



BIOL 2323/2123.DM1 Human Anatomy-Syllabus

WINTER-SESSION 2021



Instructor Information

Dr. R. Russell Wilke

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Office Hours: Email Dr. Wilke (rwilke@angelo.edu) to request an appointment

OVERVIEW and LEARNING OUTCOMES:

Welcome to Human Anatomy and your first “mega” syllabus! It is chock full of valuable information, so please take the time to read it thoroughly. This is a real science course about the study of the structure of cells, tissues, organs, and organ systems of the human body (see schedule). It serves a variety of academic majors (6 to be precise), but I always accommodate special interest topics in each discipline. Variety is the spice of life after all. While the specifics of content will vary depending on the needs of the participants, we will be aiming at the following goals to help prepare you for a career in your field.

IMPORTANT THINGS YOU NEED TO KNOW ABOUT CLASS.

- **Biology 2323.DM1 is a Winter Mini Session Course. It will be offered from Jan 4th-Jan 22nd, 2021.**
- Biology 2323 is an online course. You will need access to reliable Wi-Fi, Blackboard, and Top Hat.
- Human Anatomy Lecture is a co-requisite with Biology 2123 - Human Anatomy Lab. This means you must enroll in both the lecture and the lab to earn credit for the course. (You cannot take them separately). Grades from lecture and lab are combined to create an overall grade which is then assigned to both the lecture and the lab.
- Course content and lectures will be **asynchronous**. This means there are no assigned times for learning the material and you may proceed at your own pace except for assignments.
- Course assignments, quizzes, and exams will be **synchronous**. This means they will all have VERY specific due dates and specific assigned times when you will work on them. Please review the schedule to ensure you are available during the due dates/times listed for exams and assignments.
- This course is designed to run in slightly less than 3 weeks (19 days actually), so the normal 16 week semester is compressed to run in that time frame. That means that 1 day during the winter semester is equivalent to about 1 week during the long term. To accommodate the pace, you should plan on studying/working approximately 6-8 hours/day (including weekends and holidays) to meet the requirements of the course.

A successful student in human anatomy should be able to achieve the following course and state core related learning outcomes:

- locate, identify, and functionally describe the structures of the human body at all levels of organization (i.e., recall content) = CT1, EQS1, EQS2 – Assessment = In-class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports
- determine/visualize the physical relationships of structures to one another at all levels of organization (i.e., comprehend the material). CS1 – Assessment = In-class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports

- collect and apply anatomical information to evaluate relevant clinical scenarios/problems (i.e., apply information you have learned). EQS1 – Assessment = In-class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports
- work effectively with others to support and accomplish a shared goal = CS1, TW2 – Assessment = In-class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports
- connect what she/he is learning to her/his own field (i.e., to make anatomy relevant to your own academic endeavors). Assessment = In-class activities, lecture exams, embedded test questions, lab practical exams, and lab activities/reports

COURSE MATERIALS:

1. **Required** - Wi-Fi and broadband internet with regular access to a desktop or laptop computer with a Google Chrome Browser, Microsoft Word, and Power Point. Note Chromebooks may not be compatible with course technology.
2. **Required** – Access to a smartphone or tablet.
3. **Required**–You must have access to a webcam either on a desktop computer laptop, or smartphone, or tablet.
4. **Required** - access to <http://blackboard.angelo.edu> Many course materials and assignments for lecture and lab will be distributed this way.
5. **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. <https://app.tophat.com/register/>. 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 smart phones and tablets, so you can take anatomy anywhere! It also works well with and without Wi-Fi although Wi-Fi is strongly recommended.
 - a. **NOTE: JOIN CODE:385751**
 - b. **I will send you an email to join the class through Top Hat Monocle.**
6. **Required** - *Kapit and Elson (2014) The Anatomy Coloring Book 4th edition*
7. **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). Information will be distributed to your ASU email only
8. **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.
9. **Optional** - Colored pens, pencils, or markers are helpful for your coloring book assignments and taking notes.
10. **Optional** - All lecture power points, handouts, outlines, exam checklists, and study tips are posted on Blackboard under Course Documents

CLASS PREPARATION & EXPECTATIONS:

This is an online course, so I will expect to be a self-motivated, self-regulated learner. And I will be your guide on the side to assist you. I have provided all lecture notes, outlines, handouts, and exam checklists on Top Hat and Blackboard. From time to time, I will record lectures to clarify many, but not all of the concepts you are required to know. I expect you to read the assigned chapters, complete homework modules on Top Hat, 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, 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 (6-8 hours).

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 and the due dates provided.
- 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 isn't 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.

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, Jan 15th at 1pm, is the last day to drop a course for the Winter Mini-Session.**

Communication:

This is an online course. Class announcements will be routinely distributed via 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 the following Monday.

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.

For Lecture:

- **Top Hat Modules** – These reading exercises and accompanying slides should be your primary focus for learning.
- **Coloring Book Plates** – These are meant to help you visualize textual material. Coloring is optional, but the assigned images will appear on the exam. Only study/recall the terms we cover on Top Hat. Plates are assigned in the syllabus schedule.
- **Exam Checklists** – Located on Blackboard (Bb) under "Course Documents." These contain application questions that will help you review the material for exams and provide connections to real world scenarios. Some will be verbatim on the lecture exams.
- **Lecture Videos on Blackboard** – Located under "Required Videos" on Bb, they will introduce each topic. I will also record various video presentations of material and make them available for your review on Bb.

- **PowerPoint Presentations on Blackboard** – Located under “Course Documents” on Bb. These are primarily for reference. We will use these occasionally to review material not available by other means. They will also help you in answering Exam Checklist questions.
- **Student Learning Objectives (Lecture Outlines)** – Located under “Course Documents” on Bb, these are also for reference and for assistance in answering Exam Checklist questions.

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 your lab syllabus

GRADE DETERMINATION:

Your grade will be based on the total point accumulation (not percentages) you earn on all homework, assignments, quizzes, and examinations in both lecture and lab. Students are responsible for keeping up with their grades and totals.

Course Component	Maximum Points Available
Laboratory Practical Exams, Lab Quizzes & Exercises	≥ 500 points
Lecture Exam 1	125 points
Lecture Exam 2	125 points
Lecture Exam 3	125 points
Lecture Exam 4	125 points
Top Hat and Blackboard (Bb) Activities, Quizzes, and Homework	120 points Max (~160 will be available)
TOTAL	~1120 points available

Grading Scale

A = 900 or more

B = 800-899

C = 700-799

D = 600-699

F = 599 or less

Various Point Values – Serve as a built-in curve equal to ~ 1.2 letter grade.

Please note I do not curve exams or final grades, nor are they negotiable (i.e., an 899.9 pts = B; 599.9 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 activity points serve as an incredibly generous,

built-in curve. I strongly encourage you to take advantage of the activity points when they become available because once assigned; they cannot be made up. Therefore you should always attend class 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!

HOW SHOULD I STUDY?

Because everyone learns in different ways, there are lots of ways to learn the material. Anatomy is mostly about learning and recalling information with some problem solving thrown in for good measure. This is how I would suggest that you approach the course.

1. Start with and watch the Required Videos. These short video 9-12 minutes on Bb under "required videos" will give you a broad introduction to each topic.
2. Next, complete the Top Hat reading assignments (modules) and accompanying quizzes.
3. After reading through a Module on Top Hat, reference the Coloring Book Plates for a visual representation. Learn the terms mentioned on Top Hat that are visible on the plate.
4. After reading through the Module and reviewing the corresponding Coloring Book Plates, answer the checklist questions. These will not be graded but will appear on the exam. Use the Student Learning Objectives (Lecture Outlines) and Selected PowerPoint Presentations on Bb for reference to assist you.
5. Complete any assignments on Blackboard (Bb).
6. Now comes the fun. You will need to commit to memory the items on Top Hat, Coloring book Plates, and Checklist Questions to memory. There are lots of different ways to do this, and I will help if you ask.
7. Every 2-3 days, I will update you on all assignments and due dates.

ASSESSMENT MEASURES:

Class Participation Activities & Homework:

- The volume of material covered in this course makes it necessary for you to dedicate a sufficient amount of time each day, not only to attending class but to studying material outside of class.
- To encourage you to keep up with this material and to provide a means of self- assessment, activity quizzes, activities, and assignments will be made periodically during the semester via Top Hat and Blackboard. Participation in ALL of these activities is expected.
- A maximum of 120 points is allowed from Top Hat and Blackboard (Bb) activities and other homework; however, there will be additional opportunities to make up points (about 40 = 160 available) to account for missed assignments. Because there are no make-ups or late credit for these activities, if you miss the deadline, these points serve as "disaster" insurance to replace those that you missed. It is in your best interest to complete all activities on time.
- If you do not earn points on a given assignment or miss a deadline, you will have an opportunity to earn them on another but are still responsible for the material covered in the assignment. All of these assignments are online so that you can work on them at your convenience.
- The maximum number of points you can earn in this category is 120. The extra points are just for "insurance" in case you miss something or are unable to complete an assignment on time.
- Also, please note that Blackboard is merely a repository for grades and cannot calculate them. For example, the maximum number of points you can earn in this category is 120, even though you may have more showing in your total.

Laboratory Assessment:

Your lab performance will be assessed using various practical exams, quizzes, lab activities, and exercises via Blackboard and Top Hat. These will be discussed in more detail by your lab instructor and posted in a separate lab syllabus provided by your lab instructor.

Lecture Exams:

Your performance will be assessed by **4** lecture exams (see schedule) worth 125 points each for a total of 500 points in the lecture. You are required to take all **4** exams, no exceptions. I will not drop any exam grades, but you will have the opportunity to replace your lowest exam score at the end of the semester with your score on exam 4. (See Make-Up Exams below).

- Lecture exams will assess your knowledge, comprehension, and application of the material presented via Top Hat and Blackboard, and other in-class assignments made since the previous exam (~50%).
- A portion of your exams will also cover assigned plates, from the *Anatomy Coloring Book 4th ed.*, (~25%) that you should be able to label and/or identify (i.e., figures you have been assigned for study will be selected and used on each exam). *See the schedule for specific plate assignments.* Terms listed on Top Hat are those you need to know.
- The exams will also assess your application of the content in the form of problems that will be assigned in advance from your *summary checklists* (See Blackboard) (~25%).
- The format of all the exams will be multiple-choice. Tentative exam dates are given in the schedule. Exams are designed to be completed in a 2 hour time frame if you prepare well. See your exam checklists on **Blackboard** (under assignments) for sample questions.
- Student conferences are required for any freshman who fails any exam, quiz, or assignment or who has a combined lecture/lab grade of less than 60%. Upperclassmen are also invited to meet with me at their discretion.

Exam Days:

- **Exams will be given on Top Hat on the days listed in the syllabus scheduled.** The exam will be available for a **24 hour** period of time, beginning at **12:00 am** and ending at **11:59 pm** on the dates provided. **Once you begin the exam, you will have 2 hours to complete it.** (It is timed). You must take and finish the exam during the scheduled time frame. No exceptions. While you may use your resources on the exam, but it WILL REQUIRE advanced study and preparation. In other words, you will not be able to look up every answer. Also, I will not be available after 5pm on most days. If you choose to take the exam “after hours,” I will be unable to assist you with technical difficulties.
- Exams will require a passcode, which I will email you in advance. You will use the code to access the exam. Strong Wi-Fi is necessary for the exams.
- 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 in order to make arrangements. Failure to follow these instructions may result in not having accommodations available in time.

Make-Up Exams:

1. Lecture make-up exams will not be provided. You will be able to make up the missed points, but not the actual exam due to exam security and equity considerations to other students.
2. If you miss an exam (1, 2, or 3) for any reason, your score on exam 4 will be used to replace the missed exam. (You may only replace one exam score).
3. Those students who have taken exams 1, 2, 3 will have the opportunity to replace their lowest exam score with their exam 4 score. Your exam 4 score will only replace one exam.
4. Every student must take the final exam (exam 4).
5. You may take an exam early once; IF you have a university recognized verifiable excuse, I have it prepared in time, and you can take it at a time that is convenient for me. (You must meet all 3 of these). Work, scheduled physician/dentist, etc. visits, and vacation trips, etc. are not university-recognized excuses.

Re-grading Procedures:

An answer "key copy" of each lecture exam will be made available after it has been graded and returned. You are encouraged to review the "key copy" to learn from your mistakes. You are also encouraged to confer with me via the outlined procedure below if you have concerns regarding your quiz or exam once you have compared your work to the key. To report calculation or grading errors on your exam, you are **required** to follow the **Procedures for Re-grading** shown below. Activity quizzes and assignments are not subject to re-grading, but math errors only.

1. If the error is strictly a mathematical error:
 - staple a note to your /exam which reads "math-only" & turn it in to your instructor 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 photocopied immediately after you turn them in (e.g., I will know if you have changed an answer). It is an expense I wish I did not feel compelled to bear.
 - study the key before you request that any question(s) be re-graded. 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.

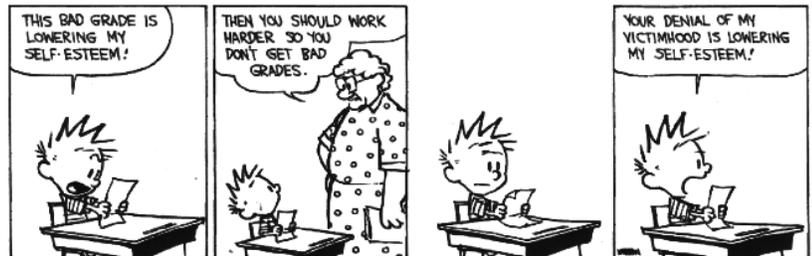
3. Staple your justification to your exam and turn it in to me. Understand I will be very fair and accurate, but the entire exam will be re-graded, AND if the resulting grade is lower than the previous, the second grade will replace the first.
4. The deadline for requesting any recalculating or re-grading is **48 hours** following the posting of the grade on Black board...No Exceptions.

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 of 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/community-policies/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 **January 15th, 2021 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.⁴ The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford

Director of Student Disability Services

Office of Student Affairs

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 class day, 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

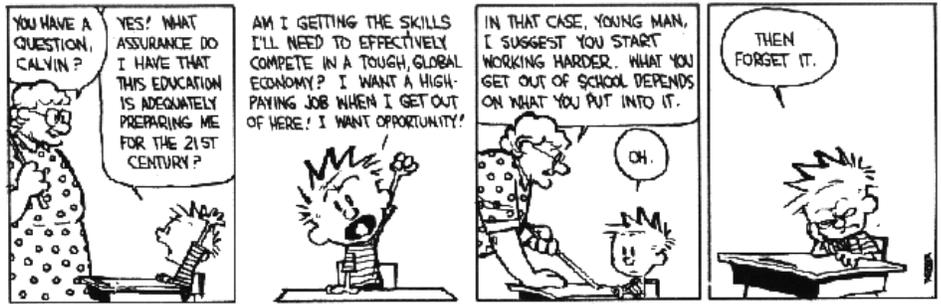
You may also file a report online 24/7 at www.angelo.edu/incident-form. If you wish to speak to someone about an incident in confidence, you may contact the *University Health Clinic and Counseling Center at 325-942-2173* or the *ASU Crisis Helpline at 325-486-6345*. The Office of Title IX Compliance 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.

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 taught in an academic setting, it requires a great deal of conceptual understanding and rote memorization...and although most of anatomy is straight forward, 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):

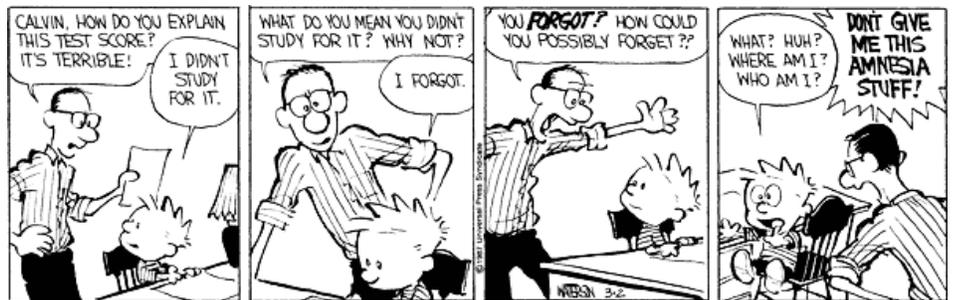
The fact that you're reading this shows that you have the potential to be an "A" student. In fact, I would like for every student in this class to earn an A. Read that again...Shocking, isn't it? Yes, believe it or not, I want you to do well, and if you're reading this, I sincerely believe you have the 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.

ON-LINE 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. Please note Calvin's is first 😊!

1. **Hit the ground Running!** The ferocity of the 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 student fail at on-line learning. It is absolutely critical in on-line 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-taking-online-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 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 underestimating 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 you're the notes you generated from the on-line 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 your study the "liver" in your on-line 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.
12. **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.

HUMAN ANATOMY TENTATIVE LECTURE SCHEDULE (WINTER SESSION- 2021)

DUE DATE (Approximate)	Biology 2323.010 (MTWRFSS) TOPICS in Approximate order on Top HAT	Top Hat Module Assignments Due by 11:59pm on the dates listed in the first column	COLORING BOOK PLATES 4th Edition of Kapit & Nelson
Jan 4	Body Organization & Cavities, Organ Systems, Cells	1-2	1-7
Jan 5	Tissues & Integumentary System	3-4	8-11,13,15, 16
Jan 7	Skeletal System Organization, Bone Tissue, & Articulations (Joints)	5 & 8 only	17, 18, 19 (bone names), 20-21, 39, 41,
Jan 8	Muscle System Organization, Groups, Microanatomy & Levers	9 only	11-12, 71, 42-43
Jan 10	Fundamental of the Nervous System & Nervous Tissue	13	13, 68-70, 85, 90
Jan 10	Central Nervous System	14	73,75-77, 80-81, 83
Jan 11	Peripheral Nervous System & Pathways	15-16	84, 86
Jan 12	Autonomic Nervous System and Visceral Sensory Neurons	17	92-93
Jan 13	Special Senses: Visual, Gustatory, Auditory, Olfactory	18	94-97, 99-100
Jan 14	Endocrine System Overview	19	149
Jan 16	Respiratory System	23	127-132
Jan 17	Digestive System	24	134-136, 138-143
Jan 18	Blood and Blood Vessels	21	100-102
Jan 18	The Heart	22	103-106, 114-119
Jan 19	Lymphatic and Immune Systems	20	120, 121, 123-126
Jan 20	Renal/Urinary System	25	144,146,147,148
Jan 21	Reproductive System	26	155-158, 160, 162
Jan 6 th	Exam 1 = 125 points (Covers Top Hat Modules 1-4, Exam Checklist #1, and Coloring Book Plates)	Exam will be available on Top Hat on this date only for 24 hours. The exam is timed. Once you begin, you will have 2 hours to complete it.	My Score = _____
Jan 9 th	Exam 2 = 125 points (Covers Top Hat Modules 5, 8, and 9, Exam Checklist #2, and Coloring Book Plates)	Exam will be available on Top Hat on this date only for 24 hours. The exam is timed. Once you begin, you will have 2 hours to complete it.	My Score = _____
Jan 15 th	Exam 3 = 125 points (Covers Top Hat Modules 13-19, Exam Checklist #3, and Coloring Book Plates)	Exam will be available on Top Hat on this date only for 24 hours. The exam is timed. Once you begin, you will have 2 hours to complete it.	My Score = _____
Jan 22 nd	Exam 4 = 125 points (Covers Top Hat Modules 20-26, Exam Checklist #4, and Coloring Book Plates)	Exam will be available on Top Hat on this date only for 24 hours. The exam is timed. Once you begin, you will have 2 hours to complete it.	My Score = _____
DROP DATE is JANUARY 15th at 1pm			

