University of Texas at Tyler
Department of Health & Kinesiology
Communication Sciences & Disorders
COMD 3358 Anatomy & Physiology of Speech, Language & Hearing
Fall 2020

Instructor: Ahmed M. Abdelal, Ph.D., CCC-SLP
Associate Professor of and Director Communication Sciences & Disorders
Telephone: TBA **E-mail:** aabdelal@utTyler.edu
Office: 124A HPR
Class Meeting Time: Tuesday & Thursday 5:30-6:50 am (Harrington Patriot)

Office Hours: Tuesday 4:30-5:30 pm
Thursday 4:30-5:30 pm
Wednesday 3:00-4:00 pm

In addition to these office hours, I am available 5 days a week via email. I make sure to respond to emails within a short time frame, except when I am in classes, meetings, or traveling to conferences.

This syllabus is intended for use with the online resources that are available on Canvas. I recommend that you download and retain a copy of this syllabus and assignment guidelines in case you need them in the future for graduate school purposes.

Very Important:
Anatomy and physiology is a medical science course. It requires a great deal of intensive and ongoing studying and reviewing. I do not give extra credit work in this course or in any of my courses. I provide all my students with every possible tool that, if used as recommended, will help them succeed and attain their academic goals. The chance you have to do well is the chance you have now. This syllabus is our contract, and you should refer to it on a regular basis to know about assignments and their due dates. At the end of the course, please do not try to negotiate your grade with me. I do not give you grades: the grade you EARN is the grade you get.

I encourage you to ask questions, no matter how simple or "dump" they may sound to you. It is by your questions and inquiries that I can understand you better and provide you with the help you need. We will achieve the best learning outcomes when each of us (you as a student and myself as a faculty) does his/her part as they should. I am available to help you throughout the week. All you need to do is to reach out in person or via email. While the content is very small, compared to other courses, it is mostly unfamiliar and will require daily refreshment/studying.

Course Description
This course is designed to introduce students of communication sciences and disorders to the anatomy and physiology of the systems involved in speech and language production, hearing, and swallowing.

Course Goals and Purposes
Upon completion of this course students will:

1. Be familiar with basic scientific terminology pertaining to human anatomy and identify anatomical structures involved in speaking, hearing, swallowing, and language.
3. Demonstrate an understanding of the structure and function of the major muscle groups and systems associated with the production and perception of speech.
4. Explain the role of the respiratory system in speech production and swallowing.
5. Explain the role of the phonatory system in speech production and swallowing.

6. Explain the role of the articulatory system in speech production and swallowing.
7. Explain the role of the auditory system in speech perception and production.
8. Explain the role of the nervous system in speech perception and production, swallowing, and language comprehension and production.
9. Utilize technology to expand understanding of the course content and its applications to various disorders of communication and swallowing.

Text (Required):
Seikel, Drumright, & Hudock **(2019).** *Anatomy & Physiology for Speech, Language, and Hearing,* 6th Edition, Plural Publishing. **ISBN-10:** 1635502799; **ISBN-13:** 978-1635502794. Older editions are not acceptable, as all quizzes, exams, and assignments will be based on the assigned edition. This text comes with electronic quizzes. Important: Make sure to obtain this comes with access to ONLINE quizzes. Directions on how to take the quizzes and report quiz scores will be explained in class.

Teaching Method & Course Organization:
Students are required to read the assigned material and complete the assigned electronic quizzes ONLINE PRIOR to coming to class.

The subject matter will be explored using a systems approach focusing on the study of 5 MAJOR body systems that facilitate human communication: respiratory, phonatory, articulatory, auditory, and nervous systems. Students are required to read the assigned chapter(s), view assigned recorded lectures, and take the assigned quizzes BEFORE coming to class. Students are expected to keep a notebook where they write down questions that come up while they are studying as well as specific concepts that need to be explained. Class time will be dedicated to discussions and explanation of complex concepts. You Tube videos, videotaped presentations and individual and small group projects will be utilized. Because anatomy is like learning another language, it requires continuous exposure and frequent reviewing of the material on a DAILY basis. In addition to the new vocabulary, the class involves a lot of critical analysis and problem-solving.

Note: *Not reading this syllabus and implementing course guidelines on a REGULAR basis could cause you to be overwhelmed and could very well mean the difference between passing and failing the course. Students are expected to show responsibility and to thoroughly follow all course guidelines provided in this syllabus and on Canvas.*

University Policies

A. **UT Tyler Honor Code**: 1. Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do. Students Rights and Responsibilities To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.uttyler.edu/wellness/rightsresponsibilities.php

B. **Campus Carry**: 1. We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at http://www.uttyler.edu/about/campus-carry/index.php

C. **UT Tyler a Tobacco-Free University**: 1. All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

D. **Academic Honesty Policy:** Students will adhere to the highest standards of academic honesty. Anyone

caught cheating will earn a "0" for that assignment and will be subject to academic and disciplinary action. Plagiarism (the use of written and oral words or ideas of another person, including another student, without the expressed acknowledgment of the speaker's or writer's indebtedness to that person) will not be tolerated. This includes the use of papers or other materials previously submitted to instructors in other classes, as well as video and audio recordings. Students caught plagiarizing will fail this class and be subject to academic and disciplinary action.

E. Student Standards of Academic Conduct 1. Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

a. "Cheating" includes, but is not limited to:

i copying from another student's test paper;
ii using, during a test, materials not authorized by the person giving the test;
iii failure to comply with instructions given by the person administering the test;
iv possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
v using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
vi collaborating with or seeking aid from another student during a test or other assignment without authority;
vii discussing the contents of an examination with another student who will take the examination; viii divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student; ix substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
x paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
xi falsifying research data, laboratory reports, and/or other academic work offered for credit; xii taking, keeping, misplacing, or damaging the property of the University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
xii misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

b. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

c. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty. d. All written work that is submitted will be subject to review by plagiarism software.

Additional Examples of academic dishonesty and plagiarism:

-Copying part or all of a colleague's assignment and submitting it as if it were your own work. In this situation both students will be penalized.

-Putting information from a book, article, etc. into a written assignment without clearly attributing the information to the source and documenting the source in the body of the assignment.
-Copying, printing or sharing online quizzes
-Submitting assignments that were previously used for another course.
-Sharing information about exams and/or quizzes with other students
These are just examples of acts of dishonesty that lead to failing the course and further disciplinary action. Assignments will be submitted via the Safe Assign anti-plagiarism online system, which will immediately trace any words a student plagiarizes from any source out there. Any violations will be taken very seriously.

2. **The U-T Tyler Writing Center** provides professional writing tutoring for all students in all disciplines. If you wish to use the Writing Center, you should plan for a minimum of two hour-long tutorials per assignment: the first to provide an initial consultation and drafting plan, and the second to follow up. Be prepared to take an active role in your learning, as you will be asked to discuss your work during your tutorial. While Writing Center tutors are happy to provide constructive criticism and teach effective writing techniques, under no circumstances will they fix, repair, or operate on your paper.
Location: BUS 202. Appointments: 903-565-5995.

3. **Disability/Accessibility Services**:
a. In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://hood.accessiblelearning.com/UTTyler and fill out the New Student application.

b. **The Student Accessibility and Resources** (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at http://www.uttyler.edu/disabilityservices , the SAR office located in the University Center, # 3150 or call 903.566.7079.

4. **Grade Replacement/Forgiveness and Census Date Policies**:
a. Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

b. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

c. The Census Date (Sept. 10th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

> i Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
> ii Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
> iii Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)

iv Being reinstated or re-enrolled in classes after being dropped for non-payment v Completing the process for tuition exemptions or waivers through Financial Aid

5. State-Mandated Course Drop Policy: a. Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). b. Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

6. **Student Absence due to Religious Observance**: a. Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

7. **Student Absence for University-Sponsored Events and Activities**: If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time, the instructor will set a date and time when make-up assignments will be completed.

8. **Social Security and FERPA Statement**: It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically. 10. Emergency Exits and Evacuation: a. Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

F. **UT Tyler Resources for Students**:
1. UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
2. UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
3. The Mathematics Learning Center, RBN 4021 (This is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses).
4. UT Tyler Counseling Center (903.566.7254)

COURSE REQUIREMENTS:

UT Tyler University Email Address/Canvas Account
Students are expected to have and use their UT TYLER email address. The instructor will ONLY use this address. Course information will be posted on Canvas. It is the students' responsibility to be aware of information and announcements posted on Canvas. You will also receive course announcements via email. Students who may need technical assistance with Canvas or the CD, are advised to contact IT. Technicians are available 24/7. Providing such assistance is not part of the instructor's job.

Your first assignment is as follows:
Please read the syllabus thoroughly prior to the first class and bring any questions you may have to class.

Regular Attendance and Participation are Required and Expected: (100 points)
This course is designed to provide a rich learning experience through in-class and online activities, assignments, quizzes, and exams. Students are required to read the assigned materials before coming to class. Class time will be dedicated to activities designed to deepen understanding of the content and consolidate

learning. For this format to be successful, it is imperative that students come to class prepared and ready to participate. During any given class expect to be called upon by name to answer questions about the material. Attendance and participation points will be based on the quality of your participation (verbal and written).

Attendance Policy:
Regular attendance in this course is mandatory. My classes begin exactly on time, and do not end a minute earlier. I am usually in class 10-15 minutes before class starts and I expect you to be there on time. Attendance will be taken 3 minutes before class starts, and the attendance file will be closed during the first 60 seconds of class. I will not interrupt class to open it again if you come in late. *Therefore, if you have an emergency and arrive a minute or two later, it is your responsibility to remind me after class to mark you present*. If you do not inform me at that time, the absence will not be removed. The best way to avoid this issue is to be there right on time.

Regular attendance is critical to your success in this course. Missing two classes during the semester (without a WRITTEN proof of an emergency will lead to loss of 5% of the total course grade. Each additional class missed will lead to loss of an additional 5% of the total course grade. In addition, missing classes without an excused absence, will lead to loss of class participation points.

- If you plan to be out for any reason, you do NOT need to notify me ahead of time. All you need is to bring in your written proof of an emergency the next time you come to class.
- *A legitimate excuse* is one that is due to an emergency (e.g., death in the family, car accident, illness, court appearance). *Students will be responsible for providing written proof of such absence (e.g., obituary, court summons, police report, doctor's letter)*. I will not ask you for the proof. However, if you do not present one, your absence will NOT be excused.
- Habitual lateness or leaving before class ends will also result in lowering of the student's final grade. *Missing half of a class twice will be counted as 1absence*. Arriving late/ leaving earlier is disruptive and shows lack of respect for your fellow classmates. Course content, in the form of group experiences and activities, cannot be made-up or copied from a classmate's notes under any circumstances.

  Important: If you are absent for any reason, please do not ask me what you missed. You will need to find out from one of your colleagues.

No Texting or Internet Browsing while class is in session:

- In my classes I am very protective of class time. Every minute is precious. The only reason you are in this course is to LEARN, and the only reason I am here is to teach you and to make every class of the course worth your money, commuting, time, and effort. For this reason, engaging in texting, Internet browsing or chatting is a very serious violation of class rules. I want you to succeed and will do everything I can to enable you to succeed, but you MUST do your part and follow class rules:

- Laptops are allowed ONLY for note taking.
- Please silence your phones. If there is a situation where you must text, it is perfectly okay to step out of the room quietly and send your message or make your call.

Class Cancellation
In the event of class cancellation (due to inclement weather or an emergency), please refer to the UT TYLER website for announcements. In the event of an emergency campus closure, a video recording of the lecture will be available online. You will view it and take notes. Any assignments due during that week will NOT be affected by the campus cancelation, as all assignments are submitted online.

Cancelations will be determined by the UT TYLER policy, and I will make no special announcements. It is your responsibility to check the UT TYLER website for weather-related announcements.

Course Assignments:

Very important

- *You should download all course materials and save them to your computer. This way, if any technical disruptions occur you will have uninterrupted access to the material. You may also need the syllabus in the future.*
- *You are required to keep word copies of each written assignment you submit until the very end of the course.*
- *All assignments MUST be submitted in Word format and ONLY in the designated folders on Canvas.*
- *All assignments submitted for this course MUST be ORIGINAL and must be ONLY written for this course and ONLY for this semester. Any assignments submitted in previous courses or previous semesters will receive zero credits.*

Completing Assignments PRIOR to class

Students are expected to read the assigned chapter and take the related CD quiz before coming to class. You are also required to view any recorded lectures or videos before coming to class. The class will focus on (a) expanding your understanding of the content, answering your questions about the material; and explaining complex concepts. You are responsible for the information in the textbook, any videotaped lectures, articles, material discussed in class, videos, cases, etc. All of these are content for exams. The Instructor reserves the right to assign additional reading materials during any point in the semester.

Submitting Assignments:

Absolutely NO emailed assignments. Assignments must be submitted online by the due dates, and in their designated folders.

To submit assignments, please go to the Course Assignment folder on Canvas (course menu). In this folder you will find links for submitting each assignment. You will also find guidelines and grading rubrics pertaining to each assignment. All written assignments must be submitted as WORD Docs and as ATTACHMENTS. Please do NOT copy and paste: this will change your format and may make your entire assignment unreadable.

Before uploading the assignment, please verify that you are submitting the right file. Any wrong assignments, or assignments not submitted in the designated folder, will receive a zero grade.

To submit the online ANATESSE quiz grades, please go to your designated Canvas folder. Make a screenshot of your quiz grade and submit it by the due date. The screenshot must clearly show your name as the account holder. This will be your folder and no one else will submit anything there. By the end of the semester, you should have 9 quiz grades submitted. The number of each quiz is found below.

- All written assignments must follow APA Style: i.e., they must be in Word Document form, in double-space, and in Times New Roman font # 12. To learn how to use APA style documentation, please go to Purdue OWL: https://owl.english.purdue.edu/owl/section/2/10/.

- **Late Assignment and Rewrite Policy:** This course involves a series of assignments that need be submitted on time in order to get maximum credit. *If a student does not submit an assignment by the deadline, s/he will have 6 days to submit it; however, 21% will be taken off due to missing the deadline.* Assignments that are more than 6 days overdue will NOT be accepted for credit. The same policy goes for submitting the wrong assignment. If the submitted assignment does not meet the criteria, the student will be given the option to re-write it, but 21% will be taken off. The rewrite must be submitted within 6 days. Note: in this course (and other courses I teach) there is no work for extra credit.

- *Important:* ***Please do not ask me to edit your work or "look it over" prior to submitting it****. You are welcome to seek editing support help from the Writing Center. You are welcome to ask me any specific questions about the assignment, but* ***I do not edit written assignments****.*

Assignment# 1: Completing the ANATESSE Quizzes (100 points)
Your textbook comes with ONLINE lessons and quizzes that you need complete at home. These lessons and quizzes are an extremely valuable supplementary materials that will deepen and consolidate your knowledge. Before taking a quiz make sure to take it as "GRADED." If you do not do that, no scores will be saved. The system will store all your grades.

Due dates for submitting these quizzes are listed in the class schedule grid at the end of this syllabus. You can take the quizzes as many times as you wish, and ONLY the highest grade will count. I advise you to try until you get 100 or very close to that. After taking each quiz, please take a screenshot or download the grade sheet and post it to your Canvas folder.

Please do NOT send me any assignments via email. I will not even open them. Total quiz grades will be worth 10% of the entire course grade. **There are 9 quizzes in all**. Each is marked with a star next to it, and you should be able to locate the quizzes easily on the ANATESSE module. To avoid any confusion, here is a list of the quizzes: **1-01; 2-05, 2-12; 3-05; 4-04; 4-09; 4-16; 5-09; 6-07**. They are numbered according to the chapters in the text.

Research Project: TWO Options
To provide students with opportunities to expand their learning, increase their motivation, and help them consolidate their learning, I provide two options for this research project. Students are welcome to choose the one that they like. Detailed guidelines and grading rubrics are available on Canvas.

Option ONE: Research Paper & Poster (120 points + 30 points = 150 total)
This assignment consists of 2 segments: (a) a written research paper, and (b) a poster on 1 Power Point Slide. Before starting your paper, you will send me the title of your paper for approval and feedback.

The Research Paper (120 points)
You will write a research paper that is 1800-2600 words (not including the cover sheet/title page or the reference page). The abstract is OPTIONAL. The paper must be in APA style. It must be double spaced, and in a 12 Times New Roman font. It should include 1 cover sheet (with the title, your name, college and semester), the paper itself, and a list of references at the end. All must be in accordance with APA style. Papers less than or exceeding the word limit will not be accepted for credit. Detailed guidelines will be provided. Following and implementing these guidelines and grading rubric is your best guarantee for earning the highest grade for this assignment.

The research paper must focus on one of the 5 systems of this course. It should focus on a speech disorder (i.e., a voice disorder, dysarthria, aphasia, developmental verbal apraxia/dyspraxia; stuttering, middle ear infections, sensory hearing loss, cochlear implants, language disorders, a cognitive communication disorder, dysphagia, etc.). **The first half** of the paper MUST discuss (a) anatomy of the major structures involved in the disorder and (b) the normal physiology of these structures. **The second half** must focus on the disorder itself. It MUST include the following about the disorder:

-Official definition
-Demographics
-Symptoms and signs
-Etiology

Resources:
At least 4 substantial sources must be used. You are welcome to use additional sources. Only books and journal articles from scholarly peer-reviewed journals are acceptable for this assignment. The textbook cannot

be used as a reference for this assignment.

Students are responsible for identifying and accessing the sources they need. With this said, here are some recommended search tools:

- ASHA journals www.asha.org
- American Journal Pediatrics
- www.sciencedirect.com (accessible for free from campus and the Library portal at home).
- Medline (National Library of Medicine)
- American Journal Neuroscience
- Journal of Voice Disorders

The Poster **(**30 points)
Using the research paper that you write, you will develop a poster. The poster should be on a single Power Point slide, accompanied by a reference slide (where you list the references you use for the poster). Detailed guidelines and a grading rubric will be available on Canvas.

General Written Assignment Guidelines

- The writing must be clear and the information must be paraphrased in your own words.
- Assignments must have paragraphs. Each paragraph should focus on a single idea. Papers consisting of long blocks of words will lose 10% of the total assignment grade.
- If you take 2 words or more that are attached to each other from a reference, you must use quotation marks and cite the source and page number at the end of what you take. Failure to do so will imply that the wording is your own, which will be an act of plagiarism.
- Your paper should be double-spaced, and in a 12, Times New Roman font. This is the standard font for academic research.
- Please refer to Purdue OWL website (https://owl.english.purdue.edu/owl/resource/560/01/) for details on how to write in APA style. Also, an example paper in APA style is available at: https://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf
- For this assignment, no abstract is needed.

Research Project: Option 2 Anatomy Model and Paper (70 points + 80 points= 150 total)
Students who choose this option will design an anatomic model of a system (or part of a structure of one of the 5 systems addressed in this course. This option consists of (a) a 3-dimentaional anatomic model that clearly features 10 major structures of an organ or system, and (b) a paper discussing the anatomy and physiology of the organ/system (with a specific focus on the 10 structures that are labeled on the model. Step-by-step guidelines and a grading rubric will be available online.

Exams (650 points)
There will be an exam following each of the first 3 systems (respiration, phonation, and articulation). Each exam is worth 150 points. The last 2 systems (auditory and nervous systems) will be addressed in the final exam, which is worth 200 points. Makeup exams are allowed only when a student produces a written document proving that s/he missed the exam due to a DOCUMENTED emergency or court duty.

Exams will be taken in the computer during regular class time. Each exam will consist of 2 segments (a) a multiple-choice segment and (b) a short answer segment. Students will start at the regular class starting time and time will NOT be extended for students who arrive late. Students will be able to work on both parts of the exam at the same time during the allocated time. Time will be adjusted for students with documented disabilities and choose to take exams with accommodations at the learning center. On exam day, students should arrive at least 10 minutes in advance. This give you time to login and contact IT if you experience technical issues.

Accessing Course Materials on Canvas:
Class Power Point Slides and additional content and resources will be available online at least one day in advance. Please download them before you arrive in class. This will help you minimize note-taking and free more brain energy for taking in more new information.

Note: You are required to keep track of all of assignment grades, in case of any technology problems. You are also REQUIRED to keep electronic copies of any and all written assignments that you submit throughout the duration of this course.

Grading: *This course is based on 1000 points. This is to ensure that you get every fraction of a point that you deserve, and that if you make a few mistakes in exams or assignments, your grade will not suffer as much. For example, if you miss 10 questions in one exam, you will still have the chance to score within the "A" range. Meanwhile, if you earn one thousandth of a point, it will be added to your grade.*

Grade Distribution and Grading Key

Final Grade Itemization		***Grading Scale***			
3 Unit Exams (150 each)	450	A	100-94.00%	C+	79.99-77.00%
Final	200	A-	93.99-90.00%	C	76.99-74.00%
CD Quizzes	100	B+	89.99-87.00%	C-	73.99-70.00%
Research Project	150	B-	83.99-80.00%	F	<60%
Class Participation	100				
Total	**1000**				

Critically Important:
Studying anatomy is like studying a foreign language. You will be fluent only through actual and frequent practice of the concepts that you learn. You must memorize a lot of new concepts and you must study the material regularly several times throughout the week. There is no other way around it! You are encouraged to form study groups.

ANATESSE Quizzes: 1-01; 2-05, 2-12; 3-05; 4-04; 4-09; 4-16; 5-09; 6-07

Course TENTATIVE schedule

(*Tentative means likely to change*)

Week	Topic	Text Reading	Assignment Due Dates
Week 1 8/25 8/27	-Course Overview -Basic Elements of Anatomy -Respiratory System	Syllabus Chap 1 Chap 2 &3	Read this syllabus before coming to class, and bring any questions about it to class
Week 2 9/01 9/03	-Respiratory System	Chap 2 &3	Due ONLINE by 10:00 PM 9/01 CD Quiz 1-01 & 2-05 grades
Week 3 9/08 9/10	-Respiratory System	Chap 2 &3	Due ONLINE by 10:00 PM 9/08 - CD Quiz 2-12 grade
Week 4 9/15 9/17	**Exam #1 – On Basic Elements & Respiration 9/15** -Phonatory system	Chap 4&5	Due ONLINE by 10:00 PM 9/15 Quiz 3-05 grade

Week 5 9/22 9/24	-Phonatory system	Chap 4&5	Due ONLINE by 10:00 PM 9/22 **Email your Title of Research Paper OR Type and description of anatomy model**
Week 6 9/29 10/01	-Phonatory system	Chap 4&5	Due ONLINE by 10:00 PM 9/29 Quiz 4-04 grade
Week 7 10/06 10/08	**Exam 2: on phonation 10/06** -Articulatory System	Chap 6&7	Due ONLINE by 10:00 PM 10/06 Quiz 4-09 grade
Week 8 10/13 10/15	-Articulatory System	Chap 6&7	Due ONLINE by 10:00 PM 10/28 Quiz 4-16 grade
Week 9 10/20 10/22	-Articulatory System -Mastication & Deglutition	Chap 6&7	ONLINE quiz due by 10:00 PM 10/20
Week 10 10/27 10/29	**Exam 3: on Artic System 10/27** -Auditory System	Chap 9&10	Due ONLINE by 10:00 PM 10/29 Quiz 5-09 grade
Week 11 11/03 11/05	-Auditory System	Chap 11&12	
Week 12 11/10 11/12	-Auditory System -Nervous System	Chap 11&12	Due ONLINE by 10:00 PM **11/10** **Research Paper Project OR Anatomy Model Project**
Week 13 11/17 11/19	-Nervous System	Chap 11&12	Due ONLINE by 10:00 PM 11/17 -6-07 grade, with the Complete List of all Quiz Grades calculated & averaged
Week 14 11/23 11/26	**Thanksgiving Break- No classes**		
Week 15 12/01 12/03	Nervous System	Chap 11&12	Due ONLINE by 10:00 pm 12/01 -TOTAL CD QUIZ Grade Sheet
12/08	**Final Exam**		**4:15-6:15 PM**