

## GENERAL INFORMATION

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### PROFESSOR INFORMATION



**Instructor:** L. Canelon, M.D.  
**Phone:** Email only.  
College of Arts, Science and Education #: (305) 348-2003  
**Office:** Not on Campus  
**Fax:** (305) 348-2086  
**Office Hours:** By Appointment only.  
Through Adobe Connect [\[Link\]](#)  
**E-mail:** [lcanelon@fiu.edu](mailto:lcanelon@fiu.edu)

### COURSE DESCRIPTION AND PURPOSE

Anatomy for the Exercise and Sports Sciences Lab is an undergraduate course covering the basics aspects of the human body with emphasis in the musculoskeletal aspect.

“This course is divided into five (5) modules comprising different topics including the use of anatomical terminology, body sections and planes, the axial and appendicular skeleton, articulations, the muscles of the body and the most used surface anatomy landmarks.”

Students will be assessed by:

- Weekly quizzes,
- Practical exams,
- Group assignments,
- Participation in blogs and discussion boards, and
- Professionalism.

### COURSE OBJECTIVES

Students will be able to:

1. Use directional and regional terminology, body planes and sections in anatomical descriptions.
2. Describe the bones, bony landmarks and major joints of the axial and appendicular skeleton.
3. Demonstrate the movements allowed by each lab-required articulation.
4. Identify the lab-required muscles attached to the axial and appendicular skeleton.
5. Describe the relevant regional surface anatomy landmarks of the body.

### MAJOR & CURRICULUM OBJECTIVES TARGETED

There are no prerequisites for this course.

PET 3325C and PET 3325L are pre-requisite courses for PET 3310: Kinesiology.

PET 3325C will count as an in program course for the Bachelor of Science in Physical Education: Sports and Fitness Studies Track.

PET 3325C and PET 3325L is a pre-requisite course for the Bachelor of Science in Recreation and Sports Management: Recreational Therapy Track

## TEACHING METHODOLOGY

This is a fully online course in which all of the instructional materials and activities are delivered through Blackboard, and/or other internet-based media. Should you have any questions, please contact the professor.

## IMPORTANT INFORMATION

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### POLICIES

Please review the [FIU's Policies](#) webpage. The policies webpage contains essential information regarding guidelines relevant to all courses at FIU, as well as additional information about acceptable netiquette for online courses.

### TECHNICAL REQUIREMENTS & SKILLS

One of the greatest barriers to taking an online course is a lack of basic computer literacy. By computer literacy we mean being able to manage and organize computer files efficiently, and learning to use your computer's operating system and software quickly and easily. Keep in mind that this is not a computer literacy course; but students enrolled in online courses are expected to have moderate proficiency using a computer. Please go to the "[What's Required](#)" webpage to find out more information on this subject.

This course utilizes the following tools:

- Announcements
- Power Point presentations
- Video Lectures
- Assessments
- Blogs
- Discussion Boards
- Groups
- Wikis
- Adobe Connect
- Additional Resources

Please visit our [Technical Requirements](#) webpage for additional information.

### ACCESSIBILITY AND ACCOMMODATION

Please visit our [ADA Compliance](#) webpage for information about accessibility involving the tools used in this course.

Please visit [Blackboard's Commitment Accessibility](#) webpage for more information.

For additional assistance please contact FIU's [Disability Resource Center](#).

### ACADEMIC MISCONDUCT STATEMENT

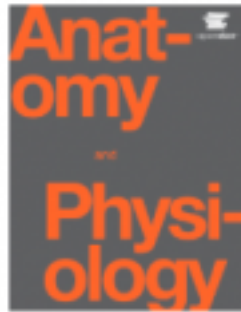
Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed

by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.

Academic Misconduct includes: **Cheating** – The unauthorized use of books, notes, aids, electronic sources; or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or not. **Plagiarism** – The use and appropriation of another’s work without any indication of the source and the representation of such work as the student’s own. Any student who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is responsible for plagiarism.

Learn more about the [academic integrity policies and procedures](#) as well as [student resources](#) that can help you prepare for a successful semester.

## TEXTBOOK



You must have an anatomy textbook for this course.

In an effort to reduce expenses, you can use **ANY** anatomy textbook; any author, any edition. If you want to check a book you have with me, please let me know. What you have, it will work perfectly most of the times!

The followings are some suggestions but remember **ANY** anatomy textbook will do the job!

### 1. Anatomy and Physiology Published by OpenStax College

<https://openstax.org/details/anatomy-and-physiology>

By Multiple Authors

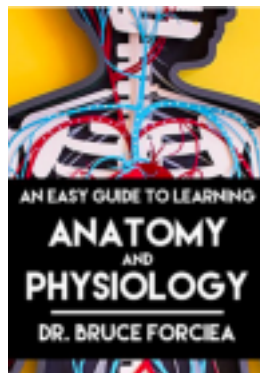
Publish Date: 2016-05-18

Openstax College

ISBN-101938168135

ISBN-13978-1-938168-13-0

You can access online this textbook for free. You also have the option to download a PDF copy, or to buy a print copy for about \$50



### 2. An Easy Guide Learning Anatomy Physiology ebook

<http://www.amazon.com/Easy-Guide-Learning-Anatomy-Physiology->

[ebook/dp/B00HB8NONE/ref=sr\\_1\\_27?ie=UTF8&qid=1387218730&sr=8-27&keywords=easy+guide+anatomy+and+physiology](https://www.amazon.com/dp/B00HB8NONE/ref=sr_1_27?ie=UTF8&qid=1387218730&sr=8-27&keywords=easy+guide+anatomy+and+physiology)

By Bruce Forciea

Publication Date: December 14, 2013

ASIN: B00HB8NONE

Sold by: Amazon Digital Services LLC

You can read this textbook for free using *Kindleunlimited* or you can buy it for less than \$5.

The author also has a OER resource where you can interact with a variety of 3D anatomical models.

- <http://www.oercommons.org/courses/anatomy-3d-interactive-models/view>



### 3. Human Anatomy (8th Edition or ANY older edition)

Elaine N. Marieb, Patricia Brady Wilhelm, Jon B. Mallatt

Pearson, 8th Edition, 2016

ISBN-10: 0134283392

**7th Edition:** ISBN: 978-0-321-82241-3

This textbook is an option if you wish to buy a print copy.

You may purchase your textbook online at the [FIU Bookstore](#).

## OPTIONAL RESOURCES

These resources are not mandatory but very helpful when practicing the bones and muscles.â□”

### Musculoskeletal coloring anatomy atlas

#### Apps for Apple devices:

- Visible Body skeleton and muscle apps
- Skeletal System Pro III
- Muscle System Pro III
- Learn Muscles: Anatomy Quiz & Reference

#### Apps for Androids:

- Visible Body skeleton and muscle apps
- Muscle Premium from Visible Body
- Essential Skeleton 3
- Bones Human 3D
- Learn Muscles: Anatomy

- Muscle and Bone Anatomy 3

### Websites:

- Anatomy Zone
  - <http://anatomyzone.com>
- Kenhub
  - <https://www.kenhub.com/en/dashboard>
- McGraw-Hill's [Online Learning Center](#)
  - [http://highered.mheducation.com/sites/0072351136/student\\_view0/index.html](http://highered.mheducation.com/sites/0072351136/student_view0/index.html)
  - Practice quizzes
  - Get Body Smart: super cool tool to practice labeling the bone landmarks, and to visualize the muscle actions.
- <https://human.biodigital.com/>
- <http://www.anatomyarcade.com/games/games.html>
- <http://www.healthline.com/human-body-maps>
- <http://www.sporcle.com/games/DanRoc/humanbones206>
- <http://www.wiley.com/college/apcentral/anatomydrill/>
- <http://www.getbodysmart.com/index.htm>

### Mastering Anatomy and Physiology.

- This is not a required resource but it can aid in the successful completion of this course.
  - Mastering A&P: standalone student access kit
  - Mastering A&P + Print Hardbound Text
  - ISBN-10: 0-13-424381-1
  - ISBN-13: 978-0-13-424381-8

### EXPECTATIONS OF THIS COURSE

This is a fully online course, which means all the course work will be conducted online. Expectations for performance in an online course are the same for a traditional course. In fact, online courses require a degree of self-motivation, self-discipline, and technology skills which can make these courses more demanding for some students.

Students are expected to:

- Review the how to get started information** located in the course content
- Introduce yourself to the class** during the first week by posting a self introduction in the appropriate discussion forum
- Take the practice quiz** to ensure that your computer is compatible with Blackboard
- Interact** online with instructor/s and peers
- Review** and follow the course calendar
- Log in to the course **at least three times per week**
- Respond to discussion boards and blogs within two days (48 hours)**
- Respond to emails (from me or your group members) within two days (48 hours)**
- Submit assignments by the corresponding deadline

The instructor will:

- Log in to the course **daily within the traditional workweek: Monday- Friday.**
- Respond to discussion boards and blogs within two days **(48 hours)**
- Respond to emails within two days (48 hours) within the traditional workweek: **Monday- Friday.**
  - **I do not check my emails on weekends. Emails received after Friday at 4 PM will be replied to the following Monday.**
- Grade assignments within **one week** of the assignment deadline

## COURSE DETAIL

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***Please read carefully the lab syllabus, and refer to this document during the semester whenever you encounter a doubt about the course structure. I will be more than happy to assist you and answer any question you may have after you read the syllabus.***

This lab is organized in five (5) modules, each of them consisting of two (2) to four (4) Week Folders (depending on the length the module). Within each Week Folder you will find:

- To Do List
- List of “Must Know Terms” for that week
- The week content: video lectures, textbooks links and Power Point presentations
- A *Module Discussion Board*
- A *Module Blog*
- An assessment: a quiz or a practical (depending on the week)â□”
- A link to your group to complete your Wiki.
  - Each group will be assigned a different topic and has a different due date.

### COURSE COMMUNICATION

Communication in this course will take place via **Email**.

**I respond to my emails within 48 hours within the traditional workweek: Monday - Friday.**

**I do not check my emails during the weekend.**

**Emails received after Friday at 4 PM will be replied on Monday in a first come first serve basis.**

The Email feature is an external communication tool that allows users to send emails to users enrolled within the course. Emails are sent to the students' FIU email on record. The Email tool is located on the Course Menu, on the left side of the course webpage.

Visit our [Writing Resources](#) webpage for more information on professional writing and technical communication skills.

### GROUP ASSIGNMENT - WIKI (12 % OF YOUR FINAL GRADE)

#### **Group Assignment Expectations:**

- During this lab you are expected to complete one group assignment worth 12 points of your final grade
- The assignment **must** be completed in groups. Please self-enroll in your group of choice within the first week of the semester (after this time, you will be randomly assigned to a group). Each group consist of 5-6 students. Groups must remain the same throughout the semester, changes will not be allowed. I highly recommend that every group member review the content of the entire assignment (your part and your classmate's parts) before submission since every *working* member will receive the same grade. Student(s) not participating in the assignment will receive a grade of zero (0).
- The purpose of these assignment is to create a **Wiki** displaying the module content in an organized way, with original images and videos (made by you!), “easy-to-read” charts, etc.
  - I am a firm believer that we can provide an easy to understand explanation of a topic, only after we have mastered a concept; and that what we teach we don't forget ... *See one, do one, teach one!* Based in this idea, you are expected to demonstrate your knowledge and understanding of the module content by explaining, illustrating and/or acting out the required anatomical concepts, as well as to use the material learned to solve some common clinical situations. Every assignment will be made public to be discussed and edited by all the course members in the corresponding Discussion Board.

- Each group will be designated a different assignment, with due dates that differ for each group.
- You will be graded based on the quality on the delivery of the information: the clarity of your explanations using your own images and videos. This is one of the few opportunities that I have in this online lab, to truly evaluate your understanding of anatomy. Therefore, it is the assignment with a heavier weight in your final grade ... This is your moment to shine, to show me what you have learned!
- Please refer to the lab calendar for details on the assignment's topics and due dates.
- **I do NOT receive late nor individual** assignments (one submission per group). No exceptions!
- The expected turn-around time for feedback and grades is one week after the due date.
- Review in the grade center the rubric assigned to this assignment.

### Important Notes About Group Assignments.

One of the purposes of the group assignments is to encourage the student interaction and to learn how to work in a team, a very important skill to learn as future professionals. I am not asking you to be friends but to responsibly learn how to deal as an adult with different situations and with people that you may not agree with. Look for that balance that allows you to communicate with the rest of the group to complete the assignment on time. Remember, all of you have a common goal: submit the assignment by the designated due date and get an excellent grade. It is NOT the responsibility of the professor to be dealing with internal issues and miscommunication among the members of a group. In order to collaborate together, each group has the following tools available on Blackboard:

- FIU email accounts
- File Exchange: Allows students to send files privately to other group members through Blackboard
- Group Discussion Board (different from the Module Discussion Board): private forums where students can communicate
- Group Journal: similar to the blogs tool, but private to the group
- Group Tasks: groups can create tasks to work on
- Adobe Connect: room video chat where students can meet to organize tasks and discuss the assignment content.
- Group Wiki: collaborative tool that allows multiple students to edit one document
  - The only downside of this tool is only one student can edit at a time. However, since all FIU emails are Google accounts, students can also collaborate using Google Docs: <https://www.google.com/docs/about/>.

It is expected that each member of a group communicates with the other team members using any of these tools. It is the responsibility of the student to demonstrate professionalism and check on a regular basis the attempts of other members to communicate and to reply **within 48 hours**.

If a student fails to communicate with the group and does not collaborate in the project please send me an email, or simply write the names of the students that participated in the project. **If the name of a student does not appear in the cover page, I will assume that he/she did not work and will automatically receive a grade of zero (0) for that assignment.**

***When sending me emails about group issues ALL the members of the group must be copied to the email.***

***I will not respond to individual emails discussing group issues.***

### DISCUSSION BOARDS (31.5% OF YOUR FINAL GRADE)

Keep in mind that your discussion forum postings will likely be seen by other members of the course. Care should be taken when determining what to post.

There are two types of Discussion Boards in this lab:

- Module Discussion Boards, and
- Wiki Discussion Boards.

### **Module Discussion Board Expectations:**

- Each module is associated with a *Module Discussion Board* that becomes available the first Monday at 6 AM of every module, and remains opened during the entire module (2-4 weeks)
- Every Monday, a new thread becomes available in the *Module Discussion Board* displaying an initial question or clinical case (related to the module content) to start the discussion but as the days pass by, new questions may be posted. You are encouraged to share your thoughts, post your questions, concerns and doubts about the material being discussed, as well as curiosities, myths and popular beliefs or misconceptions.
- Your active participation in each thread is worth **1.65 points** of your final grade.
- Please notice the weight of the discussion board participation in the grading scale.
- The student is required to make **at least two posts per week**, but are encouraged to post more. These posts are to be made **in different days**.
  1. The first post of every week must be entered by Wednesday at 11:59 PM and should address the initial question/clinical case after studying the week's topic and doing your research.
  2. In the second and consecutive posts, the student must comment, reply and challenge another student.
    - Every student must reply to other student comments **within 48 hours**.
    - In order for the discussion to take place you need to post frequent comments, and visit the forum at least three times per week
    - You might have some inaccuracies in your first post but during the forum and through your participation in the discussion, you can fix your original answer based on a new and more comprehensive research.
    - Lazy research, careless reading, lack of depth in thought will earn fewer points.

### Wiki Discussion Board Expectations:

- During the last week of every module (except for module 1), a *Wiki Discussion Board* will become available to evaluate and constructively criticize the **content** of the Wiki completed by your classmates; as well as to defend and answer the questions made to your Wiki if you are the author.
  - *Wiki Discussion Boards* are available for only **one week**, from the last Monday at 6 AM of every module (except module 1) until the last Sunday of every module at 11:59 PM
  - The first post must be entered by Wednesday at 11:59 PM and must aim to respectfully highlight the inaccuracies of the Wiki and offer suggestions and new ways to deliver the content.
  - Participation in each *Wiki Discussion Board* is graded **individually** (it is not part of the group grade), and is worth **3 points** of your final grade.
  - The student will be evaluated according to the timing, accuracy, originality and quality of the post content (show me what you know!), not the quantity; and the ability to interact with the instructor and the rest of the class.
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- Please refer to the Discussion Board page in Blackboard for more details in the directions of every forum.
  - It might be tempting but please **refrain from copying and pasting** from any source of information. Instead analyze what you have read and provide an authentic and unique answer written in a way that is easy to understand. Plagiarism would be monitored using *Safeassign*.
  - **Missing module and wiki discussion boards cannot be made up in any way. NO EXCEPTIONS!**
  - The expected turn-around time for feedback or grades will be one week after the end of each forum.
  - Please keep in mind that I read every post in the but I simply cannot reply to each of them.
  - Review in the grade center the rubric assigned to this assignment.

### ASSESSMENTS

In order to mitigate any issues with your computer and online assessments, it is very important that you take the "Practice Quiz" from each computer you will be using to take your graded quizzes and exams. It is your responsibility to make sure your computer meets the minimum [hardware requirements](#).

Assessments in this course are not compatible with mobile devices and should not be taken through a mobile phone or a tablet. If you need further assistance please contact [FIU Online Support Services](#).

### QUIZZES (16.5%)



## Quiz Expectations:

- This lab has eleven (11) quizzes, worth 1.5 points each for a total of 16.5 points of your final grade.
- Each quiz assesses your comprehensive knowledge over the topic covered in one week. It is important for students to understand that they must complete the readings and watch the video lectures before taking any quiz.
- Please refer to the Module Objectives and the “Must Know Terms List” included in every week folder to know what is expected from you to master before taking any assessment.
- Every quiz becomes available at 6 AM on Monday and is due on Sunday at 11:59 PM on the same week. All times apply to Eastern Standard Time.
- Each quiz lasts 10 minutes and consists of 5 labeling, multiple-choice, matching, short answer, and/or true/false questions.
- Students will have **three** attempts to take the quiz. The quiz is scored using the graded average of the three attempts.
- Students will be able to see their quiz score immediately after taking the quiz but only after the due date of that quiz has passed students will be able to view all questions, the submitted and the correct answers, and their total score. **At this time, students are encouraged to review their answers as a practice exercise.**
- Please note that the answers provided for the “fill in the blank” or “short answer” questions require an exact match, thus during a quiz, the system might mark as wrong a correct answer if it does not match perfectly the one assigned in the system. **After the due date of every quiz has passed I will manually grade those answers.** After I manually grade the Fill in the Blank questions, you might see your quiz score adjusted in the grade center. Please be patient and wait until the due date for that quiz has passed. **There is no need to send me emails when faced with this type of situation.**
- The expected turn-around time for definite grades (after being manually checked) will be one week after the due date for that quiz has passed.
- Each quiz is available during an entire week. Therefore, there is no valid excuses to miss a quiz. **NO exceptions!**
- If you experience a technical difficulty during your quiz, **take a screen shot and contact Student Technical Support** immediately and please notify me through email. This is the **ONLY** way an investigation can be opened and using the log sheets provided by the Technical Support team, we can determine if the issue experienced during the quiz was related or not to Blackboard and according to this I will consider the possibility of re-opening the quiz for the student.

## PRACTICALS (20% OF YOUR FINAL GRADE)

### Practical Expectations:

- This course will have five (5) practicals (one per module) worth 4 points each for a total of 20 points of your final grade.
- Each practical assesses your comprehensive knowledge over the material covered in **one module** including labeling of anatomical structures in images presented during these assessments.
- Please refer to the “Must Know Terms List” included in every week folder for that module to know what is expected from you to master before taking any practical.
- It is important for students to understand that they must watch the video lectures, complete the readings and have spent time studying the material before taking any assessment. Students need to practice labeling and identifying structures in textbook pictures, worksheets and other images provided in Blackboard.
- Every practical becomes available at 6 AM on Monday and is due on Sunday at midnight (11:59 PM) on the last week of every module. All times apply to Eastern Standard Time.
- Each practical lasts 60 minutes and consists on 40 labeling, multiple-choice, matching, short answer, and true/false questions. Students will have **ONE** attempt to take each practical.
- Students will be able to see their practical score immediately after taking the assessment but only after the due date has passed students will be able to view all questions, the submitted and the correct answers, and their total score. At this time, students are encouraged to check their score and to review their answers as a practice exercise.
- The expected turn-around time for grades will be at the due date of that practical.
- Each practical is available for you during an entire week. Therefore, there is **no make ups for missed practicals**. **NO exceptions!**
- If you experience a technical difficulty during your assessment, **take a screen shot and contact Student Technical Support immediately** and please notify me through email. This is the **ONLY** way an

investigation can be opened and using the log sheets provided by the Technical Support team, we can determine if the issue experienced during the assessment was related or not to Blackboard and according to this I will consider the possibility of re-opening the practical for the student.

## MODULE BLOGS (15%)

### Module Blog expectations â

- There are five Module Blogs (one per module) worth 3 points each for a total of 15 points of your final grade.
- Each Blog becomes available at 6 AM the first Monday of each module until the last Sunday of that module at 11:59 PM
- Each student is expected to provide at least two (2) entries in every Module Blog:
  1. In one of the entries you are expected to upload a requested activity, images, charts, and/or short videos recorded by you to visually illustrate bony landmarks, joints, muscles, body movements, etc.
  2. In the other entry you are expected to contribute with **at least one comment** that truly helps your classmates to understand the module material. Module Blog is also the informal space for you and me to share with the class silly memory tools, examples, topic-related anecdotes, notes, drawings, tips, tricks, songs, cool clips and any useful strategy on how to approach the study of the module content. Anything that you consider it can help your classmates to grasp the content. The goal is to help other class members with your comments at the same time you can learn from theirs. So, please understand the **comments provided during the last 4 days of the module will earn fewer points.**
- **Missing Module Blogs cannot be made up in any way.**
- The expected turn-around time for grades will be one week after the end of each module blog.
- Please keep in mind that I read every post in the Module Blog but I simply cannot reply to each of them.
- Review in the grade center the rubric assigned to this assignment.

## PROFESSIONALISM (5%)

It is expected that all students will demonstrate professionalism, diligence and responsibility with respect to preparation for class, assignment submissions, and other class policies including:

- Professional written and verbal communication skills (**please read below the professional format required in every email**)
- Regular and frequent logging in sessions into the course (at least three times per week);
- Completing worksheets, review questions and other material provided to prepare for every chapter;
- Completing quizzes, practicals, and other assignments by the designated due date;
- Participating in a timely and thoughtful manner in blogs and discussion boards, respectfully commenting and debating entries posted by your classmates;
- Demonstrating a professional behavior while working in group assignments.

My expectations for your professional behavior are high no matter where you are in the program. You are in a position to act as a representative of this university and particularly of the program. I take particular pride in being able to offer very high recommendations of our quality students and hope that you will aspire to your own high expectations.â

Due to the nature of this course, email communication, messages, interactions with team members, blogs and discussion boards will be essentially the primary means of communicating and your professionalism grade will not suffer if you have the ability to communicate professionally, whether from a happy or angry perspective.â You must use a professional format whenever writing an email.

- Be sure to have an appropriate subject line.â
- At this point you must address whomever you are emailing to, at the top of the email, with: "Dear \_\_\_\_\_", or "Good afternoon \_\_\_\_\_", etc.â
- Be sure your SPELLING is correct and ALWAYS re-read your emails before sending them.â
- Always write your name at the bottom of all emails with "Sincerely, \_\_\_\_\_"; "Best Regards, \_\_\_\_\_"; "Thank you, \_\_\_\_\_"; etc. (last time I checked NO ONES name is 'Sent from my iPhone/android)â

- Please include the course and the section you are registered in.

Your language selection is always of concern to me. You should make every effort to be clear and concise when talking/writing with others, especially with professionals in the field, professors, FIU staff, and other students. Please, always proof read what you wrote before submitting emails, messages, blog and discussion board posts, assignments, etc. Make sure that:

- The content answers and explains concisely what was asked,
- The paragraph makes sense when you read it,
- Spelling and grammar (including capitalization) is flawless.

**During the video presentations, students will dress and act professionally.** This will include clothes that make one ready for physical activity – shorts (gentleman – pull them up, I should not see your underwear, and ladies – be sure your shorts are no shorter than mid-thigh nor your adipose tissue anterior to your pectoralis major is showing when you move around), no sleeveless shirts are permitted, especially no tank tops of any color are permitted for both ladies and gentleman. Please avoid wearing torn clothing. Gum chewing while you are presenting is out of the question!

Conduct yourself in a professional manner at any FIU function. You are always being heard and observed. Remember that!

Please note that your professional behavior will be evaluated during every module. Timely participation in every item of the grading scale (quizzes, forums, etc.) **is graded again in your Professionalism.**

Review in the grade center the rubric assigned to this item.

#### OFFICE HOURS: ADOBE CONNECT PRO MEETING

Adobe Connect is an online meeting room where you can interact with your professor and fellow students by sharing screens, files, chatting, broadcasting live audio, and taking part in other interactive online activities.

This tool is available for you to communicate with your group members by chats, or video chats. This is a great way you can get in contact with your team to distribute tasks, edit assignment content, and talk and show the movements and material to be displayed in the video assignments.

This tool will be used as well during this course whenever you want to meet with me to discuss about any topic, or whenever, after reading the syllabus, you have a doubt or questions about the course structure, your grades, etc. These meetings can also be used in small groups to review a specific assignment, a concept that is not clear, etc.

To schedule an Adobe Connect meeting with me, simply send me your request through email with a tentative date and time.

#### Requirements for using Adobe Connect:

- Disable any window pop-up blocker.
- [Adobe Flash Player](#) is required to successfully run your Adobe Connect meeting. You can [test your computer](#) to make sure your computer and network connections are properly configured to provide you with the best possible Adobe Connect meeting experience.
- Use of a combination [headset and microphone](#) with USB connection is recommended to ensure quality sound and reduce technical difficulties.

Reference [Adobe Connect \(Tutorials & Help\)](#) to learn about the tool, how to access your meeting rooms and recordings.

#### GRADING

The purpose of grading is to get an idea of how well you have mastered the material in the course and to try to pinpoint where you are having trouble that might trip you up in future courses. Everything in the gradebook is driven by your performance on the assessments in the course and nothing else.

Note that every category in your grades have a different weight. In order to pass this class with an excellent grade you need to actively and constantly participate in every course activity. After you examine the weight of each category, please understand that taking only the quizzes and practicals is not enough to pass this course. The categories with the greater weight in the course are the group assignments and discussion boards, the ones that require your constant presence and participation in the lab, and the ones that allows me to evaluate your knowledge and understanding of the content.

I have included in the Grade Center, a weighted grade column that does everything for you! The grade displayed in this column is your overall grade at any given moment during the semester.

PET 3325 Lab Requirements	Number of Items	Points for Each	Total Points Available	Weight
Group Assignment (Wiki)	1	12	12	12%
Module Discussion Boards (10 threads)	10 threads	1.65 each thread	16.5	16.5%
Wiki Discussion Boards	5	3	15	15%
Quizzes	11	1.5	16.5	16.5%
Practicals	5	4	20	20%
Module Blogs	5	3	15	15%
Professionalism (in every module)	5	1	5	5%
<b>TOTAL</b>	<b>43</b>	<b>N/A</b>	<b>100</b>	<b>100%</b>

Letter	Range	Letter	Range
A	Above 93	C+	77 - 79.9
A-	90 - 92.9	C	73 - 76.9
B+	87 - 89.9	D	60 - 72.9
B	83 - 86.9	F	59 or less
B-	80 - 82.9		

**A score of 73 or more is required to pass the class.**

Please note that decimals are included in the grading scale. Therefore, **I do not bump grades** higher than the exact percentage you earn.

**I do not assign extra credit papers.**

You have plenty of opportunities to earn an excellent grade in this class. Take advantage of them from the **beginning** and **throughout** the term!

Please refrain yourself from sending me emails during the last weeks of the semester asking me what can you do to pass the class. Now is the moment to know the answer to that question. **To pass this class you need to demonstrate mastery of the course content through your active participation in every course activity from the beginning to the end of the term!**

Taking only the quizzes and practicals will not be enough to pass this class. It is precisely in the class discussions and group assignments (specially the videos and the forums) where I can sense your understanding of the material. So, **what do you need to do to pass this class?** Study, show your best effort, be present in the class discussions and keep a constant communication with me and with your classmates (specially with your group members)

## COURSE CALENDAR

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### MODULE WEEKLY SCHEDULE

#### Module 1 - Anatomical Position – Regional and Directional Terms

##### Week 1 - Jan 9th - Jan 15th

Welcome. Introduction. Syllabus. Course Expectations.

Anatomical Position. Regional and Abdominal Quadrants. Body planes and sections - Directional Terms. Body cavities.

#### Tasks:

- Introduce yourself blog
- Enroll in a group by Sunday at 11:59 PM
- Participate in the first thread of Module 1 Discussion Board:
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 1 Blog: Available from 1/9 at 6 AM until 1/22 at 11:59 PM
  - Posting in the last 4 days earns fewer points
- Quiz 1: Available on 1/9 at 6 AM, due by 1/15 at 11:59 PM

##### Week 2 - Jan 16th - Jan 22nd

Anatomical Position. Regional and Abdominal Quadrants. Body planes and sections - Directional Terms. Body cavities.

#### Tasks:

- Participate in the second thread of Module 1 Discussion Board:
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 1 Blog: Available from 1/9 at 6 AM until 1/22 at 11:59 PM
  - Posting in the last 4 days earns fewer points
- **PRACTICAL I:** Available on 1/16 at 6 AM, due by 1/22 at 11:59 PM
- Get in contact with your group members.
  - **Group 1:** start working in your Group Assignment due on 2/5

#### Module 2 - Axial Skeleton

##### Week 3 - Jan 23rd – Jan 29th

Axial Skeleton: Skull

#### Tasks:

- Participate in the first thread of Module 2 Discussion Board:
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 2 Blog: Available from 1/23 at 6 AM until 2/12 at 11:59 PM
  - Posting in the last 4 days earns fewer points
- Quiz 2: Available on 1/23 at 6 AM, due by 1/29 at 11:59 PM

- **Group 1:** keep working in your Group Assignment due on 2/5

#### Week 4 - Jan 30th – Feb 5th

Axial Skeleton: Vertebral Column and Thoracic Cage

#### Tasks:

- Participate in the second thread of Module 2 Discussion Board:
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 2 Blog: Available from 1/23 at 6 AM until 2/12 at 11:59 PM
  - Posting in the last 4 days earns fewer points
- Quiz 3: Available on 1/30 at 6 AM, due by 2/5 at 11:59 PM
- **Group 1:** Group Assignment is due this Sunday 2/5

#### Week 5 - Feb 6th – Feb 12th

Axial Skeleton:

- Skull
- Vertebral Column
- Thoracic Cage

#### Tasks:

- Participate in Group 1 Wiki Discussion Board:
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 2 Blog: Available from 1/23 at 6 AM until 2/12 at 11:59 PM
  - Posting in the last 4 days earns fewer points
- **PRACTICAL II:** Available on 2/6 at 6 AM, due by 2/12 at 11:59 PM
- **Group 2:** Get in contact with your group members. Start working in your Group Assignment due on 2/26

### Module 3 - Appendicular Skeleton and Joints

#### Week 6 - Feb 13th – Feb 19th

Appendicular Skeleton: Pectoral Girdle and Upper Limbs Bones and Joints

#### Tasks:

- Participate in the first thread of Module 3 Discussion Board:
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 3 Blog: Available from 2/13 at 6 AM until 3/5 at 11:59 PM
  - Posting in the last 4 days earns fewer points
- Quiz 4: Available on 2/13 at 6 AM, due by 2/19 at 11:59 PM
- **Group 2:** keep working in your Group Assignment due on 2/26

#### Week 7 - Feb 20th – Feb 26th

## Appendicular Skeleton: Pelvic Girdle and Lower Limbs Bones and Joints

### Tasks:

- Participate in the second thread of Module 3 Discussion Board:
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 3 Blog: Available from 2/13 at 6 AM until 3/5 at 11:59 PM
  - Posting in the last 4 days earns fewer points
- Quiz 5: Available on 2/20 at 6 AM, due by 2/26 at 11:59 PM
- **Group 2:** Group Assignment is due this Sunday 2/26

### Week 8 - Feb 27th – Mar 5th

#### Appendicular Skeleton:

- Pectoral Girdle and Upper Limbs Bones and Joints
- Pelvic Girdle and Lower Limbs Bones and Joints

### Tasks:

- Participate in Group 2 Wiki Discussion Board:
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 3 Blog: Available from 2/13 at 6 AM until 3/5 at 11:59 PM
  - Posting in the last 4 days earns fewer points
- **PRACTICAL III:** Available on 2/27 at 6 AM, due by 3/5 at 11:59 PM
- **Group 3:** Get in contact with your group members. Start working in your Group Assignment due on 3/26
- **Group 4:** Get in contact with your group members. Start working in your Group Assignment due on 4/2

## Module 4 – Muscles Part I AND Surface Anatomy of the Upper Body

### Week 9 - Mar 6th – Mar 12th

#### Muscles of the Face, Neck and Trunk AND Surface Anatomy of the Upper Body

### Tasks:

- Participate in the first thread of Module 4 Discussion Board:
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 4 Blog: Available from 3/6 at 6 AM until 4/9 at 11:59 PM
  - Posting in the last 4 days earns fewer points
- Quiz 6: Available on 3/6 at 6 AM, due by 3/12 at 11:59 PM
- **Groups 3 and 4:** keep working in your Group Assignment due on 3/26 and 4/2, respectively.

**Week 10 - Mar 13th – Mar 19th**

## **SPRING BREAK =)**

**Week 11 - Mar 20th – Mar 26th**

Muscles crossing the Shoulder and Elbow Joints AND Surface Anatomy of the Upper Body

### **Tasks:**

- Participate in the second thread of Module 4 Discussion Board:
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 4 Blog: Available from 3/6 at 6 AM until 4/9 at 11:59 PM
  - Posting in the last 4 days earns fewer points
- Quiz 7: Available on 3/20 at 6 AM, due by 3/26 at 11:59 PM
- **Group 3:** Group Assignment is due this Sunday 3/26
- **Group 4:** keep working in your Group Assignment due on 4/2

**Week 12 - Mar 27th - Apr 2nd**

Muscles crossing the Wrist and Joints of the Hand AND Surface Anatomy of the Upper Body

### **Tasks:**

- Participate in Group 3 Wiki Discussion Board:
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 4 Blog: Available from 3/6 at 6 AM until 4/9 at 11:59 PM
  - Posting in the last 4 days earns fewer points
- Quiz 8: Available on 3/27 at 6 AM, due by 4/2 at 11:59 PM
- **Group 4:** Group Assignment is due this Sunday 4/2

**Week 13 - Apr 3rd - Apr 9th**

Muscles Part I AND Surface Anatomy of the Upper Body

### **Tasks:**

- Participate in Group 4 Wiki Discussion Board:
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 4 Blog: Available from 3/6 at 6 AM until 4/9 at 11:59 PM
  - Posting in the last 4 days earns fewer points
- **PRACTICAL IV:** Available on 4/3 at 6 AM, due by 4/9 at 11:59 PM
- **Group 5:** Get in contact with your group members. Start working in your Group Assignment due on 4/23

**Module 5 - Muscles Part II - Surface Anatomy of the Lower Body**



### Week 14 - Apr 10th - Apr 16th

Muscles crossing anteriorly the Hip and Knee Joints – Medial Compartment of the Thigh AND Surface Anatomy of the Lower Body

#### Tasks:

- Participate in the first thread of Module 5 Discussion Board:
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 5 Blog: Available from 4/10 at 6 AM until **Friday 4/28 at 11:59 PM**
  - Posting in the last 4 days earns fewer points
- Quiz 9: Available on 4/10 at 6 AM, due by 4/16 at 11:59 PM
- **Group 5:** keep working in your Group Assignment due on 4/23

### Week 15 - Apr 17th - Apr 23rd

Muscles crossing posteriorly the Hip and Knee Joints – Lateral Rotators of the Thigh AND Surface Anatomy of the Lower Body

#### Tasks:

- Participate in the second thread of Module 5 Discussion Board:
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 5 Blog: Available from 4/10 at 6 AM until **Friday 4/28 at 11:59 PM**
  - Posting in the last 4 days earns fewer points
- Quiz 10: Available on 4/17 at 6 AM, due by 4/23 at 11:59 PM
- **Group 5:** Group Assignment is due this Sunday 4/23

### Week 16 - Apr 24th - Apr 28th

Muscles crossing the Ankle and Joints of the Foot AND Surface Anatomy of the Lower Body

#### Tasks:

- Participate in Group 5 Wiki Discussion Board: Available from 4/24 at 6 AM until **Friday 4/28 at 11:59 PM**
  - First post is due by Wednesday at 11:59 PM
- Participate in Module 5 Blog: Available from 4/10 at 6 AM until **Friday 4/28 at 11:59 PM**
  - Posting in the last 4 days earns fewer points
- **Quiz 11:** Available on 4/24 at 6 AM, due by **Friday 4/28 at 11:59 PM**
- **PRACTICAL V:** Available on 4/24 at 6 AM, due by **Friday 4/28 at 11:59 PM**

MANDATORY ORIENTATION MEETINGS

MANDATORY ORIENTATION MEETINGS SPORTS AND FITNESS INTERNSHIP DATES FOR ACADEMIC  
YEAR 2016 – 2017

All prospective interns must attend one orientation meeting. This meeting will provide students with all the information needed to secure a placement for internship. Students looking to complete internship in the summer must attend a meeting no later than the spring semester prior to that summer. Students looking to complete their internship in the fall must attend a meeting no later than the summer semester prior to that fall. Students looking to complete their internship in the spring must attend a meeting no later than the fall semester prior to that spring. Students are permitted to attend an orientation meeting earlier than the semester before they go out. Early is good, late is not!!! Any student not attending an orientation meeting in time will have to wait until the following semester to be allowed to complete internship!!! PLEASE PLAN AHEAD!!! Professor Lugo is not available for individual meetings. No exceptions will be made.

**NO ORIENTATION MEETING, NO INTERNSHIP!!!**

**MEETING DATES**

- Meetings DURING the spring and summer FOR fall 2016 internship
  1. Thursday, April 14, 2016 (spring)
  2. Thursday, May 19, 2016 (summer) (last available meeting for fall 2016 internship)
  
- Meetings DURING the fall FOR spring 2017 or summer 2017 Internship
  1. Thursday, August 25, 2016
  2. Thursday, September 22, 2016
  3. Thursday, October 20, 2016 (last available meeting for spring 2017 internship)
  
- Meetings DURING the spring FOR summer 2017 or fall 2017 internship
  1. Thursday, January 12, 2017
  2. Thursday, February 16, 2017
  3. Thursday, March 23, 2017 (last available meeting for summer 2017 internship)
  
- Meetings DURING the spring and summer FOR fall 2017 internship
  1. Thursday, April 20, 2017 (spring)
  2. Thursday, May 11, 2017 (summer) (last available meeting for fall 2017 internship)

**\*\*\*NO MEETINGS ARE HELD IN THE MONTHS OF NOVEMBER, DECEMBER, JUNE AND JULY\*\*\***

**All meetings will be held in ZEB 212, conference room at 3:30 pm sharp!**

**PAPERWORK DEADLINES**

For fall 2016 Interns = Friday, June 3, 2016 no later than 3:00 pm

For spring 2017 = Friday, November 11, 2016 no later than 3:00 pm

For summer 2017 = Friday, April 7, 2017 no later than 3:00 pm

For fall 2017 Interns = Friday, June 2, 2017 no later than 3:00 pm

Forms are due no later than the above date. All students will place completed paperwork in Professor Lugo's mailbox in ZEB 212. No students will be permitted to complete internship if paperwork is not in on time and done correctly and completely!

Any questions, please email Professor Lugo, Internship Coordinator at [shannonlugo@dadeschools.net](mailto:shannonlugo@dadeschools.net)