	Mar 15 – Mar 19	Lecture Exam 3 – Tuesday Mar. 16th at 5:10pm EST – Canvas with HonorLock Proctoring HW 3 due Tues. Mar. 16th at 5:10pm EST Ch. 19 – Heart	Lab 6 - Nervous System
11	Mar 22 – Mar 26	Ch. 20 – Vessels	Lab 7 – Circulatory System
12	Mar 29 - Apr 02	Ch. 22 – Respiratory	Labs 8 & 9 – Respiratory & Digestive Systems
13	Apr 05 – Apr 09	Ch. 23 - Digestive	Labs 9 & 10 – Digestive & Urinary/Reproductive
14	Apr 12 – Apr 16	Ch. 24 – Urinary	Lab Exam 2 Wed. April 14th 12am – 11:59pm
15	Apr 19 – Apr 23	Lecture Exam 4 – Tuesday April 20th at 5:10pm EST – Canvas with HonorLock Proctoring HW 4 due Tues. April 20th at 5:10pm EST Thurs/Fri, Apr 22/23 are Reading days	<i>No more labs!</i>
Comprehensive Final Exam – Wednesday April 28th– 5:30-7:30pm EST			

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!
- Snow-ball the lecture notes. Begin studying lecture material immediately after the first lecture. Then, after the second lecture, 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 the brainstem in your notes, Google "brainstem images" and see if you can identify the structures from the lecture.
- Google diseases or drug mechanisms of action. For example, if we are studying bone tissue, Google "bone disease". Click on any link and just read a paragraph to see if you can understand based on what you now know about bone tissue anatomy. 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 relate to one another. What are similarities and differences between structures?

Success tips for Dr. Nguyen's class:

- Do not fall behind. This [high-volume](#) course moves at a [VERY FAST](#) pace especially when you may have other classes...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.
- 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 Instagram/Facebook 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!
- Make an appointment for a Zoom meeting with me 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.

Preferred name:

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. 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 name on the class roster.



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 UF 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 UF records.

Please do keep your preferred name (first and last, if possible) visible for live sessions.