ANTR 510
Clinical Human Gross Anatomy and Palpatory Skills
Semester 1 – 2016
Updated 6/9/2016 8:24 AM

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Notice to Students: Although course syllabi at MSUCOM have a consistent format, vitally important details differ by course. For this reason, you must read the syllabus thoroughly at the onset of each course to know what the course will provide and what is expected of you.
Syllabus Disclaimer
This ANTR 510 Course Syllabus represents a sincere effort on the part of the Course Coordinator and faculty to
provide a set of policies and procedures that allow for fair and efficient administration of the course to all duly
enrolled students. However, unforeseen circumstances or unintended policy consequences may require
modification of this syllabus during the semester. The Course Coordinator reserves the right to amend this
syllabus to accommodate and adapt to any unforeseen circumstances or unintended policy consequences
provided all duly enrolled students are treated in a fair and equitable fashion without compromising the
instructional objectives of the course. All students will be notified of any syllabus amendments via an oral class
announcement, email broadcast and web posting.
Section 1 – General Course Information

1.1 Course Description
Clinical Human Gross Anatomy and Palpatory Skills is an 8 credit hour lecture/laboratory course that uses a regional approach to the study of human gross anatomy using prosections and other anatomical specimens, radiologic images, functional correlates, multimedia and computer instructional programs. For the purpose of examinations, students are responsible for ALL the content within the Lecture Course Packet and Laboratory Course Packet, assigned readings, and any additional material deemed important by your lecturing faculty. The lectures will introduce or review material covered in the laboratory sessions, and will organize and clarify conceptually difficult content.

1.2 Course Goals
1. Identify clinically relevant structures of regionally based human gross anatomy
2. Translate and apply the language of medicine
3. Associate fundamental anatomical principles and spatial relationships
4. Describe gross anatomical structure with precision and clarity
5. Utilize anatomical foundation required for continued advanced study in clinical clerkships
6. Demonstrate the anatomical basis for the physical examination as performed by a physician
7. Employ various imaging modalities to describe normal structure

Please note that specific instructional objectives are provided for each lecture of this course.

1.3 Course Faculty and Staff
(Note - Preferred method of contact is shown in italics and bold)

Course Coordinator and Lecturer

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Fitzsimmons, MD</td>
<td>517-353-4547</td>
<td><a href="mailto:jmf@rad.msu.edu">jmf@rad.msu.edu</a></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td>A507 East Fee Hall</td>
</tr>
</tbody>
</table>

Laboratory Director, Lecturer and Semester 1 Director

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebecca Pratt, PhD</td>
<td>517-432-0441</td>
<td><a href="mailto:prattreb@rad.msu.edu">prattreb@rad.msu.edu</a></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td>A502 East Fee Hall</td>
</tr>
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</table>

Curriculum Assistants

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robin Borowski</td>
<td>517-353-9515</td>
<td><a href="mailto:chambe27@msu.edu">chambe27@msu.edu</a></td>
</tr>
<tr>
<td>Rose Shubeck</td>
<td>571-884-9667</td>
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<tr>
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<td>586-263-6799</td>
<td><a href="mailto:rodri583@msu.edu">rodri583@msu.edu</a></td>
</tr>
</tbody>
</table>

Course Faculty – Lecturers*

<table>
<thead>
<tr>
<th>Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Melanie McCollum, Ph.D.</td>
<td>517-353-2180</td>
<td><a href="mailto:melanie.mccollum@radiology.msu.edu">melanie.mccollum@radiology.msu.edu</a></td>
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<td>Gail Schafer-Crane, Ph.D.</td>
<td>517-432-3022</td>
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<td><a href="mailto:carrie.nazaroff@radiology.msu.edu">carrie.nazaroff@radiology.msu.edu</a></td>
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*The lecture faculty will also be seen teaching in the lab.
### Course Faculty - Laboratory

<table>
<thead>
<tr>
<th>Name</th>
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<th>Email</th>
<th>Site</th>
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</thead>
<tbody>
<tr>
<td>Diana Hristova, MD, MSC</td>
<td>517-884-9612</td>
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<td>DMC</td>
</tr>
<tr>
<td>Lindsey Jenney, PhD</td>
<td>517-353-4526</td>
<td><a href="mailto:jennylin@msu.edu">jennylin@msu.edu</a></td>
<td>EL</td>
</tr>
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<td>Maureen Schaefer, Ph.D.</td>
<td>517-432-1372</td>
<td><a href="mailto:maureen.schaefer@rad.msu.edu">maureen.schaefer@rad.msu.edu</a></td>
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<tr>
<td>William Falls, PhD</td>
<td>517-353-8799</td>
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<td></td>
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<td>EL</td>
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### Course Faculty – Radiologists

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<th>Name</th>
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<th>Email</th>
<th>Site</th>
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</thead>
<tbody>
<tr>
<td>David Anderson, MD</td>
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<td>EL</td>
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<td>EL</td>
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<tr>
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<td>517-355-0120</td>
<td><a href="mailto:Nicholas.Starkey@rad.msu.edu">Nicholas.Starkey@rad.msu.edu</a></td>
<td>EL</td>
</tr>
</tbody>
</table>

### 1.4 Lines of Communication

- For **administrative** aspects of the Course: contact the course coordinator.
  - Questions concerning the course (all aspects including lectures, lab, exams, etc.) may be discussed individually by making an appointment with the Course Coordinator, John Fitzsimmons, MD, Departmental Office, by phone 517-353-4547 or via e-mail (jmf@rad.msu.edu). The Course Coordinator is generally available by appointment for in person or Skype meetings.
- For content questions relating to a specific lecture or topic: contact the faculty lecturer for that specific portion of the course via email or the D2L Discussion Forum.
  - Office hours are set by each individual faculty and may be by appointment only.
- For lab questions, logistics, and inquiries regarding the Lab attendants (bluecoats): contact the lab director, Dr. Rebecca Pratt.
- D2L Course Web Site (see course web site information below).
- D2L Discussion Forum (see discussion forum information below).
- For absences/missed exams (see excused absence information below).

### Section 2 – Course Materials & Resources

#### 2.1 Course Web Site

The URL for the Course web site is [https://d2l.msu.edu/](https://d2l.msu.edu/)

The course D2L site has these MAIN sections:

- **News** – Course-related communication to the class will be made here. You should check NEWS on a daily basis. If you do not you will miss something important along the way.
- **Syllabus** - Information about textbooks, exam dates, grading system, rules and regulations, etc. as well as information on the instructional team.
- **Course Content** – Lecture recordings, Lab material, Radiology links, secured anatomical materials and all other scientific material will be deposited here.
- **Discussion Forum** – List of “asked” questions. It is highly recommended that you check the discussion forum prior to posting a question on the Discussion Forum as it is very likely that you are not the only student with
a given question and it may already have been answered. Content based questions will not be answered if sent directly to the lecturing faculty. Please utilize the Discussion Forum for all inquiries regarding lecture and lab content.

2.2 Textbooks and Reference Materials for both Lecture and Lab

<table>
<thead>
<tr>
<th>Recommended (3 items total)</th>
<th>Recommended – Alternative Atlases</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Course Pack</td>
<td>• Color Atlas of Anatomy, 8th ed., 2015</td>
</tr>
</tbody>
</table>
| • ONE OF THE FOLLOWING TEXTBOOKS: |   Rhoen, et. al.  
Lippincott, Williams & Wilkins  
ISBN: 9781451193183 |
|   • *Clinically Oriented Anatomy, 7th ed., 2013  
Moore, Dalley, & Agur  
Lippincott, Williams & Wilkins  
ISBN: 9781451119459 | • Anatomy One  
http://www.anatomyone.com |
|   • *Gray’s Anatomy for Students, 3rd ed., 2014,  
Drake, Vogl  
Elsevier  
ISBN: 0-7020-5131-4 | • Anatomy & Physiology Revealed  
http://www.mhhe.com/sem/apr |
|   • ONE OF THE FOLLOWING ATLASES:  
Gilroy, et. al.  
Thieme Medical Publishers  
Clemente  
Lippincott, Williams & Wilkins  
ISBN: 9781582558899 |
Netter  
Elsevier Heath Sciences  
Saunders  
ISBN 978-1416056195 |
Rhoen, et. al.  
Lippincott, Williams & Wilkins  
ISBN: 9781451193183 |  |

Required Equipment

- White lab coat or scrubs, gloves, safety glasses and a single blunt-tip metal dissection probe are REQUIRED (you are required to wear white lab coat or scrubs with your NAME TAG in the Gross Anatomy Laboratory AT ALL TIMES; you will receive this name tag on June 15, 2015)
- i>Clicker2

Required – A Medical Dictionary

- Several titles are available in hard copy, eBook, or mobile application. Stedman’s Dorland’s, Black, Merrian-Webster are all acceptable and you may utilize whatever you wish.

Other Resources

- MSU Library Medical Videos Guide:  
http://libguides.lib.msu.edu/healthsciencesvideos/medicine

- MSU Library Medical Ebooks Collection:  
http://libguides.lib.msu.edu/medicalebooks

*All of these textbooks can be accessed, for free, through MSU libraries by using the following link:  
http://libguides.lib.msu.edu/c.php?g=95640&p=624454

2.3 i>Clicker2 Use in Course

i>Clicker2’s will be used in this class (lecture, lab and Integrative Reasoning Events). Please register your unit before class meets on Monday, June 13, 2016

In this course, i>Clicker2 input may be used in the following ways: To provide practice with concepts and
principles, to stimulate discussion and/or to give mini-quizzes. Questions may be posed at any time during the class hour. No make-up experiences will be provided should you forget your i>Clicker2. The i>Clicker2 will be the only mechanism to record attendance during large group lectures.

- If the i>Clicker2 is used to take attendance, you will be expected to arrive in class on time and to stay for the duration of the assigned activity.
- If you bring your i>Clicker2 and it fails during the lecture, please see the course representative immediately after the lecture to inform us of the problem.

Please refer to additional i>Clicker2 policy information provided in Section 2 of this syllabus.

2.4 Anatomical Multimedia

1) Below are brief descriptions of multimedia (software, videos, ebooks) that can be found and used on your computer or in the college computer laboratories indicated. MSUCOM “Introduction to Radiology Imaging” modules on the D2L course website. These may be accessed at any location, on or off campus.

2) Donor-based lab demonstrations recorded by the MSUCOM faculty, previous lab practical photos of questions for student review, and electronically accessible photos of the MSUCOM cross sectioned donors are available through D2L. Use of all the above mentioned material will be solely for educational purposes and viewed only with colleagues who are currently enrolled in CHM/COM. Access to demonstration videos using MSU computers or personal computers is limited to on campus use only. This includes all gross anatomy lab spaces as well as MUC, DMC common areas and Fee Hall, Radiology and the Clinical Center at East Lansing.

3) Your electronic atlases may be accessed via iPAD, tablet, smart device, etc. in the gross anatomy labs at all three MSUCOM locations. You may bring these electronic devices into the gross lab during faculty-scheduled time as well as open lab hours in the evening and on weekends. With this privilege you are to make no attempt to photograph, video, or otherwise reproduce any image of human anatomical material located in any area of any anatomy laboratory with an electronic device.

As noted in the MSU Human Gross Anatomy Lab Rules and Policies Student Agreement (or whatever we end up calling it), the use of personal electronics on the teaching floors are strictly for educational uses only. Texting and phone calls, should your device have those capacities, will be managed out in the hallway. Other non-educational activities, such as playing games, emailing, watching movies, etc. is also not allowed.

Consequences for using your personal electronic devise for non-educational purposes are as follows:

A. First offense within the first two weeks of the course: you will be reminded of the policy.
B. First offense after the first two weeks of the course: notification of this breach of conduct will be sent to the Dean of Students.
C. Second offense at any time: notification of repeated offense will be sent to the Dean of Students and may (or will? Need to be consistent in both documents) result in disciplinary action by MSUCOM as outlined in the Michigan State University Medical Student Rights and Responsibilities.
D. In addition, should the total number of such violations by the class at any time and at any campus become excessive, we reserve the right to alter this policy and revoke the privilege of allowing personal electronic equipment in the teaching spaces. This privilege will be revoked at all three campuses, regardless of location of misconduct.

4) Note that the MSU Library System has purchased many excellent resources for you to access electronically. Many of your REQUIRED resources can be found here for free. Look under the YEAR 1 listing. http://libguides.lib.msu.edu/content.php?pid=63898&sid=3008958

2.5 Course-based Academic Support

The value you derive from this course (and those that follow it) will depend on many factors, but most importantly the amount of effective time and effort you put into it. In undergraduate courses, students often concentrate on just getting through the next exam or individual courses. But medical education is different because it is cumulative. Study for understanding and long term learning, not for short term memorization. This will allow you to understand concepts and carry them forward with you to the next step in your medical
You are strongly urged to:

- Consult the course D2L web site frequently to see announcements and to access various study aides (e.g., pre-lab problem sets, practice exam questions, and answers to frequently asked questions on the Discussion Forum).
- Complete the preparatory work for each lab and/or post-lab quiz and lecture session; this includes reading through the lectures and lab objectives, working through the ‘mind exercises’ or any other advanced study activities.
- Attend every lecture and lab session. Plan to stay to the end of each lab session, in order to take full advantage of the opportunities to work collaboratively with your classmates and to interact with faculty, and to participate in the question reviews at the conclusion of lab.
- Actively annotate your Course Pack as you prepare for each night for subsequent class sessions. Continue to take efficient, correct notes as each class session progresses, and also during your follow-up study.
- Complete any follow-up reading and self-study exercises as directed in the Course Pack and on the D2L web site.
- Use the practice exam questions, as well as all other content review questions (posted on D2L prior to each unit or as a D2L quiz) to help guide your review and preparation for exams. Do NOT wait until the day before an exam to look at the practice questions. Instead, start reviewing them early in each unit to help guide your review and exam preparation.
- Each member of the teaching team has a well-deserved reputation for being approachable and for helping students achieve success. Avail yourself of the opportunities for help provided by the course faculty -- in person, via e-mail, or Skype.
- The time immediately before or after a course lecture is often too hectic to provide a good opportunity to get help from course instructors. By contrast, lab sessions (especially at the end when some of the students have already departed) or scheduled appointments provide an excellent time to ask questions of course faculty.
- Keep in mind that you can contact course faculty by using the D2L Discussion Forum with your questions. Note: Whenever you pose a question by Discussion Forum, include what you THINK the answer is. This makes it much easier for the instructor to either confirm your understanding or to see where you are going off-track, and therefore respond more appropriately.
- Study groups - Many students find it beneficial to study with one or more partners. We strongly encourage this activity. Studying together can be efficient (what one student doesn't understand, another one will), stimulating (personal interaction can help keep you focused and alert), and motivating (commitment to a partner supplements self-discipline). We encourage you to study with suitable partners. We caution you, however, to avoid study groups that turn into "gab fests" or where one or two students do all the talking. Remember, you may THINK you understand a concept when you hear someone else explain it, but you'll KNOW you understand the concept only when YOU can explain it to someone else. So, make sure you get speak up in your study group!
- Caution: Scribe note services are not sanctioned by MSUCOM and are not endorsed by the course faculty. Course faculty assume no responsibility whatsoever for errors in the "scribe notes". It is unwise to expect the "scribes" to substitute for your own attendance in lecture or lab, your own note taking, or your own studying.

Additional academic support resources can be accessed at:
http://com.msu.edu/Students/Academic_Development/index.htm
Section 3 - Course Details and Policies

3.1 Course begin and end dates
ANTR 510 begins on June 13, 2016 and ends on August 17, 2016. See addendum for detailed daily course schedule.

3.2 Unit Lecture Exam specifics and policies
All ANTR 510 examinations are SECURE. Written examinations will consist of one best answer multiple-choice questions. Each exam covers material presented according to the lecture and laboratory schedules for that unit as well as material presented in previous ANTR 510 units. There are approximately 4 questions for each hour of scheduled lecture time and the distribution will be fairly equitable across lectures. Beginning with Unit Exam 2 there will be a small number of comprehensive questions covering material from earlier in the course. Examinations will be given only at the date and time specified. There are no make-up exams offered in ANTR 510 – See the grading policy.

3.3 Unit Lab Practical specifics and policies
Lab examinations will consist of one best answer short answer questions without a word bank. Each exam covers material presented according to the laboratory schedules for that unit as well as material presented in previous ANTR 510 units.

The majority of questions on any given unit laboratory practical will consist of straight forward identification of tagged structures on cadavers, bucket specimens, models, photographic cross sections or radiologic images. That said, the faculty will occasionally ask more comprehensive questions on the lab practical that attempt to integrate lecture and laboratory concepts. For example, a muscle may be tagged and the question on the lab practical may be “Identify the nerve that innervates this muscle.” Or “A patient will not be able to _____ their ______ if this muscle is paralyzed.” There will be no more than 20% of lab exam questions devoted to anatomical imaging and cross-sections.

1. **Arrive to scheduled area 30 minutes prior to your scheduled lab exam time.** You are to come ONLY at your scheduled examination time unless special arrangements have been made prior to examination day by your college with the Faculty giving that examination.
2. **You are required to present a picture ID to being admitted to the lab practical.** You should always have your student ID with you so that you do not run into a circumstance where you need it and do not have it on your person.
3. **Doors close for access 15 minutes prior to your scheduled exam start time.** Students who arrive late to their assigned laboratory examination section will not be admitted to the exam.
4. **After the examination, students are to leave the laboratory area QUIETLY as directed by the examination proctor.

3.4 Particulars on the in lab quiz Points
There will be 23 scheduled (“pop”) post-lab quizzes that require the use of an iClicker2 to receive credit. Each unannounced lab quiz will consist of 7 questions and will be administered at the end of randomly selected labs during this semester. You will receive .25 points for each question answered correctly. Your best 18 of 23 quiz scores will count (max 31.5 points) and there are no make-up quizzes for any reason. If you miss a quiz (sickness, arriving late, previously schedule appointment, forgetting your iClicker2, your iClicker2 breaking, batteries missing, religious observances) then the score for that quiz will be a zero and can be a quiz that you drop. It is understood that “life happens” and this is the reason for allowing 5 quiz scores to be dropped. Quiz questions are primarily based on the laboratory material scheduled to be covered on the day of the post-quiz as well as all previous lab material. Because lab content and lecture content do not exist in isolation from one another you may encounter questions on the lab quizzes that relate lab content not yet seen to lecture content that has been seen. As such it is imperative that you not wait to view lectures until 2-3 days following that lecture. If you study prior to lab, attend lab and actively participate with your peers in learning the current day’s topics you should be able to correctly answer the iClicker2 questions.
Section 4 – Exams and Assessment

4.1 Course Grade

4.1.1 All COM medical students are assigned grades using the University Pass-No Grade System (page 23 of the MSU GENERAL INFORMATION, POLICIES, PROCEDURES and REGULATIONS publication)

Student needs to accumulate > to 350.50 of 467.5 course points. The value of 467.5 is the total of 4 exams, the MAC quiz, and iClicker points.

A student’s point total is a composite of the best scores on 4 of 5 exams PLUS the MAC quiz PLUS the iclicker.

**There will be no make-ups for the first four exams or the cumulative final.** Your score will simply be zero for a missed exam and your exam score will be cumulative point total of the other exams taken plus the MAC quiz plus iClicker points. Your final course grade will be reflected in D2L.

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<th>Assessments</th>
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<tbody>
<tr>
<td>Major Anatomical Concepts Quiz</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>Unit 1 exam</td>
<td>100</td>
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<td>Unit 2 exam</td>
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<td>100</td>
<td>100.00</td>
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<tr>
<td>Unit 4 exam</td>
<td>100</td>
<td>100.00</td>
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<tr>
<td>Iclicker points</td>
<td>161 (126 counted)</td>
<td>31.5(iClicker points *.25)</td>
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<tr>
<td>Cumulative Exam</td>
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<tr>
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<tr>
<td>Points counting towards grade</td>
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<td>467.50</td>
</tr>
<tr>
<td>Points required to pass (75% of the above cell)</td>
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<td>350.50</td>
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</tbody>
</table>
How do I calculate my overall points in the course?

Simply add your 4 highest exam scores to your MAC quiz, and iclicker quiz points. If that total is $\geq 350.50$ then you receive a “P” grade in the course. If it is not then you will receive an “N” grade in the course. Example

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Assessment weighted score</th>
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<tbody>
<tr>
<td>MAC quiz</td>
<td>32</td>
</tr>
<tr>
<td>Unit Exam 1</td>
<td>83</td>
</tr>
<tr>
<td>Unit Exam 2</td>
<td>72</td>
</tr>
<tr>
<td>Unit Exam 3</td>
<td>79</td>
</tr>
<tr>
<td>Unit Exam 4</td>
<td>85</td>
</tr>
<tr>
<td>iclicker points</td>
<td>27.5 (110*.25)</td>
</tr>
<tr>
<td>cumulative exam</td>
<td>81</td>
</tr>
<tr>
<td>Course Total*</td>
<td>393.0</td>
</tr>
</tbody>
</table>

* Total is the sum of all the scores MINUS the lowest score on a unit exam (that is the 72 on unit exam 2)
Total score = 32 + 83 + 72 + 79 + 85 + 27.5 + 81 - 72 = 387.5; 387.5/467.5=82%; Your point total and NOT the % score is used to determine your grade in the course.

- **Remediation** - Since all of the courses in the MSUCOM curriculum are required, any student receiving an “N” grade will appear before the COM Committee on Student Evaluation (COSE) to determine if the student will repeat the course with the next incoming class or be dismissed from COM. Based on the MSUCOM Policy for Retention, Promotion and Graduation a student could be eligible to sit for course remediation exams that will be offered January 5 or 6, 2017. Should you fail ANTR 510 it would be wise to plan accordingly for possible January 5th or 6th examinations. Please refer to the retention policy information provided in Section 2 of this syllabus for information on College requirements and eligibility determination.

**Section 5 – Lab policies**

5.1 Lab Attire Personal Protective Equipment (PPE)

Professional lab attire and Personal Protective Equipment (PPE) are required for all individuals who enter the anatomy laboratory. At a minimum, the following professional lab attire is expected for all users of the Human Gross Anatomy Laboratories:

- Shirt that covers the shoulders;
- Pants or a skirt covering the legs to the knees when seated;
- Closed-toe shoes.

In addition to the above lab attire, COM Medical Students are required to wear the following whenever they enter the anatomy laboratory (scheduled labs, open labs, practical exams)

- White Lab coat or disposable gown over street clothes (please see above specifications), or surgical scrubs (coats not needed when scrub sets are worn)


- Safety glasses certified to ANSI Z87 (NOTE: Prescription eyeglasses are not considered safety glasses unless they have both side shields and shatter resistant lenses);
  
  § Students enrolled in an a course or program of study that requires the handling of anatomical material need to supply their own acceptable protective eyewear (safety glasses are available at MSU Stores or can be obtained from an online vendor)
  
  § Approved individuals (including all visiting MSU faculty) to the Human Gross Anatomy Laboratories will be provided with protective eyewear;

- Disposable gloves (NOTE: As some individuals are allergic to latex, latex gloves are NOT allowed in the lab).

- Name tag displayed on self at all times while in the anatomy laboratory (ANTR will issue you a name tag; your college name tag or student ID is also acceptable to wear)

This is a matter of professionalism and your MSUCOM faculty and staff expect this level of attentiveness to detail from all of the medical students.

5.2 Scheduling

Since your schedules are very full and there are over 320 students total, we must adhere rigidly to the lecture, small group and lab times assigned to this course. While the needs of individual students will be accommodated whenever possible, it is NOT possible to allow students to switch lab groups during the course. If you cannot make you regularly scheduled lab time you must make up that time during open lab hours and not attend another regularly scheduled lab. Please feel free to contact the Course Coordinator or Lab Director with any personal issues you may have involving this course.

Section 6 - Frequently Asked Questions

Can I bring a friend or family member to lecture or lab?

NO. Attendance is restricted to only duly enrolled students or teaching staff. The Department of Radiology strictly adheres to the University policy regarding who may attend either the lectures or the laboratories during regularly scheduled sessions of ANTR 510. Thus, all attendees must either be enrolled in the course, approved Supplemental Instruction leaders, or members of teaching faculty assigned to the course. Tutors approved by the College of Osteopathic Medicine, but not officially part of the Radiology teaching team, are allowed in the laboratory during open unscheduled times, i.e. most times OTHER than 10am-6pm Monday through Friday.

Are Scribes allowed?

Note-taking (scribing) by an enrolled medical student in your class is permitted but the faculty take no responsibility for the accuracy or validity of their notes and will not edit, correct, or proofread materials generated in such scribing activities. Commercial note-taking by any person not in the course is prohibited.

Can I obtain hands-on experience in human dissection?

Medical students that wish to obtain dissection experience and explore gross anatomy in greater depth may do so by enrolling in ANTR 585 Directed Study in Human Prosection years 1 or 2 or ANTR 685 Clerkship Prosection in years 3 or 4. ANTR 585/685 is generally offered in the spring and summer and fall semesters every year but requires enrollment override authorized by Dr. Loro Kuijo. This course is an independent study laboratory course in which students prepare prosections used for study in the courses taught by both medical colleges. Student are given 3 or 4 (depending upon complexity) prosection assignments, and are expected to prepare for accurate laboratory work by reviewing their notes, text, and atlases from ANTR 510. Anatomy Faculty along with hired Laboratory teaching assistants can help in the prosection lab to assist you with skills, mastery, and interpretation of instruction.
Minimum enrollment is for 1 credit hour for first-time students. Students are expected to spend between 8-10 hours per credit per week in the gross lab. The number of positions available is limited and determined each semester on the basis of the number of specimens available for prosection and the needs of the gross lab. Students wishing to take advantage of this opportunity should contact Dr. Loro Kuijjo, Course Coordinator for ANTR 585.

**Student Evaluation of the Course**

We want your feedback on how to make this course better for yourself and also for the students who come after you.

- **Informal Feedback**: Feel free to approach the Course Coordinator, Dr. John Fitzsimmons, or any of the other course faculty with your reactions and suggestions. Or write out your comments and email them to the Course Coordinator or Faculty. From time to time, we may also convene focus groups of students, as an additional way to obtain your opinions and suggestions.

- **Formal Evaluation**: After each lecturer has finished a set of lectures, a web-based evaluation form will be available for students to provide feedback. At the end of ANTR 510, a web-based evaluation form will be available for course feedback. Student course evaluations are highly recommended. The overall course evaluation will provide Course Coordinators with valuable information regarding their performance, the performance of their colleagues, and the quality of the course. The information gained from these evaluations is used to continuously improve future offerings of this course. Students can access the evaluation system at: [http://kobiljak.msu.edu/Evaluation/Unit_I_II.html](http://kobiljak.msu.edu/Evaluation/Unit_I_II.html). Evaluations for ANTR 510 and its faculty will remain open until August 19th, 2016. Your assistance in this important process is greatly appreciated.
Section 7 – College & University Policies

7.1 Academic Honesty and Professionalism  
http://com.msu.edu/Students/Professional_Development/Statement_on_Professionalism.htm

Every student is responsible for their behavior and is expected to adhere to all MSU and MSUCOM policies of academic honesty and professionalism. If there is any instance of academic dishonesty or unprofessionalism discovered by a member of the faculty, administration or staff, it is his or her responsibility to take appropriate action.

Such action may include, but is not limited to: giving a failing grade, referring a student for judicial review, directing the student to the Associate Dean of Student Services, and any other actions outlined in the Medical Students’ Rights and Responsibilities document.


7.2 Absences from Mandatory Class Sessions, Examinations, Assessments and Activities

MSUCOM students are expected to attend all mandatory class sessions (e.g., lectures, laboratories, group activities) and take all examinations/assessments during their originally scheduled times. If this is not possible an excused absence may be requested.

Excused absences will not be given to all who make a request. If a request for an excused absence is denied, the student will receive a zero (0) grade for the mandatory session or examination/assessment in question, which may result in the issuance of an “N” grade in the course.

An excused absence does not relieve the student from responsibilities for missed mandatory class sessions and examinations. It is highly possible that an excused absence will not be granted for a mandatory class session due to scheduling of equipment and faculty. If one of these mandatory sessions is missed, even though an excused absence is granted, and cannot be made up, the student will receive a zero(0) grade for the event and may be required to repeat the course at its next offering.

Personal Emergencies:
To obtain an excused absence, complete the Excused Absence Request form and email it to Academic Programs osteomedap@hc.msu.edu.

A personal emergency is typically defined as the death of an immediate family member, serious illness, automobile accident and/or hospitalization. Situations including, but not limited to: failure to be on time, conflicting appointments and failure to provide proper identification will not be considered a personal emergency, and requests based upon these situations may be denied.

If an examination/assessment or other mandatory experience is missed due to medical reasons, a medical provider’s written confirmation may be required before the request is considered.

Advance Notice of Absence Available:
A student must submit his or her excused absence request to Academic Programs osteomedap@hc.msu.edu at least one week in advance of any scheduled mandatory class session or examination/assessment. Requests for excused absences regarding weddings, family celebrations and vacations will be denied.

Conferences, Conventions, Meetings, College Sponsored Activities:
If a student wishes to attend a conference, convention, meeting, or college sponsored activity which will cause him or her to miss a mandatory class [session(s) and/or examination(s)], he or she must complete and submit an **Excused Absence Request** Form to Academic Programs osteomedap@hc.msu.edu at least two weeks prior to the expected absence period and provide a copy of the conference, convention, meeting or college sponsored activity announcement. Examination dates and mandatory class sessions will not routinely be changed for these activities.

**Extended Absences:**
MSUCOM will not excuse students for extended absences involving elective travel and medical mission work in another country. Approval of extended absences for unavoidable situations will be considered by Academic Programs osteomedap@hc.msu.edu on a case-by-case basis.

### 7.3 Computer-Based Testing


It is the responsibility of each and every student to know and be in compliance with the MSUCOM policy regarding computer-based testing. It is possible that adjustments may need to be made to this policy, and students will be notified of those adjustments when necessary.

In addition, each and every student must possess his or her own electronic device that is compatible with the software program SoftTest, and ensure that it is fully functional and operational at the time of every computerized assessment.

If a student has difficulties with respect to their technology prior to an assessment, he or she can send an email to OsteoMedAP@hc.msu.edu (which is monitored during normal business hours) for a response within 24 hours of viewing or call the lead curriculum assistant for more urgent matters.

### 7.4 i>Clicker Policy

[http://www.com.msu.edu/Students/Policies_and_Programs/iCLICKER_Policy.htm](http://www.com.msu.edu/Students/Policies_and_Programs/iCLICKER_Policy.htm)

You are expected to have your i>Clicker registered prior to the beginning of this class. You are responsible for bringing your i>Clicker to every class with you. Class will proceed as planned, even if you have forgotten to bring your i>Clicker with you. Paper completion of i>Clicker activities will not be accepted as a substitute for the i>Clicker response. Please make sure that your i>Clicker is always in working order.

As a matter of professionalism, please note that under no circumstances should you loan your i>Clicker to another student. Nor should you ever be in the possession of an i>Clicker other than your own. **Answering questions or checking in for attendance on behalf of another student by using his or her i>Clicker is considered to be an act of dishonesty and may result in dismissal from the college.**

### 7.5 Remediation Policy

Remediation of an “N” grade will be governed by the MSUCOM Policy for Retention, Promotion and Graduation (relevant content found under Remediation section), [http://www.com.msu.edu/Students/Registrar/MSUCOM%20Remediation%20of%20N%20Grade%20Algorithm.pdf](http://www.com.msu.edu/Students/Registrar/MSUCOM%20Remediation%20of%20N%20Grade%20Algorithm.pdf) and by the remediation section of each course syllabus.

It is the responsibility of each student in the Michigan State University College of Osteopathic Medicine to verify his/her eligibility, with the Office of Student Services, prior to the administration of the remediation examination/experience. Also, it is the student’s responsibility to ask the course coordinator about the format and expectations of the remediation experience.
Students deemed eligible for remediation by the registrar will be informed by the registrar’s office.

7.6 Requests for Special Accommodations
Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at http://www.rcpd.msu.edu/. Once your eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Please present the VISA to Cheryl Luick, luick@msu.edu A329 East Fee Hall at the start of the term and/or two weeks prior to the assessment event (test, project, labs, etc.). Requests received after this date will be honored whenever possible.

It is the responsibility of the Student with Accommodations to contact the Course Coordinator and the Curriculum Assistant two weeks prior to the beginning of the semester, when the VISA is obtained prior to the start of the semester. When the VISA is obtained after the start of a semester, the student will notify the Course Coordinator and the Curriculum Assistant two weeks prior to the next scheduled evaluation.