HS1300A/KIN1060A: Systemic Approach to Functional Human Gross Anatomy

Summer |2025

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

Anti-Requisite(s): Kinesiology 2222A/B; Anatomy and Cell Biology 2200A/B; Anatomy and Cell Biology 2221; Health Sciences 2330A/B; Health Sciences 2300A/B; Anatomy and Cell Biology 3319.

Course Information

Dr. Sean McWatt, PhD (he/him/his)
sean.mcwatt@uwo.ca
Office Hours: Hosted weekly via Zoom or by appointment (see OWL Brightspace for more information)
Lectures: Asynchronous daily online modules Asynchronous via OWL Brightspace
Laboratories: In-person sessions led by Teaching Assistants

Land Acknowledgement

We acknowledge that Western University is located on the traditional territories of the Anishinaabek, Haudenosaunee, Lūnaapéewak and Chonnonton Nations, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum. This land continues to be home to diverse Indigenous Peoples whom we recognize as contemporary stewards of the land and vital contributors of our society.

Accessibility Acknowledgement

Meaningful ways to incorporate equity into the student experience are important to the School of Health studies. To that end, we honour all manner of differences inherent within the student population and incorporate accessible options for inclusion to the best of our abilities in each course offering



Course Description

Welcome to **Systemic Approach 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 in- person labs. We look forward to meeting you soon!



Learning Objectives

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.
- Describe muscle contraction, key events of the cardiac cycle, and mechanics of breathing.
- Explain how the heart and lungs interact to form the cardiorespiratory system, differentiating between systemic and pulmonary circuits.
- Explain and predict functional implications of musculoskeletal, neural, and cardiorespiratory changes associated with 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 Format and Timetable **Subject to change* (see detailed course calendar on OWL Brightspace)*

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

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

You should expect to complete at least one module per day to stay on track in the course. Be sure to do this before your scheduled laboratory sessions!

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 week's content. You will have **two laboratory sessions at the end of each month (4 in total)**, facilitated by the instructor and/or a Teaching Assistant (TA). Please see the course calendar and weekly content on OWL Brightspace 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 and active learning strategies.

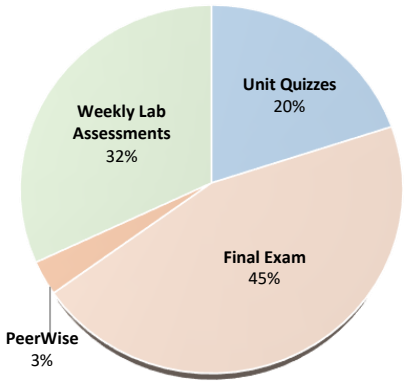
Date		Unit	Topic(s)
MAY	12 – 16*	**1:** Anatomy Basics	Anatomical terminology, bones, joints, cartilage, muscle
	19 – 23	**2:** Nervous System	Central and peripheral nervous systems
	27 – 30	**3:** Upper Limb	Axilla, compartments, brachial plexus, shoulder to hand
JUNE	2* – 6	**4:** Lower Limb	Hip, gluteal region, thigh to foot
	9 – 13	**5:** Trunk & Thorax	Thoracic cage, abdominal wall, cardiorespiratory system
	16 – 20	**Wrap-up**	Catch-up time, study days, final laboratory sessions
	23 – 25	**EXAM WEEK**	**FINAL EXAM (June 23 @ Time TBD)**

***June 2:** Last day to withdraw from course without academic penalty ('WDN' on transcript)
***May 16:** Add/drop date (no drop fee and the course will not appear on your transcript)

Laboratory Schedule:

	Thursday	Friday
	May 29	**May 30**
9:00am – 12:00pm	KIN 002	KIN 002
	HS 002	HS 002
1:00pm – 4:00pm	KIN 003	KIN 003
	HS 003	HS 003
	June 19	**June 20**
9:00am – 12:00pm	KIN 002	KIN 002
	HS 002	HS 002
1:00pm – 4:00pm	KIN 003	KIN 003
	HS 003	HS 003

Evaluation



Assessment	Value	Date
Unit Quizzes (Top 4)	**20%**	
Quiz 1 (Anatomy Basics)		May 14 – 20
Quiz 2 (Nervous System)		May 21 – 27
Quiz 3 (Upper Limb)		May 28 – June 3
Quiz 4 (Lower Limb)		June 4 – 10
Quiz 5 (Trunk and Thorax)		June 11 – 20
Final Examination	**45%**	
Units 1-5		June 23, Time TBD
Participation	**35%**	
Weekly Laboratory Assessments	32%	May 29, 30 and June 19, 20
PeerWise Participation	3%	Ongoing (due June 20)
	Total 100%	

Unit Quizzes (20%)

- Each quiz has 15 multiple choice questions, a 30min time limit, and is administered in a linear format via OWL Brightspace. They all open at 12:00pm (noon) and are due at 11:55pm 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 considerations**.
- 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 for all missed quizzes**, a grade of **zero** will be assigned. If academic considerations are approved for all missed quizzes, their weight will be redistributed.

Final Examination (45%)

- There is only one examination in this course – a final examination – which will be written in person and on paper. No online alternative will be offered.
- The **final examination (45%)** is cumulative, covering all content included in Units 1-5 equally. The number of questions per unit will roughly align with the number of lectures included in that unit.
- Students who miss the final examination **with documentation and approved academic considerations** may write a make-up examination (June 25, time TBD). A grade of zero will be assigned for a missed examination without approved academic considerations. No individual make-up examinations are permitted.

Participation (35%)

- The participation category is comprised of attendance at and completion of the four laboratory sessions and complete PeerWise participation. Details are available on OWL Brightspace.
- **Each laboratory session is worth 8%** of your final grade (32% total).
    - You are required to attend in person and complete **3-5 bell-ringer questions** (structure identification and function) at the end of each session, which are graded for completion, not correctness.
    - Ensure that you have watched the lectures and reviewed the material before attending the laboratory sessions so that you are ready to participate, ask questions, and interact with the laboratory resources.

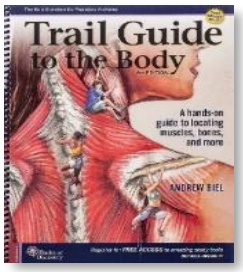
- You must attend and complete **ALL laboratory sessions** to pass the course. **If you miss any laboratory sessions without academic considerations, you will be debarred from the final exam and will receive an 'F' in the course.**

- **PeerWise participation (3%)** is included to encourage studying through testing.
  - You are required to **create a minimum of ten questions** within PeerWise for a maximum of 1% (0.1% per question), as well as **answer and rate a minimum of 20 peer questions** for a maximum of 2% (0.1% per question). This is an extremely flexible assessment, so there are no extensions or make-up assessments.

Note: The course instructor may deny academic considerations where flexibility in assessment and/or timeframe for submitting course work is already in place and included on the course syllabus.

Textbook and Other Learning Materials

We suggest this OPTIONAL textbook:



Trail Guide to the Body, 6th ed. Student Workbook
by Books of Discovery
Visit OWL Brightspace for course-specific purchasing options ($50.95 CAD).

We also RECOMMEND downloading this app:



VB Suite
by Visible Body
Use in desktop mode or download the app on your mobile device (free).
IMPORTANT: You MUST create your account and log in for the first time while inside Thames Hall on UWO WiFi 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 for free via the library (log in via the proxy link). It contains digital anatomical models which you can manipulate yourself using an internet browser window. 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, free 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!

Additional Information

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 name of your teaching assistant (KJ Uyeno). 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 1060, HS 1300, 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 many 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 Brightspace** 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 somewhere in this document, proceed to the options below.
2. The **discussion page on OWL Brightspace** is probably the best option for getting an answer fast! The instructor, TA, and other students can all chime in here. Chances are that if you have a question, someone else does too. Posting the question on the discussions page will allow it to be answered publicly, enabling others to benefit from your curiosity.
3. **Email/speak to your Lab TA**. You will be seeing KJ in every lab session, and this in-person interaction will allow for quick and easy communication for everyone.
4. **The final 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 discussions page and let us know what you've found! We are always working to improve the lectures and course site, and we will respond in line there.

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

Please contact Dr. McWatt directly. I am 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 all course communications and with all course participants (i.e., instructor, TA, staff, and other students). Whether it is in person, via email, or on the discussion page, 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 may 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 can 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 and final examination 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 final examination, a make-up exam will be offered. 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.

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).
- Flexible assessment deadlines (long online quiz openings, PeerWise).
- Make-up final examination option with approved academic considerations.

If you feel unwell, please don't come to campus and instead seek academic considerations for any missed assessment. All course resources are posted online via OWL Brightspace.

We also encourage (but do not require) 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 Brightspace 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: here 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:

Check out this helpful guide!

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.).
    a. 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!

Additional Information: Course/University Policies

Support Services

There are various support services around campus and these include, but are not limited to:

1. Academic Support and Engagement - http://academicsupport.uwo.ca
2. Wellness and Well-being - https://www.uwo.ca/health/
3. Registrar's Office -- http://www.registrar.uwo.ca/
4. Ombuds Office -- http://www.uwo.ca/ombuds/

The websites for Registrarial Services (http://www.registrar.uwo.ca), and the same for affiliated university colleges when appropriate, and any appropriate Student Support Services (including the services provided by the USC listed here: http://westernusc.ca/services/) and the Student Development Services, should be provided for easy access.

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

Statement on Gender-Based and Sexual Violence

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at:

https://www.uwo.ca/health/student_support/survivor_support/get-help.html.

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

Absence from Course Commitments

Students must familiarize themselves with the Policy on Academic Consideration – Undergraduate Students in First Entry Programs

Students missing course work for medical, compassionate, or extenuating circumstances can request academic consideration by completing a request through the central academic consideration portal (Student Absence Portal). Students are permitted one academic consideration request per course per term **without** supporting documentation. Note that supporting documentation is **always** required for academic consideration requests for examinations scheduled by the office of the registrar (e.g., December and April exams) and for practical laboratory and performance tests (typically scheduled during the last week of the term).

Students should also note that the instructor may **designate** one assessment per course per term that requires supporting documentation. This designated assessment is described elsewhere in this document. Academic consideration requests may be denied when flexibility in assessment has already been included. Examples of flexibility in assessment include when there are assessments not required for calculation of the final grade (e.g. 8 out of 10 quizzes), when there is flexibility in the submission

timeframe (e.g. 72 hour no late penalty period), or when timed assessments (e.g., quizzes) are available over an extended period of time (e.g., when you are given a 72 hour time period to start – and finish – the assessment).

Please note that any academic considerations granted in this course will be determined by the instructor of this course, in consultation with the academic advisors in your Faculty of Registration, in accordance with information presented in this course syllabus. Supporting documentation for academic considerations for absences due to illness should use the Student Medical Certificate or, where that is not possible, equivalent documentation by a health care practitioner.

Accommodation for Religious Holidays

Students should review the policy for Accommodation for Religious Holidays. Where a student will be unable to write examinations and term tests due to a conflicting religious holiday, they should inform their instructors as soon as possible but not later than two weeks prior to writing the examination/term test. In the case of conflict with a midterm test, students should inform their instructor as soon as possible but not later than one week prior to the midterm.

Special Examinations

A Special Examination is any examination other than the regular examination, and it may be offered only with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and Department Chair. Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents. To provide an opportunity for students to recover from the circumstances resulting in a Special Examination, the University has implemented Special Examination dates. The Faculty of Health Sciences has set School-specific dates for these Special Examinations. Please speak with your instructor about the date on which the Special Examination for this course will be held.

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, at the following website: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.

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).

Use of Artificial Intelligence for the Completion of Course Work

Within this course, you may only use artificial intelligence tools (e.g., "ChatGPT") in ways that are specifically authorized by the course instructor. All submitted work must reflect your own thoughts and independent written work.

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.

Accessibility Statement

Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Accessible Education (AE) at 661-2111 x 82147 for any specific question regarding an accommodation or review The policy on Accommodation for Students with Disabilities

Correspondence Statement

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 their official university address is attended to in a timely manner. Students are further expected to attend to announcements presented through Brightspace, and to read emails generated in this way.

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 (e.g., cell phones, tablets, cameras, smart glass, smart watches, or iPods) during ANY tests, quizzes, midterms, examinations, or other in-class evaluations. **These devices MUST either be left at home or with your belongings at the front of the room. They MUST NOT be at your test/exam desk or in your pocket. Any student found with a prohibited device will receive an automatic grade of zero on the test or exam.**

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.

Copyright and Audio/Video Recording Statement

Course material produced by faculty is copyrighted and to reproduce this material for any purposes other than your own educational use contravenes Canadian Copyright Laws. 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.

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 Brightspace 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.

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.

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