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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.

Measurable Course Objectives

The American Osteopathic Association has identified osteopathic core competencies (OCC) essential for your practice as a future osteopathic physician (reference). These are embedded throughout our programmatic objectives and curriculum. Our curricular structure also encourages your proficiency in the Core Entrustable Professional Activities (EPAs) for Entering Residency as defined by the Association of American Medical Colleges to help you build toward that future phase of your journey toward medical practice (reference). By the end of this specific course, you should be able to achieve the following objectives within each domain indicated:

Medical Knowledge

1. Summarize gross anatomical and physiological structure-function relationships to differentiate between normal and abnormal function. This includes the anatomy of all body systems which will be utilized in third year clerkships and utilization of proper terminology to describe gross anatomical structures. (Biomedical Science - Anatomy/Physiology)

2. Describe the physiologic basis of health and the pathophysiologic basis of disease through the study of embryological development and selected clinical presentations related to anatomy. (Biomedical Science - Pathology/Pathophysiology)

3. Summarize the structural, functional, and pathologic basis for selected neurologic and anatomically-related disorders by applying knowledge of normal structure-function relationships during patient evaluation. (Biomedical Science - Neuroscience)


Osteopathic Principles, Practice, and Manipulative Medicine

5. Apply osteopathic principles such as the osteopathic tenets and the values of holistic, person-centered care to the study of anatomy through self-directed learning, experiential learning, and reflection. This includes training related to OMM/OMT observation and application to identify palpable surface landmarks. (OPP Principles/Integration, OMM/OMT Principles/Integration, & OMM/OMT Observation/Application)
Patient Care and Procedural Skills

6. Identify basic principles of medical imaging techniques, coupling this knowledge with anatomical and physiologic knowledge to interpret medical images. *(Diagnostic Testing - EPA 3)*

Professionalism

7. Provide for one's personal care and well-being by applying the principles of wellness to one’s first semester as a student of osteopathic medicine with a sense of compassion and respect. *(Self-Care)*

Professional Development and Reflection Skills

Additionally, the American Osteopathic Association indicates several other competencies on which professional development and reflection across time will foster effective medical practice. These include the ability to work collaboratively as part of an interprofessional team; the maintenance of an inquisitive and scientific approach to learning and medical practice; and the adoption of self-direction in lifelong learning and clinical decision-making. This course will contribute to the development of these longitudinal competencies or skills as indicated:

Self-Directed and Lifelong 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. Students can then use this feedback to focus their studies for the summative course exam, the latter of which provides students with another point of feedback to inform related study.
Course Coordinator & Course Leadership

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

OMM/OPC Liaison
Name: J’Aimee Lippert, D.O
Email: 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 (preferred method)
Address: MUC Campus

Top Hat/APR/BioDigital Platform Liaison
Name: Nicole Geske, Ph.D.
Phone: 517-353-5269
Email: 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 (preferred method)
Address: DMC Campus

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

Curriculum Assistants

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</table>
Course Faculty/Instructors

Course Faculty/Instructors – Anatomy/Radiology

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Course Faculty/Instructors – OMM

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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). The Course Coordinator is generally available by appointment for one-on-one 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 Tuesday-Friday; Dr. Lippert will be assigned to the full 90-minute session on Monday of each week; a radiologist will be available on Monday’s from 3:45-4:30 pm EST. 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.

**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.
- **Schedule of Anatomy Lab Group Assignments**: Anatomy Lab Group schedules will change each week. Consult the Academic Calendar to learn your lab time each week.
- **Course Exam Schedule & Exam Policies**: Information about exam dates, exam expectations and policies.
- **Weekly Assignments Documents & Week’s Content Discussion Forum**: Weekly Assignment 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 “in-house” lecture recordings used in the course, including pre-recorded lectures linked to Top Hat Activities and the “Course Pack” (see below), will be located in the Course Media Gallery. The ANTR 510 D2L site will also host some OPP-related course materials.
- **Exam & Course Grades**: Once finalized, exam scores and course grades will be made available to you on the D2L page.
- **Announcements** – Course-related communication to the class will be made here. You should check ANNOUNCEMENTS 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 and self-assessment questions. This interactive course administration platform is exceptionally easy to use and houses individual “pages” of ANTR 510 course content that include embedded pre-recorded lectures, YouTube videos, BioDigital models, links to MSU library resources and, most importantly, hundreds of self-assessment questions. Note that although the course does not have an official “course pack”, printer friendly versions of the Top Hat “pages” will be made available on the course D2L site.

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 2021; Join Code: 590740

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

  - iClicker Student (REEF): Refer to your pre-matriculation documents for obtaining this polling technology. iClicker Student will be used extensively throughout years 1 and 2 of the MSUCOM curriculum.

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

    **Please refer to additional iClicker Student 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 2025 a 4-yr license for the VH Dissector Pro 6.0 program. Each student will receive an email from ToLTech (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.

**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](http://libguides.lib.msu.edu/medicalebooks).

A small number of select pages from the following textbooks are required reading for the course. These textbooks are all included in the MSU Online Library Resources and can be accessed online:

- *Clinically Oriented Anatomy*, 8th ed., 2019, Moore, Dalley, & Agur, Lippincott, Williams & Wilkins

Videos from the following resources are required viewing for the course:

- *Clinically Oriented Anatomy*, 8th ed., 2019, Moore, Dalley, & Agur, Lippincott, Williams & Wilkins
- *YouTube*, (Noted Anatomist, etc.)

**Course PPE and Other Required Equipment**

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 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.
Special Instructions Pertaining to COVID-19
Due to COVID-19, additional precautions have been implemented for the safety of all lab users. Hence, students participating in the ANTR 510 Clinical Human Gross Anatomy & Palpatory Skills course are required to adhere to the following procedures:

- All anatomy lab users must agree to abide by the requirements and policies set forth in the MSU Community Compact, which includes enrollment in the “Spartan Spit” Early Detection Program and required surveillance testing.
- Students must complete the MSU Student Spartan Health Screening form (https://covidresponse.msu.edu/health-screening) prior to coming to campus each day.
- While on site students will adhere to all signage indicating:
  - traffic flow within the building/building complex
  - traffic flow within the lab, including entrances, exits, hand washing stations, etc.
  - occupancy limits for shared spaces such as elevators, restrooms, breakrooms, etc.
- While participating in the ANTR 510 Clinical Human Gross Anatomy & Palpatory Skills course in the gross anatomy lab the following PPE is required: disposable mask (provided by COM), safety glasses/goggles, disposable non-latex gloves (provided by COM), and lab coat or scrubs.
- Prior to exiting the gross anatomy lab, students will remove gloves and wash their hands. Disposable masks will be properly disposed of outside the lab.
- While participating in the ANTR 510 Clinical Human Gross Anatomy & Palpatory Skills course in an adjacent classroom the following PPE is required: personal mask (cloth or disposable) and safety glasses/goggles.
- Students will exercise 3’ or more of physical distancing when in the lab and avoid use of spaces that are temporarily closed or off-limit.
- Students must keep personal items (e.g. cell phones, other electronics) put away and out of use throughout the session unless directed otherwise.

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 14, 2021 and ends on August 19, 2021. 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.

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<th>Assessments</th>
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<th>Material to be Covered</th>
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Note: There will be no make-up opportunities for the Weekly Assessments. A missed exam with an excused absence 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 divided into a “Learning Objectives” component and an “Anatomical Structures” component. Each exam covers material and assignments listed in the week’s Weekly Assignments document.

Learning Objectives: This component of each Weekly Assessment will have 25 multiple-choice, one best answer questions that include narrative questions and imaging or cross-sectional based identification questions. The questions in the Learning Objectives component of the Weekly Assessment will link directly to one or more of the learning objectives listed in the Weekly Assignment documents.

Anatomical Structures: This component of each Weekly Assessment is designed to mimic a laboratory practical exam and will consist of 25 one best answer fill-in-the-blank questions. Questions in this portion of the exam may be either first-order (e.g., identify the structure) or second-order (e.g., identify the innervation of the structure). Structures that can appear on the Anatomical Structures component of the exam are listed in the anatomical structure lists of the Weekly Assignments documents.

Examinations will be given only at the date and time specified. There are no make-up exams offered in ANTR 510 – an exam missed with an excused absence will be dropped and the course point total will be calculated from the remaining completed exams.

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 from 2:00-2:45 pm EST the day before each exam 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

Course grades will be determined by the following criteria:

Lab Attendance: It is expected that students attend and actively participate in all eight (8) Weekly Donor Lab Sessions scheduled in this course. For those students enrolled in the online only course, your attendance will be expected at weekly “virtual lab” sessions staffed by anatomy faculty. As an added incentive, students will be awarded a bonus 0.5% point for each lab (on-site or virtual) attended. At the end of the course the earned lab attendance bonus points (4% points maximum) will be added to students’ Final Percent Course Score (see below). However, if needed to pass the Anatomical Structures component of the course, the earned lab attendance points will be applied to the Anatomical Structures Sum Percentage Score instead (see below).

A non-excused absence from a lab session will have the following consequences:
1. The student will NOT receive a bonus 0.5% point for that lab session.
2. The student will be required to either arrange with a faculty member to attend a subsequent lab session that week or schedule a 60-minute lab review session with a course faculty member.

Scores on the Learning Objectives component of the Weekly Assessments: Only this portion of a Weekly Assessment will contribute to a student’s Weekly Assessment score and course point total. The Learning Objectives component of each exam will be worth 25 points. At the end of the course the lowest Learning Objectives component exam score will be dropped and a student’s percent course score will be calculated as the total number of points earned on the remaining seven (7) Weekly Assessments divided by seven (7).

Your final percent course score will be determined by the following formula:

$$\frac{\text{sum of best 7 Weekly Assessment scores}}{175 \times 100\%} + \text{sum of lab attendance points earned} = \text{Final percent course score}$$

A final percent course score of 70% is required to pass this course.

*As noted above the lab attendance points may be applied to the Anatomical Structures Sum Percentage Score instead.

Scores on the Anatomical Structures components of the Weekly Assessments: This portion of a Weekly Assessment will NOT contribute to a student’s Weekly Assessment score and course point total and will instead be used to determine a Satisfactory (S)/Not Satisfactory (NS) grade for this component of the course. At the end of the course the lowest Anatomical Structures component exam score will be dropped and the total number of points earned on the Anatomical Structures component on the
remaining seven (7) exams will be divided by seven (7) to determine the sum percentage of exam items correctly answered (the Anatomical Structure Sum Percentage Score). To obtain an “S” grade for the Anatomical Structures component of the course grade a student must earn an Anatomical Structures Sum Percentage Score of 75%. A student who fails to earn a 75% Anatomical Structures Sum Percentage Score will receive an “NS”.

An Anatomical Structures grade of “S” is required to pass this course.

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 1) earn 70% of the points that contribute to the Final Percent Course Score, and 2) receive an “S” grade in the Anatomical Structures component of 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 70% of the points that contribute to the Final Percent Course Score and/or receives an “NS” grade in the Anatomical Structures component of 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.

In the ANTR 510 course students receiving an “N” grade will be eligible to sit for remediation if both of the following criteria are met:

- The student earned a Final Percent Course Score of at least 60% or greater.
- The student earned an Anatomical Structure Sum Percentage Score of 60% or greater.

The remediation opportunity for this course will be by examination and will focus on areas of unsatisfactory performance. In order to pass remediation a student must earn a 70% on the Learning Objectives portion of the exam, and a 75% on the Anatomical Structure portion of the exam.

The remediation exam will be offered on August 24, 2021. Refer to the remediation policy information provided in Section 2 of this syllabus for more information.

Lab Policies

In order to participate in the gross anatomy labs scheduled during this course, this semester, and throughout the MSUCOM curriculum, students must read and sign the Gross Anatomy Lab User’s Agreement. Further instructions on completing this requirement will be made available during the Semester 1 Orientation session on June 8th.
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 19, 2021 and will remain open until September, 2021. 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: 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 MSRR may be found in the MSUCOM Student Handbook and online at splife.studentlife.msu.edu.

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

If 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 Student 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 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 Student 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.

**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](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](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.