

# ANTR 350 Human Gross Anatomy Syllabus

Sections 001 and 002 Fall 2020

Online - Asynchronous

## Course Directors:

**Instructor:** Dr. Lindsey Jenny, PhD

**Office:** A512 East Fee Hall

**Virtual Office Hours:**

**Phone:** 517-353-5286

**Email:** [jennylin@msu.edu](mailto:jennylin@msu.edu) (preferred contact method)

**Zoom Office Hours:** Mondays from 11am-12pm and Thursdays from 1pm-2pm

See D2L for Zoom links

**Please contact Dr. Jenny for all course administration issues (make-up requests, grade issues, etc.)**

Instructor: Dr. Nicole Geske, PhD

Office: A501-B East Fee Hall

Virtual Office Hours:

Phone: 517-353-5286

Email: [geskenic@msu.edu](mailto:geskenic@msu.edu) (preferred contact method)

**Zoom Office Hours:** Mondays from 2pm-3pm and Fridays from 3pm-4pm

See D2L for Zoom links

## Additional Instructors:

Instructor: Dr. Jill Slade McMahon, PhD

Office: E-168 Radiology Bldg.

Virtual Office Hours: by appointment

Phone: 517-884-3351

Email: [jslade@msu.edu](mailto:jslade@msu.edu) (preferred contact method)

Instructor: Dr. Graham Atkin, PhD

Office: A504 East Fee Hall

Virtual Office Hours: by appointment

Phone: 517-884-9544

Email: [atking@msu.edu](mailto:atking@msu.edu) (preferred contact method)

Please email instructors at least two days prior to preferred meeting time. Email is the preferred method of communication; phone is for last minute/emergency communications or cancellations.

### Course Description:

In this course, we will learn about the language of anatomy and study the major anatomical structures from all the systems of the body. The course focuses on gross anatomy, meaning structures visible to the naked eye. We will also discuss relevant histological structures and embryological development. Our primary goal is to teach “normal” human anatomy in an asynchronous online format with some optional synchronous activities. Selected clinical cases and radiological images will also be presented throughout the course. This course is designed to model the professional expectations of health care education (medical, nursing, dental, etc.) and graduate school.

### Course Materials

#### Required materials

- Internet compatible device (phone, tablet, laptop) that can access D2L, Top Hat, Zoom, and has a webcam and microphone. Top Hat is available as a webpage and as an app.
- Top Hat Subscription combining Classroom and Top Hat Human Anatomy Textbook
  - **Top Hat Course:** ANTR 350 Human Gross Anatomy Fall 2020
  - **Join code:** 367691
  - **Top Hat Human Anatomy Textbook** ISBN 978-77330-578-3

In an effort to reduce the cost of required materials to students, Dr. Jenny and Dr. Geske collaborated with Top Hat to develop a digital human anatomy textbook. Students will have lifetime access to this book after they purchase it. Students must purchase access to Top Hat for at least one term with the textbook. Dr. Jenny and Dr. Geske do earn a small amount of royalties from the sale of this textbook. The Michigan State University College of Human Medicine curriculum committee has approved the use of this textbook as an appropriate resource for this course.

### Optional Materials

Anatomy coloring books can be a useful way to study and supplement your learning. However, all images used on assessments will be provided to you in the Learning Objective Images files posted on D2L and Top Hat). The two coloring books that we recommend are listed below:

- Twietmeyer & McCracken **Coloring Guide to Human Anatomy**. 3rd edition, 2001, ISBN 0-7817-3042-2, Lippincott, Williams, & Wilkins.
- Hansen **Netter’s Anatomy Coloring book**. 2nd edition. ISBN 9780323545037. Elsevier.

On Top Hat, there is a list of pages from these books for each week if you choose to use a coloring book as a study tool.

### Course Structure

The materials for this course will be delivered online through Top Hat and the course management system Desire to Learn (D2L). Zoom will be used for virtual office hours and optional case discussion sessions. The textbook reading assignments and recorded lecture assignments will be available through Top Hat. The applied anatomy activities and quizzes will be delivered through D2L. D2L will be used to keep students up to date of their assignments through the announcements, checklists, and calendar features. The D2L gradebook is the gradebook used to determine final grades. Students should log into D2L at least once a week to check for new announcements or upcoming due dates.

### Technical Assistance

If you need technical assistance at any time during the course or to report a problem:

D2L: call the help desk (517-432-6200 or 844-678-6200) or submit an online request through [D2L Help Desk Service Request Form](#)

Please ask that a copy of the “trouble ticket” be emailed to Dr. Jenny as documentation of the incident (in the case of make-up requests or extensions).

Top Hat: contact the Top Hat Support team by email ([support@tophat.com](mailto:support@tophat.com)), through the app, online support ([Top Hat Online Support](#)), live chat, or by phone (1-888-663-5491). Please forward all communications with Top Hat support to Dr. Jenny as documentation of the incident (in the case of make-up requests or extensions).

## Course Schedule

### 1. Week 1 September 2-5 Begin Unit 1 Content

#### Top Hat Homework- due Saturday, September 12 at 11pm:

- i. Course policies & tips for success
- ii. Reading Assignment 1: Introduction to Anatomy
- iii. Recorded Lecture: Anatomical Language

#### D2L:

- iv. Download & read the syllabus- due Thursday, September 3 at 2pm

#### Zoom:

- v. Webinar to meet faculty & ask questions- optional event Thursday, September 3 from 2pm-3pm EST

### 2. Week 2 September 6-12 – Unit 1

#### Top Hat Homework – due Saturday, September 12 at 11pm

- i. Recorded lecture: Skeletal System
- ii. Recorded lecture: Axial Skeleton
- iii. Reading Assignment: Module 6-Axial Skeleton

#### D2L

- iv. Applied Anatomy Video 1: Basic Anatomy-Muscle, Skin, and Bone

### 3. Week 3 September 13-19-Unit 1

#### Top Hat homework- due Saturday, September 19 at 11pm

- i. Recorded lecture: Appendicular Skeleton
- ii. Reading assignment: Module 7: Appendicular Skeleton

#### D2L

- iii. **UNIT 1 QUIZ 1** (covers weeks 1 & 2)- opens Monday September 14 at 8am and **must be completed by Tuesday, September 15 by 6pm.**
- iv. Applied Anatomy Video 2: Bone, Fracture, X-ray

#### Zoom

- v. Case Discussion 1 – optional event see D2L for sign up information

### 4. Week 4 September 20-26 – Unit 1

#### Top Hat Homework – due Saturday September 26 at 11pm

- i. Recorded lecture: Introduction to joints & Axial Joints
- ii. Recorded lecture: Appendicular joints
- iii. Reading assignment: Module 8 Articulations

#### D2L

- iv. Applied Anatomy Video 3: Physical trauma and Immediate Care
- v. Applied Anatomy 4: Real life ER/Ortho Cases
- vi. **Applied Anatomy Quiz 1** (covers Applied Anatomy videos 1-4) **due Saturday September 26 at 11pm**

5. **Week 5 September 27- October 3- Begin Unit 2 Content**

**Top Hat Homework – due Saturday October 3 at 11pm**

- i. Recorded lecture: Axial muscles
- ii. Recorded lecture: Upper limb muscles
- iii. Recorded lecture: Lower limb muscles
- iv. Reading assignment: Module 11 Appendicular muscles

**D2L**

- v. **UNIT 1 QUIZ 2** (covers weeks 1-4) opens Monday September 28 at 8am and **must be completed by Tuesday September 29 by 6pm**
- vi. **Survey 1** due Saturday October 3 at 11pm

6. **Week 6 October 4-10 – Unit 2**

**Top Hat Homework – due Saturday October 10 at 11pm**

- i. Reading assignment: Module 13 Nervous Tissue
- ii. Recorded lecture: Brain
- iii. Recorded lecture: Spinal cord
- iv. Reading assignment: Module 14 Central Nervous System

**D2L**

- v. Applied Anatomy Video 5: Dementia & Brain Structures
- vi. Applied Anatomy Video 6: Psych/Neuro Cases

7. **Week 7 October 11-17 – Unit 2**

**Top Hat Homework- due Saturday October 17 at 11pm**

- i. Recorded lecture: Peripheral nerves
- ii. Reading assignment: Module 15 Peripheral Nervous System

**D2L**

- iii. **UNIT 2 QUIZ 3** (covers weeks 5 & 6) opens at 8am on Monday October 12 and **must be completed by Tuesday October 13 by 6pm**
- iv. Applied Anatomy Video 7: Spine and Movement

**Zoom**

- v. Case Discussion 2- optional event - see D2L for signup information

8. **Week 8 October 18-24 – Unit 2**

**Top Hat Homework- due Saturday October 24 at 11pm**

- i. Recorded lecture: Cranial nerves
- ii. Recorded lecture: Special senses

**D2L**

- iii. Applied Anatomy Video 8: Comprehensive Neuro Exam
- iv. **Applied Anatomy Quiz 2** (covers Applied Anatomy videos 5-8) **due Saturday October 24 at 11pm**

**9. Week 9 October 25-31 – Begin Unit 3 Content**

**Top Hat Homework – due Saturday October 31 at 11pm**

- i. Recorded lecture: Introduction to ANS
- ii. Reading assignment: Module 17 Autonomic Nervous System

**D2L**

- iii. **UNIT 2 QUIZ 4** (covers weeks 5-8) – opens at 8am on Monday October 26 and **must be completed by Tuesday October 27 by 6pm**

- iv. **Survey 2 due Saturday October 31 at 11pm**

**10. Week 10 November 1-7 – Unit 3**

**Top Hat Homework- due Saturday November 7 at 11pm**

- i. Recorded lecture: Heart
- ii. Recorded lecture: Vessels 1
- iii. Recorded lecture: Vessels 2
- iv. Reading assignment: Module 21 Blood and Vessels

**D2L**

- v. Applied Anatomy Video 9: Circulation & Introduction to Ultrasound
- vi. Applied Anatomy Video 10: EKGs and Heart Conduction

**11. Week 11 November 8-14 – Unit 3**

**Top Hat Homework due Saturday November 14 at 11pm**

- i. Recorded lecture: Respiratory system
- ii. Recorded lecture: Lymphatic & Endocrine Systems
- iii. Reading assignment: Module 23 Respiratory system

**D2L**

- iv. **UNIT 3 QUIZ 5** (covers weeks 9 & 10) opens at 8am on Monday November 9 and **must be completed by Tuesday November 10 by 6pm**

- v. Applied Anatomy Video 11: Intubation and Normal Breathing
- vi. Applied Anatomy Video 12: Real Life Cardiology/Respiratory Cases

- vii. **Applied Anatomy Quiz 3** (covers videos 9-12) **due Saturday November 14 at 11pm**

**Zoom**

- viii. Case discussion 3 – optional event – see D2L for sign up information

**12. Weeks 12-13 November 15-28 - Begin Unit 4**

**Top Hat Homework – due Saturday November 28 at 11pm**

- i. Recorded lecture: ANS of Abdomen & Pelvis
- ii. Recorded lecture: Digestive System 1
- iii. Recorded lecture: Digestive System 2
- iv. Reading assignment: Module 24 Digestive System

**D2L**

- v. **UNIT 3 QUIZ 6** (covers weeks 9-11) opens at 8am on Monday November 16 and **must be completed by Tuesday November 17 by 6pm**
- vi. Applied Anatomy Video 13: Gastrointestinal emergency

**13. Week 13 Happy Thanksgiving**

**14. Week 14 November 29-December 5 – Unit 4**

**Top Hat Homework- due Saturday December 5 at 11pm**

- i. Recorded lecture: Urinary system
- ii. Reading assignment: Module 25 Renal System

**D2L**

- iii. Applied Anatomy Video 14: Urinary system and kidney stones

**15. Week 15 December 6-12 – Unit 4**

**Top Hat Homework – due Saturday December 12 at 11pm**

- i. Recorded lecture: Male reproductive system
- ii. Recorded lecture: Female reproductive system
- iii. Reading assignment: Module 16 Reproductive System

**D2L**

- iv. Applied Anatomy Video 15: Sexual Health
- v. Applied Anatomy Video 16: Real Life OBGYN cases
- vi. **Applied Anatomy Quiz 4 due Saturday December 12 at 11pm**
- vii. **UNIT 4 QUIZ 7** (covers weeks 13-16) opens at 8am Friday December 11 and **must be completed Saturday December 12 by 6pm**

**Zoom**

- viii. Case discussion 4 – optional event- see D2L for sign up information

**16. Finals Week December 13-19**

**D2L**

- i. Applied Anatomy Video 17: Clinical Anatomy Wrap up
- ii. **COMPREHENSIVE FINAL QUIZ** opens at 8am Thursday December 17 and **must be completed by 6pm on Friday December 18**
- iii. **Survey 3 due Saturday December 19 at 11pm**

## Due Dates & Time Zones

- Please note that all due date times in D2L and Top Hat are in **Eastern Standard Time (EST) for the United States**. If you are not in Eastern Standard Time, please make sure you adjust your due times accordingly in your calendars.
- For example:
  - 8am EST = 7am CST = 6am MST = 5am PST
  - 6pm EST = 5pm CST = 4pm MST = 3pm PST
  - 11pm EST = 10pm CST = 9pm MST = 8pm PST
- Please contact Dr. Jenny if time zone differences will significantly affect your ability to complete assignments.
- All assessment due dates are listed in the course schedule and entered into the weekly D2L checklists and D2L Calendar. Please avoid waiting until the “last minute” to complete assignments in case of technical issues (internet service, device issues, etc.).

## Grading Policy

### Graded Course Activities

Assessment	Number of Assessments and Point Values	Total Points	Percent of Grade
Top Hat Lecture Assignments	26 assignments, 5 points each	130	20%
Top Hat Reading Assignments	14 assignments, 12 assignments count towards your final grade. Each assignment is worth 5 points. If you complete all 14 assignments you can earn up to 10 points of extra credit	60	9%
Applied Anatomy Quizzes	4 quizzes worth 10 points each	40	6%
Unit Quizzes	7 quizzes- 6 quizzes count towards your final grade. Each quiz is 60 points. Your lowest quiz score will be dropped from your final grade.	360	56%
Comprehensive final quiz	Comprehensive final quiz, 30 questions, 60 points	60	9%
Total points		650	100%



### Top Hat Lecture Assignments:

Top Hat Lecture Assignments will become available each week by Sunday morning at 12am and will be due the following Saturday at 11pm. These assignments will include watching videos covering that week's content and answering questions related to each video. The number of questions included in each page may vary but each lecture assignment will be worth 5 points (2.5 points for participation and 2.5 points for correctness).

### Top Hat Reading Assignments:

Top Hat Reading Assignments will become available each week by Sunday morning at 12am and will be due the following Saturday at 11pm. These assignments will include reading a chapter from the textbook and answering the questions embedded throughout the chapter. Each reading assignment is worth 5 points (2.5 points for participation and 2.5 points for correctness).






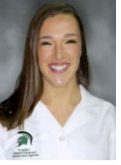




### Applied Anatomy Videos & Quizzes:

A group of medical students in the MSU College of Osteopathic Medicine created the Applied Anatomy videos and quizzes. Their goal is to help you integrate the anatomy you are learning in this course with clinical practice to give you a better understanding of how this course relates to the "real world". These videos follow the units of the course so there will be an applied anatomy quiz near the end of each unit. The quizzes will cover the videos associated with that unit. Each quiz will be worth 10 points based on correctness.

### Optional Zoom Case Discussions Facilitated by Medical Students

In addition to the applied anatomy videos and quizzes, we will hold four optional case discussions facilitated by a medical student. Participation in the case discussions will not affect your grade but are a great opportunity to ask questions about health care and interact with your classmates. If you would like to participate in these sessions, you will need to sign up for a session (see D2L for more information).

Applied Anatomy Guest Facilitators:

Guest Facilitators	Guest Facilitators	Guest Facilitators
 <p>Adam Gwizdala PharmD, OMS-III Critical Care <a href="mailto:gwizda15@msu.edu">gwizda15@msu.edu</a></p>	 <p>Jacob Babb OMS-III Radiology <a href="mailto:babbjaco@msu.edu">babbjaco@msu.edu</a></p>	 <p>Catherine Molnar OMS-III Internal Medicine <a href="mailto:molnarca@msu.edu">molnarca@msu.edu</a></p>
 <p>Shea Repins OMS-II Psychiatry <a href="mailto:srepins@msu.edu">srepins@msu.edu</a></p>	 <p>Jack Brodeur OMS-III Emergency Medicine <a href="mailto:brodeur5@msu.edu">brodeur5@msu.edu</a></p>	 <p>Kenna Clements OMS-II Neurology <a href="mailto:cleme173@msu.edu">cleme173@msu.edu</a></p>
 <p>Megan Wudkewych OMS-III Emergency Medicine <a href="mailto:wudkewyc@msu.edu">wudkewyc@msu.edu</a></p>	 <p>Alex Athens OMS-III Ophthalmology <a href="mailto:athensal@msu.edu">athensal@msu.edu</a></p>	 <p>Audrey Hoebecke OMS-III OBGYN <a href="mailto:hoebeck1@msu.edu">hoebeck1@msu.edu</a></p>
 <p>Ryley Mancine OMS-III Psychiatry <a href="mailto:manciner@msu.edu">manciner@msu.edu</a></p>		

Unit Quizzes

Quizzes on D2L will be used to assess your knowledge of the anatomy presented in this course. There will be two quizzes per unit for Units 1-3 and one quiz for Unit 4. These quizzes will be based on the learning objectives but will require you to integrate your knowledge of anatomy throughout the semester as you learn more about each system of the human body.

Each quiz will include 30 questions worth 2 points each. Each quiz will be available for a 36-hour period and will be timed. Once you begin the quiz, you will have 60 minutes to complete and submit the quiz. You will see five questions at a time and will not be able to go backwards to look at previous questions. You will have one attempt for each quiz. If you lose internet connection or have other technical problems during the quiz, please contact the D2L Help Desk and Dr. Jenny. Your lowest quiz score from quizzes 1-7 will be dropped from your final grade. You must take the comprehensive final quiz during finals week.

The ANTR 350 Faculty want to respect your privacy and not cause unnecessary stress, so we will not be using an online proctoring service for these quizzes. **However, we ask that you not collaborate with your classmates while taking the quizzes and not discuss questions until after the quiz due date.** You may use your notes and class resources on the quiz. You will be able to review the questions you missed after the quiz due date.

Unit Quiz Availability

Availability	Quiz	Weeks Covered	Number of Questions	Points
September 14-15	1	Weeks 1 & 2	30	60
September 28-29	2	Weeks 1-4	30	60
October 12-13	3	Weeks 5 & 6	30	60
October 26-27	4	Weeks 5-8	30	60
November 9-10	5	Weeks 9 & 10	30	60
November 16-17	6	Weeks 9-11	30	60
December 11-12	7	Weeks 12-15	30	60
December 17-18	8	Comprehensive Final Quiz	30	60

If you are unable to take a quiz during the window it is available due to illness, lack of internet access, or other unexpected events, please call Dr. Jenny's phone number or send an email. Please try to provide documentation (doctor's note on clinic letterhead, service outage notices, etc.). All make-up requests will be considered on a case-by-case basis. If you know in advance that you will not be able to take a quiz during normal availability due to religious holiday, academic conference, professional school interviews, or other documented reasons,

please contact Dr. Jenny at least one week prior to the quiz date to arrange to take the quiz at another time.

### Surveys

There will be three surveys to collect feedback about the course and information about study habits over the course of the semester. The surveys will be on D2L. You will receive 1 point of extra credit for each survey you complete.

### Grade Determination

Grades are determined by **Total Number of Points** earned on all assessments and by exhibiting professional behavior expected in this course. There is no “curve” and the ANTR 350 faculty do NOT “bump” students up to a higher grade if they fall short of the points required, even if it is only 0.1 points. Please do not even ask.

Extra credit opportunities are built into the course and are available to all students. It is up to students to take advantage of these opportunities. No extra credit opportunities will be made to individual students.

Course assessments cannot be redone to improve your grade. Keep track of your point totals on D2L and contact Dr. Jenny about any grade questions/errors within one week of each assignment posted to the D2L gradebook.

Your final grade is based on total number of points. Points will be rounded to the nearest whole points. For example, 450.5 points will round up to 451 points and 450.4 points will round down to 450 points. Point values correspond to the following grading scale based on percentages. You can use these percentages to estimate your grade at any point during the semester. To view your grade in D2L, go to “Assessments” then click on “Grades”.

### Grand Point Totals for Grade Determination

<b>Grand Point Total</b>	<b>Final Course Grade</b>	<b>Percentage</b>
591.45 - 650	4.0	91-100%
552.45 – 591.44	3.5	85-90%
519.45 – 552.44	3.0	80-84%
487.45 – 519.44	2.5	75-79%
454.45- 487.44	2.0	70-74%
422.45 – 454.44	1.5	65-69%
389.45 – 422.44	1.0	60-64%
0 – 389.44	0	0-59%

### Course Policies

#### Syllabus Disclaimer

The ANTR 350 Syllabus represents a sincere effort on the part of the Course Directors to provide a set of policies and procedures that allow for fair and efficient administration of the course to all enrolled students. However, unforeseen circumstances or unintended policy consequences may require modification of the syllabus during the semester. The Course Directors reserve the right to amend this syllabus if needed while still treating students fairly and equitably without compromising the instructional objectives of the course. Students will be notified if the syllabus must be changed through D2L and email.

#### Course Communication Policy

Please read this syllabus carefully and email Dr. Jenny if you have any questions about course policy. Course announcements will be posted on D2L at the beginning of each week. These announcements will also be emailed to the class. If you have any problems/issues with Top Hat, please contact Top Hat Support first before you contact Dr. Jenny. If you have any problems/issues with D2L, please contact the D2L Help Desk prior to contacting Dr. Jenny. Questions about specific content or learning objectives should be posted on the D2L discussion forum or asked during virtual office hours. Please direct all course administration

questions to Dr. Jenny. Please use professional email etiquette when communication with faculty.

Zoom will be used for virtual office hours, private appointments with students, and for the optional case discussions. Zoom links will be provided for virtual office hours and the optional case discussion and will be posted on D2L. Faculty will provide students with a private Zoom link for individual student appointments via email.

### Make-Up Policy

In the event of illness, emergencies, grief absence, or other excused absences please contact Dr. Jenny and provide documentation (if possible). Ideally, make-up requests should be made BEFORE the assessment due date. Make-up requests should be made within 36 hours of the assessment due date. A relative or friend should contact the course director if the student is unable to do so. All make-up requests fall under the discretion of the course directors and requests may be denied if students do not follow the policies laid out in the syllabus.

If you are exposed/become ill with COVID-19, please follow the CDC guidelines for self-isolating/staying home and contact Dr. Jenny to request due date extensions or make-up assessments.

Please notify your college for grief absence or extended absences such as hospitalizations. In the case of extended absences, please contact the course directors to discuss options for making up multiple course assignments.

Written documentation includes:

- Valid medical excuses - written statement on medical clinic letterhead and signature of attending health professional on or near quiz dates.
- Grief absence request form through your College with approval of your Associate Dean
- Professional/graduate school interviews- emails or letters of interview itinerary should be sent to the course directors prior to the interview date
- Top Hat Support emails reporting any issues with questions or connectivity
- D2L Help Desk emails reporting any issues with D2L questions or submissions
- Car accidents/breakdowns - police report, insurance claim information, or towing receipts

For other situations not listed here, please contact Dr. Jenny to figure out what type of documentation may be appropriate

For religious observance, field trips, scientific meetings, intercollegiate athletic events, or professional school interviews, please contact Dr. Jenny at least one week prior to the missed assignment due date to make arrangements to make up the assignment(s).

### Incomplete Policy

The MSU registrar requires grades to be submitted by the Tuesday after finals week. As a result, students who are unable to take the final exam or have extended absences at the end of the semester must complete all work by the Monday after finals week. If students cannot complete work by this date, then they will receive an Incomplete (I) and must meet with Dr. Jenny and sign the incomplete form. In order to be eligible for an incomplete, students must be on track to earn a 2.0 or higher in the course and have completed 6/7 of the course work for the semester. Incompletes must be reconciled by the middle of the next semester the student is enrolled at MSU (excluding summer sessions). If an Incomplete is not reconciled by the middle of the following semester, it will become a 0 grade. For more information, see “Incomplete grades” on the Registrar Office website.

### Special Testing Accommodations

Requests for accommodations are handled by the Resource Center for Persons with Disabilities (517-884-RCPD or [MSU RCPD website](#)). RCPD issues Verified Individual Services Accommodation (VISA) forms for students to share with instructors. Please email Dr. Jenny to schedule a meeting to discuss your VISA at least two weeks before you want to use your accommodations. During this meeting, we will discuss how to implement your accommodations in the format of this course. You will not be able to use your accommodations until you have spoken with Dr. Jenny (these meetings typically only take 5-10 minutes and we can do them via Zoom or over the phone). Please email your VISA to Dr. Jenny or ask your RCPD specialist to email it to Dr. Jenny directly.

### Professionalism Policy

This course is designed to prepare you for health professional schools and we have incorporated many aspects of their curriculum into this course, including the expectation that everyone should 1) behave in a professional manner and 2) not disrupt the learning environment of other students. Discussing the material with your peers during virtual office hours, virtual help room, and the optional case discussions can be extremely beneficial.

### Academic Honesty

This course provides foundation knowledge for many health care professions. Cheating (either actively or passively) may put future patients at risk. Academic honesty will not be tolerated in any form. This includes copying each other's work, plagiarism, participating in Top Hat and D2L assignments logged in as another student. While discussing the material with other students can be helpful, your answers on quizzes should represent your own knowledge. Do not share

your answers for quizzes with other students until after the due date when quizzes will be available for review. All incidences of academic dishonesty are subject to disciplinary action.

Students who engage in any form of academic dishonesty will be given a failing grade (0.0) for ANTR 350 and a formal letter detailing the incident will be submitted to the Dean of the student's college. For more information, refer to MSU's "Policies, Regulations, and Ordinances Regarding Academic Honesty and Integrity at

### Mandatory Reporting

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 of 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 generally considered confidential pursuant to the University's student record policies. However, students should be aware that University employees, including instructors, might 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. As instructors, the ANTR 350 Faculty must report the following information to other University offices (including the Department of Police and Public Safety) if you share it with us:

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

These reports may trigger contact from a campus official who will want to talk with you about the incident 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.

### Tips for Success

### Study Strategies

Anatomy is as much a language as a science. We will introduce you to more new vocabulary this semester than an introductory foreign language class! Repetition and practice are key to being successful in this course. The learning objectives are your guide for what you need to know for the quizzes. Download the learning objectives at the beginning of each week and fill



in the objectives as you complete the recorded lectures and reading assignments. The lecture and reading assignment questions will help you with basic recall and key concepts. The applied anatomy activities will help you apply and integrate your knowledge in addition to giving you insight into how gross anatomy fits into clinical practice. Try to spend at least 30-60 minutes per day studying for this course. Try to connect with classmates so that you can find a study buddy. Practice labeling images, make your own charts and tables, and try teaching learning objectives to someone else (your friend, study buddy, parent/sibling, or even your pet), this is a great way to internalize information and make it your own. Writing your own practice questions is another great way to integrate learning objectives and prepare for the quizzes.

## Getting Help

### Virtual Office Hours

Dr. Jenny and Dr. Geske will hold virtual office hours every week through the semester via Zoom. You can log into the Zoom meeting to ask questions about learning objectives, get clarification about course policies, or get advice for how to prepare for quizzes. Dr. Atkin and Dr. McMahon will also schedule virtual office hours for the content that they present. Check the weekly announcements and Zoom information posted on D2L for virtual office hour times and links.

### Individual Appointments

If virtual office hours do not work for your schedule, you can schedule an individual appointment with any of the ANTR 350 faculty members to speak through Zoom or over the phone. It is unlikely that we will be able to schedule in-person meetings due to social distancing requirements.

### Virtual Help Room

We will also use Zoom to hold “help room” hours. These zoom sessions will be held by two former ANTR 350 students that have generously volunteered to make themselves available to students for questions and study advice.

Faith May ([mayfaith@msu.edu](mailto:mayfaith@msu.edu))

Jeremy Cuff ([cuffjere@msu.edu](mailto:cuffjere@msu.edu))

Zoom links for their virtual help room sessions will be posted on D2L.

## Letters of Recommendation Requests

Your transcripts with your grades typically accompany letters of recommendation so a letter is less about grades and more about your individual qualities that make you stand out as an applicant. The letter writers’ job is to convince the reader that you are a great fit for the

program you are applying to and that you have the necessary academic and social skills to be successful in that field. Due to the online nature of this course, it will be challenging for faculty to get to know students well enough to write letters that will truly support a student's application.

As a result, the ANTR 350 faculty will only agree to letter requests if we truly feel like we can write you a meaningful letter of recommendation. Students will need to fully engage with the course (attend virtual office hours, participate in the case discussions, post in the discussion forum, etc.) in order to provide opportunities for the faculty to observe/interact with them. Requests for letters should be made during the semester you are enrolled in ANTR 350 and can be made via a Zoom meeting or a polite and professional email. Letter requests made after the semester is over will be declined.

### Honors Option

There is no honors option for ANTR 350 Human Gross Anatomy Fall 2020. Due to the size and nature of this course, the faculty cannot provide a meaningful honors option at this time.