

ANTR 350: Human Gross Anatomy

Spring 2023

Sections 731 and 732

Online – Asynchronous

Course Information

Instructor Information

Course Directors

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, 9am-4pm weekdays only)

Zoom Office Hours: Wednesdays 10:30-11:30am or by [appointment](#)

Zoom Exam Preparation Sessions: Mondays 9:30-10:30am during Weeks 4, 8, 12, and 15 and Finals.

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

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)

Zoom Office Hours: Tuesdays 10:30-11:30am 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 Office Hours: Units 1 and 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)

Zoom Office Hours: Unit 2 only: by [appointment](#)

Graduate Teaching Assistant: Elena Watson, M.S.

Office: A501-C East Fee Hall

Email: watso219@msu.edu

Zoom Office Hours: Wednesdays 3:30-4:30pm or by [appointment](#)

Zoom Exam Preparation Sessions: Sundays 2-3pm during Weeks 4, 8, 12, and 15 and Finals.

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.**

Getting Help

What are Office Hours?

Office hours are blocks of time that the faculty have made themselves available to you without you having to schedule an appointment. If these times do not work for you, you may also email the faculty member to schedule an alternative time to meet. 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).

Virtual (Zoom) Office Hours

Dr. Jenny, Dr. Geske and Elena will hold virtual office hours every week through the semester via Zoom. The times of these office hours are listed on the previous page and are also available by [appointment](#).

Dr. Atkin and Dr. McMahon will also be available via Zoom for virtual office hours. Their hours are by [appointment](#) only.

Zoom Office Hours can be used to ask questions about learning objectives, get clarification about course policies, get advice for how to prepare for exams, review past exams (for up to one week), etc. These office hours times will use the waiting room feature so that you will have an individualized appointment with the instructor.

For interaction with peers and more directed study with an instructor Dr. Geske and Elena will have exam preparation sessions for each unit. For more information on these sessions, see the **Exam Preparation Sessions** section below.

Individual Appointments

If virtual office hours do not work for your schedule, you can schedule an individual appointment with any of the ANTR 350 faculty members to speak through Zoom, over the phone, or in the Help Room (A506 East Fee Hall). The faculty will provide students with a private Zoom link for individual student appointments via email.

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.

Exam Preparation Sessions

Dr. Geske and Elena will hold exam preparation sessions prior to the unit and final exams. These sessions will fall during Weeks 4, 8, 12, and 15 and Finals. 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.

Help Room

We will offer both in person and virtual help room hours. The Help Room teaching aides are former ANTR 350 students. They can offer advice for study strategies, exam preparation, and answer other questions about the course.

Hours and location for the in-person and virtual help room will be posted on D2L and Top Hat.

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 Elena 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
- 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. We will also discuss relevant histological structures and embryological development. Our primary goal is to teach “normal” human anatomy in an asynchronous online format with some optional synchronous activities. Selected clinical cases and radiological images will also be presented throughout the course. This course is designed

to model the professional expectations of health care education (medical, nursing, dental, etc.) and graduate school.

Course Materials

Required Materials

- Internet compatible device (phone, tablet, laptop) that can access D2L, Top Hat, 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 2023 (Sections 731 & 732)
 - **Join code:** 205020
 - **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 4 major units. Unit 1: Introduction to Anatomy & the Skeleton will cover anatomical terminology, the human skeleton, and joints. Unit 2: Muscles and the Nervous System will cover major axial and appendicular muscles, the brain and spinal cord, and major peripheral nerves. Unit 3: Autonomics and Cardiopulmonary Systems will cover the autonomic nervous system, heart, blood vessels, respiratory system, lymphatic system, and endocrine system. Finally, Unit 4: Digestive and Urogenital Systems will cover the digestive system, urinary system, and reproductive system.

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 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. Geske).
- **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. 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:

8am EST = 7am CST = 6am MST = 5am PST
6pm EST = 5pm CST = 4pm MST = 3pm PST
11pm EST = 10pm CST = 9pm MST = 8pm PST

Please contact Dr. 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.).

UNIT 1: INTRODUCTION TO ANATOMY & THE SKELETAL SYSTEM**1. Week 1 (January 9-14): Introduction to Anatomy.**

a. *Familiarize yourself with the syllabus and course policies:*

i. **D2L:**

1. Explore the D2L for the ANTR 350 course. You can access the syllabus, course information, learning objectives, unit checklists, and practice exams here.

ii. **Top Hat:**

1. Download and read through the syllabus.
2. Read through ANTR 350 Course Policies.
3. Read through Faculty Office Hours Zoom Links.
4. Read through the Help Room Resources.

iii. **Zoom:**

1. Webinar to meet faculty & ask questions: **Monday, January 9 at 9:30am.**

b. *Download the Learning Objectives for Unit 1.*

- i. **Top Hat:** Weeks 1, 2, and 3 open Monday, January 9 at 9:30am (see each Week for due dates).

c. *Complete Week 1 Learning Objectives and Week 1 Learning Objective Images and the following assignments:*

- i. **Top Hat: Week 1 due Sunday, January 15 at 11:59pm.**

1. Recorded Lecture: The Language of Anatomy.
2. Reading Assignment: Introduction to Anatomy.

2. Week 2 (January 15-21): The Skeletal System.

a. *Complete Week 2 Learning Objectives and Week 2 Learning Objective Images and the following assignments:*

- i. **Top Hat: Week 2 due Sunday, January 22 at 11:59pm.**

1. Recorded Lectures: Skeletal System Overview.
2. Recorded Lectures: Axial Skeleton.
3. Reading Assignment: Axial Skeleton.
4. Recorded Lectures: Appendicular Skeleton.

3. Week 3 (January 22-28): Articulations.

a. *Complete Week 3 Learning Objectives and Week 3 Learning Objective Images and the following assignments:*

- i. **Top Hat: Week 3 due Sunday, January 29 at 11:59pm.**

1. Recorded Lectures: Introduction to Joints & Axial Joints.
2. Reading Assignment: Articulations.
3. Recorded Lectures: Appendicular Joints.

UNIT 2: SKELETAL MUSCLE AND NERVOUS SYSTEM

4. **Week 4 (January 29-February 4): Unit 1 Exam, Skeletal Muscles.**
 - a. **Unit 1 Exam Preparation Zoom Sessions:**
 - i. Dr. Geske: Monday, January 30 from 9:30-10:30am.
 - ii. Elena: Sunday, January 29 from 2-3pm.
 - b. **Unit 1 Exam.**
 - i. **D2L:** available **Tuesday, January 31** from 12am to 11:59pm and covers Weeks 1-3 Learning Objectives and Images.
 - ii. You can review the questions you got incorrect on the Unit 1 Exam from Wednesday, Feb. 1 through Wednesday, Feb. 8.
 - c. **Extra Credit:** Unit 1 Survey.
 - i. **Top Hat:** opens Tuesday, January 31 at 12am and **due Sunday, February 5 at 11:59pm.**
 - d. *Download the Learning Objectives for Unit 2.*
 - i. **Top Hat:** Weeks 4, 5, 6, and 7 open Tuesday, January 31 at 12am (see each Week for due dates).
 - e. *Complete Week 4 Learning Objectives and Week 4 Learning Objective Images and the following assignments:*
 - i. **Top Hat: Week 4 due Sunday, February 5 at 11:59pm.**
 1. Recorded Lectures: Introduction to Skeletal Muscles.
 2. Recorded Lectures: Upper Limb Muscles.
 3. Recorded Lectures: Lower Limb Muscles.
 4. Reading Assignment: Appendicular Muscles.
5. **Week 5 (February 5-11): CNS**
 - a. *Complete Week 5 Learning Objectives and Week 5 Learning Objective Images and the following assignments:*
 - i. **Top Hat: Week 5 due Sunday, February 12 at 11:59pm.**
 1. Reading Assignment: Nervous Tissue.
 2. Recorded Lectures: Spinal Cord.
 3. Recorded Lectures: Brain.
 4. Reading Assignment: Central Nervous System.
6. **Week 6 (February 12-18): Peripheral Nerves.**
 - a. *Complete Week 6 Learning Objectives and Week 6 Learning Objective Images and the following assignments:*
 - i. **Top Hat: Week 6 due Sunday, February 19 at 11:59pm.**
 1. Recorded Lectures: Peripheral Nerves.
 2. Reading Assignment: Peripheral Nervous System.
7. **Week 7 (February 19-25): Cranial Nerves and Special Senses.**
 - a. *Complete Week 7 Learning Objectives and Week 7 Learning Objective Images and the following assignments:*
 - i. **Top Hat: Week 7 due Sunday, February 26 at 11:59pm.**
 1. Recorded Lectures: Cranial Nerves.
 2. Recorded Lectures: Special Senses.

UNIT 3: AUTONOMIC NERVOUS SYSTEM AND CARDIOVASCULAR, RESPIRATORY, LYMPHATIC, AND ENDOCRINE SYSTEMS.

8. **Week 8 (February 26-March 4): Unit 2 Exam.**
 - a. **Unit 2 Exam Preparation Zoom Sessions:**
 - i. Dr. Geske: Monday, February 27 from 9:30-10:30am.
 - ii. Elena: Sunday, February 26 from 2-3pm.
 - b. **Unit 2 Exam.**
 - i. **D2L:** available **Tuesday, February 28** from 12am to 11:59pm and covers Weeks 4-7 Learning Objectives and Images.
 - ii. You can review the questions you got incorrect on the Unit 2 Exam from Wednesday, March 1 through Wednesday, March 15.
 - c. **Extra Credit:** Unit 2 Survey.
 - i. **Top Hat:** opens Tuesday, February 28 at 12am and **due Sunday, March 12 at 11:59pm.**

9. **Week 9 (March 12-18): Autonomic Nervous System.**
 - a. *Download the Learning Objectives for Unit 3.*
 - i. **Top Hat:** Weeks 9, 10, and 11 open Tuesday, February 28 at 12am (see each Week for due dates).
 - b. *Complete Week 9 Learning Objectives and Week 9 Learning Objective Images and the following assignments:*
 - i. **Top Hat: Week 9 due Sunday, March 19 at 11:59pm.**
 1. Recorded Lecture: Introduction to the ANS.
 2. Reading Assignment: Autonomic Nervous System.

10. **Week 10 (March 19-25): The Cardiovascular System.**
 - a. *Complete Week 10 Learning Objectives and Week 10 Learning Objective Images and the following assignments:*
 - i. **Top Hat: Week 10 due Sunday, March 26 at 11:59pm.**
 1. Recorded Lectures: Heart.
 2. Reading Assignment: Blood and Vessels.
 3. Recorded Lectures: Vessels.
 4. Recorded Lectures: Circulation.

11. **Week 11 (March 26-April 1): The Respiratory, Lymphatic and Endocrine Systems.**
 - a. *Complete Week 11 Learning Objectives and Week 11 Learning Objective Images and the following assignments:*
 - i. **Top Hat: Week 11 due Sunday, April 2 at 11:59pm.**
 1. Recorded Lectures: Respiratory System.
 2. Reading Assignment: Respiratory System.
 3. Recorded Lecture: Lymphatic & Endocrine Systems.

UNIT 4: DIGESTIVE, URINARY, AND REPRODUCTIVE SYSTEMS**12. Week 12 (April 2-8): Unit 3 Exam, The Digestive System.**

- a. **Unit 3 Exam Preparation Zoom Sessions:**
 - i. Dr. Geske: Monday, April 3 from 9:30-10:30am.
 - ii. Elena: Sunday, April 2 from 2-3pm.
- b. **Unit 3 Exam.**
 - i. **D2L:** available **Tuesday, April 4** from 12am to 11:59pm and covers Weeks 9-11 Learning Objectives and Images.
 - ii. You can review the questions you got incorrect on the Unit 3 Exam from Wednesday, April 5 through Wednesday, April 12.
- c. **Extra Credit:** Unit 3 Survey.
 - i. **Top Hat:** opens Tuesday, April 4 at 12am and **due Sunday April 9 at 11:59pm.**
- d. *Download the Learning Objectives for Unit 4:*
 - i. **Top Hat:** Weeks 12, 13, and 14 open Tuesday, April 4 at 12am (see each Week for due dates).
- e. *Download the Learning Objectives for the Final Exam.*
- f. *Complete Week 12 Learning Objectives and Week 12 Learning Objective Images and the following assignments:*
 - i. **Top Hat: Week 12 due Sunday, April 9 at 11:59pm.**
 1. Recorded Lecture: ANS of Abdomen & Pelvis.
 2. Recorded Lectures: Digestive System 1.
 3. Recorded Lectures: Digestive System 2.
 4. Reading Assignment: Digestive System.

13. Week 13 (April 9-15): The Urinary System.

- a. *Complete Week 13 Learning Objectives and Week 13 Learning Objective Images and the following assignments:*
 - i. **Top Hat: Week 13 due Sunday, April 16 at 11:59pm.**
 1. Recorded Lecture: Urinary System.
 2. Reading Assignment: Renal System.

14. Week 14 (April 16-22): The Reproductive Systems.

- a. *Complete Week 14 Learning Objectives and Week 14 Learning Objective Images and the following assignments:*
 - i. **Top Hat: Week 14 due Sunday, April 23 at 11:59pm.**
 1. Recorded Lectures: Female Reproductive System.
 2. Recorded Lectures: Male Reproductive System.
 3. Reading Assignment: Reproductive System.

15. Week 15 (April 23-29): Unit 4 Exam.

- a. **Unit 4 Exam Preparation Zoom Sessions:**
 - i. Dr. Geske: Monday, April 24 from 9:30-10:30am.
 - ii. Elena: Sunday, April 23 from 2-3pm.
- b. **Unit 4 Exam.**
 - i. **D2L:** available **Tuesday, April 25** from 12am to 11:59pm and covers Weeks 12-14 Learning Objectives and Images.
 - ii. You can review the questions you got incorrect on the Unit 4 Exam from Wednesday, April 26 through Wednesday, May 3.
- c. **Extra Credit:** Unit 4 Survey.
 - i. **Top Hat:** opens Tuesday, April 25 at 12am and **due Sunday, April 30 at 11:59pm.**
- d. *Complete Final Exam Learning Objectives and Final Exam Learning Objective Images using your previous Learning Objectives.*

CUMULATIVE FINAL**16. Finals Week (April 30-May 5): Final Exam.**

- a. **Final Exam Preparation Zoom Sessions:**
 - i. Dr. Geske: Monday, May 1 from 9:30-10:30am.
 - ii. Elena: Sunday, April 30 from 2-3pm.
- b. **Comprehensive Final Exam.**
 - i. **D2L:** available **WEDNESDAY, May 3** from 12am to 11:59pm and covers the Final Exam Learning Objectives and Images.
 - ii. You can review the questions you got incorrect on the Final Exam from Thursday, May 4 through Monday, May 8.

Important Dates

1. Monday, January 16: Martin Luther King Day, no classes.
2. Friday, February 3: Last day to drop with a refund.
3. Wednesday, March 1: Last day to drop with no grade reported and middle of the semester.
4. Monday, March 6 – Friday, March 10: Spring Break, no classes.

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 Lecture Assignments	24 out of 26 assignments, <i>2 points each</i> <i>*Lowest two assignments dropped</i>	48	13%
Top Hat Reading Assignments	13 assignments, <i>2 points each</i> <i>*Can miss up to 4 points without penalty</i>	22	5.9%
Unit Exams	4 exams, <i>60 points each</i>	240	64.9%
Comprehensive Final Exam	1 exam, <i>60 points</i>	60	16.2%
Extra Credit Opportunities	4 unit surveys, <i>1 point extra credit each (up to 4 points total)</i> 4 Presentations by Medical Students, <i>1 point extra credit each (up to 3 points total)</i>	0	0%
Total Points Possible		370	100%

Top Hat Lecture Assignments

Top Hat Lecture Assignments for each unit become available on the Tuesday of the start of the unit at 12am. The lecture assignments are divided by weeks and each week's assignments are **due on Sundays at 11:59pm**. These assignments include watching videos covering that week's content and answering a variable number of questions related to each video. Each lecture assignment is worth 2 points. Your grade for these assignments 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.

Top Hat Reading Assignments

Top Hat Reading Assignments for each unit become available on the Tuesday of the start of the unit at 12am. The reading assignments are divided by weeks and each week's assignments are **due on Sundays at 11:59pm**. These assignments will include reading a chapter from the textbook and answering the variable number of questions found within the chapter. Each reading assignment is worth 2 points. Your grade for these assignments 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.

As you can miss 4 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.

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 (Wednesday after the exam through the following Wednesday).

See the **Make-Up 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. Geske 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. Geske. The student will then be allowed to complete the questions they were not able to answer without losing additional time.

Unit Exams

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 1 point per question. Each exam is available **Tuesday from 12am to 11:59pm of Weeks 4, 8, 12, and 15.**

Once you begin the exam, you will have 120 minutes to complete and submit it. This time limit averages 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.** You are given one (1) attempt per exam. *You cannot re-do exams for a better grade.*

Final Comprehensive Exam

The comprehensive final exam will be used to assess your knowledge of the anatomy presented throughout the entire course. The final exam is based on the final exam learning objectives, which consist of a narrowed down set list of learning objectives of the four units.

The final exam will include 60 questions, with 1 point per question. The final exam will be available from **Wednesday, May 3 from 12am to 11:59pm**.

Once you begin the final exam, you will have 120 minutes to complete and submit it. This time limit averages 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**. You are given one (1) attempt per exam. *You cannot re-do the final exam for a better grade.*

Availability	Exam	Weeks/Topics Covered	Number of Questions	Total Points
Tuesday, Jan. 31 from 12am to 11:59pm	Unit 1 Exam	Unit 1 (Weeks 1-3) Learning Objectives	60, 1 <i>point per question</i>	60
Tuesday, Feb. 28 from 12am to 11:59pm	Unit 2 Exam	Unit 2 (Weeks 4-7) Learning Objectives	60, 1 <i>point per question</i>	60
Tuesday, April 4 from 12am to 11:59pm	Unit 3 Exam	Unit 3 (Weeks 9-11) Learning Objectives	60, 1 <i>point per question</i>	60
Tuesday, April 25 from 12am to 11:59pm	Unit 4 Exam	Unit 4 (Weeks 12-14) Learning Objectives	60, 1 <i>point per question</i>	60
WEDNESDAY, May 3 from 12am to 11:59pm	Comprehensive Final Exam	Final Exam Learning Objectives	60, 1 <i>point per question</i>	60

Opportunities for Extra Credit

Over the course of the semester there will be multiple opportunities for you to earn extra credit. These extra credit opportunities are built into the course and are available to all students. It is up to you to take advantage of these opportunities. **No additional extra credit opportunities will be made to individual students.**

Extra credit opportunities will only be available at specific times during the course. Extensions are not given on extra credit opportunities, and extra credit cannot be made up.

Unit Surveys

There will be four surveys aimed at collecting feedback about the course and information about your study habits. The surveys will be on Top Hat and will be available during **Weeks 4,**

8, 12, and 15 from Tuesday at 12am to the following Sunday at 11:59pm. You will receive one (1) point of extra credit for each survey you complete. You must answer all the questions within the survey to receive the credit. No partial credit will be awarded.

Presentations by Medical Students

There will be four (4) opportunities for you to watch a lecture given by a medical student in their clerkship years. The topic covered by the medical student will vary and is based upon that student's interests but will have an overview of regional anatomy and likely cover a surgical procedure and/or current research. These presentations are recorded and will then be posted on Top Hat.

The number of presentations will vary by semester. You will receive one (1) point of extra credit for watching the presentation **and** responding to the questions that follow to gauge your understanding and what you learned. You can earn up to a total of three (3) extra credit points from these presentations.

Grade Assignment

Assignments and exams cannot be redone to improve your grade.

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 gradebook. To view your grade in D2L, go to "Assessments" then click on "Grades".

Grades are determined by the **Total Number of Points** earned on all assessments and by exhibiting professional behavior expected in this course. There is no "curve" and the ANTR 350 faculty do NOT "bump" students up to a higher grade even if you are just 0.1 point away. **Please do not ask for your grade to be bumped up.**

You can use the grade scale below to calculate your grade. Note that the percentages roughly correspond to the points total. The points totals have already included rounding.

Grand Point Total	Final Course Grade	Percentage
336.45 – 370	4.0	91-100%
314.45 – 336.44	3.5	85-90%
295.45 – 314.44	3.0	80-84%
277.45 – 295.44	2.5	75-79%
258.45 – 277.44	2.0	70-74%
240.45 – 258.44	1.5	65-69%
221.45 – 240.44	1.0	60-64%
0 – 221.44	0	0-59%

***Note that the grading scale above already accommodates rounding. Your grade will not be "bumped up".**

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 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. Geske. If you have any problems/issues with D2L, please contact the D2L Help Desk prior to contacting Dr. Geske.

Make-Up and Deadline 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 one week's assignments (up to four Top Hat Assignments) without documentation.** Requests for extensions without documentation must be made by 4pm of the Wednesday following the due date. Any additional requests for deadline extensions will require documentation approved by Dr. Geske (see below on 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 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. 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 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. 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 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. 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 in a professional manner and 2) not disrupt the learning environment of other students. Discussing the material with your peers during virtual office hours, virtual help room, and the 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.**

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 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.