

ANTR 350: Human Gross Anatomy For Pre-Health Professionals

Spring 2023 Sections 741 and 742 Hybrid

Tuesday/Thursdays 1-2:20pm Fee E111

Instructor Information

Course Section Director

Instructor: Dr. Lindsey Jenny, Ph.D.

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

Please contact Dr. Jenny for all course administration issues (deadline extension requests, grade issues, etc.)

Additional Teaching Faculty

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Instructor: Dr. Graham Atkin, Ph.D.

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

Instructor: Dr. Nicole Geske, Ph.D.

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Zoom Office Hours: Units 3 and 4 by [appointment](#)

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

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 8am-4pm). If you email/post outside of these hours, the faculty will respond to you the next business day.**

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 a hybrid format integrating online content and in person learning experiences. 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 HYBRID Spring 2023 (Sections 741 & 742)
 - **Join Code:** 099064
 - **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.

This is a hybrid course and content will be delivered in a mixture of live class sessions, online recorded lectures, and online reading assignments. The online recorded lectures and reading assignments will be available on Top Hat.

D2L will be used for unit exams and 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.

Class sessions will include some live lectures, collaborative learning activities, Team Readiness Assessment Tests (TRATs) and optional exam review sessions. Students will be assigned to teams of 4-5 people to complete collaborative learning activities and TRATs. Collaborative learning activities are not graded but are designed to help you apply your knowledge and will help you prepare for the graded TRATs. Students need to come to class prepared to discuss each week's learning objectives so that they can contribute their knowledge for each TRAT. See the course schedule for which topics will be covered at each class session.

Zoom will be used for virtual office hours and student appointments.

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**. 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

All assessment due dates are listed in the course schedule and entered into the weekly D2L checklists and D2L Calendar. Please avoid waiting until the “last minute” to complete assignments in case of technical issues (internet service, device issues, etc.).

UNIT 1: INTRODUCTION TO ANATOMY & THE SKELETAL SYSTEM

Week 1 (January 9-14): Introduction to Anatomy & Course Policies

Week 1 Online Assignments:

1. Download the syllabus from D2L and familiarize yourself with the course policies
2. On Top Hat- complete the ANTR 350 Course Policies Page and read through the Zoom Links for Faculty Office Hours and Help Room Pages
3. Complete the following on Top Hat (Due Sunday January 15 at 11:59pm):
 - a. Reading Assignment: Introduction to Anatomy
 - b. Recorded Lecture: Skeletal System Overview
4. Download the Unit 1 Learning Objectives and complete the Week 1 Learning Objectives and Week 1 Learning Objective Images

Class 1 (Tuesday January 10):

5. Introduction to course policies and class format
6. Live Lecture: Intro to anatomy

Class 2 (Thursday January 12):

7. Finish the Intro to anatomy lecture
8. Practice TRAT (will not count towards your grade)

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

Week 2 Online Assignments:

1. Complete the following on Top Hat (Due Sunday January 22 at 11:59pm):
 - a. Recorded Lecture: Axial Skeleton
 - b. Reading Assignment: Axial Skeleton
 - c. Recorded Lecture: Appendicular Skeleton
2. Complete the Week 2 Learning Objectives and Week 2 Learning Objective Images

Class 3 (Tuesday January 17):

3. Collaborative Learning Activities: Anatomical language and Skeleton System
4. TRAT 1

Class 4 (Thursday January 19):

5. Collaborative Learning Activities: Axial and Appendicular Skeleton
6. TRAT 2

Week 3 (January 22-28): Articulations

Extra Credit Unit 1 Models Quiz will be available during Help Room Hours.

Week 3 Online Assignments:

1. Complete the following on Top Hat (Due Sunday January 29 at 11:59pm)
 - a. Recorded Lecture: Introduction to Joints and Axial Joints
 - b. Recorded Lecture: Appendicular Joints
 - c. Reading Assignment: Articulations
2. Complete the Week 3 Learning Objectives and Week 3 Learning Objective Images

Class 5 (Tuesday January 24):

3. Collaborative Learning Activities: Articulations
4. TRAT 3

Class 6 (Thursday January 26):

5. Optional review session for Exam 1

UNIT 2 SKELETAL MUSCLE AND NERVOUS SYSTEM

Week 4 (January 29-February 4) Exam 1 and Skeletal Muscles

Unit 1 Exam on D2L

1. Tuesday January 31 from 12:01am to 11:59pm and covers Weeks 1-3 Learning Objectives and Images.
 - a. You can review the questions you got incorrect on the Unit 1 Exam from Wednesday, Feb. 1 through Wednesday, Feb. 8.

Week 4 Online Assignments:

2. Complete the following on Top Hat (Due Sunday February 5 at 11:59pm)
 - a. Extra Credit Survey 1
 - b. Recorded Lecture: Upper Limb Muscles
 - c. Recorded Lecture: Lower Limb Muscles
 - d. Reading Assignment: Appendicular Muscles
 - e. Download the Unit 2 Learning Objectives and complete the Week 4 Learning Objectives and Week 4 Learning Objective Images

No Class Tuesday January 31st- Complete Exam 1

Class 7 (Thursday February 2):

3. Live Lecture: Introduction to Skeletal Muscles

Important Date: Friday February 3 is the last day to drop with a refund

Week 5 (February 5-11): Central Nervous System (CNS)

Week 5 Online Assignments:

1. Complete the following on Top Hat (Due Sunday February 12 at 11:59pm)
 - a. Reading Assignment: Nervous Tissue
 - b. Recorded Lecture: Brain
 - c. Recorded Lecture: Spinal Cord
 - d. Reading Assignment: Central Nervous System
2. Complete the Week 5 Learning Objectives and Week 5 Learning Objective Images

Class 8 (Tuesday February 7):

3. Collaborative Learning Activities: Appendicular muscles
4. TRAT 4

No Class (Thursday February 9)- work on CNS assignments

Week 6 (February 12-18): Peripheral Nerves

Week 6 Online Assignments:

1. Complete the following on Top Hat (Due Sunday February 19 at 11:59pm)
 - a. Recorded Lecture: Peripheral Nerves
 - b. Reading Assignment: Peripheral Nervous System
2. Complete the Week 6 Learning Objectives and Week 6 Learning Objective Images

Class 9 (Tuesday February 14):

3. Collaborative Learning Activities: Brain and Spinal Cord
4. TRAT 5

Class 10 (Thursday February 16):

5. Collaborative Learning Activities: Peripheral nerves
6. TRAT 6

Week 7 (February 19-25): Cranial Nerves and Special Senses

Extra Credit Unit 2 Models Quiz will be available during Help Room Hours.

Week 7 Online Assignments:

1. Complete the following on Top Hat (Due Sunday February 26 at 11:59pm)
 - a. Recorded Lectures: Cranial Nerves
 - b. Recorded Lectures: Special Senses
2. Complete the Week 7 Learning Objectives and Week 7 Learning Objective Images

Class 11 (Tuesday February 21):

3. Collaborative Learning Activities: Cranial nerves, special senses
4. TRAT 7

Class 12 (Thursday February 23):

5. Optional review for Exam 2

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

Week 8 (February 26-March 4): Exam 2 and Autonomic Nervous System

Unit 2 Exam on D2L

1. Tuesday, February 28 from 12:01am to 11:59pm and covers Weeks 4-7 Learning Objectives and Images.
 - a. You can review the questions you got incorrect on the Unit 2 Exam from Wednesday, March 1 through Wednesday, March 15.

Week 8 Online Assignments

2. Complete the following on Top Hat (Due Sunday March 12 at 11:59pm)
 - a. Extra Credit Survey 2
 - b. Recorded Lectures: Introduction to the ANS
 - c. Reading Assignment: Autonomic Nervous System
3. Complete the Week 8 Learning Objectives and Week 8 Learning Objective Images

No Class This Week!

Important Date: Wednesday March 1 is the last day to drop with no grade reported and marks the middle of the semester.

Spring Break (March 6-10) No Classes

Week 9 (March 12-18): The Cardiovascular System

Week 9 Online Assignments:

1. Complete the following on Top Hat (Due Sunday March 19 at 11:59pm)
 - a. Recorded Lecture: Heart
 - b. Reading Assignment: Blood and Vessels
 - c. Recorded Lecture: Vessels
2. Download the Unit 3 Learning Objectives and complete the Week 9 Learning Objectives and Week 9 Learning Objective Images

Class 13 (Tuesday March 14):

3. Live Lecture: Sympathetic Pathways and Parasympathetic pathways

Class 14 (Thursday March 16):

4. Collaborative Learning Activities: ANS
5. TRAT 8

Week 10 (March 19-25): The Respiratory, Lymphatic, and Endocrine Systems**Week 10 Online Assignments:**

1. Complete the following on Top Hat (Due Sunday March 26 at 11:59pm)
 - a. Reading Assignment: Respiratory System
 - b. Recorded Lecture: Respiratory System
 - c. Recorded Lecture: Lymphatic and Endocrine Systems
2. Complete the Week 10 Learning Objectives and Week 10 Learning Objective Images

Class 15 (Tuesday March 21):

3. Live Lecture: Circulation: Arterial Supply & Venous Drainage of Major Structures

Class 16 (Thursday March 23):

4. Collaborative Learning Activities: Cardiovascular System
5. TRAT 9

Week 11 (March 26-April 1) Wrap Up Unit 3

Extra Credit Unit 3 Models Quiz will be available during Help Room Hours.

Class 17 (Tuesday March 28):

1. Collaborative Learning Activities: Respiratory, Lymphatic, and Endocrine Systems
2. TRAT 10

Class 18 (Thursday March 30):

3. Optional Review for Exam 3

UNIT 4 DIGESTIVE, URINARY, & REPRODUCTIVE SYSTEMS**Week 12 (April 2-8): Exam 3 and Digestive System****Unit 3 Exam on D2L**

1. Tuesday, April 4 from 12:01am to 11:59pm and covers Weeks 8-11 Learning Objectives and Images.
 - a. You can review the questions you got incorrect on the Unit 3 Exam from Wednesday, April 5 through Wednesday, April 12.

Week 12 Online Assignments:

2. Complete the following on Top Hat (Due Sunday April 9 at 11:59pm)
 - a. Extra Credit Survey 3
 - b. Reading Assignment: Digestive System
 - c. Recorded Lecture: Digestive System 1
 - d. Recorded Lecture: Digestive System 2

3. Download the Unit 4 Learning Objectives and complete the Week 12 Learning Objectives and Week 12 Learning Objective Images

No Class Tuesday April 4- Complete Exam 3

Class 19 (Thursday April 6)

4. Live lecture: ANS of Abdomen and Pelvis

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

Week 13 Online Assignments:

1. Complete the following on Top Hat (Due Sunday April 16 at 11:59pm)
 - a. Recorded Lecture: The Urinary System
 - b. Reading Assignments: The Renal System
 - c. Complete the Week 13 Learning Objectives and Week 13 Learning Objective Images

Class 20 (Tuesday April 11):

2. Collaborative Learning Activities: Digestive System

Class 21 (Thursday April 13):

3. Collaborative Learning Activities: Urinary System
4. TRAT 11

Week 14 (April 16-22): The Reproductive System

Extra Credit Unit 4 Models Quiz will be available during Help Room Hours.

Week 14 Online Assignments:

1. Complete the following on Top Hat (Due Sunday April 23 at 11:59pm)
 - a. Reading Assignment: Reproductive System
 - b. Recorded Lecture: Female Reproductive System
 - c. Recorded Lecture Male Reproductive System
2. Complete the Week 14 Learning Objectives and Week 14 Learning Objective Images
3. Download and complete the Final Exam Learning Objectives and Final Exam Learning Objective Images

Class 21 (Tuesday April 18):

4. Collaborative Learning Activities: Reproductive systems
5. TRAT 12

Class 22 (Thursday April 20):

6. Optional Review for Exam 4

Week 15 (April 23-29): Unit 4 Exam and Review for Final Exam**Unit 4 Exam on D2L**

1. Tuesday, April 25 from 12:01am to 11:59pm and covers Weeks 11-14 Learning Objectives and Images.
 - a. You can review the questions you got incorrect on the Unit 4 Exam from Wednesday, April 26 through Wednesday, May 3.

Week 15 Online Assignments:

2. Complete the following on Top Hat (Due Sunday April 30 at 11:59pm)
 - a. Extra Credit Survey 4

No Class Tuesday April 25- Complete Exam 4**Class 23 (Thursday April 27):**

3. Optional Review for the Final Exam

Finals Week (April 30-May6): Final Exam**Comprehensive Final Exam on D2L**

1. WEDNESDAY, May 3 from 12:01am to 11:59pm and covers the Final Exam Learning Objectives and Images.
 - a. You can review the questions you got incorrect on the Final Exam from Thursday, May 4 through Monday, May 8.

Important Dates

1. Monday 1/16/23 Martin Luther King Day- University Closed
2. Friday 2/3 Last day to drop with a refund
3. Wednesday 3/1 Last day to drop with no grade reported and middle of the semester
4. Monday 3/6-Friday 3/10 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
TRATs	10 out of 12 5 points each Lowest two dropped	50	13.2%
Top Hat Lecture Assignments	20 out of 22 assignments, 1 point each *Lowest 2 assignments dropped	20	5.2%
Top Hat Reading Assignments	10 out of 13 assignments, 1 point each Max out at 10 points	10	2.6%
Unit Exams	4 exams, 60 points each	240	63.2%
Comprehensive Final Exam	1 exam, 60 points	60	15.8%
Extra Credit Opportunities	4-unit surveys, 1-point extra credit each (up to 4 points total) 4 Unit Models Quizzes set up in the help room, each quiz is worth up to 1 point of extra credit (up to 4 points total)	0	0%
Total Points Possible		380	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 1 point. Your grade for these assignments is determined by answering all the questions (0.5 points, scaled, for participation) and by answering each question correctly by the second attempt (0.5 points, 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 1 point. Your grade for these assignments is determined by answering all the questions (0.5 points, scaled, for participation) and by answering each question correctly by the second attempt (0.5 points, 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.

Team Readiness Assessment Test (TRATs) and Class Attendance

At the conclusion of each class session, each student team will complete a team readiness assessment test (TRAT). This test will consist of 10 multiple choice questions. Each team will need to discuss the question and agree on the answer before scratching off that answer on their IF-AT card. If the answer is correct, there will be a star symbol under the scratch off area. If the answer is incorrect, the area will be blank, and the team will need to reassess their answer choices and select a different answer. **Each TRAT quiz will be worth 5 pts** and each question is worth 0.5 points. You will lose 0.1 points for each incorrect answer selected for a question (if no correct answer is selected then you will lose 0.5 points for that question). For example, if your team scratches off two incorrect answers before selecting the correct answer, you will lose 0.2 points for that question. If your team moves on to the next question without uncovering the correct answer, you will lose 0.5 points for the question. The lowest two TRAT scores will be dropped from your final grade.

Team members will receive the same grade for the TRAT so teams should make sure everyone agrees before selecting and scratching off an answer. **You must be present and participating with your TEAM to receive a grade.** If you do not contribute to your team, you will receive a 0 for the TRAT.

Class attendance is expected given the Hybrid format of this section. You must be present in class to participate and receive credit for the TRATs. We will take attendance at each class session. If you are absent for a TRAT and do not contact Dr. Jenny prior to class, you will receive a "0" for that day and that will count as one of your two lowest TRAT scores.

Please contact Dr. Jenny prior to class if you must be absent. You can make up no more than two (2) TRATs during the semester. TRAT makeup assignments will consist of 10 Question quizzes on Top Hat that must be completed within one week of the class you missed. If you have an extended absence from class due to unforeseen reasons (grief absence, hospitalization, etc.), please contact Dr. Jenny to discuss your situation.

Class attendance is optional on the exam review session days, but you are strongly encouraged to still attend in order to prepare for each exam.

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).

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 send Dr. Jenny an email.** Please 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 at least one week prior to the exam date** to arrange to take the exam at another time. See the **Deadline Extensions Policy** section of this syllabus for more information.

If you lose internet connection or have other technical problems during the exam, **please contact Dr. Jenny immediately.** If the technical issues are confirmed using the D2L Quiz Log, such as 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

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 from **12:01am to 11:59pm on the Tuesdays 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 to 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 **WEDNESDAY May 3 from 12:01am to 11:59pm of finals week.**

Once you begin the final exam, you will have 120 minutes to complete and submit it. This time limit averages to 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.

Availability	Exam	Weeks/Topics Covered	Number of Questions	Total Points
Tuesday January 31 from 12:01am to 11:59pm	Unit 1 Exam	Unit 1 (Weeks 1-3) Learning Objectives	60, 1 <i>point per question</i>	60
Tuesday, February 28 from 12:01am 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 12:01am to 11:59pm	Unit 3 Exam	Unit 3 (Weeks 8-10) Learning Objectives	60, 1 <i>point per question</i>	60
Tuesday, April 25 from 12:01am to 11:59pm	Unit 4 Exam	Unit 4 (Weeks 11-14) Learning Objectives	60, 1 <i>point per question</i>	60
WEDNESDAY May 3 from 12:01am 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 **Wednesday (after each unit exam) 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.

Extra Credit Anatomical Models Quizzes in the Help Room

During the last week of each unit (**Weeks 3, 7, 11, and 14**) an anatomical models quiz will be set up in the ANTR 350 Help Room in A506 East Fee Hall. Each quiz will consist of 10 questions on anatomical models from each unit. You can earn up to 1 point of extra credit on each model quiz (4 points total). Each question on the quiz will be worth 0.1 points. **The quiz must be completed during help room hours.** The models will be available for study in the help room for the length of the unit and keys of models will be available in the help room. Answer sheets will be available in the help room and the help room teaching aide will collect answer sheets after you complete your quiz. **You may not touch the models after the quiz has been set up or while taking the quiz.**

Grade Assignment

Assignments and exams cannot be redone to improve your grade.

Keep track of your point totals on D2L and contact Dr. Jenny about any grade questions/errors within one week of each assignment posted to the D2L gradebook. To view your grade in D2L, go to "Assessments" then click on "Grades".

Grades are determined by **Total Number of Points** earned on all assessments and by exhibiting professional behavior expected in this course. There is no "curve" and the ANTR 350 faculty do NOT "bump" students up to a higher grade even if you are just 0.01 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 rounded.

Grand Point Total	Final Course Grade	Percentage
344.45-380	4.0	91-100%
322.45-344.44	3.5	85-90%
303.45-322.44	3.0	80-84%
284.45-303.44	2.5	75-79%
265.45-284.44	2.0	70-74%
246.45-265.44	1.5	65-69%
227.45-246.44	1.0	60-64%
0- 227.44	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.

Classroom policies

Please arrive on time to each class session. Class will begin promptly at 1pm. Attendance will be taken for each class session. Plan on staying for the whole class session. All students will be assigned to a 4-5 person team by Dr. Jenny. Students will work in the same teams for Units 1 and 2 and then switch to new teams for Units 3 and 4. Please come to class prepared for the topics listed for each class session in the syllabus. You will get more out of class if you have already watched the recorded lectures and started the reading assignments. Collaborative learning activities will focus on applying your knowledge rather than covering content for the first time. Please focus on anatomy while you are in class. If you feel confident about the content, try to help your team members that may still be learning the material.

We will follow MSU's policies for COVID 19 in the classroom. Stay up to date on changes regarding this policy by visiting: <https://msu.edu/together-we-will/>. Faculty and students may choose to wear masks during class. Masks are not currently required (as of August 31, 2022).

If you need to miss class due to illness, grief absence, professional interviews, or other documentable reasons, please contact Dr. Jenny by email prior to missing class.

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 Sundays outlining what you need to accomplish each 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.

Deadline Extensions Policy

The Deadline Extensions Policy for ANTR 350 applies only to assignments and exams that were not completed by their respective due dates resulting in the student receiving a “0” for the assignment or exam. Assignments and exams cannot be re-done for a better grade after they have been completed.

Students may request one extension per semester for one week’s worth of Top Hat assignments (up to four assignments) without providing documentation for why the assignments could not be completed by the due date. Requests for extensions without documentation must be made within one week of the original due date.

All extension requests for exams and additional Top Hat Assignments must include documentation for why the assignment or exam could not be completed by the due date listed in the syllabus. Requests for Top Hat Assignments extensions with documentation must be made within one week of the original deadline listed in the syllabus. Requests for exam extensions must be made within two days (48 hours) of the exam due date. (All exams are due on Tuesdays by 11:59pm so all exam extension requests must be made no later than Thursdays at 11:59pm). Under no circumstances will extensions be provided for extra credit opportunities.

In the event of illness, family emergencies, grief absence, or other excused absences, please contact Dr. Jenny 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.

Requests for deadline extensions should be made within 2 days (48 hours) of the assessment due date. Please notify your college for grief absence 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 do not provide documentation for a missed exam, you will receive a zero (0) for that exam and will not be allowed to take the exam.**

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, scientific meetings, religious holidays, 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 (including the MCAT) 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 accommodations. During this meeting, we will discuss how to implement your accommodations in the format of this course. You will not be able to use your accommodations until you have spoken with Dr. Jenny (these meetings typically only take 5-10 minutes, and we can do them via Zoom). Please email your VISA to Dr. Jenny or ask your RCPD specialist to email it to Dr. Jenny directly.

Professionalism Policy

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

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 class, participate in collaborative learning activities, attend virtual office hours, participate in the exam preparation sessions, post in the discussion forum, attend the help room, etc.) in order to provide opportunities for the faculty to observe/interact with them. Requests for letters should be made during the semester you are enrolled in ANTR 350, 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.

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 quizzes 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 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, Dr. Geske, 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 after each exam deadline), etc. These office hours times will use the waiting room feature so that you will have an individualized appointment with the instructor.

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). 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, 8am-4pm) and will respond to your questions/concerns within 48 hours or next business day.

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 few 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. 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 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>