

Textbook

For this course, we will be using Principles of Human Anatomy, Ed 14 (or 15) by Tortora and Nielsen. The text is available in both hard copy, and e-text. Subscription prices vary depending upon whether you would like a physical copy of the text or a digital downloaded copy.

Options for purchase are as follows:

	Text Access + duration	Purchase via	Cost
1	Online, duration of course	WileyPLUS, Bookstore	\$75
2	Permanent PDF download	WileyPLUS	\$90
3	Permanent PDF download	WileyPLUS	\$109
4	Hardcopy Text	Bookstore	\$149

If you're purchasing via WileyPLUS, enter our course code (given on first day of class). More instructions + discount codes are available on OWL.

Those experiencing financial need should contact Dr. Wood for alternative solutions.

Additional Resources

Wiley PLUS (<https://www.wileyplus.com/user-login/>)

Included with your textbook subscription, WileyPLUS has a host of online resources for you to peruse.

Anatomy.TV (<https://guides.lib.uwo.ca/c.php?g=270739&p=1871478>)

Available via the library (log in via the proxy), Anatomy.TV contains digital anatomical models which you can manipulate yourself using an internet browser window. Your TAs will be using this tool to demonstrate the anatomy in your laboratory sessions, and you're encouraged to use this, in conjunction with your text and class notes to gain an appreciation for the 3D nature of bodily structures.

Course Evaluation

Evaluation in this course will be divided across 2 areas. Please note these are subject to change up until the start of the course.

- 1) Midterm and Final Exams (LECTURE7 Tm0 G 0.00864 Tc(1))JTETQ.0000092 0 612 72 reW*nB10.56 Tf1

Missed Exams

Only under exceptional circumstances will permission be granted for writing an exam on an alternate date (legitimate medical, religious or academic reasons (e.g. varsity sport athlete). If the exam was missed due to illness, proper documentation must be provided to the School office (academic counselor) as soon as possible (see university policies below for further instruction). You must contact us, your course instructors, to let us know that you have missed the exam. **There will be NO make-up exam for the midterm.** If approved, course weighting for the midterm exam (35%) will be reassigned to the final exam. The final written makeup examinations may consist of short and long answer questions, case studies and/or image-based questions based on anatomical and clinical material from lectures.

If you miss your bellringer exam, with appropriate documentation, you are entitled to write a make-up exam. *The make-up bellringer exam will occur at the end of the following term when the course is offered again.* You will receive a grade of 'INCOMPLETE' until such time that you complete the bell ringer exam.

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How to Succeed in this Course (and others!)

As a university student, you are responsible for your learning – but that doesn't mean you are on your own! There are an incredible amount of resources and support available to you throughout your studies. Still, a major hurdle students experience is not knowing how to time manage or study effectively – here's some resources & tips to get you started:

Studying Effectively:

Tactics like highlighting and rereading feel good, but actually aren't the most effective strategies for long-term knowledge retention. Anatomy is challenging for most because of the volume of information, and the integration required between systems and topics to understand how the body functions as a whole. This is where that long-term retention is critical. The most effective way to study is via a technique called **successive relearning** in which you quiz yourself, practice recalling answers and space out your studying. Here's how you do it:

- 1) Figure out what to study, and when. Plan out several smaller sessions across a week instead of one big one. For the biggest advantage, plan to begin reviewing material 2 days after you've learned it. Use your calendar to plan this out
- 2) Practice recalling information. It may be as simple as covering up text or labels in your notes and trying to remember what was there (you can even leave gaps to write in your answers), or creating flashcards to practice with.
- 3) Do this often, and replace information that you easily recall successfully with more challenging or new information as your courses progress.
- 4) Our use of Adaptive Practice in WileyPLUS will help with this!

For more information on how and why successive relearning works, and links to additional reliable resources check out my [OpEd](#) in the Conversation Canada:

Another great resource is the learning scientists (<https://www.learningscientists.org/>). This group of educators and researchers have developed a ton of free resources explaining 6 of the most effective ways to study (spaced and retrieval practice are 2!). Be sure to check out their website and consider how these approaches might fit with your study practice. I'll be incorporating many of these throughout your laboratory sessions.

Tips for Effective Time Management:

- 1) Pull out your calendar now... right now.
- 2) Make sure you schedule in all of the non-negotiable dates and times (like in person-lectures, exams, due dates, family gatherings, holidays etc).
For important dates/appointments set reminder emails. For example, 2 weeks before an essay is due, set a reminder that the deadline is coming.
- 3) Look at each of your courses and identify what tasks you will need to complete weekly. Physically schedule them in. This should include online course components, quizzes, assignments, and studying
- 4) Around those, schedule in other aspects of your daily life. For example, time for eating + meal prep, sleeping, household chores, working out, spending time in nature, hobbies and interests. It feels silly to lay everything out – but once you know how much time you have, and you have a plan you're far more likely to be successful

Course/University Policies

1. **Statement on Use of Personal Response Systems (“Clickers”):** If Personal Response Systems (“Clickers”) are used in the course, a reference to the Guidelines for their use (Guidelines are shown below). Instructors are to communicate clearly to students information on how clickers are used including: how the student’s privacy will be protected, how clickers may be used by the instructor for data gathering and for evaluating the students, and why they cannot be used by anyone but the student (since the students involved in misuse of a clicker may be charged with a scholastic offence).

2. **Academic offences:** They are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: https://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20

A) Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar). All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (<http://www.turnitin.com>)

B) Computer marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

3. **Electronic Device Usage:**

During Exams - Unless you have medical accommodations that require you to do so, or explicit permission from the instructor of the course, you may not use any of the following electronic devices during ANY of the tests, quizzes, midterms, examinations, or other in-class evaluations: cellphones, smart phones, smart watches, smart glasses, audio players or recorders of any sort, video cameras, video games, DVD players, televisions, laptop/notebook/netbook computers, flashlights or laser pointers.

During In Person Lectures and Tutorials: Although you are welcome to use a computer during lecture and tutorial periods, you are expected to use the computer for scholastic purposes only, and refrain from engaging in any activities that may distract other students from learning. Please be respectful to your fellow students and turn the sound off. If the professor receives complaints from other students regarding noise or other disruptive behavior (e.g. watching videos on YouTube.com, updating your Facebook status, playing Solitaire), your classroom privileges will be revoked. From time to time, your professor may ask the class to turn off all computers, to facilitate learning or discussion of the material presented in a particular class. **Unless explicitly noted otherwise, you may not make audio or video recordings of lectures – nor may you edit, re-use, distribute, or re-broadcast any of the material posted to the course website.**

4. **Health and Wellness:** As part of a successful undergraduate experience at Western, we encourage you to make your health and wellness a priority. Western provides several on-campus health-related services to help you achieve optimum health and engage in healthy living while pursuing your degree. Information regarding health and wellness-related services available to students may be found at <http://www.health.uwo.ca/>.

Students who are in emotional/mental distress should refer to Mental Health@Western ([Mental Health Support - Health & Wellness - Western University \(uwo.ca\)](https://www.uwo.ca/healthwellness/mentalhealthsupport/))

their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#).

6. **Examination Conflicts:** A student with examinations having flexible submission times (e.g., where one or more examination is a take-home examination) cannot request alternative arrangements unless a conflict cannot be avoided by rescheduling writing the exam to a different time within the window specified by the instructor. This applies to direct conflicts as well as “heavy load” conflicts (e.g., three exams within a 23-hour period). The student should discuss any concerns about a potential conflict and/or request accommodation with their academic counselling unit prior to the deadline to drop a course without academic penalty.

In the case of online examinations, an “Examination Conflict Room,” which may be assigned when a student is scheduled to write two proctored exams concurrently, will be interpreted as arrangements for continuous proctoring.

7. **Grades:** Where possible assignment objectives and rubrics will be posted on OWL. Should you have a concern regarding the grade you received for an assignment or feel that it is unfair in any way, you must wait 24 hours from the receipt of the assignment to approach the instructor or TA. In doing so, please make an appointment and prepare in writing, with evidence, why you feel your grade is inappropriate. Please be aware that in requesting a grade reassessment, your grade could go up/down/or stay the same. Note that calculations errors (which do occur!) should be brought to my attention immediately.

At least three days prior to the deadline for withdrawal from a 1000- or 2000-level course without

9. **Online Etiquette:** Some components of this course will involve online interactions. To ensure the best experience for both you and your classmates, please honour the following rules of etiquette:
please “arrive” to class on time
please use your computer and/or laptop if possible (as opposed to a cell phone or tablet)