

**George Mason University**  
**College of Education and Human Development**  
Athletic Training Education Program

**ATEP 300 Section 001 - Functional Anatomy**  
**3 Credits, Fall 2024**  
**Lecture Tuesday 9:00-10:15 K Johnson Hall Room 134**

**Section 202 Lab Tuesday 10:30-11:45 Colgan Hall Room 318**  
**Section 201 Lab Thursday 9:00-10:15 Colgan Hall Room 318**  
**Section 203 Lab Thursday 10:30-11:45 Colgan Hall Room 318**

**Faculty**

Name: Rebecca Hartnett, DAT, MEd, LAT, ATC  
Office hours: Virtual by appointment  
Office location: Virtual  
Email address: rkoble@gmu.edu

**Prerequisites/Corequisites**

BIOL 124-Human Anatomy and Physiology (4cr)  
BIOL 125-Human Anatomy and Physiology (4cr)

**Course Description**

Increase students' knowledge and exposure to the structural and functional components of human anatomy including musculoskeletal origins, insertions, actions, and innervations.

**Course Delivery Method**

This course will be delivered using a face-to-face type of environment. This class will consist of both lecture and laboratory instruction. All instructional materials will be posted online to the course in Blackboard.

**Required Texts**

- 1) Biel, A. (2019). Trail Guide to the Body, 6th Edition. Books of Discovery.
- 2) Biel, A. (2019). Trail Guide to the Body Student Workbook, 6th Edition. Books of Discovery.

**Recommended Materials**

- 1) Floyd, R.T. (2021). Manual of Structural Kinesiology, 21st edition. McGraw Hill.
- 2) Biel, A. (2010). Trail Guide to the Body Flashcards, 6th Edition. Books of Discovery.
- 3) AnatomyMapp App. <https://booksofdiscovery.com/product/anatomymapp/>

**Technical Requirements**

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with standard up-to-date browsers. To get a list of Blackboard's supported browsers see:

[https://help.Blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support#supported-browsers](https://help.Blackboard.com/Learn/Student/Getting_Started/Browser_Support#supported-browsers) To get a list of supported operation systems on different devices see: [https://help.Blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support#tested-devices-and-operating-systems](https://help.Blackboard.com/Learn/Student/Getting_Started/Browser_Support#tested-devices-and-operating-systems)

- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students will need a headset microphone for use with the Blackboard Collaborate and Zoom web conferencing tools.
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download: Adobe Acrobat Reader: <http://get.adobe.com/reader/>
- Windows Media Player: <http://windows.microsoft.com/en-US/windows/downloads/windowsmedia-player>
- For instructions to download and access content using Respondus Lockdown Browser, visit <https://its.gmu.edu/knowledge-base/how-to-install-and-use-the-respondus-lockdown-browser/>

### Expectations

- Course Week: This course will meet for in-person lecture on Tuesday and in-person labs on Tuesday or Thursday, according to your registration and as specified on the syllabus. Additional asynchronous work will be assigned to complete outside of class. The course week will run Monday through Sunday. See course schedule for due dates.
- Log-in Frequency: Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least 3 times per week.
- Participation: Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions. Students are also expected to be on time **ready to begin** at the designated start time for all class meetings. *If you arrive late to any class meetings after the instructor has begun, you may be asked to leave to avoid disruption of the class.*  
**Attendance will be taken within the first 5 minutes of class. If you are late, you will not receive attendance points.**
- Technical Competence: Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.
- Technical Issues: Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. **Late work will not be accepted based on individual technical issues.** No technical support will be provided from the instructor on the weekends/evenings.

- **Workload:** Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities, and assignments due.
- **Instructor Support:** Students may schedule a virtual one-on-one meeting to discuss course requirements, content or other course-related issues. Students should email the instructor to schedule a one-on-one session, including suggested dates/times.
- **Netiquette:** The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words.* Remember that you are not competing with classmates but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.
- **Accommodations:** Learners who require effective accommodations to ensure accessibility must be registered with George Mason University Disability Services. Please provide all accommodations to the instructor by the end of the first week of classes.

### **Learner Outcomes or Objectives**

This course is designed to enable students to do the following items.

1. Identify terminology related to biomechanics.
2. Describe linear, angular, and other forms of motion used in sports.
3. Describe types of mechanical loads that act on the human body
4. Describe the effects of mechanical loads on bones.
5. Describe human skeletal articulations in relation to their movement capabilities.
6. Describe the relationship of the musculotendinous unit to muscle function.
7. Identify muscle function in producing upper and lower extremity movements.
8. Identify muscle function in producing movements of the spine.
9. Describe kinematic and kinetic variables of human movement.
10. Describe the stability of a body in relation to mechanical factors.
11. Identify anatomical landmarks, surface markings, and various soft tissue structures by palpating a live model.

### **Course Performance Evaluation**

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, VIA, hard copy). Students will be evaluated on content standards (knowledge gained) and performance (demonstration of the content). Content standards will be assessed via written assignments, quizzes, and exams. Performance will be assessed through completion of class participation activities and competency testing. Students will also be asked to provide feedback throughout the duration of the course.

### **Assignments and Examinations**

#### **1. Written Examinations**

Students will take four written exams over the semester. The final examination will be

cumulative. The format of the examinations will be multiple choice, true/false, labeling, short answer, essay, matching, and/or fill in the blank type questions. If spelling is provided on the exam, spelling will count. Each examination will test material covered during the prior class meetings, assigned videos, reading assignments, and activities completed during class. Exams will be administered via Blackboard during class time using Respondus Lockdown Browser. Exams are scheduled to be in person during class times unless otherwise specified. If exams must be administered outside of the classroom, you **MUST** use a webcam and do a **THOROUGH** scan of the entire room and workspace via Respondus. I need to see everything on the desk you are working at as well as behind and around it. You will also need to show yourself placing your phone at a distant location. If this is not done, there will be a 50% deduction to your grade. Exams must be taken in a single sitting and cannot be saved and continued later. Students must adhere to the George Mason Honor Code (referenced below). If an exam must be missed due to an excused absence, it can be made up upon the student's return to class once the appropriate documentation has been provided. **Students are responsible for informing the professor at minimum 48 hours ahead of the due date if an exam will be missed.** See Course Schedule for exam dates. If students arrive late for the exam, they will receive a zero.

## 2. Palpation Examinations

Four assessments of palpation psychomotor skills will be administered throughout the semester. The skills practiced in class will be assessed in a live practical examination format. This is a real-time examination that will require the student to locate various anatomical structures on a live model. Students will be scheduled for testing during regularly scheduled class times. If an exam must be missed due to an excused absence, it can be made up upon the student's return to class once the appropriate documentation has been provided. **Students are responsible for informing the professor 48 hours ahead of the due date if an exam will be missed.** See Course Schedule for dates. If students arrive late for their assigned exam time, they will receive a zero.

## 3. Quizzes

As indicated on the Course Schedule, quizzes will be given from the required readings, assigned videos, workbook assignments or previously covered material. These are open book and open note but **NOT** open to work with others. This will be a brief assessment using a mix of questions (fill in the blank, multiple choice, true/false, matching, labeling, short answer) to assess the student's knowledge throughout the course prior to attending lecture. Once the quiz is opened you will have 60 minutes to complete it. Quizzes must be taken in a single sitting and cannot be saved and continued later. If you do not take the quiz in the allotted time period, you cannot make up the quiz. If a quiz is missed due to an excused absence, it can be made up upon the student's return to class once the appropriate documentation has been provided. **Students are responsible for informing the professor at minimum 48 hours ahead of the due date if a quiz will be missed.** Pre-class quizzes are due at 8 am following the dates on the Course Schedule.

## 4. Student Workbook Assignments

Student workbook assignments will be due at the start of lab on the date listed in the

Course Schedule. You must follow the directions and complete all student workbook directions. Associated textbook readings are identified on the workbook pages in a blue box. **NO late assignments will be accepted!** Random pages will be selected from each workbook assignment. If a selected page is incomplete, you will receive a zero for the entire assignment – no partial credit will be awarded. Your last name must be written on the top of EACH page to receive credit.

**Workbook #1:** pg 1, 4, 6-8

**Workbook #2:** pg 9-13

**Workbook #3:** pg 14, 15, 28, 29, 54-56, 58, 121

**Workbook #4:** pg 145-148, 181-184

**Workbook #5:** pg 30-33, 38, 42, 44, 46, 52

**Workbook #6:** pg 59-64, 69-70, bottom 71, 72, 74-78

**Workbook #7:** pg 143, 150-154, 163-165, 167, 169, 171, 179

**Workbook #8:** pg 16-18, 187-188, 190, 191, 194-195, 197, 199, 200, 201

**Workbook #9:** pg 84, 87-91, 92

**Workbook #10:** pg 107, 109-111

## 5. Review Activities

Prior to each exam, a review activity will be assigned to assist the student in reviewing a part of the material to be tested on the exam. This activity will change format for each exam and will be described during class the week prior to the exam. **NO late assignments will be accepted!** Review activities will be due at 8am on the dates listed on the Course Schedule.

## 6. Class Time & Participation

Attending scheduled class times is required and will count for points towards the final grade. Class time will consist of activities and discussions to review material from video lectures (student's will be provided a video lecture to review before attending the synchronous class), readings, and palpation practice. Knowledge checks or attendance assignments may be assigned during classes for points. Class participation will require actively engaging in class discussions, activities, and assignments. Points for class participation will also reflect student timeliness, professional demeanor, effort and use of professional language.

## Course Performance Evaluation Weighting

Evaluation Type	Number	Points	Total Points
Written Exams	4	100	400
Palpation Exams	2	100	200
Class Participation & Activities	20	5	100
Student Workbook Assignments	10	12	120
Quizzes	10	10	100
Review Activities	4	20	80
			=1000

## Grading Policies

Grades will not be rounded. All available point opportunities are offered during the semester. There will be no additional point opportunities offered after the final day of classes. Any student asking for their grade to be rounded up, increased by a letter grade, provided extra credit only for themselves at the end of the semester, or other similar requests may have their final average reduced by up to 2% at the discretion of the instructor. Once final grades are posted to Blackboard at the end of the semester, you will have 24 hours to inquire about it if necessary. After that period, your grade will be posted as a final grade to Patriot Web and will not be changed. The student's final letter grade will be earned based on the following scale:

<b>A:</b> 930.0- 1000 pts. (93%)	<b>C+:</b> 770.0 – 799.9 pts. (77%)
<b>A-:</b> 900.0- 929.9 pts. (90%)	<b>C:</b> 730.0 – 769.9 pts. (73%)
<b>B+:</b> 870.0- 899.9 pts. (87%)	<b>C-:</b> 700.0 – 729.9 pts. (70%)
<b>B:</b> 830.0- 869.9 pts. (83%)	<b>D:</b> 630.0 – 699.9 pts. (63%)
<b>B-:</b> 800.0 – 829.9 pts. (80%)	<b>F:</b> < 630 pts.

## Professional Standards

The course meets Commission on Accreditation of Athletic Training Education (CAATE) competencies and proficiencies in one or more of the following content areas: evidence-based practice, prevention and health promotion, clinical examination and diagnosis, acute care of injury and illness, therapeutic interventions, psychosocial strategies and referral, healthcare administration, professional development and responsibility. Students are expected to submit all assignments on time in the manner outlined by the instructor. Students must adhere to the George Mason Honor Code. Any infractions will be appropriately reported and a grade of zero will be awarded for the assessment/assignment.

## Academic Load

Although many students must work to meet living expenses, employment and personal responsibilities are not a consideration for missed classes, late or incomplete assignments, the course content, or the course schedule (see <http://catalog.gmu.edu>). Student employment does not take priority over academic obligations. It is recognized that many students need to work in order to meet living expenses, however, there are distinct guidelines for students in terms of the number of credit hours which should be attempted based on how many hours per week a student has outside employment. For additional information on this subject, please see the GMU Academic Catalog ([http://catalog.gmu.edu/content.php?catoid=5&navoid=104#Registration\\_attendance](http://catalog.gmu.edu/content.php?catoid=5&navoid=104#Registration_attendance)) for further information. Students who fail to observe these guidelines may expect no special consideration for academic problems arising from the pressures of employment. Students should expect to spend ~9 hours weekly on work for this course.

## Professional Dispositions

Students are expected to exhibit professional behaviors and dispositions at all times. See <https://cehd.gmu.edu/students/policies-procedures/> for further details. Lack of adherence will result in removal from class meetings.

- **Communication** – When communicating with the instructor and classmates, either face-to-face or via email, students should address the other person appropriately, use appropriate language and maintain a civil demeanor. Cursing, foul language or belittling of others will not be tolerated in the class environment.

- **Responsibility/Accountability/ Honesty/Integrity**– Professionals take responsibility for their actions and are accountable. This can occur at multiple levels but generally consists of being on time, completing assignments on time, submitting work that is of the appropriate quality, honoring commitments, and owning up to mistakes. Students are expected to interact with the instructor and classmates in appropriate, respectful, and civil behaviors. Professionals keep their word when committing to something and act in an ethical and respectful manner. See George Mason University policy for further guidance.

- **Virtual Video Expectations**- If the student is required to attend class virtually, the video feed will be live during class time. Turning video off and leaving off will result in a 1%age point deduction of points from the final grade.

- **Professionalism Evaluation** – Any professionalism violation will be documented by the instructor. Violations will result in a 1%age point deduction from the final grade.

- **Attendance** - Students are expected to be on time, attend all class meetings, and be prepared for in class assignments and projects. Excused absences include the following: illness (must bring a receipt or note from a doctor), family death, athletic/academic event (schedule must be provided during the first week of classes), and others at the discretion of the instructor. Students are responsible for arranging transportation once they have registered for an in-person class. Therefore, absences due to transportation difficulties will not be excused. For known upcoming absences, students must contact the instructor at least **one** week in advance to the missed class to make up work. In the case of illness or some other unforeseen absence, the student must contact the instructor via e-mail on the same day of the absence. At the next attended class meeting the student will discuss the material that is to be completed with the instructor. *Students will have one week from the excused absence to complete any missed assignments.* It is the student's obligation to pursue any make-up work.

- **Assignments - Late assignments will not be accepted and will result in a zero (0) for the assignment.** Turning on Blackboard submission confirmations is strongly suggested to confirm assignment completion. Pending or late submissions due to technical errors will count as a zero. If you are absent (unexcused) on the due date of an in-class assignment submission, you will receive a zero for the assignment.

- **Technology Use During Class** - As per GMU policy, all sound-emitting technology is required to be turned off during the lecture and laboratory class meeting times. Laptop computers or tablets will only be permitted for use during class time for classwork. Phones may NOT be used during class, except for emergencies. Students utilizing various technology devices during class for other reasons beyond class work and emergencies will be asked to leave class and will not be permitted to complete coursework or receive any points for assignments or attendance that day.

- **E-Mail Correspondence** - Please allow 48 hours for an email return during work hours (8am – 5pm) during the work week (M-F). If an email is received in the evening (after 5pm) or on the weekend, please allow 48 hours following the start of the next business day for a response. Only messages that originate from a George Mason University address will be accepted. All email correspondences must follow a professional format (including a subject, beginning salutation, appropriate text body, ending salutation, and signature) with correct grammar/spelling and must follow proper netiquette guidelines.

**Emails that do not follow the specified guidelines will be returned to the student for revision before a response is issued.** The following is an appropriate professional format:

Subject: Course Inquiry

Dear Dr. Hartnett, (Beginning salutation)

I am looking forward to your class. (Text body)

Regards, (Ending Salutation)

Heather Murphy (Your name)

### **Core Values Commitment**

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: <http://cehd.gmu.edu/values/> .



## GMU Policies and Resources for Students

### *Policies*

- Students must adhere to the guidelines of the Mason Honor Code (see <https://catalog.gmu.edu/policies/honor-code-system/> ).
- Students must follow the university policy for Responsible Use of Computing (see <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/> ).
- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.
- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <http://ods.gmu.edu/> )
- Students must follow the university policy stating that all sound-emitting devices shall be silenced during class unless otherwise authorized by the instructor.

### *Campus Resources*

- Support for submission of assignments to Tk20 should be directed to [tk20help@gmu.edu](mailto:tk20help@gmu.edu) or <https://cehd.gmu.edu/aero/tk20> . Questions or concerns regarding the use of Blackboard should be directed to <http://coursesupport.gmu.edu/> .
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

**For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/students/> .**

**Notice of mandatory reporting of sexual assault, sexual harassment, interpersonal violence, and stalking:** As a faculty member, I am designated as a “Non-Confidential Employee,” and must report all disclosures of sexual assault, sexual harassment, interpersonal violence, and stalking to Mason’s Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993- 2380. You may also seek assistance or support measures from Mason’s Title IX Coordinator by calling 703-993-8730, or emailing [titleix@gmu.edu](mailto:titleix@gmu.edu) .

## Tentative Class Schedule

**\*Faculty reserves the right to make changes to schedule and will notify students of the changes.**

Unit	Week	Date	Topic	Quiz	Assignments	Readings
1	1	8/27 LEC	Welcome and Syllabus Review Kinesiology Terms, Body Regions, Planes/Axes of Motion	1		TGTB pages associated with WB pages Floyd Chapter 1 & 2
	1	LAB	Kinesthesia, Proprioception & Diarthrodial Joints	2		
	2	9/3 LEC	Review		Activity 1	
	2	LAB	Written Exam 1		WB 1 & 2	
2	3	9/10 LEC	Palpation Intro, Skeletal System, Upper Body <b>Bones</b> and Palpation Points, Upper Joint	3		TGTB pages associated with WB pages Floyd pg 93-99, 119-126, 153-162, 183-193
	3	LAB	Upper Palpation Sheet		WB 3	
	4	9/17 LEC	Upper Body <b>Muscles</b> and Palpation Points	4		TGTB pages associated with WB pages Floyd pg 100-118, 127-152, 163-182, 194-226
	4		Upper Muscles Palpation		WB 4	
	5	9/17 LEC	Review Upper Bones and Muscles			Review pgs associated with upper body
	5		Review Upper			
	6	9/24 LEC	Review Upper			
	6	LAB	Palpation Exam 1		WB 5	
	7	10/1	Review	5	Activity 2	
	7	LAB	Written Exam 2			
	8	10/8 LEC	Lower Body <b>Bones</b> and Palpation Points	6		TGTB pages associated with WB pages Floyd pg 227-237, 275-282, 299-314
	8		Lower Palpation Sheet		WB 6	

3	9	10/15 LEC	Lower Body <b>Muscles</b> and Palpation Points	7	WB 7	TGTB pages associated with WB pages Floyd pg 238-274, 282- 298, 315- 344
	9		Lower Body Muscles and Palpation Points			
	10	10/22 LEC	Review Lower Bones and Muscles			Review pgs associated with lower body
	10		Review Lower			
	11	10/29 LEC	Review Lower			
	11	LAB	<b>Palpation Exam 2</b>		WB 8	
	12	11/5	No Class – Election Day			
	13	11/12 LEC	Review			
13	Lab	<b>Written Test 3</b>		<b>Activity 3</b>		
4	14	11/19 LEC	Trunk & Spinal Column; Nerves & Common Injuries	8		TGTB pages associated with WB pages Floyd Chapter 11
	14	Lab	Review	9	WB 9 & 10	
	15	11/26	<b>No Class – Enjoy your break!</b>			
	16	12/3 LEC	<b>Review for Final</b>			
	16	Lab	Review for Final			
	17	12/10	Optional Lab Day			
	18	12/17	<b>FINAL EXAM 7:30 – 10:10 AM</b>		<b>Activity 4</b>	

## Student Acknowledgement of Syllabus

I, \_\_\_\_\_,

**(Print First and Last Name)**

by signing below, attest to the following:

\*I have read the course syllabus for ATEP 300 in its entirety, and I understand the policies contained therein. This syllabus serves as a binding contract for ATEP 300 between me and the instructor.

\*I have a clear understanding of the due dates for assignments and examinations, and I accept responsibility for the material.

\*I am aware that failure to submit assignments by the dates assigned will result in no points awarded as late work will not be accepted.

\*I understand the instructor reserves the right to alter the provided schedules as necessary and I am responsible for the assignments and examination dates for the most current version of the syllabus schedule.

\*I accept responsibility for reading announcements that are sent to me via e-mail through Blackboard; it is my responsibility to access my Blackboard e-mail for messages, or forward Blackboard e-mail as per the directions provided in the syllabus.

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**(Signature) (Date)**