



College of  
Osteopathic Medicine

## **ANTR 510 – Clinical Human Gross Anatomy and Palpatory Skills**

Summer Semester 1 – 2020

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**Notice to Students:** Although course syllabi at MSUCOM have a consistent format, vitally important details differ by course. For this reason, you must read the syllabus thoroughly at the onset of each course to know what the course will provide and what is expected of you.

### **Syllabus Disclaimer**

This ANTR 510 Course Syllabus represents a sincere effort on the part of the Course Coordinator and faculty to provide a set of policies and procedures that allow for fair and efficient administration of the course to all duly enrolled students. However, unforeseen circumstances or unintended policy consequences may require modification of this syllabus during the semester. The Course Coordinator reserves the right to amend this syllabus to accommodate and adapt to any unforeseen circumstances or unintended policy consequences provided all duly enrolled students are treated in a fair and equitable fashion without compromising the instructional objectives of the course. All students will be notified of any syllabus amendments via an oral class announcement, email broadcast and web posting.

## Section 1 – Course Information

### Course Description

Anatomy is concerned with the structure and function of the body. It is the basic biological course in which students learn the morphological setting upon which clinical knowledge and experiences are built. Clinical Human Gross Anatomy and Palpatory Skills is an 8-credit course in which human gross anatomy is approached from the gross structural, developmental and radiological perspectives. Students will acquire their anatomical knowledge through faculty lectures, videos, anatomical websites, interactive software, and clinical case discussions and problem sets.

### Course Goals

1. Acquire the anatomical knowledge necessary to demonstrate clinical competence and to perform sufficiently in the third year clerkships
2. Develop basic skills required to identify palpable surface landmarks
3. Employ proper terminology to describe gross anatomical structure and relationships with precision and clarity
4. Identify basic principles of medical imaging techniques
5. Develop a three-dimensional perspective of the human body and apply this knowledge to the interpretation of medical images
6. Correlate congenital malformations to identifiable disruptions of the normal human development process
7. Apply knowledge of normal structure-function relationships in evaluating patients and their presenting conditions
8. Develop a sense of compassion and respect for the patient
9. Explore the principles and practice of Osteopathic Medicine through reflection and experiential learning, and develop an understanding of and connection to the Osteopathic tenets through the lens of the study of Anatomy.
10. Develop an understanding of self-directed learning principles and processes and utilize these processes to achieve success
11. Strengthen and refine the skills necessary to work effectively and professionally with others in solving problems and achieving goals

### Course Organization and Self-Directed Learning

It is a goal at MSUCOM to promote self-directed learning to help our students grow into strong, self-directed future clinicians. Self-directed learning is also required by medical school accreditation standards. Self-directed learning is a 4-step process that occurs within an encapsulated timeframe. ANTR510 is organized into weekly units, which begin with presentation of related learning objectives and end with a course examination. Across these units, you will see the 4 steps of self-directed learning take shape as follows:

1. **Self-Assessment of Learning Needs** – Weekly units begin with the presentation of learning objectives, providing opportunities to engage in guided self-study with related learning resources. Students are encouraged at various points across the unit to reflect upon their knowledge, skills, and comfort related to learning objectives, identifying related learning needs.
2. **Identification, Analysis, & Synthesis of Information** – As students gain a sense of their learning needs, they are provided ongoing opportunities to resolve these needs through practice questions

and regular office hours in which faculty make themselves available for student-driven questions related to content and skills.

3. **Appraisal of Information Credibility** – Once students have synthesized their knowledge from learning activities and engaged in additional opportunities to meet learning needs as necessary, they have the opportunity to appraise and apply their knowledge in collaborative case discussion review activities at the end of the unit. These are facilitated in team settings with the aid of peer collaboration and faculty facilitator feedback.
4. **Feedback on Information-Seeking Skills** – Finally, students are provided with two opportunities for formalized feedback at the end of each unit. The first is a formative, individual assessment (practice exam) completed on the Friday following review or application sessions. Students are able to take the assessment, view their scores, and ask clarifying questions in regular faculty office hours. Over the weekend, the students can use this feedback to focus their studies. Then, the summative course exam is completed on the Monday following the unit, providing students with another point of feedback to inform related study.

## College Program Objectives

In addition to the course-specific goals and learning objectives, this preclerkship course also facilitates student progress in attaining the College Program Level Educational Objectives, which are published in the MSUCOM Student Handbook.

## Course Coordinator & Course Leadership

### Course Coordinator

Name: Tony Her  
Phone: 517-432-0441  
Email: [hertony@msu.edu](mailto:hertony@msu.edu) (preferred method)  
Address: A519 East Fee Hall

### OMM/OPC Liaison

Name: J'Aimee Lippert, D.O.  
Email: [boseljai@msu.edu](mailto:boseljai@msu.edu) (preferred method)  
Address: A439 East Fee Hall

### Course Activities Liaison

Name: Carrie Nazaroff, Ph.D.  
Phone: 586-263-6743  
Email: [tatarcar@msu.edu](mailto:tatarcar@msu.edu) (preferred method)  
Address: MUC Campus

### Top Hat/APR/BioDigital Platform Liaison

Name: Nicole Geske, Ph.D.  
Phone: 517-353-5269  
Email: [geskenic@msu.edu](mailto:geskenic@msu.edu) (preferred method)  
Address: A501B East Fee Hall

### Library Resources Liaison

Name: Sarah Tilden, Ph.D.

Phone: 313-578-9612  
 Email: [tildensa@msu.edu](mailto:tildensa@msu.edu) (preferred method)  
 Address: DMC Campus

### Radiology Resource Liaison

Name: John Fitzsimmons, M.D.  
 Phone: 517-353-4547  
 Email: [fitzsi10@msu.edu](mailto:fitzsi10@msu.edu) (preferred method)  
 Address: A507 East Fee Hall

### Curriculum Assistants

Site	Name	Email	Phone
East Lansing	Robin Borowski	<a href="mailto:chambe27@msu.edu">chambe27@msu.edu</a>	517-353-9515
DMC	Smita Deb	<a href="mailto:debsmita@msu.edu">debsmita@msu.edu</a>	517-884-9628
MUC	Beata Rodriquez	<a href="mailto:rodri583@msu.edu">rodri583@msu.edu</a>	586-263-6799

### Course Faculty/Instructors

#### Course Faculty/Instructors – Anatomy/Radiology

Name	Email	Site
John Fitzsimmons, M.D.	<a href="mailto:fitzsi10@msu.edu">fitzsi10@msu.edu</a>	EL
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#### Course Faculty/Instructors – OMM

Name	Email	Site
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Tim Francisco, D.O.	<a href="mailto:franci48@msu.edu">franci48@msu.edu</a>	EL
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Barbara Zajdel, D.O.	<a href="mailto:zajdel@msu.edu">zajdel@msu.edu</a>	DMC

## Lines of Communication

- For administrative aspects of the Course: contact the course coordinator.
  - Questions concerning the course (all aspects including assignments, exams, D2L site, etc.) may be discussed individually by making an appointment with the Course Coordinator, Tony Her, MD, by phone 517-432-0441 or via e-mail ([hertony@msu.edu](mailto:hertony@msu.edu)). The Course Coordinator is generally available by appointment for zoom meetings.
- For logistical and internal consistency questions relating to content within the Top Hat Activities: contact the Course Activities Liaison, Dr. Carrie Nazaroff.
- For problems accessing or using the Top Hat, APR or BioDigital platforms: contact the Digital Resource Liaison, Dr. Nicole Geske.
- For questions relating to the location, access and/or use of online library resources: contact the Library Resources Liaison, Dr. Sarah Tilden.
- For questions relating to the location, access and/or use of Department of Radiology image banks and sources: contact the Radiology Resource Liaison, Dr. John Fitzsimmons.
- For questions relating to course content the following options are available:
  - D2L Course Discussion Forum (see Discussion Forum information in “Tips for Success” document on course D2L site).
  - Daily Virtual Office Hours (see Virtual Office Hours information below).
  - Faculty Appointment (see faculty contact information above).
- For absences/missed exams (see excused absence information below).
- Please set your notifications in D2L to immediate to receive posted News announcements. You may choose to receive notifications by email or SMS.

## Virtual Office Hours

Virtual office hours will be available via Zoom each day of the ANTR 510 course from 3:00-4:30 pm EST. An anatomy faculty member will be assigned to these office hour sessions Monday-Friday; a radiologist will be additionally available on Thursday and Friday of each week. Note that office hours will be held via Zoom meetings and are not necessarily one-on-one meetings with faculty. For private office hour sessions please make an appointment with the Course Coordinator, Tony Her, A-519 East Fee Hall, by phone at 517-432-0441 or via e-mail: [hertony@msu.edu](mailto:hertony@msu.edu).

## Course Web Site

The URL for the Course web site is <https://d2l.msu.edu>.

The course D2L site is the administrative website for the course. Access the ANTR 510 D2L site for the following information:

- **Course Syllabus:** Information about textbooks, grading system, rules and regulations, etc. as well as information on the instructional team.
- **Course Schedule:** Organized by week; this document provides information on all of the week’s scheduled ANTR 510 events, as well as a list of the week’s assignments, along with an estimate of the amount of time required to complete each.
- **Weekly Anatomy Team/Faculty Assignments:** Anatomy team assignments will change each week, as will the anatomy faculty member assigned to your learning community. Consult this document to learn with whom you will work each week.
- **Course Exam Schedule & Exam Policies:** Information about exam dates, exam expectations and policies.
- **Week-at-a-Glance Documents & Week’s Content Discussion Forum:** Week-at-a-Glance

documents are the master lists of the week's assignments and associated learning objectives. A separate discussion forum will be dedicated to each week of the course. Each discussion forum is a list of student-derived content questions. It is highly recommended that you check the discussion forum prior to posting a new question as it is very likely that you are not the only student with a given question and it may have already been answered. Content based questions will not be answered if sent directly to the lecturing faculty. Please utilize the Discussion Forum for all inquiries regarding course content.

- **Weekly Practice Exams:** These scheduled, timed practice exams are located under "assessments".
- **Recorded Lectures and Limited Archived Course Content Resources** – All lecture recordings used in the course, including pre-recorded lectures found in Top Hat Activities (see below), will be located in the Course Media Gallery. The ANTR 510 D2L site will also host course materials that are in formats that render download from Top Hat difficult or problematic. Otherwise, all course content will be housed in the ANTR 510 Top Hat course (see below).
- **Exam & Course Grades:** Once finalized, exam scores and course grades will be made available to you on the D2L page.
- **News** – Course-related communication to the class will be made here. You should check NEWS on a daily basis. If you do not you will miss something important along the way.

## ANTR 510 Top Hat Course

TopHat is a content delivery software that will be used to house course content. This interactive course administration platform houses individual "pages" of ANTR 510 course content that include embedded pre-recorded lectures, YouTube videos, BioDigital models, links to MSU library resources and self-assessment questions.

## Course Resources

### Required Resources

- **Course Administration Resources/Tools:**
  - **Top Hat Account:** Go to the *Top Hat* website to purchase a one term student subscription to *Top Hat Pro*. The course name and join code are: ANTR 510 – Clinical Human Gross Anatomy and Palpatory Skills 2020; Join Code: 230528

As noted above, the *Top Hat* platform will be used to house course content resources including Student Activity Guides and Self-Assessment Questions.

- **Reef Polling/iClicker Cloud:** Refer to your pre-matriculation documents for purchase instructions for this polling technology. REEF polling will be used extensively throughout years 1 and 2 of the MSUCOM curriculum.

In this course, input received via REEF polling may be used to provide practice with concepts and principles, and to stimulate discussion.

**Please refer to additional REEF Polling policy information provided in Section 2 of this syllabus.**

- **Course Content Resources**

- **Anatomy & Physiology Revealed (APR) Student User License:** Available at a special discounted price for MSUCOM students, purchasing details will be provided during Orientation.

APR is one of several digital resources that will be used to illustrate real human gross anatomy. In addition to serving as a general human anatomy resource, students will be referred to the 2D images of layered (superficial to deep) “dissections” in the Student Activity Guides located on Top Hat. APR images will also be used in the Weekly Assessments.

- **VH Dissector (VHD) Pro 6:** MSUCOM is providing each member of the Class of 2024 a 4-yr license for the VH Dissector Pro 6.0 program. Each student will receive an email from ToLTech ([support@toltech.net](mailto:support@toltech.net)) with their product key and download instructions.

Built on real anatomy from the National Library of Medicine's Visible Human Project®, the VH Dissector Pro software is a one-of-a-kind product that provides students the ability to interact with correlated 3D and cross-sectional views of over 2,000 anatomical structures. The platform is an excellent resource for learning the complex three-dimensional structure of the human body and is especially useful for learning the cross-sectional anatomy needed to interpret CT, MRI and Ultrasound images. Captured images from the VHD software will be used in the Weekly Assessments.

- **BioDigital Human:** MSUCOM is providing 1-yr access to this cloud-based 3D human anatomy modeling software has been provided to each member of the Class of 2024. Details for accessing the BioDigital platform will be provided during Orientation.

BioDigital is a 3D virtual human body platform that includes comprehensive, full models of normal male and female anatomy, as well as a number of common disease and treatment visualizations. Especially useful is the suite of authoring tools included in this platform. These tools allow faculty and students to customize models based upon specific learning and curriculum needs. Custom BioDigital models are embedded in the Student Activity Guides on Top Hat and will subsequently be made available to students in the BioDigital Cloud. Captured images of BioDigital models will be used in the Weekly Assessments.

- **MSU Online Library Resources:** All of these resources can be accessed in the MSU Library Medical Ebooks Collection using the following link:  
<http://libguides.lib.msu.edu/medicalebooks>.

- Select pages from the following textbooks are required reading for the course:
  - ***Clinically Oriented Anatomy***, 8<sup>th</sup> ed., 2019, Moore, Dalley, & Agur, Lippincott, Williams & Wilkins
  - ***Gray's Anatomy for Students***, 4th ed., 2020, Drake, Vogl, Elsevier
- Videos from the following resources are required viewing for the course:
  - ***Clinically Oriented Anatomy***, 8<sup>th</sup> ed., 2019, Moore, Dalley, & Agur, Lippincott, Williams & Wilkins
  - ***Acland's Video Atlas of Anatomy***, Wolters Kluwer



- **Course PPE and Other Required Equipment**

If conditions permit students will be provided opportunities to access and study donors in the anatomy lab beginning in late July. The following equipment is required PPE in the anatomy lab:

- **White lab coat OR surgical scrubs:** a lab coat or disposable gown must be worn over street clothes; a lab coat is not needed when scrub sets are worn. ***Students are responsible for purchasing the appropriate required lab attire.***
- **Safety glasses:** certified to ANSI Z87 (NOTE: Prescription eyeglasses are not considered safety glasses unless they have both side shields and shatter resistant lenses); ***Students are responsible for purchasing the appropriate required lab attire*** (safety glasses are available at MSU Stores or can be obtained from an online vendor).
- **Disposable, non latex, gloves** (NOTE: As some individuals are allergic to latex, latex gloves are NOT allowed in the lab). Gloves will be provided by MSUCOM.
- **Blunt-tip metal dissection probe:** Probes will be provided by MSUCOM. Probes must be remain in the anatomy lab at all times.
- **Name tag:** If students have not yet received their COM name tags prior to mid-July paper name tags will be provided by the Gross Anatomy Lab (GAL) staff.

### **Other ANTR 510 Course Resources**

- **McKesson Study Share:** This is a site with a plethora of radiological images organized by the Department of Radiology for this course. Some of the CT and MRI studies have “loops” that you can load so as to view the studies as a radiologist would. Students will be given instructions as to how to access this site during orientation to the course.
- **Anatomy Lab Supplemental Videos:** Demonstrations of prosected donors recorded by past and present MSUCOM faculty. Students will be given instructions as to how to access this site during orientation to the course. Note: the subject matter within the anatomy lab supplemental videos is sensitive and their viewing must be used for educational purposes only and be restricted to students enrolled in MSUCOM. Additional guidelines and policies regarding their proper use and handling is provided in the [Proper Use of Anatomy Lab Supplemental Videos](#) document on D2L.

### **Course-based Academic Support**

The course faculty are here to facilitate your learning. Please feel free to contact the Course Coordinator with any personal issues you may have involving this course. Additional academic support resources can be accessed through MSUCOM Academic and Career Guidance and MSUCOM Personal Counseling.

### **Course Begin and End Dates**

ANTR 510 begins on June 15, 2020 and ends on August 20, 2020. See addendum for detailed daily course schedule.

## Exams/Assessments

In order to maintain security of assessments, you may NOT post questions on the discussion board regarding exam questions or quiz questions. Kindly email your questions to the course coordinator.

Assessments	Projected Points	Material to be Covered
Week 1 Assessment	50	Week 1 Learning Objectives & Structure Hit List
Week 2 Assessment	50	Week 2 Learning Objectives & Structure Hit List
Week 4 Assessment	50	Week 4 Learning Objectives & Structure Hit List
Week 5 Assessment	50	Week 5 Learning Objectives & Structure Hit List
Week 6 Assessment	50	Week 6 Learning Objectives & Structure Hit List
Week 7 Assessment	50	Week 7 Learning Objectives & Structure Hit List
Week 8 Assessment	50	Week 8 Learning Objectives & Structure Hit List
Week 9 Assessment	50	Week 9 Learning Objectives & Structure Hit List

**Note: There will be no make-up opportunities for the Weekly Assessments.** A missed exam will be recorded as a zero and will serve as the lowest Weekly Assessment score of the course and will be dropped from consideration in your course point total (see below).

All ANTR 510 Weekly Assessments are **SECURE**. Each assessment will have 50 questions and will be worth 50 points. Approximately half of the questions on each assessment will link directly to one or more of the learning objectives listed in the Week-at-a-Glance documents (Learning Objective portion; see below). The remainder of the questions will mimic a laboratory practical exam and link to the anatomical structure lists of the Week-at-a-Glance documents (Anatomical Structure portion).

**Learning Objectives Portion:** This portion of each Weekly Assessment will have 20-30 questions that are a combination of **one best answer** multiple-choice questions and imaging or cross-sectional based questions (4-6 total) that are a combination of identification and multiple choice. Each exam covers material and assignments listed in the Week's Week-at-a-Glance document.

**Anatomical Structure Portion:** This portion will consist of **one best answer** fill-in-the-blank questions of first order (*e.g.* identify structure) or second order (*e.g.* identify the innervation of the structure).

Examinations will be given only at the date and time specified. **There are no make-up exams offered in ANTR 510 – See the grading policy.**

All COM medical students are assigned grades using the University Pass-No Grade System (page 23 of the MSU GENERAL INFORMATION, POLICIES, PROCEDURES and REGULATIONS publication)

### Practice Exams

Prior to each Weekly Assessment students will have the opportunity to assess their understanding of the week's material by taking a practice exam. Administered online through D2L, the practice exam will

include 30 questions of the same format and comparable level of difficulty of the graded weekly assessment. The practice exam will be scheduled at the same time each week - Friday from 2:00-2:45 pm EST – and will be timed for one hour to match the time allotted for completion of the graded Weekly Assessment. After closing, the practice exam will be reopened and remain open and available for consultation and study for the remainder of the course.

Students are encouraged to complete the practice exam at the scheduled time so they may attend Virtual Office Hours to clarify concepts or content, or post questions to the Discussion Forum in a timely manner if needed.

## Course Grades

At the end of the course the lowest Weekly Assessment score earned by each student will be dropped and a student's point total will be calculated as the composite of the best scores of seven (7) of the eight (8) Weekly Assessments.

Your course grade will be determined by the following formula:

$$\frac{(\text{Sum of best 7 Weekly Assessment scores})}{(\text{total points possible})} \times 100\% \\ = \text{Final Percent Score}$$

Course grades will be determined as follows:

- **P-Pass**—means that credit is granted and that the student achieved a level of performance judged to be satisfactory by the instructor. To obtain a “P” grade for this course, a student must earn 75% of the 350 points available in the course.
- **N-No Grade**—means that no credit is granted and that the student did not achieve a level of performance judged to be satisfactory by the instructor. A student who fails to earn 75% of the 350 total points available in the course will receive an “N” grade.

Your final course grade will be reflected in D2L.

## Course Remediation Policy

The MSUCOM Policy for Retention, Promotion and Graduation requires successful completion of each required course to progress in the curriculum. If you receive an “N” grade in a course, you must meet the course requirement by successfully remediating or repeating the course.

Eligibility to remediate the ANTR 510 course will be determined by both overall performance in the course and performance on individual Weekly Assessments.

- Any student falling more than three (3) standard deviations below the class mean in their final % score OR more than two (2) standard deviations below the mean on four (4) or more exams (of those seven (7) Weekly Assessment scores counting towards the final grade) is not eligible for remediation and must repeat the course.

- Any student falling below 75% but being within three (3) standard deviations of the class mean in their final % score AND within two (2) standard deviations of the mean on five (5) or more exams may sit for a remediation exam.

The remediation opportunity for this course will be by examination. Passing is 75%.

The remediation exam will be offered on August 26, 2020. Refer to the remediation policy information provided in Section 2 of this syllabus for more information.

## Lab Policies

In order to participate in the on-site enrichment activities and optional gross anatomy labs scheduled during this course, this semester, and throughout the MSUCOM curriculum, students must read and sign the Anatomy Lab User's Agreement. This document will be made available to students during the Mid-Semester Orientation session on July 17<sup>th</sup>.

## Frequently Asked Questions

### Can I bring a friend or family member to lecture or lab?

**NO.** Attendance is restricted to only duly enrolled students or teaching staff. The Department of Radiology strictly adheres to the University policy regarding who may attend ANY regularly scheduled sessions of ANTR 510. Thus, all attendees must either be enrolled in the course, approved Supplemental Instruction leaders, or members of teaching faculty assigned to the course. Tutors approved by the College of Osteopathic Medicine, but not officially part of the Radiology teaching team, are allowed in the laboratory during open unscheduled times when students are not in assigned labs.

### Are Scribes allowed?

Note-taking (scribing) by an enrolled medical student in your class is permitted but the faculty take no responsibility for the accuracy or validity of their notes and will not edit, correct, or proofread materials generated in such scribing activities. **Commercial note-taking by any person not in the course is prohibited.**

### Can I obtain hands-on experience in human dissection?

Medical students that wish to obtain dissection experience and explore gross anatomy in greater depth may do so by enrolling in ANTR 585 Directed Study in Human Prosection years 1 or 2 or ANTR 685 Clerkship Prosection in years 3 or 4. ANTR 585/685 is generally offered in the spring and summer and fall semesters every year but requires enrollment override authorized by Dr. Loro Kujjo. This course is an independent study laboratory course in which students prepare prosections used for study in the courses taught by both medical colleges. Students are assigned 3 or 4 (depending upon complexity) prosection projects, and are expected to prepare for accurate laboratory work by reviewing their materials from ANTR 510. Anatomy Faculty along with hired Laboratory teaching assistants can help in the prosection lab to assist you with skills, mastery, and interpretation of instruction.

Minimum enrollment is for 1 credit hour for first-time students. Students are expected to spend between 8-10 hours per credit per week in the gross anatomy lab. The number of positions available is limited and determined each semester on the basis of the number of specimens available for prosection

and the needs of the gross lab. Students wishing to take advantage of this opportunity should contact Dr. Loro Kujjo, Course Coordinator for ANTR 585.

## **Student Evaluation of the Course**

We want your feedback on how to make this course better for yourself and also for the students who come after you.

- Informal Feedback: Feel free to approach the Course Coordinator, Dr. Tony Her, or any of the other course faculty with your reactions and suggestions. Or write out your comments and email them to the Course Coordinator or Faculty.
- Formal Evaluation: A web-based evaluation form will be available for students to provide feedback on individual faculty and the course. Student course evaluations are highly recommended and desired. The overall course evaluation will provide Course Coordinators with valuable information regarding their performance, the performance of their colleagues, and the quality of the course. The information gained from these evaluations is used to continuously improve future offerings of this course. Students can access the evaluation system at: [MSUCOM Pre-clerkship Evaluation System](#). Evaluations for ANTR 510 and its faculty will open on August 20, 2020 and will remain open until September, 2020. Your assistance in this important process is greatly appreciated.

## **Section 2 – Policies**

Please refer to the [MSUCOM Student Handbook](#) for these and other policies.

### **Academic Honesty and Professionalism**

Every student is responsible for their behavior and is expected to adhere to all MSU and MSUCOM policies of academic honesty and professionalism, as outlined in the MSUCOM Student Handbook and the MSU Medical Student Rights and Responsibilities. These documents may be found on the MSUCOM website. Additional guidance on academic integrity may be found on the MSU Ombudsperson's website at <https://ombud.msu.edu/sites/default/files/content/Academic-Integrity-at-MSU-updated-August-2017.pdf>

Incidents of academic dishonesty or professional misconduct will be addressed by the faculty, administration, or staff; such action may include, but is not limited to: giving a failing grade, referring a student for judicial review, directing the student to the Associate Dean of Medical Education, evaluation by the Committee on Student Evaluation, and other actions outlined in the Medical Student Rights and Responsibilities document.

### **Types of Class Sessions**

MSUCOM designates lectures and other class sessions by their delivery method. While additional terms may be used in a specific course, the following will provide general guidance to the type of session:

- Live or livestream lecture:
- Online Lecture:
- Webinar:
- Lab:

### **Changes to Course Schedule or Requirements**

Due to external circumstances, the course requirements published in the course syllabus and/or course

schedule may be subject to change. Timely notification Communication regarding changes will be provided to enrolled students via the course D2L site and/or email. Any changes made will consider the MSU Code of Teaching Responsibility and the MSU Medical Students Rights and Responsibilities.

## **Mandatory and Optional Class Sessions**

All lectures and other class sessions are considered to be integral to the course, and students are expected to attend, view, or participate in each session. Some sessions are designated as “mandatory” in that attendance at the session on the scheduled date and time is required. Depending on the course, a student may earn points for attending or participating in a mandatory session or may lose points for failing to attend or participate. Availability of make-up points for missed sessions is at the discretion of the course coordinator. Optional class sessions are offered by faculty to assist students in learning or reviewing course content.

## **Absences from Mandatory and Examinations/Assessments**

It is the responsibility of the student to know which class sessions are deemed as mandatory and comply with the MSUCOM policy regarding absences from mandatory sessions and examinations. This policy may be found in the MSUCOM Student Handbook on the MSUCOM website. Requests for an excused absence must be submitted via the [student portal](#).

## **Computer-Based Testing**

It is the responsibility of each student to know and comply with the MSUCOM policy on computer-based testing. This policy may be found in the MSUCOM Student Handbook on the MSUCOM website.

Administration of quizzes, examinations, and other assessments may be self-proctored, virtual proctored, or classroom proctored. Regardless of the proctoring method, you are expected to take the exam in a quiet, private setting. Just like in a proctored exam, you are not to access notes, textbooks, references, your phone, or other materials, and you are not to interact with fellow students or others. Remember that integrity is defined as what you do when no one is looking.

You are also expected to not record, photograph, take screen shots, make notes of, or otherwise attempt to make a copy of any exam item for any purpose, including your personal use. A student who is discovered to have cheated or breached exam security will be subject to formal disciplinary action, up to and including dismissal from MSUCOM.

If you have concerns or evidence of an exam security breach on this or any exam, you may report that to an MSUCOM administrator or through the online concern form.

## **Medical Student Rights and Responsibilities**

If problems arise between instructor and student, both should attempt to resolve them by informal, direct discussions. If the problems remain unsolved, the Associate Dean for Medical Education and/or the MSU Ombudsperson may be consulted. The MSU Medical Student Rights and Responsibilities (MSRR) document defines processes for additional steps, including submission of a formal grievance. The MSSR may be found in the MSUCOM Student Handbook and online at [splife.studentlife.msu.edu](http://splife.studentlife.msu.edu).

## **Reef Polling (iClicker Cloud) Policy**

It is your responsibility to know and comply with the Reef Polling (iClicker Cloud) Policy. This policy may be found in the MSUCOM Student Handbook. If you forget your device or if it does not work, for whatever reason, no make-up experiences will be provided, and no points will be given.

If Reef Polling is used to take attendance for an on-campus event, you will be expected to arrive to the physical location on time and to stay for the duration of the assigned activity. If Reef Polling is used to take attendance for an online event, you will be expected to start the session at the scheduled time and participate for the duration of the assigned activity.

As a matter of professionalism, please note that under no circumstances should you provide access to their iClicker Reef account to another student by sharing your device and/or account login, nor should you accept another student's device or login credentials to access Reef Polling on their behalf. Answering questions or checking in for attendance on behalf of another student by using their device or account is considered to be academic dishonesty and may result in disciplinary action up to and including dismissal from the college.

## **Remediation**

The MSUCOM Policy for Retention, Promotion and Graduation requires successful completion of each required course to progress in the curriculum. If you receive an "N" grade in a course, that grade will be recorded on your official transcript; you must meet the course requirement by successfully remediating or repeating the course.

Eligibility to attempt remediation of the course is determined by criteria described in the "Course Grades" section of the syllabus. If you are not eligible to attempt remediation, or if you fail the remediation, you must retake the course, provided you are eligible to continue in the program as determined by the Committee on Student Evaluation.

## **Student Safety and Well-being**

The MSUCOM website and Student Handbook provide information on student safety, campus security, access to medical care and counseling services, and to policies on injuries and exposures. If you have an injury or acute illness on campus, an incident report should be completed. The form is available on the MSUCOM intranet or from Academic Programs.

## **Requests for Accommodations**

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities (RCPD) at 517-884-7273 or online at [rcpd.msu.edu](http://rcpd.msu.edu). Once eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Each VISA includes an expiration date; to request an accommodation, you must have an active VISA. You may work with RCPD to renew a VISA.

During the preclerkship curriculum, the college will help to coordinate accommodations for additional testing time. Provide your VISA to Nancy Thoma, [thoman@msu.edu](mailto:thoman@msu.edu), A333 East Fee Hall at the start of the term and/or at least two weeks prior to the assessment event (test, project, labs, etc.). Requests for accommodations received with less notice will be honored whenever possible. You may choose

whether or not you wish to use accommodations for a particular event. For other accommodations, you may also review your VISA with the course coordinator and curriculum assistant assigned to that course.

## **Title IX Notifications**

Michigan State University is committed to fostering a culture of caring and respect that is free of relationship violence and sexual misconduct, and to ensuring that all affected individuals have access to services. For information on reporting options, confidential advocacy and support resources, university policies and procedures, or how to make a difference on campus, visit the Title IX website at [titleix.msu.edu](http://titleix.msu.edu).

Limits to confidentiality. Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, you should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues to protect the health and safety of MSU community members and others. Instructors must report the following information to other University offices (including the Department of Police and Public Safety):

- Suspected child abuse/neglect, even if this maltreatment happened when you were a child;
- Allegations of sexual assault, relationship violence, stalking, or sexual harassment; and
- Credible threats of harm to oneself or to others.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting, you are encouraged to make an appointment with the MSU Counseling and Psychiatric Services.

## **Addendum: Course Schedule**

Course schedule for the current semester will be posted to D2L. Changes to the course schedule will be noted on the class academic calendar ("Google calendar") and communicated to students via D2L and/or email. The schedule for the most recent offering of this course will be posted on the MSUCOM website under Current Students/Preclerkship Curriculum.