

ANTR 585- Directed Study in Human Prosection (In-Person Module)
(1st Session 9/1 - 10/22/21; section 740)
(2nd Session 10/27 - 12/17/21; sections 744, 746, 747)

Fall Semester 2021 - Updated 10/07/2021 Kujjo

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Notice to Students: Although Elective syllabi at MSUCOM have a consistent format; vitally important details differ by Elective. For this reason, you must read the syllabus thoroughly at the onset of each elective to understand what educational activities will be provided and what is expected of you.

Section 1 – Course Information

Elective Description

Due to the measures to contain the spread of COVID-19, the original 15-weeks hands-on “Directed Study in Human Prosection” laboratory module has been temporarily replaced by intensive in-person/hands-on short sessions, 1-credit hour electives, and will require completion of ANTR 510 or equivalent as a prerequisite. Any preclerkship COM student is eligible to take the in-person module.

Individually based prosection assignments will continue to form the core of the modules, with the aim of offering the students an in-depth understanding of 3-D spatial relationships of anatomical structures. Each assignment has an estimated length of time required to complete that prosection. Careful dissection and exposure of the objectives will require attention to detail and planning. Typically, the number of weeks necessary to finish correlates to the point value or difficulty level of the assignment.

Please be aware that prosection is tedious, slow, and can be a frustrating process that requires attention to detail and planning. As is generally true in any of life’s endeavors, the more the student puts into this course, the more she/he will get out of it.

Course Goals

By completing this course, the student will:

1. gain in-depth experience and demonstrate competence in dissection/prosection.
2. gain understanding of three-dimensional presentations of anatomy through prosection.
3. develop the ability to work independently and responsibly, and interact with peers and faculty.

Course Coordinator

(Note - Preferred method of contact is shown in italics)

Name: Loro LoLaja Kujjo, Ph.D.

Phone: 517-355-4526

Email: kujjo@msu.edu (preferred method)

Address: A502B E. Fee Hall, 965 Fee Road, East Lansing, MI 48824

Department of Radiology

Name: Kevin C. Robinson, D.O., Interim Chair

Division of Human Anatomy

Name: Melanie McCollum, PhD, Director

Staff or Student Coordinator

Name: Joshua Vincent

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Instructors

East Lansing Campus

Name	Email	Phone	Site
*Loro L. Kujjo, PhD	kujjo@msu.edu	355-4526	EL
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*Site Coordinator

Detroit Medical Center and Macomb Campuses

Name	Email	Phone	Site
Diana Hristova, MD, MSc	hristov3@msu.edu	(313) 578-9612	DMC
*Sarah Tilden, PhD	tildensa@msu.edu	(313) 578-9612	DMC
*Carrie L. Nazaroff, PhD	tatarcar@msu.edu	(586) 263-6743	MUC

*Site Coordinator

Office Hours

Questions concerning the elective may be discussed individually by making an appointment (best via email) with Dr Loro L. Kujjo (Course Coordinator, A519A East Fee Hall, East Lansing; phone: 517-355-4526; email: kujjo@msu.edu), or may also contact the off-campus site Coordinator.

Lines of Communication

- For administrative aspects of the Course: contact the course coordinator.
- For content questions relating to a specific lecture or topic: contact the faculty presenter for that specific portion of the course or contact your campus on-site instructor.
- For absences/missed exams (see excused absence information below)

Withdrawal from the Prosection Lab

Please notify the Course Director as soon as possible, if it becomes apparent that this course does not meet your expectations, or if you have difficulty meeting the time commitments, or if a personal emergency arises. **Someone else will promptly need to continue working on that prosection. Donors are precious and need to be on the teaching floor ASAP!!!.**

Requirements for Safety in the Anatomy Labs

- **All users of the anatomy labs (main and prosection labs)** are required to undergo “Mandatory orientation” before being permitted to work in the anatomy labs, or study, or handle cadaveric specimens. Briefly, the pertinent orientation information includes: requirement for all individuals who enter the human gross anatomy laboratory to wear professional lab attire and Personal Protective Equipment (PPE); safe and respectful handling of cadaveric specimens; proper/safe response to emergencies. Specific details will be released during the orientation and should also be available in the ANTR 585 D2L webpage.

- **Special Instructions Pertaining to COVID-19**

Due to COVID-19, additional precautions have been implemented for the safety of all lab users. Hence, prosection students are required to abide by the requirements and policies set forth in the MSU Community Compact. Details will be provided in separate documents via D2L homepage and/or MSU email.

Required Lab Materials

- Personal Protective Equipment (PPE):
 - a. Scrub suits or new/clean used clothing (shirts that cover the shoulders, pants or a skirt covering the legs to the knees when seated), ***(Students to provide their own)***
 - b. Closed-toe shoes, ***(Students to provide their own)***
 - c. Lab coats, ***(will be provided by the Lab)***
 - d. Non-latex gloves (*Nitrile recommended*), ***(will be provided by the Lab)***
 - e. Face masks (double), ***(will be provided by the Lab)***
 - f. Safety glasses/goggles ***(will be provided by the Lab)***
 - g. Face shields ***(will be provided by COM)***

- Dissection materials (***will be provided by the lab***):
 - a. Dissection hardware, tools
 - b. Prosection/dissection protocols
 - c. Anatomical atlases and other text/photographic resources

Textbooks and Reference Materials

Required

- There are no required textbooks.
- Although there are no required reading materials, the faculty EXPECT THE STUDENTS TO PREPARE FOR THE PROSECTIONS by reading more comprehensive texts and consulting anatomical atlases (books and electronic sources, etc) as recommended below.

Recommended

- **Atlases, Textbooks, Videos, and Websites:**
 1. an organ-system gross anatomy text (e.g. Martini et al.; McKinley et al.; Tortora and Nielsen; Van DeGraaff et al.).
 2. a regional anatomy book (e.g.: Grant's Atlas of Anatomy ([electronic resource](#)); Hollinshead's; Moore et al.; Snell.
 3. an illustration atlas (e.g.: Clemente; Netter; Grant's Atlas of Anatomy ([electronic resource](#))).
 4. a cadaver photographic atlas (e.g.: Rohen and Yokochi; McMinn et al.; Gray's Clinical Photographic Dissector of the Human Body (on Clinical Key): [electronic resource](#)).
 5. Grant's Dissector: ([electronic resource](#)).
 6. VH Dissector, by Touch of Life Technologies (This program is available in the Gross Anatomy Labs. [webpage](#)).
 7. Acland's Video Atlas of Human Anatomy Volumes 1-5; Highly Recommended: ([electronic resource](#)).
 8. U of Michigan Anatomy ([homepage](#)) (some features need log-in).
 9. SUNY Downstate Health Sciences Anatomy ([Human Dissections](#)): go to the "Laboratory Dissections" section, click on the body region you want, and then click on "Laboratory Dissection Procedure").
 10. Naugatuck Valley Community College Anatomy ([Human Dissections](#)): then, continue to the following path: >> Cadaver dissections >> Cadaver Gallery).

Note:

- *The MSU Library has numerous electronic and non-electronic Anatomy Textbooks, atlases and other resources. For more details, visit the library web-site ([MSU Library homepage](#)).*
- Ask the librarians for help with searches and securing any material.

Elective Schedule

The intensive in-person elective modules will be offered at East Lansing campus only. Students from the other campuses will need to attend the in-person prosection activities at East Lansing campus. General scheduling for the educational activities of this elective are as follows:

Day/Date*	Times*	Required Activities	Specific Information
Check with Faculty	Check with Faculty	Mandatory Orientation	Info on lab usage, safety, other guidelines
Dates specified for duration of session	Check with Faculty	Prosecting/dissecting	Prosection, based on individual assignments

*Note: Students will be required to sign-up for lab usage as instructed in a separate handout.

- On the average, each student is expected to spend 6-hr/week doing prosection.

Required Exams/Assessments

Each ANTR-585 prosection assignment this semester will be graded upon completion. For multiple projects, one cumulative score will be used to determine the student's grade in the course. The assessment schedule is as follows:

Required	Projected Points	Material to be Covered
Faculty assessment of prosection at the end of each assignment	10 – 50 points, depending on the difficulty level of assignment.	<ul style="list-style-type: none">• By the end of each assignment, a student will be expected to demonstrate the ability to accurately identify the structures exposed or specified in the protocol objective list.• Note: Main structures to be identified are listed on the first page of each prosection protocol.• Questions on Learning objectives are posted on the first page of each prosection protocol.

Required Proctoring Arrangements

None applicable to this elective.

Elective Grades

- 1) A student's grade in ANTR 585 is determined on **the basis of completion of assignment(s) appropriate for the number of credits, the difficulty of the prosection and the care & accuracy of the prosection itself, all incorporated into the following formula:**

[Sum of Points earned by student in All Assignments] / [Total points possible] X 100%

2) The following grade designation will be used:

- **P-Pass** — means that credit is granted and that the student achieved a level of performance judged satisfactory by the instructor. To obtain a “P” grade for this course, a student must successfully complete all required prosecutions.
- **N-No Grade** — means that no credit is granted and that the student did not achieve a level of performance judged satisfactory by the instructor. A student who fails to complete the required prosecutions in this elective will receive an “N” grade.
- **Remediation** — since Electives in the MSUCOM preclerkship curriculum are optional, Students are not required to remediate the elective if an “N” grade is received, and no remediation option is available.
- **ET-Extension Grade** — a grade of “ET-Extension (ET)” may be given due to occurrence of special or unusual circumstances, but a final grade must be reported upon completion of the final course work in the sequence or in the time approved for the completion of the work. If a final grade is not reported in this period, the ET will be changed to ET/0.0.

NOTE:

1) A grade of “Pass/No”: option is only available to CHM and COM medical students.

ALL other eligible students must take the Prosecution Lab for a numerical grade (minimum is 3.0 for graduate students).

2) Audit status: This course is not available under a formal Audit status, nor can students “volunteer” their time under an informal “audit” status.

All prosecution students MUST be enrolled (i.e. your name must be on the official MSU Registrar’s Class List) for at least 1-credit hour per semester.

3) A grade of “ET-Extension (ET)”: The “ET-Extension (ET) grade” requires a formal agreement between the Instructor and the student to have the work completed by the next semester when the prosecution course is offered at MSU.

The offices of the Dean will be informed of any N or ET/0.0 grades

Grading Rubrics

The tables below show the criteria (objective and subjective) and assessment sheets used for grading prosection assignments.

Table 1: Objective Criteria

To guarantee a Pass the student must accumulate AT LEAST the indicated "Difficulty Points" (**DP**) totals (See Table 4 for Difficulty points and Levels) .

To guarantee this course grade	Difficulty Points required for 1 credit
Pass (P) ^{*a} or GPA of 3.0	3 ^{*c}
No Grade (N) ^{*b}	< 3 ^{*c}

**a also requires oral presentation of all objectives with little or no prompting.*

**b A grade of "N" may be given to any prosector who does careless work, or has no respect for donors.*

**b The "N" grade may also be given to any prosector who:*

- 1. takes a photograph or video of a donor or cadaveric material.*
- 2. brings unauthorized visitor(s) into the laboratory.*

**c 1 (one) Difficulty point (DP) = 10 points (pts) in the Scoring sheet Rubrics being used.*

There are only five (5) Difficulty Levels:

*Level 1 = 1DP = 10 pts; Level 2 = 2DP = 20 pts; Level 3 = 3DP = 30 pts; Level 4 = 4DP = 40 pts;
Level 5 = 5DP = 50 pts.*

Table 2: Subjective Criteria

To ensure uniformity in the evaluation process, the competencies in this table have been used to structure the quantitative evaluation rubrics in Table 3.

GRADE	Quality of Work	Deadlines	Attendance	Attitude
Pass	Always produces prosections of outstanding quality and quantity. Work serves as a standard for care and accuracy by which others are judged	Prosection assignments usually completed ahead of schedule.	Is present in the lab for the amount of time necessary to complete the job by the deadline and usually puts in extra time	works for what is to be gained from each prosection and not just for grade alone. Shows willingness to repeat prosections in the same body region in order to obtain mastery of the region's anatomy. Generously gives reliable advice to less skilled prosectors. Methodical, patient, persistent, and well-read.
Pass	Produces prosections of excellent quality and quantity. Works independently after initial instructions	prosection assignments completed on time or often ahead of schedule.	Is present in the lab for the amount of time necessary to complete the job by the deadline and usually puts in extra time	Interested, inquisitive and attentive to detail. Clearly displays interest in anatomy and attempts to obtain broad exposure. Willing to make extra effort even for tedious tasks.
Pass	Produces prosections of above average quality and quantity. Works with minimal instruction and guidance	prosection assignments completed on time or occasionally ahead of schedule	Is present in the lab for the amount of time necessary to complete the job by the deadline	Interested and inquisitive about the prosection. Willing to make an extra effort
No Grade	Produces prosections of below average quality and/or quantity. Requires constant guidance in terms of how and what to do	prosection assignments rarely completed on time	does not spend enough time in lab and is absent without explanation	Indifferent
No Grade	Produces prosections of poor quality and/or inadequate quantity. Work is cause for constant concern and cadaver may not be a useful teaching resource as originally intended	prosection assignments never completed on time	does not spend enough time in lab and is absent without explanation	Unmotivated and unconcerned.
No Grade	1) any student that brings an unauthorized visitor into the Gross Lab. The visitor will of course be asked to leave immediately. 2) any student who does not perform the prosections and does not drop the course			

Table 3: Quantitative Evaluation Grading Rubrics

The subjective competencies in Table 2 were used to structure the rubric form below.

Prosection Grading Rubric

Student's Name: _____ Prosection Project #: 1 st [] 2 nd [] 3 rd [] 4 th [] Project Codes/Title: _____	ANTR Course #: _____ Semester: _____ Date Assigned: _____ Date Completed: _____ Faculty Evaluator: _____ Date: _____
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Competence	Points Scored
Time on Task <ul style="list-style-type: none"> • Assignment completed within expected time (full pts) • Assignment overdue (minus 1 pt for each week late) 	_____/2.5
Required Objectives* Exposed <ul style="list-style-type: none"> • Unexposed/unexplained objective (-1 point for each) * See first page of protocol for a complete list of required objectives List any objectives that were not dissected/exposed: _____	_____/20
Required Objectives Identified <ul style="list-style-type: none"> • Identification of objectives <ul style="list-style-type: none"> Adequate: - (objectives correctly ID without reading from protocol) (full points) Inadequate: - (Reading from protocol) (-1 pt for each occurrence) Misidentified structures (-1 pt for each occurrence) List misidentified structures: _____	_____/20
Quality of Prosection (Neatness) <ul style="list-style-type: none"> • Neat overall (full pts) • Untidy (-1 pt) • Very untidy (-4 pts) • Unacceptable (-full pts) 	_____/ 7.5
Total Points (= %)	____/50 (= ____%)
*Grade: _____ % = MSU Point System (GPA) _____ (3.0 = Pass for Medical students)	

*A grade of "Pass/No" option is available to only CHM and COM medical students. ALL other students must take the Prosection Lab for a numerical grade (minimum is 3.0 for graduate students).

Table 4: Prosection Assignment Point Values and Difficulty Levels

To guarantee a Pass the student must accumulate AT LEAST the "Difficulty Points" (DP) totals defined for the credits the student has registered for.

Level 1 (DP = 1) T = 1-2 weeks	Level 2 (DP = 2) T = 2-3 weeks	Level 3 (DP = 3) T = 3-4 weeks	Level 4 (DP = 4) T = 4-5 weeks	Level 5 (DP = 5) T = 5-6 weeks
	Ant Sup Thorax Ant Sup Abdomen	Ant UL (muscular) Ant LL Ant Int Thorax	Ant Deep Thorax Ant Deep Abdomen	Ant Sup Head Ant Int Head Ant Deep Head Ant UL (Brachial plexus) Ant Int Abdomen
		Post UL Post LL Post Sup Back	Post Int Back	Post Laminectomy Back Post Deep Neck
1 Ant whole Pelvis (ligaments) 1 Post whole pelvis (ligaments) 1 Heart 2 of the following - Abdominal Viscera - Palmar Hand - Dorsal Hand - Plantar Foot - Dorsal foot - Shoulder - Elbow Lig - Knee Lig - Foot Lig	2 Superior Orbits 1 Vertebral Column (ligament) Anterior half pelvis (neurovasculature)	Whole Pelvis Diaphragm with viscera		

DP = Difficulty Points; Ant = anterior; Post = posterior; Sup = superficial; Int = intermediate; UL = upper limb; LL = lower limb. T= time.

Prosection Assignments

PLEASE NOTE: Each assignment is unique!

A student SHOULD NOT judge her/his progress based upon what others are doing. Each prosector generally has a different prosection assignment (with different objectives, depth of prosection and level of difficulty).

Furthermore, different students have different levels of motivation, manual dexterity, and experience. Thus, it is possible that two students taking the prosection course for the same number of credit hours will end up completing different number of prosections, yet still receive the same final course grade.

- **But note: examining finished prosections for ideas is great!**

It may be helpful to closely examine any of the finished prosections on the main lab teaching floor at any time (before starting an assignment or in the middle...). However, make sure that there is not a class studying or using the Donor or the area of the lab where the target Donor is located.

Availability of Faculty and Laboratory Attendants/Teaching Assistants

1. **Faculty Availability:** Beyond the orientation period, Faculty will visit the PX lab at various frequencies (check the Faculty Availability schedule, if provided).
Note: The Faculty work together as a team; so do not hesitate to consult any faculty who is in the PX Lab at any time point.
Nonetheless, each student is assigned a Faculty Advisor/Tutor, who will be responsible for evaluating the student's work.
2. **Laboratory Attendant (LA):** They are teaching assistants. If available, LA are a great help. Role of LA is described in the next section.

Role of Laboratory Attendants

The Prosection Lab Laboratory Attendant (LA) is the person who will be working with prosectors on a day-in day-out basis. Students can dissect even when the LA is not in the lab; but, it is quite useful to consult with LAs during the progress of the prosection. The primary purpose is to keep the student from getting bogged down because of uncertainty, and to keep the students progressing with their work so that they do not become frustrated and thus delayed in moving onto new assignments.

At THE END OF EACH ASSIGNMENT, THE STUDENT NEEDS TO ARRANGE A PRELIMINARY CHECK-OFF/CHECK-OUT WITH A LA PRIOR TO MAKING AN APPOINTMENT WITH A FACULTY ADVISOR.

Protocol for Checking-Out Assignments

1. **Whenever a student completes a prosection assignment,** the student should make arrangements to have a PX LA evaluate the prosection and confirm that ALL OBJECTIVES for the particular prosection are exposed and identifiable.
2. **The student should complete any suggestions** offered by the LA (e.g. additional clean-up, etc).
3. **Once the LA clears the prosection,** the student should contact/email the designated FACULTY advisor for FINAL check-out (the student should offer/provide several dates and times that are available for a meeting).
4. **If the designated faculty advisor is unavailable,** the student may also email the other faculty members and request for help to check-out, but make sure to send copies of the email to the primary faculty advisor.

Student Evaluation of the Course

We want the student's feedback on how to make this Elective better for the students who come after.

- Informal Feedback: the students should feel free to approach the Course Coordinator (Dr Loro Kujjo), or any of the other course instructors with any reactions and suggestions. Or write out constructive comments and email them to the Course Coordinator or other faculty.
- Formal Evaluation: In addition to the above, we ask every student in the class to complete formal on-line Elective evaluation upon conclusion of the Elective. Student Elective evaluations are highly recommended [or required]. Student feedback provides Elective Coordinators with valuable information regarding their performance, the performance of their instructors and the quality of the Elective. The information gained from these evaluations is used to continuously improve future offerings of this Elective.

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/resources-self-help/academic-integrity>

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: broadcast at a designated time; intended to be viewed synchronously
- Online Lecture: recorded content, may be viewed asynchronously
- Webinar: more interactive session where student participation is expected
- Lab: may refer to on-site clinical skills training or online lab session; see details

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.

iClicker Reef/(iClicker Student) Policy

It is your responsibility to know and comply with the iClicker Reef (iClicker Student) 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 iClicker Reef/Iclicker Student 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 iClicker 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 your iClicker Reef/Student 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 iClicker 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. Remediation is not available for preclerkship electives.

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.

Academic Support Resources at MSUCOM

As a way to acclimate you to the curriculum at MSUCOM, we have created a program called On Target: <https://michiganstate.sharepoint.com/sites/OnTargetforAcademicSuccess>

On this site you will find semester roadmaps which gives a general overview of each semester, tools needed to be successful in the curriculum and targeted resources for your unique learning situation. In each semester's road map, you will also find course expectations, tips for success, potential trouble spots, longitudinal course integration, and specific course study guides.

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. 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, 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.

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

The 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.