KINnected

Western University
Faculty of Health Sciences

Western HealthSciences

KIN 2222B | HS 2300B

Systemic Approach to Functional Human Gross Anatomy

Winter 2024

Welcome to **Functional Human Gross Anatomy**! Our teaching team is delighted to have you join us this term. In this course, we will focus on learning the basics of human anatomy, with specific attention to the **musculoskeletal** (muscles and bones), **nervous** (brain, spinal cord, and neurons), **cardiovascular** (heart and vessels), and **respiratory** (lungs and breathing) systems. Anatomy is a fundamental discipline that will support your understanding of core concepts related to health and disease in your degree ahead. The course is cumulative, and voluminous in nature, so we encourage you to **stay involved**, **ask questions**, and **participate** as much as possible – be sure to complete the online lecture modules before coming to your lab section. We look forward to meeting you soon!

Course Learning Outcomes:

By the end of this course, a successful student should be able to:

- Communicate the locations, functions, and movements of structures using correct anatomical terms.
- Use pictures and words to outline principles of neuronal conduction.
- Explain the basic structure of the nervous system, differentiating between the central and peripheral nervous systems, as well as between the somatic and autonomic nervous systems.
- Describe how the autonomic nervous system regulates basic homeostasis in the body.
- Identify major surface anatomy landmarks, bones, joints, muscles, nerves, and vessels related to the upper limb, lower limb, and trunk by name, location, and function.
- Explain how the heart and lungs interact to form the cardiorespiratory system, differentiating between systemic and pulmonary circuits.
- Describe muscle contraction, key events of the cardiac cycle, and mechanics of breathing.
- Explain and predict functional implications of musculoskeletal, neural, and cardiorespiratory changes in aging, exercise, and injury based upon clinical signs and symptoms.

Overall, the spirit of this course is to foster authentic learning, critical thinking, active questioning, and an appreciation for health and disease from a gross anatomical perspective.

Course Coordinator and **Instructor:**
Dr. Sean McWatt, PhD

Office:
[redacted]

Email:
sean.mcwatt@uwo.ca

Phone:
519-661-2111 [redacted]



Lectures: Weekly online modules Asynchronous via OWL	**Laboratories:** Weekly in-person sessions led by Teaching Assistants [redacted]
Office Hours: Hosted weekly via Zoom or by appointment (see OWL for more information)	
Head Teaching Assistant: [redacted] **Teaching Assistants:** [redacted]	

NOTE: All course information including grades, assignment outlines, deadlines, etc. are available via OWL. Be sure to check the website regularly for course announcements!

General Course Information

Calendar Course Description:
A gross anatomical description of systemic structure and function of the human body, with emphasis on skeletal, muscular, and cardiovascular systems. Integration between systems will be discussed using clinical examples related to sport, medicine, and physical therapy. This is an introductory level, lecture-based course for students in the Faculty of Health Sciences.

Anti-requisite(s):
Anatomy and Cell Biology 2200A/B; Anatomy and Cell Biology 2221; Health Sciences 2330A/B; the former Anatomy and Cell Biology 3319.

Prerequisite(s):
Kinesiology: Registration in year two of the Kinesiology program
Health Studies and Non-FHS: Grade 12U Biology or equivalent is strongly recommended.

You are responsible for ensuring that you have successfully completed all course prerequisites, and that you have not taken an anti-requisite course.

Statement on Prerequisite Checking
Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course, and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

If you wish to enroll in this course without the stated prerequisite(s), you must obtain written approval from the course coordinator. The approval should then be forwarded to your academic counsellor.

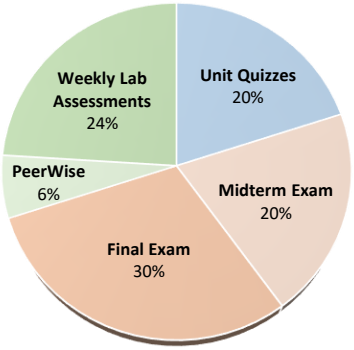
Course Schedule:

Subject to change

Week	Date		Unit	Topic(s)
1	JANUARY	8 – 12	**1:** Introduction	Anatomical terminology and bones
2		15 – 19*		Joints, cartilage, and muscle
3		22 – 26	**2:** Neuroanatomy	Central and peripheral nervous systems
4		29 – 2	**3:** Upper Limb	Axilla and brachial plexus
5	FEBRUARY	5 – 9		Shoulder, arm, and elbow
6		12 – 16		Forearm and hand
–		**19 – 22**	**SPRING READING WEEK**	
7		26 – 1	**Midterm Review**	**MIDTERM EXAM (March 2 @ 9am)**
8	MARCH	4 – 8*	**4:** Lower Limb and Trunk	Hip to Knee
9		11 – 15		Leg and foot
10		18 – 22		Trunk
11		25 – 29	**5:** Cardiorespiratory	Cardiovascular system
12	APRIL	1 – 5		Respiratory system
13		8 – 12	**Study Days**	
Exams		15 – 19	**Exam Period** **FINAL EXAM (Date and time TBA)**	
		22 – 26		
		29 – 30		

January 16: Add/drop date (no drop fee and the course will not appear on your transcript)
March 7: Last day to withdraw from a course without academic penalty ('WDN' on transcript)

Assessments:



Assessment	Value	Date
Unit Quizzes (Top 4)	**20%**	
Quiz 1 (Anatomy Basics)		January 17 – 20
Quiz 2 (Neuroanatomy)		January 24 – 27
Quiz 3 (Upper Limb)		February 12 – 15*
Quiz 4 (Lower Limb)		March 13 – 16
Quiz 5 (Trunk and Cardiorespiratory)		April 3 – 6
Examinations	**50%**	
Midterm (Units 1-3)	20%	March 2, 9:00-11:00am
Final (Units 1-5)	30%	April, TBD
Participation	**30%**	
Weekly Laboratory Assessments	24%	Weekly (in lab)
PeerWise Participation	6%	Ongoing (due April 8)
Total	**100%**	

Evaluation will occur across three major areas, subject to change up until the start of the course:

- **Unit Quizzes (20%)**
  - Each quiz has 15 multiple choice questions. They open at 12:00pm (noon) and are due at 11:55pm (for a total of 84h) via OWL on the dates listed above.
  - There will be **five quizzes** in total; however, only **the top four scores will be counted, each worth 5%**. This allows you to miss one quiz without penalty. **Note, this includes any quiz missed with academic accommodation**.
  - A quiz cannot be submitted after it has been returned to the class, so **THERE ARE NO MAKE-UP QUIZZES OR EXTENSIONS**.
  - If more than one quiz is missed **without approved academic considerations**, a grade of **zero** will be assigned. If academic considerations are approved for two or more missed quizzes, the weight of those sessions will be redistributed.
- **Examinations (50%)**
  - There are two examinations (midterm and final), written in person and on paper.
  - The **midterm examination (20%)** includes all content covered in:
    - Unit 1: Introduction
    - Unit 2: Neuroanatomy
    - Unit 3: Upper Limb

    Students who miss the midterm **with approved academic considerations** will have the option to write a make-up examination (Saturday, March 9 @ 9am) or to have the 20% redistributed to the final examination. A grade of zero will be assigned for a missed midterm without academic considerations.
  - The **final examination (30%)** is cumulative, covering all content included in:
    - Unit 1 – Unit 3 (midterm content)
    - Unit 4: Lower Limb and Trunk
    - Unit 5: Cardiorespiratory

    Students who miss the final **with approved academic considerations** will have the option to write a make-up examination (date and time TBD). A grade of zero will be assigned for a missed final without academic considerations.
- **Participation (30%)**
  - The participation category is comprised of weekly laboratory assessments and PeerWise participation. Details are available on the OWL course website.
  - The **weekly laboratory assessments (24%)** require you to attend and complete the in-class group assignment for a **minimum of eight out of the 11 in-person laboratory sessions** scheduled throughout the semester.
    - Each submitted laboratory assignment is worth 3%
    - This means that you can miss three laboratory sessions without penalty. **This includes sessions missed with academic considerations**.
    - If more than three laboratory sessions are missed **without approved academic considerations**, a grade of **zero** will be assigned. If academic considerations are approved for more than three missed laboratory sessions, the weight of those sessions will be redistributed. Students must attend **at least five labs** (submitting the lab assignments for each) to complete the course. **Those who miss six or more labs without academic considerations will be debarred from writing the final exam and will receive an F for this course.**
  - **PeerWise participation (6%)** is included to encourage studying through testing.
    - You are required to **create a minimum of ten questions** within PeerWise for a maximum of 2% (0.2% per question), as well as **answer and rate a minimum of 20 peer questions** for a maximum of 4% (0.2% per question).
    - **Course title:** "Anatomy: KIN2222, HS2300 – W24" **Course ID:** 26760

Lectures:

Content in this course is delivered asynchronously via online modules in OWL. The content will be available one week before the listed dates in the course syllabus. Each module will include:

- An interactive Storyline module and/or video recording
- A PDF of the lecture slides
- Some additional resources (i.e., lecture captions, optional supplementary activities)

You should expect to complete 2-4 modules per week.
Be sure to do this before your scheduled laboratory session!

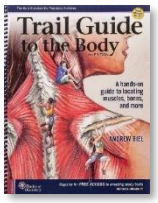
Laboratory Sessions:

The laboratory sessions are **in-person**, small-group experiences during which you'll have the opportunity to examine anatomical models, experiment with digital learning environments, complete practice questions, and apply your understanding of a given weeks content. You will have **one laboratory session per week**, facilitated by Teaching Assistants (TAs). Please see the course calendar and weekly OWL tabs for more specific details. Some labs may include surface anatomy landmarking, so please wear comfortable clothing, and be prepared to work with a partner and/or small group to practice your palpation skills.

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
11:30am – 12:30pm	HS **008**		KIN **003**		
12:30pm – 1:30pm	HS **009**		KJ: Office Hour (HSB 414)	Dr McWatt: Office Hour (Zoom)	
1:30pm – 2:30pm					
2:30pm – 3:30pm					
3:30pm – 4:30pm			HS **002**		
4:30pm – 5:30pm	HS **007**			HS **004**	
5:30pm – 6:30pm	HS **005**		HS **003**	HS **006**	

Textbook:

This term, we suggest this **OPTIONAL** textbook:



Trail Guide to the Body, 6th ed. Student Workbook
by Books of Discovery
Visit the OWL site for course-specific purchasing options.

We also **RECOMMEND** downloading this app:



VB Suite
by Visible Body
Use in desktop mode or download the app on your mobile device.
IMPORTANT: You MUST create your account while inside the A. and S. Labatt Health Sciences Building to gain free access to the content.

All other content will be presented in the course notes. If you wish to use a different supplementary resource (which is completely optional), any anatomy textbook and/or atlas will do.

Additional Anatomy Resources:

- **Anatomy.TV** is available via the library (log in via the proxy link). It contains digital anatomical models which you can manipulate yourself using an internet browser window. Your TAs may use this tool to demonstrate the anatomy in your laboratory sessions, and you're encouraged to use this, in conjunction with the textbook, VB Suite, and the class notes, to gain an appreciation for the 3D nature of bodily structures.
- The internet has some amazing publicly available resources that distil complex content into easily digestible concepts. Check out YouTube channels like **The Noted Anatomist** and **Ninja Nerd**, or browse practice question banks like **BlueLink** to test yourself!

Contacting Us:

We look forward to meeting you this term and supporting your learning throughout. Here are some tips for connecting with us and getting your questions answered.

Etiquette

Your course coordinator/instructor prefers to be addressed as Dr. McWatt (he/him/his); however, it is acceptable to use the first names of your teaching assistants. If you have a preferred name or pronoun that we get wrong, or if we mispronounce your name, please correct us – we want this to be a welcoming and comfortable space for all.

Email

Emails are permanent professional communications, so be sure to treat them as such! Key components of a professional email include addressing your recipient properly (use their appropriate title and spell their name correctly!), providing a clear and polite request, and signing off with your name and student number. Whenever possible, please use your @uwo.ca email address to avoid spam blocking filters and be sure to note the course code (e.g., KIN 2222, HS 2300, etc.) in the subject line of the email. If you don't hear back from us within 48 weekday hours, please follow up. We do our best to stay on top of communications, but with hundreds of students in the course, this can be tricky at times!

FAQ

What if I have a question about the course or content?

1. Check the **syllabus** and **OWL** first – there is likely a note in the syllabus or a course announcement that addresses your question. Plus, this is our contract with you – it should be clear and comprehensive! If your question is not answered, proceed to the options below.
2. The **forums on the OWL** course site are probably the best option for getting an answer fast! The instructors, TAs, and other students can all chime in here. Chances are that if you have a question, someone else does too. Posting the question in the forums will mean that it can be answered publicly, allowing others to benefit from your curiosity.
3. **Email/speak to your Lab TA**. You will be seeing them weekly, and this will allow for quick and easy communication for everyone.
4. **The <u>final</u> option is to email Dr. McWatt**, but this is your main point of contact for questions or concerns that are private or cannot be answered by the preceding options. Remember to be clear and specific with your question/request so that it can be addressed easily.

I've spotted an error!

Check out the error-log on the forums and let us know what you've found! We are always working to improve the lectures and course site, and we will respond inline there.

I have sensitive information (e.g., academic accommodations) that I need to address!

Please contact Dr. McWatt directly. We are very happy to work with you to find solutions to any problems you may encounter. This is a challenging course – please do not feel like you are alone, and please do not hesitate to reach out for help when you need it.

Please be respectful and considerate in <u>all</u> course communications and with all course participants (i.e., instructors, TAs, staff, and other students). Whether it is in person, via email, or on the forums, disrespectful and/or abusive language and behaviour will not be tolerated!

Academic Integrity:

Online Assessment
All of the quizzes in this course will occur asynchronously online. This means that different people may have access to an assessment at a different time than you do. With this in mind, please remember:

1) You should treat these quizzes like you would a test written in a physical room on campus, with proctors. Online assessments are subject to all of the same university-wide rules, regulations, and penalties as in-person assessments.
2) **These are NOT open book tests. These are NOT group tests. They are INDIVIDUAL tests.** Please complete them as such.
3) You will need to agree to an "Honor Pledge" prior to writing your quiz. Doing so indicates that you understand your responsibility to uphold the integrity of the assessment by not discussing, posting, or sharing information about it until the assessment grades are released. **Note, course assessments are protected, copyrighted material and their content should not be posted to third-party websites under any circumstances.**
4) Please note that failure to comply with this policy may be considered academic misconduct or a breach of the student code of conduct which may carry a range of penalties.

We recognize the value of collaboration and teamwork, and we will offer multiple opportunities throughout the course for you to engage in such activities. Please use the laboratory and review sessions to work as a group and reserve the quizzes, midterm, and final examinations as opportunities to show us what you know and have learned.

Missed Assessments:
Only under exceptional circumstances (i.e., legitimate medical, religious, or academic reasons) will permission be granted to write an assessment on an alternate date. If the assessment was missed due to illness, proper documentation must be provided to the appropriate School office (academic counselor) as soon as possible (see University Policies below for further instruction). You do not need to contact Dr. McWatt to inform him of the missed assessment – he will be notified by the academic considerations system.

If academic considerations are approved for a missed midterm exam, a make-up exam will be offered or the weighting for the midterm exam (20%) will be redistributed onto the final exam. Make-up exams may consist of multiple choice questions, short and long answer questions, case studies, and/or image-based questions targeting anatomical and clinical material from all lectures.

Academic Consideration:
The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by extenuating circumstances, including short-term illness or injury. Reasonable academic consideration is a cooperative process between the University, the student, and academic staff. All participants in the process must act in good faith, and fulfil their respective obligations, if it is to succeed.

Students who experience an extenuating circumstance (i.e., illness, injury, or other legitimate conflict) sufficiently significant as to temporarily render them unable to meet academic requirements, may submit a request for academic considerations through the following routes:

i. For medical absences, submitting a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner, in order to be eligible for academic considerations; or
ii. For non-medical absences, submitting appropriate documentation (e.g., obituary, police report, accident report, court order, etc.) to academic advising office in their faculty of registration, in order to be eligible for academic considerations.

Students seeking academic considerations:

- Are advised to consider carefully the implications of postponing tests or midterm exams or delaying handing in work.
- Are encouraged to make appropriate decisions, based on their specific circumstances, recognizing that minor ailments (e.g., upset stomach) or upsets (e.g., argument with a friend) are not normally appropriate.
- **Must communicate with their instructors no later than 24 hours** after the end of the period covered by the SMC, or immediately upon their return following a documented absence.
- **Are advised that all necessary documentation, forms, etc. are to be submitted to the academic advising office within two business days after the date specified for resuming responsibilities.**

COVID-19 and Other Possible Disruptions:

There are several buffers built into this course to help ensure your success throughout the term, even if you fall ill or are unable to attend class in person. For example:

- Your lowest quiz grade will be dropped (the top four scores will be counted).
- You can miss three out of 11 laboratory sessions without penalty.

If you feel unwell, please don't come to campus. All course resources are posted online via OWL.

We also encourage you to wear a mask while attending the laboratory sessions. These are small group sessions where we hope you can learn and practice together. As such, we will be following Western's masking guidelines, at a minimum, and we hope that you will join us in working to keep our sessions as safe for everyone as possible.

Although the intent is for this course to be delivered in-person, the changing epidemiological landscape may necessitate some or all of the course to be delivered online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will not change. Any assessments affected will be conducted online as determined by the course instructor.

When deemed necessary, tests and examinations in this course will be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide personal information (including some biometric data) and that the session will be recorded. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at: https://remoteproctoring.uwo.ca.

Copyright:

Lectures and practice resources are considered intellectual property and are copyrighted by Western University. They are not to be uploaded on sites like CourseHero or other similar 'study resource' sites. Copyright infringement and takedown requests will be filed if you upload these resources. You are not permitted to make audio or video recordings of class or laboratory presentations, without specific written authorization of the course instructor. Similarly, you may not reproduce or distribute any materials that are provided to you by the course instructor, unless you receive specific written authorization to do so. Violation of this course policy will be evaluated as per the Student Code of Conduct, available below:

http://www.uwo.ca/univsec/pdf/board/code.pdf

How to Succeed in this Course

…and all of your other ones, in fact!

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

Studying Effectively:

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

- Figure out what to study and when – plan out several smaller sessions across a week instead of one big one. For the biggest advantage, plan to begin reviewing material two days after you've learned it. Use your calendar to **make a study schedule** for the semester!
- Practice **recalling** information. It may be as simple as covering up text or labels in your notes and trying to remember what was there (e.g., try making practice notes with gaps to write in your answers) or creating flashcards to practice with.
- Do this often, replacing information that you can easily and accurately recall with more challenging or new information as your courses progress.
- The workbook will help with this! You can also use Visible Body to identify structures before selecting them to reveal their names.

For more information on how successive re-learning works and links to additional reliable resources, check out this Op-ed in the Conversation Canada written by a previous instructor for this course, Dr. Danielle Brewer-Deluce.

Time Management:

To succeed in university, it is essential to develop strong **time management** and **organization skills**. Below is a 'cookbook' for creating an effective university lifestyle:

1) Pull out your calendar now… **right now!** Your Western Office 365 account is a great resource that is easy to integrate with your schoolwork (plus, your professors all use it).
2) Make sure you add all of the **non-negotiable** dates and times (e.g., synchronous lectures and labs, quizzes/exams, due dates, family gatherings, holidays, work commitments, etc.).
    - For important dates/appointments, set **reminder emails**. For example, two weeks before an essay is due, set a reminder that the deadline is coming.
3) Look at each of your courses and identify what tasks you will need to complete weekly. Physically schedule them into blank spaces in your calendar. This should include online course components, quizzes, assignments, and studying time (including the topic).

Around those, schedule in other aspects of your daily life. For example, time for eating and meal prep, sleeping/bedtimes, household chores, workouts, time to spend in nature, hobbies, and interests. It feels silly to lay everything out but once you know how much time you have and develop a plan, you're far more likely to be successful!

Course/University Policies

1. **The website for Registrarial Services is http://www.registrar.uwo.ca.**

In accordance with policy, the centrally administered e-mail account provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at his/her official university address is attended to in a timely manner.

2. **Academic Offences**

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, in the Academic Calendar (westerncalendar.uwo.ca).

Plagiarism
Student work is expected to be original. Plagiarism is a serious academic offence and could lead to a zero on the assignment in question, a zero in this course, or your expulsion from the university. You are plagiarizing if you insert a phrase, sentence or paragraph taken directly from another author without acknowledging that the work belongs to him/her. Similarly, you are plagiarizing if you paraphrase or summarize another author's ideas without acknowledging that the ideas belong to someone else. All papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (www.turnitin.com).

Re-submission of Previously Graded Material
Without the explicit written permission of the instructor, you may not submit any academic work for which credit has been obtained previously, or for which credit is being sought, in another course or program of study in the University or elsewhere.

Use of Statistical Pattern Recognition on Multiple Choice Exams
Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

3. **Use of Electronic Devices**

***During Exams*:** Unless you have medical accommodations that require you to do so, or explicit permission from the instructor of the course, you may not use any electronic devices during ANY tests, quizzes, midterms, examinations, or other in-class evaluations.

***During Lectures and Tutorials*:** Although you are welcome to use a computer during lecture and tutorial periods, you are expected to use the computer for scholastic purposes only, and refrain from engaging in any activities that may distract other students from learning. From time to time, your professor may ask the class to turn off all computers, to facilitate learning or discussion of the material presented in a particular class. **Unless explicitly noted otherwise, you may not make audio or video recordings of lectures – nor may you edit, re-use, distribute, or re-broadcast any of the material posted to the course website.**

Personal Response Systems ("clickers") may be used in some classes. For those classes in which we use this technology, it is your responsibility to ensure that the device is activated and functional. You must speak with the course instructor immediately, if you have any concerns about whether or not your clicker is malfunctioning.

You must use only your own clicker. For all components of this course in which clicker records are used to compute a portion of the grade:

- The use of somebody else's clicker in class constitutes a scholastic offence.
- The possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offense.

4. **Academic Considerations and Absences from Lectures and Assessments**

Religious Accommodation
When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request (in writing) any necessary academic considerations at least two weeks prior to the holiday to the academic counsellors in their Home Department. Additional information is provided in the Western Multicultural Calendar.

Academic Accommodation
Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. Students with ongoing accommodation needs within this course are also encouraged to contact Accessible Education, which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The policy on Academic Accommodation for Students with Disabilities can be found here.

Academic Consideration
The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by extenuating circumstances that are medical or compassionate in nature. These extenuating circumstances may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. In all cases, students are advised to consult with the academic counsellors in their home units, at their earliest opportunity. Academic counsellors may refer students to Accessible Education for ongoing academic accommodations.

Most forms of academic consideration require documentation, and this documentation is to be submitted to academic counsellors within five (5) business days of their return to academic responsibilities. Any such documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy. Once the petition and supporting documents have been received and assessed, appropriate academic considerations shall be determined by academic counseling, in consultation with the student's instructor(s). Academic considerations may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic considerations shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student "was seen for a medical reason" or "was ill").

Whenever possible, students who require academic considerations should provide notification and documentation in advance of due dates, examinations, etc. Under no circumstances are students expected to submit rationales for (or documentation of) any absences, to course instructors. Students are, however, required to follow-up with course instructors, in a timely fashion, to identify the ways in which the academic consideration will be implemented.

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

In the case of online tests and examinations, use of a "Conflict Room," wherein student can write two proctored exams concurrently, will be interpreted as arrangements for continuous proctoring.

5. Contingency Plan for an In-Person Class Pivoting to 100% Online Learning

In the event of a situation that requires this course to pivot to online content delivery, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will **not** change. Any remaining assessments will also be conducted online as determined by the course instructor.

Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of Zoom-bombing a class or of other serious online offenses may be subject to disciplinary measures under the Code of Student Conduct.

6. Online Proctoring

Tests and examinations in this course may be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at: https://remoteproctoring.uwo.ca.

7. **Grades**

Where possible assignment objectives and rubrics will be posted on OWL.

Generally, students can expect some form of feedback on their performance in a course before the drop date.

- □ November 13th, 2023 (for first term half-courses)
- □ November 30th, 2023 (for full-year courses)
- □ March 7th, 2024 (for second term half-or full year courses)

A+	90-100	*One could scarcely expect better from a student at this level*
A	80-89	*Superior work that is clearly above average*
B	70-79	*Good work, meeting all requirements and eminently satisfactory satisfactory*
C	60-69	*Competent work, meeting requirements*
D	50-59	*Fair work, minimally acceptable.*
F	below 50	*Fail*

Rounding of Grades (for example, bumping a 79 to 80%):
This is a practice some students request. The final grade documented is the grade that you have achieved. There is no rounding to the next grade level, or 'giving away' of marks. Please don't ask me to do this for you; the response will be "please review the course outline where this is presented".

Appealing a Grade Within this Course
You have the right to appeal any grade within this course. The grounds for a grade appeal may be one or more of: medical or compassionate circumstances, extenuating circumstances beyond the student's control, bias, inaccuracy, or unfairness. All grounds advanced in a request for relief must be supported by a clear and detailed explanation of the reasons for the request together with all supporting documentation.

Appeals generally proceed in this order:

1. Course instructor (informal consultation)
2. Department Chair (submission of written request)
3. The Dean of the Faculty (submission of written request)

In the case of perceived procedural unfairness, steps 2 and 3 are carried out within the Department and Faculty offering the course. In the case of extenuating medical or compassionate circumstances that impact on a grade, steps 2 and 3 are carried out within a student's Home Department and Faculty.

A request for relief against a mark or grade must be initiated with the instructor as soon as possible after the mark is issued. In the event that the instructor is not available to the student, or fails to act, or if the matter is not resolved satisfactorily with the instructor, a written request for relief must be submitted to the Chair of the Department within three weeks of the date that the mark was issued. In the case of a final grade in a course, the written request for relief must be submitted to the Chair of the department by January 31st (for first-term half courses) or June 30th (for second-term half courses or full-year courses.

8. **Support Services**

Health and Wellness:
Information regarding health and wellness-related services available to students may be found at http://www.health.uwo.ca/.

Students who are in emotional/mental distress should refer to Mental Health @Western (http://www.health.uwo.ca/) for a complete list of options about how to obtain help.

There are various support services around campus, and these include, but are not limited to:
Student Development Centre – http://www.sdc.uwo.ca/ssd/
Ombudsperson Office – http://www.uwo.ca/ombuds/

9. **Student Code of Conduct**

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed and set out the disciplinary procedures that the University will follow. For more information, visit https://www.uwo.ca/univsec/pdf/board/code.pdf.