

SYLLABUS
PART II
EDISON STATE COMMUNITY COLLEGE
BIO 127 SURFACE ANATOMY
1.0 CREDIT HOURS

Instructor: Erynn Hanford, BA Wittenberg University 1994, PTA Clark State Community College 1998, MSHAPI Northeast College of Health Sciences 2022, ACCE of the PTA program

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Office Hours: Please call or contact instructor to make an appointment if you would like to meet. Also, please feel free to call or email your instructor with any important questions and especially in case of emergency. Please be patient when you e-mail. The instructor may not be able to return your e-mails right away, but will try to return e-mails within 2 working days of the receipt of your e-mail.

Class Schedule: 8 weeks online experience

This syllabus is a guideline for the class progression; however, it is subject to change.

All Readings and Homework must be completed prior to the next class period. Assignments/Projects/ Skill Checks/ Quizzes are listed on the class period where these are due or scheduled.

Text

Required:

Biel A: Trail Guide to the Body Student workbook, 6th ed., Books of Discovery, 2019.

Lippert LS: Clinical Kinesiology and Anatomy, 7th ed., F. A. Davis, 2023.

Weekly Schedule of Topics

Week	Assignments	Due dates
1	1. Introductory discussion board 2. View powerpoint on shoulder girdle and shoulder, reading in Lippert Ch. 12 and 13 3. Homework in Biel 4. Video palpation quiz via assignments	Discussion board initial post – 6-8-26 Monday at 11:59, Response post – 6-9-26 Tuesday at 11:59 Assignment Biel homework- 6-14-26 Sunday at 11:59 Palpation video - 6-14-26 Sunday at 11:59
2	1. View powerpoint on elbow, reading in Lippert Ch. 14 2. Homework in Biel 3. Video palpation quiz via assignments	Assignment Biel homework- 6-21-26 Sunday at 11:59 Palpation video - 6-21-26 Sunday at 11:59
3	1. View powerpoint on wrist and hand, reading in Lippert Ch. 15 and 16 2. Homework in Biel 3. Video palpation quiz via assignments	Assignment Biel homework- 6-28-26 Sunday at 11:59 Palpation video - 6-28-26 Sunday at 11:59
4	1. View powerpoint on spine, reading in Lippert Ch. 8 and 9 2. Homework in Biel 3. Video palpation quiz via assignments	Assignment Biel homework- 7-5-26 Sunday at 11:59 Palpation video - 7-5-26 Sunday at 11:59
5	1. View powerpoint on pelvis and hip, reading in Lippert Ch. 10 and 17 2. Homework in Biel	

	3. Video palpation quiz via assignments	Assignment Biel homework- 7-12-26 Sunday at 11:59 Palpation video - 7-12-26 Sunday at 11:59
6	1. View powerpoint on knee, reading in Lippert Ch. 18 2. Homework in Biel 3. Video palpation quiz via assignments	Assignment Biel homework- 7-19-26 Sunday at 11:59 Palpation video - 7-19-26 Sunday at 11:59
7	1. View powerpoint on ankle and foot, reading in Lippert Ch. 19 2. Homework in Biel 3. Video palpation quiz via assignments	Assignment Biel homework- 7-26-26 Sunday at 11:59 Palpation video - 7-26-26 Sunday at 11:59
8	1. Final exam matching test 2. Final exam video via assignments	Due Thursday 7-30-26 at 11:59 Due Thursday 7-30-26 at 11:59

Evaluation Methods:

Discussion board	=	10 points
Biel homework 7@10 points each	=	70 points
Palpation video quizzes 7@20 points each	=	140 points
Final exam 1@ 54 points each	=	54 points
Final video 1@ 50 points each	=	<u>50 points</u>
Total Points	=	324 points

Grading Policy

Number grades will be recorded to the hundredths of a point for all grades. The final total course point score will be rounded to the closest whole number.

It is expected that students will submit all written assignments on the date and time designated by the instructor. Homework and Written Assignments will NOT be accepted after the designated due date. Graded Assignments will be returned within 10 days of the date the assignment is due.

Grades will be available within one week of taking the exam. No changes in grades will be made after this time.

FINAL GRADE STANDARD

Grade	Percentage	Points
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	60-below	0.0

Rubrics

A rubric is a scoring guideline used in grading assignments. I have attached in our course site in Blackboard rubrics to help you in completing your postings/responses to the discussion board. Please take a few minutes to view these documents and make sure you understand how I will be evaluating these assignments. If you have questions regarding the rubrics please contact the instructor.

Submitting your work

For this course, students must submit assignments to the instructor using the required communication technology (e.g., assignment manager, e-mail, discussion board, chat, etc.). The instructor must receive assignments via the appropriate communication technology by **midnight local time on the date they are due unless otherwise stated**.

Late Work: Late assignments will not be accepted. A 0 will be entered for all late assignments. Unforeseen circumstances do occur, please notify me as soon as possible and we'll discuss submission of your work.

Discussion Board: This feature will be used for an assignment as well as for you to bounce ideas off one another and to get to know each other better.

Policy Statements

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/Registration-and-Records/> and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <http://stage.edisonohio.edu/digipub/StudentHandbook/index.html>.

All policies and procedures found in the Edison Student Handbook are applicable to this course. PTA students are expected to be familiar with the policies of the PTA Program as stated in the Edison Community College [PTA Program Handbook](#) as well as those policies specific to BIO 127S. Please find the Edison policies which are listed in Blackboard.

Edison Community College contact information:

Address: 1973 Edison Dr., Piqua, Ohio 45356

Phone: 937-778-8600; 1-800-922-3722

You can locate Edison's college-wide policies electronically through the following links.

Edison homepage: www.edisonohio.edu

Link to the library: www.edisonohio.edu/library

- Hours
- Borrowing policies
- Library catalog
- OhioLINK
- Books, databases, newspapers, other library materials

Link to Career Development: www.edisonohio.edu/career

- Clarify career goals
- Explore educational options
- Acquire job search skills

CORE VALUES

The Core Values are a set of principles that guide in creating educational programs and environments at Edison. They are communication, ethics, critical thinking, human diversity, inquiry and respect for learning, and interpersonal skills and teamwork. The goals, objectives, and activities in this course will introduce or reinforce these Core Values whenever possible.

Tips for success

1. Participate!

Contribute your ideas, thoughts, and comments regarding the subject you are studying with your participants, team mates, and instructor. Your CI and instructor will not be your only resources for learning in your online class...you can learn from your participants as well as they will learn when you share your ideas.

2. Keep in touch with your online classmates

Keep your classmates up to date on what you are experiencing in your clinical experience by writing an introductory message; read your participants' messages to get a sense of what they are doing as well. I encourage you to send them email, ask about an interesting hobby someone mentions, or make contact with someone whose interests are the same as yours. Once you have started an online conversation, it quickly becomes an easy and natural way to communicate.

3. Take the class seriously.

There will be times that everyone around you is having fun or will want you to play hooky from your class work. Your online course work is just as important as a traditional class so make sure you explain to your family and friends how important it is for you to do well in your studies.

4. Log into your course site as often as possible.

You should log into your class at least 4 or 5 times per week. You will want to see what your participants are saying and read the feedback from your instructor. If you log in less frequently you may fall behind and have a hard time catching back up with the discussion board postings, chats, or assignments.

5. Budget your time

Online is not easier than the traditional educational process. In fact, many students will say it requires much more time and commitment. Be aware of and keep up with the course schedule. Although these are online courses, they are designed to provide you with a semester schedule of course units, assignments, conferences, etc. These online courses require that you adhere to the course schedule, for you to benefit from the course material and discussions.

6. Online advantage.

One of the biggest advantages of an online course is your anonymity. No one will be able to see you and affect how you feel

about the thoughts and ideas you wish to share regarding the subject matter of your course. You can take as much time as you need to compose your thoughts before responding to your participants or instructor.

7. **Be courteous of your participants**

Use proper Netiquette and remember just because you are online and do not meet your fellow participant's in-person they are real people with real feelings.

8. **Having problems...**

Your instructor is limited to what you communicate to him/her. You need to be very specific when you have problems or do not understand something about the materials you are covering. If you are having technical difficulties, or problems understanding something about the course, you **MUST** speak up otherwise there is no way that anyone will know that something is wrong. Also, if you don't understand something, chances are several people have the same question. If another student is able to help you, he/she probably will, and if you are able to explain something to your participants in need, you will not only help them out, you will reinforce your own knowledge about the subject.