

# ANTR 350: Human Gross Anatomy

## Spring 2024

Sections 731 and 732

Online – Asynchronous

## Course Information

### Instructor Information

#### Course Directors

**Instructor:** Dr. Nicole Geske, Ph.D.

**Office Telephone:** 517-353-5269

**E-mail:** [geskenic@msu.edu](mailto:geskenic@msu.edu) (preferred contact method)

**Zoom Office Hours:** All Units by [appointment](#)

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

**Instructor:** Dr. Libby Bradley, Ph.D.

**Office Telephone:** 517-353-6227

**E-mail:** [bradl437@msu.edu](mailto:bradl437@msu.edu) (preferred contact method)

**Zoom Office Hours:** All Units by [appointment](#)

**Instructor:** Dr. Lindsey Jenny, Ph.D.

**Office Telephone:** 517-353-0441

**E-mail:** [jennylin@msu.edu](mailto:jennylin@msu.edu) (preferred contact method)

**Zoom Office Hours:** Fundamentals, Unit 1, and Unit 5 only: by [appointment](#)

#### Additional Teaching Faculty

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

**Office Telephone:** 517-884-3351

**E-mail:** [jslade@msu.edu](mailto:jslade@msu.edu) (preferred contact method)

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

**Instructor:** Dr. Graham Atkin, Ph.D.

**Office Telephone:** 517-884-9544

**E-mail:** [atking@msu.edu](mailto:atking@msu.edu) (preferred contact method)

**\*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.**

*Please use professional email etiquette when communicating with faculty.*

## Getting Help

### What are Office Hours?

There are multiple ways that you can use office hours, including (but not limited to!): asking questions about the course or learning objectives, discussing the material you are struggling with and developing study strategies, going over exams to understand the questions that you missed, getting to know and interacting with a specific instructor and letting that instructor get to know you (important if you want a letter of recommendation).

### Zoom Office Hours by Appointment

Drs. Geske, Bradley, Jenny, and (Slade) McMahon will be available via Zoom for virtual office hours. To schedule an appointment with faculty, please use the following link:

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

*When using the above link, use the notes section to describe the purpose of your scheduled meeting.*

### D2L 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 the next business day.

### Zoom Exam Preparation Sessions

Dr. Geske, Dr. Bradley, or Dr. Jenny will hold exam preparation sessions prior to the Fundamentals of Anatomy Quiz and 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.

Attendance is highly encouraged. Meeting a threshold for attendance for these sessions will result in a hint on the upcoming quiz/exam. The time and date for each session and the threshold for attendance will be posted as an announcement. The PPT and recording of the session will be posted on D2L.

### Zoom Help Room Sessions

Darby Durrant, a former ANTR 350 student and current MSUCOM DO student will offer review sessions before 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 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 two years have been very challenging and learning in an online environment can feel isolating. The ANTR 350 faculty are available to help you succeed in this course. Please reach out to Dr. Geske, 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're struggling, whether or not 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's even more important to us that you experience our virtual 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](https://caps.msu.edu/assets/pdfs/MSU_CAPS_virtual_care_kit.pdf)
- Health and Medical Resources for Students: <https://msu.edu/together-we-will/resources/student-support.html>
- 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 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, 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 ONLINE Spring 2024 (Sections 731 & 732)
    - **Join code:** 104490
  - **Top Hat Human Anatomy Textbook.**

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** 2<sup>nd</sup> edition. ISBN 9780323545037. Elsevier.

On Top Hat, there is a list of pages from these books for each unit 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.

D2L will be used to keep students up to date on their assignments through 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. Geske).
- **Top Hat:** Contact their support team by email ([support@tophat.com](mailto: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. Geske) 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**. If you are not in Eastern Standard Time, please make sure you adjust your due times accordingly in your calendars. For example: 11:59pm EST = 10:59pm CST = 9:59pm MST = 8:59pm PST. Please contact Dr. Geske if time zone differences will significantly affect your ability to complete assignments.

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.).

### ORIENTATION TO THE COURSE

- I. *Familiarize yourself with the syllabus, course policies, and course resources.*
  - a. **D2L:**
    - i. Explore the D2L for the ANTR 350 course. You will use D2L to access the syllabus, course information, learning objectives, unit checklists, discussion forum, fundamentals of anatomy quiz, practice exams, and unit exams here.
  - b. **Top Hat:**
    - i. Explore the Top Hat for the ANTR 350 course. You will use Top Hat to access the syllabus, learning objectives, reading assignments, unit self-assessments, and ANTR 350 Faculty Video PPTs.
      1. Download and familiarize yourself with the syllabus.
      2. Read through ANTR 350 Course Orientation page.
      3. Read through Faculty Office Hours Zoom Links page.
      4. Read through the Help Room Resources page.
  - c. **Zoom:**
    - i. Attend the course orientation webinar to meet faculty & ask questions about the course: **Tuesday, January 9 at 10am** (see D2L announcement for link).

### FUNDAMENTALS OF ANATOMY

- I. *Complete the Fundamentals of Anatomy Learning Objectives.*
  - a. **Top Hat:** opens Tuesday, January 9 at 10am and **due Tuesday, January 16 at 11:59pm.**
    - i. Introduction to Anatomy.
    - ii. Bones as Organs.
    - iii. Introduction to Articulations.
    - iv. Surface Anatomy.
    - v. Muscle Tissue.
    - vi. Nervous Tissue.
- II. *Attend the **Fundamentals of Anatomy Quiz Kahoot! Session.***

- III. *Attend the Fundamentals of Anatomy Quiz Preparation Zoom Session.*
- IV. *Complete the Fundamentals of Anatomy Quiz.*
  - a. **D2L:** available Wednesday, January 17 at 12am and **due Thursday, January 18 at 11:59pm** and covers the Fundamentals of Anatomy Learning Objectives and Images.
    - i. You can review the Fundamentals of Anatomy Quiz with Dr. Geske or Dr. Bradley from Friday, January 19 through Friday, January 26.

### UNIT 1: AXIAL SKELETON & MUSCLES, CENTRAL NERVOUS SYSTEM

- I. *Complete the Unit 1 Learning Objectives.*
  - a. **Top Hat:** opens Tuesday, January 16 at 12am and **due Tuesday, January 23 at 11:59pm.**
    - i. Axial Skeleton.
    - ii. Axial Articulations.
    - iii. Axial Muscles.
  - b. **Top Hat:** opens Tuesday, January 16 at 12am and **due Tuesday, January 30 at 11:59pm.**
    - i. Axial Surface Anatomy.
    - ii. Central Nervous System.
- II. *Complete the Unit 1 Self-Assessment.*
  - a. **Top Hat:** available Tuesday, January 16 at 12am and **due Tuesday, January 30 at 11:59pm.**
- III. *Attend the Unit 1 Exam Kahoot! Session.*
- IV. *Attend the Unit 1 Exam Preparation Zoom Session.*
- V. *Complete the Unit 1 Practice Exam.*
  - a. **D2L:** available Thursday, January 25 at 12am and **due Wednesday, January 31 at 11:59pm.**
- VI. *Complete the Unit 1 Exam.*
  - a. **D2L:** available **Thursday, February 1** from 12am to 11:59pm and covers Unit 1 Learning Objectives and Images.
    - i. You can review the Unit 1 Exam with Dr. Geske or Dr. Bradley from Friday, February 2 through Friday, February 9.

### UNIT 2: APPENDICULAR SKELETON & MUSCLES, SOMATIC PERIPHERAL NERVES

- I. *Complete the Unit 2 Learning Objectives:*
  - a. **Top Hat:** opens Thursday, February 1 at 12am and **due Sunday, February 11 at 11:59pm.**
    - i. Appendicular Skeleton.
    - ii. Appendicular Articulations.
    - iii. Appendicular Muscles.
  - b. **Top Hat:** opens Thursday, February 1 at 12am and **due Sunday, February 18 at 11:59pm.**
    - i. Appendicular Surface Anatomy.
    - ii. Peripheral Nervous System: Somatic Peripheral Nerves.
- II. *Complete the Unit 2 Self-Assessment.*
  - a. **Top Hat:** available Thursday, February 1 at 12am and **due Sunday, February 18 at 11:59pm.**

- III. *Attend the **Unit 2 Exam Kahoot! Session.***
- IV. *Attend the **Unit 2 Exam Preparation Zoom Session.***
- V. *Complete the **Unit 2 Practice Exam.***
  - a. **D2L:** available Tuesday, February 13 at 12am and **due Monday, February 19 at 11:59pm.**
- VI. *Complete the **Unit 2 Exam.***
  - a. **D2L:** available **Tuesday, February 20** from 12am to 11:59pm and covers Unit 2 Learning Objectives and Images.
    - i. You can review the Unit 2 Exam with Dr. Geske or Dr. Bradley from Wednesday, February 21 through Wednesday, February 28.

### **UNIT 3: CRANIAL NERVES, SPECIAL SENSES, AUTONOMIC NERVOUS SYSTEM**

- I. *Complete the **Unit 3 Learning Objectives:***
  - a. **Top Hat:** opens Tuesday, February 20 at 12am and **due Tuesday, March 5 at 11:59pm.**
    - i. Peripheral Nervous System: Cranial Nerves.
    - ii. Specialized Senses.
  - b. **Top Hat:** opens Tuesday, February 20 at 12am and **due Tuesday, March 12 at 11:59pm.**
    - i. Muscles of the Head & Neck.
    - ii. Autonomic Nervous System.
    - iii. Endocrine System.
- II. *Complete the **Unit 3 Self-Assessment.***
  - a. **Top Hat:** available Tuesday, February 20 at 12am and **due Tuesday, March 12 at 11:59pm at 11:59pm.**
- III. *Attend the **Unit 3 Exam Kahoot! Session.***
- IV. *Attend the **Unit 3 Exam Preparation Zoom Session.***
- V. *Complete the **Unit 3 Practice Exam.***
  - a. **D2L:** available Thursday, March 7 at 12am and **due Wednesday, March 13 at 11:59pm.**
- VI. *Complete the **Unit 3 Exam.***
  - a. **D2L:** available **Thursday, March 14** from 12am to 11:59pm and covers Unit 3 Learning Objectives and Images.
    - i. You can review the Unit 3 Exam with Dr. Geske or Dr. Bradley from Friday, March 15 through Friday, March 22.

### **UNIT 4: CARDIOVASCULAR, RESPIRATORY, LYMPHATIC, AND ENDOCRINE SYSTEMS.**

- I. *Complete the **Unit 4 Learning Objectives.***
  - a. **Top Hat:** opens Thursday, March 14 at 12am and **due Sunday, March 24 at 11:59pm.**
    - i. Blood and Vessels.
    - ii. Heart.
    - iii. Respiratory System.
  - b. **Top Hat:** opens Thursday, March 14 at 12am and **due Sunday, March 31 at 11:59pm.**
    - i. Lymphatic System.
    - ii. Surface Anatomy of the Neck and Thorax.

- II. Complete the **Unit 4 Self-Assessment**.
  - a. **Top Hat**: available Thursday, March 14 at 12am and **due Sunday, March 31 at 11:59pm**.
- III. Attend the **Unit 4 Exam Kahoot! Session**.
- IV. Attend the **Unit 4 Exam Preparation Zoom Session**.
- V. Complete the **Unit 4 Practice Exam**.
  - a. **D2L**: available Tuesday, March 26 at 12am and **due Monday, April 1 at 11:59pm**.
- VI. Complete the **Unit 4 Exam**.
  - a. **D2L**: available **Tuesday, April 2** from 12am to 11:59pm and covers Unit 4 Learning Objectives and Images.
    - i. You can review the Unit 4 Exam with Dr. Geske or Dr. Bradley from Wednesday, April 3 to Wednesday, April 10.

### UNIT 5: DIGESTIVE, URINARY, AND REPRODUCTIVE SYSTEMS

- I. Complete the *Unit 5 Learning Objectives*.
  - a. **Top Hat**: opens Tuesday, April 2 at 12am and **due Tuesday, April 9 at 11:59pm**.
    - i. Digestive System.
    - ii. Urinary System.
    - iii. Reproductive System.
  - b. **Top Hat**: opens Tuesday, April 2 at 12am and **due Tuesday, April 16 at 11:59pm**.
    - i. Surface Anatomy and Muscles of the Head, Abdomen, and Pelvis.
    - ii. Autonomic Innervation of the Abdomen and Pelvis.
- II. Complete the **Unit 5 Self-Assessment**.
  - a. **Top Hat**: available Tuesday, April 2 at 12am and **due Tuesday, April 16 at 11:59pm**.
- III. Attend the **Unit 5 Exam Kahoot! Session**.
- IV. Attend the **Unit 5 Exam Preparation Zoom Session**.
- V. Complete the **Unit 5 Practice Exam**.
  - a. **D2L**: available Thursday, April 11 at 12am and **due Wednesday, April 17 at 11:59pm**.
- VI. Complete the **Unit 5 Exam**.
  - a. **D2L**: available **Thursday, April 18** from 12am to 11:59pm and covers Unit 5 Learning Objectives and Images.
    - i. You can review the Unit 5 Exam with Dr. Geske or Dr. Bradley from Friday, April 19 through Friday, April 26.

### FINALS WEEK

- I. 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.

## Important Dates

1. Monday, January 15: Martin Luther King Jr. Day, no classes.
2. Thursday, February 1: Last day to drop with a refund.
3. Tuesday, February 13: no classes held.
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
<b>Top Hat Reading Assignments</b>	31 assignments, 3 points each  <i>*Can miss up to 3 points without penalty</i>	90	19.15%
<b>D2L Fundamentals of Anatomy Quiz</b>	1 quiz, 60 points	60	12.77%
<b>Top Hat Unit Self-Assessments</b>	5 self-assessments, 2 points each  <i>*Can miss up to 2 points without penalty</i>	8	1.7%
<b>D2L Unit Practice Exams</b>	5 practice exams, 3 points each  <i>*Can miss up to 3 points without penalty</i>	12	2.55%
<b>D2L Unit Exams</b>	5 exams, 60 points each	300	63.83%
<b>Total Points Possible</b>		470	<b>100%</b>

### Top Hat Reading Assignments

Top Hat Reading Assignments for each unit will be available at the start of the unit at 12am and are **due on either Sundays or Tuesdays 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 three (3) points. Your grade for these assignments is determined by answering all the questions (1.5 points, scaled, for participation) and by answering each question correctly by the second attempt (1.5 points, scaled, for correctness). Please note that Top Hat records your **last** response as your answer. You can miss up to 3 points total for all Top Hat Reading Assignments.

***As you can miss 3 points from assignments without penalty, we will NOT adjust or correct the scores of any questions that you may have accidentally missed or answered incorrectly.***

### **D2L Fundamentals of Anatomy Quiz**

The Fundamentals of Anatomy Quiz will be used to assess your knowledge of the anatomy presented during that unit. The quiz will be based on the learning objectives. The questions on this quiz will all be multiple-choice and will be a mix of recall and integration/application questions.

The Fundamental 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. The quiz is available for two days (see course schedule for dates).

Once you begin the exam, you will have 120 minutes to complete and submit it. This time limit averages to 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 so that you may attempt to demonstrate improvement. *If you use both attempts, your final exam score will be the average of the two attempts.*

### **Top Hat Unit Self-Assessment**

Each unit will have a variable number of associated self-assessment questions that can be found within the associated unit folder on Top Hat. Each unit self-assessment will be available at the start of the unit at 12am and is **due the day before the unit exam at 11:59pm** (see course schedule for specific due dates).

Each unit self-assessment is worth two (2) points. Your grade for the unit self-assessment is determined by answering all the questions (1 point, scaled, for participation) and by answering each question correctly by the second attempt (1 point, scaled, for correctness). Please note that Top Hat records your **last** response as your answer. You can miss up to 2 points total for all unit self-assessment assignments.

### **D2L Unit Practice Exams**

Each unit will have an associated unit practice exam available on D2L. Each unit practice exam will be available one week prior to the unit exam and will be **due the day before the unit exam at 11:59pm.**

Each unit 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 unit practice exams. After each attempt, you will be able to see all questions on the practice exam without answers. Your highest grade will be recorded for each unit practice exam. You can miss up to 3 points total for all unit practice exams.

## D2L Unit Exams

Unit exams will be used to assess your knowledge of the anatomy presented during that unit. 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 unit 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 to 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
<b>D2L:</b> Wednesday, Jan 17 at 12am to <b>Thursday, Jan 18 at 11:59pm</b>	Fundamentals of Anatomy Quiz	Fundamentals of Anatomy	60, <i>1 point per question</i>	60
<b>Top Hat:</b> Tuesday, Jan 16 at 12am to <b>Tuesday, Jan 30 at 11:59pm</b>	Unit 1 Self-Assessment	Unit 1	Variable	2
<b>D2L:</b> Thursday, Jan 25 at 12am to <b>Wednesday, Jan 31 at 11:59pm</b>	Unit 1 Practice Exam	Unit 1	60, <i>0.05 point per question</i>	3

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

### Extra Credit

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

### Grade Assignment

**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. Geske 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.**

You can use the grade scale below to calculate your grade.

Grand Point Total	Final Course Grade
427.45 – 470	4.0
399.45 – 427.44	3.5
375.45 – 399.44	3.0
352.45 – 375.44	2.5
328.45 – 352.44	2.0
305.45 – 328.44	1.5
281.45 – 305.44	1.0
0 – 281.44	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. Geske**.

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. Geske if you have any questions about the course policy. Weekly course announcements will be posted on D2L on Fridays outlining what you need to accomplish the following week and any upcoming due dates 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. Geske. If you have any problems/issues with D2L, please contact the D2L Help Desk before contacting Dr. Geske.

## 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 do not discuss questions with classmates even after the 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. Geske immediately and report the issue to the D2L Help Desk.** For technical issues on the quiz or exams, reported issues will be confirmed through the D2L Help Desk and the D2L Quiz Log. 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 due to technical issues 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. Geske. 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. Geske, Dr. Bradley, or Dr. Jenny). 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. Students should come prepared for the exam review session with questions on up to 10 learning objectives that were sent by 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. Geske, Dr. Bradley, or Dr. Jenny) 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. 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?”](#)

## Make-Up and Due Date Extensions Policy

Assignments and exams cannot be re-done for a better grade. The Make-Up Policy for ANTR 350 applies only to missed assignments and exams.

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 on the Thursday following the assignment due date. Any additional requests for due date extensions will require documentation approved by Dr. Geske (see below for accepted documentation). Under no circumstances will extensions be provided for extra credit opportunities.

If you are unable to take an exam during the window it is available due to illness, lack of internet access, or other unexpected events, **please contact Dr. Geske 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. Geske 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. Geske to discuss options for making up multiple course assignments. A relative or friend should contact Dr. Geske if the student is unable to do so. All requests for due date 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. Geske 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 the 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 at an academic disadvantage in their classes. Dr. Geske 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. Geske 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. Geske **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. Geske to figure out what type of documentation may be appropriate.

**Documentation does NOT include studying for professional exams or completing coursework 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. Geske 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. Geske 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. Geske (these meetings typically only take 5-10 minutes, and we can do them via Zoom). Please email your VISA to Dr. Geske or ask your RCPD specialist to email it to Dr. Geske 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 professionally and 2) not disrupt the learning environment of other students. Discussing the material with your peers during office hours with a faculty member or TA, within the D2L discussion forum, and during exam preparation sessions can be extremely beneficial.

## 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's Office website.

## Observance of Religious Holy Days

In accordance with university policy, course faculty strive to allow students to participate in religious observations without affecting 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](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, 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 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 writer's 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.**

## Honors Option

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

## 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! 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 exams. Download the learning objectives at the beginning of each unit and fill in the 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 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 and integrating the other learning objectives to your identifications, make your own charts and tables, and try teaching the 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 exams.