

ANTR 590 Independent Study in Clinical Human Morphology

Spring Semester 2024

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Notice to Students: Although Elective syllabi at MSUCOM have a consistent format; vitally important details differ by Elective. For this reason, you must read the syllabus thoroughly at the onset of each elective to understand what educational activities will be provided and what is expected of you.

Section 1 – Elective Information

Elective Description

ANTR 590 “Independent Study in Clinical Human Morphology” is offered as a variable 1 to 5 credit course. Students may accumulate a maximum of 10 credits in all enrollments for the course. The specific topics for study can be based on gross anatomy, histology, radiological anatomy, cytology, neuroscience, or embryology, depending on the interest of the faculty involved or the student.

A student may initiate a study, or a faculty member\preceptor\instructor may be the initiator. Any student desiring to carry out an independent study needs to find a faculty to act as a mentor/tutor/advisor/preceptor. The list of instructors who may be willing to act as advisors is included in this syllabus. Consult with the course director for faculty members\instructor not listed.

The number of credits a student should enroll in will be determined through an agreement between the student and the faculty advisor but should reflect the academic workload.

Each faculty participating will issue specific syllabus/guidelines for their respective studies.

Course Goals

By completing this course, the student will:

1. Acquire an in-depth knowledge or understanding of gross anatomy, histology, radiological anatomy, cytology, neuroscience, or embryology, depending on the interest of the faculty involved or the interest of the student.
2. Develop the ability to carry out independent research work in any area, as defined in the preceding objective.
3. Learn methods pertaining to research, analysis of data, writing manuscript, abstracts in relation to work done in preceding objective.

*Note: If a specific syllabus is issued for any ANTR 590 section, it may contain more detailed objectives.

Course Director

(Note - Preferred method of contact is shown in italics)

Name: Loro LoLaja Kujjo, Ph.D.

Phone: 517-355-4526

Email: kujjo@msu.edu (preferred method)

Address: A502B E. Fee Hall, 965 Fee Road, East Lansing, MI 48824

Staff or Student Coordinator

Name: Joshua Vincent

Email: vincen29@msu.edu (preferred method)

Address: A519 E. Fee Hall, 965 Fee Road, East Lansing, MI 48824

Instructors

This is a list of faculty who may be willing to act as advisors. Consult with the course Director for faculty members\instructor not listed.

East Lansing Campus

Name	E-mail	Office Phone
Graham M. Atkin, PhD	atking@msu.edu	517-884-9544
John Fitzsimmons, MD	fitzsi10@msu.edu	517-353-4547
Nicole L. Geske, PhD	geskenic@msu.edu	517-353-5269
Lindsey Jenny, Ph.D.	jennylin@msu.edu	517-353-5286
Frances A. Kennedy, D.V.M., M.S.	kennedyf@msu.edu	517-432-0467
Halie Kerver, PhD	kerver@msu.edu	517-353-6893
Paul Kowalski, MD	Pauljk@msu.edu	517-353-3453
*Loro Kujjo, PhD	Kujjo@msu.edu	517-355-4526
Melanie McCollum, Ph.D.	mccoll44@msu.edu	517-353-2180
Maureen Schaefer, PhD	schae156@msu.edu	517-432-1372
Jill Slade, Ph.D.	jslade@msu.edu	517-884-3351

*Site Coordinator

Detroit Medical Center and Macomb Campuses

Name	Email	Phone	Site
Diana Hristova, MD, MSc	hristov3@msu.edu	(313) 578-9612	DMC
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Grand Rapids Campus

Name	E-mail	Office Phone
*Amber Heard-Booth, PhD.	heardamb@msu.edu	616- 234-0988
Sutton Williams, PhD.	will3506@msu.edu	616- 234-2623
Ryan M. Tubbs, PhD.	Ryan.Tubbs@hc.msu.edu	616- 234-2771

*Site Coordinator

Office Hours

Questions concerning the elective may be discussed individually by making an appointment with the Course Director (see specific syllabus for best means). The faculty members are generally available by e-mail or by appointment.

Lines of Communication

- For administrative aspects of any specific section of ANTR-590 Elective, contact: Course Director (Dr Loro L Kujjo) or Joshua Vincent (Staff or Student Coordinator).
- For content questions relating to a specific learning activity or topic during this Elective, contact: Faculty advisors listed in the specific syllabus or sections.
- For absences (please refer to excused absence policy information provided at the end of the syllabus)

Requirements for Safety in the Anatomy Labs

- **All students whose projects require the use of the anatomy labs (main and prosection labs)** will need to:
 - a. Undergo ***“Mandatory orientation”*** before being permitted to work in the anatomy labs, or study, or handle cadaveric specimens, or other anatomical resources. More details will be provided by the faculty/instructor.
 - b. **Abide by any special health** precautions or guidelines, currently in practice or newly issued by university health services.

Required Materials

As directed by the faculty advisor, or as detailed in the specific syllabus for each section of ANTR-590.

Textbooks and Reference Materials

As directed by the faculty advisor, or as detailed in the specific syllabus for each section of ANTR-590.

Elective Schedule

This elective is presented for 15 consecutive weeks. General scheduling for the educational activities of this elective are as follows:

Day/Date	Required Activities	Specific Information
Check with faculty coordinating the specific section	As specified by the faculty, or as detailed in the syllabus for the specific section**	As specified by the faculty, or as detailed in the syllabus for the specific section**
Duration of elective		
Day/Date	Required Activities	Specific Information

Note: Check important deadlines at: MSU Academic Calendar (www.reg.msu.edu), or check with faculty.

**each section of ANTR 590 may issue specific syllabus.

Required Exams/Assessments

As specified by the faculty, or as detailed in the syllabus for the specific section.

Required Proctoring Arrangements

As specified by the faculty, or as detailed in the syllabus for the specific section.

Elective Grades

- 1) The grade in ANTR 590 is determined on **the basis of completion of assignment(s)/project(s) as specified in the agreement between the student and the faculty advisor, or as specified in the Syllabus for the specific section.**
- 2) The following grading system will be used by all sections:
 - **P-Pass Grade:** means that credit is granted and that the student achieved a level of performance judged to be satisfactory by the instructor. To obtain a “P” grade for this Elective, a student must successfully complete all required activities during this elective.
 - **N-No Grade** — means that no credit is granted and that the student did not achieve a level of performance judged to be satisfactory by the instructor. A student who fails to complete the v required activities of this elective will receive an “N” grade.
 - **Remediation** — since Electives in the MSUCOM preclerkship curriculum are optional, Students are not required to remediate the elective if an “N” grade is received.
 - **ET-Extension Grade** — a grade of “ET-Extension (ET)” may be given due to occurrence of special or unusual circumstances, but a final grade must be reported upon completion of the final course work in the sequence or in the time approved for the completion of the work. If a final grade is not reported in this period, the ET will be changed to ET/0.0. the ET will be changed in accordance with the grading system of the student’s program.

Note:

- 1) “Pass/No Grade”:** this option is only available to CHM and COM medical students. All other students, including College of Nursing students, must take the course for a numerical grade. A minimum grade of 3.0 is required for graduate students.
- 2) Audit status:** This course is not available under a formal Audit status, nor can students “volunteer” their time under an informal “audit” status.
- 3) “ET-Extension (ET)” Grade:** requires a formal agreement between the instructor and the student to have the work completed by the next semester when the elective course is offered at MSU.

Student Evaluation of the Course

We want your feedback on how to make this Elective (especially the specific sections) better for the students who come after you.

- **Informal Feedback:** Feel free to approach the Elective Director (specified in the specific section), or any of the other Elective instructors with your reactions and suggestions. Or write out any comments and email them to the Elective Director or Faculty. From time to time, we may also convene focus groups of students, as an additional way to elicit students opinions and suggestions.
- **Formal Evaluation (if applicable):** In addition to the above, we ask every student in the class to complete formal on-line Elective evaluation upon conclusion of the Elective. Student Elective evaluations are highly recommended [or required]. Student feedback provides Elective Directors with valuable information regarding their performance, the performance of their instructors and the quality of the Elective. The information gained from these evaluations is used to continuously improve future offerings of this Elective.

Section 2 – Policies

Please refer to the <https://com.msu.edu/current-students/student-handbook-course-catalog> for these and other policies.

Academic Honesty and Professionalism

Every student is responsible for their behavior and is expected to adhere to all MSU and MSUCOM policies of academic honesty and professionalism, as outlined in the MSUCOM Student Handbook and the MSU Medical Student Rights and Responsibilities. These documents may be found on the MSUCOM website. Additional guidance on academic integrity may be found on the MSU Ombudsperson’s website at <https://ombud.msu.edu/resources-self-help/academic-integrity>.

Incidents of academic dishonesty or professional misconduct will be addressed by the faculty, administration, or staff; 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 Medical Education, evaluation by the Committee on Student Evaluation, and other actions outlined in the Medical Student Rights and Responsibilities document.

Types of Class Sessions

MSUCOM designates lectures and other class sessions by their delivery method. While additional terms may be used in a specific course, the following will provide general guidance to the type of session:

- Live or livestream lecture: broadcast at a designated time; intended to be viewed synchronously
- Online Lecture: recorded content, may be viewed asynchronously
- Webinar: more interactive session where student participation is expected
- Lab: may refer to on-site clinical skills training or online lab session; see details

Changes to Course Schedule or Requirements

Due to external circumstances, the course requirements published in the course syllabus and/or course schedule may be subject to change. Timely notification Communication regarding changes will be provided to enrolled students via the course D2L site and/or email. Any changes made will consider the MSU Code of Teaching Responsibility and the MSU Medical Students Rights and Responsibilities.

Mandatory and Optional Class Sessions

All lectures and other class sessions are considered to be integral to the course, and students are expected to attend, view, or participate in each session. Some sessions are designated as “mandatory” in that attendance at the session on the scheduled date and time is required. Depending on the course, a student may earn points for attending or participating in a mandatory session or may lose points for failing to attend or participate. Availability of make-up points for missed sessions is at the discretion of the course director. Optional class sessions are offered by faculty to assist students in learning or reviewing course content.

Absences from Mandatory and Examinations/Assessments

It is the responsibility of the student to know which class sessions are deemed as mandatory and comply with the MSUCOM policy regarding absences from mandatory sessions and examinations. This policy may be found in the MSUCOM Student Handbook on the MSUCOM website. Requests for an excused absence must be arranged with the course faculty.

Computer-Based Testing

It is the responsibility of each student to know and comply with the MSUCOM policy on computer-based testing. This policy may be found in the MSUCOM Student Handbook on the MSUCOM website.

Administration of quizzes, examinations, and other assessments may be self-proctored, virtual proctored, or classroom proctored. Regardless of the proctoring method, you are expected to take the exam in a quiet, private setting. Just like in a proctored exam, you are not to access notes, textbooks, references, your phone, or other materials, and you are not to interact with fellow students or others. Remember that integrity is defined as what you do when no one is looking.

You are also expected to not record, photograph, take screen shots, make notes of, or otherwise attempt to make a copy of any exam item for any purpose, including your personal use. A student who is discovered to have cheated or breached exam security will be subject to formal disciplinary action, up to and including dismissal from MSUCOM.

If you have concerns or evidence of an exam security breach on this or any exam, you may report that to an MSUCOM administrator or through the online concern form.

Medical Student Rights and Responsibilities

If problems arise between instructor and student, both should attempt to resolve them by informal, direct discussions. If the problems remain unsolved, the Associate Dean for Medical Education and/or the MSU Ombudsperson may be consulted. The MSU Medical Student Rights and Responsibilities (MSRR) document defines processes for additional steps, including submission of a formal grievance. The MSSR may be found in the MSUCOM Student Handbook and online at splife.studentlife.msu.edu.

iClicker Reef/(iClicker Student) Policy

It is your responsibility to know and comply with the iClicker Reef (iClicker Student) Policy. This policy may be found in the MSUCOM Student Handbook. If you forget your device or if it does not work, for whatever reason, no make-up experiences will be provided, and no points will be given.

If iClicker Reef/Iclicker Student is used to take attendance for an on-campus event, you will be expected to arrive to the physical location on time and to stay for the duration of the assigned activity. If iClicker Polling is used to take attendance for an online event, you will be expected to start the session at the scheduled time and participate for the duration of the assigned activity.

As a matter of professionalism, please note that under no circumstances should you provide access to your iClicker Reef/Student account to another student by sharing your device and/or account login, nor should you accept another student's device or login credentials to access iClicker Polling on their behalf. Answering questions or checking in for attendance on behalf of another student by using their device or account is considered to be academic dishonesty and may result in disciplinary action up to and including dismissal from the college.

Remediation

The MSUCOM Policy for Retention, Promotion and Graduation requires successful completion of each required course to progress in the curriculum. Remediation is not available for preclerkship electives.

Student Safety and Well-being

The MSUCOM website and Student Handbook provide information on student safety, campus security, access to medical care and counseling services, and to policies on injuries and exposures. If you have an injury or acute illness on campus, an incident report should be completed. The form is available on the MSUCOM intranet or from Academic Programs.

Academic Support Resources at MSUCOM

As a way to acclimate you to the curriculum at MSUCOM, we have created a program called On Target: <https://michiganstate.sharepoint.com/sites/OnTargetforAcademicSuccess>

On this site you will find semester roadmaps which gives a general overview of each semester, tools needed to be successful in the curriculum and targeted resources for your unique learning situation. In each semester's road map, you will also find course expectations, tips for success, potential trouble spots, longitudinal course integration, and specific course study guides.

Requests for 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 (RCPD) at 517-884-7273 or online at rcpd.msu.edu. Once eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Each VISA includes an expiration date; to request an accommodation, you must have an active VISA. You may work with RCPD to renew a VISA.

During the preclerkship curriculum, the college will help to coordinate accommodations for additional testing time. Provide your VISA to Nancy Thoma, thoman@msu.edu, A333 East Fee Hall at the start of the term and/or at least two weeks prior to the assessment event (test, project, labs, etc.). Requests for accommodations received with less notice will be honored whenever possible. You may choose whether or not you wish to use accommodations for a particular event. For other accommodations, you may also review your VISA with the course director and curriculum assistant assigned to that course.

Title IX Notifications

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, you 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. Instructors must report the following information to other University offices (including the Department of Police and Public Safety):

- 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.

Addendum: Course Schedule

The course schedule for the current semester will be posted to D2L. Changes to the course schedule will be noted on the class academic calendar (“Google calendar”) and communicated to students via D2L and/or email. The schedule for the most recent offering of this course will be posted on the MSUCOM website under Current Students/Preclerkship Curriculum.