

SSP 242

Fall | 2020

Course Description: Provides the student with knowledge and hands-on skills in executing and teaching the foundational resistance training movements required to be successful in performance training programs.

Detailed Course Description: A hands-on course designed to teach students to **safely and properly perform** a variety of resistance training exercises. To **introduce the fundamental principles** of physiology and kinesiology underlying the ability to **properly perform** a wide variety of resistance training exercises and to **properly instruct** individuals in safe and effective performance of these exercises for the purpose of developing optimal performance. This course will also include discussion focused on basic programming principles, conducting a needs analysis, establishing program parameters and understanding basic mechanics of exercise and exercise adaptations addressing various populations including children, women and the elderly. This course will include exercises using a variety of resistance equipment (including but not limited to) free weights, machines, light dumbbells, nontraditional training implements, unilateral training, balance and stability work, and one's own body weight to enhance muscular strength, endurance, and/or hypertrophy and to reduce one's risk for developing musculoskeletal injuries. A primary focus of this course will be to teach students how to properly perform and teach the major compound, core exercises utilized in most performance related programs. This course addresses a number of core curriculum components required as foundational knowledge to receive certification from the National Strength and Conditioning Association as a Certified Strength and Conditioning Specialist.

Course Format: ASU SYNC - This class section includes valuable hands-on class activities. These hands-on components are an important part of the learning experience for this course; therefore, it is highly encouraged that you are able to attend some in-person class experiences as indicated in the course schedule and syllabus. These hands-on activities may require close proximity to other students or participants. Therefore, strict personal protective equipment and disinfecting rules will be enforced to maintain safety as a priority; exceptions will be allotted to those students with extenuating circumstances due to the pandemic, speak with your instructor closer to the start of the semester. Some lectures contain materials that are best presented in a "live" type classroom setting, these are designated on the schedule as specific zoom

events where you should log into class at the regular class time. Other lectures can be recorded and viewed on your own.

Course meeting time and location: Tues & Thur 3 PM – 4:15 PM – SDFCD 205

Course Access: Although this class is presented in-person, you may still be expected to log into Canvas, the Learning Management System (LMS). This requires a computer, a stable internet connection, and in some cases a webcam and microphone.

Your ASU courses can be accessed by both my.asu.edu and myasucourses.asu.edu; bookmark both in the event that one site is down.

INSTRUCTOR INFORMATION

Name: Joseph Marsit, MS, CSCS

Office/room: HLTHS 428

Phone number and email address: 602-451-3771 (emergency text only) – joseph.marsit@asu.edu (do not use any variation of this email as it will not be sent to me)

Office hours: Zoom hours are very flexible, please email me with at least 2 options of times available (Example: Monday 1 pm – 2:30 pm and Thursday 9 AM – 11 AM) and I will send you back an invite that fits your schedule. Typically, I have class up until noon, so mornings are less flexible.

Preferred method of contact: E-mail

COURSE BASICS

Course Objectives and Expected Learning Outcome

This course fulfills the resistance training instruction and practical laboratory competency required for CSCS certification. The major skills that will be covered by this class related to high performance activity:

- Resistance training exercise instruction and demonstration with a variety of exercise modalities
- Proper warm-up development for an exercise session
- General programming and adaptation expectations for anaerobic exercise

By the end of the course, you will be able to:

- Explain fundamental physiological characteristics of skeletal muscle, including contractility, motor units and basic structure of a muscle.
- Describe the action of each of the major muscles of the body (separately and in synergy with other muscles), anatomical names of movements produced by these actions, and very basic principles of biomechanics.
- Discuss and explain functional definitions of terms such as: strength, power, muscular endurance, hypertrophy, atrophy, concentric action, eccentric action, and isometric action.
- Describe and demonstrate proper technique for the foundational movements of resistance training utilized in a majority of performance training programs as well as other modalities of resistance training that can be utilized for different populations. Students develop proficiency in the demonstrate-teach-coach style.
- Understand and properly create an appropriate warm-up program before engaging in higher intensity resistance training sessions
- Identify which strength and conditioning exercises are considered by experts to be potentially unsafe when improperly performed or supervised.
 - Explain and apply industry standards, guidelines and practical knowledge to screen individuals prior to participation, make appropriate choices for exercise selection and understand the basics for designing a safe and effective resistance training program for improving sports performance including spotting and weightroom safety.

Alignment with other outcomes:

These course outcomes align with the following areas of the NSCA competencies for the CSCS credential:

- Muscular adaptations
- Age- and sex-related differences and their implications for resistance exercise
- Population specific adaptations for children, female athletes and older athletes
- Exercise technique for free-weight and machine training
- Fundamentals of exercise technique
- Spotting free-weight exercises
- Resistance training exercises
- Olympic-style lifting techniques: progressions and regressions
- Exercise technique for alternative modes and nontraditional implement training
- Bodyweight training methods
- Core stability and balance training methods
- Variable-resistance training methods

~ Uni-lateral training

Does this class have an Honors contract? Yes, speak with instructor

NOTE: You must make the Disability Resource Center, DRC, aware if you require accommodations due to a disability. Review the **ASU Policies** section for more information.

Textbook, Special materials and extracurricular activities

Textbook

National Strength and Conditioning Association. (2017). Exercise Technique Manual for Resistance Training. (3rd ed.). Champaign, IL: Human Kinetics.

Special materials and technology : Strength Training App by Muscles in Motion – this is a wonderful app to help you understand muscle function and technique of lifts. Since our in-class time is limited, a subscription to the strength training app will assist you in learning the technique for some exercises that will not be able to be covered during sync sessions. Each student is responsible for their individual membership and the cancellation of each membership. Billed either \$15/mo. (auto-renew) or \$59/year – choose what works for you.

Extracurricular activities: Due to the limited in-person time, students will be asked to learn, demonstrate and practice a variety of exercises at home or at a local fitness center, if available. Finding implements to utilize for these exercises will be necessary. A student does not need a full weightroom at their home, but a stick or PVC pipe for a bar, some implement to use as a DB or KB will be required. Most of these items are available for relatively cheap prices at second hand outlets.

Assignment Types

Description of different assignments, projects, exams and midterms with grades/percentage of grades:

SUMMARY OF STUDENT EVALUATION

Exercise Technique Manual	Throughout the course, students will be asked to write out instructions on how to execute certain resistance training exercises, including peer demonstration pictures.	30 point check-ins X 3 – 90 points – Exercises include: Squat, Deadlift, Clean Pull, Power Clean, Bench Press, OH Press, Power Snatch, Romanian
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	This manual will be checked on 3 separate occasions throughout the semester and will serve as a capstone portfolio manual to carry forward in the program	Deadlift, Split Squat, Pit Shark, Reverse Hyper, Glute-Ham, Lat Pulldown and Jerk
Case study	As a culminating assignment, students will be given a high school athlete profile and asked to design a resistance training program appropriate to the goals listed.	60 points
Exercise Demonstration Test	Students will be asked to properly demonstrate and verbally explain a given exercise movement. This will be a peer graded assignment with instructor review.	20 points each X 4 – 80 points total
QUIZZES		
Resistance Exercise terminology quiz	Knowledge of basic terminology related to resistance training	15 points –
Muscle Anatomy quiz	Knowledge of basic musculoskeletal anatomical locations and actions	15 –
Warmup and Workout Quiz	Knowledge of safety for participation and proper warmup and workout structure	25 –
Program Adaptation	Knowledge of basic adaptation to exercise and specifics based on population	25 –
PARTICIPATION		
Participation Expectation	Student does not exceed 3 absences (beginning on absence 4, the student loses 15 points per absence)	(15 points) – Overall professionalism
TOTAL POINTS		310 POINTS TOTAL

Note: While every effort is made to keep the course evaluation process consistent with what is in the initial syllabus, it is possible that slight changes may have to be made as the semester progresses. These changes will be communicated thoroughly to the students and although total points may potentially fluctuate, the percentages remain constant, meaning there is no intention of harm to the student's grades. Any changes to the course evaluation process will be posted on Canvas as part of an announcement; however, it is the student's responsibility to be aware of the points and their grade and be proactive in speaking to the instructor if there are questions or concerns. Students should not rely on Canvas or other students if they have a question on their grade in class, contact the instructor.

Grading Policy

It is unethical to email the instructor and/or speak with him/her in person and ask for a specific grade or points due to one's future internships, graduate schools, jobs, medical school, honors awards, etc. Do NOT email the instructor and ask for extra points to get to a certain grade. There is ample opportunity to EARN the grade you want in class; grades for class are determined by your work, you control what you receive. Requests will be deleted without a response.

Grade breakdown:

The total points available for class is 310. Breakdown of the graded components of class are listed below. Final grades are calculated by taking the total points earned by the student throughout the term and dividing by the total points available (310).

Letter grade	Numerical Equivalent
A+	300 + points
A	279 – 299
B+	269 - 278
B	248 - 268
C	217 - 247
D	186 - 216
E	Below 216

Make-up work/late submission general policy: Assignments are provided well ahead of time and students have ample notice to complete them on-time. Late work will not be accepted or graded for any credit. Make-up work is not provided.

CLASS EXPECTATIONS

Attendance Policy

SPECIAL SYNC NOTE

Due to the circumstances and new guidelines for classes for Fall 2020, the course schedule will be altered to fit the ASU Sync guidelines. In-class sections will be offered to no more than 8 students at a time with live video broadcast. “Live” zoom broadcast will also be recorded should you need to view it later, but you are encouraged to log in during actual class time. Expected in-class participation will count as attendance (failure to attend an in-class session, without appropriate excused absence, will count as a missed class and result in a loss of 5 points off your final point total). Sessions noted as iCourse will be pre-recorded lectures only and you are not expected to attend class.

Any student that must remain online throughout the term, or part of the term, must email the instructor prior to the first day of class and provide their reasoning. International students, students currently quarantining, those caring for family members and others have reasons and just need to inform the instructor so proper arrangements can be made.

NOTE: The sync policy supersedes any other course policy noted in this syllabus and is in effect for Fall 2020.

Some absences are excused in accordance with ASU policy. They include accommodations for religious practices, University sanctioned activities, and death of a family member. Read more about these policies in the **ASU Policies** section.

Number of excused absences (other than those excused by ASU for specific reasons):

ASU Attendance Policies

- a. Excused absences related to religious observances/practices that are in accord with [ACD 304-04](#), “Accommodation for Religious Practices”
- b. Excused absences related to university sanctioned events/activities that are in accord with [ACD 304-02](#), “Missed Classes Due to University-Sanctioned Activities”

In the event the instructor fails to indicate a time obligation, the time obligation will be 15 minutes for class sessions lasting 90 minutes or less, and 30 minutes for class sessions lasting more than 90 minutes. Students may be directed to wait longer by someone from the academic unit if they know the instructor will arrive shortly.

Required Technology, Technical Support and Internet Outage Plan

Required Technology

1. Desktop or laptop computer, **current within the last 5 years**
 - *Note: Canvas does have an app that can be used with mobile devices, but the app is limited. Please access Canvas primarily through a desktop or laptop computer.*
 - Do not use a Chromebook or Netbook, since it cannot run Respondus, which is used for tests.
2. Stable, high-speed internet access
3. Web browser updated to the most recent version. Chrome is the preferred browser for Canvas.
4. Audio speakers and/or headphones attached or built-in to the computer
5. Webcam (external or internal with microphone)
6. Word processing software. (Students have access to Google Docs with their ASURite. In addition, [Microsoft 365](#) is free to ASU Students)
7. Smartphone or other mobile device that can download apps.

Please inform the instructor if any of the above present a hardship for you. ASU may have some resources to help students in need.

Technical Support

You have access to [24/7 technical support](#). It is recommended to use Chrome when accessing Canvas.

Internet Outage Plan

Network and internet outages are never expected. Be prepared and have a plan in case you find yourself without internet.

Campus Network Outage and Technical Support

When access to Canvas is not available for an extended period of time (greater than one entire evening) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by 11:59pm).

To monitor the status of campus networks and services, please visit the [System Health Portal \(http://syshealth.asu.edu/\)](http://syshealth.asu.edu/).

Technical Support

This course uses Canvas to deliver content. You can access Canvas through your [MyASU](#) portal.

To contact the help desk you have two options:

- For immediate assistance, call ASU at 1-855-278-5080.
- Visit the ASU Experience Center (<https://uto.asu.edu/experiencecenter>) to get personalized support through 24/7 live chat or by submitting your request online (<https://my.asu.edu/service>).

For more information on Canvas the following resources are suggested:

- [Canvas Course Tour Video](#)
- [Canvas Student guide](#)
- [Digital Portfolios Help Resources](#)
- [Library Resources for Students](#)
- [Best Practices for Setting Course Notifications](#)
- Canvas Student App - Download through Google Play (Android) or the App Store (iOS)
 - [Android Guide](#)
 - [iOS Guide](#)

Other useful links

- [Undergraduate Academic Advising](#)
- [ASU Email Guide](#)
- [ASU Wireless Network](#)

Add/Drop/Withdraw

[Click here to access the University Registrar page](#) where you can access grades, the academic calendar, and add/drop/withdrawal options among other things. NOTE: if you are considering withdrawing, please check with financial aid since it may be impacted by a withdrawal.

Student Success Tips:

Time Management

Your success in this class depends greatly on the time you spend on independent study and completion of assignments. In general, expect to spend a minimum of **3 hours** for **each** credit hour **per week** studying outside of class. So, for a 3 credit class set aside 9 hours per week for just that one class. Add on extra time around mid-terms and finals. How much time does that leave you for work, relaxation, and other commitments? Here are some resources to help you get organized and create a study plan.

[Click here to calculate your available study time](#)

[Click here to discover how many hours you should be studying](#)

Study Techniques

It's important that you attend all classes and complete all assignments to be successful in your College career. To support this, you should take a look your study habits. Consider *where*, *when*, and *how* you study. For example, trying to read a complex paper in a loud coffee shop may be too distracting for you to really understand the material. Waiting until the last minute to write a paper rarely yields good results. Take a look at the guide provided below for more suggestions to optimize your study time.

[Click here to access a study guide](#)

Active Reading

You will have to read a lot throughout your degree! It's common practice to highlight content as you read it to help remember it. Studies show, however, that this is not as effective as previously thought. A much better way to help you process and retain the information is to write down the important points and quiz yourself as you read. This is known as "active reading." Download the handout provided below to get started on this simple technique that can help you from day one at ASU.

[Click here to access the active reading technique guide](#)

Available Academic Resources

ASU has a wealth of resources to enable your success. [Click here to check out the University Academic Success Programs](#) website that includes information on the writing center, tutoring, supplemental instruction, graduate academic support and more.

Academic Integrity

[A Student Resource from ASU on Academic Integrity](#)

Mental Health

Students may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating and/or lack of motivation. These emotional health concerns or stressful

events may diminish academic performance and/or reduce the ability to participate in daily activities. [ASU Counseling Services](#) provides counseling and crisis services for students who are experiencing a mental health concern. Any student may call or walk-in to any ASU counseling center for a same day or future appointment to discuss any personal concern. ASU's dedicated crisis line is available 24/7 for crisis consultation by calling 480-921-1006.

ASU POLICIES

[ASU Academic Policies](#) – January 6, 2020

ASU Excused Absences

Accommodation for Religious practices in accordance with [ACD 304-04](#)

Summary: Administrators and faculty members are expected to reasonably accommodate individual religious practices (e.g., by an adjustment to the academic or workplace environment, such as rescheduling, flexibility in scheduling, voluntary substitutions, job reassignments, modification of grooming requirements). A refusal to accommodate is justified only when undue hardship to the university's legitimate business purposes would result from each available alternative of reasonable accommodation (e.g., requires more than ordinary administrative costs, diminishes the efficiency in other jobs, infringes on other employees' job rights or benefits, or impairs campus/workplace safety). Contact the Office of the Provost of the University or the Office of Equity and Inclusion for assistance in determining undue hardship or reasonable accommodation.

Missed class due to University-sanctioned activities in accordance with ACD 304-02

Summary: Students who participate in university-sanctioned activities that require classes to be missed, shall be given opportunities to make up examinations and other graded in-class work. However, absence from class or examinations due to university-sanctioned activities does not relieve students from responsibility for any part of the course work required during the period of the absence.

The provost of the university or designee shall determine, for the purposes of this policy, whether a particular event qualifies as a university-sanctioned activity.

In each college, a specific individual (e.g., dean's designee) shall be responsible for facilitating adherence to this policy. In particular, students who participate in university-sanctioned activities shall,

- 1. In accordance with any academic unit or college requirements, be provided make up assignments, examinations, or other graded coursework that was missed because of the university-sanctioned activity without penalty; if this is not possible,*
- 2. Receive an incomplete, with arrangements made for completing the final coursework and earning a final grade.*

Disability Accommodations:

Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to me at the beginning of the semester either during office hours or by appointment. Note: Prior to receiving disability accommodations, verification of eligibility from the Disability Resource Center (DRC) is required. Disability information is confidential.

Establishing Eligibility for Disability Accommodations: Students who feel they will need disability accommodations in this class but have not registered with the Disability Resource Center (DRC) should contact DRC immediately. Students should contact the Disability Resource Center, campus-specific location and contact information (<https://eooss.asu.edu/drc/contactus>) can be found on the DRC website. DRC offices are open 8 a.m. to 5 p.m. Monday – Friday. Check the DRC website (<http://eooss.asu.edu/drc>) for eligibility and documentation policies.

- Email: DRC@asu.edu
- DRC Phone: (480) 965-1234
- DRC FAX: (480) 965-0441

Academic Integrity and Student Code of Conduct:

Academic Integrity

While interaction among students is encouraged, all work performed on the class assignments and quizzes must be that of the student taking the quiz. Any indication that the work on a quiz or exam is not that of the student can lead to a range of consequences from failing the quiz to failing the course and reporting the lack of academic integrity to the College. No use of work by other students can be used, and no work taken verbatim and directly from other sources (e.g., the internet) can be used. Academic honesty will be taken very seriously in this course. Please consult <http://students.asu.edu/srr/code> for the ASU Student Code of Conduct.

ASU expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the Student Code of Conduct and Student Disciplinary Procedures (<http://www.asu.edu/aad/manuals/ssm/ssm104-01.html>), Computer, Internet, and Electronic Communications policy (<http://www.asu.edu/aad/manuals/acd/acd125.html>), ASU Student Academic Integrity Policy (<http://provost.asu.edu/academicintegrity>), and outlined by the Office of Student Rights & Responsibilities (<https://eooss.asu.edu/dos/srr>). Anyone in violation of these policies is subject to sanctions.

The ASU student [academic integrity policy](#) lists violations in detail. These violations fall into five broad areas that include but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

Student Code of Conduct

Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The [Office of Student Rights and Responsibilities](#) reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

Disruptive or Violent Behavior

Students are entitled to receive instruction free from interference by other members of the class (<http://www.asu.edu/aad/manuals/ssm/ssm104-02.html>). An instructor may withdraw student from the course when the student's behavior disrupts the educational process per Instructor Withdrawal of a Student for Disruptive Classroom Behavior (<http://www.asu.edu/aad/manuals/usi/usi201-10.html>).

Appropriate online behavior (also known as netiquette) is defined by the instructor and includes keeping course discussion posts focused on the assigned topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board posts may be deleted by the instructor.

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish discuss any concerns confidentially and privately.

Copyright

This syllabus and all other course materials (powerpoint slides, handouts, assignments, quizzes, exams, digital recordings, etc.) are intellectual property of Arizona State University and are not to be publicly distributed or otherwise commercialized since these materials are copyright protected. Publishing, uploading, linking, redistributing, and/or downloading course material may subject students to penalties for academic misconduct. Such materials are for sole use in that designated semester. It cannot be used in any other form unless via a written statement of approval from the instructor of record. Commercial note taking services are

prohibited without written permission from the instructor of record in accordance with ACD 304-06 available at <http://www.asu.edu/aad/manuals/acd/acd304-06.html>. This includes powerpoint slides and powerpoint slides with audio.

Sync Groups:

Group A – Last Name Begins (A-G)

Group B – Last Name Begins (H-P)

Group C – Last Name Begins (Q-Z)

Group D – always online (must register with instructor) – will not be noted in schedule

Schedule: Please review the schedule below to see when you are expected to be in-class. Where indicated, it is expected you log in and view the class in sync format. As you can see, once exercise instruction begins, students will rotate into the lab, all other assignments are to be completed outside of class.

****Example schedule –****

<u>Date</u>	<u>Description of Lesson</u>	<u>Lecture Reading</u>	<u>Assignment</u>	<u>SYNC Format (expected attendance)</u>
	Course Introduction, Intake Forms, Prep Exam		Intake forms	Live Zoom class (A,B,C) – all groups online
	Muscle Anatomy and Resistance Exercise Overview		Muscle Anatomy Quiz	iCourse (complete lecture by end of day)
	Muscle Physiology and Biomechanics Overview			iCourse (complete lecture by end of day)
	Basics of the Weightroom		Resistance Terminology Quiz	iCourse (complete lecture by end of day)
	Programming Basics and Adaptation			iCourse (complete lecture by end of day)
	Athlete Needs and Screening		Program Adaptation Quiz	iCourse (complete lecture by end of day)

	Warm-up, Flexibility, Mobility			iCourse (complete lecture by end of day) In-class Lab – Group A
	Warm-up Practical Lab – lead into anaerobic work		Warmup and Workout Quiz	In – class Lab – Group B
	Weightroom Introduction – Safety and Spotting			In-Class Lab – Group C iCourse (complete lecture by end of day)
	Resistance Training Machines - Practical			Sync Class – (8 volunteers) – all other students live viewing of lecture
	LB Multi-joint			In-Class – Group A
	LB Multi-Joint		Technique Manual #1 – ck.	In-Class – Group B
	LB Accessory			In-Class – Group C
	LB Accessory		Complete Peer Evaluation #1	In-Class – Group A
	UB Push		Technique Manual #2 – ck.	In-Class – Group B
	UB Push			In-Class – Group C
	UB Pull			In-Class – Group A
	UB Accessory		Choose CASE	In-Class – Group B
	Total Body Power		Complete Peer Evaluation #2	In-Class – Group C
	Total Body Power			In-Class – Group A

	Total Body Power			In-Class – Group B
	Total Body Power			In-Class – Group C
	Total Body Power		Technique Manual #3 – ck	In-Class – Group A
	Total Body Power		Complete Peer Evaluation #3	In-Class – Group B
	Non-Traditional			In-Class – Group C
	Non-Traditional			In-Class – Group A
	Core and Stability		Case Study Due	In-Class – Group B
	Core and Stability		Complete Peer Evaluation #4	In-Class – Group C

Third-Party Software and FERPA

*During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these are required assignments, you need **not** make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identifiable/sensitive information. If you have any concerns about this, please contact your instructor.*

This syllabus is subject to change with reasonable advance notice. Please consult the syllabus on Canvas regularly.

The course syllabus and all other class materials (slide presentations, handouts, assignments, digital recordings, exams, quizzes, etc.) are intellectual property of Arizona State University and are not to be publicly distributed or otherwise commercialized since these materials are copyright protected. Such materials are for sole use in that designated semester. It cannot be used in any other form unless via a written statement of approval from the instructor. Commercial note taking services are prohibited in accordance with ACD 304-06 available at <http://www.asu.edu/aad/manuals/acd/acd304-06.html>