School of Health Studies

Western HealthSciences



# HS1300B: Systemic Approach to Functional Human Gross Anatomy

**Winter | 2025**

**Prerequisite(s):**
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; the former Anatomy and Cell Biology 3319.

**Course Information**

Instructor Name: Kelsey Adams
Email: Kelsey.adams@uwo.ca
Office Hours Day / Time: TBA
Location: TBA
Lectures Day / Time: TBA
Tutorials Day / Time: TBA

**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**

HEALTHSCI 1300B is an introductory course that covers the fundamentals of gross (macroscopic) human anatomy using a systems-based approach. This approach examines the major organ systems, focusing on how groups of structures work together to perform essential body functions. The course explores key systems, including the musculoskeletal (muscles and bones), nervous (brain, spinal cord, and nerves), cardiovascular (heart and vessels), and respiratory (lungs and breathing) systems. The integration of these systems will be discussed through clinical examples from sports, medicine, and physical therapy. Mastering these foundational concepts will provide students with a deeper understanding of the body's structure and function and will lay the groundwork for understanding the complexities of human health and disease. The course utilizes various assessments, including low stakes online quizzes, laboratory assessments, a midterm, and final exam.

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Identify the major structures and functions of body systems.
- Explain how anatomical structures relate to their functions.
- Use anatomical knowledge to predict and explain symptoms in clinical case studies.

**Course Format and Timetable**

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

- A PDF of the lecture slides
- A lecture recording
- Additional resources (ex. videos, summary charts, mnemonics, or optional supplementary activities for practice)

| Week | Date | Chapters | Topics | Assessment |
|---|---|---|---|---|
| 1 | January 6 | 1 | **Part 1**- Welcome to Human Anatomy<br>**Part 2**- Orientation to the Human Body | **Quiz 1** |
| 2 | January 13 | 5 and 7 | **Part 1**- Integumentary System<br>**Part 2**- Axial Skeleton | **Quiz 2** |
| 3 | January 20 | 8 and 9 | **Part 1**- Appendicular Skelton<br>**Part 2**- Joints & Articulations | **Quiz 3** |
| 4 | January 27 | 11 | **Part 1**- Muscular System (Head, Neck, Shoulder, Upper Limb)<br>**Part 2 –** Muscular System (Abdomen, Thorax, Pelvis, Lower Limb) | **Quiz 4** |
| 5 | February 3 | 13 and 14 | **Part 1 –** Nervous System (Brain)<br>**Part 2 –** Nervous System (Cranial Nerves) | **Quiz 5** |
| 6 | February 10 | | | **MIDTERM: Februrary 13** |
| **7** | **February 15-23** | **Reading Week** | | |
| 8 | February 24 | 13 and 14 | **Part 1 –** Nervous System (Spinal Cord)<br>**Part 2 –** Nervous System (Spinal Nerves) | **Quiz 6** |
| 9 | March 3 | 16 | **Part 1 –** Special Senses (Nose & Mouth)<br>**Part 2 –** Special Senses (Eyes & Ears) | **Quiz 7** |

| | | | | |
|---|---|---|---|---|
| 10 | March 10 | 19 and 20 | **Part 1 –** Cardiovascular System (Heart)<br>**Part 2 –** Cardiovascular System (Vessels) | **Quiz 8** |
| 11 | March 17 | 17 and 21 | **Part 1 –** Endocrine System<br>**Part 2 –** Lymphatic System | **Quiz 9** |
| 12 | March 24 | 22 and 23 | **Part 1 –** Respiratory System<br>**Part 2 –** Digestive System | **Quiz 10** |
| 13 | March 31 | 24 and 25 | **Part 1 –** Urinary System<br>**Part 2 –** Reproductive System | **Quiz 11** |
| 14 | | | | **Final Exam (TBA)** |

Complete the lecture material BEFORE your scheduled laboratory session to ensure you have the foundational knowledge for the session.

**Laboratory Sessions:** Lab sessions will be held weekly and led by Teaching Assistants. In small groups, students will examine anatomical models, use digital learning tools, complete practice questions, and apply the weekly lecture content. For specific details, refer to the course calendar and OWL Brightspace. Some labs may involve surface anatomy, so please wear comfortable clothing and be ready to practice palpation with a partner or small group.

**Lab Sections:** TBA

**Lab Schedule**

| Week | Topic | Assessment |
|---|---|---|
| 1 | Anatomical Terminology | **Lab Assignment 1** |
| 2 | Axial Skeleton | **Lab Assignment 2** |
| 3 | Appendicular Skeleton & Joints | **Lab Assignment 3** |
| 4 | Muscle Anatomy - Head, Neck, Shoulder & Upper Limb) | **Lab Assignment 4** |
| 5 | Muscle Anatomy - Abdomen, Thorax, Pelvis & Lower Limb | **Lab Assignment 5** |
| 6 | **N/A** | **Midterm Week - No Lab** |
| 7 | **N/A** | **Reading Week – No Lab** |
| 8 | Nervous System | **Lab Assignment 6** |
| 9 | Cardiovascular System | **Lab Assignment 7** |
| 10 | Respiratory System | **Lab Assignment 8** |
| 11 | Digestive System | **Lab Assignment 9** |
| 12 | Urinary System & Reproductive System | **Lab Assignment 10** |
| 13 | **N/A** | No lab |

If you have a question about the course content, please follow these steps:

1. **Check the Syllabus and OWL Brightspace**: Start by reviewing the syllabus and course announcements, as they often contain information that addresses common questions. This document serves as our contract with you and should be clear and comprehensive.
2. **Use the Discussion Page on OWL Brightspace:** This is likely the quickest way to get an answer. Both instructors, TAs, and your fellow students can respond, and chances are that if you have a question, someone else does too. Posting your question here allows others to benefit from the discussion.
3. **Speak with Your Lab TA**: You will meet with your Lab TA weekly, and this is a convenient opportunity for quick communication and clarification.
4. **Email the Instructor:** Use this option for private questions or concerns that cannot be addressed through the previous channels. When emailing, please be clear and specific

with your questions or requests so they can be addressed quickly. 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.

**Required Course Material:**

- **Human Anatomy**, 9th ed. by Marieb, Brady, and Mallat, published by Pearson, ISBN-10: 0135168058 (note: older or used versions are acceptable).
- **VB Suite by Visible Body**: Access this resource in desktop mode or download the mobile app. To obtain free access, you must create your account while inside Thames Hall. A YouTube channel and free Learn site is also available.

**Supplementary Learning Resources (Optional):**

- If you prefer, you may also use other anatomy textbooks or atlases as an optional supplementary resource (Gray's Anatomy for Students and Netter's Atlas of Human Anatomy are great options).
- Anatomy.TV: Available through the library, this resource features interactive digital anatomical models that you can manipulate. Your TAs may use this tool during laboratory sessions, and you're encouraged to explore it alongside the textbook, VB Suite, and class notes to better understand the 3D nature of bodily structures.
- **Online Resources**: Consider exploring YouTube channels like Osmosis from Elsevier, The Noted Anatomist, Ninja Nerd, KenHub, or test your knowledge with practice question banks like BlueLink and Quizlet flashcards.

**Evaluation**

**Online Quizzes (24%):**

Students will be offered **11** low stakes quizzes comprised of 15 questions, which may include multiple-choice, matching, diagram labelling, and true/false questions. The quizzes are designed to facilitate formative learning as well as to confirm the knowledge and integration of the lecture content.

Each quiz will be worth 3% and will align with the weekly lecture material. The quizzes are **not cumulative**. The 3 lowest grades will be dropped and only 8 quizzes will contribute towards the final grade calculation. Weekly quizzes will be available from Monday at 6 AM until the following Monday at 6 AM, with grades released once the quiz period closes. Once accessed, students will have 30 minutes to complete each quiz. Students with accommodations will be given the time they require.

All quizzes in this course will be conducted asynchronously online. As you complete these quizzes, please keep the following in mind:

- **Treat quizzes like in-person tests**: These online quizzes are subject to the same university-wide rules and regulations as in-person exams. Please approach them with the same level of seriousness and integrity as you would a proctored test on campus.
- **Individual effort required**: These quizzes are NOT open book and NOT group tests. They are individual assessments, and you must complete them on your own.
- **Honor pledge**: Before starting a quiz, you are required to agree to an "Honor Pledge," affirming that you will maintain the integrity of the assessment. This includes not discussing, posting, or sharing quiz content until grades have been released. The assessments are protected and copyrighted material—posting them on third-party websites is strictly prohibited.
- **Consequences for non-compliance**: Failure to follow these guidelines may result in academic misconduct, which could lead to disciplinary action under the student code of conduct.

While we encourage collaboration and teamwork throughout the course, these opportunities are available in lab sessions and review activities. Quizzes, the midterm, and the final exam are intended to demonstrate your individual knowledge and learning.

**Midterm Exam (25%):** The midterm exam will be held on **February 13 (Week 6),** written in person and on paper. The midterm will cover course materials from Week 1-5, including: Anatomical Position & Directional Terms, Integumentary System, Skeletal System, Muscular System, Nervous System (Brain & Cranial Nerves only). The exam will include multiple-choice, matching, diagram labelling, and true/false questions and short answer questions. Students will have **75** minutes to complete the midterm. Students with accommodations will be given the time they require.

Students who miss the midterm with **approved academic considerations** will have the option to write a make-up examination (date and time TBD by the instructor) or to have the 20% redistributed to the final examination. A grade of zero will be assigned for a missed midterm without approved academic considerations.

**Laboratory Assignments (21%):** Students are required to attend and complete in-class group assignments for **8 out of the 10** scheduled in-person laboratory sessions this semester. Each lab assignment is worth 2.63% of your final grade. You may miss up to two lab sessions without penalty, including sessions missed with approved academic considerations.

If you miss more than two lab sessions without academic consideration, a grade of zero will be assigned for each additional session. If you are more than 15 minutes late to the lab, you will be marked as absent and will not be allowed to participate in the lab assignment. Due to limited lab capacity and the volume of students in the course, we are unable to accommodate requests to switch lab sections to make up for absences. If academic considerations are approved for all missed sessions, the weight of the missed sessions will be redistributed.

You must attend and complete the lab assignments to pass the course. Missing three or more lab sessions without approved academic considerations will result in debarment from the final exam and a grade of 'F' in the course.

**Final Exam (30%):** The written exam will be completed during the exam period (date and time TBA). It will be comprised multiple-choice, matching, diagram labelling, and true/false questions and short answer questions. The final exam will not be cumulative, covering only course materials from Week 8-13, including: Nervous System (Spinal Cord & Spinal nerves), Special Senses, Cardiovascular System, Endocrine System, Lymphatic System, Respiratory System, Digestive System, Urinary System and the Reproductive System.

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 approved academic considerations.

**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 at the central academic consideration 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, 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).

**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 rebroadcast any of the material posted to the course website.

**Intellectual Property Statement**: Unless otherwise stated, all course materials are the intellectual property of the instructor and are provided in compliance with the copyright guidelines of the publisher, Elsevier. You are not permitted to edit, reuse, distribute, or rebroadcast any lecture recordings or materials provided by the course instructor or posted on the course website. Lecture content and practice resources are copyrighted by Western University and are not to be uploaded to websites like CourseHero or other "study resource" platforms. Unauthorized uploads will be subject to copyright infringement claims and takedown requests. You are not allowed to make audio or video recordings of class or lab presentations without written permission from the instructor. Additionally, you may not reproduce or distribute any materials provided by the instructor without specific written authorization. Violation of this policy will be addressed under the Student Code of Conduct.

**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

**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.

| | | |
|---|---|---|
| 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 |
| C | 60-69 | Competent work, meeting requirements |
| D | 50-59 | Fair work, minimally acceptable. |
| F | Below 50 | Fail |

It is expected that the grades for this course will fall between 74 and 80. In the event that the course average falls outside this range, a constant may be added (or subtracted) from each student's grade, by the instructor to bring the average in line with school policy.

**Grading Turnaround**: Grades will be returned to students within 10 days of the due date.

**Late or Missed Assignments and Tests**: Students are expected to complete evaluations and submit course work on time. Quizzes have flexible submission deadlines and the lowest three quizzes will not contribute to the final grade calculation. Quizzes cannot be submitted after the grades have been released to the class, and there are no make-up quizzes or extensions. Missed quizzes will be assigned a grade of zero.

Lab assignments must not be missed unless there is a medical condition, family emergency, or other unforeseen circumstances. A note from your physician indicating the nature of your condition must be submitted to the School of Health Studies main office, and only upon receipt of such a letter will instructors consider a new due date for an assignment. Late assignments will be accepted with an automatic 25% penalty per day. Unless otherwise discussed, assignments that are more than 4 calendar days past due will NOT be accepted, and a grade of zero will apply to the assignment.

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 different multiple-choice questions, short and long answer questions, scenarios, and/or image-based questions targeting anatomical and clinical material from all lectures.

If you must be absent from the course for an extended period, please inform the Instructor in advance. In some circumstances, documentation for absences (such as a doctor's note) may be required.

**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".

**Instructor Expectations:**

As your Instructor, I am committed to the following:

- Facilitate and guide student learning
- Provide an effective learning environment for all students
- Treat students with fairness, respect, and compassion
- Respond to students in a timely manner
- Ensure that the classroom remains a positive, safe, and respectful atmosphere
- Be prepared
- Provide course materials in advance
- Make myself available to discuss questions and concerns at a previously agreed upon time as needed
- Take appropriate actions to resolve issues
- Correct mistakes in a positive and timely manner
- Return emails within 2 school/working days
- Provide reminders and give students advanced notice of upcoming evaluations
- Provide a reasonable amount of time to complete assignments and evaluations
- Grade and return assessments in a timely manner
- Reserve the right to revise course outline as required

**Effective Study Habits**

Anatomy can be challenging due to the sheer volume of information and the need to integrate knowledge across systems to understand how the body functions as a whole. Frequent self-study to retain information long-term is crucial. We encourage successive re-learning, which involves quizzing yourself, practicing recall, and spacing out your study sessions. Here's how to implement it:

- **Plan your study sessions:** Break your studying into smaller sessions throughout the week rather than cramming in one long session. First, read the textbook passages to familiarize yourself with the content, but without the stress or pressure of memorization. For the best results, then watch the lecture recording, and start reviewing material two days after you've learned it. Use a calendar to map out your study schedule for the entire semester.
- **Practice recall:** Test yourself by covering up notes or diagrams and trying to remember the missing information. You can make practice notes with gaps to fill in or create flashcards to quiz yourself.
- **Revisit material frequently:** Regularly practice recalling information, focusing on areas you find more difficult as the course progresses. Replace material you've mastered with new or more challenging content.
- **Use course resources:** The workbook is designed to support this learning technique. Additionally, tools like Visible Body allow you to identify anatomical structures and practice recalling their names before revealing the answers. Weekly quizzes and assignments are also designed as regular check points for comprehension and to ensure that you don't fall behind on the content.

**Health and Wellness:** The undergraduate experience is rewarding and challenging socially, emotionally, and intellectually. Finding ways to balance scholarly life with our personal lives can be tough, but it's important to learn how to manage stress. Western provides several health and wellness-related services to students. You can also check out the Campus Recreation Centre or the McIntosh Gallery for alternative spaces to reconnect with your bodies and restore your spirit. You may also want to access local resources that are closer to where you are living during the school year. Recalibrating ourselves emotionally begins with slowing down, reminding ourselves that we are ok, and taking a few deep, slow breaths. This remarkably effective strategy brings the body from stress mode into a more relaxed state.

If you are in emotional or mental distress should refer to Mental Health@Western for a complete list of options about how to obtain help or Thames Valley Family Services, a trusted provider within the community. To help you learn more about mental health, Western has developed an interactive mental health learning module. It's also advisable to have a wellness safety plan if you don't want to reach out to formal services. Having the numbers of a few trusted individuals is another strategy.

Common Concerns Guidelines

The table below summarizes a list of common student concerns and how they are to be resolved. If you have a concern that is not listed here, then please email your instructor.

| **Concern** | **How to Address the concern** |
|---|---|
| Course administrative matters | Read through the course outline or email the TA if the question cannot be answered from information in the course outline. |
| Course content questions | Refer to the OWL Resources (notes, calendar, etc). Email the instructor. |
| Grade disputes and requests for appeals | A student requesting an appeal to a specific course with respect to a grade for an assignment or examination much first contact their instructor to discuss such manners. Visit the following website for guide on submitting an appeal: https://uwo.ca/fhs//policies/appeals.html |