

ANTR 350: Human Gross Anatomy

Spring 2024

Sections 741 and 742

HYBRID In Person Classes: Tuesday and Thursday 1pm-2:20pm 128 Hubbard Hall

Course Information

Instructor Information

Course Directors

Instructor: Dr. Lindsey Jenny, Ph.D.

Office: A502-C East Fee Hall

Office Telephone: 517-353-0441

E-mail: jennylin@msu.edu (preferred contact method)

Student Hours: Thursdays 2:30-3:30pm in the main floor lounge in Hubbard or by [appointment](#)

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

Instructor: Dr. Nicole Geske, Ph.D.

Office: A501-B East Fee Hall

Office Telephone: 517-353-5269

E-mail: geskenic@msu.edu (preferred contact method)

Zoom Student Hours: Mondays 12-1pm during Unit3, Unit 4, & Unit 5 only: by [appointment](#)

Instructor: Dr. Libby Bradley, Ph.D.

Office: A501-C East Fee Hall

Office Telephone: 517-353-6227

E-mail: bradl437@msu.edu (preferred contact method)

Zoom Student Hours: Tuesdays 11am-12pm EST or by [appointment](#)

Additional Teaching Faculty

Instructor: Dr. Jill Slade McMahon, Ph.D.

Office: E-168 Radiology Bldg.

Office Telephone: 517-884-3351

E-mail: jslade@msu.edu (preferred contact method)

Zoom Student Hours: Fundamentals, Unit 1, and Unit 2 only: by [appointment](#)

Instructor: Dr. Graham Atkin, Ph.D.

Office: A504 East Fee Hall

Office Telephone: 517-884-9544

E-mail: atking@msu.edu (preferred contact method)

Course Learning Assistant

Abby Cummings

E-mail: cummi311@msu.edu

Email is the preferred method of communication. Please email faculty at least 2 days prior to when you would like to schedule a meeting. Please use professional email etiquette when communicating with faculty. You can also use the following link to book an appointment:

<https://outlook.office365.com/owa/calendar/Bookings.ANTR350@booking.msu.edu/bookings/>

***The faculty will monitor email and the D2L Discussion Forum during business hours only (Monday-Friday 9am-4pm). If you email/post outside of these hours, the faculty will respond to you the next business day.**

ANTR 350 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!** Learning anatomy is a bit like memorizing new spelling words. **Repetition and practice** are key to being successful in this course. Throughout this semester, we will learn about each anatomical system and how these systems relate to one another. If you feel overwhelmed or lost by the amount of content, please reach out to Dr. Jenny for advice. Dr. Jenny and the ANTR 350 Teaching Team want you to be successful in this course, and we are here to help you reach your goals.

The learning objectives are your guide for what you need to know for the exams. Download the learning objectives at the beginning of each unit and fulfill objectives as you complete the recorded lectures and reading assignments for each week. The lecture and reading assignment questions will help you with basic recall and key concepts. Try to complete the learning objectives and take the practice exam for the first time several days before the exam date. This gives you time to study specific concepts and ask for clarification if needed before the exam date.

Try to spend at least 30-60 minutes 4 days per week studying for this course. Connect with classmates so that you can find a study buddy- teaching each other about learning objectives will help you internalize information. Make one page topic summaries and practice labeling images and integrating other learning objectives with your identifications, or try making your own flowcharts, schematics, and tables. Writing your own practice questions is another fantastic way to integrate learning objectives and prepare for the exams.

Avoid using “Control Find” and copying and pasting sections of the textbook into your learning objective notes. This strategy may seem efficient but is often too superficial for you to truly comprehend and apply the course content to exam questions successfully.

Academic Support

What are Student Hours?

Student hours are time to meet with your instructors to clarify course content, ask questions, prepare for exams, and discuss your future career plans. Dr. Jenny will have student hours after class on Thursdays from 2:30-3:30pm in the lounge in Hubbard. You can stop by for a

few minutes or stay for the whole hour depending on your questions and goals. Student hours are an ideal opportunity for your instructors to get to know you (especially if you may want to request a letter of recommendation!) You may also book an [appointment](#) with Dr. Jenny to meet individually if student hours conflict with your schedule. The other ANTR 350 faculty will be available primarily through Virtual (Zoom) Student Hours.

You may also want to meet with Abby Cummings, our Course Learning Assistant. Abby is a senior with a major in Human Biology and minor in Educational Studies. Abby plans to get a PhD in anatomical education or medical education and has already completed human anatomy lecture and lab courses. Abby can help you review course content and may be able to offer study strategies to help you be successful in this course. Please email Abby to make an appointment with her.

Virtual (Zoom) Student Hours

Dr. Geske, Dr. Bradley, and Dr. McMahon will be available via Zoom for Virtual student hours. Please use the bookings link to schedule an [appointment](#).

Zoom Student Hours can be used to ask questions about learning objectives, get clarification about course policies, get advice for how to prepare for exams. These student hours times will use the waiting room feature so that you will have an individualized appointment with the instructor.

Discussion Forum

Questions about specific content or learning objectives can also be posted on the D2L Discussion Forum. Faculty will check the D2L Discussion forum regularly during business hours (Monday-Friday, 9am-4pm) and will respond to your questions/concerns within 48 hours or next business day.

Zoom Exam Preparation Sessions

Dr. Geske, Dr. Jenny, or Dr. Bradley will hold exam preparation sessions prior to the unit and final exams. These sessions will be held prior to each unit exam. These sessions will be structured with live practice questions, discussions, and applications of the material. There will also be time at the end of these sessions to ask any questions.

The time and date for the sessions will be determined by poll at the start of the semester. Attendance for these sessions is highly encouraged. Meeting a threshold for attendance for these sessions will result in a hint on the upcoming exam. More information on this will be posted as an announcement for each session.

Kahoot Quiz Sessions

Darby Durrant, a former ANTR 350 student and current MSUCOM DO student, will offer review sessions prior to the fundamentals of anatomy quiz and each unit exam. The review session will consist of a Kahoot! Quiz designed to help you practice quick recall of course material. The time and date for these sessions are posted on Top Hat and will be posted as an announcement prior to each exam.

Student Support

Almost all of us are struggling with a unique set of challenges these days, brought about by the COVID-19 pandemic, economic fallout, ongoing efforts for social justice, and other experiences. The last few years have been particularly challenging and transitioning from online to in person or hybrid learning can be difficult. The ANTR 350 faculty are available to help you succeed in this course. Please reach out to Dr. Jenny or Dr. Bradley if you start to feel overwhelmed or need help making connections in the course.

While we are not trained mental health professionals, we are someone you can reach out to if you are struggling, whether your concerns pertain directly to this course. Our conversations will be confidential, though please remember that all faculty at MSU are mandatory reporters if issues of violence, sexual harm, or harassment are disclosed (see section on Mandatory Reporting). We are good listeners, and we can help connect you to campus and other resources that are here to help you. As your course instructors, we are committed to helping you successfully complete this course, but it is even more important to us that you experience our classroom as a space that is open, inclusive, and supportive.

MSU also has put together some resources you may find helpful:

- Virtual Care Kit: https://caps.msu.edu/assets/pdfs/MSU_CAPS_virtual_care_kit.pdf
- Neighborhood Student Success Collaborative: <https://nssc.msu.edu/oec/index.html>

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. Our goal is to learn about “typical” human anatomy using online and in-person activities. Selected clinical cases and radiological images will 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, and Zoom. A microphone will be necessary for virtual office hours via Zoom. A webcam is not required but is recommended for virtual office hours via Zoom.
- **Top Hat Subscription combining Classroom and Top Hat Human Anatomy Textbook**
 - Top Hat Course: ANTR 350 Hybrid SS24 Human Gross Anatomy for Pre-Health Professionals: **Join code: 728738**
 - *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

- An anatomy coloring book (pick one ONLY if you think you will use it). 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 content covered in this course is divided into five units following a Fundamentals of Anatomy section. The Fundamentals of Anatomy will introduce you to the language of anatomy, bones, joints, muscles, and the nervous system. Unit 1 will cover the axial skeleton and axial joints, axial muscles, and the central nervous system. Unit 2 will cover the appendicular skeleton and appendicular joints, appendicular muscles, and the somatic nerves of the peripheral nervous system. Unit 3 will cover the cranial nerves, special senses, autonomic nervous system, and endocrine system. Unit 4 will cover the cardiovascular system, respiratory system, and lymphatic system. Unit 5 will cover the digestive system, urinary system, and reproductive system. Most units will also include relevant surface anatomy.

The materials for this course will be delivered online through Top Hat and the course management system Desire to Learn (D2L). The unit exams will be delivered online using D2L. The textbook reading assignments and recorded lecture assignments will be available through Top Hat. Zoom will be used for virtual office hours and optional case discussion sessions. The hybrid sections of ANTR 350 will include some live in-person lectures. Most class sessions will focus on applying and expanding your understanding of course content using team-based learning activities and hands on learning experiences using anatomical models. Dr. Jenny will hold in-person student hours for the hybrid sections. 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](#). Report the incident and ask that a copy

of the “trouble ticket” be emailed to the course director (Dr. Jenny).

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

Course Schedule

Note that all due date times listed for this course are in **Eastern Standard Time (EST) for the United States**. All assessment due dates are listed in the course schedule and are found in 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.).

Fundamentals of Anatomy & Unit 1 Axial Body and Central Nervous System		
Week	Online Assignments	In Class Topics
1 January 8-12	<p>On Top Hat: <i>Before Tuesday’s class:</i> Explore the Top Hat for the ANTR 350 course. You will use Top Hat to access the syllabus, learning objectives, and course materials.</p> <ol style="list-style-type: none"> 1. Download and familiarize yourself the syllabus. 2. Read ANTR 350 Course Policies. 3. Read Faculty Office Hours Zoom Links. 4. Read the Help Room Resources. <p><i>After Tuesday’s Class:</i> Complete the <i>Fundamentals of Anatomy Learning Objectives</i>: Opens Monday January 8 at 9am and due Monday January 15 at 11:59pm.</p> <ol style="list-style-type: none"> 1. Introduction to Anatomy. 2. Bones as Organs. 3. Introduction to Articulations. 4. Surface Anatomy. 5. Muscle Tissue. 6. Nervous Tissue. <p>On D2L: Explore the D2L for the ANTR 350 course. You will use D2L to access the syllabus, course information, learning objectives, unit checklists, practice exams, and unit exams here.</p>	<p>Tuesday January 9: Orientation to the Course Course policies & structure</p> <p>Thursday January 11: Live Lecture: The Language of Anatomy</p>

Unit 1 Axial Body and Central Nervous System		
Week	Online Assignments	Class Topics

<p>2 January 15-19</p>	<p><u>On D2L:</u> Due Thursday January 18 at 11:59pm 1. Fundamentals of Anatomy Quiz</p> <p><u>On Top Hat:</u> Begin Unit 1 Learning Objectives: 1. Axial Skeleton* <i>*Before Thursday January 18, complete the Skull portion of the Axial Skeleton</i></p>	<p><u>Tuesday January 16:</u> Applying the Fundamentals of Anatomy Team Based Learning <ul style="list-style-type: none"> • <i>Graded Activity 1</i> <u>Thursday January 18:</u> Axial Skeleton & Joints Lab Experience: The Skull <ul style="list-style-type: none"> • <i>Graded Activity 2</i> </p>
<p>3 January 22-26</p>	<p><u>On Top Hat:</u> Due Monday January 22 at 11:59pm 1. Axial Skeleton 2. Axial Articulations</p> <p>Due Wednesday January 24 at 11:59pm 1. Axial Muscles 2. Axial Surface Anatomy</p>	<p><u>Tuesday January 23:</u> Axial Skeleton & Joints 2 Lab Experience: Vertebral Column & Thoracic Cage <ul style="list-style-type: none"> • <i>Graded Activity 3</i> <u>Thursday January 25:</u> Axial Muscles & Surface Anatomy <i>Graded Activity 4</i></p>
<p>4 January 29- February 2</p>	<p><u>On Top Hat:</u> Due Monday January 29 at 11:59pm 1. Central Nervous System</p> <p><u>On D2L:</u> Due Wednesday January 30 at 11:59pm 1. Unit 1 Practice Exam</p> <p>Due Thursday February 1 at 11:59pm 1. UNIT 1 EXAM</p>	<p><u>Tuesday January 30:</u> Central Nervous System <ul style="list-style-type: none"> • <i>Graded Activity 5</i> <u>Thursday February 1:</u> <i>No Class- Take Exam 1 on D2L</i></p>

Unit 2: Appendicular Body & Somatic Peripheral Nerves		
Week	Online Assignments	Class Topics
5 February 5-9	<p>On Top Hat: Due Monday February 5 at 11:59pm</p> <ol style="list-style-type: none"> 1. Appendicular Skeleton 2. Appendicular Joints <p>Due Wednesday February 7 at 11:59pm</p> <ol style="list-style-type: none"> 3. Appendicular Muscles 4. Appendicular Surface Anatomy 	<p>Tuesday February 6: Upper limb bones & joints</p> <ul style="list-style-type: none"> • <i>Graded Activity 6</i> <p>Thursday February 8: Lower Limb bones & joints</p> <ul style="list-style-type: none"> • <i>Graded Activity 7</i>
6 February 12-16	<p>On Top Hat: Due Wednesday February 14 at 11:59pm</p> <ol style="list-style-type: none"> 1. Peripheral Nervous System: Somatic Peripheral Nerves 	<p>Tuesday February 13: NO CLASS</p> <p>Thursday February 15: Appendicular Muscles & Peripheral Nerves</p> <ul style="list-style-type: none"> • <i>Graded Activity 8</i>
7 February 19-23	<p>On D2L: Due Monday February 19 at 11:59pm</p> <ol style="list-style-type: none"> 1. Unit 2 Practice Exam <p>Due Tuesday February 20 at 11:59pm</p> <ol style="list-style-type: none"> 1. UNIT 2 EXAM 	<p>Tuesday February 20: <i>No Class-Take Exam 2 on D2L</i></p> <p>Thursday February 22: Live Lecture: Introduction to Cranial Nerves & the Autonomic Nervous System</p>

SPRING BREAK FEBRUARY 26-MARCH 1 NO CLASSES

Unit 3: Cranial Nerves, Special Senses, & Autonomic Nervous System		
Week	Online Assignments	Class Topics
8 March 4-8	<p>On Top Hat: Due Monday March 4 at 11:59pm</p> <ol style="list-style-type: none"> 2. Peripheral Nervous System: Cranial Nerves 3. Specialized Senses 4. Muscles of the Head and Neck <p>Due Wednesday March 6 at 11:59pm</p> <ol style="list-style-type: none"> 1. Autonomic Nervous System 	<p>Tuesday March 5: Testing special sense & cranial nerves</p> <ul style="list-style-type: none"> • <i>Graded Activity 10</i> <p>Thursday March 7: Interactive Lecture: Sympathetic Pathways</p>

9 March 11-15	<p>On Top Hat: Due Monday March 11 at 11:59pm 2. Endocrine System</p> <p>On D2L: Due Wednesday March 13 at 11:59pm 1. Unit 3 Practice Exam</p> <p>Due Thursday March 14 at 11:59pm 1. UNIT 3 EXAM</p>	<p>Tuesday March 12: ANS Patient Cases <ul style="list-style-type: none"> • Graded Activity 11 </p> <p>Thursday March 14: <i>No Class- Take Exam 3 on D2L</i></p>
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Unit 4 Cardiovascular, Respiratory, & Lymphatic Systems		
Week	Online Assignments	Class Topics
10 March 18-22	<p>On Top Hat: Due Monday March 18 at 11:59pm 1. Heart</p> <p>Due Wednesday March 20 at 11:59pm 1. Blood and Vessels</p>	<p>Tuesday March 19: Heart <ul style="list-style-type: none"> • Graded Activity 12 </p> <p>Thursday March 21: Vessels <ul style="list-style-type: none"> • Graded Activity 13 </p>
11 March 25-29	<p>On Top Hat: Due Monday March 25 at 11:59pm 1. Respiratory System</p> <p>Due Wednesday March 27 at 11:59pm 1. Lymphatic System 2. Surface Anatomy of the Neck & Thorax</p>	<p>Tuesday March 26: Respiratory system <ul style="list-style-type: none"> • Graded Activity 14 </p> <p>Thursday March 28: <i>Guest speaker if possible</i></p>
12 April 1-5	<p>On D2L: Due Monday April 1 at 11:59pm 1. Unit 4 Practice Exam</p> <p>Due Tuesday April 2 at 11:59pm 1. UNIT 4 EXAM</p>	<p>Tuesday April 2: <i>No Class- Take Exam 4 on D2L</i></p> <p>Thursday April 4: Live Lecture: Organization of the Abdominal Cavity, Peritoneum, & Mesenteries</p>

Unit 5: Digestive, Urinary, & Reproductive Systems		
Week	Online Assignments	Class Topics
13 April 8-12	<p>On Top Hat: Due Monday April 8 at 11:59pm: 1. Digestive System</p> <p>Due Wednesday April 10 at 11:59pm 1. Urinary System 2. Autonomic Innervation of the Abdomen and Pelvis 3. Surface Anatomy and Muscles of the Head, Abdomen, & Pelvis</p>	<p>Tuesday April 9: Digestive System • <i>Graded Activity 15</i></p> <p>Thursday April 11: Urinary system • <i>Graded Activity 16</i></p>
14 April 15-19	<p>On Top Hat: Due Monday April 15 at 11:59pm: 1. Reproductive System</p> <p>On D2L: Due Wednesday April 17 at 11:59pm: 1. Unit 5 Practice Exam</p> <p>Due Thursday April 18 at 11:59pm: UNIT 5 EXAM</p>	<p>Tuesday April 16: Reproductive System • <i>Graded Activity 17</i></p> <p>Thursday April 18: • No Class- Take Exam 5 on D2L</p>
Finals Week April 22-26		
<p>NO FINAL EXAM You are able to retake one Unit Exam and the associated practice exam during finals week. See Retaking One Unit Exam Section under Graded Course Activities for more details.</p>		

Important Dates

1. Monday, January 15: Martin Luther King Day- No Classes-University Closed
2. Thursday, February 1: Last day to drop with a refund.
3. Tuesday, February 13: No Classes
4. Monday February 26-Friday March 1 – Spring Break No Classes
5. Monday, March 4: Last day to drop with no grade reported and middle of the semester.

Grading Policy

Graded Course Activities

Refer to the Course Schedule (above) for class topics and due dates.

Assessment	Number of Assessments and Point Values	Total Points	Percent of Grade
Top Hat Reading Assignments	31 assignments, <i>1.5 points each</i> <i>Can miss 1 assignment without penalty</i>	45	9.51
D2L Fundamentals of Anatomy Quiz	1 quiz, <i>60 points</i>	60	12.69
In-Class Activities	17 graded in-class activities, <i>4 points for each activity</i> <i>*Can miss 3 class sessions without penalty</i>	56	11.84
D2L Unit Practice Exams	5 practice exams, <i>3 points each.</i> <i>*Can miss up to 3 points without penalty</i>	12	2.54
D2L Unit Exams	5 exams, <i>60 points each</i>	300	63.42
Total Points Possible		473	100%

Top Hat Reading Assignments

Top Hat Reading Assignments for each unit will be available at the start of the unit at 12am and are normally **due on either Mondays or Wednesdays at 11:59pm** (see course schedule for specific due dates). These assignments include reading a chapter from the textbook, watching videos covering that week's content, and answering a variable number of questions. Each assignment is worth one (1.5) point. Your grade for these assignments is determined by answering all the questions (0.75 point, scaled, for participation) and by answering each question correctly by the second attempt (0.75 point, scaled, for correctness). Please note that Top Hat records your **last** response as your answer.

As you can miss 1 assignment without penalty, we will NOT adjust or correct the scores of any questions that you may have accidentally missed or answered incorrectly.

Graded Class Activities

Most class sessions will include some type of graded in-class activity completed in teams of 2-4 students. These activities may include short writing assignments practicing anatomical language, researching a topic, and presenting your findings to the class, working together to answer clinical scenario questions, creating models of anatomical structures, or participating in hands on lab experiences using bones and anatomical models. Each graded activity will be worth four (4) points. Your grade for these assignments will be based on:

- Completeness (1 point)
- Effective teamwork (1 point)
- Correctness (2 points)

You must demonstrate active participation with your team to get credit. If you attend class but do not engage with your team or assist with that day's activity, you will receive zero (0) points for that day's activity. Please avoid the "divide and conquer" strategy of group work. Effective teamwork means that the team discusses the activity, agrees on each team members' role, works together to complete the activity, and makes sure that everyone on the team understands the assignment and answers before leaving class.

You may miss 3 class sessions that include graded activities without penalty (class sessions that will include graded class activities are listed in the course schedule). If you miss a class session for a valid documentable reason (see extension policy for list), and want to make up the missed experience, please contact Dr. Jenny within one week to discuss if it is possible to make up the class session. Please note that it may not be possible to recreate all class session experiences and activities.

D2L Fundamentals of Anatomy Quiz

The Fundamentals of Anatomy Quiz will be given on D2L and will cover the Fundamentals of Anatomy learning objectives. It will consist of 60 questions, worth 1 point each.

Once you begin the quiz, you will have 120 minutes to complete and submit it. This time limit averages two (2) minutes per question. In the quiz **you will be presented with one (1) question at a time, and you will not be able to go back to previous questions.** You are given **two (2) attempts** on this quiz. *If you use both attempts, your final exam score will be the average of the two attempts.*

D2L Unit Practice Exams

Each unit will have an associated practice exam available on D2L. Each practice exam will be available one week prior to the unit exam and will remain open throughout the course.

Each practice exam will include 60 questions. Each question is worth 0.05 points for a total of three (3) points. There is no time limit, and you have unlimited attempts on the practice exams. Your highest grade will be recorded for each practice exam.

D2L Unit Exams

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 the exams. **However, we ask that you not collaborate with your classmates while taking the exams and not discuss questions until after the exam due date.** You may use your notes and class resources on the exam. You will be able to review the questions you missed with a faculty member up to one (1) week after the exam due date (see course schedule for dates).

See the **Extension Policy** section of this syllabus for more information on requests for extensions.

If you lose your internet connection or have other technical problems during the exam, **please contact Dr. Jenny immediately.** For technical issues on exams, reported issues will be confirmed through D2L. If the technical issues are confirmed, such as images not displaying, questions not loading, or questions are skipped, then the student will be allowed to answer the questions they were unable to view and answer in their first attempt. If a student loses more than 5 minutes of their time and are unable to complete the exam questions as a result, they will be allowed to complete only the questions they were not able to answer in their first attempt. However, if the student loses more than five minutes of time on an exam due to technical difficulties and chooses to continue to take the exam, they are forfeiting the time lost due to the technical issue.

Students may not retake an entire exam due to technical issues. Students will only be able to answer the questions they were unable to view and answer due to technical complications or errors. Therefore, if you experience a technical issue that lasts longer than five minutes, we recommend that you exit out of the exam and email Dr. Jenny. The student will then be allowed to complete the questions they were not able to answer without losing additional time.

Unit exams will be used to assess your knowledge of the anatomy presented during that unit. Exams will be based on the learning objectives but will require you *to **integrate and apply your knowledge of anatomy*** throughout the semester as you learn more about each system of the human body.

Each unit exam will include 60 questions, worth one (1) point per question. Each exam is available on a **Tuesday or Thursday from 12am to 11:59pm** (see course schedule for dates).

Once you begin the exam, you will have 120 minutes to complete and submit it. This time limit averages two (2) minutes per question. In the exam **you will be presented with one (1) question at a time, and you will not be able to go back to previous questions.**

Retaking One Unit Exam

In lieu of a final exam, you can retake **ONE** unit exam as well as the associated practice exam. The retake version of the unit exam will be a similar exam of equal difficulty. If you choose to retake one unit exam, the scores from your two attempts on the exam will be **averaged** and will replace your original exam score. For example, if your original score on your first attempt at the exam was 30/60 and you retake the exam and score 40/60, your new exam score will be 35/60. If you retake the associated practice exam, you will have unlimited attempts and your highest score on that practice exam will count.

To retake one unit exam, you must fill out an application request using a link that will be provided in a D2L announcement. You must complete the application request between **Friday, April 19 at 12pm (noon) and Sunday, April 21 at 11:59pm**. You can only request to retake an exam and associated practice exam if it will affect your grade. If you request to take an exam and associated practice exam, it is expected that you take the exams.

The exam and practice exam you requested will be assigned to you to be completed between **Tuesday at 12am and Wednesday at 11:59pm of finals week**. Grades for the retakes will be updated on Thursday of finals week.

Availability	Assessment	Learning Objectives Covered	Number of Questions	Total Points
D2L: Wednesday, Jan 17 at 12am to Thursday, Jan 18 at 11:59pm	Fundamentals of Anatomy Quiz	Fundamentals of Anatomy	60, <i>1 point per question</i>	60
D2L: Thursday, Jan 25 at 12am to Wednesday, Jan 31 at 11:59pm	Unit 1 Practice Exam	Unit 1	60, <i>0.05 point per question</i>	3
D2L: Thursday, Feb 1 from 12am to 11:59pm	Unit 1 Exam	Unit 1	60, <i>1 point per question</i>	60
D2L: Tuesday, Feb 13 at 12am to Monday, Feb 19 at 11:59pm	Unit 2 Practice Exam	Unit 2	60, <i>0.05 point per question</i>	3
D2L: Tuesday, Feb 20 from 12am to 11:59pm	Unit 2 Exam	Unit 2	60, <i>1 point per question</i>	60
D2L: Thursday, March 7 at 12am to Wednesday, March 13 9 at 11:59pm	Unit 3 Practice Exam	Unit 3	60, <i>0.05 point per question</i>	3
D2L: Thursday, March 14 from 12am to 11:59pm	Unit 3 Exam	Unit 3	60, <i>1 point per question</i>	60
D2L: Tuesday, March 26 at 12am to Monday, April 1 at 11:59pm	Unit 4 Practice Exam	Unit 4	60, <i>0.05 point per question</i>	3
D2L: Tuesday, April 2 from 12am to 11:59pm	Unit 4 Exam	Unit 4	60, <i>1 point per question</i>	60
D2L: Thursday, April 11 at 12am to Wednesday, April 17 at 11:59pm	Unit 5 Practice Exam	Unit 5	60, <i>0.05 point per question</i>	3

Availability	Assessment	Learning Objectives Covered	Number of Questions	Total Points
D2L: Thursday, April 18 from 12am to 11:59pm	Unit 5 Exam	Unit 5	60, 1 point per question	60

No Extra Credit

There is no extra credit offered in this course. The faculty will not make exceptions for individual students or allow additional work to be completed to improve your score.

Grade Assignment

Top Hat Assignments cannot be redone to improve your grade. However, you can retake one unit exam and the associated practice exam (see **Retaking One Unit Exam** Section under Graded Course Activities above). 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 grade book. To view your grade in D2L, go to “Assessments” then click on “Grades”.

Grades are determined by the **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 even if you are just 0.01 points away. **Please do not ask for your grade to be bumped up and please do not ask for additional opportunities for points.**

Final course grades will be assigned using the table below.

Grand Point Total	Final Course Grade
429.45 – 473	4.0
401.45 – 429.44	3.5
377.45 – 401.44	3.0
354.45 – 377.44	2.5
330.45 – 354.44	2.0
307.45 – 330.44	1.5
283.45 – 307.44	1.0
0 – 283.44	0

***Note that the grading scale above already accommodates rounding. Your grade will not be “bumped up” or “curved” to the next highest grade.**

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 as 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

Please direct all course administration questions to Dr. Jenny.

All course communication will be done through D2L. Please make sure that you have set up D2L to forward all emails to your preferred email address. Instructions for this can be found here: <https://help.d2l.msu.edu/node/4410>

Please read this syllabus carefully and email Dr. Jenny if you have any questions about course policy. Weekly course announcements will be posted on D2L on Fridays outlining what you need to accomplish the following week and any upcoming deadlines for assignments, exams, and extra credit. 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.

Examinations Policy

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 the quiz or exams. **However, we ask that you not collaborate with your classmates while taking the quiz or exams and not discuss questions until after the assessment due date.** You may use your notes and class resources on the quiz and exams. You will be able to review the questions you missed with a faculty member up to one (1) week after the exam due date (see course schedule for dates).

Under no circumstances should you copy down, take photos of, or screenshot quiz or exam questions. See the **Academic Honesty** section below for more information about academic honesty during examinations.

See the **Make-Up Policy and Due Date Extensions Policy** section below for more information on requests for extensions.

If you lose your internet connection or have other technical problems during the quiz or exam, **please contact Dr. Jenny immediately.** For technical issues on the quiz or exams, reported issues will be confirmed through D2L. If the technical issues are confirmed, such as images not displaying, questions not loading, or questions being skipped, then the student will be allowed to answer the questions they were unable to view and answer in their first attempt. If a student loses more than five minutes of their time and is unable to complete the quiz or exam questions as a result, they will be allowed to complete only the questions they were not able to answer in their first attempt. However, if the student loses more than five minutes on a quiz or exam due to technical difficulties and chooses to continue to take the quiz or exam, they are forfeiting the time lost due to the technical issue.

Students may not retake an entire quiz or exam due to technical issues. Students will only be able to answer the questions they were unable to view and answer due to technical complications or errors. Therefore, if you experience a technical issue that lasts longer than five minutes, we recommend that you exit the exam and email Dr. Jenny. The student will then be allowed to complete the questions they were not able to answer without losing additional time.

Examination Review Policy

Students will be able to review their Fundamentals of Anatomy Quiz and Unit Exams via Zoom with a Course Director (Dr. Jenny, Dr. Bradley, or Dr. Geske). Appointments can be scheduled using the “by appointment” link listed with Instructor Information and posted on D2L and Top Hat. Students can schedule one exam review session per quiz/exam. After scheduling, the faculty member will send a list of learning objectives associated with the questions that the student got incorrect on the quiz/exam. During the exam review session, the student will have the opportunity to discuss their performance on up to 10 learning objectives with the faculty member. Exam questions will not be shared but may be verbally summarized by the faculty member.

Students who perform below 50% on a quiz/exam are strongly encouraged to make an appointment with a Course Director (Dr. Jenny, Dr. Bradley, or Dr. Geske) to discuss their ability to succeed in the course. This can include going through study habits and reviewing up to 10 learning objectives from the quiz/exam.

Academic Honesty

This course provides foundational knowledge for many healthcare professions. Cheating (either actively or passively) may put future patients at risk. Academic dishonesty will not be tolerated in any form. This includes copying each other’s work, plagiarism, completing Top Hat assignments logged in as another student, completing exams logged in as another student, etc. While discussing the material with other students can be helpful, your answers on exams should represent your own knowledge. Do not share your answers for exams with other students until after the due date when exams will be available for review. All incidences of academic dishonesty are subject to disciplinary action.

When starting each quiz and exam in this course, you will be provided the following statement: *“By starting this exam, I commit to ethical academic behavior while completing this assessment, as outlined in the ANTR 350 Syllabus. This means I will refrain from activities such as, but not limited to: meeting, texting, emailing, video chatting, or instant messaging with other individuals to share/exchange answers. I will also refrain from attempts to record or save items on the assessment. I understand that a failure to act in accordance with these policies on academic integrity will be subject to formal disciplinary action, up to and including receiving a “0” in this course and having a letter sent to the Dean of my college describing the incident.”* By clicking “start quiz,” you are agreeing to abide by these policies.

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, please refer to [“What is Academic Misconduct?”](#)

Deadline Extensions Policy

Assignments and exams cannot be re-done for a better grade. The Deadline Extension Policy for ANTR 350 applies only to assignments and exams that could not be completed by the original due date.

The ANTR 350 Course Directors allow for **ONE request for extension of up to three Top Hat Assignments from the same Unit without documentation**. Requests for extensions without documentation must be made by 4pm of the Thursday following the assignment's due date. Any additional requests for deadline extensions will require documentation approved by Dr. Jenny (see below for accepted documentation).

If you are unable to take an exam or complete an assignment during the window it is available due to illness, lack of internet access, or other unexpected events, **please contact Dr. Jenny by email and provide documentation**, if possible (a list of accepted documentation is found below). Ideally, make-up requests should be made **BEFORE** the assessment due date. You will need to provide documentation (doctor's note on clinic letterhead, service outage notices, etc.). All requests for extensions will be considered on a case-by-case basis.

If you know in advance that you will not be able to take an exam during normal availability due to religious holiday, academic conference, professional school interviews, or other documented reasons, **please contact Dr. Jenny by email and provide documentation at least one week prior to the exam** date to arrange to take the exam at another time, preferably prior to the exam date.

Please notify your college of grief absences or extended absences such as hospitalizations. In the case of extended absences, please contact Dr. Jenny to discuss options for making up multiple course assignments. A relative or friend should contact Dr. Jenny if the student is unable to do so. All requests for deadline extensions 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 (or live with/care for someone who is exposed/becomes ill), please follow the CDC and MSU guidelines for self-isolating/staying home and contact Dr. Jenny to request due date extensions or make-up assessments.

Accepted Forms of Documentation

- Valid medical excuse: written statement on medical clinic letterhead and signature of attending health professional on or near exam date.
- [Grief Absence Request](#) Form through your College and with approval of your Associate Dean. Michigan State University – and the Division of Human Anatomy - is committed to ensuring that the bereavement process of a student who loses a family member during the semester does not put the student in an academic disadvantage in their classes. Dr. Jenny will work with you to make appropriate accommodations so that you are not penalized due to a verified grief absence.
- Professional/graduate school interviews: emails or letters of interview itinerary should be sent to Dr. Jenny at least one week prior to the interview date.
- Top Hat Support emails reporting any issues with questions or connectivity.
- Car accidents/breakdowns: police report, insurance claim information, or towing receipts.

- For vacations, weddings, field trips, religious holidays, scientific meetings, or intercollegiate athletic events, please contact Dr. Jenny **at least one week** prior to the missed assignment due date to make arrangements to make up the assignment(s).
- For other situations not listed here, please contact Dr. Jenny to figure out what type of documentation may be appropriate.

Documentation does NOT include studying for professional exams (MCAT or GRE) or completing course work in other courses.

If you know ahead of time that you will miss an assignment or exam due to a planned activity (trip, professional interview, etc.), please contact Dr. Jenny to make arrangements to complete the assignment or exam prior to the planned activity.

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 accommodation(s). During this meeting, we will discuss how to implement your accommodation(s) in the format of this course. You will not be able to use your accommodation(s) until you have spoken with Dr. Jenny (these meetings typically only take 5-10 minutes, and we can do them via Zoom). 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 curricula, 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 class, office hours, virtual help room, and the exam preparation sessions can be extremely beneficial.

Academic Honesty

This course provides foundational knowledge for many health care professions. Cheating (either actively or passively) may put future patients at risk. Academic dishonesty will not be tolerated in any form. This includes copying each other's work, plagiarism, completing Top Hat assignments logged in as another student, completing exams logged in as another student, etc. While discussing the material with other students can be helpful, your answers on exams should represent your own knowledge. Do not share your answers for exams with other students until after the due date when exams 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, please refer to ["What is Academic Misconduct?"](#)

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 by the Monday after finals week due to protracted illness or family emergency will receive an Incomplete (I). Students requesting Incompletes must be on track to earn a 2.0 or higher in the course. Incompletes must be reconciled by the middle of the next semester the student is enrolled at MSU. If an Incomplete is not reconciled, the Registrar will automatically turn an "I" into a '0.0.' For more information, see "Incomplete grades" on the Registrar Office website.

Observance of Religious Holy Days

In accordance with university policy, course faculty strive to allow students to participate in religious observations without effect on their course performance whenever possible. Students who wish to be absent to allow for religious observation need to be in touch with course faculty at the earliest opportunity to allow consideration of alternative experiences or activities depending on the timing of the religious observation.

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 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, students 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. As the instructor, I must report the following information to other University offices (including the Department of Police and Public Safety) if you share it with me:

- 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.

Letters of Recommendation

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 exam preparation sessions, post in the discussion forum, etc.) 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, preferably during the middle of the semester, and can be made via a Zoom meeting or a polite and professional email. **Letter requests made after the semester or from students who have little or no interaction with the faculty member will be declined.**

No Honors Option

There is no honors option for ANTR 350 Human Gross Anatomy.