LAB OVERVIEW & LEARNING OUTCOMES: Anatomy is the ABC’s of biology. It is fundamental and absolutely essential in understanding biology and an integral part of many other disciplines (physiology, medicine, kinesiology, psychology, allied health sciences, nursing, et cetera). Laboratory exercises provide the real learning experience in any anatomy course and serve to illustrate, validate, and reinforce what you learn in lecture. As a successful student in anatomy lab, you should be able to locate, identify, and functionally describe the structures of the human body and the physical relationships among them at all levels of organization using various investigative and collaborative techniques. You will achieve these learning outcomes, through virtual dissections, examinations of models & slides, lab activities, and examining the three-dimensional relationships among various structures of the body. Lab practicals and quizzes will assess your knowledge and comprehension of these outcomes. This semester you will see virtual dissections of a mink, sheep heart, sheep eye, and a sheep brain that are all remarkably similar to their human counterparts. In addition, you will also examine histological preparations of many organs and tissues, as well as models and charts.

Since Anatomy is taught in an academic setting, it requires a great deal of conceptual understanding and rote memorization... And although most of anatomy is conceptually straight forward, the amount of material & unfamiliar terms make it a seemingly difficult subject. Do not think cramming will work. You must prepare for “class” & study nearly every day to earn the grade you want to earn. This requires you to PDA... practice perfectly, maintain the discipline to study and possess a positive attitude about the course. Any deficiency in these learning characteristics may affect your grade. Therefore, to achieve the course goals and help maximize your learning, it is vital that you study lab materials, are prepared and organized, focus your efforts, make use of the full ranges of materials offered, and study the material of lab every day. Finally, be sure to ask for help. We’re here to help you learn!

COURSE CONTENT & RIGOR: College-level human anatomy courses may include controversial, sensitive, and/or graphic adult material related to the study of the human body and in examples of clinically relevant scenarios. Students are expected to exhibit maturity, respect, sensitivity, and tolerance towards all members of the class and the instructor. Students are also expected to demonstrate college-level readiness and preparedness for the rigor of the course content.

Please note: Biology 2123 is an online course. Human Anatomy Lab is a co-requisite with Biology 2323 - Human Anatomy Lecture. This means you must enroll in both the lecture and the lab to earn credit for each. In other words, enrollment is required in both courses.

REQUIRED COURSE MATERIALS:
1. **Required** - Wi-Fi and broadband internet access.
2. **Required** - access to [http://blackboard.angelo.edu](http://blackboard.angelo.edu) Many course materials and assignments for lecture and lab will be distributed this way.
3. **Required** - Top Hat Response System – Mobile/Electronic device-driven platform that we will use for attendance, quizzes, readings, AND homework activities. It also incorporates the required textbook Human Anatomy by Jenny, Lindsey, & Geske, Nicole (Eds.). (2018). Human Anatomy. Toronto, ON: Top Hat Monocle. Available from [https://tophat.com/marketplace/science-&-math/biology/textbooks/human-anatomy-lindsey-jenny-nicole-geske/3020](https://tophat.com/marketplace/science-&-math/biology/textbooks/human-anatomy-lindsey-jenny-nicole-geske/3020). It is a separate purchase. Also, if you plan on taking BIO 2324/2124 next semester, purchase Top Hat for a year. There is an app for both android and apple-based smartphones and tablets so that you can take anatomy anywhere! It also works well with and without Wi-Fi, although Wi-Fi is strongly recommended.
   a. **NOTE:** JOIN CODE: 783318
   b. I will send you an email to join the class through Top Hat Monocle.
5. **Required** - ASU email account that you check DAILY. Call the ASU IT Dept if you need one or have forgotten how to access it (325-942-2911)
6. **Required** - Ability to create and upload Word/PDF documents to Blackboard. Other formats like JPG’s, Links to Google Docs, etc. will not be accepted.
7. **Required** - All lab materials will be posted either on Blackboard or Top Hat
8. **Optional** - Colored pens, pencils, or markers are helpful for your coloring book assignments and taking notes.
CLASS PREPARATION & EXPECTATIONS:
This is an online course; you will be expected to be a self-motivated, self-regulated learner. And I will be your guide on the side to assist you. All lab materials, assignments, and resources will be provided on Top Hat and Blackboard. From time to time, a lecture may record to clarify some, but not all of the concepts you are required to know. You are expected to read all announcements and emails, complete homework, and other assignments to facilitate your learning. Anatomy is not conceptually difficult, but like any science course, the amount of material and unfamiliar terminology can make it seem unwieldy. This means it is largely your responsibility to learn the material presented, read the text when assigned, and complete the assignments on your own. This requires you to possess a positive attitude toward learning and a serious daily commitment to studying. You must take an active role in your own learning by practicing anatomy every day.

CLASS FORMAT:
This is an online course. Most of the interactions between the members of the class and the instructor will occur in a virtual setting. As a member of the class, you are also:

- expected to complete all assignments within the timeframe allotted.
- required to follow all directions/instructions, both written and spoken.
- invited to ask questions (at the proper time, of course), no matter how naive they seem to you. There are probably at least two other folks who have the same question. The only stupid question is one that not thought out completely before being asked.
- encouraged to ask for help and/or clarification. Don’t suffer in silence. I can’t help you learn if I don’t know you’re confused or if my instructions are unclear.
- encouraged (strongly) to use the course Blackboard site (see below), which has extensive anatomy resources and study tips. If you are unfamiliar with how to study for a memory-intensive course like anatomy, it’s definitely worth your time to take a look.

LAB ASSESSMENTS & GRADING POLICY:
You will have the opportunity to earn 550 points in the lab portion of this course. Your grade will be determined by the total number of points you accumulate on 3 practical exams administered the day of the scheduled lab period (see Calendar/Schedule).

- Practical Exams are designed to assess your knowledge and comprehension of the course content, motivate you to keep up with your studies and reward you for doing so. Practical Exams are tests where you identify labeled structures, locations, functions, etc. from models, dissections specimens, charts, and microscope slides on PowerPoints, videos, or other assignments that are posted on Top Hat or the lab Blackboard course page. **The information you are responsible for learning for all lab practical exams is listed in the summary wordlists on Blackboard.** Please speak with your lab instructor if you are unfamiliar with this type of assessment format. You are required to start on time and follow the guidelines posted in the ‘On Lab Practical Days’ below. If you start late for a practical exam, you will not receive any additional time to complete it.

- There will be 5 quizzes worth about 20 points each. The dates for these are posted on the lab Blackboard course page (see Calendar/Schedule too) and cover materials seen either before, immediately after the quiz, or both.

- Depending on your instructor, grades may or may not be posted on Blackboard, so it is your responsibility to keep up with them. Practical exams will be graded by your lab instructor or an assistant and posted by the next lab practical.

- There will always be a laboratory exercise that follows the practical exam.

- Due to time constraints, practical exams may be administered on a time-delayed basis. You will be responsible for completing the practical at your assigned time. Your instructor will provide you with more information about these procedures during the lab practical’s instructions.

- You are required to start on time and follow the guidelines posted in the ‘On Lab Practical Days’ below. If you start late for a practical exam, you will not receive any additional time to complete it.

PRACTICAL EXAM DAYS:

- Practical exams will be given on Top Hat on the days scheduled. **The practical exam will be available for a 9-hour period of time, beginning at ~ 8:15 am and ending at 5:30 pm on the dates provided.**

- Practical Exams may require a passcode, which I will email you in advance. You will use the code to access the practical exam.

- Top Hat also uses several "exam proctoring" features to ensure academic integrity...in other words...to keep you from cheating. For example, if you leave the exam for more than 5 seconds or open another screen/window more than 5 times or take a screenshot, it will automatically lock you out of the exam.
- I will only be available to “un-lock” your exam during regular working hours from 8 am to 5 pm. Please keep this in mind.
- Exams are “open-note,” but you will still need to study in advance since it will be timed. It is critical that you have your materials organized and study in advance, so you do not have to “hunt and peck” to confirm answers.
- My suggestion is to study in advance (obviously) and have your coloring book and all other printed materials like power points, notes, outlines available in front of you, so you don’t have to leave the exam. I will be monitoring the exam remotely, so email me if you are experiencing connection problems.
- If you are using a computer/laptop/tablet, you are strongly advised to use Google Chrome or Mozilla Firefox (and connect to Wi-Fi obviously)
- If you are using a cell phone, make sure you log in directly to the Top Hat App and use Wi-Fi, if at all possible. Please do not log in to Top Hat through the web browser on your phone because you won’t be able to access the test. Ensure that you have updated to the most recent version of the app from the Apple or Google Play App Store.
- Also, if an image or question doesn’t display correctly, try refreshing the screen a couple of times. That fixes most issues.

Those students with documented special accommodations must meet with me at least 3 days prior to the exam to make arrangements. Failure to follow these instructions may not have accommodations available.

**GRADE DETERMINATION:** Your lab grade is based on points, not percentages. Your lab grade is combined with your lecture grade to determine your overall grade in the course. At the end of the semester, all points (lecture and lab) are added together. The following assessments are how you earn points in lab.

<table>
<thead>
<tr>
<th>LAB Assessment</th>
<th>Maximum Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Practical Exams – 3 practicals @ 150 pts each</td>
<td>450 points</td>
</tr>
<tr>
<td>Lab Quizzes – a series of Top Hat quizzes will be administered to assess your understanding of the material and to help you keep up with your studies. 5@20 points each</td>
<td>100 points</td>
</tr>
<tr>
<td><strong>TOTAL LAB POINTS</strong></td>
<td>550 points</td>
</tr>
</tbody>
</table>

Please note I do not curve exams or final grades, nor are they negotiable (i.e., an 899.94 pts = B; 599.94 pts = F, etc.). Grades will be changed only if you can demonstrate (with verifiable evidence) that there was an error in how the grade was calculated or an incorrect grade was entered. Once the grade is posted on Blackboard, you have only 48 hours to challenge it... (the end of the semester is too late). See ‘Re-grading Procedures’ below for a complete explanation of how to do this. All students will be treated equally and fairly, and all grades will be calculated in the same way, regardless of extenuating circumstances or any reason not related to your actual performance in the course. However much I may sympathize with your (personal) circumstances, I never consider them to be a basis for grade assignments. The 50 points serve as an incredibly generous, built-in curve. I strongly encourage you to take advantage of the points, which will be worked into quizzes and practical exams. Therefore, you should always complete all parts of assignments, quizzes, and practical exams. AND strive to do your best so that you may earn the grade you want. It is your responsibility to keep up with your point total. Don’t worry; I will help if you just ask!

**ATTENDANCE:**
This is an online course. To meet the “attendance” requirement, you are expected to complete all posted assignments by the deadlines on Top Hat and Blackboard. This means you are required to have internet access for the entire course. Accommodations will not be made for a lack of internet access. Please inform me well ahead of time if you will need to miss an assignment for any reason, including religious holidays. NOTE: You are NOT automatically dropped if you stop attending class or completing assignments. **Friday, June 19th, is the last day to drop a course for the Summer I session.**

**COMMUNICATION:**
This is an online course. Class announcements will be routinely distributed via Blackboard and email; this means you will need to check your ASU email account DAILY. This is NOT optional. Please be aware that all official course correspondence will be through your ASU assigned email address only. Contact the IT dept if you need one assigned (942-2911). I will respond to email messages
within 24 hours during working hours Monday through Friday. Weekend and late Friday afternoon messages may not be returned until Monday.

MAKE-UP LAB PRACTICALS
- Lab make-up practical exams will NOT be provided. You will be NOT able to make up the missed points due to practical exam security and equity issues to other students.

SPELLING COUNTS. You will be expected to spell all terms correctly on all quizzes and practicals. Full credit will be taken off for spelling mistakes. For example, if it changes the meaning of the word, full credit will be taken off (e.g., humerus vs. humorous). Since you will be able to use your summary wordlists on assessments, no credit will be given for any misspellings. Besides the basic reason of education, why does spelling count? Confusion may arise from imprecision. Many anatomical/medical terms are similar—they may even have the same Latin & Greek roots. Would you like your pharmacist to misread your prescription? A misspelled word on a patient’s chart can lead to a disaster: legal as well as health-wise. Besides your own health or a patient’s, there’s another very practical reason: it may hit your pocketbook—in all jobs, written communication is essential in making an excellent first impression. Would you hire someone whose application is full of spelling and/or grammatical errors? Here’s an example for nurses enunciated by a colleague: “I tell them they could be the world’s best nurse, but if they have misspellings on their charts, those reading the charts (including the doctors) may mistrust their abilities and intelligence. Because physicians often first ‘meet’ the new nurse on the floor through written reports, the opinion may be made before they actually meet. Once this opinion exists, it is very difficult to overcome. You only get to make a "first impression" once! This could even lead to poor efficiency reports and being passed over for promotions.”

REGRADING PROCEDURES
To report calculation or grading errors on your exam, you are required to follow the Procedures for Re-grading shown below. Lab quizzes and assignments are not subject to regrading, but math errors only. However, if you would like to request a regrade on your lab practical, here is the protocol.

1. If the error is strictly a mathematical error:
   - Alert me in an email which reads “math-only,” & your instructor will regrade for a grade recalculation.
2. If you believe you have found a grading error:
   - Remember that a 1 pt error is at best only .0025 pts on your final course average.
   - Remember, the exams are secured immediately after you complete and submit them. You must clearly state your reason(s) for thinking the question has been graded incorrectly in a neatly written, attached note. “Question X is graded wrong, or I deserve more points on question Y” are not reasons. This means I expect a clearly delineated/rational reason based on verifiable factual information that your answer is correct (i.e., from a reputable source like your text or lab manual). This means I expect a short paragraph for each error along with specific page references.
3. Email your justification to me. Understand I will be very fair and accurate, but the entire exam will be regraded, AND if the resulting grade is lower than the previous, the second grade will replace the first.
4. The deadline for requesting any recalculating or regrading is 48 hours following the posting of the grade on Blackboard...No Exceptions.

WHAT YOU NEED TO STUDY:
This is an online course. Simply stated, these are the things you need to work on EVERY DAY by the due dates provided in the schedule. Start by organizing all your materials and making a study plan. Then implement and stick to it. Contact me if you need help. In lab, you are required to always be prepared by reviewing the material in advance. You are required to study the lab summary word lists posted on Blackboard. These will serve as the basis for all your quizzes and lab practical exams. For Lab:
- Lab Summary Word Lists on Blackboard
- Lab Activities and Exercises on Bb and Top Hat
- Lab Images on Bb
- Lab Videos on Bb
- More information will be provided in announcements on Blackboard
ANGELO STATE UNIVERSITY – ACADEMIC INTEGRITY & HONOR CODE:

ASU expects its students to maintain complete honesty and integrity in all work. Students are responsible for understanding and following the Academic Honor Code as outlined on the university’s web site and in the Student Handbook. Any student found guilty of any form of dishonesty in academic work is subject to disciplinary action and possible expulsion from ASU. The College of Science and Engineering adheres to the university’s Statement of Academic Integrity. https://www.angelo.edu/student-handbook/communitypolicies/academic-integrity.php

WITHDRAWAL FROM THE COURSE: Contrary to what many students believe, you are not automatically withdrawn from a course if you cease to attend lectures or labs. If you wish to discontinue participation in human anatomy, you must formally withdraw by seeing your lecture instructor. Dropping the lecture automatically drops the lab; no separate drop slip is necessary. Failure to do this can result in a grade of F appearing on your academic transcript. Dropping the lecture automatically drops the lab. The last day to drop the course is Friday, June 19th, 2020, at 1 pm.

SPECIAL NEEDS/DISABILITY STATEMENT:

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation. Student Disability Services is located in the Office of Student Affairs and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

If you believe your success in the course is at risk due to a disability, it is your responsibility to arrange a meeting with me by the end of the second day of class, so that we may further assess your situation. I will work with you to provide reasonable accommodations so that you have a fair opportunity to perform successfully in this class, but only if you take responsibility. (Right before a quiz, practical, or exam IS not taking responsibility. You must meet with me well in advance, so that I may help you.

RELIGIOUS HOLY DAY:

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence AND the first week of classes. Any make-up assignments will need to be completed and turned in in advance. If an exam is missed, see ‘Make-Up Exams’ above. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

TITLE IX AT ANGELO STATE:

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. Sex discrimination, sexual misconduct, public indecency, interpersonal violence, sexual assault, sexual exploitation, sexual harassment, and stalking are not tolerated at ASU. As a faculty member, I am a Responsible Employee meaning that I will report any allegations I am notified of to the Office of Title IX Compliance in order to connect students with resources and options in addressing the allegations reported. You are encouraged to report any incidents to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 200
325-942-2022
michelle.boone@angelo.edu
You may also file a report online 24/7 at www.angelo.edu/incident-form. If you wish to speak to someone about an incident in confidence, you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345. The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above. For more information about Title IX, in general, you may visit www.angelo.edu/title-ix.

STUDY TIPS
Tips specifically designed for a memory-intensive course like anatomy are available on Blackboard. If you are unfamiliar with how to study for a course like anatomy or how to manage your time effectively, it is well worth your time to take a look. This is especially important if you are a true freshman or have never taken a science course at ASU before. I am happy to help anyone who requests it, so please feel free to contact me.

Supplemental Instruction is available for this course. SI sessions are student-led, group study focused on helping you learn to be successful in human anatomy. Sessions are regularly scheduled, hour-long meetings wherein you will be able to participate in group discussions about the lecture and assigned readings. SI sessions cover the following:
- Key course concepts and how to identify important material
- Clarification of lectures and text; Efficient organization of course material
- Development of possible test questions and taking mock exams
- Problem-solving techniques and Critical thinking skills
- Study skills strategies (e.g., understanding lectures, effective note-taking, textbook reading, etc.)
- They will not help you complete homework/activity assignments.

The cost is absolutely FREE to students enrolled at ASU. SI leaders are former Anatomy students who performed exceptionally well in the course. SI Leaders are trained to lead small group discussions and assist you with problematic course concepts. Preliminary results indicate students who attended SI earned, on average, one to one and a half letters grade higher on lecture exams than students who do not attend. More information will be provided later. Our SI leader this semester is Alice Pineda. She will be contacting you via email.

A SPECIAL NOTE:
We are excited you decided to travel with us this semester on a fascinating journey through the human body. Anatomy is the ABC’s of biology. It is fundamental and absolutely essential in understanding biology and an integral part of many other disciplines such as physiology, medicine, athletics, natural history, psychology, nursing, and other allied health sciences. Since Anatomy is a taught in an academic setting, it requires a great deal of conceptual understanding and rote memorization...and although most of anatomy is straightforward, the amount of material and unfamiliar terms make it a seemingly difficult subject. You absolutely must prepare for class and study nearly every day to earn the grade you want. This requires you to PDA... practice (the content), be disciplined (to study), and possess a positive attitude (about the course). Any deficiency in these learning characteristics may affect your ability to learn and thus the grade you earn in the course. Let me put it this way. Some students who have never had a “real” science class before employ the same study strategies they have used in other classes only to find they are a dismal failure. For example, some students find that studying 30 minutes to an hour (or even not at all) before an exam in their major can easily earn a “C’s” (or even B’s) with no problem. That same strategy used in anatomy virtually guarantees you will be unsuccessful. You must, therefore, change your study habits to accommodate this science course. Anatomy requires you to be disciplined to study EVERY DAY! Therefore, it is VITAL that you keep up with your studies starting from DAY 1. Students who get behind often have difficulty catching up because of the ferocity of the schedule and the amount of material covered on each exam. Don’t worry; many students are extremely successful in this course. The key to success often starts with budgeting your time carefully and making lots of room for anatomy in your schedule...again...we recommend 2-3 hours/day OUTSIDE of class. Successful students in the past have told us that’s just about right. Like learning a foreign language, some students prefer the total immersion in the material, which may help you as well. I can show you how to maximize your study time, so please don’t hesitate to ask me. I’m here to help you learn! Yes, I do care about your success. Yes, I’m here to help! Yes, you can do it! See the study tips on Blackboard for more information. I know that anatomy can seem overwhelming at times, but it really can be easy IF you are just willing to put time and effort into the course. It will take intense dedication on your part, but I will do everything I can to help you achieve your learning goals. If you are unfamiliar with or unaccustomed to studying for a memory-intensive, science-based course like human anatomy, please review the study tips on Blackboard for useful information that has helped students just like you! Read on for more details.
WHAT YOU NEED TO DO TO EARN AN A (OR THE GRADE YOU WANT):
The fact that you’re reading this shows that you have the potential to be an “A” student. In fact, I would like for every student in this class to earn an A. Read that again…Shocking, isn’t it? Yes, believe it or not, I want you to do well, and if you’re reading this, I sincerely believe you have the potential to do so in this class. I will do everything in my power to help YOU EARN the grade you want, but you’ll have to do your part too, which means studying for complete understanding every day, attending class and lab, and learning beyond just memorizing the facts. Anatomy is conceptually easy to understand, but learning it will require much effort on your part. Many students after an exam say, “but I knew the material,” or “I even studied for 8 hours,” and are truly bewildered by a grade lower than they anticipated. The problem is that there’s a big difference between understanding something you hear and/or read and knowing it. Understanding is what has to come first, but knowing is beyond even that. Knowing requires being able to, without reference, (1) repeat what you hear/read, accurately and completely, AND (2) use what you’ve heard/read to figure out things you’ve never seen before at all! In other words, using what you know. Don’t let time dictate your studying; let learning. Study until you “learn” the material, no matter how much time it takes. Also, consider that knowing requires a degree of familiarity and usefulness of the material that cannot occur overnight. Cramming doesn’t work. I suggest you spend “quality time” with anatomy every day. Also, don’t be deceived by the massive amounts of free time in your schedule. They simply do not exist. The general rule of 3 hrs of outside study a week for each hour of course credit is no joke. Such experiences have led to the classification of a person carrying 12 semester hours as a full-time student. Here are some examples:

— 3 hours of outside study/hr of class x (12 class hours) = a 36-hour workweek outside class + 12 hours in class = a 48-hour week (i.e., College is a full-time job!).
— Or to put it differently, **75% of what you accomplish is done on your own**. This may be vastly different from your experience in high school or other courses. Please believe me when I tell you that studying for just 30 minutes before an exam or practical will not work in this course. You, therefore, must accept responsibility for much of your own learning.
— This means for anatomy; you need to study 12 hours a week! Read that again…Yep, that’s what it takes.
— If you have a part-time job, you are just doubling your workweek. Time management is critical. To study 12 hours a week, we suggest getting a calendar, marking all your exam dates on it, and preparing a weekly schedule of study/play/work time.

So how do you become an “A” student?
Well, it really is simple, isn’t it? You must come to class, and you must study...for **learning**. It seems easy enough to say but is often more challenging to put into practice. The feeling of being lost or overwhelmed by the material is not uncommon. Neither are the feelings of uneasiness and frustration. A positive attitude is difficult to maintain when frustration rears up. But I am here to help you achieve those goals. Okay, okay So what’s the real way...the bottom line...the trade secret? Well to put it frankly, THE most important strategies you can do to ensure the grade you want are (1) REVIEW your lecture notes and lab material DAILY (2-3 hours) (2) KEEP UP with the coloring book plates and checklist questions, AND (3) POSSESS a proper ATTITUDE about learning. I’m not kidding...they are all that important to success in anatomy. Successful students tell me so, and I have seen it time and time again. So please don’t be like Calvin in these cartoons 🙄 He has a poor attitude. If you are unfamiliar with how to study for a science course, please see me for help or use the study tips posted on Blackboard. Here are just some more tips from those who have traveled this path before you.

ONLINE STUDY STRATEGIES OF A and B STUDENTS in HUMAN ANATOMY
Based on the experiences of successful anatomy students of the past, we have prepared this handout to assist you in your studies. Listed below are the top study strategies of A and B students consistently reported to us in surveys.

1. Hit the ground Running! The ferocity of the summer schedule leaves little wiggle room for procrastination. Assignments are due daily, so you must get organized and work on lecture and lab assignments immediately. We will always carefully articulate what you need to do to stay on track which leads to point #2 below.
2. Follow Instructions. Read every Email and Announcement. Do the Assignments. Yeah, seems pretty obvious, but surprisingly this is where many students fail at online learning. It is absolutely critical in online classes to do these in a timely manner otherwise it is easy to get lost and waste time. Keep track of assignments with a calendar (digital or hand-written). Set reminders on your phone. Do what you can to stay on track!
3. Some Obvious and Not So Obvious Advice. Treat the class as a Job. In other words, be professional about it. Make a study plan that works for you. Have dedicated study blocks and stick to them. Eliminate Distractions. Take Breaks. Ask Questions and of course have a dedicated, reliable Wi-Fi. Take a look here for more information. [https://www.northeastern.edu/graduate/blog/tips-for-takingonline-classes/](https://www.northeastern.edu/graduate/blog/tips-for-takingonline-classes/)
4. Practice Time Management. The flexibility to create your own schedule is often one of the biggest appeals of taking online classes. But that freedom can also be detrimental if you do not have solid time management skills. Without them, you might
easily to find yourself cramming before classes or handing in subpar assignments. Though how you manage your time will depend on your schedule, learning style, and personality.

a) Look at the syllabus and make note of major assignments, exam, quizzes etc. Mark them on a calendar you check regularly so you know what workload is coming in the weeks ahead and when everything is due. Don’t forget to factor in prior commitments that may interfere with your regular study schedule, such as a job or other appointments so you can give yourself enough extra time to complete assignments.

b) Create a weekly schedule that you follow, designating certain hours each week to reading, watching lectures, completing assignments, studying, and participating in forums. Commit to making your online coursework part of your weekly routine and set reminders for yourself to complete these tasks. When working on your assignments, try time-blocking, allotting yourself a certain amount of time for each task before moving on to the next one and setting a timer to keep you accountable.

c) Check in periodically throughout the term and look at how you’re spending your time. Ask yourself: How much time am I dedicating to course reading and assignments? Am I regularly underestimated the time it’s taking me to get things done, forcing me to cram the nights before the exams? A little self-reflection and adjustment can go a long way.

5. Review lecture and lab material EVERY DAY. Research shows if you read your notes for 10-15 minutes a day, you will absolutely do better on your exam than if you didn’t. Why? Because you won’t have to cram in the end. You will already be familiar with the notes you generated from the online materials. In addition, you will have discovered early on what you do not understand and can get help well before the exam. This is by far the most common strategy used by A and B students.

Repetition simply works!

6. Make Notes then Reorganize and Recopy them – It’s important even in online classes to synthesize and make sense of the material in your own way. That’s how learning occurs, so yes you must take notes. Some folks simply recopy material. Others will reorganize them and incorporate information from their text and power points to supplement those. Still, others take notes using the 3-column method. One large central column is used for notes. Two smaller peripheral columns are used for the actual reorganization. One column is used for generating questions, ideas, and comments, the other for the actual reorganization of the notes. People tell me it works. The idea is to spend as much time as possible with the material and to get help with concepts you do not understand early.

7. Study the coloring book plates and lecture material at the same time. This is an excellent way for visual learners to maximize their study time. The coloring book structures most often asked on exams are the ones covered in the lecture notes. So, while you study the “liver” in your online environment, have the coloring book plate open to the “liver” to visualize the textual material you’re reading. You’ll automatically be studying for both portions of your lecture exam. Also, since many coloring book plates are of images you are learning in lab, you’ll also find you’ll be able to “double-dip.” Those plates you are required to know for lab are also the same plates you have to know for lecture. If you learn it well the first time, it will only take a brief review later. This can help you maximize the number of points you are able to receive in both lecture and lab.

8. Develop the habit of asking questions to yourself. For example, “What would be a good test question from this material? What don’t I understand about this? What is/are the main idea(s)/process(es)/application(s) of this topic? Why and When do they happen? etc.” You’ll find that you will begin to anticipate the actual test questions! Good students always ask questions. This shows they are enveloping themselves in the culture of the course and constantly reviewing the material in their minds so that it makes sense. Psychology tells us this is how most people learn…by asking questions.

9. Manage your time efficiently and prioritize/schedule your days to include school, work, family, fun, friends, health, and exercise. Calendars are wonderful things, and no college student should be without one. We recommend writing down exam dates, etc., from all your courses, so you’ll always know what’s coming. In addition, it is also helpful to write down your work schedule and or any other important dates. A and B students know how to prioritize, and most tell us they do study 10-15 hours a week for anatomy alone. They break the material down into manageable chunks (i.e., a little every day) and don’t ever procrastinate.

10. Make a vocabulary sheet or flashcards and keep them with you at all times. Yes, this is just what you did in high school, but it works. Lots of students find that this helps them learn the vocabulary quickly and easily. You can pull them out anywhere and review them. You’ll be surprised what you can learn waiting in line for 10 minutes. Remember, you will learn as many new words this semester as you would in a beginning foreign language course (about 3500 or so).

11. Internalize New Words. To internalize (learn) a new word, to make it truly part of your vocabulary, you must use the word and use it often. Write it and speak it at every opportunity. Make opportunities to do so. Yes, I just said this, but it is worth mentioning again. Don’t just stare at the diagrams and illustrations in your references; draw on your own…and label them! Test your comprehension and retention by discussing the material. Study in a group. Set up weekly meetings to “go over the notes.” But don’t permit anyone at any time to substitute words like “thingy,” “stuff,” “doodad,” or “dealie” for the proper words required. You’ll defeat the whole purpose of discussion if you do.
The single most important study strategy you can implement in human anatomy is reviewing and recalling your lecture and lab material every day, especially within 24 hours of going through the content. Educational studies show that for those students who review and recall their lecture and lab notes every day within 24 hours, earn letter grades 1.5 times higher than those who wait beyond 24 hours to start review and study. There is such a drop in the retention of material if you wait 24 hours to review that it becomes very difficult to master the course with the amount of material we have. This is especially true if you try to cram all the material in the night (or even several days) before a lecture exam or lab practical. How does this work? Basically, there are two causal explanations. One is that you won’t have to cram. You will already be intimately familiar with your notes when the exam arrives. In addition, you will have discovered early on what you do not understand and can get help well before the exam. Again, this is by far the most common strategy used by A and B students. REPETITION works...and...it won’t get done by itself.
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<td><strong>29</strong> Urinary, Reproductive, and Endocrine Systems Models &amp; Slides Kidney Dissection &amp; Mink Dissection Videos</td>
<td><strong>30</strong> Lab Exam 3 Study Lecture Materials Prepare for the final.</td>
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**HAPPY 4th of JULY!! Enjoy your break.**
*All quizzes are due by 11:59 pm on the date they are assigned (See Calendar above)
**Last day to drop a class or withdraw from the University for Summer I 19th June 2020.

Adkins’s virtual office hours are by email appointment ONLY. Email Adkins to request a 15-minute slot that is compatible for both you and Adkins Tuesday-Thursday during the Summer I session. These meetings will be through Blackboard Collaborate. If you can’t meet with Adkins at this time, you may email her for an alternative appointment time.
Student Agreement Sheet-Human Anatomy

I, ________________________________, (print your name) have read the information contained in the biology 2123 Human Anatomy Lab syllabus for the **SUMMER I-2020 semester** at Angelo State University and fully understand the expectations and requirements for completing this lab successfully. In addition, I pledge to maintain the highest standards of academic honesty, integrity, and discipline while I am enrolled in this course. (Turn this sheet in to your instructor). Lastly, I agree to complete the Biosafety Quiz on Blackboard (when it becomes available) and earn at least a 90% before attending lab.

**LECTURE** section (day & time) ________________________________.

**LECTURE** Instructors Name ________________________________.

Academic Major ____________________________________________.

Academic Classification ________________________________________.

ASU ID # ________________________________________.

ASU Email address and other email address you check regularly (required):
__________________________________________________________.

Phone # (optional) _________________________________. In some rare cases I have found it necessary to contact a student.

* I acknowledge I have received and am responsible for the material contained in the syllabus.

**SIGNATURE**: ________________________________________________________________.

**DATE**: _______________________.