



DEPARTMENT OF KINESIOLOGY & HEALTH SCIENCES

COURSE OUTLINE – SPRING 2026

PE1000 (EC): STRUCTURAL AND FUNCTIONAL ANATOMY 3 (3-0-2) 75 HRS for 8 Weeks.

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation, and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land, and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

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OFFICE HOURS: Please schedule by email.

CALENDAR DESCRIPTION: Introductory study of human anatomy. Students learn the structural and functional components of selected systems of the human body.

DELIVERY MODE(S): Remote/online asynchronous: a variety of methodologies will be employed including guided readings and videos, online discussion, assignments, and quizzes. To attend this course, students **must have** a computer with a webcam and a reliable internet connection. Technological support is available through helpdesk@nwpolytech.ca. Students are responsible for all fees associated with **ProctorU**, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

POLICY ON THE RECORDING OF TEACHING ACTIVITIES: Students may not record classroom activities (such as lectures, group activities, 3rd party presentations, etc.) without the instructor's consent. This policy is set to protect the privacy and reputation of students, to uphold the copyrights of the instructor and other content creators, and to facilitate free and open discussion of ideas. The classroom is meant to be a psychologically safe environment, where students are free to explore and think through new and controversial ideas without fear of public repercussions. Recording lectures can undermine this goal. If permission to record an activity is granted, the recorded material can only be used for the student's own private use and is not to be posted online or otherwise distributed. Students will be notified in advance by the instructor when someone has been granted permission to record a classroom activity. Students will also be given the option of being excused from actively participating in recorded activities. In the case of student presentations, the recording student must show proof that the presenting student(s) have agreed to be recorded before the instructor will grant permission.

POLICY ON INSTRUCTIONAL RESOURCES AND MATERIALS: Any course resource/material should be properly used: the content created by your instructor is his/her intellectual property and is provided to you based upon your registration for this class; as such, the material is for your private use only. It is not to be distributed, publicly exhibited, or sold without the permission of the instructor. Third-party materials (such

as assigned readings, videos, et cetera) have either been licensed for use in this course or fall under an exception or limitation in Canadian Copyright law.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Martini, F.H., Ober, W.C., Bartholomew, E.F., and Nath, J.L. (2013). Visual Essentials of Anatomy and Physiology. Boston: Pearson.

LEARNING OUTCOMES:

After completing PE1000, students will be able to:

- Communicate effectively about anatomical principles, concepts, structures, and their relationships using appropriate terminology.
- Recognize and describe a range of anatomical structures, including systems, organs, and tissue types.
- Describe tissues and organs at macroscopic and microscopic levels, including their structure and function.
- Develop critical thinking and problem-solving skills in the context of anatomy.
- Understand how anatomical structures contribute to human movement.
- Identify surface landmarks and palpate anatomical structures.

COURSE SCHEDULE TENTATIVE TIMELINE:

The course is composed of three modules: Module 1 – Introduction to Anatomy, Module 2 – The Musculoskeletal System, and Module 3 – The Organ Systems. Even though this is an asynchronous course, you must complete the modules in order (Module 1 → Module 2 → Module 3). You will only be able to access Module 2 after you successfully complete Module 1, and you will only be able to access Module 3 after you successfully complete Module 2. You do have flexibility within each module, but you must respect the fixed deadlines below.

Module deadlines:

- Module 1 must be completed by May 18(end of day)
- Module 2 must be completed by June 01 (end of day)
- Module 3 must be completed by June 25 (end of day)

Do not wait until the deadline to finish a module. Aim to finish a few days early so you have time to review and to ask questions. If you miss a module deadline, you will automatically fail the course. All three modules must be completed by June 25; after this date, anyone who has not completed all three modules will automatically fail the course. The instructor may adjust these dates if needed to support learning.

Quizzes and testing centre rules: All three module quizzes must be written at an accredited testing centre. It is your responsibility to find a testing centre and arrange for them to contact the instructor so the exam can be enabled. Do this early (ideally at the start of the course). The testing centre must contact the instructor at least 72 hours (3 days) before the relevant quiz window closes.

Key dates:

- Quiz 1 window: May 11 – May 18 (Module 1 deadline: May 18)
- Quiz 2 window: after Module 1 (and Quiz 1), until June 1 (Module 2 deadline: June 1)
- Quiz 3 window: after Modules 1 and 2, until June 25 (Module 3 deadline: June 25)

EVALUATION:

Module Quiz 1	30%	90%
Module Quiz 2	30%	
Module Quiz 3	30%	
All "CYKs"	10%	10%
100%		100%

**Note: Each module is worth 1/3 of the final grade. Within each module, there are "CYKs" (10%) and the "Module Quiz" (90%). Students are encouraged to take the CYKs as many times as they want and review all assignments and activities before attempting the Module Quiz. Students will only be allowed to attempt each Module Quiz once.*

GRADING CRITERIA:

A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

STUDENT RESPONSIBILITIES:

Refer to the Polytechnic Policy on Student Rights and Responsibilities on the NWP website.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/polytechnic-leadership/policies-directory>.

**Note: all Academic and Administrative policies are available on the same page.*

Additional Information:

USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least **3 days (72 hours)** in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor. The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins. The collection

of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, “No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.” In addition, subsection 39(4) states, “A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.” Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#). By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada. This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam. Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.