



HHPK 290 Structural Kinesiology  
Fall 2025  
TTH 11a – 12:15p; NHS 163

Faculty: Kjerstin Gardner, MS, ATC, LAT  
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Preferred Form of Communication: Email  
Communication Response Time: 24-48 hours

### **COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

**REQUIRED TEXT:** Kinetic Anatomy, 4E, Benke and Plant. IA ISBN: 9781718201446

**Course Description:** This course provides in-depth coverage of musculoskeletal anatomy as a foundation for learning components of simple and complex motor tasks and emphasizes proper execution and analysis of joint movement and common exercises. The student learns to interpret data, incorporate knowledge into practical applications, and make inferences regarding cause-and-effect relationships within the musculoskeletal system.

### **Course Description**

#### **Student Learning Outcomes**

1. Name and identify all bones, major bone markings, most muscles, joints, and major joint structures below the skull.
2. Give the origin, insertion, action, and innervation for major muscles below the skull.
3. Contrast healthy vs. dysfunctional joint movements at major joints of the body.
4. Predict muscular causes for dysfunctional joint movements and propose corrective solutions for common movement errors – especially for common exercises.

### **COURSE REQUIREMENTS**

#### **Minimal Technical Skills Needed**

Students must have working knowledge of and know how to use the MyLeo Online: D2L Brightspace learning management system, and Microsoft Word/Excel/PowerPoint. Students must utilize their University assigned email (Leo mail) for all course communications. All email communication from the instructor will be sent to the

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student's Leo mail. Please note that all assignments must be typed, a 1-inch margin on all sides, double-spaced in 12-point font (in Arial, Cambria, Calibri or Times New Roman only). Please use APA 7th Edition (American Psychological Association).

### **Student Responsibilities or Tips for Success in the Course**

This class is a blended face-to-face and online course. The course will involve instruction, projects, and activity based exercises / labs to convey the content. Students can expect to do well in this course when they attend class on-time, complete all assignments/labs/quizzes/exams, participate in class discussions, and seek assistance when they do not understand course material. Students should also utilize the course resources provided through D2L, such as, course lecture notes, assignments, and course information. Some assignments, quizzes, and exams throughout this course will require using D2L. It is the student's responsibility to have internet access, check this site frequently, and become familiar with how it works.

### **Grading**

Students will be graded on attendance and participation, quizzes, projects and in-class exams. Each assignment will be worth a pre-determined amount of points. Upon the completion of the course, grades will be calculated by adding up the total number of points each student has earned and dividing it by the total amount of points available in the course. The point totals below are an estimate for the course and subject to change as the course dictates. Point totals will be updated in D2L. This will produce a percentage of points earned (Ex. Student earned 850 points out a possible 1000 in the course:  $850/1000 = 85\%$  "B"). The points listed below are approximate. Grades will be assigned based upon the percentages below.

Labs & Hands on activities participation: 280 pts	Grading Scale:
Quizzes: 140pts	A = 90 – 100%
Projects: 125 pts	B = 80 – 89%
Exams: 4 @ 100 pts each	C = 70 – 79%
Final Exam: 100 pts	D = 60 – 69%
	F = 0 – 50%

Students are expected to earn points toward their final grade during the course of the semester with the assignments and tests that are scheduled. All students are graded based on the exact same criteria and no exceptions will be made for individual assignments, tests, or final point values.

\*Extra Credit Work – There is NO Extra Credit in the Real World, thus there is no Extra Credit in this course.

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Students will receive back all graded assignments in a timely manner (typically within 1 week of the due date). Students are encouraged to keep all graded assignments as well as keep up with their grades throughout the semester. Any questions or concerns about assignments/grades should be brought to the instructor's attention immediately (i.e. Do not wait until the end of the semester.)

## **Assessments**

### **In-Class Assignments / Labs / Hands on activities**

In-class assignments, labs, and hands on activities will be given often and unannounced throughout the semester over the reading assignments or material covered in previous lectures. In-class assignments, labs, hands on activities will not be allowed for make-up, unless the absence is excused. Students will attend labs throughout the semester and will be scheduled based on the content being covered. To get full points participation is required late arrival and leaving early will result in points being deducted. All labs require outside work and will be turned in through D2L.

### **Quizzes**

Quizzes measure comprehension of class topics and aid students in preparing for exams. Quizzes will be often, given without notice to students at the beginning, middle or end of class. Quizzes may be short answer, multiple choice, true/false, listing, etc, and will be paper only. You must be present at the time of the quiz to take it. Make-ups will not be allowed, unless it is a university excused absence and it is the students responsibility to communicate with the instructor in a timely manner.

### **In-Class Exams**

Four written exams will be given. The format shall include any of the following: short answer, essay, fill in the blank, multiple choice, true/false, and/or listing type questions etc. All exams will be given in-class on the date listed in the schedule. If the date changes you will be notified promptly. The dates for in-class exams are set, and there are no make-up exams. Under certain circumstances (situations out of your control), make-ups will be allowed at the instructor's discretion. Students are required to contact the instructor ASAP if they happen to miss an exam and will need to provide written documentation. **Exams will not be given prior to the assigned exam time.**

### **Final Exam**

The cumulative final exam is administered during the ETAMU exam scheduled timeslot, **Exams will not be given prior to the assigned exam time.**

### **Research Projects**

Projects allow students to engage in active learning and develop knowledge about specialized topics unique to their sport or area of interest. There will be one (1) research

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paper on either an upper or lower extremity. You will find a Peer-Reviewed Research article for an upper extremity and a lower extremity injury, biomechanics, injury prevention. They are to be no older than 7 years and submit it for approval, if approval is denied you have 48 hours to find another one for approval. If it isn't submitted for approval by the deadline, you will have a zero (0). You must submit it for approval after the deadline in order to have your research project graded. If you fail to get approval for your research article your paper will not be graded and will be a zero (0). There will be a flyer/poster part of this project. More details will be discussed in class.

- Upper or lower extremity research article must be approved by Thursday September 25<sup>th</sup> @11:59 pm in D2L. You must submit a PDF version of the article in D2L under research article approval, links or emails are not accepted. Failure to submit a PDF version by the deadline will result in a 5 point deduction and you will have 24 hours from the time I email you to resubmit the article as a PDF. Please refer to the class policies found in your syllabus in D2L under course content.
  - o Summary paper and poster are due Tuesday November 18<sup>th</sup> @ 11:59 pm in D2L, as a PDF, JPG, or docx. Failure to submit the documents in a readable format will result in a 10 point deduction and you will have 24 hours from the time I email you to resubmit the article in a readable format. Please refer to the class policies found in D2L under course content.

A grading rubric will be posted with more details on the assignment in D2L. Plagiarism will not be tolerated, and you will have 24 hours to resubmit with proper in-text citations for a grade no higher than a 60. Students are encouraged to use the writing lab for help, they will help with in-text citations.

### **AI Use in Courses**

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism). This will lead to a zero (0) for that assignment.

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

Like an encyclopedia or a dictionary or Wikipedia, AI tools can be used to begin the process of writing; in other words, it is a tool for preliminary research, not a reliable source.

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Preliminary research assists writers in learning the basics about a topic so that they can research the specifics using credible, academic sources which can be cited in the assignment. Thus, AI is used to generate ideas in the same way that a brainstorm or a Freewrite is used in the prewriting stage of the writing process. While no one would drop a brainstorm into a formal document, the ideas that are generated from the brainstorm can be developed as part of a writing assignment. The same is true of AI.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources. 13.99.99.R0.03 Undergraduate Academic Dishonesty & 13.99.99.R0.10 Graduate Student Academic Dishonesty

### **Late Work**

All assignments are due as assigned and must be turned in on or before the due date to receive full credit. Assignments turned in after the due date will receive zero (0) points. It is the student's responsibility to be aware of assignment due dates as the dates are included on the course schedule and posted on D2L.

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

Zoom Virtual Classroom Requirements:

<https://support.zoom.us/hc/en-us/articles/201362023-Zoom-system-requirements-Windows-macOS-Linux>

## **ACCESS AND NAVIGATION**

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You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a ETAMU campus open computer lab, etc.

### **COMMUNICATION AND SUPPORT**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

#### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here: <https://community.brightspace.com/support/s/contactsupport>

#### **Interaction with Instructor Statement**

Email is the best way to contact the instructor if you need assistance with any aspect of the course. I will typically respond to emails within 24 hours (except on weekends). Students are also welcome to schedule a meeting if they prefer a face-to-face conversation.

### **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

#### **Attendance**

Class attendance is required. Excused absences include university approved absences or those that I receive appropriate notification of (i.e. sudden/serious illness, death to immediate family member, etc.). It is the student's responsibility to notify the instructor ahead of time if they are going to miss class due to an excused absence and make arrangements for all materials and assignments that will be missed on that day. In the case of excused absences due to unavoidable or emergency situations, the student must promptly notify the instructor via phone call or email explaining the circumstances. Prompt notification (within three days) is required to have an absence excused; additionally, written documentation may be required to have the absence excused. If a student misses a class, excused or unexcused, the student is responsible for obtaining all information presented and turning in all assignments by the due date. Remember: Poor planning on your part is not an emergency on my part. **NO LATE ASSIGNMENTS WILL BE GRADED.**

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## **Syllabus Change Policy**

The syllabus is a guide. This schedule is tentative and is subject to change. Also, this is NOT all-inclusive (i.e., Homework/Participation). Circumstances and events, such as student progress and weather, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance, so you MUST check the class announcements and e-mail frequently.

### **University Specific Procedures**

#### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

#### **ETAMU Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

#### **Academic Integrity**

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

### **Students with Disabilities-- ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services, East Texas A&M University;  
Velma K. Waters Library Rm 162;  
Phone (903) 886-5150 or (903) 886-5835; Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

East Texas A&M University will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer. Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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Pursuant to PC 46.035, the open carrying of handguns is prohibited on all ETAMU campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



### **Assumption of Risk**

I hereby waive any claim I may have as a result of my participation in the above mentioned course. I hereby agree to indemnify, defend, and hold harmless the State of Texas, the Texas A&M University System, East Texas A&M University, and the Department of Health and Human Performance, and all of the officers, trustees, directors, agents, representatives, and employees of the foregoing entities against any and all claims, including attorneys' fees and costs, which may be brought against any of them by anyone claiming to have been injured as a result of my participation in the this course.

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## Course Outline / Schedule

HHPK 290-01 TTH 11a - 12:15p NHS 163 Fall 2025						
			Class Lecture	Reading Assignment	Assignment	Due Date
Wk 1	Tue	26-Aug	Intro, course requirements		First Day quiz	9/11; 11:59p in D2L
	Thu	28-Aug	Structures	Ch 1		
Wk 2	Tue	2-Sep	Structures	Ch 1		
	Thu	4-Sep	Structures & Movements	Ch 1 & 2		
Wk 3	Tue	9-Sep	Shoulder	Ch 3		
	Thu	11-Sep	Lab 1			
Wk 4	Tue	16-Sep	Lab 1			
	Thu	18-Sep	<b>Exam 1 (Chapters 1 - 3)</b>			
Wk 5	Tue	23-Sep	Elbow & Forearm / Wrist & Hand	Ch 4 - 5		
	Thu	25-Sep	Finish Ch 5 lecture - Lab 2	CH 5	Research Article Approved by 9/25; 11:59p in D2L	
Wk 6	Tue	30-Sep	Nerves & Blood vessels - Upper Ext	Ch 6		
	Thu	2-Oct	Lab 3			
Wk 7	Tue	7-Oct	Lab 2 & 3			
	Thu	9-Oct	Lab 3 cont. / Review			
Wk 8	Tue	14-Oct	<b>Exam 2 (Chapters 4 - 6)</b>			In class only
	Thu	16-Oct	Head	Ch 7		
Wk 9	Tue	21-Oct	Spinal column & Pelvis & Thorax	CH 8 -9		
	Thu	23-Oct	Thorax & Nerves & Blood vessels of the Head, Spinal colum, Thorax, Heart, & Lungs	Ch 9 - 10		
Wk 10	Tue	28-Oct	Lab 4			
	Thu	30-Oct	Lab 4			
Wk 11	Tue	4-Nov	Lab 4 cont / Review			
	Thu	6-Nov	<b>Exam 3 (Chapters 7-10)</b>			In class only
Wk 12	Tue	11-Nov	Hip & Thigh	Ch 11		
	Thu	13-Nov	Knee / Lab 5	Ch 12		
Wk 13	Tue	18-Nov	Lab 5		Research paper and poster due by 4/17; 11:59p in D2L	
	Thu	20-Nov	Lower Leg, Ankle, & Foot; Nerves, Arteries, & Veins	Ch 13 - 14		
WK 14	Tue	25-Nov	Lab 5 & 6			
	Thu	27-Nov	Thanksgiving Day			
Wk 15	Tue	2-Dec	Lab 6 & Review			
	Thu	4-Dec	<b>Exam 4 (Chapters 11-14)</b>			In class only
Wk 16	Tue	9-Dec	<b>Comprehensive Final assigned by ETAMU</b>	10:30am		In class only
	Thu	11-Dec				

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# Class Policies

## “Rules and Regulations”

This document clearly defines the policies and standards established for the associated course in which this document is being administered.

### Reading the Document

I, \_\_\_\_\_ (Print Name), will read through the following document and provide proof of acknowledgement prior to participating in course materials.

It is the student’s responsibility to read through the class policies and adhere to the rules and regulations set forth by the instructor. Failure to follow the rules will result in the consequences outlined by this document. Additionally, actions that break university-wide policy will also result in the consequences outlined by the university system.

- This document will need to be completed and signed by the student prior to participation in class materials.
- If you have any questions, comments, or concerns regarding the materials within this document, please consult with your instructor prior to the start of the class.

### Email Communication

Communication between the student and instructor of record will be carried out in a professional manner.

#### **Email Format**

When emailing the instructor, the student will need to adhere to the following format:

Subject Line: [Class Name/Number/ID]

Email Body: Should include the following -

- Student name, CWID
- Name of assignment or Reference
- Question or comment regarding named item

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Emails that do not follow this format, or are sent in an unprofessional manner, may be disregarded at that time.

### **Weekend Communication**

I do not check email on weekends.

- It is your responsibility to review the assigned work each week and ask any clarifying questions before the weekend. Waiting until the last minute to seek clarification, especially over the weekend, is not acceptable.
- The instructor will not be held responsible for information not obtained or work not turned in due to awaiting a response over the weekend. If the work is not turned in on time, it will be graded as zero.

### **File Format**

The student is required to submit assignments, or "graded item," in the designated file format outlined by the assignment instructions.

- Spreadsheets must be in .csv or .xls
- Images/Pictures must be in .jpg or .png format
- Word Documents/Papers must be in .doc/.docx

It is the student's responsibility to convert the file into the appropriate file format prior to submission.

- Assignments that are turned in / submitted in the wrong file format, will have a point deduction as outlined for that assignment and 24 hours to resubmit in the correct format. If the second attempt fails it will be marked as a zero (0) within the gradebook.

### **Deadline Policy**

There is a **ZERO TOLERANCE Policy** for student work, assignments, or graded material that is turned in after the established deadline ("due date").

- There will be **ZERO** partial credit awarded to students for not following instructions and guidelines. If the student submits an assignment or attempts to submit an

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assignment through email after the deadline, the item in question will **NOT** be considered for grading and receive an automatic **ZERO**.

- Do **NOT** wait until the night that the assignment is due, to then encounter tech/uploading errors. Waiting till the last minute and then running into an error is **NOT** the instructor's fault. You had plenty of time prior to the assignment to complete the work. It is the student's responsibility to initiate the submission process well in advance, in case a circumstance requires troubleshooting and communication.
- If a student is encountering submission errors or issues, the student will need to reach out to the instructor no later than 48 hours prior to the assignment deadline. If the student sends an email the night that the assignment is due, the email will be disregarded.

## **Grade Integrity**

Your grade in this class reflects the quality of the work you produce and submit on time (this means prior to the deadline). The following rules will be upheld and reinforced:

- There will be a **ZERO TOLERANCE POLICY** regarding negotiating, begging, or pressure for a grade change, round up, or reconsider grades once they have been posted/submitted.
- When grading your summary, just because a response/answer to a question meets the minimum criteria, does NOT mean your summary is correct. Your response will be evaluated for the content within the answer (quality).
- Correct spelling is a requirement for credit in this course, there will be no partial credit given for a mistake.

Including comments such as the following will **NOT** influence instructors to "give in" to your requests or bargaining. No matter the circumstance, when it comes to holding standards, we hold everyone to the same standard of grading integrity.

- "I am in honors college and need to maintain my GPA"
- "I am about to graduate / walk the stage and need to pass this class"
- "I need to pass / make a \_\_\_ in order to be able to play ball"

Your situation does **NOT** change the integrity of grading.

You KNEW your situation at the beginning of the course you had registered for. It is your responsibility to create the best lifestyle, actions, and communication to acquire the grade that you needed for your circumstance.

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## **Prohibition of AI Use**

- The use of AI tools, including large language models, is strictly prohibited unless explicitly instructed by the professor.
- Suspected use of AI for assignments will result in an **IMMEDIATE ZERO** and a formal report with referral to the provost's office for academic dishonesty.
- This institution does NOT award degrees based on your ability to look up information or submit AI-generated responses as your own. Degrees are awarded based on learned knowledge and individual proof of understanding demonstrated through original coursework.
- All submitted work must be your own, and you must ensure it adheres to the academic integrity standards of this university.

AI maybe used for the Flyer/Poster assignment, not for the summary paper. AI use in the summary paper or large language models will result in a zero (0) and reported due to academic integrity violation.

It would be easier, and more valuable in my opinion, to:

1. learn the skill for the assignment
2. apply the skill to the assignment
3. develop a skill for your workforce

## **Attendance Policy (face-to-face / “in-person” class)**

**Attendance** is mandatory for all face-to-face courses for success.

- Excused absences must follow university policy, it is your responsibility to provide the information, the instructor does not ask for it.
- Those that attend, but do NOT engage or make any effort in activity/lab participation, will be **dismissed from the class and considered absent**. You do **NOT** get "participation credit" for just showing up. You must engage and become involved.

### **Lock-out Policy**

A lock-out policy is in place for all classes instructed by Kjerstin Gardner.

- Access to the class will close at the first minute of class start.
- Any student who is late to class will be denied entry.
- Plan accordingly to ensure arrive on time and access to the class.
- Missing a quiz or test for late arrival will result in a zero (0).

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- Punctuality and attendance are critical for success in both the academic and professional world.

### **Phone Policy**

- Phone use is **entirely prohibited** within in-person class sessions.
- The only time a phone may be considered for use is when the class activity requires a mobile hotspot, and the instructor has given class approval to use their phones.
- When the instructor provides approval for usage of phones for in-class activities, the student is responsible for **ONLY** using their device for such. Any other usage on the device, aside from the activity intended use, may result in a zero (0) for that day, assignment or test and treated as cheating and follow university policies for reporting.

### **D2L Submission Folder Policy**

D2L Submission Folders are the official location for assignment/project submission.

- Assignments submitted through email will **NOT** be considered for grading
- Assignments submitted in wrong submission folders will **NOT** be considered for grading
- Submission folders will **NOT** be modified to allow access of submission after the designated deadline.
- If the student has issues submitting material through the submission folder, the student should consult with the instructor via email **at least 48 hours** prior to the deadline. (This does NOT apply to weekend days).

### **Acknowledgement Statement**

I, \_\_\_\_\_ (student printed name), have read through the class policies outlined in this document and agree to abide by the rules set forth by the instructor.

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Student Signature

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Date

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