

RECEIVED

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OFFICE OF THE  
SENATE COUNCIL

## Course Information

Date Submitted: 1/20/2014

Current Prefix and Number: ANA - Anatomy , ANA 109 ANATOMY AND PHYSIOLOGY FOR NURSING I

Other Course:

Proposed Prefix and Number: ANA 109

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

## 1. General Information

a. Submitted by the College of: College of Medicine

b. Department/Division: Anatomy & Neurobiology

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Brian R. MacPherson

Email: brmacp@uky.edu

Phone: 323-5539

Responsible Faculty ID (if different from Contact)

Name: Magdalena N Muchlinski

Email: magdalena.muchlinski@uky.edu

Phone: 8593231770

f. Requested Effective Date

Semester Following Approval: No OR Effective Semester: Fall 2014

## 2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: ANATOMY AND PHYSIOLOGY FOR NURSING I

Proposed Title: Anatomy and Physiology for Nursing I

c. Current Transcript Title: ANATOMY AND PHYSIOLOGY FOR NURSING I

Proposed Transcript Title: Anatomy and Physiology for Nursing I

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 3

Proposed Meeting Patterns

LECTURE: 3

LABORATORY: 2

f. Current Grading System: ABC Letter Grade Scale

Proposed Grading System: *Letter (A, B, C, etc.)*

g. Current number of credit hours: 3

Proposed number of credit hours: 4

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: Basic anatomy and physiology integrated to prepare freshman students for nursing.

Proposed Course Description for Bulletin: Basic anatomy and physiology integrated to prepare freshman students for nursing. Lecture 3 hours, laboratory 1 hour. (THIS COURSE WILL HAVE A LABORATORY FEE)

2j. Current Prerequisites, if any:

Proposed Prerequisites, if any:

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address: 800 Rose Street

4. Are significant changes in content/student learning outcomes of the course being proposed? Yes

If YES, explain and offer brief rationale: Current labs are one hour long. Student were not able to complete the required learning objectives within the time allotted. Increasing the laboratory period from one hour to two hours will enhance the learning experience in this nursing prerequisite course, aligning it with similar courses offered elsewhere. The laboratory sessions will be a mixture of on-line physiology laboratory sessions available from the textbook publishers site and examination of human cadaver prosections, bones and histological materials in the departmental laboratories. THIS COURSE WILL HAVE A LABORATORY FEE.

5a. Are there other depts. and/or pgms that could be affected by the proposed change? Yes

If YES, identify the depts. and/or pgms: College of Nursing

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

## Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|BLTAUF2|Brandi L Stocker|College approval for ZCOURSE\_CHANGE ANA 109|20120815

SIGNATURE|DONGASH|Don M Gash|Dept approval for ZCOURSE\_CHANGE ANA 109|20120815

SIGNATURE|JDLIND2|Jim D Lindsay|HCCC approval for ZCOURSE\_CHANGE ANA 109|20120919

SIGNATURE|JMETT2|Joanie Ett-Mims|Undergrad Council approval for ZCOURSE\_CHANGE ANA 109|20121221

SIGNATURE|JEL224|Janie S Ellis|Senate Council approval for ZCOURSE\_CHANGE ANA 109|20130130

SIGNATURE|MRWH224|Melissa R Wilkeson|Approval resent to approvers for ZCOURSE\_CHANGE ANA 109|20130213

SIGNATURE|JEL224|Janie S Ellis|Senate Council approval for ZCOURSE\_CHANGE ANA 109|20130321

SIGNATURE|DONGASH|Don M Gash|ANA 109 CHANGE Dept Review|20140103

SIGNATURE|MRWH224|Melissa R Wilkeson|ANA 109 CHANGE College Review|20140117

SIGNATURE|DONGASH|Don M Gash|ANA 109 ZCOURSE\_CHANGE Approval Returned to Dept|20140122

SIGNATURE|MRWH224|Melissa R Wilkeson|ANA 109 CHANGE College Review|20140224

SIGNATURE|JMETT2|Joanie Ett-Mims|ANA 109 CHANGE Undergrad Council Review|20140410

Courses	Request Tracking
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### Course Change Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

[Open in full window to print or save](#)

Generate R

Attachments:  Upload File

	ID	Attachment
Delete	1148	Nursing approval of changes.pdf
Delete	3346	MOCK Syllabus ANA109_04_07_2014.pdf

First 1 Last

Select saved project to retrieve...

Get New

NOTE: Start form entry by choosing the Current Prefix and Number (\*denotes required fields)

Current Prefix and Number:		ANA - Anatomy ANA 109 ANATOMY AND PHYSIOLOGY FOR NURSING I	Proposed Prefix & Number: (example: PHY 401G)	ANA 109
* What type of change is being proposed?		<input checked="" type="checkbox"/> Major Change <input type="checkbox"/> Major - Add Distance Learning <input type="checkbox"/> Minor - change in number within the same hundred series, ex: 799 is the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which does change in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a change in course content or emphasis, or which is made necessary by the addition or significant alteration of the prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above		
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No				
If YES, check the areas that apply:				
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics				
1. General Information				
a. Submitted by the College of:		College of Medicine	Submission Date: 1/20/2014	
b. Department/Division:		Anatomy & Neurobiology		
c.* Is there a change in "ownership" of the course?				
<input type="radio"/> Yes <input checked="" type="radio"/> No    If YES, what college/department will offer the course instead? <input type="text" value="Select..."/>				
e.*				
* Contact Person Name:		Brian R. MacPherson	Email: brmacp@uky.edu	Phone: 323-5539
* Responsible Faculty ID (if different from Contact):		Magdalena N Muchlinski	Email: magdalena.muchlinski@uky.edu	Phone: 8593231770
f.* Requested Effective Date:		<input type="checkbox"/> Semester Following Approval	OR	Specific Term: <input type="checkbox"/> Fall 2014
2. Designation and Description of Proposed Course.				
a. Current Distance Learning(DL) Status:		<input checked="" type="radio"/> N/A <input type="radio"/> Already approved for DL* <input type="radio"/> Please Add <input type="radio"/> Please Drop		
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box ) that the proposed change affect DL delivery.				
b. Full Title:		ANATOMY AND PHYSIOLOGY FOR NURSING I	Proposed Title: *	Anatomy and Physiology for Nursing I

c. Current Transcript Title (if full title is more than 40 characters):		ANATOMY AND PHYSIOLOGY FOR NURSING I			
c. Proposed Transcript Title (if full title is more than 40 characters):		Anatomy and Physiology for Nursing I			
d. Current Cross-listing:	<input checked="" type="checkbox"/> N/A	OR	Currently <sup>5</sup> Cross-listed with (Prefix & Number):	none	
Proposed – ADD <sup>3</sup> Cross-listing (Prefix & Number):					
Proposed – REMOVE <sup>3,4</sup> Cross-listing (Prefix & Number):					
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours <sup>5</sup> for each meeting pattern					
Current:	Lecture 3	Laboratory <sup>5</sup>	Recitation	Discussion	Indep. Stud
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other:	Please explain:	
Proposed: *	Lecture 3	Laboratory <sup>5</sup> 2	Recitation	Discussion	Indep. Stud
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other:	Please explain:	
f. Current Grading System:	ABC Letter Grade Scale				
Proposed Grading System:*	<input checked="" type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade) <input type="radio"/> Graduate School Grade Scale				
g. Current number of credit hours:	3	Proposed number of credit hours:*	4		
h.* Currently, is this course repeatable for additional credit?					<input type="radio"/> Yes <input checked="" type="radio"/> No
* Proposed to be repeatable for additional credit?					<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES:	Maximum number of credit hours:				
If YES:	Will this course allow multiple registrations during the same semester?				<input type="radio"/> Yes <input checked="" type="radio"/> No
i. Current Course Description for Bulletin:	Basic anatomy and physiology integrated to prepare freshman students for nursing.				
* Proposed Course Description for Bulletin:	Basic anatomy and physiology integrated to prepare freshman students for nursing. Lecture 3 hours, laboratory 1 hour (THIS COURSE WILL HAVE A LABORATORY FEE)				
j. Current Prerequisites, if any:					
* Proposed Prerequisites, if any:					

k.	Current Supplementary Teaching Component, if any:	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both
	Proposed Supplementary Teaching Component:	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change
3.	Currently, is this course taught off campus?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*	Proposed to be taught off campus?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If YES, enter the off campus address: 800 Rose Street	
4.*	Are significant changes in content/student learning outcomes of the course being proposed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If YES, explain and offer brief rationale:	
	Current labs are one hour long. Student were not able to complete the required learning objectives within the time allotted. Increasing the laboratory period from one hour to two hours will enhance the learning experience in this nursing prerequisite course, aligning it with similar courses offered elsewhere. The laboratory sessions will be a mixture of on-line physiology laboratory sessions available from the textbook publishers site and examination of human cadaver dissections, bones and histological materials in the departmental laboratories. THIS COURSE WILL HAVE LABORATORY FEE.	
5.	Course Relationship to Program(s).	
a.*	Are there other depts and/or pgms that could be affected by the proposed change?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	If YES, identify the depts. and/or pgms:	
	College of Nursing	
b.*	Will modifying this course result in a new requirement <sup>2</sup> for ANY program?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If YES <sup>2</sup> , list the program(s) here:	
6.	Information to be Placed on Syllabus.	
a.	<input type="checkbox"/> Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between under graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading course for graduate students. (See SR 3.1.4.)

<sup>1</sup>See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will appropriate academic Council for normal processing and contact person is informed.  
<sup>2</sup>Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.  
<sup>3</sup>Signature of the chair of the cross-listing department is required on the Signature Routing Log.  
<sup>4</sup>Removing a cross-listing does not drop the other course - it merely unlinks the two courses.  
<sup>5</sup>Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting gene least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)  
<sup>6</sup>You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.  
<sup>7</sup>In order to change a program, a program change form must also be submitted.

Submit as New Proposal    Save Current Changes

**From:** Burkhart, Patricia V  
**Sent:** Thursday, December 20, 2012 4:27 PM  
**To:** MacPherson, Brian R  
**Cc:** Muchlinski, Magdalena N; Davis, Joanne; Mudd, Gia  
**Subject:** Re: Course Change for ANA109/110

Hi Brian,

Yes, I support inclusion of an A & P lab but was not aware it was moving forward. It will add two additional credits to our program—we checked and we don't need to submit a program change for that. I am copying Dr. Gia Mudd-Martin, nursing faculty on UG Council, and our professional advisor, Joanne Davis, so they are aware of the increase of 1 credit in each A & P course. Magda has done an excellent job working with our faculty and preparing students in A & P for subsequent nursing courses. Let me know if I need to sign anything or inform Dr. Karen Badger (chair, UG Council) of nursing's support for the lab. Happy holidays!

Pat

Patricia V. Burkhart, PhD, RN  
Associate Dean  
Undergraduate Studies  
202 College of Nursing  
University of Kentucky  
[patricia.burkhart@uky.edu](mailto:patricia.burkhart@uky.edu)  
859.323.6253



# + Anatomy and Physiology 109

Fall XXXX

# Syllabus

**Dr. Magdalena N. Muchlinski**

Department of Anatomy and Neurobiology

MS207 Chandler Medical Center

Phone: 859-323-1770

e-mail: [magdalena.muchlinski@uky.edu](mailto:magdalena.muchlinski@uky.edu)

Office hours: by appointment

## Memorandum

All students are required to read the entire syllabus and sign a "Syllabus Contract" during the 2<sup>nd</sup> class attesting to have read and understood the syllabus. Students can come to the instructor's office hours or email with any questions about the syllabus during the first 2 weeks of class.

## Direction to Dr. Muchlinski's Office (from the college of nursing)

1. Go to the third floor of the nursing building and cross over to the medical center using the catwalk.
2. At the end of the catwalk, turn right to enter the 2<sup>nd</sup> floor of the medical center through two glass doors, continue straight down a long corridor until it dead ends at a group of windows – elevator will be to your left. Go right.
3. Take the 2<sup>nd</sup> door to the left - has a brown sign on the wall beside it that reads "MS Corridor."
4. Go down the MS corridor all the way to the end. My office is MS 207. I have a giant unicorn on my door.

Teaching Assistant	XXXXXXXXXXXX
Office hours	By appointment
Email	XXX@g.uky.edu
Lab Instructor	XXXXXXXXXXXX
Office hours	By appointment
Email	XXX@g.uky.edu
Lecture	Tuesday/Thursday 12:30-1:45pm or 2-3:30pm (students <u>must</u> go to their assigned section)
Lecture Room	Nursing 201
Final Exam	XXXXXXXXXXXX
Dry Lab	MS233
Wet Lab	MS203
Course website	<ul style="list-style-type: none"><li>• <b>Blackboard</b> for course supplements, attendance, exam &amp; HW grades, and messages.</li><li>• <b>WileyPlus</b> - Homework assignments, tutorials, and all HW grades</li><li>• <b>Facebook</b> – Messages, reminders, other.</li></ul>

## Course Description

The first in a two-course series designed to introduce the principles of human anatomy and physiology for students in health and human services, including Nursing. Taught from a systems perspective where students will learn basic physiological principles and mechanisms along with their associated anatomical basis. Material includes anatomical terminology, cell and tissue structure and function, basic biochemical and metabolic pathways and the integumentary, skeletal, muscular, nervous, and endocrine system. Each week there will be 2.5 hours of lecture and 2 hours of lab. Enrollment in the ANA – 109 pre-nursing sections is restricted to declared pre-nursing students. There are no course prerequisites for ANA – 109 pre-nursing sections. However, students must obtain consent from the School of Nursing advisors to enroll. There are no major restrictions or prerequisite requirements for the ANA – 109 non-nursing sections.

## Student Learning Outcomes

The inter-relationship of structure and function of each body system will be presented in two semesters. The first semester will include cell structure, cell physiology, tissues, and integumentary, skeletal, muscular, nervous systems. If times remains we will discuss some of the details of the endocrine system.

1. To examine the gross anatomical arrangement of the human body in a system-by-system format.
2. To relate the structure of the systems to the function (physiology) of the system.
3. To examine both the anatomy and physiology of the human body at multiple levels – cell to organ.
4. To provide clinical correlations of human anatomy and physiology as it relates to nursing.
5. To provide a comprehensive undergraduate anatomy and physiology course which will provide a solid foundation for successful completion of further courses in nursing.
6. To promote critical thinking and lifelong learning.
7. Prepare you for upper division nursing course.

## Required and Optional Course Materials

### Required

1. WileyPlus – Interactive Website + ebook

Purchase online: <https://www.wileyplus.com/WileyCDA/>

Purchase registration code from bookstore (campus or Kennedys)

2. NXT “clickers
3. Fall course lecture packet

**NOTE: Two copies on reserve at the medical center library (1<sup>st</sup> floor of the Chandler Medical Center)**

4. Fall lab note packet
5. Facebook : <https://www.facebook.com/ukyANA109110> (or just type in UKY Anatomy and Physiology 109 and 110)

### Optional items

Textbook: Anatomy and Physiology: From Science to Life (buy used or direct online or bookstores – any edition)

Authors: Gail Jenkins and Gerard J. Tortora

Publishers: Wiley Blackwell

**NOTE: Two copies on reserve at the medical center library (1<sup>st</sup> floor of the Chandler Medical Center)**

Textbook: The Anatomy Coloring Book (buy used or direct – any edition)

Authors: Wynn Kapit and Lawrence M. Elson

Publishers: Benjamin Cummings

#2 lead pencil

colored pencils/pens (strongly recommended)

binder

## University Policies

### 1. Academic Integrity

- Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website:

<http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited. Part II of Student Rights and Responsibilities (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

### 2. Accommodations due to disability:

- If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: [jkarnes@email.uky.edu](mailto:jkarnes@email.uky.edu)) for coordination of campus disability services available to students with disabilities.

3. **Mid-term Grade** (for 100-400 level courses, and for undergraduates in 500 level courses)
  - Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)

## STUDENT CONDUCT

### 1. General course rules

- All rules and regulations set forth in the current edition of the Student Rights and Responsibilities will be followed in this course. It is the student's responsibility to obtain a copy of this publication from the web (<http://www.uky.edu/StudentAffairs/Code/>).
- **NO COMPUTER!** No Exceptions. This includes ipads, iphones, blackberries and other web based or electronic devices. **ONLY CLICKERS ARE ALLOWED IN CLASS!**
- **EMAIL:** It is the student's responsibility to ensure that their email is activated, effectively operating, and that they read their email on a daily basis. The instructor will often correspond with students via their Official UK Email address. *"I did not receive the email"* will not be accepted as a valid excuse: unless it is the case that it is a mass email and the majority of students did not receive "the" email, for some obvious technical difficulty reason.
- Turn cell phones off **PRIOR** to class (this includes and any other electronic devices that ring or beep or make sounds of any type). **These devices are disruptive and students may have exam points deducted from the next exam following the offense.**
- BRING THE REQUIRED MATERIAL TO CLASS (e.g., CLICKER + NOTEPACKET) **EVERY Class!!!!**
- Be respectful to both your instructor and your fellow students: **DO NOT** talk during lecture. This is considered disruptive and students may be asked to leave and/or have exam points deducted from the next exam following the offense.
  - Adapted from: [www.ferris.edu/HTMLS/colleges/university/fsus/Faculty/.../How-To-Act.do...](http://www.ferris.edu/HTMLS/colleges/university/fsus/Faculty/.../How-To-Act.do...)
    - *A college classroom is a new environment for most students. It is traditionally a more formal situation than a student may have experienced in high school. Most of the instructors are women and men who have a masters or doctoral degrees and hold titles like instructor, assistant professor, associate professor, and professor. College classrooms are considered to be a **formal** place of learning where noise, neighborly chit-chat, tardiness, and disruptions are not merely annoying but unacceptable. "Cute" or humorous behavior that may occur in high school classrooms may prove embarrassing and costly in a college classroom.*

### 2. Attendance

- **ATTENDANCE IS MANDATORY!**
- The following are acceptable excused absences: serious illness, illness or death of family member, University-related trips, and major religious holidays. **You will be asked to provide documentation.** Documentation for excused absences **MUST** be presented at the beginning of the class following the absence, or prior to this by bringing to the instructor's office. Documentation for excused absences **will not be accepted** later than at the next class attended by the student (following the excused absence).
  - Verification of Policy:
    - Excused absences (mandatory): Student must be granted absences whenever they are representing the University in an official capacity and has been granted permission by an official

University office (e.g., Provost). The notification must be in writing and a hard copy provided to the instructor. Students are responsible for all work missed while representing the University. Students are responsible for requesting makeup work when they return. The faculty member will work with students that miss course work while representing the University.

- Excused absences (discretionary): Students are responsible for providing the faculty member reason(s) for his or her absence. The faculty member then determines the validity of the reason(s) for the absence and whether the student is to be excused for the absence. The faculty member will consider the following reasons for absence as excusable: verified illness; death in a student's immediate family; obligation of a student at legal proceedings in fulfilling responsibility as a citizen; major religious holidays, and others determined by individual faculty to be excusable (e.g., elective University activities, etc). Notifications/verifications must be in writing and a hard copy provided to the faculty member. Examples of expectable excuse documentation include funeral programs (signed program by the funeral home), signed doctors notes, etc. Appeals can be made through normal administrative channels.
    - Please note that if you miss more than three classes, the professor has the right to refuse your excuse.
    - You are NOT allowed to miss lab. If you miss lab you will not be awarded attendance points even with an excused absence. If needed, please arrange to attend another sections laboratory so you may participate in all aspects of the course. If you are able to "MAKE-UP" your lab, you will be given an opportunity to earn full credit for the laboratory activity and quizzes.
- In the case of **academic-related activities** (including student athletes) that require the student to be absent from class or to have to request to take an exam at a time other than the regularly scheduled time: Documentation for said event is required no less than **one week prior** to the event.
- **Students have one week to makeup all excused work.**
- Class attendance is **mandatory**. Excused absences are defined in *student rights and responsibilities*, which can be found online at [www.uky.edu/StudentAffairs/code](http://www.uky.edu/StudentAffairs/code). Student **MUST** contact instructor **via email prior to class or within 24 hours** of class if unable to attend.
  - Attendance for **EVERY** class will be taken via CLICKERS. The policy is very simple: If a student does not answer the clicker question(s) utilizing the CLICKER, the student is considered absent. NO EXCEPTIONS. It is the student's responsibility to ensure that their CLICKER is in top working order **prior** to every class. A non-functioning clicker will be accepted as an excuse ONLY during the first 2 classes of the semester. **No Clicker, No Credit for Attendance. No Exceptions.**
  - It is the student's responsibility to check Blackboard PRIOR to Friday at 8AM each week. If there is a discrepancy the student has ONLY until Saturday 8am of the current week to **email** the instructor. If a student does not email the instructor prior to 8am on Saturday they will be marked absent for that day and there will be NO opportunity to change this.
- **Attendance at all exams is mandatory unless the instructor is notified of a university-described excused absence within 48 hours before the exam or within 24 hours after the exam. In the event the student cannot present the required documentation within this timeframe, then part of the documentation must make it clear as to why this was not possible. Thus, the student must ALSO have documentation that indicates why the student was unable to notify the instructor within the above timeframe. NO EXCEPTIONS.**
  - Failure to show-up for and take an exam and to not provide documentation of an excused absence WILL result in a failing grade and NO opportunity to make-up the exam or complete extra-credit.
  - When emailing the instructor about missing class or an exam, due to a University-described excused absence, the email **MUST** include: the students full name; your ANA 109 section number; reason for missing class or the exam and when you will be stopping by the instructor's office to provide the required documentation.
  - Make-up exams will be arranged for students with: clearly documented excused absences that are presented within the specified required timeframe.

- **Blackboard/WileyPlus Discrepancies:** If there are ANY discrepancies with what the student believes they should have received credit/grade for, then the student **MUST** contact the instructor, in writing, via email, PRIOR to 8am Saturday of the week of the assignment in question.

## TEACHING/LEARNING MODALITIES

1. Interactive classroom lecture/discussion
2. Echo 360 lecture "capture" (can be viewed online using blackboard)
3. Web based "textbook" readings
4. ARS NXT "clicker" in-class and exam review sessions
5. Clinical Reasoning – patient based approach to anatomy
6. WileyPlus homework assignments
7. Lab – Cadaver based anatomy experience
8. Exams

## Course Evaluation

1. There will be **3 regular exams + 1 final comprehensive exam** given during the semester.
  - Students cannot earn an A in this class by taking exams only.
  - 3 exams (intro/cells/tissues/integument, bone and muscle A&P, and nervous system/CNS) 100 points each
  - **The final exam is comprehensive (100pt – 50 questions are PNS and endocrine; 50pts – 25 questions compressive)**
  - **EXAMS WILL INCLUDE MATERIAL FROM CLASS – LAB – HOMEWORK! Anything discussed is fair game.**
  - Exams will not be returned but will be available for review within 1 week of the exam. This will allow the instructor to make alterations to scores, process your exams, and prepare them for review.
  - The exam keys will be posted by 8pm the day of the exam.
  - Exam scores will be posted on blackboard as soon as the grades become available from the grading center (usually within 72 hours from the exam).
  - Exams will be multiple choice – ONE QUESTION, 4-8 ANSWER OPTIONS.
  - There will be 2-4 diagram-based questions on each exam.
  - On exam day, please bring your STUDENT ID (or drivers license) and a #2 pencil. On exam day upon entering the room, all non-ID non-pencil items (e.g., hats, bags, cell phones) must be **left at the front of the room.**
  - You will be assigned an exam number the morning of the exam. It will be your responsibility to check BLACKBAORD for you exam number. Failure to check blackboard to obtain your number exam number will result in a one-point deduction from your exam. It is your responsibility to come to the exam prepared.
  - On the day of the exam you will arrive early and wait to be admitted into the classroom on the second floor.
  - Once in your seat, **you will not touch or look at your exam.** IF YOU LOOK AT YOUR EXAM PRIOR TO THE START OF THE EXAM, you will have the exam taken from you and you will receive a ZERO or the exam. No exceptions.
  - There will be four to six versions of the exam. No student in front of you or next to you will have the same exam.
  - **There will be NO TALKING during the exam and students will not be allowed to ask questions during the exam. Students must do the best they can with the information provided.**
  - During the post exam reviews, if a student finds a problem, or want to argue a question – they must write a formal written rebuttal. In the rebuttal the student must provide the following information: exam number, version number/letter, the student's name, and the student must write out the question they are interested in discussing.

In the rebuttal the student will include their "incorrect" answer as well as the "correct" answer as indicated on the instructor key. The student must then clearly state the issues they have with the question. Once the student has formally written a rebuttal, the instructor will evaluate each rebuttal on a case-by-case basis and provide the student with a verdict within three days of receiving your rebuttal.

2. There will be **15 homework** assignments given during the semester.
  - Each homework assignment will be worth 10 points. They will be assigned randomly throughout the semester. The student will receive notice for each assignment. Students can expect 1-2 assignment due weekly.
  - Homework will be announced in class and an announcement will be posted on BB.
  - Homework assignments will be completed online through WileyPlus.
  - Assignments are **time sensitive**; in other words, assignments must be completed by a specific date (e.g., Assignment # 1 must be completed by September 5<sup>th</sup> 2013). If a student misses a due date, the student can still submit the assignment with a 50% reduction in the points possible (5 vs. 10 points assuming 100% is achieved on the assignment).
3. **Participation/Attendance.** The instructor will be taking attendance in class using the turning point NXT "clicker". **BRING YOUR CLICKER TO EVERY CLASS!**
  - ***THE STUDENT MUST REGISTER THEIR CLICKER! CLICKERS must be registered by September 3<sup>rd</sup> 2013 6am!***
    - ***How to Register a NXT Clicker:***
      - Purchase your NXT clicker at the bookstore.
      - Sign in on your Blackboard account and click on ANA 109.
      - Click on "Course Tools" in the left-hand column of the home page.
      - Scroll down and click on the "Turning Point Registration Tool" icon.
      - Type in your response 6 character device i.d. (Recognize that, if in doubt, a character is a "zero", not the letter "O"). The i.d. number can be found on the back of the clicker under the bar code.
      - Submit, and you're done!
  - **The instructor will start collecting attendance data on September 10<sup>th</sup> 2012**
  - **IMPORTANT:** If a student comes to class but forgets their clicker, the student will not receive credit for attending class that day or obtain points for any participation questions asked in class. Bringing a clicker to class is part of a student's participation in class. Thus, not coming to class prepared will result in lost points.
  - Participation points will be uploaded to blackboard within 24 hours of each class.
  - If a student is present in class and participated at least 75% of the time (participation = answering questions), the student will receive a point in BlackBoard for that day. Please remember you must participate throughout the class. If you "click-in" at the start of class and then leave half way through the class, you will not receive credit for that day.
  - **At the end of the course, if a student has an 85% or higher for their overall participation grade, and if the student has less than four unexcused absences, the class participation grade for that student will automatically be increased to 100%.** This buffer will allow students to obtain full participation credit even if they forgot their clicker once or twice.
  - **It is very important to note that the instructor has the right to withdraw any or all class participation credit for students being disruptive in class.**
  - Clickers should never be shared in this course. The minimum penalty for betraying this agreement will be a 3% deduction of all involved students' final grades.
  - Lost clickers are the student's responsibility.
4. **Labs**

- Nurses deal with human anatomy everyday. Nurses need to understand the body from the outside in. This semester you will complete online PowerPhys activities (through WileyPlus), attend a dry histology and osteology lab, and participate in several wet laboratories (muscles, brain, spinal cord). The purpose of these labs is to give students a hands-on experience with both anatomy and physiology.
- **You must go to your assigned lab (unless other arrangements have been made). In case of an excused absence, you may attend another lab sections if you provide appropriate documentation that verifies why attending the schedule lab was not possible (see attendance policy).**
- You will be tested on lab material during regular lecture exams. Labs will cover material discussed in lecture and will add to your knowledge by presenting new information.
- Each **IN-CLASS** lab, to the exclusion of the first lab, will be worth 20 points. The first lab is worth 10 points.
- In each lab you will receive 8pts for attending. All additional points must be earned. There will be pre- and post-lab quizzes. These quizzes will be **OPEN-NOTE**. Each lab section will have their own unique set of questions. This is done to reduce cheating between sections.
- The purpose of in-lab quizzes is to encourage proactive student preparation for lecture and to assess students' understanding of that day's content.
- There will be a 3-item quiz at the start of lab and a 3-item quiz at the end of lab. You will receive your lab quiz grade immediately after you complete your quiz. These quizzes will cover the previous weeks laboratory assignment, the pre-lab for the lab you are attending, and will cover the material of the current lab. These labs will be open book. The first lab will quiz you on the syllabus.
- The NXT-CLICKER will be used to take all in lab quizzes. Following are important rules regarding how the clickers will be used in lab.
  - If the student does not bring their clicker to class, they will be unable to take the quiz and will receive a zero for that particular quiz. If a student's clicker is not working properly during a quiz, the student should summon faculty help **DURING THE QUIZ**, provide proof of clicker problem, and only then will the hard copy of the quiz be graded. Otherwise, under no circumstance will a student be allowed to submit a hard copy of a completed quiz for a score – and only grades calculated with Turning Key (software for clickers) will be accepted.
- Students who have an excused absence (see definition of excused absences under "Classroom Attendance") and initiate a makeup quiz plan with the lecturer by the end of the quiz day will be allowed to take a make-up quiz.
  - If the student does not bring their clicker to class, they will be unable to take the quiz and will receive a zero for that particular quiz. If a student's clicker is not working properly during a quiz, the student should summon faculty help **DURING THE QUIZ**, provide proof of clicker problem, and only then will the hard copy of the quiz be graded. Otherwise, under no circumstance will a student be allowed to submit a hard copy of a completed quiz for a score – and only grades calculated with Turning Key (software for clickers) will be accepted.
- Students who have an excused absence (see definition of excused absences under "Classroom Attendance") and initiate a makeup quiz plan with the lecturer by the end of the quiz day will be allowed to take a make-up quiz.
- **Students have one week to makeup all excused work.**
- Online labs will be completed through WileyPlus (PowerPhys link). These activities will be turned in to your lab instructor or TA at your next **IN CLASS** lab. Your in-class quizzes will be based on your lab results and answers – so be sure you understand and complete each online lab assignment. Be sure to bring your lab write-up/report to lab. You must turn in your assignment at the end of class.
- Students will be dealing with human cadaveric material and human skeletal remains. Donors gifted their bodies to the University of Kentucky. Please remember that all anatomical material handled during the recitation were once



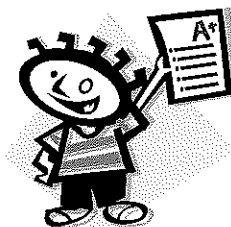
living and breathing human beings with personal experiences and families. **STUDENTS MUST BE RESPECTFUL. This means NO PHOTOS, NO JOKES, NO INNAPPROPRIATE BEHAVIOR!** Failure to behave in a respectful manner will result a formal disciplinary meeting with the Chair of Anatomy and the Undergraduate Dean of Nursing. Inappropriate behavior will result in expulsion from lab and may result in expulsion from the class.

- The instructor will provide recitation lab material in the form of a packet (or on BB if supplements are needed).
- For each lab, you will be asked to bring your clicker, your lab notebook, pencils/pens, close-toed shoes, and appropriate clothes (e.g., scrubs). The instructor does not recommend "fancy clothes." Gloves and "dissection" tools, such as probes, will be provided.
- Students are **not** allowed to bring friends or family to the gross anatomy laboratory without prior approval.

**GRADES ARE NON-NEGOTIABLE. I WILL REPORT THE GRADE YOU EARN. NO CURVE.**

Exams = 450 points  
 Participation/Attendance = 50 points  
 Homework = 150 points  
 Lab = 300  
 Total = 950 points

A = 90.00-100%  
 B = 80.00-89.99%  
 C = 70.00-79.99%  
 D = 60.00-69.99%  
 E =  $\leq$ 59.99%



**NO EXTRA CREDIT IS GIVEN IN THIS CLASS. THERE IS NO ROUNDING-UP IN THE CLASS, UNDER ANY CIRCUMSTANCES, NOT EVEN BY .01 percent. NO EXCEPTIONS.**

## Course Content

Course content may be modified as required at the instructor's discretion (e.g., change of pace, addition/omission of chapters, change in number of exams). Additional slides and/or material that may assist a student in studying will be posted on blackboard in a folder called "Assignments" (link located on the left hand of the webpage).

	Lecture	Lab	Lab Location	Lab Location
8/29/13	Introduction to A&P			
9/3/13	Introduction to A&P			Intro pre-lab due
9/4/13	Introduction to A&P -	Lab Introduction <b>BRING SYLLABUS</b>	MS233	Basic Anatomy HW DUE
9/5/13	The Cell			
9/10/13	The Cell - Tissues			
9/11/13		Enzymes Activity (#1): PowerPhys	ONLINE	
9/12/13	Tissues			
9/17/13	Tissues			Histology Pre-Lab Due
9/18/13		Histology	MS233	
9/19/13	Integument			Tissue HW Due
9/24/13	Integument			Bone 1 Pre-Lab Due
9/25/13		Bone Lab: Part 1	MS233	
9/26/13	Integument			Integument HW Due
10/1/13	<b>EXAM #1</b>			Bone 2 Pre-Lab Due
10/2/13		Bone Lab: Part 2	MS233	
10/3/13	Bone Physiology			Bone HW Due
10/8/13	Bone Physiology			Muscle Lab 1 Pre-Lab Due
10/9/13		Muscle Lab: Part 1	MS233	
10/10/13	Bone Physiology			Bone physiology HW Due
10/15/13	Joints			Muscle Lab 2 Pre-Lab Due
10/16/13		Muscle Lab: Part 2	MS233	
10/17/13	Joints			Joint HW Due
10/22/13	Muscle Physiology	Muscle and Bone		Clinical Pre-Lab Due
10/23/13		Osteometric Points and Clinical Correlates	MS233	
10/24/13	Muscle Physiology			Muscle HW Due

10/29/13	Muscle Physiology	Action Potential		Nervous System 1 Pre-Lab Due
10/30/13		(#4):	Online	
10/31/13	Exam #2 - Bone and Muscle	PowerPhys		Muscle Physiology HW Due
11/5/13	Into to Nervous System			Nervous System 2 Pre-Lab Due
11/6/13		Synapse and Sensation	MS233	
11/7/13	Into to Nervous System			Nervous System HW Due
11/12/13	Central Nervous System			Brain Pre-Lab Due
11/13/13		Brain + Spinal Cord	MS233	
11/14/13	Central Nervous System			CNS HW Due
11/19/13	Central Nervous System			PNS Pre-Lab Due
11/20/13		Major Nerve Plexuses	MS233	
11/21/13	Exam #3			PNS HW Due
11/26/13	Peripheral Nervous System			
11/27/13		NO LAB		
11/28/13	NO CLASS - TOFURKY DAY			
12/3/13	Peripheral Nervous System			Endocrine Pre-Lab Due
12/4/13		Endocrine Organs and Glands	MS233	
12/5/13	Peripheral Nervous System			
12/10/13	Endocrine			Endocrine Pre-Lab Due
12/11/13		Hormone Presentation	MS233	
12/12/13	Endocrine			

FINAL EXAM - XXXXXX - XXXXXX
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