

Department of Applied Physiology and Kinesiology

UNIVERSITY of FLORIDA

# APPLIED HUMAN ANATOMY W/ LAB

APK 2100C ~ 4 CREDITS ~ SPRING 2020

INSTRUCTOR:	Linda Nguyen, Ph.D Office: FLG 144 Email: <u>linda.nguyen@ufl.edu</u> Preferred Method of Contact: CANVAS email for current students
OFFICE HOURS:	Office hours will be posted in CANVAS and students may request meetings by appointment via CANVAS email.
LECTURE TIME/LOCATION:	Lectures are <u>ONLINE</u> - videos will be posted on CANVAS. This class does <u>NOT</u> meet weekly. We will <u>meet for 4</u> <u>lecture exams and a comprehensive final exam.</u> <u>Lecture exams will be held on Tuesday nights from 5:10- 6pm (Period 10) in CSE A101 (see course schedule at the end of the syllabus for exact dates</u>

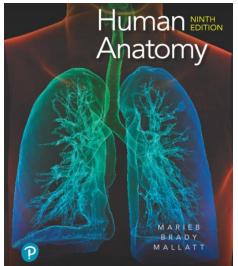
**LAB TIME/LOCATION:** Students meet for lab once a week for two periods:

CLASS #	LAB DAY AND MEETING TIME	LAB LOCATION
10666	W   Period 4 - 5 (10:40 AM - 12:35 PM)	FLG 107A
10667	T   Period 2 - 3 (8:30 AM - 10:25 AM)	FLG 107A
10668	T   Period 4 - 5 (10:40 AM - 12:35 PM)	FLG 107A
10669	W   Period 2 - 3 (8:30 AM - 10:25 AM)	FLG 107A
10670	R   Period 4 - 5 (10:40 AM - 12:35 PM)	FLG 107A
10673	M   Period 4 - 5 (10:40 AM - 12:35 PM)	FLG 107A
10679	R   Period 6 - 7 (12:50 PM - 2:45 PM)	FLG 107A

**COURSE DESCRIPTION:** Study of general anatomy of the human body from a systematic approach. Understanding anatomical terminology, gross structures, and locations of different body structures are primary concerns. Cells, tissues and organs of the integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary and reproductive systems are emphasized.

**PREREQUISITE KNOWLEDGE AND SKILLS:** There are no prerequisites for this course; however, any previous experiences in medical terminology, physiology, physics, chemistry, and/or biology will be helpful to students.

**REQUIRED AND RECOMMENDED MATERIALS:** Please note that APK2100 will be participating in the UF All Access program this semester. Students will have two options to gain access to the required MasteringA&P materials when classes begin. Students will have a choice to "Opt-In" to MasteringA&P access through a link provided in CANVAS for a reduced price and pay for these materials through their student account. Students who do not choose this option



will be able to purchase an access code through the UF Bookstore. Both options provide access to the same online materials. There will also be a discounted, loose-leaf version print version of the textbook available at the UF Bookstore for students who would like a physical text for the course. If you already have a copy of the textbook, you will still need to purchase the access code that provides you access to My Lab and Mastering/MasteringA&P; there is not a way to purchase an access code without the etextbook, these materials are bundled together.

Textbook: Human Anatomy by Marieb, Wilhelm, Mallatt, 9<sup>th</sup> edition. Pearson.

**COURSE FORMAT:** Students will watch pre-recorded lecture videos rather than attend a live lecture each week. Links to the lecture videos will <u>NOT</u> be removed and will be left up for the duration of the semester. Therefore, it is the student's responsibility to go through the material in timely matter prior to any lecture exam. Links to the video lectures can be found on the individual Chapter pages within Canvas. Students will attend a 2-period live lab each week (see table above). Students should read required textbook pages and print out or download PDF lecture slides <u>before</u> watching lectures or attending lab.

**PURPOSE OF COURSE:** The purpose of this course is to introduce students to anatomy (the study of the body's structures) and to present information and engage students in a way that promotes critical and creative thinking within the context of health and movement studies. Students will be asked to not only identify important structures of the human body, but also to incorporate some of the functions of the structures and tissues so that the information can be applied to novel, clinical scenarios. This applied

method of teaching anatomy is intended to enhance the long-term retention of the concepts covered and prepare students for future courses and experiences which may require health or movement-based communication and problem solving.

**GENERAL EDUCATION SUBJECT AREA GOALS:** Biological science courses provide instruction in the basic concepts, theories and terms of the scientific method in the context of the life sciences. Courses focus on major scientific developments and their impacts on society, science and the environment, and the relevant processes that govern biological systems. Students will formulate empirically-testable hypotheses derived from the study of living things, apply logical reasoning skills through scientific criticism and argument, and apply techniques of discovery and critical thinking to evaluate outcomes of experiments. *The course purpose explains how these objectives will be met.* 

**COURSE LEARNING OBJECTIVES:** The following table describes the UF General Education student learning outcomes (SLOs) and the specific learning objectives for APK 2100c. By the end of this course, students should be able to:

Gen Ed SLOs	APK 2100c Course Goals	Assessment Methods
<b>Content</b> : Demonstrate competence in the terminology, concepts, methodologies and theories used within the discipline.	<ul> <li>Identify and describe gross and microscopic structures of the organ systems covered.</li> <li>Describe the relationship between structure and function at all levels of organization (cellular, tissue, organ, system, organism).</li> </ul>	<ul> <li>Homework problems</li> <li>All lecture exams</li> <li>Lab exams 1 &amp; 2</li> </ul>
<b>Communication</b> : Communicate knowledge, ideas, and reasoning clearly and effectively in written or oral forms appropriate to the discipline.	<ul> <li>Communicate with peers and professionals using anatomical terminology.</li> </ul>	<ul> <li>Oral communication assessment using anatomical models</li> </ul>
<b>Critical Thinking</b> : Analyze information carefully and logically from multiple perspectives, using discipline specific methods, and develop reasoned solutions to problems.	<ul> <li>Predict functions of unknown body structures if given the anatomical make-up or vice-versa (predict anatomical make-up of body structures if given clues about function).</li> <li>Predict potential causes of disease/injury symptoms from a functional anatomy perspective.</li> </ul>	<ul> <li>Clinical scenario homework problems</li> <li>All lecture exams</li> <li>Lab Exam 1</li> </ul>

#### COURSE AND UNIVERSITY POLICIES:

ATTENDANCE POLICY: Attendance will be taken in lab, but it will not affect your grade. Attend the lab section for which you are enrolled, not the one most convenient for you on any given day. If you have to miss your lab for any reason, please make arrangements with your TA to attend another lab section that week. Although attendance is not required (no points), it is absolutely IMPERATIVE for your success in this course. Lecture video links are for use by students currently registered for the WEB section of APK2100c only. Any use of these video links is prohibited by anyone not in this APK2100c section. You must attend all exams for the course, which meet in person.

**PERSONAL CONDUCT POLICY:** Students are expected to exhibit behaviors that reflect highly upon themselves and our University:

- Read and refer to the syllabus
- Arrive to lecture and lab on time (a few minutes early)
- Show respect for the authority of the course instructor and graduate TAs through politeness and use of proper titles (e.g., "Dr. Ahlgren" or "Doc. A")
- Use of professional, courteous standards for all emails and discussions:
  - o Descriptive subject line
  - o Address the reader using proper title and name spelling
  - o Body of the email should be concise but have sufficient detail
  - Give a respectful salutation (e.g., thank you, sincerely, respectfully)
  - No textspeak (e.g., OMG, WTH, IMO)
- No texting or checking Face Book (or the like) during class/lab instruction time
- No personal conversations during class/lab instruction time
- Adherence to the UF Student Honor Code: <u>https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/</u>
  - Honor code violations of any kind will not be tolerated and sanctions will be determined by the course instructor for first-time violators
  - Any use, access, or handling of technology during an exam will result in a zero on the exam <u>and</u> potential failure of the course
  - All allegations, regardless of the severity, will be reported to the Dean of Students Office for University-level documentation and processing
  - Sharing or posting of the lecture videos anywhere is strictly prohibited and will be processed as an Honor Code violation. Students who are aware of such sharing/posting of the lecture videos are obligated to disclose that information to their course instructor.
  - Any and all lecture video links are for the specific use by students that are currently registered for the WEB section of APK2100c only. Any use of these video links is prohibited by anyone not in this APK2100c section.

**EXAM MAKE-UP POLICY:** Make-up exams will be given at the discretion of the instructor. To schedule a make-up exam, please fill out the make-up exam request form posted in CANVAS and submit it to your course instructor. Documentation will be required. Unexcused missed exams will result in a zero on the exam (this includes contacting the instructor after the exam if you are ill). You are absolutely not permitted a make-up exam for personal travel/vacations, so please make your travel arrangements accordingly; this includes requesting to take an exam early for personal travel/vacations (i.e. Spring Break and/or final exams). Additionally, many students will encounter having multiple exams in one day. This is also not a permissible reason for a make-up exam and any requests will be denied. Only if another exam is scheduled for the same time/overlaps with this course's exams will a request be considered. If you have a serious emergency or life event, please contact the Dean of Students Office (www.dso.ufl.edu) and they will contact your instructors so that you do not have to provide documentation of the emergency/death in order to get a make-up exam. Requirements for class attendance and make-up exams, assignments, and other work are consistent with the university policies that can be found at https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

ACCOMMODATING STUDENTS WITH DISABILITIES: Students requesting accommodation for disabilities must first register with the Dean of Students Office (http://www.dso.ufl.edu/drc/). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

<u>Students registered with the DRC</u>: DRC-registered students will take their lecture exams at the DRC, but <u>lab exams</u> will be held in the anatomy lab, not at the DRC – thus there is no need to sign up for a lab exam time slot for those. Please watch CANVAS announcements for dates/times of the accommodated lab exams. If you cannot make the posted exam time, then please contact your course instructor asap to make alternate arrangements.

I strongly recommend that you submit all <u>lecture exam</u> requests through the DRC in the first week of classes/after the drop-add period to ensure that they are approved in a timely manner. It is the DRC students' responsibilities to submit their request in accordance to the DRC policies and failure to do so results in an inability for the student to take their lecture exam at the DRC and may have to test with the regular class without their accommodations.

**COURSE EVALUATIONS:** Students evaluations are conducted through GatorEvals. This evaluation system is designed to be more informative to instructors so that teaching effectiveness is enhanced and to be more seamlessly linked to UF's CANVAS learning

management system. Students can complete their evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <a href="https://ufl.bluera.com/ufl/">https://ufl.bluera.com/ufl/</a>. Thank you for serving as a partner in this important effort.

# GETTING HELP:

Health and Wellness

- U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575
- Counseling and Wellness Center: <u>https://counseling.ufl.edu/</u>, 352-392-1575
- Sexual Assault Recovery Services (SARS) Student Health Care Center, 392-1161
- University Police Department, 392-1111 (or 9-1-1 for emergencies) <u>http://www.police.ufl.edu/</u>

Academic Resources

- E-learning technical support, 352-392-4357 (select opti on 2) or e-mail to Learning-support@ufl.edu. <u>https://lss.at.ufl.edu/help.shtml</u>
- Career Connections Center, Reitz Union, 392-1601. Career assistance and counseling. <u>https://career.ufl.edu/</u>
- Library Support, <u>http://cms.uflib.ufl.edu/ask</u>. Various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. <u>http://teachingcenter.ufl.edu/</u>
- Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <u>http://writing.ufl.edu/writing-studio/</u>
- Student Complaints On-Campus: <u>https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/</u> On-Line Students Complaints: <u>http://distance.ufl.edu/student-complaint-process/</u>

## GRADING:

The following table outlines the point-accruing components of the course. The total points earned from each component will be summed and divided by 710.

Evaluation Components (number of each)	Points Per Component	Approximate % of Total Grade
Lecture Exams (4)	60 pts each = 240 pts	240/710 = 33.8%
Homework (4)	50 pts each = 200 pts	200/710 = 28.2%
Lab Exams (2)	100 pts each = 200 pts	200/710 = 28.2%
Communication Assessment (1)	10 pts each = 10 pts	10/710 = 1.4%
Comprehensive Final (1)	50 pts each = 50 pts	50/710 = 7%
Syllabus Quiz	10 pts each = 10 pts	10/710 = 1.4%
Extra Credit	15 points possible	0%

**Syllabus Quiz** - The syllabus quiz will consist of 10 questions, 1 point per question. Students will be given an unlimited number of attempts on the quiz. To access all course material, students must receive a score of 10 points. It is recommended that students complete the quiz as soon as possible in order to unlock the course material. Students will receive a zero for the syllabus quiz if it has not been completed prior to taking to Exam 1.

Lecture Exams – Each exam will consist of 40 questions, 1.5 points per question. Questions will be multiple choice and true/false. Students are not permitted access to any kind of materials or notes during these exams (i.e. a closed examination). Exam questions are generated by the course instructor and the majority of focus should be given to the lecture notes when studying. Students will take exams in CSE A101 and will be allowed a class period (i.e. 50 minutes) to complete the exam. If you are late to an exam and the exam has already started: you will still be allowed to take the exam provided that no one has already turned in their exam and scantron and has left the room and you will only have the remaining time in the exam period to finish. If a student has already handed in their exam and has left, you will not be permitted to take the exam and may be given a zero.

**Exam Reviews:** Once lecture exam grades are posted all students are highly encouraged to come to office hours to review their exams. This will allow students to go through the questions and see their correct/incorrect answers and have any questions regarding the exam answered. An announcement on CANVAS will be made when exam review will start. If students are unable to attend the review sessions during office hours, students may also schedule an appointment to go over their exam. You will not be allowed to review all your previous lecture exams simultaneously at the end of the semester. Students will be allowed to review their exams up until the next lecture exam (i.e. can only review Lecture Exam 1 before students take Lecture Exam 2, etc.).

Homework – Homework due dates are posted in Mastering as well as in the course schedule at the end of the syllabus. Homework assignments will be open for several weeks prior to their due date. It will be the student's responsibility to know the due dates and to complete the homework assignment in a timely manner. Requests for homework assignment due date extensions or late submissions (for partial or full credit) will be denied. Students are able to complete the homework assignments on a rolling basis, i.e. students can complete and submit answers to homework questions a few questions at a time until they complete the assignment by the deadline. Homework problems are multiple choice, true/false, fill in the blank, and matching. These questions are specific to the textbook, so that should be your primary resource for answering those questions. For the fill in the blank questions, spelling and proper tense of the word counts. These assignments are NOT intended to be used as the primary study tool for preparing for the exams. The function of the homework assignments is to (a) get students more familiar with the textbook, and (b) to get students eased into answering anatomy questions. It is **not** prudent to complete the homework at the last minute as a "practice test."

The following are specific homework grading guidelines to keep in mind:

- You may open/close an assignment as many times as you wish until it is due.
- For multiple choice and fill-in-the-blank questions, you are penalized 50% if you miss on the first attempt and 100% if you miss on the second attempt. For true/false questions, you are penalized 100% if you miss on the first attempt.
- You are penalized a small fraction for opening a hint if one is available.
- Late submissions of homework will not be accepted. However, if you complete some of the questions, but fail to complete all questions prior to the deadline, those completed will be automatically submitted at the due date/time and added to the gradebook....so, you are encouraged to complete questions as you go.

Lab Exams – Lab exams are 80 questions, 1.25pts per questions. These exams are practical "bell-ringer" exams in which the student moves from station to station identifying gross anatomical structures on plastic models. These exams consist of 40 stations, 2 questions per station, and students have 40 minutes to complete the exam. Students will be asked to sign up for a lab exam time. Sign-up sheets will be available in the study lab the two weeks preceding the exam. Students who do not arrive on time (i.e., 10 minutes early) for their exam will need to wait outside the lab for the next exam time. If there is not room in the next exam time, the student will need to continue waiting until an opening is available. If there are no more exams, then the student will take a <u>written</u> make up exam (provided that they initially did sign up for a time slot). Students who forget/fail to sign up for a lab exam slot will receive a zero.

**Communication Assessment** – Students will be assessed on their ability to effectively communicate using anatomical terminology. Students will select any lab model and orally describe the model and answer basic questions about it. A grading rubric for this assessment will be posted in CANVAS for you to use to prepare. Please work with your lab TA to schedule and complete this assessment. <u>Please note, that TAs often impose their own deadlines for the completion of communication assessment. Students who fail to complete their communication assessment by the TA's imposed deadline will be given a zero.</u>

**Comprehensive Final** – The final exam will consist of 80 multiple-choice and true-false questions, each worth 0.625 pts. You will be allowed two hours to complete this exam. The exam will be held in the same room where lectures and midterm exams are given. A guide will be posted in CANVAS to assist you in studying for this exam. Students are encouraged to wait until after the last midterm to focus on this study guide.

**Extra Credit** - Students can earn up to 15 points of extra credit in this course. Each lab TA will assign extra credit differently, so it is the students' responsibility to learn their TA's policies for earning extra credit. Up to 5 of the 15 points of extra credit can be

earned for participating as a subject in an <u>approved</u> research study. Approved studies will be posted in CANVAS throughout the semester; these are typically APK research studies. Participation in a research study is NOT necessary to earn the maximum amount of extra credit. Participation in a research study CANNOT earn you more than 5 points of extra credit. If you do participate in a study, the study coordinator will give your name and extra credit points to your instructor at the <u>end of the semester</u>. Students participating in an approved research study for extra credit may only apply the extra credit obtained from that participation experience to one course (some approved research studies may be posted in multiple courses). This is to ensure that students are not "double-dipping" the extra credit points to multiple courses.

The purpose of extra credit during lab is for students to come to lab since attendance is not mandatory, be engaged during the lab and stay on top of the material. Each TA may have a different schedule of when they provide extra credit. If a student misses a lab in which an extra credit opportunity is provided, they will not be permitted to make up extra credit at a later date. TAs provide ample extra credit over the course of the semester so that if students miss a lab or two, they would still have the ability to earn full 15 extra credit points. All extra credit points will be uploaded to the gradebook prior the final exam. Any discrepancies must be brought to the attention of your TA before 5pm on the last reading day.

**GRADING SCALE:** Any discrepancies with points displayed in the gradebook should be pointed out to the instructor before the final exam. **There is no curve for this course and final grades will not be rounded up**. More detailed information regarding current UF grading policies can be found here: <u>https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/</u>. *Any requests for additional extra credit or special exceptions to these grading policies will be interpreted as an honor code violation (i.e., asking for preferential treatment) and will be handled accordingly.* 

Minus grades are not assigned for this course. A minimum grade of C is required for all General Education courses, such as this one. Should points need to be altered during the term (not likely, but things like hurricanes can really muck things up), these <u>percentages</u> will still be used to calculate grades (i.e., 90% = A).

Letter	Points Needed to Earn	Percent of Total Points Associated	GPA Impact of Each
Grade	Each Letter Grade	with Each Letter Grade	Letter Grade
А	≥ 639	90.00-100%	4.0
B+	617.70-638.99	87.00-89.99%	3.33
В	568.00-617.69	80.00-86.99%	3.0
C+	546.70-567.99	77.00-79.99%	2.33
C	497.00-546.69	70.00-76.99%	2.0
D+	475.7-496.99	67.00-69.99%	1.33
D	426-475.69	60.00-66.99%	1.0
E	≤ 425.99	0-59.99%	0

## WEEKLY COURSE SCHEDULE:

The following table represents current plans for the term. Any changes to this plan will be posted in CANVAS as an announcement.

**Required readings for each chapter:** Follow the <u>highlighted sections that have been</u> <u>specifically selected for each chapter within the e-text in Mastering</u>. You will often see an "I" associated with these highlighted sections to denote these highlights have been done by the course instructor.

Week	Dates	Lecture Topic (required reading pages)	Lab
1	Jan 6-10	Watch instructor welcome video, read syllabus and take syllabus quiz Ch. 1 – Intro to the Body Ch. 2 – Cells	No Lab (use this time to locate the lab and print/download your lab slides)
2	Jan 13-17	Ch. 2 – Cells Ch. 4 – Tissues	Lab 1 - Axial Skelton (Corresponds with Ch. 7)
3	Jan 20-24	Ch. 5 – Integumentary Mon. Jan. 20st is a holidayno class or labs	Lab 2 - Appendicular Skeleton (Corresponds with Ch. 8) Mon labs attend a different section
4	Jan 27-31	Exam 1 (Ch. 1, 2, 4, 5) – Tues. Jan. 28 <sup>th</sup> HW 1 due Tues. Jan. 28th at 11:59pm Ch. 6 – Skeletal	Bones Continued
5	Feb 3-7	Ch. 9 – Articulations Ch. 10 – Muscular	Lab 3 - Muscles: Upper Body
6	Feb 10-14	Ch. 10 – Muscular Ch. 11 – Muscles	Lab 4 - Muscles: Lower Body
7	Feb 17-21	Exam 2 (Ch. 6, 9, 10, 11) – Tues. Feb. 18 <sup>th</sup> HW 2 due Tues. Feb. 18th at 11:59pm Ch. 12 – Intro to Nervous	Review and Practice Practical
8	Feb 24-28	Ch. 12 – Intro to Nervous Ch. 13 – CNS	Lab Exam 1 Mon Feb. 24 and Tues Feb. 25
9	Mar 2- 6	Spring Breakno classes or labs	Spring Breakno labs this week
10	Mar 9-13	Ch. 14 – PNS Ch. 15 – ANS	Lab 5 - Articulations, Skin, Eyes/Ears
11	Mar 16-20	Exam 3 (Ch. 12, 13, 14, 15) – Tues. Mar. 17th HW 3 due Tues. Mar. 17 <sup>th</sup> at 11:59pm Ch. 19 – The Heart	Lab 6 - Nervous System

12	Mar 23-27	Ch. 20 – Vessels Ch. 22 – Respiratory	Lab s 7 – Circulatory System
13	Mar 30-Apr 3	Ch. 23 - Digestive Ch. 24 - Urinary	Labs 8 & 9 – Respiratory & Digestive Systems
14	Apr 6-10	Ch. 25 – Reproductive	Labs 9 & 10 – Digestive & Urinary/Reproductive
15	Apr 13-17	Exam 4 (Ch. 19, 20, 22, 23, 24, 25) – Tues. Apr. 14 <sup>th</sup> HW 4 due Tues. Apr. 14th at 11:59pm Prepare for lab exam 2	Review and Practice Practical
16	Apr 20-22	<i>Apr. 23 and 24 are reading days</i> Review for final exam	Lab Exam 2 Mon Apr 20 and Tues Apr 21

#### Comprehensive Final Exam- Tues. April 28th - 3-5pm in CSE A101

#### SUCCESS AND STUDY TIPS:

#### Study tips for Dr. Nguyen's class:

- Read from the text BEFORE attending lecture. Do not take notes, underline, highlight, or attempt to memorize anything...JUST READ and enjoy!
- Snow-ball the lecture notes. Begin studying lecture material immediately after the first lecture. Then, after the second lecture, begin your studies with day one lecture material. Continue this all the way up to the exam.
- If there is something in the textbook that was NOT in lectures, you are not expected to know it. There is a lot in the text that we don't have time to cover.
- Re-write questions. Taking complex questions and breaking them down to identify exactly what the question is REALLY asking for is very helpful. It is also very helpful to look at incorrect answer choices and identify what makes those choices wrong. Ask yourself, "How could I make that statement correct?" You can practice this with the critical thinking questions at the end of each chapter.
- Google novel images. For example, if there is a picture of the brainstem in your notes, Google "brainstem images" and see if you can identify the structures from the lecture.
- Google diseases or drug mechanisms of action. For example, if we are studying bone tissue, Google "bone disease". Click on any link and just read a paragraph to see if you can understand based on what you now know about bone tissue anatomy. If you don't understand it, that's okay...did you recognize any words?

- If you have a study group or a study buddy, talk through the material out loud.... verbalizing the information is VERY different than knowing it in your head – talk in the mirror or even to your pet goldfish if you don't have a friend around
- If you are a visual learner, make a concept map.... try to see how different parts of the body relate to one another. What are similarities and differences between structures?

#### Success tips for Dr. Nguyen's class:

- Do not fall behind. This course moves at a <u>VERY FAST</u> pace...and you can easily get overwhelmed if you procrastinate. Avoid studying at the last minute. Complete the homework as you go...do not leave it for the day before the exam.
- Stay organized. Keep track of all important due dates and move through each day in a uniform manner so that you are always aware of what you have done and what is left to be completed.
- Check CANVAS announcements/emails daily...just pretend it is Facebook for school. Your course instructor will post important and helpful information (such as friendly reminders of due dates) as announcements.
- Utilize the Undergraduate Teaching Assistants (UGTAs). These students have earned an A in the course recently and can help you with both lecture and lab.
- Have a positive attitude! THIS STUFF IS COOL!
- Come see me during office hours or make an appointment to ask any questions you have on the course material....no question is too inconsequential! Please ask questions!

#### Personal note from Dr. Nguyen:

If you are totally overwhelmed by the stresses of your semester and feel like you just can't handle the pressure, please contact me or someone at UF's Counseling and Wellness center.

