



THE UNIVERSITY OF TEXAS AT ARLINGTON – DEPARTMENT OF KINESIOLOGY

KINE 3300: Functional Anatomy (3 credit hours)

Fall 2018 – COURSE SYLLABUS

Course Type: Online

Class Times: LECTURE: Section 001 – Online

See Course Calendar for important course dates.

ONLINE ACTIVITIES: various (as scheduled)

Course Meeting Location: Online through Blackboard

Instructor: M. Chad Gann, ABD, MA, MA, MS, LAT, ATC, LP, CES, PES, CPT
Office: Maverick Activities Center #147 (Department of Kinesiology Office)
Office Phone: 817-272-3288 (office)
E-mail: michael.gann@uta.edu

Website/Profile: TBA

Office Hours: By appointment ONLY – See Communication Policy (p. 8)

Required Resources:

Biel, A. (2014). **Trail Guide to the Body** – Revised 5th edition (TGB). Books of Discovery.

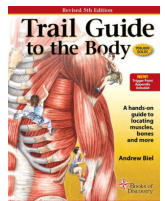
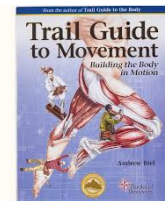
Biel, A (2015). **Trail Guide to Movement**, Building the Body in Motion. Books of Discovery.

Visible Body Course Pack

<https://www.visiblebody.com/utxarlington-kine3300>

Perdue Online Writing Lab – AMA Style:

<https://owl.english.purdue.edu/owl/section/2/66/>



VISIBLE BODY

Supplemental Texts:

Thompson, C. & Floyd, R. (2012). **Manual of Structural Kinesiology** – 18th edition (MSK). McGraw Hill.

Biel, A. (2014). *Student Handbook Trail Guide to the Body*. Books of Discovery.

Biel, A. (2014). *Flashcards (Muscular and Skeletal) Trail Guide to the Body*. Books of Discovery.

Supplemental Texts/Readings:

Supplemental readings and/or activities may be provided at various times during the course.

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911.

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Prerequisites:	Anatomy and Physiology I (BIOL 2457), Introduction to Exercise Science (KINE 1400), or permission of the instructor.
Course Description:	A study of the musculoskeletal anatomy to include bony landmarks, muscle origin, insertion and action, as well as nerve innervation. Knowledge of the functional anatomy is crucial to the understanding of sports performance, the design of strength training programs, and injury prevention.
Student Learning Outcomes:	<p>Upon successful completion of this course, the student should be able to:</p> <ol style="list-style-type: none">1. Outline the organization of the major systems of the body that are affected by exercise2. Define basic anatomical and kinesiological terminology3. Identify actions, skeletal origins & insertions, & nerve supply of major muscles in the body4. Identify bony landmarks and palpation sites of various anatomical structures5. Explain the interaction between anatomical structure, physiological function, mechanisms of injury

This course addresses the following ACSM Objectives:

- 1.1.0 Knowledge of anatomy as it relates to exercise and health.
 - 1.1.0.1 Knowledge of the basic structures of bone, skeletal muscle, and connective tissues.
 - 1.1.0.4 Knowledge of the definition of the following terms: supination, pronation, flexion, extension, adduction, abduction, hyperextension, rotation, circumduction, agonist, antagonist, and stabilizer.
 - 1.1.1.1 Knowledge to identify the plane in which each muscle action occurs.
 - 1.1.1.4 Knowledge of and skill to demonstrate exercises designed to enhance muscular strength and/or endurance of specific major muscle groups.
 - 1.1.1.7 Knowledge to identify the primary action and joint range of motion for each major muscle group.
- 2.1.0 Knowledge of functional anatomy and biomechanics.
 - 2.1.0.1 Knowledge of the structure and ability to describe movements for the major joints of the body.
- 1.8.6 Knowledge of the following terms: progressive resistance, isotonic/isometric, concentric, eccentric, atrophy, hypertrophy, sets, repetitions, plyometrics, Valsalva maneuver.
- 1.1.0.3 Ability to identify the major bones and muscles. Major muscles include, but are not limited to, the following: trapezius, pectoralis major, latissimus dorsi, biceps, triceps, < rectus abdominis, internal and external obliques, erector spinae, gluteus maximus, quadriceps, hamstrings, adductors, abductors, and gastrocnemius.
 - 1.1.1.3 Ability to describe the following curvatures of the spine: lordosis, scoliosis, and kyphosis.
- 1.8.2 Ability to describe exercises designed to enhance muscular strength and/or endurance of specific major muscle groups.

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Evaluation:

Category	Percent
Lesson Worksheets	15%
Lesson Quizzes	20%
Visible Body Practice Quizzes	15%
Unit Exams	25%
Exercise Analysis Paper	25%
	100%

Grading Scale:

A = 90%
B = 80%
C = 70%
D = 60%
F = <60%

Computing Grades:

All grades will be updated as soon as possible upon submission. Since all grading is completed within Blackboard, grades are available once grading is complete. As a courtesy, an estimated category average column may be included in the Blackboard Grade Center for each category as listed above. These columns are **ESTIMATES** only. Students should not rely on these average columns to estimate your progress in the course. I strongly recommend that you manually average your grade outside of Blackboard. Additionally, an overall weighted column will not be provided in the Blackboard Grade Center in order to alleviate any confusion regarding the final course grade.

At the end of the semester, all grades are downloaded from Blackboard into a Excel Spreadsheet and computed manually. **DO NOT attempt to estimate your final grade utilizing the “total points” column in Blackboard.** This column is notoriously incorrect and likely contains points that are not a part of your grade. Final grades are calculated using the individual category averages.

Due to the large number of students enrolled in this class, it is not possible for me to average grades for individual students throughout the semester. In other words, requests to average grades throughout the semester will result in the student being directed to the syllabus and Blackboard Grade Center for their grades.

COURSE ACTIVITY DESCRIPTIONS:

Worksheets

For each unit, there are required / graded worksheets that will be completed and submitted in Blackboard. These worksheets shall be completed in .pdf format utilizing the completion and submission instructions provided within the assignment. Only **ONE FILE** will be graded. Therefore, all pages of the worksheet shall be in **ONE FILE**.

Worksheets are due by 11:59pm on the assigned date. Once this deadline has passed, no additional worksheets will be accepted. In other words, if you are late, your worksheet will not be accepted unless prior arrangements have been made with the instructor.

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Worksheets are graded on a completion scale at the discretion of the instructor:

A+ = 100% completion
A = 95% completion
A- = 92% completion
B+ = 88% completion
B = 85% completion
B- = 82% completion
C+ = 78% completion
C = 75% completion
C- = 72% completion
D+ = 68% completion
D = 65% completion
D- = 62% completion
F = less than 60% completion

The Worksheet grading scale is a guide only. Worksheet grades are estimations and may be increased or reduced at the discretion of the instructor. Worksheet grades are final and are not negotiable since grades are based on an estimated completion scale. If your goal is full credit on the worksheet, then ensure that it is 100% complete.

Quizzes:

Each quiz will be administered online using Blackboard and Respondus Lockdown Browser. Quizzes will be available at the end of each lesson. Each quiz will be timed, and time limits will vary based on the number of questions.

Quizzes are to be taken independently. **Use of partners is prohibited.** The purpose of the quizzes is for the student to apply knowledge gained from lecture and lab portions of the course. Failure to work independently will only hinder students' success on in class written and practical exams.

Please note: You must submit all questions before the time the quiz is due, so be sure to allow plenty of time (in other words, if you start a quiz or exam before the cut-off time, but go over the due date / time, the system will automatically submit your quiz). You will need to take the quiz in a browser with pop-ups and JavaScript enabled.

Each quiz may contain multiple choice, true/false, matching, and pin-point anatomy questions (hot spots) taken from the chapters in your book, lecture presentations, and/or labs. This makes completion of all scheduled activities essential to your success in this course.

During the introductory lesson, you will be required to indicate that you have read and understand the **Blackboard Test-Taking Tips** document. By selecting to "Begin" the quiz, you are indicating that you understand this document and are ready to begin the quiz.

Quiz resets may be granted at the discretion of the instructor but are not guaranteed. Therefore, it is imperative that you follow the test-taking tips very closely.

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**Visible Body
Practice Quizzes:**

The Visible Body applications are a very sophisticated resource that you can utilize throughout your career as a Kinesiologist. As with any other anatomy course, repetition is likely the most effective and successful tool for retention. Therefore, you are required to complete Practice Quizzes that consist of identification of structures within Visible Body. This is considered your Laboratory Experience for the course. Additional details regarding this assignment are provided in Blackboard.

Exams:

All Exams will be administered online using Blackboard and Respondus Lockdown Browser. All exams will consist of similar content as the quizzes. Unit Exams are to be taken independently and **USE OF PARTNERS IS PROHIBITED.**

During the introductory lesson, you will be required to indicate that you have read and understand the **Blackboard Test-Taking Tips** document. By selecting to “Begin” the exam, you are indicating that you understand this document and are ready to begin the exam.

Exam resets may be granted at the discretion of the instructor but are not guaranteed. Therefore, it is imperative that you follow the test-taking tips very closely.

**Course
Project:**

The purpose of this analysis project is to assist students in actively applying the knowledge gained from this course, and to be able to share with someone in a brief, detailed manner how knowledge of the functional anatomy is crucial to the understanding of sports performance, the design of strength training programs, and injury prevention.

For maximum credit, you must:

1. **Be thorough**, but to the point.
2. **Be precise**. Spell everything correctly and use the correct terminology.
3. **Be correct**. Don’t make mistakes. Proof and recheck your work.
4. **Be smart**. You can turn the project in early and I will take a look at it and comment, so that you can get feedback before your final submission. Remember, I will not review projects within 1 week of the project due date.

Detailed instructions for the Course Project are provided in Blackboard.

Bonus Points:

Bonus points may be randomly awarded in various forms throughout the semester. However, you must earn these points.

If applicable, bonus points will be awarded to an exam grade based on the material that is being covered at the time.

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Expectations for “Out-of-Class” Study Time:

“You only get out what you put in.”

As a general rule, students enrolled in this course should expect to spend a considerable amount of time completing assigned activities. The following is a general **WEEKLY** summary of minimum time needed to complete the assigned course activities:

Activity	APPROXIMATE Minimum Time Commitment
Reviewing Weekly Lessons / Readings	3 hours
Completing Lesson Worksheets	2-3 hours
Lesson Quizzes (time per Quiz)	15 minutes
Visible Body Practice Quizzes	1 hour
Unit Exams	1.5 – 2 hours
Exercise Analysis Paper	3-4 hours
Approx Time Commitment PER Week	10-12 hours

In a face-to-face course, students will spend approximately 3-hours per week attending lectures. A general rule of thumb is: for every credit hour earned, a student should spend at least 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading required materials, completing assignments, preparing for exams, etc. For an online course, this is no different. You should expect to spend the same amount of time completing course activities.

COURSE CALENDAR / OUTLINE:

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.

See Course Outline / Calendar provided in a separate document.

DEPARTMENT OF KINESIOLOGY AND UNIVERSITY ACADEMIC POLICIES

Attendance: At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, [insert your attendance policy and/or expectations, e.g. “I will take attendance sporadically” or “I have established the following attendance policy: ...”] However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911.
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Make-up Exams: No make-up opportunities will be afforded for Online exams and Quizzes as you will have several days allotted to complete the activities. If you anticipate missing an exam due to a university approved absence, then prior arrangements must also be made.

Department of Kinesiology – Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

Department of Kinesiology Grade Requirement: As stated in the undergraduate catalog, you are required to earn a “C” or better in ALL Kinesiology and Health courses to maintain your status as a Kinesiology major. Therefore, in the future, you will be required to retake any Kinesiology course in which you earned a “D” or “F”. These classes must be taken at UTA. If a “D” or “F” grade is earned you will need to contact your academic advisor, since you will need permission to continue to take Kinesiology and Health courses until the grade is replaced with a “C” or better grade. If you have any questions regarding this policy, please contact your academic advisor.

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. For undergraduate courses, see <http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>; for graduate courses, see <http://catalog.uta.edu/academicregulations/grades/#graduatetext>.

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) <http://www.uta.edu/disability/> or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

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Non-Discrimination Policy: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Additional information is available at <https://www.uta.edu/conduct/>. Students are encouraged to review the following library tutorials <http://libguides.uta.edu/copyright/plagiarism> and <http://library.uta.edu/plagiarism/>

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

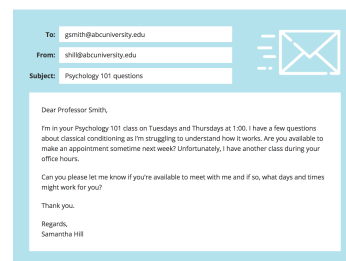
Due to the nature of this course, **e-mail is the required method of communication** during the semester. All Blackboard Announcements will be sent to your student e-mail account. Therefore, **your student e-mail account** assigned to you by the University will be the sole source of communication. I am not allowed to discuss course information with you from any other e-mail account. When composing an e-mail, please be sure it is formal and explains exactly what you are asking or needing.

[CLICK HERE](#) for Tips on Communicating with your Professors

Your e-mail subject line should contain the following information:

KINE 3300-(Section #): (Then include the e-mail subject)

I am available to you via e-mail any time. I will attempt to return all e-mails within one business day and will answer your questions promptly.



Do not expect e-mails, phone calls, or texts to be answered late at night or early in the morning. Also, any texts sent on holidays and weekends will be answered on the next business day.

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Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Student Feedback Survey: At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures (Face-to-Face Sections): Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/studentssuccess/success-programs/programs/resource-hotline.php>

Writing Center: The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at <https://uta.mywconline.com>. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

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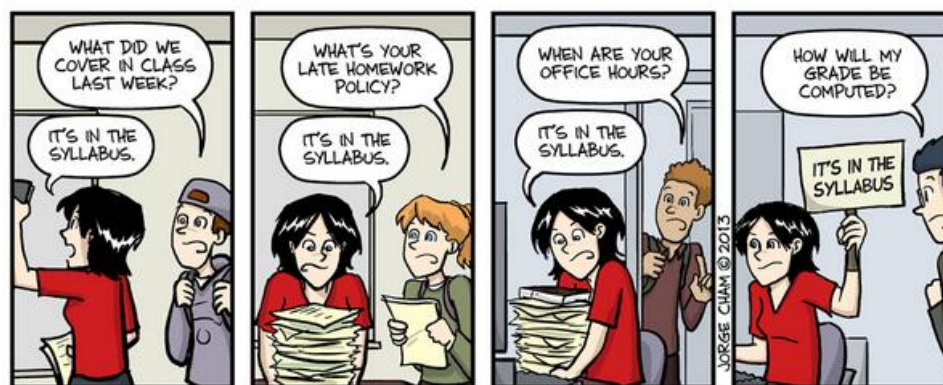
Kinesiology Librarian to Contact and Library Resources:

Peace Ossom Williamson	817-272-6208	peace@uta.edu
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Library Home Page.....	http://www.uta.edu/library
Subject Guides.....	http://libguides.uta.edu
Subject Librarians.....	http://www.uta.edu/library/help/subject-librarians.php
Database List	http://www.uta.edu/library/databases/index.php
Course Reserves.....	http://pulse.uta.edu/vwebv/enterCourseReserve.do
Library Tutorials	http://www.uta.edu/library/help/tutorials.php
Connecting from Off- Campus	http://libguides.uta.edu/offcampus
Ask A Librarian.....	http://ask.uta.edu

The following URL houses a page where we have gathered many commonly used resources needed by students in online courses: <http://www.uta.edu/library/services/distance.php>.

The subject librarian for your area can work with you to build a customized course page to support your class if you wish. For examples, visit <http://libguides.uta.edu/os>.



IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.

WWW.PHDCOMICS.COM

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