



THE OHIO STATE UNIVERSITY

COLLEGE OF MEDICINE

**Department of Biomedical Education & Anatomy**  
**Division of Anatomy**

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May 7, 2021

To Whom It May Concern,

I am writing to express my enthusiastic support for the efforts of Dr. Jennifer Burgoon to create an undergraduate minor in Human Anatomy. This concept has been a passion of Dr. Burgoon's for a number of years and she has been working diligently to develop and implement a number of undergraduate courses to put this plan into action. This minor will provide a valuable opportunity for numerous students at The Ohio State University including health/medical science majors (e.g., athletic training, radiologic sciences, dental hygiene, nursing, and exercise science) and pre-professional students. It will also allow our pre-professional students to stand out in their professional school applications, as they will be able to utilize medical terminology and discuss specialized dissections they have completed during the minor within personal statements and/or during interviews.

I have no reservations about the ability of our division to meet the administrative, advising, or instructional demands of the proposed undergraduate minor. Although we currently do not have the entire faculty in place, we do have a faculty position open and budgeted, as well as a strong Graduate Teaching Associate (GTA) program fully funded.

If there is any further information you need from me, please let me know.

Sincerely,

Kirk M. McHugh, PhD  
Professor  
Director, Division of Anatomy  
Department of Biomedical Education & Anatomy  
College of Medicine  
The Ohio State University

## Kalmar, Eileen

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**From:** Kalmar, Eileen  
**Sent:** Friday, May 21, 2021 9:32 AM  
**To:** Barton, Melody; Burgoon, Jennifer; Mosley, Claudia  
**Cc:** Quinn, Melissa  
**Subject:** 2300 and 3300 and Anatomy Minor

Dear Jen and Claudia,

Congratulations, all the revisions to ANAT 2300 (all sections) and 3300, have been approved for the next year, 2021-2022.

Additionally, the Anatomy Minor program has been approved. Please work with Melody to help her upload all the information to the OAA site. I think she has all the revision forms and syllabi as well as the proposal and letter to submit for the minor. If there is anything else the curriculum committee can do to help, please let me know.

With kind regards,

Eileen

BMEACC Chair



**Eileen Kalmar, PhD**

Assistant Professor Clinical

Director of Anatomy Dental Education

Department of Biomedical Education & Anatomy

271C Hamilton Hall, Phone: (614) 366-7737

[Eileen.Kalmar@osumc.edu](mailto:Eileen.Kalmar@osumc.edu)

# **Proposal for an Undergraduate Minor in Human Anatomy**

**Jennifer M. Burgoon, PhD**

Division of Anatomy  
Department of Biomedical Education and Anatomy  
The Ohio State University College of Medicine

## Executive Summary

We are proposing an undergraduate minor in Human Anatomy to be implemented beginning in the Autumn Semester 2021. This minor would educate undergraduate students in health/medical science majors (e.g., athletic training, radiologic sciences, dental hygiene, nursing, and exercise science) and pre-professional students (e.g., dental, medical, physical therapy, occupational therapy, or physician assistant) from across the campus. All courses for the proposed minor are currently offered with positive Student Evaluation of Instruction (SEIs), with the exception of one course (i.e., Anatomy 3050 Undergraduate Neuroanatomy Laboratory) that begins its inauguration offering this Autumn Semester 2021 as it was previously cancelled due to COVID-19. The Division of Anatomy within the Department of Biomedical Education and Anatomy will be responsible for the administration of this minor.

## Background Information

Human anatomy as the study of the body's structure includes four subdisciplines, specifically gross anatomy, histology, embryology, and neuroanatomy. The Education Affairs Committee of the American Association of Clinical Anatomists (1996) has stated that the human anatomy discipline is "the foundation of all medical knowledge" (p. 99). Integration of these four subdisciplines as the foundation of biomedical knowledge is the key to the development of future healthcare professionals.

Educational Affairs Committee. (1996). A clinical anatomy curriculum for the medical student of the 21<sup>st</sup> century: Gross anatomy. *Clinical Anatomy*, 9, 71-99.

## Program Rationale Statement

The Division of Anatomy instructs nearly 2,000 undergraduate students annually serving a variety of programs and colleges. Over the years, we have had many students inquire about additional undergraduate anatomy coursework to continue their investigation of the human body beyond the basics required by individual programs. We developed and implemented this additional coursework across the different human anatomy subdisciplines. Coalescence of these courses into a minor will provide students with an opportunity to develop a well-rounded appreciation of biomedical knowledge, applicable across all healthcare professions. Additionally, the experiences afforded to these students in the minor will set them apart as they progress in their individual professional development as several of our courses integrate advanced laboratory experiences (e.g., human dissection). Finally, as there is a shortage of anatomists worldwide, the minor would provide an opportunity to attract a diverse student population to the field of anatomy, which includes a variety of teaching and/or research opportunities.

## Plan for Minor

Required Credits: Minimum of 14 credits, with 1000 level courses not counted towards the minor.

Required Courses:

- Completion of one (1) of the following courses:
  - ANATOMY 2300.xx *Human Anatomy* (4 credits)
  - ANATOMY 3300.xx *Advanced Human Anatomy* (5 credits)
- Completion of: ANATOMY 4300 *Human Anatomy with Dissection* (4 credits)

Electives:

- ANATOMY 3050 *Undergraduate Neuroanatomy Laboratory* (1 credit)
- ANATOMY 4600 *Human Embryonic Development and Birth Defects* (2 credits)
- ANATOMY 4700 *Undergraduate Histology* (4 credits)
- ANATOMY 5300 *Learning Human Anatomy through Dissection* (2 credits) (Note: P/S)
- ANATOMY 5440 *Advanced Regional Dissection for Undergraduate Students* (2 credits) (Note: Although repeatable to a maximum of 6 credit hours, only a maximum of 2 credits can apply to minor.)
- NEUROSC 3050 *Structure and Function of the Nervous System* (3 credits)

Learning Goals

By the end of the minor, all students will be able to:

1. Describe the basic structure of the human body at the cellular, tissue, organ, organ system, and organismal levels.
2. Communicate, in both oral and written form, using proper anatomical terminology.
3. Demonstrate basic dissection skills, including proper use of dissection tools, because of experiences in the anatomy laboratories.
4. Apply anatomical knowledge to basic clinical scenarios and case studies.

Assessment Plan

1. The Student Evaluation of Instruction (SEIs) for all minor courses will be monitored. Courses within the minor will be considered successful if the average for the 10 SEI items will be a 4.0 or higher.
2. All students graduating with the Human Anatomy minor will be asked to complete a short exit survey upon graduation asking about career and/or further education plans.

Division of Anatomy Director Letter

(see included)

Department of Neuroscience Vice Chair Letter

(see included)

Course Syllabi

(see included)



# ANATOMY 2300.01, 2300.02, 2300.03, & 2300.04

## *Human Anatomy*

### 4 Credit Hours, Autumn 2021 – Hybrid

\* This syllabus, the course elements, policies, and schedule are subject to change.

## COURSE OVERVIEW

### Course Meetings

**Recitations, Reviews, and Office Hours:** Mondays, Wednesdays, and Fridays 8:00AM-8:55AM

**Recitations, Reviews, and Office Hours Location:** Online via CarmenZoom

**Laboratory Meetings:** As Registered

Mondays 9:10AM-11:55AM	Wednesdays 12:10PM-2:55PM
Mondays 12:10PM-2:55PM	Wednesdays 3:10PM-5:55PM
Mondays 3:10PM-5:55PM	Wednesdays 6:10PM-8:55PM
Mondays 6:10PM-8:55PM	Fridays 9:10AM-11:55AM
Wednesdays 9:10AM-11:55AM	Fridays 12:10PM-2:55PM

**Laboratory Location:** Hamilton Hall, Room 233 and 225 (Report to 233 first.)

### Instructors

**Course Director:** Jennifer M. Burgoon, PhD

Phone: 614-366-8066 (o)

Email address: [jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)

Virtual office hours: By appointment only.

**Graduate Teaching Associate – Lecture:** Sarah Beam

Email address: [beam.102@osu.edu](mailto:beam.102@osu.edu)

Virtual office hours: By appointment only.

**Graduate Teaching Associate – Laboratory:** Jazmin Arce

Email address: [arce.23@osu.edu](mailto:arce.23@osu.edu)

Virtual office hours: By appointment only.

**Graduate Teaching Associate – Laboratory:** Tyler Hall, MS

Email address: [hall.1271@osu.edu](mailto:hall.1271@osu.edu)

Virtual office hours: By appointment only.

**Graduate Teaching Associate – Laboratory:** Tyler Maykovich, MS

Email address: [maykovich.1@osu.edu](mailto:maykovich.1@osu.edu)

Virtual office hours: By appointment only.

## Course Description

Regional study of the basic structure and terminology associated with the human body. Laboratory includes demonstrations on prosected human cadavers.

Unit 1: Introduction to Anatomy and Overview of Body Systems

Unit 2: The Lower Limb

Unit 3: The Back and Upper Limb

Unit 4: The Head and Neck

Unit 5: The Abdomen, Pelvis, and Thorax

## Course Learning Outcomes

By the end of this course, students should successfully be able to:

- Develop a vocabulary of anatomical terminology.
- Recognize, identify, and locate anatomical structures as shown on medical illustrations, radiographs, models, and cadaveric material.
- Describe interdependency and interactions among body systems from a regional approach.
- Adhere to appropriate laboratory safety guidelines and ethical standards regarding cadaveric material usage.
- Synthesize concepts to make connections between knowledge of anatomy and real-world clinical situations.

## HOW THIS COURSE WORKS

**Mode of delivery:** This course is hybrid. There will be an outline of required lectures and lab assignments to complete each week. There will also be:

- **Recitations** will be completed via CarmenZoom as listed in the Course Schedule. These are OPTIONAL, but HIGHLY RECOMMENDED.
- **Review Sessions** will be completed via CarmenZoom as listed in the Course Schedule. These are OPTIONAL, but HIGHLY RECOMMENDED.
- **Scheduled Office Hours** will be completed via CarmenZoom as listed in the Course Schedule and are OPTIONAL. Please email the GTAs or the Course Director to set up any additional office hours.
- **Lectures** will be provided utilizing Mediasite and CarmenZoom recordings, which may be accessed at any time. These will be accessible on the Carmen Homepage.

- **Laboratories** will be held in-person. Additionally, there are online laboratory modules and activities to supplement the in-person laboratory experience.
  - We will be utilizing **TopHat** and **Practice Anatomy Lab (PAL)** for these online laboratory modules and activities. Please see the ANAT 2300 Carmen page for detailed instructions for how to access these resources.
- **Discussion Boards** will also be utilized online on Carmen for open discussion for the overall course and for each unit. These discussion boards are places for students to post questions they would like the teaching staff to answer.

**Pace of Course:** This course is divided into **units**. Students are expected to keep pace with weekly deadlines, but may schedule their efforts freely within that time frame outside of the required meeting times.

**Credit Hours and Course Work Expectations:** This is a **4-credit hour course**. According to [Ohio State Policy](#), students should expect around 4 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 8 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average or passing grade.

**Attendance and Participation Requirements:** Because this is a hybrid course, your attendance is based on your online activity and participation, as well as your attendance at weekly in-person lab. The following is a summary of everyone's expected participation:

- **Participating in the Online Activities for Attendance: AT LEAST ONCE PER WEEK**  
You are expected to log in to the course in Carmen every week. (During most weeks you will probably log in many times.) It is HIGHLY RECOMMENDED that you log into Carmen daily to at least check Carmen Announcements, especially if you do not have these announcements forwarded to your email. If you have a situation that might cause you to miss an entire week of class, please contact the Course Director and lecture GTA *as soon as possible*.
- **Live Online Sessions: ONCE PER WEEK**  
All online class meetings are via CarmenZoom with the instructor(s) and are **highly recommended**.
- **In-Person Weekly Laboratory Sessions:** You must attend your in-person, weekly laboratory session as scheduled through the Registrar's system. This is **REQUIRED**.

## COURSE MATERIALS AND TECHNOLOGIES

The following are required materials for Anatomy 2300:

1. Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
2. Practice Anatomy Lab (PAL)
3. *Atlas of Human Anatomy* Lab Manual by Quinn/Flannery through TopHat

**#1 and #2. To purchase the Guy/Burgoon Textbook and PAL, you have a number of options:**

- A) Pearson Package (ISBN: 9780137352272) from the OSU Barnes and Noble Bookstore containing:
1. Print copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
  2. Digital copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
  3. Access code to Practice Anatomy Lab (PAL) online resource.



- This package is available from the OSU Barnes and Noble Bookstore for **PRICE TBD**

**OR**

B) The Guy/Burgoon e-book and PAL can be purchased **separately** directly from Pearson:

1. Digital copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ:

Pearson. [http://www.pearsoncustom.com/oh/osu\\_anatomy2300\\_and\\_3300/](http://www.pearsoncustom.com/oh/osu_anatomy2300_and_3300/)

- This is **\$49.97**.

2. Access code to Practice Anatomy Lab (PAL) online

resource. [https://media.pearsoncmg.com/bc/bc\\_pal/pal31/login/sign-in.php?dest=https://media.pearsoncmg.com/bc/bc\\_pal/pal31/index.php](https://media.pearsoncmg.com/bc/bc_pal/pal31/login/sign-in.php?dest=https://media.pearsoncmg.com/bc/bc_pal/pal31/index.php)

- This is **PRICE TBD**.

**AND**

**#3. To purchase the *Atlas of Human Anatomy Lab Manual* by Quinn/Flannery through TopHat:**

- This is an eText through TopHat.
- You can visit the Top Hat Overview (<https://success.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide>) within the Top Hat Success Center which outlines how you will register for a Top Hat account, as well as providing a brief overview to get you up and running on the system.
- Should you require assistance with Top Hat at any time, due to the fact that they require specific user information to troubleshoot these issues, please contact their Support Team directly by way of email ([support@tophat.com](mailto:support@tophat.com)), the in-app support button, or by calling 1-888-663-5491.
- Please note you will have weekly assignments through this resource that will need to be submitted and will be worth points.
- You can register by simply visiting our course website: LINK TBD
- **Our Course Join Code is TBD**
- Your textbook will be applied at checkout for **\$53**. Don't worry if you don't see any content in the course right away, we will make it available to you as we progress through the semester.
- Alternatively, you can purchase an "access key" at The Ohio State University Bookstore for **\$70.65** and use the access key at the check-out page.

## **RECOMMENDED/OPTIONAL**

1. Although not required, some students may find it helpful to purchase additional textbooks, atlases, or software. A list of these recommended items will be posted on Carmen under "General Course Document".

## **Course Technology**

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at [ocio.osu.edu/help/hours](https://ocio.osu.edu/help/hours), and support for urgent issues is available 24/7.

- **Self-Service and Chat Support:** [ocio.osu.edu/help](https://ocio.osu.edu/help)
- **Phone:** 614-688-4357(HELP)
- **Email:** [servicedesk@osu.edu](mailto:servicedesk@osu.edu)
- **TDD:** 614-688-8743

## BASELINE TECHNICAL SKILLS FOR ONLINE COURSES

- Basic computer and web-browsing skills
- Navigating Carmen: for questions about specific functionality, see the [Canvas Student Guide](#).

## REQUIRED TECHNOLOGY SKILLS SPECIFIC TO THIS COURSE

- [CarmenZoom virtual meetings](#)

## REQUIRED EQUIPMENT

- Computer: current Mac (MacOS) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication

## REQUIRED SOFTWARE

- [Microsoft Office 365](#): All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found [at go.osu.edu/office365help](https://go.osu.edu/office365help).

## CARMEN ACCESS

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.
- **Please note that no matter which section (2300.01, 2300.02, 2300.03, 2300.04), every student is part of the same Anatomy 2300.01 – Human Anatomy (TBD) Carmen Page.**

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

# ASSIGNMENTS AND GRADING

## How your grade is calculated

ASSIGNMENT CATEGORY	POINTS	ASSIGNMENT TYPE
One 40-Point Online Unit 1 Review Assessment	40	↑
Four 100-Point Exemplify Written Exams	400	↑
Four 10-Point Online End-of-Unit Quizzes	40	↑
Thirteen 5-Point Online Laboratory Activities	65	↑
<b>TOTAL</b>	<b>545</b>	

See course schedule below for due dates.

- **Independent Work ( ↑ ):** Strictly non-collaborative, original-individual work. You may discuss this assignment only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.

## Grading Scale

Final Points Earned	Grade
507 - 545 pts	A
491 - 506 pts	A-
475 - 490 pts	B+
453 - 474 pts	B
436 - 452 pts	B-
420 - 435 pts	C+
398 - 419 pts	C
382 - 397 pts	C-
366 - 381 pts	D+
327 - 365 pts	D
326 pts and below	E

### Final Course Grade:

- Final grades are calculated based on **final points earned**.
- There is **no curve and no extra credit** assignments are available in this course.
- You will receive the grade you earn.

### Unit 1 Review Assessment:

- A written assessment is administered at the conclusion of Unit 1. This assessment is primarily multiple-choice style questions, with some matching, etc., along with some image-based questions.
- Unit 1 Review Assessment will be worth 40 points. It will be administered through Carmen. You will have one attempt and **60 minutes** to complete the assessment.
- SLDS accommodations will be provided, including extended time, if proper documentation is submitted in a timely manner (i.e., requested on AIM by 5:00PM Eastern on Thursday, August 26).
- The Unit 1 Review Assessment will open as outlined in the Course Schedule on Friday, August 27 at 12:01PM Eastern and will **close on Sunday, August 29 at 11:59 PM Eastern** allowing students the weekend to complete the exam. Unless you have received prior approval from the

course director and lecture GTA, the exam time will not be extended. Make up exams will not be offered without an approved excuse from the course director and lecture GTA.

- For a student's Unit 1 Review Assessment to open on Friday, August 27 at 12:01PM Eastern, a student will need to have completed the following:
  - Student Information Survey
  - Ways to Succeed Quiz
  - Human Anatomy Disclosure Form
  - All Seven (7) Unit 1 7 Preliminary Quizzes at 100%
- In total, the Unit 1 Review Assessment can test any information from Unit 1, which includes the information presented in the lectures and in the laboratory. As for the laboratory, this also includes the information presented in the Unit 1 associated modules/activities via TopHat and Practice Anatomy Lab (PAL) that supplement the in-person laboratory experience.
- Prior to completing the Unit 1 Review Assessment, it is highly recommended that students complete Lesson 7 in the Guy/Burgoon text (answers begin on page 384), along with Worksheet 1 in Appendix F.

### Written Exams:

- A written exam is administered at the conclusion of Units 2 through 5 (i.e., 4 total). This assessment is primarily multiple-choice style questions, with some matching, etc., along with some image-based questions.
- Unit 2, 3, 4, & 5 Written Exams are worth 100 points. You will have one attempt and **60 minutes** to complete the exams.
- SLDS accommodations will be provided, including extended time, if proper documentation is submitted in a timely manner (i.e., requested on AIM 5 business days prior to start of written examination period).
- You will complete the exams through Exemplify, a lockdown browser. You will be required to bring a fully charged iPad or laptop with you to lab in order to complete the exams.
- They will be administered in-person during your regularly scheduled in-person laboratory time or during finals week.
- If you are not present to take the written exams in-person during your regularly scheduled lab period or during finals week, and you take the exam remotely without a proctor, you will receive a 0 on the exam, **NO EXCEPTIONS**.
- Please see the course schedule for when these written exams are scheduled based on your scheduled laboratory or during finals week.
- In total, each Unit's Written Exam will include information presented in the lectures and in the laboratories. As for the laboratories, this also includes the information presented in the associated modules/activities via TopHat and Practice Anatomy Lab (PAL) that supplement the in-person laboratory experiences.
- While preparing for a written exam, it is **HIGHLY** recommended that students complete the associated review lesson (i.e., Lesson 15 for Unit 2, Lesson 25 for Unit 3, Lesson 34 for Unit 4, and Lesson 48 for Unit 5) in the Guy/Burgoon text (answers in Appendix A), along with the associated worksheets located in Appendix F.

### End-of-Unit Quizzes:

- End-of-Unit Quizzes are administered online through the Carmen and each will be composed of 10 picture-based, multiple-choice style questions. To gain access to the End-of-Unit Quiz, you must earn 100% on a number of preliminary quizzes (see below). Although due at the end of each unit, the quizzes are available for the duration of each unit and may be taken as many times as the student would like throughout the duration it is open. For this reason, once a quiz has closed it will not be reopened for any reason. In other words, there are **no make-ups for the End-of-Unit**

**Quizzes.** Missed End-of-Unit Quizzes will be recorded as a “0” – no exceptions. Please see the course schedule for when unit quizzes open and close.

- These Carmen quizzes (i.e., both the preliminary quizzes and the End-of-Unit Quizzes) serve a number of purposes. First, they serve to introduce students to the terminology used in lectures and labs. And, secondly, they serve as a means for students to review content prior to an assessment or exam.
- For Each Specific Unit:  
 Unit 1 = 1 Student Information Survey + 1 Ways to Succeed Quiz + Human Anatomy Disclosure Form + 7 Preliminary Quizzes + Online Unit 1 Review Assessment (No Unit 1 End-of-Unit Quiz)  
 Unit 2 = 7 Preliminary Quizzes + 1 Unit 2 End-of-Unit Quiz  
 Unit 3 = 9 Preliminary Quizzes + 1 Unit 3 End-of-Unit Quiz  
 Unit 4 = 7 Preliminary Quizzes + 1 Unit 4 End-of-Unit Quiz  
 Unit 5 = 11 Preliminary Quizzes + 1 Unit 5 End-of-Unit Quiz

### Laboratory Activities:

- There are 13 TopHat Lab Activities (approximately one per week) to complete within the course’s TopHat page. Specifically, there are ten (10) questions that are graded for correctness that must be answered as part of the Laboratory Activity. Each student will have three (3) attempts to answer each question to get it correct. Please see the course schedule for when these assignments will open and close on TopHat. Each TopHat assignment will be open for one week (Monday at 8:00AM Eastern to Friday at 11:59PM Eastern).

## Late Policies

**Unit 1 Review Assessment and Written Exams:** Missed assessment and exams can only be made-up for full credit in extreme cases (e.g., death of family member, personal hospitalization, etc.) with proper documentation (e.g., a physician’s note, ER paperwork, obituary, etc.). Students without proper documentation will automatically lose 20% of credit off the associated unit assessment or exam. However, permission to complete an associated unit assessment or exam outside of the regular exam period will be decided on a case-by-case basis. Unit assessment or exam completed outside the regular exam period may be of a different format, including oral examination. If you know that you have an upcoming conflict with our unit assessment or exam date(s), email Dr. Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)) as soon as possible to coordinate an alternative unit exam period. Again, appropriate official documentation is required.

**End-of-Unit Quizzes:** Once an End-of-Unit Quiz has closed it will not be reopened for any reason. There are **no make-ups for End-of-Unit Quizzes**. Missed End-of-Unit Quizzes will be recorded as a “0” – no exceptions. Do **NOT** wait until the last day to complete the End-of-Unit Quizzes.

**Laboratory Activities:** Once a lab assignment is due, it will not be accepted late for any reason as they are open on Mondays at 8:00AM Eastern and close on Fridays at 11:59PM Eastern. There are **no make-ups for lab assignments**. Missed labs will be recorded as a “0” – no exceptions. Do **NOT** wait until the last day to complete the lab assignments.

**Grading Error:** If you believe there is a grading error associated with one of your course assessments (i.e., an assessment, an exam, an End-of-Unit Quiz and/or a laboratory activity), you have one week (i.e., 7 days) from the due date (for End-of-Unit Quizzes/assessment/written exams/lab activities) to notify Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)) via email of this potential error.

## Assignment Behavior Policy

### For All Assignments (i.e., Unit 1 Review Assessment, All Written Exams, All End-of-Unit Quizzes, and All Laboratory Activities):

- The assignment is to be completed **ON YOUR OWN**, meaning you are **NOT** permitted to assist other people or receive assistance from other people.
- You are **NOT** permitted to print out the assignment/questions, take pictures of the assignment/questions, or screen-capture the assignment/questions, unless emailing an image to the teaching staff regarding an issue.
- However, it is **STRONGLY** encouraged that you take a screenshot of your submission page that includes your name, time of submission, and score just in case your score does not save correctly – especially with Carmen.
- During the assignment, if you have ANY technical issues, it is your responsibility to immediately contact **BOTH** Dr. Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)).

### Additionally, for Unit 1 Review Assessment:

- You are permitted to use your books, your atlas, and your notes to complete the Unit 1 Review Assessment.
- You will have only one attempt to take each unit exam.
- The unit review assessment will only be open for a specified time period.
- When time has expired for the assessment to be completed, it is due. When time has expired, immediately submit the assessment even if Carmen gives you additional time. A late assessment will lose 20%.
- Be sure to complete the Unit 1 Review Assessment on a web browser (e.g., Chrome, Microsoft Edge), **NOT** through the Canvas Student Application, as the application may not record your responses. However, do **NOT** use the Safari web browser due to issues with images not displaying on the assessment in the past.
- Once submitted, please check immediately that your Unit 1 Review Assessment score is posted correctly in the gradebook on Carmen. If it does not appear in the Carmen gradebook, contact **BOTH** Dr. Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)) **IMMEDIATELY**.
- Again, during the assessment and before you submit the assessment, if you have ANY technical issues, it is your responsibility to **IMMEDIATELY** contact **BOTH** Dr. Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)).

### Additionally, for All Written Exams:

- You are **NOT** permitted to use your books, your atlas, and your notes to complete the written exams.
- You will have only one attempt to take each unit exam.
- When time has expired for an exam to be completed, it is due. When time has expired, immediately submit the exam even if the system gives you additional time. A late exam will lose 20%.
- During the examinations, GTAs, UTAs, and/or Course Director will be monitoring the room(s). Please be aware you may be photographed and/or videotaped.
- You must bring a form of OFFICIAL PHOTO identification to all exams (e.g., BuckID, Medical Center ID, Driver's License, etc.).
- All electronic devices not directly involved with completing the written exam (e.g., cell phones, iPods, smart watches, Fitbits, etc.) must remain in your backpack/purse/bag/etc. during the exam. Failure to follow this policy will result in

the automatic loss of 50 pts from your overall course grade for each violation and possible referral to the Committee on Academic Misconduct (COAM).

- During the examination, you are **NOT** permitted to:
  - a. Look around the room.
  - b. Look at the examination of a classmate.
  - c. Cover your eyes.
  - d. Shift around in your seat continuously.
  - e. Wear a hat.

Documentation of any possible violation to these examination conduct rules will be made. Additionally, if it is believed you may have violated these rules, you may be moved to another seat during the examination and/or referred to the Committee on Academic Misconduct (COAM).

- If you are unable to abide by this examination behavior policy for any reason (i.e., physical disability, religious beliefs, etc.), please notify the course director PRIOR to the Unit 2 Written Exam via email ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)).

#### Additionally, for End-of-Unit Quizzes:

- You are permitted to use your books, your atlas, and your notes to complete the End-of-Unit Quizzes.
- The End-of-Unit Quizzes will only be open for the specified time period.
- The End-of-Unit Quiz may be taken as many times as the student would like throughout the duration of time the quiz is open. The highest achieved score obtained will be retained in the Carmen gradebook.
- Be sure to complete the End-of-Unit Quizzes on a web browser (e.g., Chrome, Microsoft Edge), **NOT** through the Canvas Student Application, as the application may not record your responses. However, do **NOT** use the Safari web browser due to issues with images not displaying in the past.
- Once submitted, please check immediately that your End-of-Unit Quiz score is posted correctly in the gradebook on Carmen. If it does not appear in the Carmen gradebook, contact **BOTH** Dr. Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)) **IMMEDIATELY**.

#### Additionally, for Laboratory Activities:

- You are permitted to use your books, your atlas, and your notes to complete the Laboratory Activities.
- The Laboratory Activities will only be open for the specified time period.

## FACULTY RESPONSE

### Instructor Feedback and Response Time

We are providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

- **Grading and Feedback:** You should see your scores for the End-of-Unit Quizzes and the Unit 1 Review Assessment immediately in the Carmen Gradebook. For Lab Activities and Written Exams, please allow **48 hours** to enter grades from TopHat and Exemplify, respectively.
- **Email:** We will reply to emails within **24 hours on days when class is in session at the university**.



- **Discussion Board:** We will check and reply to messages in the discussion boards every **24 hours on school days**.

## OTHER COURSE POLICIES

### Discussion and Communication Guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing Style:** While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. A more conversational tone is fine for non-academic topics.
- **Tone and Civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
- **Citing Your Sources:** When we have academic discussions, please cite your sources to back up what you say. For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.
- **Backing Up Your Work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

### Lecture Guidelines

- Successful students will listen to the recorded lectures, which are accessible on the Carmen Homepage.
- Lectures are provided utilizing Mediasite and CarmenZoom recordings, which may be accessed at any time.
- A lecture schedule is suggested in the Course Schedule. It is HIGHLY recommended that you do not procrastinate and fall behind in this schedule.
- Listen to the lectures at least once before moving on to another lecture in the series. During the recording, you will hear the lecturer expand upon the content in the PowerPoint/PDF slides. You are responsible for all content discussed in the lectures.
- Students should be able discuss the major points of each slide, identify structures in any illustrations that are discussed, etc.
- Therefore, daily review of the lecture material is essential to successful completion of this course.
- The PowerPoint/PDF slides are posted on Carmen and will be made available at the start of each unit. It is your responsibility to have an accessible way to take notes.
- As you study, look for relationships between lecture topics. The most successful students think critically about the material, always looking for relationships between topics.
- If at any point in the semester you would like additional tips for studying and/or approaching the course material, please do not hesitate to ask any member of the teaching staff.

### Laboratory Guidelines

- Successful students will attend in-person labs regularly, as well as utilize the online laboratory material through TopHat and Practice Anatomy Lab (PAL).
- You are responsible for all content discussed in the lectures, as well as all the content available through TopHat and PAL.



- Therefore, review of the laboratory material is essential to successful completion of this course.
- Additionally, the laboratory is designed to help you integrate the material and gain a 3D understanding of the human body.
- Your lab experience will consist of TA-driven laboratory demonstrations in Hamilton Hall. During lab, you will have access to anatomical material such as donors, bones, models, etc.
- Please be prompt, as the laboratory sessions will begin on time.
- Be sure to bring your Guy/Burgoon Textbook to **ALL** laboratory sessions.
- The laboratories (i.e., 225/233 Hamilton Hall) will be accessible to you **ONLY** during your scheduled lab time and the recitations, as additional time in the laboratory is not an option.
- For this reason, be sure to come to laboratory prepared and use your time wisely.
- Normally, you may **NOT** attend labs not assigned to you. In certain cases, if you know you are going to miss a laboratory for a valid reason, but do not want to miss the content, you may attend a lab not assigned to you but **ONLY** with written permission from Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)). However, attendance of another laboratory session does **NOT** count towards attendance (i.e., you will still be marked absent for your regular laboratory session that you missed).
- Anatomical materials (e.g., models, bones, etc.) are **NOT** to be removed from the laboratory.
- You are encouraged to be “hands-on” with the cadavers in the laboratory. However, you must provide your own disposable gloves, which can be purchased at The Ohio State University Book on N. High Street and/or local drugstores/pharmacies.
- Absolutely **NO** open toe shoes in the laboratory. No sandals or flip-flops. Additionally, long pants are recommended.
- No one other than an Anatomy 2300 registered student is permitted in the lab. In other words, **DO NOT INVITE ANYONE INTO THE LAB.**
- There is to be **NO photograph or digital image capture in the laboratories (i.e., both rooms 225 and 233)**. Failure to follow this policy will be considered academic misconduct and handled accordingly.
- **No food (including bubble gum) or drink in the lab**, either part (i.e., rooms 225 and 233). (Water is permitted in 225). Please eat before you come to lab.
- You are to remain respectful of the donors at all times. Failure to do so will be considered academic misconduct and handled accordingly.
- Please assist in maintaining the condition of the lab – for example, push in your chairs at the end of lab.
- All bones are to be returned to their respective bag or box at the end of the laboratory period.
- If you are pregnant or become pregnant during the semester, please inform the course director ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Sarah Beam ([beam102@osu.edu](mailto:beam102@osu.edu)) via email, as well as consulting with your physician.

## Who To Contact

- Rescheduling written exam (must provide appropriate documentation)
  - BOTH Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)) and Dr. Jennifer Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu))
- Missing written exam grade or grading error on End-of-Unit Quiz, Assessment, Written Exam, or Lab Activity (within 7 days)
  - Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu))
- Technical difficulty any assignment online
  - BOTH Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)) and Dr. Jennifer Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu))

- Student Life Disability Services (SLDS) accommodations (5 business days prior to written exam periods)
  - Dr. Jennifer Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu))
- If you are unable to abide by the examination and laboratory practical behavior policy for any reason (i.e., physical disability, religious beliefs, etc.)
  - Dr. Jennifer Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu))
- Laboratory Attendance Issues and Questions
  - Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu))
- If you are experiencing an extreme situation or emergency that will impact successful course completion
  - BOTH Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)) and Dr. Jennifer Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu))
- Issues with the TopHat program
  - TopHat Support Team: Support Team directly by way of email ([support@tophat.com](mailto:support@tophat.com)), the in app support button, or by calling 1-888-663-5491

## Bones and Models on Reserve

Bones and models are available on closed reserve (1st floor, John A. Prior, Health Sciences Library, 376 W. 10th Ave., 292-4861). Generally available specimens include:

- Major Bones of the Upper and Lower Limbs
- Model of Female Pelvis
- Articulated Skeleton
- Model of Larynx
- Human and Plastic Skulls
- Model of Heart
- Brain Model (whole and half)
- Model of Kidney
- Sagittal Head Model
- Model of Ear and Eye

For a complete listing and for library hours, please visit the library at: <https://hsl.osu.edu/>

## ACADEMIC INTEGRITY POLICY

### OHIO STATE'S ACADEMIC INTEGRITY POLICY

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the university's *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the university's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the university or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the university's *Code of Student Conduct* is never considered an excuse for academic misconduct, so I recommend that you

review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

**If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct.** If COAM determines that you have violated the university's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* ([www.northwestern.edu/uacc/8cards.htm](http://www.northwestern.edu/uacc/8cards.htm))

## OTHER IMPORTANT INFORMATION

### Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

### Statement on Title IX

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources.

If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options at [titleix.osu.edu](http://titleix.osu.edu) or by contacting the Ohio State Title IX Coordinator at [titleix@osu.edu](mailto:titleix@osu.edu). Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit [equity.osu.edu](http://equity.osu.edu) or email [equity@osu.edu](mailto:equity@osu.edu).

### Diversity

*"The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth*

*and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited."*

## **Counseling and Consultation Services**

As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing.

If you are or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting [ccs.osu.edu](https://ccs.osu.edu) or calling 614--292--5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614-292-5766.

If you are thinking of harming yourself or need a safe, non-judgmental place to talk, or if you are worried about someone else and need advice about what to do, 24 hour emergency help is also available through the Suicide Prevention Hotline (Columbus: 614-221-5445 / National: 800-273-8255); or text (4hope to 741741); or at [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org)

## **Safety and Health Requirements**

Even though Anatomy 2300 is not meeting in person, we want to remind you that all teaching staff and students are required to comply with and stay up to date on all University safety and health guidance, which includes wearing a facemask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

## **Division of Anatomy Statement Regarding Cadaveric Material Usage**

Remember to respect the donor that will teach you over the course of the semester. Your cadaver is not merely an educational tool, but a rare gift. They were someone's mother, father, spouse, grandparent, etc., and it was their choice to enhance your learning experience by giving their body to you. Treating them with the utmost care and respect at all times is not only required of you by the Division of Anatomy, but is expected of you as a fellow, compassionate human being. If you have questions about the process of body donation, please speak with your course instructor. If you wish to explore your feelings about death and/or your cadaver, please contact Imani Jones, Department of Chaplaincy at [Imani.Jones@osumc.edu](mailto:Imani.Jones@osumc.edu). Her office is located in the Chaplaincy, S594 Rhodes Hall.

Prior to your first laboratory session, you are required view the e-module the Anatomy Orientation Presentation and complete the Quiz associated with this presentation. Additionally you must read, sign, and return the Body Donor Program Access Disclosure Form. These forms will be kept in the Division of Anatomy as part of a permanent record of your access to and acceptance of The Ohio State University Body Donor Program and its policies. All policies extend to images and/or video material formally prepared for and presented in conjunction with your online course. Failure to adhere to these policies or any professional misconduct towards the donor on or off campus or through any social media sites may result in expulsion from the anatomy course with a failing grade, and/or referral to further disciplinary actions and/or criminal charges, if applicable.

No cell phones and/or cameras are allowed in the laboratory. Recording or photographing the human anatomical material is strictly prohibited without the prior consent of The Ohio State University Body Donor Program Advisory Council, including but not limited to any images considered for publication or other distribution, even for studying.

## Learning Center

The Dennis Learning Center's goal is to help support and improve the academic success of Ohio State students through academic coaching, group workshops, and elective courses. We offer free, one-hour appointments in which you can discuss various topics (note-taking, procrastination, test anxiety, exam preparation, time-management, etc.) with an academic coach and create a plan for success. The DLC is located on the 2nd floor of the Younkin Success Center. Visit our website at <https://dennislearningcenter.osu.edu> to learn more.

## ACCESSIBILITY ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

### Requesting Accommodations

The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; 098 Baker Hall, 113 W. 12<sup>th</sup> Avenue.

### Accessibility of Course Technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [CarmenCanvas accessibility](#)
- Streaming audio and video
- [CarmenZoom accessibility](#)

- Collaborative course tools

## ADDITIONAL RESOURCES

### Carmen Log-In

1. <https://carmen.osu.edu/>
2. Login using your user name [i.e. the first part of your OSU email address and a number (name.#)] and password.
3. Then, choose AU21 ANATOMY 2300.01 – Human Anatomy (TBD).

# COURSE SCHEDULE – ANATOMY 2300 AUTUMN 2021

Keys for Course Schedule:

- All times listed in the Course Schedule are Eastern.
- Numbers in parentheses refer to the lessons found within Guy & Burgoon's *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition.

Date	Lecture	Laboratory	Carmen Quizzes
Week 1			
Tues, Aug 24	<ul style="list-style-type: none"><li>Unit 1: Introductory Terminology, Orientation to the Body, and the Integumentary System (1);</li><li>Unit 1: Osteology: The Study of Bone (2);</li></ul>	<b>Unit 1 Lab 1:</b> Introduction to Anatomy Opens on TopHat at 8:00AM Eastern	<b>Student Information Survey, Ways to Succeed Quiz, Human Anatomy Disclosure Form, &amp; Unit 1 Quizzes Open at 8:00AM Eastern</b>
Weds, Aug 25	Course Introduction and Syllabus Overview via CarmenZoom Webinar at 8:00AM	<b>NO IN-PERSON LAB 1</b>	
	<ul style="list-style-type: none"><li>Unit 1: Arthrology: The Study of Joints (3);</li></ul>		
Thurs, Aug 26	<ul style="list-style-type: none"><li>Unit 1: Myology: The Study of Muscles (4);</li><li>Unit 1: Introduction to the Nervous System (5);</li></ul>		
Fri, Aug 27	Recitation via CarmenZoom Webinar at 8:00AM	<b>NO IN-PERSON LAB 1</b>	
	<ul style="list-style-type: none"><li>Unit 1: Introduction to the Cardiovascular System (6);</li><li>Unit 1: Overview of Histology</li></ul> <p>(To Prepare for Assessment: Complete Lesson 7 in Guy/Burgoon textbook – answers are in Appendix A. Also, complete Worksheet 1 in Appendix F in the Guy/Burgoon textbook.)</p>	<b>Unit 1 Lab 1: Introduction to Anatomy on TopHat Due by 8/27 (Fri) at 11:59PM Eastern</b>	
Fri, Aug 27	<b>UNIT 1 REVIEW ASSESSMENT OPENS AT 12:01PM EASTERN ON CARMEN</b>		

Sun, Aug 29		UNIT 1 REVIEW ASSESSMENT DUE BY 11:59PM EASTERN ON CARMEN	
Week 2			
Mon, Aug 30	Office Hours via CarmenZoom at 8:00AM	<b>Unit 2 Lab 2:</b> Bones and Joints of the Pelvic Girdle and Lower Limb; Muscles of Lower Limb Opens on TopHat at 8:00AM Eastern	<b>Unit 2 Carmen Quizzes Open at 8:00AM Eastern</b>
	<ul style="list-style-type: none"><li>Unit 2: Bones of the Pelvic Girdle and Lower Limb (8)</li></ul>	<b>Unit 2 In-Person Lab 2:</b> Bones of the Pelvic Girdle and Lower Limb; Introduction to the Donor; Muscles of the Lower Limb; Worksheet 2	
Tues, Aug 31			
Weds, Sept 1	Office Hours via CarmenZoom at 8:00AM	<b>Unit 2 In-Person Lab 2:</b> Bones of the Pelvic Girdle and Lower Limb; Introduction to the Donor; Muscles of the Lower Limb; Worksheet 2	
	<ul style="list-style-type: none"><li>Unit 2: Joints of the Lower Limb (9);</li><li>Unit 2: Muscles of the Hip and Thigh (10)</li></ul>		
Thurs, Sept 2			
Fri, Sept 3	Recitation via CarmenZoom Webinar at 8:00AM	<b>Unit 2 In-Person Lab 2:</b> Bones of the Pelvic Girdle and Lower Limb; Introduction to the Donor; Muscles of the Lower Limb; Worksheet 2	
	<ul style="list-style-type: none"><li>Unit 2: Muscles of the Leg and Foot (11)</li></ul>	<b>Unit 2 Lab 2: Bones and Joints of the Pelvic Girdle and Lower Limb; Muscles of Lower Limb on TopHat Due by 9/3 (Fri) at 11:59PM Eastern</b>	



Week 3			
Mon, Sept 6	<b>NO CLASS (LABOR DAY)</b>	<b>Unit 2 Lab 3:</b> Nerves and Blood Vessels of the Lower Limb; Special Areas of the Lower Limb Opens on TopHat at 8:00AM Eastern	
	<b>NO LECTURE (LABOR DAY)</b>	<b>NO IN-PERSON LAB (LABOR DAY)</b>	
Tues, Sept 7			
Weds, Sept 8	Office Hours via CarmenZoom at 8:00AM	<b>Unit 2 In-Person Lab 3:</b> Review of Muscles of Lower Limb; Nerves and Vessels of Lower Limb; Worksheet 3	
	<ul style="list-style-type: none"><li>Unit 2: Nerves of the Lower Limb (12)</li></ul>		
Thurs, Sept 9			
Fri, Sept 10	Recitation via CarmenZoom Webinar at 8:00AM	<b>Unit 2 In-Person Lab 3:</b> Review of Muscles of Lower Limb; Nerves and Vessels of Lower Limb; Worksheet 3	
	<ul style="list-style-type: none"><li>Unit 2: Blood Vessels of the Lower Limb (13);</li><li>Unit 2: Special Areas of the Lower Limb (14)</li></ul>	<b>Unit 2 Lab 3: Nerves and Blood Vessels of the Lower Limb; Special Areas of the Lower Limb on TopHat Due by 9/10 (Fri) at 11:59PM Eastern</b>	
Week 4			
Mon, Sept 13	Review Session CarmenZoom Webinar at 8:00AM (15)	<b>Unit 3 Lab 4:</b> Bones of the Axial Skeleton; Bones and Joints of the Pectoral Girdle and Upper Limb Opens on TopHat at 8:00AM Eastern	<b>Unit 2 End-of-Unit Quiz Due by 9/13 (Mon) at 11:59PM Eastern</b>
		<b>Unit 2 In-Person Lab 3:</b> Review of Muscles of Lower Limb; Nerves and Vessels of Lower Limb; Worksheet 3	

Tues, Sept 14			
Wed, Sept 15	No Office Hours via CarmenZoom	<b>UNIT 2 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b>	<b>Unit 3 Carmen Quizzes Open at 8:00AM Eastern</b>
	<ul style="list-style-type: none"><li>Unit 3: The Axial Skeleton (16)</li></ul>	<b>Unit 3 In-Person Lab 4:</b> Bones of the Axial Skeleton, Pectoral Girdle, and Upper Limb; Worksheet 4	
Thurs, Sept 16			
Fri, Sept 17	No Recitation via CarmenZoom Webinar	<b>UNIT 2 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b>	
		<b>Unit 3 In-Person Lab 4:</b> Bones of the Axial Skeleton, Pectoral Girdle, and Upper Limb; Worksheet 4	
	<ul style="list-style-type: none"><li>Unit 3: Finish The Axial Skeleton (16)</li></ul>	<b>Unit 3 Lab 4: Bones of the Axial Skeleton; Bones and Joints of the Pectoral Girdle and Upper Limb on TopHat Due by 9/17 (Fri) at 11:59PM Eastern</b>	
<b>Week 5</b>			
Mon, Sept 20	No Office Hours via CarmenZoom	<b>Unit 3 Lab 5:</b> Muscles of the Shoulder and Upper Limb Opens on TopHat at 8:00AM Eastern	
		<b>UNIT 2 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b>	
	<ul style="list-style-type: none"><li>Unit 3: Deep Muscles of the Back (17)</li></ul>	<b>Unit 3 In-Person Lab 4:</b> Bones of the Axial Skeleton, Pectoral Girdle, and Upper Limb; Worksheet 4	
Tues, Sept 21			

Weds, Sept 22	Office Hours via CarmenZoom at 8:00AM	<b>Unit 3 In-Person Lab 5:</b> Muscles of the Shoulder and Upper Limb; Special Areas of the Upper Limb; Worksheet 5	
	<ul style="list-style-type: none"><li>• Unit 3: Bones of the Pectoral Girdle and Upper Limb (18);</li><li>• Unit 3: Joints of the Upper Limb (19)</li></ul>		
Thurs, Sept 23			
Fri, Sept 24	Recitation via CarmenZoom Webinar at 8:00AM	<b>Unit 3 In-Person Lab 5:</b> Muscles of the Shoulder and Upper Limb; Special Areas of the Upper Limb; Worksheet 5	
	<ul style="list-style-type: none"><li>• Unit 3: Nerves of the Upper Limb (22)</li></ul>	<b>Unit 3 Lab 5: Muscles of the Shoulder and Upper Limb on TopHat Due by 9/24 (Fri) at 11:59PM Eastern</b>	
Week 6			
Mon, Sept 27	Office Hours via CarmenZoom at 8:00AM	<b>Unit 3 Lab 6:</b> Nerves and Blood Vessels of the Upper Limb; Special Areas of the Upper Limb Opens on TopHat at 8:00AM Eastern	
	<ul style="list-style-type: none"><li>• Unit 3: Muscles of the Shoulder and Arm (20)</li></ul>	<b>Unit 3 In-Person Lab 5:</b> Muscles of the Shoulder and Upper Limb; Special Areas of the Upper Limb; Worksheet 5	
Tues, Sept 28			
Weds, Sept 29	Office Hours via CarmenZoom at 8:00AM	<b>Unit 3 In-Person Lab 6:</b> Nerves and Vessels of Upper Limb; Worksheet 6	
	<ul style="list-style-type: none"><li>• Unit 3: Muscles of the Forearm and Hand (21)</li></ul>		
Thurs, Sept 30			
Fri, Oct 1	Recitation via CarmenZoom Webinar at 8:00AM	<b>Unit 3 In-Person Lab 6:</b> Nerves and Vessels of Upper Limb; Worksheet 6	

	<ul style="list-style-type: none"><li>Unit 3: Blood Vessels of the Upper Limb (23);</li><li>Unit 3: Special Areas of the Upper Limb (24)</li></ul>	<b>Unit 3 Lab 6: Nerves and Blood Vessels of the Upper Limb; Special Areas of the Upper Limb on TopHat Due by 10/1 (Fri) at 11:59PM Eastern</b>	
<b>Week 7</b>			
Mon, Oct 4	Review Session CarmenZoom Webinar at 8:00AM (25)	<b>Unit 4 Lab 7: Bones of the Skull Opens on TopHat at 8:00AM Eastern</b>	<b>Unit 3 End-of-Unit Quiz Due by 10/4 (Mon) at 11:59PM Eastern</b>
		<b>Unit 3 In-Person Lab 6: Nerves and Vessels of Upper Limb; Worksheet 6</b>	
Tues, Oct 5			
Weds, Oct 6	No Office Hours via CarmenZoom	<b>UNIT 3 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b>	<b>Unit 4 Carmen Quizzes Open at 8:00AM Eastern</b>
	<ul style="list-style-type: none"><li>Unit 4: Organization of the Nervous System;</li><li>Unit 4: The Skull (26)</li></ul>	<b>Unit 4 In-Person Lab 7: Bones of the Skull; Worksheet 7</b>	
Thurs, Oct 7			
Fri, Oct 8	No Recitation via CarmenZoom Webinar	<b>UNIT 3 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b>	
		<b>Unit 4 In-Person Lab 7: Bones of the Skull; Worksheet 7</b>	
	<ul style="list-style-type: none"><li>Unit 4: Finish The Skull (26)</li></ul>	<b>Lab 7: Bones of the Skull on TopHat Due by 10/8 (Fri) at 11:59PM Eastern</b>	
<b>Week 8</b>			
Mon, Oct 11	No Office Hours via CarmenZoom	<b>NO TOPHAT LAB THIS WEEK</b>	

	<ul style="list-style-type: none"> <li>Unit 4: The Brain (27 and 28)</li> </ul>	<b>UNIT 3 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b> <b>Unit 4 In-Person Lab 7:</b> Bones of the Skull; Worksheet 7	
Tues, Oct 12			
Weds, Oct 13	Office Hours via CarmenZoom at 8:00AM <ul style="list-style-type: none"> <li>Unit 4: Finish The Brain (27 and 28)</li> </ul>	<b>NO IN-PERSON LAB</b>	
Thurs, Oct 14			
Fri, Oct 15	<b>NO CLASS (AUTUMN BREAK)</b> <b>NO LECTURE (AUTUMN BREAK)</b>	<b>NO IN-PERSON LAB (AUTUMN BREAK)</b> <b>NO TOPHAT LAB DUE</b>	
<b>Week 9</b>			
Mon, Oct 18	Office Hours via CarmenZoom at 8:00AM <ul style="list-style-type: none"> <li>Unit 4: Ventricles, Meninges, CSF, &amp; the Blood Vessels of the Brain (29)</li> </ul>	<b>Unit 4 Lab 8:</b> The Brain, Ventricles, and Blood Vessels of the Brain Opens on TopHat at 8:00AM Eastern <b>Unit 4 In-Person Lab 8:</b> The Brain, Ventricles, and Blood Vessels of the Brain; Worksheet 8	
Tues, Oct 19			
Weds, Oct 20	Office Hours via CarmenZoom at 8:00AM <ul style="list-style-type: none"> <li>Unit 4: Finish Ventricles, Meninges, CSF, &amp; the Blood Vessels of the Brain (29)</li> </ul>	<b>Unit 4 In-Person Lab 8:</b> The Brain, Ventricles, and Blood Vessels of the Brain; Worksheet 8	
Thurs, Oct 21			
Fri, Oct 22	Recitation via CarmenZoom Webinar at 8:00AM	<b>Unit 4 In-Person Lab 8:</b> The Brain, Ventricles, and Blood Vessels of the Brain; Worksheet 8	

	<ul style="list-style-type: none"><li>Unit 4: The Spinal Cord and Tracts (30)</li></ul>	<b>Unit 4 Lab 8: The Brain, Ventricles, and Blood Vessels of the Brain on TopHat Due by 10/22 (Fri) at 11:59PM Eastern</b>	
Week 10			
Mon, Oct 25	Office Hours via CarmenZoom at 8:00AM	<b>Unit 4 Lab 9:</b> The Spinal Cord and Tracts on TopHat at 8:00AM Eastern	
	<ul style="list-style-type: none"><li>Unit 4: Finish The Spinal Cord and Tracts (30)</li></ul>	<b>Unit 4 In-Person Lab 9:</b> The Spinal Cord and Tracts; Brain Review; Worksheet 9	
Tues, Oct 26			
Weds, Oct 27	Spinal Cord Activity on CarmenZoom Webinar at 8:00AM	<b>Unit 4 In-Person Lab 9:</b> The Spinal Cord and Tracts; Brain Review; Worksheet 9	
	<ul style="list-style-type: none"><li>Unit 4: The Special Sense Organs (31)</li></ul>		
Thurs, Oct 28			
Fri, Oct 29	Recitation via CarmenZoom Webinar at 8:00AM	<b>Unit 4 In-Person Lab 9:</b> The Spinal Cord and Tracts; Brain Review; Worksheet 9	
	<ul style="list-style-type: none"><li>Unit 4: Finish The Special Sense Organs (31)</li></ul>	<b>Unit 4 Lab 9: The Spinal Cord and Tracts on TopHat Due by 10/29 (Fri) at 11:59PM Eastern</b>	
Week 11			
Mon, Nov 1	Recitation on CarmenZoom at 8AM	<b>Unit 4 Lab 10:</b> Muscles of the Head and Neck; Ear and Eye on TopHat at 8:00AM Eastern	
	<ul style="list-style-type: none"><li>Unit 4: The Cranial Nerves (32);</li></ul>	<b>Unit 4 In-Person Lab 10:</b> Muscles of the Head and Neck; Ear and Eye; Brain Review; Worksheet 10	
Tues, Nov 2			
Weds, Nov 3	Office Hours via CarmenZoom at 8:00AM	<b>Unit 4 In-Person Lab 10:</b> Muscles of the	

	<ul style="list-style-type: none"><li>Unit 4: Muscles and Blood Vessels of the Head and Neck (33)</li></ul>	Head and Neck; Ear and Eye; Brain Review; Worksheet 10	
Thurs, Nov 4			
Fri, Nov 5	Review Session CarmenZoom Webinar at 8:00AM (34)	<b>Unit 4 In-Person Lab 10:</b> Muscles of the Head and Neck; Ear and Eye; Brain Review; Worksheet 10	<b>Unit 4 End-of-Unit Quiz Due by 11/5 (Fri) at 11:59PM Eastern</b>
		<b>Unit 4 Lab 10:</b> Muscles of the Head and Neck; Ear and Eye on TopHat Due by 11/05 (Fri) at 11:59PM Eastern	
Week 12			
Mon, Nov 8	No Office Hours via CarmenZoom	<b>Unit 5 Lab 11:</b> Heart; Mediastinum; Respiratory System on TopHat at 8:00AM Eastern	<b>Unit 5 Carmen Quizzes Open at 8:00AM Eastern</b>
	<ul style="list-style-type: none"><li>Unit 5: Introduction to Unit 5;</li><li>Unit 5: Autonomic Nervous System (35)</li></ul>	<b>UNIT 4 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b>	
		<b>Unit 5 In-Person Lab 11:</b> Heart; Mediastinum; Respiratory System; Worksheet 11	
Tues, Nov 9			
Weds, Nov 10	No Office Hours via CarmenZoom	<b>UNIT 4 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b>	
	<ul style="list-style-type: none"><li>Unit 5: The Heart and Fetal Circulation (43, 45 and 46)</li></ul>	<b>Unit 5 In-Person Lab 11:</b> Heart; Mediastinum; Respiratory System; Worksheet 11	
Thurs, Nov 11			
Fri, Nov 12	No Recitation via CarmenZoom Webinar	<b>UNIT 4 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b>	

		<b>Unit 5 In-Person Lab 11:</b> Heart; Mediastinum; Respiratory System; Worksheet 11	
	<ul style="list-style-type: none"><li>Unit 5: The Respiratory System (43 and 44)</li></ul>	<b>Unit 5 Lab 11: Heart; Mediastinum; Respiratory System on TopHat Due by 11/12 (Fri) at 11:59PM Eastern</b>	
Week 13			
Mon, Nov 15	Recitation via CarmenZoom Webinar at 8:00AM	<b>Unit 5 Lab 12:</b> GI Tract and Accessory Digestive Organs on TopHat at 8:00AM Eastern	
	<ul style="list-style-type: none"><li>Unit 5: Muscles of the Abdominal Wall (36)</li><li>Unit 5: The Digestive System (37)</li></ul>	<b>Unit 5 In-Person Lab 12:</b> GI Tract and Accessory Digestive Organs; Worksheet 12	
Tues, Nov 16			
Weds, Nov 17	Office Hours via CarmenZoom at 8:00AM	<b>Unit 5 In-Person Lab 12:</b> GI Tract and Accessory Digestive Organs; Worksheet 12	
	<ul style="list-style-type: none"><li>Unit 5: Finish the Digestive System (37)</li></ul>		
Thurs, Nov 18			
Fri, Nov 19	Recitation via CarmenZoom Webinar at 8:00AM	<b>Unit 5 In-Person Lab 12:</b> GI Tract and Accessory Digestive Organs; Worksheet 12	
	<ul style="list-style-type: none"><li>Unit 5: Vessels and Nerves of the Abdomen and Pelvis (38)</li></ul>	<b>Unit 5 Lab 12: GI Tract and Accessory Digestive Organs on TopHat Due by 11/19 (Fri) at 11:59PM Eastern</b>	
Week 14			
Mon, Nov 22	<ul style="list-style-type: none"><li>Unit 5: The Endocrine System (42);</li><li>Unit 5: The Lymphatic System (47)</li></ul>	<b>NO TOPHAT LAB THIS WEEK</b>	
		<b>NO IN-PERSON LAB</b>	
Tues, Nov 23			
Weds, Nov 24	<b>NO CLASS (THANKSGIVING BREAK)</b>		



	NO LECTURE (THANKSGIVING BREAK)	NO IN-PERSON LAB (THANKSGIVING BREAK)	
Thurs, Nov 25			
Fri, Nov 26	NO CLASS (INDIGENOUS PEOPLES' DAY/ COLUMBUS DAY)	NO IN-PERSON LAB (INDIGENOUS PEOPLES' DAY/ COLUMBUS DAY)	
	NO LECTURE (INDIGENOUS PEOPLES' DAY/ COLUMBUS DAY)	NO TOPHAT LAB DUE	
Week 15			
Mon, Nov 29	Recitation via CarmenZoom Webinar at 8:00AM	Unit 5 Lab 13: Vessels and Nerves of the Abdomen; Urinary System; Reproductive System on TopHat at 8:00AM Eastern	
	<ul style="list-style-type: none"><li>Unit 5: The Urinary System (39)</li></ul>	Unit 5 In-Person Lab 13: Vessels and Nerves of the Abdomen; Urinary System; Reproductive System; Worksheet 13	
Tues, Nov 30			
Weds, Dec 1	Office Hours via CarmenZoom at 8:00AM	Unit 5 In-Person Lab 13: Vessels and Nerves of the Abdomen; Urinary System; Reproductive System; Worksheet 13	
	<ul style="list-style-type: none"><li>Unit 5: The Reproductive System (40 and 41)</li></ul>		
Thurs, Dec 2			
Fri, Dec 3	Review Session CarmenZoom Webinar at 8:00AM (48)	Unit 5 In-Person Lab 13: Vessels and Nerves of the Abdomen; Urinary System; Reproductive System; Worksheet 13	Unit 5 End-of-Unit Quiz Due by 12/3 at 11:59PM Eastern

		Unit 5 Lab 13: Vessels and Nerves of the Abdomen; Urinary System; Reproductive System on TopHat Due by 12/3 (Fri) at 11:59PM Eastern	
Week 16/Finals			
Mon, Dec 6	No Office Hours via CarmenZoom	NO TOPHAT LAB THIS WEEK	
	NO LECTURE	UNIT 5 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB	
Tues, Dec 7			
Weds, Dec 8	No Office Hours via CarmenZoom	UNIT 5 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB	
	NO LECTURE		
Thurs, Dec 9			
Fri, Dec 10	NO CLASS	NO IN-PERSON LAB	
	NO LECTURE	NO TOPHAT LAB DUE	
Week 17/Finals			
Mon, Dec 13	NO CLASS	FOR FRIDAY 9:10AM LABS ONLY: UNIT 5 WRITTEN EXAM VIA EXAMPLIFY FROM 7:15AM-8:15AM LOCATION TBD	
	NO LECTURE	FOR FRIDAY 12:10PM LABS ONLY: UNIT 5 WRITTEN EXAM VIA EXAMPLIFY FROM 8:30AM-9:30AM LOCATION TBD	



# ANATOMY 2300.01, 2300.02, 2300.03, & 2300.04

## *Human Anatomy*

### 4 Credit Hours, Spring 2022 – In-Person

\* This syllabus, the course elements, policies, and schedule are subject to change.

## COURSE OVERVIEW

### Course Meetings

**Lecture Meetings:** Mondays, Wednesdays, and Fridays 8:00AM-8:55AM

**Lecture Locations:** Independence Hall, 0100

**Laboratory Meetings:** As Registered

Mondays 9:10AM-11:55AM	Wednesdays 12:10PM-2:55PM
Mondays 12:10PM-2:55PM	Wednesdays 3:10PM-5:55PM
Mondays 3:10PM-5:55PM	Wednesdays 6:10PM-8:55PM
Mondays 6:10PM-8:55PM	Fridays 9:10AM-11:55AM
Wednesdays 9:10AM-11:55AM	Fridays 12:10PM-2:55PM

**Laboratory Locations:** Hamilton Hall, Room 233 and 225 (Report to 233 first.)

### Instructors

**Course Director:** Jennifer M. Burgoon, PhD

Phone: 614-366-8066 (o)

Email address: [jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)

Virtual office hours: By appointment only.

**Graduate Teaching Associate – Lecture:** Sarah Beam

Email address: [beam.102@osu.edu](mailto:beam.102@osu.edu)

Virtual office hours: By appointment only.

**Graduate Teaching Associate – Laboratory:** Jazmin Arce

Email address: [arce.23@osu.edu](mailto:arce.23@osu.edu)

Virtual office hours: By appointment only.

**Graduate Teaching Associate – Laboratory:** Tyler Hall, MS

Email address: [hall.1271@osu.edu](mailto:hall.1271@osu.edu)

Virtual office hours: By appointment only.

**Graduate Teaching Associate – Laboratory:** Tyler Maykovich, MS

Email address: [maykovich.1@osu.edu](mailto:maykovich.1@osu.edu)

Virtual office hours: By appointment only.

## Course Description

Regional study of the basic structure and terminology associated with the human body. Laboratory component includes demonstrations on prosected human cadavers.

Unit 1: Introduction to Anatomy and Overview of Body Systems

Unit 2: The Lower Limb

Unit 3: The Back and Upper Limb

Unit 4: The Head and Neck

Unit 5: The Abdomen, Pelvis, and Thorax

## Course Learning Outcomes

By the end of this course, students should successfully be able to:

- Develop a vocabulary of anatomical terminology.
- Recognize, identify, and locate anatomical structures as shown on medical illustrations, radiographs, models, and cadaveric material.
- Describe interdependency and interactions among body systems from a regional approach.
- Adhere to appropriate laboratory safety guidelines and ethical standards regarding cadaveric material usage.
- Synthesize concepts to make connections between knowledge of anatomy and real-world clinical situations.

## HOW THIS COURSE WORKS

**Mode of Delivery:** This course is in-person. There will be an outline of lectures and lab assignments to complete each week. There will also be:

- **Lectures** that will be held in-person.
- **Laboratories** will be held in-person. Additionally, there are online laboratory modules and activities to supplement the in-person laboratory experience.
  - We will be utilizing **TopHat** and **Practice Anatomy Lab (PAL)** for these online laboratory modules and activities. Please see the ANAT 2300 Carmen page for detailed instructions for how to access these resources.
- **Discussion Boards** will also be utilized online on Carmen for open discussion for the overall course and for each unit. These discussion boards are places for students to post questions they would like the teaching staff to answer.

**Pace of Course:** This course is divided into **units**. Students are expected to keep pace with weekly deadlines, but may schedule their efforts freely within that time frame outside of the required meeting times.

**Credit Hours and Course Work Expectations:** This is a **4-credit hour course**. According to [Ohio State Policy](#), students should expect around 4 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 8 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average or passing grade.

**Attendance and Participation Requirements:** Because this is an in-person course, your attendance is based on your attendance and participation, especially during at weekly in-person lab. You must attend your in-person, weekly laboratory session as scheduled through the Registrar's system. This is **REQUIRED**. Additionally, it is HIGHLY RECOMMENDED that you log into Carmen daily to at least check Carmen Announcements, especially if you do not have these announcements forwarded to your email. Finally, if you have a situation that might cause you to miss an entire week of class, please contact the Course Director ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and lecture GTA ([beam.102@osu.edu](mailto:beam.102@osu.edu)) as soon as possible.

## COURSE MATERIALS AND TECHNOLOGIES

The following are required materials for Anatomy 2300:

1. Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
2. Practice Anatomy Lab (PAL)
3. *Atlas of Human Anatomy* Lab Manual by Quinn/Flannery through TopHat

**#1 and #2. To purchase the Guy/Burgoon Textbook and PAL, you have a number of options:**

- A) Pearson Package (ISBN: 9780137352272) from the OSU Barnes and Noble Bookstore containing:
1. Print copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
  2. Digital copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
  3. Access code to Practice Anatomy Lab (PAL) online resource.
- This package is available from the OSU Barnes and Noble Bookstore for **PRICE TBD**

**OR**

- B) The Guy/Burgoon e-book and PAL can be purchased **separately** directly from Pearson:
1. Digital copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson. [http://www.pearsoncustom.com/oh/osu\\_anatomy2300\\_and\\_3300/](http://www.pearsoncustom.com/oh/osu_anatomy2300_and_3300/)
    - This is **\$49.97**.
  2. Access code to Practice Anatomy Lab (PAL) online resource. [https://media.pearsoncmg.com/bc/bc\\_pal/pal31/login/sign-in.php?dest=https://media.pearsoncmg.com/bc/bc\\_pal/pal31/index.php](https://media.pearsoncmg.com/bc/bc_pal/pal31/login/sign-in.php?dest=https://media.pearsoncmg.com/bc/bc_pal/pal31/index.php)
    - This is **PRICE TBD**.

**AND**

### #3. To purchase the *Atlas of Human Anatomy Lab Manual* by Quinn/Flannery through TopHat:

- This is an eText through TopHat.
- You can visit the Top Hat Overview (<https://success.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide>) within the Top Hat Success Center which outlines how you will register for a Top Hat account, as well as providing a brief overview to get you up and running on the system.
- Should you require assistance with Top Hat at any time, due to the fact that they require specific user information to troubleshoot these issues, please contact their Support Team directly by way of email ([support@tophat.com](mailto:support@tophat.com)), the in-app support button, or by calling 1-888-663-5491.
- Please note you will have weekly assignments through this resource that will need to be submitted and will be worth points.
- You can register by simply visiting our course website: LINK TBD  
**Our Course Join Code is TBD**
- Your textbook will be applied at checkout for **\$53**. Don't worry if you don't see any content in the course right away, we will make it available to you as we progress through the semester.
- Alternatively, you can purchase an "access key" at The Ohio State University Bookstore for **\$70.65** and use the access key at the check-out page.

### RECOMMENDED/OPTIONAL

1. Although not required, some students may find it helpful to purchase additional textbooks, atlases, or software. A list of these recommended items will be posted on Carmen under "General Course Document".

### Course Technology

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at [ocio.osu.edu/help/hours](https://ocio.osu.edu/help/hours), and support for urgent issues is available 24/7.

- **Self-Service and Chat Support:** [ocio.osu.edu/help](https://ocio.osu.edu/help)
- **Phone:** 614-688-4357(HELP)
- **Email:** [servicedesk@osu.edu](mailto:servicedesk@osu.edu)
- **TDD:** 614-688-8743

### BASELINE TECHNICAL SKILLS FOR ONLINE COURSES

- Basic computer and web-browsing skills
- Navigating Carmen: for questions about specific functionality, see the [Canvas Student Guide](#).

### REQUIRED TECHNOLOGY SKILLS SPECIFIC TO THIS COURSE

- [CarmenZoom virtual meetings](#)

### REQUIRED EQUIPMENT

- Computer: current Mac (MacOS) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication

## REQUIRED SOFTWARE

- [Microsoft Office 365](#): All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found [at go.osu.edu/office365help](http://go.osu.edu/office365help).

## CARMEN ACCESS

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.
- **Please note that no matter which section (2300.01, 2300.02, 2300.03, 2300.04), every student is part of the same Anatomy 2300.01 – Human Anatomy (TBD) Carmen Page.**

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

## ASSIGNMENTS AND GRADING

How your grade is calculated

ASSIGNMENT CATEGORY	POINTS	ASSIGNMENT TYPE
One 40-Point Online Unit 1 Review Assessment	40	↑
Four 100-Point Exemplify Written Exams	400	↑
Four 10-Point Online End-of-Unit Quizzes	40	↑
Thirteen 5-Point Online Laboratory Activities	65	↑
<b>TOTAL</b>	<b>545</b>	

See course schedule below for due dates.

- **Independent Work ( ↑ )**: Strictly non-collaborative, original-individual work. You may discuss this assignment only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.

## Grading Scale

### Final Course Grade:

- Final grades are calculated based on **final points earned**.
- There is **no curve and no extra credit** assignments are available in this course.
- You will receive the grade you earn.

Final Points Earned	Grade
507 - 545 pts	A
491 - 506 pts	A-
475 - 490 pts	B+
453 - 474 pts	B
436 - 452 pts	B-
420 - 435 pts	C+
398 - 419 pts	C
382 - 397 pts	C-
366 - 381 pts	D+
327 - 365 pts	D
326 pts and below	E

### Unit 1 Review Assessment:

- A written assessment is administered at the conclusion of Unit 1. This assessment is primarily multiple-choice style questions, with some matching, etc., along with some image-based questions.
- Unit 1 Review Assessment will be worth 40 points. It will be administered through Carmen. You will have one attempt and **60 minutes** to complete the assessment.
- SLDS accommodations will be provided, including extended time, if proper documentation is submitted in a timely manner (i.e., requested on AIM by 5:00PM Eastern on Thursday, January 13).
- The Unit 1 Review Assessment will open as outlined in the Course Schedule on Friday, January 14 at 12:01PM Eastern and will **close on Sunday, January 16 at 11:59 PM Eastern** allowing students the weekend to complete the exam. Unless you have received prior approval from the course director and lecture GTA, the exam time will not be extended. Make up exams will not be offered without an approved excuse from the course director and lecture GTA.
- For a student's Unit 1 Review Assessment to open on Friday, January 14 at 12:01PM Eastern, a student will need to have completed the following:
  - Student Information Survey
  - Ways to Succeed Quiz
  - Human Anatomy Disclosure Form
  - All Seven (7) Unit 1 7 Preliminary Quizzes at 100%
- In total, the Unit 1 Review Assessment can test any information from Unit 1, which includes the information presented in the lectures and in the laboratory. As for the laboratory, this also includes the information presented in the Unit 1 associated modules/activities via TopHat and Practice Anatomy Lab (PAL) that supplement the in-person laboratory experience.
- Prior to completing the Unit 1 Review Assessment, it is highly recommended that students complete Lesson 7 in the Guy/Burgoon text (answers begin on page 384), along with Worksheet 1 in Appendix F.

### Written Exams:

- A written exam is administered at the conclusion of Units 2 through 5 (i.e., 4 total). This assessment is primarily multiple-choice style questions, with some matching, etc., along with some image-based questions.



- Unit 2, 3, 4, & 5 Written Exams are worth 100 points. You will have one attempt and **60 minutes** to complete the exams.
- SLDS accommodations will be provided, including extended time, if proper documentation is submitted in a timely manner (i.e., requested on AIM 5 business days prior to start of written examination period).
- You will complete the exams through Exemplify, a lockdown browser. You will be required to bring a fully charged iPad or laptop with you to lab in order to complete the exams.
- They will be administered in-person during your regularly scheduled in-person laboratory time or during finals week.
- If you are not present to take the written exams in-person during your regularly scheduled lab period or during finals week, and you take the exam remotely without a proctor, you will receive a 0 on the exam, **NO EXCEPTIONS**.
- Please see the course schedule for when these written exams are scheduled based on your scheduled laboratory or during finals week.
- In total, each Unit's Written Exam will include information presented in the lectures and in the laboratories. As for the laboratories, this also includes the information presented in the associated modules/activities via TopHat and Practice Anatomy Lab (PAL) that supplement the in-person laboratory experiences.
- While preparing for a written exam, it is **HIGHLY** recommended that students complete the associated review lesson (i.e., Lesson 15 for Unit 2, Lesson 25 for Unit 3, Lesson 34 for Unit 4, and Lesson 48 for Unit 5) in the Guy/Burgoon text (answers in Appendix A), along with the associated worksheets located in Appendix F.

### End-of-Unit Quizzes:

- End-of-Unit Quizzes are administered online through the Carmen and each will be composed of 10 picture-based, multiple-choice style questions. To gain access to the End-of-Unit Quiz, you must earn 100% on a number of preliminary quizzes (see below). Although due at the end of each unit, the quizzes are available for the duration of each unit and may be taken as many times as the student would like throughout the duration it is open. For this reason, once a quiz has closed it will not be reopened for any reason. In other words, there are **no make-ups for the End-of-Unit Quizzes**. Missed End-of-Unit Quizzes will be recorded as a "0" – no exceptions. Please see the course schedule for when unit quizzes open and close.
- These Carmen quizzes (i.e., both the preliminary quizzes and the End-of-Unit Quizzes) serve a number of purposes. First, they serve to introduce students to the terminology used in lectures and labs. And, secondly, they serve as a means for students to review content prior to an assessment or exam.
- For Each Specific Unit:
  - Unit 1 = 1 Student Information Survey + 1 Ways to Succeed Quiz + Human Anatomy Disclosure Form + 7 Preliminary Quizzes + Online Unit 1 Review Assessment (No Unit 1 End-of-Unit Quiz)
  - Unit 2 = 7 Preliminary Quizzes + 1 Unit 2 End-of-Unit Quiz
  - Unit 3 = 9 Preliminary Quizzes + 1 Unit 3 End-of-Unit Quiz
  - Unit 4 = 7 Preliminary Quizzes + 1 Unit 4 End-of-Unit Quiz
  - Unit 5 = 11 Preliminary Quizzes + 1 Unit 5 End-of-Unit Quiz

### Laboratory Activities:

- There are 13 TopHat Lab Activities (approximately one per week) to complete within the course's TopHat page. Specifically, there are ten (10) questions that are graded for correctness that must be answered as part of the Laboratory Activity. Each student will have three (3) attempts to answer each question to get it correct. Please see the course schedule for when these

assignments will open and close on TopHat. Each TopHat assignment will be open for one week (Monday at 8:00AM Eastern to Friday at 11:59PM Eastern).

## Late Policies

**Unit 1 Review Assessment and Written Exams:** Missed assessment and exams can only be made-up for full credit in extreme cases (e.g., death of family member, personal hospitalization, etc.) with proper documentation (e.g., a physician's note, ER paperwork, obituary, etc.). Students without proper documentation will automatically lose 20% of credit off the associated unit assessment or exam. However, permission to complete an associated unit assessment or exam outside of the regular exam period will be decided on a case-by-case basis. Unit assessment or exam completed outside the regular exam period may be of a different format, including oral examination. If you know that you have an upcoming conflict with our unit assessment or exam date(s), email Dr. Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)) as soon as possible to coordinate an alternative unit exam period. Again, appropriate official documentation is required.

**End-of-Unit Quizzes:** Once an End-of-Unit Quiz has closed it will not be reopened for any reason. There are **no make-ups for End-of-Unit Quizzes**. Missed End-of-Unit Quizzes will be recorded as a "0" – no exceptions. Do **NOT** wait until the last day to complete the End-of-Unit Quizzes.

**Laboratory Activities:** Once a lab assignment is due, it will not be accepted late for any reason as they are open on Mondays at 8:00AM Eastern and close on Fridays at 11:59PM Eastern. There are **no make-ups for lab assignments**. Missed labs will be recorded as a "0" – no exceptions. Do **NOT** wait until the last day to complete the lab assignments.

**Grading Error:** If you believe there is a grading error associated with one of your course assessments (i.e., an assessment, an exam, an End-of-Unit Quiz and/or a laboratory activity), you have one week (i.e., 7 days) from the due date (for End-of-Unit Quizzes/assessment/written exams/lab activities) to notify Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)) via email of this potential error.

## Assignment Behavior Policy

**For All Assignments (i.e., Unit 1 Review Assessment, All Written Exams, All End-of-Unit Quizzes, and All Laboratory Activities):**

- The assignment is to be completed **ON YOUR OWN**, meaning you are **NOT** permitted to assist other people or receive assistance from other people.
- You are **NOT** permitted to print out the assignment/questions, take pictures of the assignment/questions, or screen-capture the assignment/questions, unless emailing an image to the teaching staff regarding an issue.
- However, it is **STRONGLY** encouraged that you take a screenshot of your submission page that includes your name, time of submission, and score just in case your score does not save correctly – especially with Carmen.
- During the assignment, if you have ANY technical issues, it is your responsibility to immediately contact **BOTH** Dr. Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)).

**Additionally, for Unit 1 Review Assessment:**

- You are permitted to use your books, your atlas, and your notes to complete the Unit 1 Review Assessment.
- You will have only one attempt to take each unit exam.
- The unit review assessment will only be open for a specified time period.

- When time has expired for the assessment to be completed, it is due. When time has expired, immediately submit the assessment even if Carmen gives you additional time. A late assessment will lose 20%.
- Be sure to complete the Unit 1 Review Assessment on a web browser (e.g., Chrome, Microsoft Edge), **NOT** through the Canvas Student Application, as the application may not record your responses. However, do **NOT** use the Safari web browser due to issues with images not displaying on the assessment in the past.
- Once submitted, please check immediately that your Unit 1 Review Assessment score is posted correctly in the gradebook on Carmen. If it does not appear in the Carmen gradebook, contact **BOTH** Dr. Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)) **IMMEDIATELY**.
- Again, during the assessment and before you submit the assessment, if you have ANY technical issues, it is your responsibility to **IMMEDIATELY** contact **BOTH** Dr. Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)).

#### Additionally, for All Written Exams:

- You are **NOT** permitted to use your books, your atlas, and your notes to complete the written exams.
- You will have only one attempt to take each unit exam.
- When time has expired for an exam to be completed, it is due. When time has expired, immediately submit the exam even if the system gives you additional time. A late exam will lose 20%.
- During the examinations, GTAs, UTAs, and/or Course Director will be monitoring the room(s). Please be aware you may be photographed and/or videotaped.
- You must bring a form of OFFICIAL PHOTO identification to all exams (e.g., BuckID, Medical Center ID, Driver's License, etc.).
- All electronic devices not directly involved with completing the written exam (e.g., cell phones, iPods, smart watches, Fitbits, etc.) must remain in your backpack/purse/bag/etc. during the exam. Failure to follow this policy will result in the automatic loss of 50 pts from your overall course grade for each violation and possible referral to the Committee on Academic Misconduct (COAM).
- During the examination, you are **NOT** permitted to:
  - a. Look around the room.
  - b. Look at the examination of a classmate.
  - c. Cover your eyes.
  - d. Shift around in your seat continuously.
  - e. Wear a hat.

Documentation of any possible violation to these examination conduct rules will be made. Additionally, if it is believed you may have violated these rules, you may be moved to another seat during the examination and/or referred to the Committee on Academic Misconduct (COAM).

- If you are unable to abide by this examination behavior policy for any reason (i.e., physical disability, religious beliefs, etc.), please notify the course director PRIOR to the Unit 2 Written Exam via email ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)).

#### Additionally, for End-of-Unit Quizzes:

- You are permitted to use your books, your atlas, and your notes to complete the End-of-Unit Quizzes.
- The End-of-Unit Quizzes will only be open for the specified time period.

- The End-of-Unit Quiz may be taken as many times as the student would like throughout the duration of time the quiz is open. The highest achieved score obtained will be retained in the Carmen gradebook.
- Be sure to complete the End-of-Unit Quizzes on a web browser (e.g., Chrome, Microsoft Edge), **NOT** through the Canvas Student Application, as the application may not record your responses. However, do **NOT** use the Safari web browser due to issues with images not displaying in the past.
- Once submitted, please check immediately that your End-of-Unit Quiz score is posted correctly in the gradebook on Carmen. If it does not appear in the Carmen gradebook, contact **BOTH** Dr. Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)) **IMMEDIATELY**.

#### **Additionally, for Laboratory Activities:**

- You are permitted to use your books, your atlas, and your notes to complete the Laboratory Activities.
- The Laboratory Activities will only be open for the specified time period.

## **FACULTY RESPONSE**

### **Instructor Feedback and Response Time**

We are providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

- **Grading and Feedback:** You should see your scores for the End-of-Unit Quizzes and the Unit 1 Review Assessment immediately in the Carmen Gradebook. For Lab Activities and Written Exams, please allow **48 hours** to enter grades from TopHat and Exemplify, respectively.
- **Email:** We will reply to emails within **24 hours on days when class is in session at the university**.
- **Discussion Board:** We will check and reply to messages in the discussion boards every **24 hours on school days**.

## **OTHER COURSE POLICIES**

### **Discussion and Communication Guidelines**

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing Style:** While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. A more conversational tone is fine for non-academic topics.
- **Tone and Civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.

- **Citing Your Sources:** When we have academic discussions, please cite your sources to back up what you say. For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.
- **Backing Up Your Work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

## Lecture Guidelines

- Students are responsible for all content discussed in the lectures.
- Students should be able discuss the major points of each slide, identify structures in any illustrations that are discussed, etc.
- Therefore, daily review of the lecture material is essential to successful completion of this course.
- The PowerPoint/PDF slides are posted on Carmen and will be made available at the start of each unit. It is your responsibility to have an accessible way to take notes.
- As you study, look for relationships between lecture topics. The most successful students think critically about the material, always looking for relationships between topics.
- If at any point in the semester you would like additional tips for studying and/or approaching the course material, please do not hesitate to ask any member of the teaching staff.

## Laboratory Guidelines

- Successful students will attend in-person labs regularly, as well as utilize the online laboratory material through TopHat and Practice Anatomy Lab (PAL).
- You are responsible for all content discussed in the lectures, as well as all the content available through TopHat and PAL.
- Therefore, review of the laboratory material is essential to successful completion of this course.
- Additionally, the laboratory is designed to help you integrate the material and gain a 3D understanding of the human body.
- Your lab experience will consist of TA-driven laboratory demonstrations in Hamilton Hall. During lab, you will have access to anatomical material such as donors, bones, models, etc.
- Please be prompt, as the laboratory sessions will begin on time.
- Be sure to bring your Guy/Burgoon Textbook to **ALL** laboratory sessions.
- The laboratories (i.e., 225/233 Hamilton Hall) will be accessible to you **ONLY** during your scheduled lab time and the recitations, as additional time in the laboratory is not an option.
- For this reason, be sure to come to laboratory prepared and use your time wisely.
- Normally, you may **NOT** attend labs not assigned to you. In certain cases, if you know you are going to miss a laboratory for a valid reason, but do not want to miss the content, you may attend a lab not assigned to you but **ONLY** with written permission from Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)). However, attendance of another laboratory session does **NOT** count towards attendance (i.e., you will still be marked absent for your regular laboratory session that you missed).
- Anatomical materials (e.g., models, bones, etc.) are **NOT** to be removed from the laboratory.
- You are encouraged to be “hands-on” with the cadavers in the laboratory. However, you must provide your own disposable gloves, which can be purchased at The Ohio State University Book on N. High Street and/or local drugstores/pharmacies.
- Absolutely **NO** open toe shoes in the laboratory. No sandals or flip-flops. Additionally, long pants are recommended.
- No one other than an Anatomy 2300 registered student is permitted in the lab. In other words, **DO NOT INVITE ANYONE INTO THE LAB.**

- There is to be **NO photograph or digital image capture in the laboratories (i.e., both rooms 225 and 233)**. Failure to follow this policy will be considered academic misconduct and handled accordingly.
- **No food (including bubble gum) or drink in the lab**, either part (i.e., rooms 225 and 233). (Water is permitted in 225). Please eat before you come to lab.
- You are to remain respectful of the donors at all times. Failure to do so will be considered academic misconduct and handled accordingly.
- Please assist in maintaining the condition of the lab – for example, push in your chairs at the end of lab.
- All bones are to be returned to their respective bag or box at the end of the laboratory period.
- If you are pregnant or become pregnant during the semester, please inform the course director ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Sarah Beam ([beam102@osu.edu](mailto:beam102@osu.edu)) via email, as well as consulting with your physician.

## Who To Contact

- Rescheduling written exam (must provide appropriate documentation)
  - BOTH Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)) and Dr. Jennifer Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu))
- Missing written exam grade or grading error on End-of-Unit Quiz, Assessment, Written Exam, or Lab Activity (within 7 days)
  - Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu))
- Technical difficulty any assignment online
  - BOTH Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)) and Dr. Jennifer Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu))
- Student Life Disability Services (SLDS) accommodations (5 business days prior to written exam periods)
  - Dr. Jennifer Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu))
- If you are unable to abide by the examination and laboratory practical behavior policy for any reason (i.e., physical disability, religious beliefs, etc.)
  - Dr. Jennifer Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu))
- Laboratory Attendance Issues and Questions
  - Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu))
- If you are experiencing an extreme situation or emergency that will impact successful course completion
  - BOTH Sarah Beam ([beam.102@osu.edu](mailto:beam.102@osu.edu)) and Dr. Jennifer Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu))
- Issues with the TopHat program
  - TopHat Support Team: Support Team directly by way of email ([support@tophat.com](mailto:support@tophat.com)), the in app support button, or by calling 1-888-663-5491

## Bones and Models on Reserve

Bones and models are available on closed reserve (1st floor, John A. Prior, Health Sciences Library, 376 W. 10th Ave., 292-4861). Generally available specimens include:

- Major Bones of the Upper and Lower Limbs
- Model of Female Pelvis
- Articulated Skeleton
- Model of Larynx
- Human and Plastic Skulls
- Model of Heart



- Brain Model (whole and half)
- Model of Kidney
- Sagittal Head Model
- Model of Ear and Eye

For a complete listing and for library hours, please visit the library at: <https://hsl.osu.edu/>

## ACADEMIC INTEGRITY POLICY

### OHIO STATE'S ACADEMIC INTEGRITY POLICY

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the university's *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the university's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the university or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the university's *Code of Student Conduct* is never considered an excuse for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

**If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct.** If COAM determines that you have violated the university's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* ([www.northwestern.edu/uacc/8cards.htm](http://www.northwestern.edu/uacc/8cards.htm))

## OTHER IMPORTANT INFORMATION

### Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

## Statement on Title IX

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources.

If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options at [titleix.osu.edu](https://titleix.osu.edu) or by contacting the Ohio State Title IX Coordinator at [titleix@osu.edu](mailto:titleix@osu.edu). Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit [equity.osu.edu](https://equity.osu.edu) or email [equity@osu.edu](mailto:equity@osu.edu).

## Diversity

*"The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited."*

## Counseling and Consultation Services

As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing.

If you are or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting [ccs.osu.edu](https://ccs.osu.edu) or calling 614--292--5766. CCS is located on the 4th Floor of the Younklin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614-292-5766.

If you are thinking of harming yourself or need a safe, non-judgmental place to talk, or if you are worried about someone else and need advice about what to do, 24 hour emergency help is also



available through the Suicide Prevention Hotline (Columbus: 614-221-5445 / National: 800-273-8255); or text (4hope to 741741); or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

## Safety and Health Requirements

Even though Anatomy 2300 is not meeting in person, we want to remind you that all teaching staff and students are required to comply with and stay up to date on all University safety and health guidance, which includes wearing a facemask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

## Division of Anatomy Statement Regarding Cadaveric Material Usage

Remember to respect the donor that will teach you over the course of the semester. Your cadaver is not merely an educational tool, but a rare gift. They were someone's mother, father, spouse, grandparent, etc., and it was their choice to enhance your learning experience by giving their body to you. Treating them with the utmost care and respect at all times is not only required of you by the Division of Anatomy, but is expected of you as a fellow, compassionate human being. If you have questions about the process of body donation, please speak with your course instructor. If you wish to explore your feelings about death and/or your cadaver, please contact Imani Jones, Department of Chaplaincy at [Imani.Jones@osumc.edu](mailto:Imani.Jones@osumc.edu). Her office is located in the Chaplaincy, S594 Rhodes Hall.

Prior to your first laboratory session, you are required view the e-module the Anatomy Orientation Presentation and complete the Quiz associated with this presentation. Additionally you must read, sign, and return the Body Donor Program Access Disclosure Form. These forms will be kept in the Division of Anatomy as part of a permanent record of your access to and acceptance of The Ohio State University Body Donor Program and its policies. All policies extend to images and/or video material formally prepared for and presented in conjunction with your online course. Failure to adhere to these policies or any professional misconduct towards the donor on or off campus or through any social media sites may result in expulsion from the anatomy course with a failing grade, and/or referral to further disciplinary actions and/or criminal charges, if applicable.

No cell phones and/or cameras are allowed in the laboratory. Recording or photographing the human anatomical material is strictly prohibited without the prior consent of The Ohio State University Body Donor Program Advisory Council, including but not limited to any images considered for publication or other distribution, even for studying.

## Learning Center

The Dennis Learning Center's goal is to help support and improve the academic success of Ohio State students through academic coaching, group workshops, and elective courses. We offer free, one-hour appointments in which you can discuss various topics (note-taking, procrastination, test anxiety, exam preparation, time-management, etc.) with an academic coach and create a plan for success. The DLC is located on the 2nd floor of the Younkin Success Center. Visit our website at <https://dennislearningcenter.osu.edu> to learn more.

# ACCESSIBILITY ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

## Requesting Accommodations

The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; 098 Baker Hall, 113 W. 12<sup>th</sup> Avenue.

## Accessibility of Course Technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- [CarmenCanvas accessibility](#)
- Streaming audio and video
- [CarmenZoom accessibility](#)
- Collaborative course tools

## ADDITIONAL RESOURCES

### Carmen Log-In

1. <https://carmen.osu.edu/>
2. Login using your user name [i.e. the first part of your OSU email address and a number (name.#)] and password.
3. Then, choose SP21 ANATOMY 2300.01 – Human Anatomy (TBD).

# COURSE SCHEDULE – ANATOMY 2300 SPRING 2022

Keys for Course Schedule:

- All times listed in the Course Schedule are Eastern.
- Numbers in parentheses refer to the lessons found within Guy & Burgoon's *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition.

Date	Lecture	Laboratory	Carmen Quizzes
<b>Week 1</b>			
Mon, Jan 10	Course Introduction and Syllabus Overview at 8:00AM	<b>Unit 1 Lab 1:</b> Introduction to Anatomy Opens on TopHat at 8:00AM Eastern	<b>Student Information Survey, Ways to Succeed Quiz, Human Anatomy Disclosure Form, &amp; Unit 1 Quizzes Open at 8:00AM Eastern</b>
	<ul style="list-style-type: none"> <li>• Unit 1: Introductory Terminology, Orientation to the Body, and the Integumentary System (1);</li> <li>• Unit 1: Osteology: The Study of Bone (2);</li> </ul>	<b>NO IN-PERSON LAB 1</b>	
Tues, Jan 11			
Weds, Jan 12	Recitation at 8:00AM	<b>NO IN-PERSON LAB 1</b>	
	<ul style="list-style-type: none"> <li>• Unit 1: Arthrology: The Study of Joints (3);</li> <li>• Unit 1: Myology: The Study of Muscles (4);</li> <li>• Unit 1: Introduction to the Nervous System (5);</li> </ul>		
Thurs, Jan 13			
Fri, Jan 14	Recitation at 8:00AM	<b>NO IN-PERSON LAB 1</b>	
	<ul style="list-style-type: none"> <li>• Unit 1: Introduction to the Cardiovascular System (6);</li> <li>• Unit 1: Overview of Histology</li> </ul> (To Prepare for Assessment: Complete Lesson 7 in Guy/Burgoon textbook – answers are in Appendix A. Also, complete Worksheet 1 in Appendix F in the Guy/Burgoon textbook.)	<b>Unit 1 Lab 1: Introduction to Anatomy on TopHat Due by 1/14 (Fri) at 11:59PM Eastern</b>	

Fri, Jan 14	UNIT 1 REVIEW ASSESSMENT OPENS AT 12:01PM EASTERN ON CARMEN		
Sun, Jan 16	UNIT 1 REVIEW ASSESSMENT DUE BY 11:59PM EASTERN ON CARMEN		
Week 2			
Mon, Jan 17	NO CLASS (MARTIN LUTHER KING DAY)	Unit 2 Lab 2: Bones and Joints of the Pelvic Girdle and Lower Limb; Muscles of Lower Limb Opens on TopHat at 8:00AM Eastern	Unit 2 Carmen Quizzes Open at 8:00AM Eastern
	NO LECTURE (MARTIN LUTHER KING DAY)	NO IN-PERSON LAB (MARTIN LUTHER KING DAY)	
Tues, Jan 18			
Weds, Jan 19	<ul style="list-style-type: none"><li>Unit 2: Bones of the Pelvic Girdle and Lower Limb (8)</li></ul>	Unit 2 In-Person Lab 2: Bones of the Pelvic Girdle and Lower Limb; Introduction to the Donor; Muscles of the Lower Limb; Worksheet 2	
Thurs, Jan 20			
Fri, Jan 21	<ul style="list-style-type: none"><li>Unit 2: Joints of the Lower Limb (9);</li><li>Unit 2: Muscles of the Hip and Thigh (10)</li></ul>	Unit 2 In-Person Lab 2: Bones of the Pelvic Girdle and Lower Limb; Introduction to the Donor; Muscles of the Lower Limb; Worksheet 2	
		Unit 2 Lab 2: Bones and Joints of the Pelvic Girdle and Lower Limb; Muscles of Lower Limb on TopHat Due by 1/21 (Fri) at 11:59PM Eastern	
Week 3			
Mon, Jan 24	<ul style="list-style-type: none"><li>Unit 2: Muscles of the Leg and Foot (11)</li></ul>	Unit 2 Lab 3: Nerves and Blood Vessels of the Lower Limb; Special Areas of the Lower Limb Opens on TopHat at 8:00AM Eastern	

		<b>Unit 2 In-Person Lab 2:</b> Bones of the Pelvic Girdle and Lower Limb; Introduction to the Donor; Muscles of the Lower Limb; Worksheet 2	
Tues, Jan 25			
Weds, Jan 26	<ul style="list-style-type: none"> <li>Unit 2: Nerves of the Lower Limb (12)</li> </ul>	<b>Unit 2 In-Person Lab 3:</b> Review of Muscles of Lower Limb; Nerves and Vessels of Lower Limb; Worksheet 3	
Thurs, Jan 27			
Fri, Jan 28	<ul style="list-style-type: none"> <li>Unit 2: Blood Vessels of the Lower Limb (13);</li> <li>Unit 2: Special Areas of the Lower Limb (14)</li> </ul>	<b>Unit 2 In-Person Lab 3:</b> Review of Muscles of Lower Limb; Nerves and Vessels of Lower Limb; Worksheet 3 <b>Unit 2 Lab 3: Nerves and Blood Vessels of the Lower Limb; Special Areas of the Lower Limb on TopHat Due by 1/28 (Fri) at 11:59PM Eastern</b>	
<b>Week 4</b>			
Mon, Jan 31	<ul style="list-style-type: none"> <li>Unit 2: Review (15)</li> </ul>	<b>Unit 3 Lab 4:</b> Bones of the Axial Skeleton; Bones and Joints of the Pectoral Girdle and Upper Limb Opens on TopHat at 8:00AM Eastern <b>Unit 2 In-Person Lab 3:</b> Review of Muscles of Lower Limb; Nerves and Vessels of Lower Limb; Worksheet 3	<b>Unit 2 End-of-Unit Quiz Due by 1/31 (Mon) at 11:59PM Eastern</b>
Tues, Feb 1			

Wed, Feb 2	• Unit 3: The Axial Skeleton (16)	UNIT 2 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB	Unit 3 Carmen Quizzes Open at 8:00AM Eastern
		Unit 3 In-Person Lab 4: Bones of the Axial Skeleton, Pectoral Girdle, and Upper Limb; Worksheet 4	
Thurs, Feb 3			
Fri, Feb 4	• Unit 3: Finish The Axial Skeleton (16)	UNIT 2 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB	
		Unit 3 In-Person Lab 4: Bones of the Axial Skeleton, Pectoral Girdle, and Upper Limb; Worksheet 4	
		Unit 3 Lab 4: Bones of the Axial Skeleton; Bones and Joints of the Pectoral Girdle and Upper Limb on TopHat Due by 2/4 (Fri) at 11:59PM Eastern	
Week 5			
Mon, Feb 7	• Unit 3: Deep Muscles of the Back (17) • Unit 3: Bones of the Pectoral Girdle and Upper Limb (18);	Unit 3 Lab 5: Muscles of the Shoulder and Upper Limb Opens on TopHat at 8:00AM Eastern	
		UNIT 2 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB	
		Unit 3 In-Person Lab 4: Bones of the Axial Skeleton, Pectoral Girdle, and Upper Limb; Worksheet 4	
Tues, Feb 8			

Weds, Feb 9	<ul style="list-style-type: none"> <li>Unit 3: Finish Bones of the Pectoral Girdle and Upper Limb (18);</li> <li>Unit 3: Joints of the Upper Limb (19)</li> </ul>	<b>Unit 3 In-Person Lab 5:</b> Muscles of the Shoulder and Upper Limb; Special Areas of the Upper Limb; Worksheet 5	
Thurs, Feb 10			
Fri, Feb 11	<ul style="list-style-type: none"> <li>Unit 3: Nerves of the Upper Limb (22)</li> </ul>	<b>Unit 3 In-Person Lab 5:</b> Muscles of the Shoulder and Upper Limb; Special Areas of the Upper Limb; Worksheet 5 <b>Unit 3 Lab 5: Muscles of the Shoulder and Upper Limb on TopHat Due by 2/11 (Fri) at 11:59PM Eastern</b>	
<b>Week 6</b>			
Mon, Feb 14	<ul style="list-style-type: none"> <li>Unit 3: Muscles of the Shoulder and Arm (20)</li> </ul>	<b>Unit 3 Lab 6:</b> Nerves and Blood Vessels of the Upper Limb; Special Areas of the Upper Limb Opens on TopHat at 8:00AM Eastern <b>Unit 3 In-Person Lab 5:</b> Muscles of the Shoulder and Upper Limb; Special Areas of the Upper Limb; Worksheet 5	
Tues, Feb 15			
Weds, Feb 16	<ul style="list-style-type: none"> <li>Unit 3: Muscles of the Forearm and Hand (21)</li> </ul>	<b>Unit 3 In-Person Lab 6:</b> Nerves and Vessels of Upper Limb; Worksheet 6	
Thurs, Feb 17			
Fri, Feb 18	<ul style="list-style-type: none"> <li>Unit 3: Blood Vessels of the Upper Limb (23);</li> </ul>	<b>Unit 3 In-Person Lab 6:</b> Nerves and Vessels of Upper Limb; Worksheet 6	

	<ul style="list-style-type: none"><li>Unit 3: Special Areas of the Upper Limb (24)</li></ul>	<b>Unit 3 Lab 6: Nerves and Blood Vessels of the Upper Limb; Special Areas of the Upper Limb on TopHat Due by 2/18 (Fri) at 11:59PM Eastern</b>	
Week 7			
Mon, Feb 21	<ul style="list-style-type: none"><li>Unit 3: Review (25)</li></ul>	<b>Unit 4 Lab 7: Bones of the Skull Opens on TopHat at 8:00AM Eastern</b>	<b>Unit 3 End-of-Unit Quiz Due by 2/21 (Mon) at 11:59PM Eastern</b>
		<b>Unit 3 In-Person Lab 6: Nerves and Vessels of Upper Limb; Worksheet 6</b>	
Tues, Feb 22			
Weds, Feb 23	<ul style="list-style-type: none"><li>Unit 4: Organization of the Nervous System;</li><li>Unit 4: The Skull (26)</li></ul>	<b>UNIT 3 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b>	<b>Unit 4 Carmen Quizzes Open at 8:00AM Eastern</b>
		<b>Unit 4 In-Person Lab 7: Bones of the Skull; Worksheet 7</b>	
Thurs, Feb 24			
Fri, Feb 25	<ul style="list-style-type: none"><li>Unit 4: Finish The Skull (26)</li></ul>	<b>UNIT 3 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b>	
		<b>Unit 4 In-Person Lab 7: Bones of the Skull; Worksheet 7</b>	
		<b>Lab 7: Bones of the Skull on TopHat Due by 2/25 (Fri) at 11:59PM Eastern</b>	
Week 8			
Mon, Feb 28	<ul style="list-style-type: none"><li>Unit 4: The Brain (27 and 28)</li></ul>	<b>Unit 4 Lab 8: The Brain, Ventricles, and Blood Vessels of the Brain Opens on TopHat at 8:00AM Eastern</b>	



		<b>UNIT 3 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b>	
		<b>Unit 4 In-Person Lab 7: Bones of the Skull; Worksheet 7</b>	
Tues, Mar 1			
Weds, Mar 2	<ul style="list-style-type: none"> <li>Unit 4: Finish The Brain (27 and 28)</li> </ul>	<b>Unit 4 In-Person Lab 8: The Brain, Ventricles, and Blood Vessels of the Brain; Worksheet 8</b>	
Thurs, Mar 3			
Fri, Mar 4	<ul style="list-style-type: none"> <li>Unit 4: Ventricles, Meninges, CSF, &amp; the Blood Vessels of the Brain (29)</li> </ul>	<b>Unit 4 In-Person Lab 8: The Brain, Ventricles, and Blood Vessels of the Brain; Worksheet 8</b> <b>Unit 4 Lab 8: The Brain, Ventricles, and Blood Vessels of the Brain on TopHat Due by 3/4 (Fri) at 11:59PM Eastern</b>	
<b>Week 9</b>			
Mon, Mar 7	<ul style="list-style-type: none"> <li>Unit 4: Finish Ventricles, Meninges, CSF, &amp; the Blood Vessels of the Brain (29)</li> </ul>	<b>Unit 4 Lab 9: The Spinal Cord and Tracts on TopHat at 8:00AM Eastern</b> <b>Unit 4 In-Person Lab 8: The Brain, Ventricles, and Blood Vessels of the Brain; Worksheet 8</b>	
Tues, Mar 8			
Weds, Mar 9	<ul style="list-style-type: none"> <li>Unit 4: The Spinal Cord and Tracts (30)</li> </ul>	<b>Unit 4 In-Person Lab 9: The Spinal Cord and Tracts; Brain Review; Worksheet 9</b>	
Thurs, Mar 10			

Fri, Mar 11	<ul style="list-style-type: none"><li>• Spinal Cord Activity</li><li>• Unit 4: The Special Sense Organs (31)</li></ul>	Unit 4 In-Person Lab 9: The Spinal Cord and Tracts; Brain Review; Worksheet 9	
		Unit 4 Lab 9: The Spinal Cord and Tracts on TopHat Due by 3/11 (Fri) at 11:59PM Eastern	
Week 10			
Mon, Mar 14	NO CLASS (SPRING BREAK)	NO TOPHAT LAB DUE THIS WEEK (SPRING BREAK)	
	NO LECTURE (SPRING BREAK)	NO IN-PERSON LAB (SPRING BREAK)	
Tues, Mar 15			
Weds, Mar 16	NO CLASS (SPRING BREAK)	NO IN-PERSON LAB (SPRING BREAK)	
	NO LECTURE (SPRING BREAK)		
Thurs, Mar 17			
Fri, Mar 18	NO CLASS (SPRING BREAK)	NO IN-PERSON LAB (SPRING BREAK)	
	NO LECTURE (SPRING BREAK)	NO TOPHAT LAB DUE THIS WEEK (SPRING BREAK)	
Week 11			
Mon, Mar 21	<ul style="list-style-type: none"><li>• Unit 4: Finish The Special Sense Organs (31)</li></ul>	Unit 4 Lab 10: Muscles of the Head and Neck; Ear and Eye on TopHat at 8:00AM Eastern	
		Unit 4 In-Person Lab 9: The Spinal Cord and Tracts; Brain Review; Worksheet 9	
Tues, Mar 22			
Weds, Mar 23	<ul style="list-style-type: none"><li>• Unit 4: The Cranial Nerves (32)</li></ul>	Unit 4 In-Person Lab 10: Muscles of the Head and Neck; Ear and Eye; Brain Review; Worksheet 10	
Thurs, Mar 24			

Fri, Mar 25	<ul style="list-style-type: none"> <li>Unit 4: Muscles and Blood Vessels of the Head and Neck (33)</li> </ul>	<b>Unit 4 In-Person Lab 10:</b> Muscles of the Head and Neck; Ear and Eye; Brain Review; Worksheet 10 <b>Unit 4 Lab 10:</b> Muscles of the Head and Neck; Ear and Eye on TopHat Due by 3/25 (Fri) at 11:59PM Eastern	
<b>Week 12</b>			
Mon, Mar 28	<ul style="list-style-type: none"> <li>Unit 4: Review (34)</li> </ul>	<b>Unit 5 Lab 11:</b> Heart; Mediastinum; Respiratory System on TopHat at 8:00AM Eastern <b>Unit 4 In-Person Lab 10:</b> Muscles of the Head and Neck; Ear and Eye; Brain Review; Worksheet 10	<b>Unit 4 End-of-Unit Quiz Due by 3/28 (Mon) at 11:59PM Eastern</b>
Tues, Mar 29			
Weds, Mar 30	<ul style="list-style-type: none"> <li>Unit 5: Introduction to Unit 5;</li> <li>Unit 5: Autonomic Nervous System (35)</li> </ul>	<b>UNIT 4 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b> <b>Unit 5 In-Person Lab 11:</b> Heart; Mediastinum; Respiratory System; Worksheet 11	<b>Unit 5 Carmen Quizzes Open at 8:00AM Eastern</b>
Thurs, Mar 31			
Fri, Apr 1	<ul style="list-style-type: none"> <li>Unit 5: The Heart and Fetal Circulation (43, 45 and 46)</li> </ul>	<b>UNIT 4 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b> <b>Unit 5 In-Person Lab 11:</b> Heart; Mediastinum; Respiratory System; Worksheet 11	

		<b>Unit 5 Lab 11: Heart; Mediastinum; Respiratory System on TopHat Due by 4/1 (Fri) at 11:59PM Eastern</b>	
<b>Week 13</b>			
Mon, Apr 4	<ul style="list-style-type: none"> <li>Unit 5: The Respiratory System (43 and 44)</li> </ul>	<b>Unit 5 Lab 12: GI Tract and Accessory Digestive Organs on TopHat at 8:00AM Eastern</b>	
		<b>UNIT 4 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB</b>	
		<b>Unit 5 In-Person Lab 11: Heart; Mediastinum; Respiratory System; Worksheet 11</b>	
Tues, Apr 5			
Weds, Apr 6	<ul style="list-style-type: none"> <li>Unit 5: Muscles of the Abdominal Wall (36);</li> <li>Unit 5: The Digestive System (37)</li> </ul>	<b>Unit 5 In-Person Lab 12: GI Tract and Accessory Digestive Organs; Worksheet 12</b> <ul style="list-style-type: none"> <li>Unit 5: The Endocrine System (42);</li> <li>Unit 5: The Lymphatic System (47)</li> </ul>	
Thurs, Apr 7			
Fri, Apr 8	<ul style="list-style-type: none"> <li>Unit 5: Finish the Digestive System (37)</li> </ul>	<b>Unit 5 In-Person Lab 12: GI Tract and Accessory Digestive Organs; Worksheet 12</b> <ul style="list-style-type: none"> <li>Unit 5: The Endocrine System (42);</li> <li>Unit 5: The Lymphatic System (47)</li> </ul>	

		<b>Unit 5 Lab 12: GI Tract and Accessory Digestive Organs on TopHat Due by 4/8 (Fri) at 11:59PM Eastern</b>	
<b>Week 14</b>			
Mon, Apr 11	<ul style="list-style-type: none"> <li>Unit 5: Vessels and Nerves of the Abdomen and Pelvis (38)</li> </ul>	<b>Unit 5 Lab 13:</b> Vessels and Nerves of the Abdomen; Urinary System; Reproductive System on TopHat at 8:00AM Eastern <b>Unit 5 In-Person Lab 12:</b> GI Tract and Accessory Digestive Organs; Worksheet 12 <ul style="list-style-type: none"> <li>Unit 5: The Endocrine System (42);</li> <li>Unit 5: The Lymphatic System (47)</li> </ul>	
Tues, Apr 12			
Weds, Apr 13	<ul style="list-style-type: none"> <li>Unit 5: The Urinary System (39)</li> </ul>	<b>Unit 5 In-Person Lab 13:</b> Vessels and Nerves of the Abdomen; Urinary System; Reproductive System; Worksheet 13	
Thurs, Apr 14			
Fri, Apr 15	<ul style="list-style-type: none"> <li>Unit 5: The Reproductive System (40 and 41)</li> </ul>	<b>Unit 5 In-Person Lab 13:</b> Vessels and Nerves of the Abdomen; Urinary System; Reproductive System; Worksheet 13	

		Unit 5 Lab 13: Vessels and Nerves of the Abdomen; Urinary System; Reproductive System on TopHat Due by 4/15 (Fri) at 11:59PM Eastern	
Week 15			
Mon, Apr 18	• Review Session (48)	NO TOPHAT LAB THIS WEEK	Unit 5 End-of-Unit Quiz Due by 4/18 (Mon) at 11:59PM Eastern
		Unit 5 In-Person Lab 13: Vessels and Nerves of the Abdomen; Urinary System; Reproductive System; Worksheet 13	
Tues, Apr 19			
Weds, Apr 20	NO LECTURE	UNIT 5 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB	
Thurs, Apr 21			
Fri, Apr 22	NO LECTURE	UNIT 5 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB	
		NO TOPHAT LAB DUE	
Week 16/Finals			
Mon, Apr 25	NO LECTURE	NO TOPHAT LAB THIS WEEK	
		UNIT 5 WRITTEN EXAM VIA EXAMPLIFY DURING SCHEDULED LAB	

## ANATOMY 2300.05 – HUMAN ANATOMY

### SPRING SEMESTER 2022, 4 CREDITS

**Lecture Meetings:** Tuesdays and Thursdays 4PM-5:30PM

**Lab Meetings:** Tuesdays 6PM-8:45PM

**Lecture Location:** Mercy St. Rita's Medical Center – OSU Anatomy Lab (See Carmen page for map)

**Instructor:** Jeremy Grachan

Email: [grachan.1@osu.edu](mailto:grachan.1@osu.edu)

Office Hours: By appointment only.

### Course Overview

#### Description

Regional study of the basic structure and terminology associated with the human body supplemented with computer-assisted instruction. Laboratory includes demonstrations on prosected human cadavers.

Unit 1: Introduction to Anatomy and Overview of Body Systems

Unit 2: The Lower Limb

Unit 3: The Back and Upper Limb

Unit 4: The Head and Neck

Unit 5: The Abdomen, Pelvis, and Thorax

#### Relation to Other Courses

This course serves as a prerequisite for ANAT 4300, ANAT 4600, ANAT 4700, ANAT 5300, and ANAT 5440.

**Prerequisites:** Biology 1101, 1102, 1113, 1114, Anatomy 1300, or permission of instructor; and enrollment as a Health Science student in Continuing Education (CED), University Exploration (EXP), or Arts and Sciences (ASC). Not open to students with credit for 2100.xx or 3300.xx.

**Prerequisite Knowledge:** Students should have a basic understanding of the scientific method and critical thinking skills.

### Course Objectives

By the end of this course, students will be able to:

1. Develop a vocabulary of anatomical terminology.
2. Recognize, identify, and locate anatomical structures as shown on medical illustrations, models, and cadaveric material.
3. Describe the interdependency and interactions among body systems from a regional approach.

4. Adhere to appropriate laboratory safety guidelines and ethical standards regarding cadaveric material usage.
5. Synthesize concepts to make connections between knowledge of anatomy and its application to human function.

## Course Materials

### Required Materials

There are **two (2)** required materials for this course:

#### 1. Textbook and eLab (choose option A **OR** B from below)

A) Pearson Package (ISBN: 9780137352272) Containing:

- a. Print copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
- b. Digital copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
- c. Access code to Practice Anatomy Lab (PAL) online resource

This is available from the OSU Barnes and Noble bookstore for **\$178.55**.

### **OR**

B) The Guy/Burgoon e-book and PAL can be purchased **separately** directly from Pearson

- Digital copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson. [http://www.pearsoncustom.com/oh/osu\\_anatomy2300\\_and\\_3300/](http://www.pearsoncustom.com/oh/osu_anatomy2300_and_3300/) ([Link s to an external site.](#))
  - This is **\$48.99**
- Access code to Practice Anatomy Lab (PAL) online resource. [https://media.pearsoncmg.com/bc/bc\\_pal/pal31/login/sign-in.php?dest=https://media.pearsoncmg.com/bc/bc\\_pal/pal31/index.php](https://media.pearsoncmg.com/bc/bc_pal/pal31/login/sign-in.php?dest=https://media.pearsoncmg.com/bc/bc_pal/pal31/index.php) ([Links to an external site.](#))
  - This is **\$39.99**

### **AND**

#### 2. *Atlas of Human Anatomy Lab Manual* by Quinn/Flannery through TopHat

- a. This is an eText.
- b. You can visit the Top Hat Overview (<https://success.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide>) within the Top Hat Success Center which outlines how you will register for a Top Hat account, as well as providing a brief overview to get you up and running on the system.
- c. An email invitation will be sent to you by email, but if don't receive this email, you can register by simply visiting our course website: <https://app.tophat.com/e/398634>  
**Our Course Join Code is 504052**
- d. Your textbook will be applied at checkout for **\$53**. Don't worry if you don't see any content in the course right away, I will make it available to you as we progress through the semester.
- e. Alternatively, you can purchase an "access key" at The Ohio State University Bookstore for **\$79.50** and use the access key at the check-out page.



- f. **Please note you will have weekly assignments though this resource due each week, starting with Week 1.**
- g. Should you require assistance with Top Hat at any time, due to the fact that they require specific user information to troubleshoot these issues, please contact their Support Team directly by way of email ([support@tophat.com](mailto:support@tophat.com)), the in app support button, or by calling 1-888-663-5491

### Supplemental / Optional

Supplemental/Optional Resources can be located on the Anatomy 2300 Carmen Home Page under “General Course Documents”.

## Course Requirements/Evaluation

### Grading and Evaluation:

Graded assignments may come in three forms, and students should note the expectations for each in the descriptions of our class assignments below.

- **Independent Work (👤):** Strictly non-collaborative, original-individual work. You may discuss this assignment only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.
- **Collaboration Required (👥):** An explicit expectation for collaboration among students either in-class or outside (i.e. group work).
- **Optional-Collaboration (💬):** Students are permitted, but not required, to discuss the assignment or ideas with each other. However, all submitted work must be one’s original and individual creation.

Assignment Name	Points / Weight	Assignment Type
1 Online Unit 1 Review (40 points)	40 points	👤
4 Unit Exams (100 points each)	400 points	👤
4 Online End-of-Unit Quizzes (10 points each)	40 points	👤
10 Laboratory Attendance Activities (3 points each)	20 points	💬
12 TopHat Lab Activities (5 points each)	60 points	👤
13 Worksheet Assignments (3 points each)	39 points	👤
5 Clinical Case Study Assignments (3 points each)	15 points	👤
<b>TOTAL COURSE POINTS</b>	<b>614 points</b>	

### Course Assignments:

#### Unit Exams/Unit 1 Review

- There is one unit review and four unit exams (one at the end of each unit of material). These exams are primarily multiple choice, with some matching, some images, etc.:
  - a. The Unit 1 review, worth **40 points**, will be administered on the Carmen Canvas site. You only have one attempt to complete this exam.
  - b. The Unit exams for Units 2, 3, 4, & 5, worth **100 points each**, will be administered during the in-person lecture time as outlined in the course schedule through the students’ personal electronic device on Carmen Canvas.

- There is no comprehensive final exam.

### **End-of-Unit Quizzes**

- There will be four End-of-Unit quizzes, worth 10 points each, available on Carmen Canvas. To gain access the End-of-Unit quiz, you must first complete a number of multiple preliminary quizzes and earn 100% on each preliminary quiz. Completing the first preliminary quiz will open the second preliminary quiz and so forth until the End-of-Unit quiz is opened. You will earn credit for your responses to the End-of-Unit quiz. You may take the End-of-Unit quiz as many times as you would like before the due date – only your highest score will count. Please note, this is the same process for unlocking the Unit 1 Review. Also, please note, that to gain access to the Unit 1 quizzes for the course, a student information survey and syllabus quiz must first be completed on Carmen Canvas.

A Summary of the ONLINE Carmen Survey, Quizzes, and Exam for Each Unit:

For Unit 1 = 1 Student Information Survey + 1 Ways to Succeed Quiz + 1 Human Anatomy Disclosure Form + 7 Preliminary Quizzes + 1 Unit 1 Review  
For Unit 2 = 7 Preliminary Quizzes + 1 End-of-Unit Quiz  
For Unit 3 = 9 Preliminary Quizzes + 1 End-of-Unit Quiz  
For Unit 4 = 7 Preliminary Quizzes + 1 End-of-Unit Quiz  
For Unit 5 = 10 Preliminary Quizzes + 1 End-of-Unit Quiz

When taking the online quizzes:

- Be sure to use Carmen on a Web Browser, particularly Google Chrome, not the Canvas Student App. Do not use Safari.
- If images do not show up on a quiz, please try clearing your browser history and data. This normally solves this issue.
- It is **STRONGLY** recommended that once you finish a End-of-Unit Quiz, you take a screen shot/photo of your score page as documentation of completion.

### **Laboratory Attendance Activities**

- Laboratory attendance is **REQUIRED**. As an indication of attendance, students will complete and submit a laboratory activity that is due at the end of each laboratory. The laboratory activity, in conjunction with attending the lab, is worth 3 points. Students may miss up to two (2) labs without it affecting their grade, as the two lowest lab scores will be dropped. Students that miss more than two laboratory sessions will only be able to make up the lab in extreme circumstances at the discretion of the course instructor.

### **TopHat Lab Activities**

- There will be 12 TopHat Lab activities (about one per week) to be completed on our course's TopHat page. These will include 10 practical/image-based questions that are graded for correctness. Each student will have 3 attempts to answer each question to get it correct. Please see the course schedule for when these assignments will open and close on TopHat. Each TopHat assignment will be open for one week (Monday at 8AM EST to Friday at 11:59PM EST).
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### Worksheet Assignments

- These assignments will serve as a tool to guide students through the notes and textbook **BEFORE** attending the correlated lecture. All of these worksheets can be found in Appendix F of their Guy/Burgoon Textbook.

### Clinical Case Study Assignments

- On certain lab days, we will be working through different cases with some of the physicians from St. Rita's Medical Center. To prepare for these, an assignment will need to be completed **BEFORE** attending lab that day to introduce you to some of the clinical terminology and to help guide the class discussions from the cases.

### Other Notes

- Final grades are calculated based on **FINAL POINTS EARNED; no curve.**
- **No extra credit** assignments are available in this course.
- If you believe there is a grading error associated with one of your course assessments (e.g., an End-of-Unit quiz or a written exam), you have one week (i.e., 7 days) from the original due/posting date to notify Jeremy Grachan via email ([grachan.1@osu.edu](mailto:grachan.1@osu.edu)) of this potential error.

### Grading Scale

Final Points Earned	Percentage	Grade
572-614 pts	93-100%	A
553-571 pts	90-92%	A-
535-552 pts	87-89%	B+
510-534 pts	83-86%	B
492-509 pts	80-82%	B-
473-491 pts	77-79%	C+
449-472 pts	73-76%	C
430-448 pts	70-72%	C-
412-429 pts	67-69%	D+
369-411 pts	60-66%	D
Below 369 pts	Below 60%	E

**To Determine Your Grade At Any Time:**

**Divide the points you have earned by the current total points attempted.**

### Late Assignments

- **End-of-Unit Quizzes:**

- As you are given a number of weeks to complete the quizzes and the quizzes are administered online, there are **no make-ups for quizzes**. Missed quizzes will be recorded as a “0”. Do **NOT** wait until the last day to complete the quizzes.
- If you have any technical difficulties with the online quizzes, please immediately contact the instructor ([grachan.1@osu.edu](mailto:grachan.1@osu.edu)).
- When you have completed the End-of-Unit quiz, be sure to look under “GRADES” on Carmen to make sure you have received the full 10 points available.
- **Laboratory Attendance Activities:**
  - **Missed labs/laboratory activities can only be made-up in extreme cases** (e.g., death of family member, personal hospitalization, etc.) **with proper documentation** (e.g., a physician’s note, ER paperwork, obituary, etc.). Students without proper documentation will be recorded as a “0”. Each decision of potentially allowing a make-up lab is made by the course instructor on a case-by-case basis. Please note, the two lowest lab grades will be dropped.
- **Unit Exams or the Unit 1 Review**
  - **These can only be made-up for full credit in extreme cases** (e.g., death of family member, personal hospitalization, etc.) **with proper documentation** (e.g., a physician’s note, ER paperwork, obituary, etc.). Each decision of potentially allowing a make-up exam is made by the course director on a case-by-case basis. Students without proper documentation who are approved for a make-up exam will automatically lose 20% of credit off their examination. Additionally, you must contact Jeremy Grachan ([grachan.1@osu.edu](mailto:grachan.1@osu.edu)) as soon as you know of a potential problem or conflict with an exam date.
    - Alternative methods (e.g., oral exam, essay) of testing may be used for make-up exams.
- **TopHat Assignments**
  - **These can only be made-up for full credit in extreme cases** (e.g., death of family member, personal hospitalization, etc.) **with proper documentation** (e.g., a physician’s note, ER paperwork, obituary, etc.). Each decision of potentially allowing a make-up is made by the course director on a case-by-case basis. Students without proper documentation can make up the missed assignment with the **deduction of 1 point** from their earned score.
- **Worksheet Assignments**
  - **These can only be made-up for full credit in extreme cases** (e.g., death of family member, personal hospitalization, etc.) **with proper documentation** (e.g., a physician’s note, ER paperwork, obituary, etc.). Each decision of potentially allowing a make-up is made by the course director on a case-by-case basis. Students without proper documentation can make up the missed assignment with the **deduction of 1 point** from their earned score.
- **Clinical Case Study Assignments**
  - As these assignment will directly correlate with an in-class discussion during lab, there are **no make-ups for these assignments**.

**Instructor Feedback and Response Expectations:**

- **Email Response:** I will reply to emails within 24 hours on school days. Emails sent on Friday after 12:00PM will be replied to on the following Mondays.
- **Graded Materials Return:** You should see your scores for quizzes and exams immediately in the Carmen Gradebook. For lab assignments, please allow **7 days** to enter grades from TopHat.
- **Discussion Board Response Times:** I will check and reply to messages on the discussion boards every 24 hours on school days. Postings on Fridays after 12:00PM will be replied to on the following Mondays

## Course Policies

### Exam Policies

- During the examinations, the course director will be monitoring the room.
- For in-person exams, since students will be using their own personal devices to take the exam, students will be required to use the *Respondus* Software.
  - This software can be downloaded from <https://download.respondus.com/lockdown/download.php?ID=462913331>
  - More information can be found from the OSU Teaching and Learning Resource Center at <https://teaching.resources.osu.edu/toolsets/carmencanvas/guides/respondus-lockdown-browser-students>
- Please be aware you may be photographed and/or videotaped.
- The exams are to be completed **ON YOUR OWN**, meaning you are **NOT** permitted to assist other people or receive assistance from other people.
- You are **NOT** permitted to print out the exam, take pictures of the exam, or screen-capture the exam, unless emailing an image to the instructors regarding an exam issue.
- You are **NOT** permitted to use your books, your atlas, and your notes to complete the exam.
  - You may use these to complete your Unit 1 Review
- **ALL ELECTRONIC DEVICES** (e.g., cell phones, pagers, iPods, smart watches, Fitbits, etc.) **ARE NOT PERMITTED IN THE CLASSROOM DURING EXAMS EXCEPT FOR THE DEVICE BEING USED TO COMPLETE THE EXAMINATION.** Failure to follow this policy will result in the loss of 50 points from your overall course grade for each violation and possible referral to the Committee on Academic Misconduct.
- When time has expired for exams to be completed, they are due. Carmen Canvas quizzes will automatically submit the exam after the time has expired. Students should not continue to work on the exam once the due date has passed.
- During the examination, you are NOT permitted to:
  - a. Look around the room.
  - b. Look at the examination of a classmate.
  - c. Cover your eyes.
  - d. Shift around in your seat continuously in a way that is distracting to others or appears they are doing so to look at the examination of a classmate.
  - e. Wear a hat.

Documentation of any violation to these examination conduct rules will be made; additionally, if you violate these rules, you may be moved to another seat during the examination and lab practical and/or referred to the Committee on Academic Misconduct.

- If you are unable to abide by this examination behavior policy for any reason (i.e. physical disability, religious beliefs, etc.), please notify Jeremy Grachan ([grachan.1@osu.edu](mailto:grachan.1@osu.edu)) PRIOR TO the first examination via email.

### Lecture

- PowerPoint lectures as .ppt and .pdf files are posted on Carmen.
- You are permitted to audio record, if needed.
- Please be as prompt as possible, as lecture will begin on time.

### Lab

- The lab experience is provided as enrichment. It is designed to help you integrate the material and gain a 3D understanding of the human body.
- Your lab experience will consist of laboratory demonstrations and you will have access to anatomical material such as cadavers, bones, models, etc.
- Please be prompt, as the laboratory sessions will begin on time.
- Be sure to bring your the Guy and Burgoon Textbook to **ALL** laboratory sessions.
- The laboratories will be accessible to you **ONLY** during your scheduled lab time and the recitations, as additional time in the lab is not an option. For this reason, be sure to come prepared and use your time wisely.
- Anatomical materials (models, bones, etc.) are **NOT** to be removed from the lab.
- You are encouraged to be “hands-on” with the cadavers in the laboratory. However, you must provide your own disposable gloves, which can be purchased at The Ohio State University Bookstore or local drugstores/pharmacies and various websites.
- Absolutely **NO** open toe shoes in the laboratory. No sandals or flip-flops. Long pants are recommended.
- No one other than a registered student is permitted in the lab. **DO NOT INVITE ANYONE INTO THE LAB.**
- There is to be **NO photograph or digital image capture in the laboratories (outside of specific assignments)**. Failure to follow this policy will be considered academic misconduct and handled accordingly.
- **No food (including bubble gum) or drink in the lab.** Water may be permitted in the classroom on days when there are no specimens present and during lecture. Please eat before you come to lab.
- You are to remain respectful of the cadavers at all times. Failure to do so will be considered academic misconduct and handled accordingly.
- Please assist in maintaining the condition of the lab – for example, push in your chairs at the end of lab.
- All bones are to be returned to their respective bag or box at the end of the laboratory period.
- If you are pregnant or become pregnant during the semester, please inform Jeremy Grachan ([grachan.1@osu.edu](mailto:grachan.1@osu.edu)) via email, as well as consulting with your physician.

### How to Succeed in this Course

- Successful students will attend lecture and lab regularly.
- Successful students will complete associated readings and questions in the Guy and Burgoon book prior to or immediately after lecture and lab.
- Successful students will complete all student activities and exercises in Guy and Burgoon Text/Workbook, including the Unit Review Exercises.
- Successful students will review their notes daily.
- Successful students will **NOT** wait until the night before an exam to begin learning the material.
- Successful students will review the presentations from lecture. Students should be able to discuss the major points of each slide, identify structures in any illustrations that are discussed, etc.

### Communication

The university's official mode of communication is via **university email**. Students should use their Buckeyemail when emailing their professors and instructors, and faculty will use their OSU email when emailing students. **Students should make sure to include their name, OSU name.#, and Anatomy 2300 at Lima in their message.** Above all, please remember to be respectful and thoughtful when communicating as we want to maintain a supportive learning community where everyone feels safe.

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style:** While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
- **Tone and civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
- **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
- **Backing up your work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

### Netiquette

As a member of a community of learners, it is your responsibility to exhibit professional behavior and decorum in all modes of communication. Following the rules of etiquette on the Internet (netiquette) helps improve the readability of your messages, keeps conversations focused, increases trust, and creates a more positive experience for all participants. Netiquette includes, but is not limited to, the following guidelines:

- Honor people's rights to their opinions; respect the right for people to disagree.
- Be professional; use language that is not considered foul or abusive.
- Respond to peers honestly but thoughtfully, respectfully, and constructively.
- Avoid writing in all caps – it conveys shouting and anger.



- Avoid colors like red and green for accessibility reasons; avoid font styles, colors, and sizes that are difficult to read.
- Address the ideas, not the person, when responding to messages or discussions.
- Be careful when using sarcasm or humor – without social cues like facial expressions or body language, a remark meant to be humorous could come across as offensive or hurtful.
- Don't distribute copyrighted materials, such as articles and images (most things online are not licensed as "fair use"). Share links to those materials instead and be sure to properly cite all sources to avoid unintentional plagiarism.

### Technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** [8help@osu.edu](mailto:8help@osu.edu)
- **TTY:** 614-688-8743

### Baseline technical skills necessary for online/hybrid courses:

- Basic computer and web-browsing skills
- Navigating Carmen (Canvas)

### Technology necessary for this course:

#### Required equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
  - A University distributed iPad may be used in place of a computer
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) to use for BuckeyePass authentication and if students wish to utilize this for review sessions to respond on TopHat

#### Required software

- [Microsoft Office 365](#): All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found [at go.osu.edu/office365help](http://go.osu.edu/office365help).
- [CarmenZoom virtual meetings](#)
- [Respondus Software for lockdown browser](#)

### TopHat

This class will be utilizing TopHat for a variety of participation activities during class time as outlined in the "Participation" section of the syllabus. **Our class Join Code is 680093.**

To be able to use TopHat in class, you will need to have an iPad, laptop, or mobile device to class to be able to adequately respond when prompted. Students will be granted access to the course on TopHat to be able to participate. More information on TopHat through OSU can be found at <https://resourcecenter.odee.osu.edu/top-hat/using-top-hat-students>.



### Division of Anatomy Statement Regarding Cadaveric Material Usage

Remember to respect the donor that will teach you over the course of the semester. Your cadaver is not merely an educational tool, but a rare gift. They were someone's mother, father, spouse, grandparent, etc., and it was their choice to enhance your learning experience by giving their body to you. Treating them with the utmost care and respect at all times is not only required of you by the Division of Anatomy, but is expected of you as a fellow, compassionate human being. If you have questions about the process of body donation, please speak with your course instructor. If you wish to explore your feelings about death and/or your cadaver, please contact Imani Jones, Department of Chaplaincy at [Imani.Jones@osumc.edu](mailto:Imani.Jones@osumc.edu). Her office is located in the Chaplaincy, S594 Rhodes Hall.

Prior to your first laboratory session, you are required view the e-module the Anatomy Orientation Presentation and complete the Quiz associated with this presentation. Additionally you must read, sign, and return the Body Donor Program Access Disclosure Form. These forms will be kept in the Division of Anatomy as part of a permanent record of your access to and acceptance of The Ohio State University Body Donor Program and its policies. All policies extend to images and/or video material formally prepared for and presented in conjunction with your online course. Failure to adhere to these policies or any professional misconduct towards the donor on or off campus or through any social media sites may result in expulsion from the anatomy course with a failing grade, and/or referral to further disciplinary actions and/or criminal charges, if applicable.

No cell phones and/or cameras are allowed in the laboratory. Recording or photographing the human anatomical material is strictly prohibited without the prior consent of The Ohio State University Body Donor Program Advisory Council, including but not limited to any images considered for publication or other distribution, even for studying.

### Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

- **Course Audio and Video Recording:** Video or audio recording of classes without the explicit written permission of the instructor/professor is a violation of the Code of Student Conduct or Students who wish to record their classes must first obtain written permission of the instructor/professor. Otherwise, such recording constitutes a violation of the Code of Student Conduct.
- **Student Generated materials:** Any materials generated by a student(s) is copyrighted. Permission must be obtained to use these materials other than the intended purpose inside the course.
- **Course materials:** These materials are copyrighted and are owned by the author. Copyrights have been secured or they are considered fair use inside/for the course but this does not apply to uses outside of the course.

\*Subject to change – all changes will be communicated through the schedule on the Carmen homepage and through Announcements on Carmen

Numbers in parentheses after each lecture are the correlated lesson number for the Guy/Burgoon Book

Date	Lecture	Lab	Assignments
Week 1			
Mon, Jan 10	<b>There are no in-person lectures this week, but there are recordings to watch. There will still be an in-person lab.</b>  <b>Recorded Lectures to Watch this Week</b> <ul style="list-style-type: none"><li>• Introductory Terminology, Orientation to the Body, and the Integumentary System (1)</li><li>• Osteology: The Study of Bone (2)</li><li>• Arthrology: The Study of Joints (4)</li><li>• Myology: The Study of Muscles (3)</li><li>• Introduction to the Nervous System (5)</li><li>• Introduction to the Cardiovascular System (6)</li><li>• Overview of Histology</li></ul>		Carmen: Student Survey & Unit 1 Quizzes Opens at 9AM  Tophat: Lab 1 Opens at 9AM
Tues, Jan 11		<b>Lab 1:</b> Introduction to Course, Lab Overview, Unit 1 Content, Worksheet 1 in Guy/Burgoon Book (Due at End of Lab)	
Weds, Jan 12			
Thurs, Jan 13			
Fri, Jan 14		Lesson 7 in the Guy/Burgoon Book is a Unit 1 Review	UNIT 1 REVIEW Opens at 12PM
Sat, Jan 15			
Sun, Jan 16	Unit 1 Review on Carmen and Lab 1 on TopHat DUE BY 11:59PM		
Week 2			
Mon, Jan 17	No Classes – MLK Day		Carmen: Unit 2 Quizzes Opens at 9AM  Tophat: Lab 2 Opens at 9AM

Tues, Jan 18	<ul style="list-style-type: none"> <li>Bones of the Pelvic Girdle and Lower Limb (8)</li> <li>Joints of the Lower Limb (9)</li> <li>Begin Muscles of the Hip and Thigh (10)</li> </ul>	<b>Lab 2:</b> Bones of the Pelvic Girdle and Lower Limb; Introduction to the Human Cadaver; Muscles of the Lower Limb	<b>WORKSHEET 2 Due at 4PM</b>
Weds, Jan 19			
Thurs, Jan 20	<ul style="list-style-type: none"> <li>Finish Muscles of the Hip and Thigh (10)</li> <li>Muscles of the Leg and Foot (11)</li> </ul>		
Fri, Jan 21			<b>Tophat: Lab 2 DUE by 11:59PM</b>
<b>Week 3</b>			
Mon, Jan 24			Tophat: Lab 3 Opens at 9AM
Tues, Jan 25	<ul style="list-style-type: none"> <li>Nerves of the Lower Limb (12)</li> <li>Blood Vessels of the Lower Limb (13)</li> </ul>	<b>Lab 3:</b> Nerves and Blood Vessels of the Lower Limb; Special Areas of the Lower Limb; Case Study 1	<b>WORKSHEET 3 and Clinical Case 1 DUE at 4PM</b>
Weds, Jan 26			
Thurs, Jan 27	<ul style="list-style-type: none"> <li>Special Areas of the Lower Limb (14)</li> <li>Unit 2 Review (15)</li> </ul>		
Fri, Jan 28			<b>Carmen: End-of-Unit 2 Quiz DUE by 11:59PM</b>  <b>Tophat: Lab 3 DUE by 11:59PM</b>
<b>Week 4</b>			
Mon, Jan 31			Tophat: Lab 4 Opens at 9AM

Tues, Feb 1	<b>Unit 2 Exam</b>	<b>Lab 4:</b> Bones of the Axial Skeleton (16); Bones of the Pectoral Girdle and Upper Limb (18)	Carmen: Unit 3 Quizzes Opens at 9AM
Weds, Feb 2			
Thurs, Feb 3	<ul style="list-style-type: none"> <li>• Deep Muscles of the Back (17)</li> <li>• Joints of the Upper Limb (19)</li> <li>• Nerves of the Upper Limb (22)</li> </ul>		<b>WORKSHEETS 4 and 5 Due at 4PM</b>
Fri, Feb 4			<b>Tophat: Lab 4 DUE by 11:59PM</b>
<b>Week 5</b>			
Mon, Feb 7			
Tues, Feb 8	<ul style="list-style-type: none"> <li>• Muscles of the Shoulder and Arm (20)</li> <li>• Muscles of the Forearm and Hand (21)</li> </ul>	<b>Lab 5:</b> Muscles of the Shoulder and Upper Limb	<b>WORKSHEET 6 Due at 4PM</b>  Tophat: Lab 5 Opens at 9AM
Weds, Feb 9			
Thurs, Feb 10	<ul style="list-style-type: none"> <li>• Blood Vessels of the Upper Limb (23)</li> <li>• Special Areas of the Upper Limb (24)</li> </ul>		
Fri, Feb 11			<b>Tophat: Lab 5 DUE by 11:59PM</b>
<b>Week 6</b>			
Mon, Feb 14			Tophat: Lab 6 Opens at 9AM
Tues, Feb 15	<ul style="list-style-type: none"> <li>• Unit 3 Review (25)</li> </ul>	<b>Lab 6:</b> Nerves and Vessels of Upper Limb, Special Areas of the Upper Limb	
Weds, Feb 16			<b>Carmen: End-of-Unit 3 Quiz DUE by 11:59PM</b>
Thurs, Feb 17	<b>Unit 3 Exam</b>		

Fri, Feb 18			<b>Tophat: Lab 6 DUE by 11:59PM</b>
<b>Week 7</b>			
Mon, Feb 21			Tophat: Lab 7 Opens at 9AM
Tues, Feb 22	<ul style="list-style-type: none"> <li>Organization of the Nervous System</li> <li>The Skull (26)</li> </ul>	<b>Lab 7:</b> Bones of the Skull	<b>WORKSHEET 7 Due at 4PM</b>  Carmen: Unit 4 Quizzes Opens at 9AM
Weds, Feb 23			
Thurs, Feb 24	<ul style="list-style-type: none"> <li>The Brain (27 and 28)</li> </ul>		<b>WORKSHEET 8 Due at 4PM</b>
Fri, Feb 25			<b>Tophat: Lab 7 DUE by 11:59PM</b>
<b>Week 8</b>			
Mon, Feb 28			Tophat: Lab 8 Opens at 9AM
Tues, Mar 1	<ul style="list-style-type: none"> <li>Ventricles, Meninges, CSF, &amp; the Blood Vessels of the Brain (29)</li> <li>Start The Spinal Cord and Tracts (30)</li> </ul> <b>NOTE:</b> <i>Pre-Lecture and Post-Lecture Assignment: Articulate on "Spinal Cord Cross Section and Formation of a Spinal Nerve" (Available on Carmen.)</i>	<b>Lab 8:</b> The Brain, Ventricles, and Blood Vessels of the Brain	<b>WORKSHEET 9 Due at 4PM</b>
Weds, Mar 2			
Thurs, Mar 3	<ul style="list-style-type: none"> <li>Finish The Spinal Cord and Tracts (30)</li> </ul> <b>NOTE:</b> <i>Pre-Lecture and Post-Lecture Assignment: Articulate on "Spinal Cord Cross Section and Formation of a Spinal Nerve" (Available on Carmen.)</i>		

Fri, Mar 4			<b>Tophat: Lab 8 DUE by 11:59PM</b>
Week 9			
Mon, Mar 7			Tophat: Lab 9 Opens at 9AM
Tues, Mar 8	<ul style="list-style-type: none"><li>The Special Sense Organs (31)</li></ul>	<b>Lab 9:</b> The Spinal Cord and Tracts; Muscles of the Head and Neck; Ear and Eye; Brain Review	<b>WORKSHEET 10 Due at 4PM</b>
Weds, Mar 9			
Thurs, Mar 10	<ul style="list-style-type: none"><li>The Cranial Nerves (32)</li><li>Muscles and Blood Vessels of the Head and Neck (33)</li></ul>		
Fri, Mar 11			<b>Tophat: Lab 9 DUE by 11:59PM</b>
Week 10			
Mon, Mar 14 to Fri, Mar 18	No Classes – Spring Break		
Week 11			
Mon, Mar 21			
Tues, Mar 22	<ul style="list-style-type: none"><li>Unit 4 Review (34)</li></ul>	Open Lab	
Weds, Mar 23			<b>Carmen: End-of-Unit 4 Quiz DUE by 11:59PM</b>
Thurs, Mar 24	<b>Unit 4 Exam</b>		
Fri, Mar 25			
Week 12			

Mon, Mar 28			Carmen: Unit 5 Quizzes Opens at 9AM  Tophat: Lab 10 Opens at 9AM
Tues, Mar 29	<ul style="list-style-type: none"> <li>• Introduction to Unit 5</li> <li>• Start The Autonomic System (35)</li> </ul>	<b>No Lab</b>	
Weds, Mar 30			
Thurs, Mar 31	<ul style="list-style-type: none"> <li>• Finish The Autonomic System</li> <li>• The Heart and Fetal Circulation (43, 45, and 46)</li> </ul>		<b>WORKSHEET 11 Due at 4PM</b>
Fri, Apr 1			<b>Tophat: Lab 10 DUE by 11:59PM</b>
<b>Week 13</b>			
Mon, Apr 4			Tophat: Lab 11 Opens at 9AM
Tues, Apr 5	<ul style="list-style-type: none"> <li>• The Respiratory System (43 and 44)</li> <li>• Muscles of the Abdominal Wall (36)</li> </ul>	<b>Lab 10:</b> Heart; Mediastinum; Respiratory System	
Weds, Apr 6			
Thurs, Apr 7	<ul style="list-style-type: none"> <li>• The Digestive System (37)</li> </ul>		<b>WORKSHEET 12 Due at 4PM</b>
Fri, Apr 8			<b>Tophat: Lab 11 DUE by 11:59PM</b>
<b>Week 14</b>			
Mon, Apr 11			Tophat: Lab 11 Opens at 9AM

Tues, Apr 12	<ul style="list-style-type: none"> <li>Vessels and Nerves of the Abdomen and Pelvis (38)</li> </ul>	<b>Lab 11:</b> GI Tract and Accessory Digestive Organs; The Lymphatic System; The Endocrine System	
Weds, Apr 13			
Thurs, Apr 14	<ul style="list-style-type: none"> <li>The Urinary System (39)</li> </ul>		<b>WORKSHEET 13 Due at 4PM</b>
Fri, Apr 15			<b>Tophat: Lab 12 DUE by 11:59PM</b>
<b>Week 15</b>			
Mon, Apr 18			
Tues, Apr 19	<ul style="list-style-type: none"> <li>The Reproductive System (40 and 41)</li> </ul>	<b>Lab 12:</b> Vessels and Nerves of the Abdomen; Urinary System; Reproductive System	
Weds, Apr 20			
Thurs, Apr 21	<ul style="list-style-type: none"> <li>Unit 5 Review (48)</li> </ul>		
Fri, Apr 22			<b>Carmen: End-of-Unit 5 Quiz DUE by 11:59PM</b>
<b>Week 16/Finals</b>			
TBD	<b>Unit 5 Exam</b>		



## Institutional Policies

### Academic Integrity

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

**If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct.** If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me. Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* ([www.northwestern.edu/uacc/8cards.htm](http://www.northwestern.edu/uacc/8cards.htm))

### Accessibility Accommodations

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, contact your instructor privately as soon as possible to discuss your specific needs. Discussions are confidential.

To establish reasonable accommodations, please register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: [lima.osu.edu/slds](http://lima.osu.edu/slds) [meyer.193@osu.edu](mailto:meyer.193@osu.edu) 567-242-7194 Office | 614-500-4445 VR (July 30, 2020)

**Accessibility of course technology:** This course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor. [Carmen \(Canvas\) accessibility documentation](#).

### Grievances

According to University Policies, available from the Division of Student Affairs, if you have a problem with this class, “You should seek to resolve a grievance concerning a grade or academic practice by *speaking first with the instructor or professor*. Then, if necessary, with the department chairperson, college dean, and provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23, which is available from the Office of Student Life, 208 Ohio Union.”

### Student Wellness Statement [Recommended not required.]

**PLEASE TAKE CARE OF YOURSELF** (Mental Health Statement): As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student’s ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing.

If you are or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life’s Counseling and Consultation Service (CCS) by visiting [ccs.osu.edu](https://ccs.osu.edu). Should you find yourself experiencing personal difficulties, whether related to class or not, please know that you have access to confidential services provided by the OSU Lima Counseling and Consultation Service (LCCS). All current OSU Lima students are eligible for services at no charge. You may contact LCCS at 567/242-7158 (Samantha Haudenschild) or 567/242-7313 (Chandler Martin); visit: <https://lima.osu.edu/current-students/student-life/counseling/services.html>. You can reach an on-call counselor when Samantha and Chandler are not available by calling 614-292-5766.

If you are thinking of harming yourself or need a safe, non-judgmental place to talk, or if you are worried about someone else and need advice about what to do, 24 hour emergency help is also available through the Suicide Prevention Hotline (Columbus: 614-221-5445 / National: 800-273-8255); or text (4hope to 741741); or at [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org)

**Trigger Warning:** Some contents of this course may involve topics, discussions, and media that may be triggering to some students due to descriptions of and/or scenes depicting individuals with birth defects. If needed, please consider appropriate self-care while watching/reading this material (leaving classroom or stopping online activities to take a water/bathroom break, debriefing with a friend, or Counseling and Consultation Services at 614-292-5766, and contacting the instructor if needed). Expectations are that all will be respectful of classmates while consuming this media and that a safe space for each other is created and maintained. Failure to show respect to each other may result in dismissal from the class.

### Diversity Statement

The College of Medicine affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited,

The College of Medicine is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the College seeks to develop and nurture diversity, believing that it strengthens the organization, stimulates creativity, promotes the exchange of ideas, and enriches of the University's community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, gender identity, sexual orientation, ability status, health status, health status, or veteran status.

### Statement on Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu>. You may also contact the university's Title IX Coordinator at [titleix@osu.edu](mailto:titleix@osu.edu) or Ohio State Lima's Title IX contact at [mccrory.6@osu.edu](mailto:mccrory.6@osu.edu).

### Additional Information

#### Statement on University Expectations Regarding 2:1 Ratio of Student Effort

In an effort to establish educational standards and expectations for all institutions of higher education in the state, the Ohio Department of Higher Education (formerly the Ohio Board of Regents) has established formal guidelines to standardize the length of semesters, academic years, and define the practical meaning of each semester hour of credit. In these guidelines, one semester credit hour is awarded for a minimum of 750 minutes of formalized instruction and "students will be expected to work at out-of-class assignments on a regular basis, which, over the length of the course, would normally average two hours of out-of-class study for each hour of formal class activity."

### The Learning Center

The Phillip A. Heath Center for Teaching and Learning makes a high-quality education accessible to all students by offering a welcoming, respectful and academically supportive environment. The Center works with faculty and staff to support students in all disciplines and of all ability levels. Call 567-242-7310 or email Julie Paxton at [paxton.17@osu.edu](mailto:paxton.17@osu.edu) or Tim Cheeseman at [cheeseman.5@osu.edu](mailto:cheeseman.5@osu.edu). Students may contact the Learning Center to schedule Zoom tutoring sessions for English, Math, Psychology, and Spanish.



**THE OHIO STATE UNIVERSITY**  
WEXNER MEDICAL CENTER

Department of  
Neuroscience

4198 Graves Hall  
333 W. 10<sup>th</sup> Avenue  
Columbus, OH 43210  
Phone: (614) 688-8327  
Fax: (614) 688-8742  
Web: <http://medicine.osu.edu/neuroscience>

May 12, 2021

Dr. Jennifer M. Burgoon  
Director of Undergraduate Education  
Division of Anatomy  
Dept. of Biomedical Education & Anatomy  
The Ohio State University  
279 Hamilton Hall  
1645 Neil Avenue  
Columbus, OH 43210

Dear. Dr. Burgoon,

This letter is to inform you that it is acceptable that the Division of Anatomy utilizes NEUROSC 3050 *Structure and Function of the Nervous System* (3 credits) as an elective in the proposed undergraduate minor in *Human Anatomy*.

If you have any questions or need further information, feel free to contact me.

Sincerely yours,

Georgia Bishop, Ph.D.  
Professor and Vice Chair  
Dept. of Neuroscience  
The Ohio State University

**NEUROSC 3050: STRUCTURE AND FUNCTION OF THE NERVOUS SYSTEM  
AUTUMN SEMESTER 2019**

**3 semester credit hours**

**Class Schedule: 80 minute period meets twice a week on Tuesday and Thursday from 12:45 – 2:05 PM in Room 112 Meiling Hall**

**COURSE DIRECTOR**

Dr. Georgia Bishop  
292-8363  
4196 Graves Hall  
[bishop.9@osu.edu](mailto:bishop.9@osu.edu)

**TEACHING ASSISTANT**

Athena Howell  
[Howell.551@osu.edu](mailto:Howell.551@osu.edu)

**COURSE DESCRIPTION:**

This course is designed for neuroscience majors or non-majors with a basic knowledge of biology. This course will serve as an introduction to basic principles of neuroanatomy. It will begin with lectures covering the general organization of the nervous system including regions of the brain, blood supply, ventricular system, and cranial nerves. Cross sections will be introduced to localize specific nuclei and tracts at different levels of the central nervous system. In the last part of the course, the basic concepts will be incorporated into a discussion of specific systems such as the motor, sensory, and autonomic nervous systems.

**RECOMMENDED TEXT:** John Nolte, The Human Brain: An Introduction to its Functional Anatomy. Sixth or Seventh Edition. Mosby-Elsevier.

Material for the exams will come primarily from lectures. However, the textbook is very useful for clarifying material and it has an excellent atlas that is very important when we discuss cross sectional anatomy of the nervous system.

**ACADEMIC INTEGRITY (ACADEMIC MISCONDUCT)**

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct and this syllabus may constitute "Academic Misconduct." The Ohio State University's Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the university, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an "excuse" for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct. If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could

include suspension or dismissal from the University and a failing grade in this course. If you have any questions about the above policy, please contact me. Other sources of information on academic misconduct (integrity) include: COAM's web page (<http://oaa.osu.edu/coam/home.html>) "Eight Cardinal Rules of Academic Integrity" (<http://www.northwestern.edu/uacc/8cards.html>)

### **EXAMS AND GRADING:**

4 exams, worth 50 points each, will be given in this course. The final grade will be based on 200 total points with each exam equally weighted at 25% of the final grade. Each exam will cover material presented in a defined block. There will not be a cumulative final exam.

We have an established policy that you must take the exams at the time they are scheduled unless there are critical extenuating circumstances (e.g., death in the family, documented illness, interview for professional school). Having multiple exams on the same day is not considered a critical extenuating circumstance. The following grade scheme will be used. Adjustments may be made as necessary.

Grade	Total points	%
A	186-200	93 - 100
A –	180-185	90 – 92.9
B+	174-179	87 – 89.9
B	166-173	83 – 86.9
B-	160-165	80 – 82.9
C+	154-159	77 – 79.9
C	145-153	73 – 76.9
C-	140-144	70 – 72.9
D+	133-139	67 – 69.9
D	125-132	63 – 66.9
D-	119-124	60 – 62.9
E	<118	Below 60

**OFFICE HOURS:** By appointment. My office is 3187 Graves Hall. When you get to the third floor, go toward the windows, turn left at the hall, my office is the first door on the left.

**ACCOMODATIONS:** Everything possible will be done to make every reasonable program or facility adjustment to assure success for each student.

A recent American College Health Survey found stress, sleep problems, anxiety, depression, interpersonal concerns, death of a significant other, and alcohol use among the top ten health impediments to academic performance. Students experiencing personal problems or situational crises during the semester are encouraged to contact the OSU Counseling and Consultation Service (614-292-5766; [www.ccs.osu.edu](http://www.ccs.osu.edu)) for assistance, support and advocacy. This service is free and confidential.

### **Dennis Learning Center (DLC)**

The Dennis Learning Center's goal is to help support and improve the academic success of Ohio State students through academic coaching, group workshops, and elective courses. We offer free, one-hour appointments in which you can discuss various topics (note-taking, procrastination, test anxiety, exam preparation, time-management, etc.) with an academic coach and create a plan for success. The DLC is located on the 2nd floor of the Younklin Success Center. Visit our website at <https://dennislearningcenter.osu.edu> to learn more.

DATE	TOPIC
Tues. 8/20/2019	Introduction to the Course Terminology and Overview of the Nervous System
Thurs. 8/22/2019	Anatomical and Functional Organization of the Spinal Cord
Tues. 8/27/2019	Peripheral Nervous System: Functional Components of nerves Autonomic and Somatic Divisions of the Nervous System
Thurs. 8/29/2019	Cranial Nerves: Peripheral Components
Tues. 9/3/2019	Gross Anatomy of the Brainstem and Cerebral Cortex: Landmarks Ventricles and Flow of Cerebral Spinal Fluid
Thurs. 9/5/2019	Blood Supply of the CNS: Arterial Supply Dural Folds Venous Drainage of the CNS
<b>Tues. 9/10/2019</b>	<b>EXAM 1: COVERS MATERIAL FROM 8/20 through 9/5</b>
Thurs. 9/12/2019	Internal/External Relationships of the Brainstem: Introduction to cross sections
Tues. 9/17/2019	Cranial Nerves: Nuclear Organization in the Central Nervous System
Thurs. 9/19/2019	Cross Sections: Nuclei in the Medulla, Pons, and Midbrain
Tues. 9/24/2019	Organization of the Diencephalon and Telencephalon
Thurs. 9/26/2019	Conduit Function of the Brainstem: Representative Ascending Tracts
Tues. 10/1/2019	Conduit Function of the Brainstem: Representative Descending Tracts
<b>Thurs. 10/3/2019</b>	<b>IN-CLASS REVIEW</b>
<b>TUES. 10/8/2019</b>	<b>EXAM 2: COVERS MATERIAL FROM 9/12 – 10/1</b>
<b>THURS. 10/10/2019</b>	<b>AUTUMN SEMESTER BREAK – NO CLASS</b>

Tues. 10/15/2019	Functional Organization of the Cerebral Cortex
Thurs. 10/17/2019	Somatosensory Systems: Peripheral Receptors and Central Processing
Tues. 10/22/2019	Nociceptive Systems: Peripheral Receptors, Central Processing, and Modulation
Thurs. 10/24/2019	Peripheral Muscle Receptors and Spinal Reflexes
Tues. 10/29/2019	Descending Control Movement: Cortex, Reticular Formation
Thurs. 10/31/2019	Descending Control of Movement: Vestibular System
<b>Tues. 11/5/2019</b>	<b>EXAM 3: COVERS MATERIAL FROM 10/15 – 10/31</b>
Thurs. 11/7/2019	Cerebellar Control of Movement
Tues. 11/12/2019	Basal Ganglia Control of Movement
Thurs. 11/14/2019	Review of Autonomic Nervous System Hypothalamus
Tues. 11/19/2019	Limbic System: Overview
Tues. 11/21/2019	Hippocampus: Current concepts on function
Tues. 11/26/2019	Reticular Formation: Attention and Sleep
<b>THURS. 11/28/2019</b>	<b>THANKSGIVING – NO CLASS</b>
<b>Tues. 12/3/2019</b>	<b>EXAM 4: COVERS MATERIAL FROM 11/7 – 11/26</b>





# THE OHIO STATE UNIVERSITY

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## **ANATOMY 3050** **UNDERGRADUATE NEUROANATOMY LABORATORY** Autumn Semester 2021 1 Credit Hour

**Lab Meetings:** Thursdays 2:20PM-4:25PM

**Lab Location:** Hamilton Hall, Room 285

**Faculty Course Director:** James J. Cray, PhD

Office: 271B Hamilton Hall

Phone: 614-293-6490 (o)

Email: [james.cray@osumc.edu](mailto:james.cray@osumc.edu)

Office Hours: open door or email for an appointment.

**Graduate Teaching Associate:** Tyler Redway, MS

Office: 368 Hamilton Hall

Email: [tyler.redway@osumc.edu](mailto:tyler.redway@osumc.edu)

Office Hours: TBD and by appointment.

### **Overall Course Description**

Exploration of human neuroanatomy through hands-on laboratory experiences that utilize cadaveric materials, histological cross sections, and imaging.

### **Course Goals**

Upon successful completion of this course, students will:

1. Understand the general organization of the Central Nervous System (CNS) including regions of the brain, blood supply, ventricular system, and cranial nerves.
2. Be able to utilize cross sections to identify specific nuclei and tracts at different levels of the CNS.
3. Be able to discuss systems such as the motor, somatosensory and autonomic nervous systems.
4. Be able to understand and utilize radiographic images of the CNS and associated structures.

### **Prerequisites**

Students will need to have completed Anatomy 2100, Anatomy 2300, or Anatomy 3300, and Neuroscience 3050 (or concurrent) or permission of instructor.

### **Recommended Items for Course**

1. *Nolte's The Human Brain: An Introduction to Its Functional Anatomy*, 7th Ed., by T.W. Vanderah and D.J. Gould, Elsevier, 2016. (ISBN-13: 978-1455728596)

### **Course Evaluation**

1. All graded assignments in Anatomy 3050 are considered **independent work** (↑). This means that all work for the course is strictly non-collaborative, original-individual work.

You may discuss assignments only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.

2. There are two lab practicals, one at the end of each unit of material. These lab practicals consist of fill-in-the blank type questions. No word bank will be provided.
3. There is no cumulative lab practical final.
4. There will be six quizzes, worth 10 points each, **available on Carmen**. You may take the quizzes as many times as you would like – only your highest score will count. (Please see course and exam policy section of syllabus for additional information.) Also, please note, that to gain access to the quizzes for the course, a student information survey must first be completed on Carmen.
  - a. When taking the online quizzes:
    - Be sure to use Carmen on a Web Browser, not the Canvas Student App.
    - It is **STRONGLY** recommended that once you finish a quiz, you take a screen shot/photo of your score page as documentation of completion.
5. There will be a short 300 word minimum reflection assignment at the end of the course to assess the individual viewpoints on the course and its application to other coursework and/or academic career/goals.
6. Final grades are calculated based on **FINAL POINTS EARNED**; **no curve**.
7. **No extra credit** assignments are available in this course.
8. If you believe there is a grading error associated with one of your course assessments, you have one week (i.e., 7 days) from the original due/posting date to notify Tyler Redway via email ([tyler.redway@osumc.edu](mailto:tyler.redway@osumc.edu)) of this potential error.

#### Possible Points

2 lab practicals @ 60 points each = 120 pts	↑
6 quizzes @ 10 points each = 60 pts	↑
13 Lab Attendance & Activities @ 1 point each = 13 pts	↑
1 Reflection Assignment @ 7 points	↑
<b>Total Possible Points = 200 pts</b>	

**To Determine Your Grade At Any Time:**  
**Divide the points you have earned by the current total points attempted.**

Final Points Earned	Percentage	Grade
186-200 pts	93-100%	A
180-185 pts	90-92%	A-
174-179 pts	87-89%	B+
166-173 pts	83-86%	B
160-165 pts	80-82%	B-
154-159 pts	77-79%	C+
146-153 pts	73-76%	C
140-145 pts	70-72%	C-
134-139 pts	67-69%	D+
120-133 pts	60-66%	D
119 pts and Below	Below 60%	E

## Attendance

- It is expected that students will attend all laboratory sessions. Students should expect to be at each laboratory session for the full period of time.

## Lab

- Your lab experience will consist of the use of laboratory specimens, models, radiographic imaging, and graphics.
- Please be prompt, as laboratory sessions will begin on time.
- The laboratory will be accessible to you **ONLY** during your scheduled lab time, as additional time in the lab is not an option. For this reason, be sure to come prepared and use your time wisely.
- Anatomical materials are **NOT** to be removed from the lab.
- You are encouraged to be “hands-on” with the anatomical materials the laboratory. However, you must provide your own disposable gloves, which can be purchased at The Ohio State University Book on N. High Street and/or local drugstores/pharmacies.
- Absolutely **NO** open toe shoes in the laboratory. No sandals or flip-flops. Long pants are recommended.
- No one other than a registered student is permitted in the lab. **DO NOT INVITE ANYONE INTO THE LAB.**
- There is to be **NO photograph or digital image capture in the laboratory.** Failure to follow this policy will be considered academic misconduct and handled accordingly.
- **No food (including bubble gum) or drink in the lab.** Please eat before you come to lab.
- You are to remain respectful of the cadaveric materials at all times. Failure to do so will be considered academic misconduct and handled accordingly.
- Please assist in maintaining the condition of the lab – for example, cleaning up your station following use of the specimens.
- If you are pregnant or become pregnant during the semester, please inform Tyler Redway via email ([tyler.redway@osumc.edu](mailto:tyler.redway@osumc.edu)), as well as consulting with your physician.

## How to Succeed in this Course

- Successful students will attend lab regularly.
- Successful students will complete associated readings in the Nolte book prior to and/or immediately after lab.
- Successful students will review their notes daily.
- Successful students will **NOT** wait until the night before an exam to begin learning the material.
- Successful students will review the activities from lab. Students should be able to, discuss laboratory objectives, identify structures in any illustrations that are discussed, etc.

## Course and Exam Policy

- As you are given a number of weeks to complete the quizzes and the quizzes are administered online, there are **no make-ups for quizzes**. Missed quizzes will be recorded as a “0”. Do **NOT** wait until the last day to complete the quizzes.

- If you have any technical difficulties with the online quizzes, please immediately contact the OSU IT Help Desk at 688-4357 (688-HELP).
- When you have completed a quiz, be sure to look under “GRADES” on Carmen to make sure you have received the full 10 points available.
- **Missed lab practicals can only be made-up for full credit in extreme cases** (e.g., death of family member, personal hospitalization, etc.) **with proper documentation** (e.g., a physician’s note, ER paperwork, obituary, etc.). Students without proper documentation will automatically lose 20% of credit off their lab practical. Each decision of potentially allowing a make-up lab practical is made by the course director on a case-by-case basis. Additionally, you **MUST contact BOTH** the course director ([james.cray@osumc.edu](mailto:james.cray@osumc.edu)) and Tyler Redway ([tyler.redway@osumc.edu](mailto:tyler.redway@osumc.edu)) as soon as you know of a potential problem or conflict with an exam and/or practical date.
- Alternative methods (e.g., oral exam, essay) of testing may be used for make-up practicals.
- **If you are experiencing an extreme situation or emergency, please attempt to notify BOTH the course director ([james.cray@osumc.edu](mailto:james.cray@osumc.edu)) and Tyler Redway ([tyler.redway@osumc.edu](mailto:tyler.redway@osumc.edu)) by email ASAP.**

#### Appropriate Examination Behavior Policy

- During the lab practicals, the GTA and/or course director will be monitoring the room.
- Please be aware you may be photographed and/or videotaped.
- You **MUST** bring a form of OFFICIAL PHOTO identification to all exams and lab practicals (e.g., BuckID, Medical Center ID, Driver’s License, etc.).
- **ALL ELECTRONIC DEVICES** (e.g., cell phones, pagers, iPods, smart watches, Fitbits, etc.) **ARE NOT PERMITTED IN THE CLASSROOM DURING LAB PRACTICALS.** Failure to follow this policy will result in the loss of 30 points from your overall course grade for each violation and possible referral to the Committee on Academic Misconduct.
- When time has expired for lab practicals to be completed, they are due. When time has expired, all writing implements should be put down without delay and the lab practicals immediately submitted. Late lab practicals will not be accepted.
- During the examination and lab practicals, you are NOT permitted to:
  - a. Look around the room.
  - b. Look at the examination of a classmate.
  - c. Cover your eyes.
  - d. Wear a hat.

Documentation of any violation to these examination conduct rules will be made; additionally, if you violate these rules, you may be moved to another seat during the examination and lab practical and/or referred to the Committee on Academic Misconduct.

- If you are unable to abide by this examination behavior policy for any reason (i.e., physical disability, religious beliefs, etc.), please notify both Tyler Redway ([tyler.redway@osumc.edu](mailto:tyler.redway@osumc.edu)) and course director ([james.cray@osumc.edu](mailto:james.cray@osumc.edu)) **PRIOR** to the first examination and lab practical via email.

### **Division of Anatomy Statement Regarding the Viewing of Cadaveric Material**

Remember to respect the donor that will teach you over the course of the semester. Your cadaver is not merely an educational tool, but a rare gift. They were someone's mother, father, spouse, grandparent, etc., and it was their choice to enhance your learning experience by giving their body to you. Treating them with the utmost care and respect at all times is not only required of you by the Division of Anatomy, but is expected of you as a fellow, compassionate human being. If you have questions about the process of body donation, please speak with your course instructor. If you wish to explore your feelings about death and/or your cadaver, please contact Imani Jones, Department of Chaplaincy at [Imani.jones@osumc.edu](mailto:Imani.jones@osumc.edu).

### **Communication Policy**

The university's official mode of communication is via university email. Students should use their buckeyemail when emailing their professors and instructors, and faculty will use their OSU email when emailing students. Above all, please remember to be respectful and thoughtful when communicating as we want to maintain a supportive learning community where everyone feels safe.

**Response Times:** We are providing the following list to give you an idea of our intended availability throughout the semester. [Remember, you can call 614-688-HELP (4357) or use [8help@osu.edu](mailto:8help@osu.edu) at any time if you have a technical problem.]

- **Grading and Feedback:** Although this is a large enrollment course, you can expect exams graded and scores posted to Carmen within 48 hours of completion.
- **Email:** We will reply to emails within 24 hours on school days. Emails sent on Friday after 12:00PM will be replied to on the following Mondays.
- **Discussion Board:** We will check and reply to messages on the discussion boards every 24 hours on school days. Postings on Fridays after 12:00PM will be replied to on the following Mondays.

### **Carmen Log-In**

1. <https://carmen.osu.edu/>
2. Login using your user name [i.e. the first part of your OSU email address (name.#)] and password.
3. Then, choose SP21 ANATOMY 3050 – UG Neuro Lab (TBD).

### **University Policies and Services**

Find a link in the Carmen Syllabus page to find details regarding university policies and services, including grievances, disability services, academic integrity, student wellness, title IX, and the Dennis Learning Center.

### **Copyright Disclaimer**

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

**NOTE:** This syllabus, the course elements, policies, and schedule are subject to change.

## ANATOMY 3050 COURSE CALENDAR FOR AUTUMN 2021\*

(\*subject to change)

Date (Week of)	Topics	Associated Readings	Carmen Quizzes
Week 1			
8/26	Course Overview; Review of Terminology; Gross Spinal Cord	Chapter 1 (pp. 1-38), Chapter 10 (pp. 233-271)	STUDENT SURVEY & UNIT 1 QUIZZES OPEN @ 12:01AM EST on TBD
Week 2			
9/2	Histology of the Peripheral Nervous System; Cranial Nerve Overview	Chapter 9 (pp.207-232), Chapter 12 (pp. 301-328)	
Week 3			
9/9	Circle of Willis; Dural Venous Sinuses; Gross Anatomy of Cerebral Cortex and Brainstem	Chapters 3,4,5,6 (pp. 56-153)	
Week 4			
9/16	Brainstem Cross-Sections	Chapter 11 (pp. 272-300), Chapter 15 (pp.383-393)	
Week 5			
9/23	Cranial Nerve Nuclei	Chapter 12 (pp. 301-328)	
Week 6			
9/30	Thalamus, Hypothalamus and Cerebral Cortex; Ascending Systems	Chapter 16 (pp. 394-418), Chapter 22 (pp. 541-578), Chapter 10 (pp. 233-271)	
Week 7			
10/7	Descending Systems	Chapter 10 (pp. 233-271)	
Autumn Break			
10/14	No Classes – Autumn Break		
Week 8			
10/21	Laboratory Practical 1		UNIT 1 QUIZZES DUE by 11:59PM EST on TBD
Week 9			
10/28	Cerebral Cortex; Somatosensory Systems	Chapter 22 (pp. 541-578)	UNIT 2 QUIZZES OPEN @ 12:01AM EST on TBD
Week 10			
11/4	Clinical Correlates: Radiographic Neurology Motor Systems; Vestibular System	Chapter 18 (pp. 459-474), Chapter 14 (pp. 348-382)	
Week 11			
11/11	No Classes – Veterans Day		
Week 12			
11/18	Cerebellum Basal Ganglia; Autonomics and Hypothalamus	Chapter 20 (pp. 495-523) Chapter 19 (pp. 475-494), Chapter 23 (pp. 579-604)	
Week 13			
11/25	No Classes - Thanksgiving		

Week 14			
12/2	Limbic System; Reticular Formation	Chapter 23 (pp. 579-604),	
Week 15/Finals Week			
TBA	Laboratory Practical 2	UNIT 2 QUIZZES DUE by 11:59PM EST on TBD	

Appendix:

## **University Policies**

### **Safety and health requirements**

All teaching staff and students are required to comply with and stay up to date on all University safety and health guidance, which includes wearing a facemask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

### **Course Technology**

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

Self-Service and Chat support: <http://ocio.osu.edu/selfservice> • Phone: 614-688-HELP (4357)

Email: [8help@osu.edu](mailto:8help@osu.edu) • TDD: 614-688-8743

### **Grievances**

According to University Policies, available from the Division of Student Affairs, if you have a problem with this class, “You should seek to resolve a grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, with the department chairperson, college dean, and provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23, which is available from the Office of Student Life, 208 Ohio Union.”

### **Disability Services**

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please contact Student Life Disability Services. To establish reasonable accommodations, you must register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://slds.osu.edu); 098 Baker Hall, 113 W. 12th Avenue.

### **Academic Integrity**

All coursework and activities are to be completed in accordance with The Ohio State University’s Code of Student Conduct. It is your responsibility as a student to abide by the Code of Student Conduct while completing your work and our responsibility as instructors to enforce it. The Code of Student Conduct can be reviewed at [http://studentaffairs.osu.edu/pdfs/csc\\_12-31-07.pdf](http://studentaffairs.osu.edu/pdfs/csc_12-31-07.pdf)

## **Counseling and Consultation Services**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting [ccs.osu.edu](http://ccs.osu.edu) or calling (614) 292- 5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24-hour emergency help is also available through the 24/7 National Prevention Hotline at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org) or at 1-(800)-273-TALK.

## **Diversity**

*"The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited."*

## **Title IX**

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If sexual harassment or assault are a concern, appropriate resources are available at <http://titleix.osu.edu> or through contacting the Ohio State Title IX Coordinator, Kellie Brennan, at [titleix@osu.edu](mailto:titleix@osu.edu).

## **Dennis Learning Center**

The Dennis Learning Center's goal is to help support and improve the academic success of Ohio State students through academic coaching, group workshops, and elective courses. They offer free, one-hour appointments in which you can discuss various topics (note-taking, procrastination, test anxiety, exam preparation, time-management, etc.) with an academic coach and create a plan for success. The DLC is located on the 2nd floor of the Younkin Success Center. Visit their website at <https://dennislearningcenter.osu.edu> to learn more.





**Course Director:**

Claudia Mosley, Ph.D.

Email: [claudia.mosley@osumc.edu](mailto:claudia.mosley@osumc.edu)

Office Hours: Optional, Schedule TBA on Carmen course page

**Graduate Teaching Associate:**

Hwoi Min Oh

Email: [Oh.591@osu.edu](mailto:Oh.591@osu.edu)

Office Hours: By appointment

Lauren Riley

Email: [Riley.865@osu.edu](mailto:Riley.865@osu.edu)

Office Hours: By appointment

**\*\*This syllabus, the course elements policies and schedule are subject to change.**

**Mode of Delivery: Hybrid**

**Lecture Schedule:**

- Location: Online recorded lectures with ppt and pdf posted every Monday, Wednesday, and Friday.

**Lab Meetings:**

- Location: Hamilton Hall, Room 233 and 225 (Report to 233 first).
- Tuesdays and Thursdays at the following times:

8:00 AM – 10:05 AM	12:40 PM – 2:45 PM
10:20 AM – 12:25 PM	3:00 PM – 5:05 PM
- **Lectures:**
  - All required lecture material, including lecture PowerPoints/pdfs and recordings will be provided online via Carmen.
  - There will be an outline of required lectures to complete each week.
  - Lecture material will be posted to Carmen on Mondays, Wednesdays, and Fridays.
  - Lectures will be provided utilizing Zoom recordings, which may be accessed at any time.
  - These will be available on the Carmen course page.
- **Labs:**
  - Online laboratory activities/study modules utilizing PAL (Practice Anatomy Lab) 3.1 along with the electronic Quinn Atlas via TopHat will supplement the in-person labs. Please see the ANAT 3300.01 Carmen page for detailed instruction on how to access these modules.
  - **Proper PPE is required to attend in-person labs (i.e. surgical mask, goggles, and gloves).**
  - Location of in-person labs: **Hamilton Hall, Room 233.**

**Safety and Health Requirements:**

All teaching staff and students are required to comply with and stay up to date on all University safety and health guidance, which includes wearing a facemask in any indoor space. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

## **Overall Course Description**

Regional study of the basic structure and terminology associated with the human body supplemented with twice weekly in-person labs and computer-assisted instruction. Laboratory includes instructor/TA led demonstrations of prosected human cadavers, models, radiographs and bones.

Unit 1: Introduction to Anatomy and Overview of Body Systems

Unit 2: The Lower Limb

Unit 3: The Back and Upper Limb

Unit 4: The Head and Neck

Unit 5: The Abdomen, Pelvis, and Thorax

**Required Items for Course:** <https://tinyurl.com/W21-ANATOMY-3300.01-1734>

### **1.) Pearson Package (ISBN: 9780137352272) Containing:**

- Print copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
- Digital copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
- Access code to Practice Anatomy Lab (PAL)

\*\*This package can be purchased via the OSU Barnes and Noble Bookstore located at [1598 N. High St.](#) Or you can visit <https://ohiostate.bncollege.com/shop/ohiostate/home>.

\*\*You may also purchase the digital copy of Guy/Burgoon Text and PAL directly through Pearson.

### **2.) Atlas of Human Anatomy by Quinn/Flannery via Top Hat**

- <https://tophat.com/bookstore> (contains all information needed to purchase access keys for your lab manual/atlas) ISBN (978-1-64386-553-9)
- We will be using Top Hat and the custom-built interactive *Atlas of Human Anatomy* by Melissa M. Quinn, PhD, Meghan M. Flannery, MS for this class.
- You can visit the Top Hat Overview (<https://success.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide>) within the Top Hat Success Center which outlines how you will register for a Top Hat account, as well as providing a brief overview to get you up and running on the system.
- An email invitation will be sent to you by email, but if don't receive this email, you can register by simply visiting our course website: <https://app.tophat.com/e/647173>  
Note: our Course Join Code is **[647173 for Anatomy 3300.01]**.
- Your textbook will be applied at checkout. Don't worry if you don't see any content in the course right away, I will make it available to you as we progress through the semester.
- Alternatively, you can purchase an "access key" at The Ohio State University Bookstore [Barnes & Noble, [1598 N. High St.](#), 247-2000 (located at 11<sup>th</sup> Ave. & High St.)] and use the access key at the check-out page.
- Should you require assistance with Top Hat at any time, due to the fact that they require specific user information to troubleshoot these issues, please contact their Support Team directly by way of email ([support@tophat.com](mailto:support@tophat.com)), the in app support button, or by calling 1-888-663-5491

3.) **Laboratory Goggles**- may be purchased through the OSU Barnes and Noble bookstore or at [https://www.amazon.com/Goggles-Glasses-Protection-Protective-Eyewear/dp/B086PZR82K/ref=redir\\_mobile\\_desktop?ie=UTF8&aaxitk=1YYUhiiXgy19IHSYPvrntA&hs\\_a\\_cr\\_id=1277536850701&ref=sbx\\_be\\_s\\_sparkle\\_td\\_asin\\_2](https://www.amazon.com/Goggles-Glasses-Protection-Protective-Eyewear/dp/B086PZR82K/ref=redir_mobile_desktop?ie=UTF8&aaxitk=1YYUhiiXgy19IHSYPvrntA&hs_a_cr_id=1277536850701&ref=sbx_be_s_sparkle_td_asin_2)

## **Recommended Items for Course**

- Lab Coat and/or Scrubs for laboratory: Not required, but are suggested. Also available at the above mentioned Barnes and Noble location or local thrift stores.

2. Digital Atlas Application: *Complete Anatomy* Digital Atlas by 3D4Medical- Use the link below for specifics on discount purchasing, downloading application, and related course content.  
<https://store.3d4medical.com/complete-anatomy/licenses?id=1&affiliate=true&promo=ZMUpeqb2mN&clickId=ae43b8a36b66438e82da0a47abcc1933>
3. Although not required, some students may find it helpful to purchase additional textbooks, atlases, or software. A list of these recommended items will be posted in the lab (233 Hamilton Hall) and will also be available on Carmen.

### **Course Learning Outcomes**

Upon successful completion of this course, students will:

- Develop a vocabulary of anatomical terminology.
- Recognize, identify, and locate anatomical structures as shown on medical illustrations, radiographs, models, and cadaveric material.
- Describe interdependency and interactions among body systems from a regional approach.
- Adhere to appropriate laboratory safety guidelines and ethical standards regarding cadaveric material usage.
- Synthesize concepts to make connections between knowledge of anatomy and real-world clinical situations.

### **Course Evaluation and Grading**

#### **Unit 1 Review Assessment**

- A written assessment is administered at the conclusion of unit 1. This assessment is primarily multiple choice, with some matching, etc.
  - Unit 1 Review Assessment will be worth 40 points. It will be administered through Carmen and you will have one attempt and 60 minutes to complete the assessment.

#### **Written Exams**

- A written exam is administered at the conclusion of units 2 through 5 (4 total). The exams are primarily multiple choice, with some matching, etc.
  - Written exams for Units 2, 3, 4 and 5 are worth 100 points each and will be administered in-person during your regularly scheduled in-person lab time. Exemplify, a lockdown browser will be utilized for the exams and you will be required to bring an iPad or laptop with you in order to complete the exam. You will have one attempt and 60 minutes to complete these exams.
  - **\*\*Note: Written Exams for Units 2, 3, 4, and 5 will be taken synchronously during your regularly scheduled in-person lab time. See course calendar for details.**

#### **Laboratory Practicals**

- There are four laboratory practicals, one at the end of Unit 2, 3, 4, & 5. The laboratory practicals will be multiple choice and administered in-person during your regularly scheduled lab time. Exemplify, a lockdown browser will be utilized for the exams and you will be required to bring an iPad or laptop with you in order to complete the exam. Practicals will be 20 questions each worth 2 points for a total of 40 points per practical. Practical questions can be based off any structures discussed in lecture or lab.
  - **\*\*Note: Lab Practicals for Units 2, 3, 4, and 5 will be taken synchronously during your scheduled lab time. See course calendar for details.**

### End-of-Unit Quizzes

- End-of-Unit Quizzes are administered online via Carmen. Although due at the end of each unit, the quizzes are available to complete for the duration of each unit and you may attempt them as many times as needed before the deadline to receive full points. For this reason, once a quiz has closed it will NOT be reopened for any reason. There are no make-ups for online quizzes. Missed quizzes will be recorded as a “0” – no exceptions.

### Laboratory Participation & Activities

- Laboratory participation points are earned by completing lab activities by their deadlines on TopHat.
- Lab participation activities correspond to each unit.
- Attendance will be taken for in-person twice weekly labs.

*\*There are no make-up or extra credit opportunities for missed laboratory participation points\**

### Total Course Points:

Assignment Name	Points	Assignment Type
One 40-Point Online Unit 1 Review Assessment	40 pts	↑
Four 100-Point Exemplify Lecture Exams	400 pts	↑
Four 40-Point Online Lab Practicals	160 pts	↑
Four 10-Point Online End-of-Unit Quizzes	40 pts	↑
Thirteen 5-Point Laboratory Activities	65 pts	↑
<b>TOTAL COURSE POINTS</b>	<b>705 pts</b>	

Points	Grade
654 - 705	A
633 - 653	A-
612 - 632	B+
584 - 611	B
563 - 583	B-
541 - 562	C+
513 - 540	C
492 - 512	C-
471 - 491	D+
422- 470	D
< 422	E

- Independent Work ( ↑ ):** Strictly non-collaborative, original-individual work. You may discuss this assignment only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.

### Final Course Grade

Final grades are calculated based on FINAL POINTS

EARNED. There is *no curve and no extra credit* assignments are available in this course. You will receive the grade that you earn.

### Evaluation and Makeup Policy

**End-of-Unit Quizzes:** Once an End-of-Unit Quiz has closed it will not be reopened for any reason. There are no make-ups for End-of-Unit Quizzes. Missed End-of-Unit Quizzes will be recorded as a “0” – no exceptions.

**Laboratory Assignments:** Once a TopHat lab assignment is due, it will not be accepted late without official documentation in extreme circumstances. Weekly TopHat assignments are open from Monday at 8:00AM Eastern – Friday at 11:59PM Eastern. Missed labs will be recorded as a “0” – without proper documentation. Do **NOT** wait until the last day to complete the lab assignments.

### **Unit 1 Review Assessments, Written Exams, and Laboratory Practicals:**

- Missed assessments, exams, and practicals can only be made-up for full credit in extreme cases (e.g., death of family member, personal hospitalization, etc.) with proper documentation (e.g., a physician’s note, ER paperwork, obituary, etc.). Assessment, exam, and practicals makeups will be determined on a case-by-case basis. If you know that you have an interview or professional

commitment conflict with our assessment, exam, or practical dates, email Dr. Mosley ([claudia.mosley@osumc.edu](mailto:claudia.mosley@osumc.edu)) as soon as possible to coordinate a makeup time. I will require appropriate official documentation. Alternative methods (e.g., oral exam, essay) of testing may be used for make-up assessments, exams, or practicals.

- **Students without proper documentation will automatically lose 20% of credit off their assessments.** Each decision of potentially allowing a make-up assessments, exams, or practicals is made by the course director on a case-by-case basis. Additionally, you **MUST** contact the course director ([claudia.mosley@osumc.edu](mailto:claudia.mosley@osumc.edu)) as soon as you know of a potential problem or conflict with an assessment date.

**Grading Error:** If you believe there is a grading error associated with one of your course assessments, exams, practicals, quiz, or lab activity, you have one week (i.e., 7 days) from the due date to notify the instructor.

## **POLICIES FOR THIS HYBRID COURSE**

- For Unit 1 Review Assessment
  - Administered at the end of Unit 1 content.
  - This assessment is primarily multiple choice, with some matching, etc.
  - There will also be image-based questions.
  - You have **60 minutes** to complete the assessment on Carmen.
  - This open book, online assessment will open as outlined in the Course Schedule at **12:00AM (Eastern) on Saturday, August 28th** and will close at **11:59 PM (Eastern) on Sunday, August 29<sup>th</sup>**. Unless you have received prior approval from the course director, the exam time will not be extended. Alternate exam times will not be offered without an approved excuse from the course director.
- For Written Exams 2-5
  - Administered at the conclusions of Units 2, 3, 4, and 5, respectively.
  - These exams are primarily multiple choice, with some matching, etc.
  - There will also be image-based questions.
  - You have **60 minutes** to complete the exam through Exemplify.
  - Lecture Exams will be completed as outlined in the Course Schedule during your regularly scheduled in-person lab time. Alternate exam times will not be offered without an approved excuse with documentation.
  - If you are NOT present to take the written exams in-person during your scheduled lab period, and you take the exam remotely, you will receive a 0 on the exam, NO EXCEPTIONS.
- For Lab Practicals 2-5
  - Administered at the conclusions of Units 2, 3, 4, and 5, respectively
  - These assessments are primarily fill-in-the-blank type questions.
  - You have **25 minutes** to complete the practicals.
  - Online Lab Practical Exams will open as outlined in the Course Schedule during your regularly scheduled in-person lab time. Alternate exam times will not be offered without an approved excuse with documentation.
  - If you are NOT present to take the lab practical in-person during your scheduled lab period, and you take the lab practical remotely, you will receive a 0 on the practical, NO EXCEPTIONS.

**\*\*Documentation of any violation to these examination conduct rules will be made; additionally, if you**

violate these rules, you may be referred to the Committee on Academic Misconduct.

### **End-of-Unit Quizzes:**

- End-of-Unit Quizzes are administered online through the Carmen learning management system. Each will be worth 10 points. Although due at the end of each unit, the quizzes are available for the duration of each unit and may be taken as many times as the student would like throughout the duration it is open. For this reason, once a quiz has closed it will not be reopened for any reason. There are **no make-ups for online quizzes**. Missed quizzes will be recorded as a “0” – no exceptions.

Unit 2 End-of-Unit

Unit 3 End-of-Unit

Unit 4 End-of-Unit

Unit 5 End-of-Unit

### **Lecture Policies**

- Successful students will review lectures and listen to lecture recordings regularly.
- PowerPoint & PDF lectures are posted on Carmen and will be made available at the start of each topic. It is your responsibility to have an accessible way to take notes. The lecturer will expand upon the content in the lectures slides and you will be responsible for the additional content covered. You can be tested on any information presented in lecture or lab. Therefore, daily review of the lecture and lab material is essential to successful completion of this course.
- As you study, look for relationships between lecture topics. The most successful students think critically about the material, always looking for relationships between topics.
- If at any point in the semester you would like additional tips for studying or approaching the course work, do not hesitate to ask any member of the teaching staff!

### **Laboratory Policies**

- You are only permitted to attend the lab section for which you have signed up.
- Attendance will be taken for each lab period
- You are REQUIRED to wear a surgical mask upon entering Hamilton Hall.
- You are REQUIRED upon entering the anatomy lab (Hamilton Hall 233) to wear your own goggles.
- Disposable gloves will be provided to you in the cadaver lab.
- Social distancing will be strictly enforced. There will be specific entry and exit points for both Hamilton Hall and the anatomy lab which will be announced through email and Carmen.
- If you are feeling sick, have a temperature or cough, you will NOT be permitted into the lab.
- Remember, the lab experience is provided as enrichment. It is designed to help you integrate the material and gain a 3D understanding of the human body. Your lab experience will consist of multiple format learning experiences. Come to lab prepared and ready to engage. TA's in the lab will demonstrate and assist in proper identification of important structures. During lab, you will have access to anatomical material such as human cadavers, bones, models, etc. The laboratories (i.e. 233 Hamilton Hall) will be accessible to you **ONLY** during your scheduled lab time.
- Appropriate Attire: You are **REQUIRED** to wear masks and a pair of goggles in the laboratory. The best way to learn anatomy is by directly interacting with the materials. Gloves will be provided to you. A lab coat and/or scrubs are not required, but are highly suggested. **Absolutely NO open toe shoes** in the laboratory at any time, this includes sandals or flip-flops. **You must wear long pants** while in the donor lab. Appropriate lab attire is required for every day you are in the lab.
- You may NOT attend labs not assigned to you. Anatomical materials (models, bones, etc.) are NOT to be removed from the lab. No one other than a registered student is permitted in the lab. **DO NOT INVITE ANYONE INTO THE LAB**. You are to remain respectful of the cadavers at all times. There is to be NO photograph or digital image capture in the laboratories. Failure to follow this policy will be considered academic misconduct and handled accordingly.



*\*No food (including bubble gum) or drink in the lab, either part (i.e. rooms 225 and 233). It is essential for you to eat before you come to lab. If you are experiencing food insecurity, there are a number of campus resources available to you. Buckeye Food Alliance is a nonprofit, on-campus food pantry committed to providing a variety of nutritious food options to Ohio State students that are food insecure (<https://www.buckeyefoodalliance.org>). \**

### **Diversity**

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

### **Learning Center**

The Dennis Learning Center's goal is to help support and improve the academic success of Ohio State students through academic coaching, group workshops, and elective courses. We offer free, one-hour appointments in which you can discuss various topics (note-taking, procrastination, test anxiety, exam preparation, time-management, etc.) with an academic coach and create a plan for success. The DLC is located on the 2nd floor of the Younkin Success Center. Visit our website at <https://dennislearningcenter.osu.edu> to learn more.

### **Disability Services**

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please contact Student Life Disability Services. To establish reasonable accommodations, you must register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://slds.osu.edu); 098 Baker Hall, 113 W. 12<sup>th</sup> Avenue.

### **Academic Integrity**

All coursework and activities are to be completed in accordance with The Ohio State University's Code of Student Conduct. It is your responsibility as a student to abide by the Code of Student Conduct while completing your work and our responsibility as instructors to enforce it. The Code of Student Conduct can be reviewed at [http://studentaffairs.osu.edu/pdfs/csc\\_12-31-07.pdf](http://studentaffairs.osu.edu/pdfs/csc_12-31-07.pdf)

### **Additional Resources**

#### **Carmen Log-In**

1. <https://carmen.osu.edu/>
2. Login using your user name [i.e. the first part of your OSU email address and a number (name.#)] and password.
3. Then, choose ANATOMY 3300.01 – Adv Hum Anatomy UG.

#### **NetAnatomy Log-In**

There are a couple of options for linking to NetAnatomy:

1. <http://library.ohio-state.edu/record=e1000824~S7> will take you directly to the library catalog for NetAnatomy. The NetAnatomy link on this page will take you directly to the database from on-campus or will prompt your OSU name.# for off-campus access.
2. <http://www.netanatomy.com> Direct link from on-campus.
3. <http://proxy.lib.ohio-state.edu/login?url=http://www.netanatomy.com> Direct link from off-campus.

## **Bones and Models on Reserve**

**Bones and Model Availability is subject to change due to COVID-19 precautions.** Bones and models may be available on closed reserve (1st floor, John A. Prior, Health Sciences Library, 376 W. 10th Ave., 292-4861).

For a complete listing and for library hours, please visit the library website at: <https://hsl.osu.edu/>

## **Who to Contact:**

Dr. Mosley ([Claudia.mosley@osumc.edu](mailto:Claudia.mosley@osumc.edu))

- Significant issues with the course/semester that may preclude you from completing assessments, exams, practicals, or the course itself
- Rescheduling an assessment, exam, or practical and you **must provide appropriate documentation**
- Grading errors on an exam, practical, or laboratory participation points
- SLDS testing accommodations
- If you are unable to abide by the examination and laboratory practical behavior policy for any reason (i.e., physical disability, religious beliefs, etc.)
- If you are pregnant or become pregnant during the semester and have concerns about participation in in-person laboratory sessions.

OSU IT Help Desk at 688-4357 (688-HELP)

- Technical difficulty with end-of-unit quizzes or online assessments administered on Carmen

## **Course Technology**

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at [ocio.osu.edu/help/hours](https://ocio.osu.edu/help/hours), and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** [ocio.osu.edu/help](https://ocio.osu.edu/help)
- **Phone:** 614-688-4357(HELP)
- **Email:** [servicedesk@osu.edu](mailto:servicedesk@osu.edu)
- **TDD:** 614-688-8743

## **Baseline technical skills for online courses**

- Basic computer and web-browsing skills
- Navigating Carmen: for questions about specific functionality, see the [Canvas Student Guide](#).

## **Required Technology skills specific to this course**

- [CarmenZoom virtual meetings](#)

## **Required equipment**

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication



## **Required software**

- **Microsoft Office 365:** All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found [at go.osu.edu/office365help](http://go.osu.edu/office365help).

## **Carmen access**

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

## **Division of Anatomy Statement Regarding Cadaveric Material Usage**

Remember to respect the donor that will teach you over the course of the semester. Your cadaver is not merely an educational tool, but a rare gift. They were someone's mother, father, spouse, grandparent, etc., and it was their choice to enhance your learning experience by giving their body to you. Treating them with the utmost care and respect at all times is not only required of you by the Division of Anatomy, but is expected of you as a fellow, compassionate human being. If you have questions about the process of body donation, please speak with your course instructor. If you wish to explore your feelings about death and/or your cadaver, please contact Imani Jones, Department of Chaplaincy at [Imani.Jones@osumc.edu](mailto:Imani.Jones@osumc.edu). Her office is located in the Chaplaincy, S594 Rhodes Hall.

Prior to your first laboratory session, you are required view the e-module the Anatomy Orientation Presentation and complete the Quiz associated with this presentation. Additionally you must read, sign, and return the Body Donor Program Access Disclosure Form. These forms will be kept in the Division of Anatomy as part of a permanent record of your access to and acceptance of The Ohio State University Body Donor Program and its policies. All policies extend to images and/or video material formally prepared for and presented in conjunction with your online course. Failure to adhere to these policies or any professional misconduct towards the donor on or off campus or through any social media sites may result in expulsion from the anatomy course with a failing grade, and/or referral to further disciplinary actions and/or criminal charges, if applicable.

No cell phones and/or cameras are allowed in the laboratory. Recording or photographing the human anatomical material is strictly prohibited without the prior consent of The Ohio State University Body Donor Program Advisory Council, including but not limited to any images considered for publication or other distribution, even for studying.

## **Student Wellness**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, and feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting [ccs.osu.edu](http://ccs.osu.edu) or calling (614) 292- 5766. CCS is located on the 4th Floor of the Younkin

Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24-hour emergency help is also available through the 24/7 National Prevention Hotline at 1-(800)-273-TALK or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

## ANATOMY 3300.01 COURSE CALENDAR – FALL 2021\*

(\*subject to change)

Date	Lecture Topic(s) Recordings Linked on Carmen	Laboratory Exercises TopHat and PAL	Carmen Quizzes
Week 1			
Tues, Aug 24	Introduction Terminology and Orientation to Anatomy  Epithelium	TopHat Lab 1 Assignment OPENS 8:00AM Eastern	UNIT 1 MODULE OPENS at 8:00 AM EASTERN
Wed, Aug 25	Myology and Movement  Muscle Tissue  Systems of the Body		
Thurs, Aug 26	Osteology  Connective Tissue  Arthrology	Lab 1: Orientation to Lab	
Fri, Aug 27	Introduction to the Nervous System  Nervous Tissue  Introduction to the Cardiovascular System	TopHat Lab 1 Assignment DUE 11:59PM Eastern	
Sat, Aug 28	UNIT 1 REVIEW ASSESSMENT OPENS at 12:00AM Eastern		
Sun, Aug 29	UNIT 1 REVIEW ASSESSMENT CLOSES at 11:59PM Eastern		
Week 2			
Mon, Aug 30	Bones of the Pelvic Girdle and Lower Limb	TopHat Lab 2 Assignment OPENS 8:00AM Eastern	UNIT 2 MODULE OPENS 8:00 AM EASTERN
Tues, Aug 31		Lab 2: Small Group Bones of Pelvic Girdle and Lower Limb (Assigned times will be provided)	
Weds, Sept 1	Muscles of the Hip & Thigh		
Thurs, Sept 2		Lab 3: Muscles of Hip and Thigh	
Fri, Sept 3	Muscles of the Leg & Foot	TopHat Lab 2 Assignment DUE 11:59PM Eastern	

Week 3			
Mon, Sept 6	<b>LABOR DAY-NO CLASSES</b>	<b>TopHat Lab 3 Assignment OPENS 8:00AM Eastern</b>	
Tues, Sept 7		<b>Lab 4:</b> Muscles of Leg and Foot	
Weds, Sept 8	Vessels and Nerves of the Lower Limb		
Thurs, Sept 9		<b>Lab 5:</b> Vessels and Nerves of Lower Limb	
Fri, Sept 10	Special Areas of the Lower Limb	<b>TopHat Lab 3 Assignment DUE 11:59PM Eastern</b>	
Week 4			
Mon, Sept 13	Joints of the Lower Limb	<b>TopHat Lab 4 Assignment OPENS 8:00AM Eastern</b>	
Tues, Sept 14		<b>Lab 6:</b> Special Areas of Lower Limb; The Knee Joint	
Wed, Sept 15	<b>Review</b>		<b>UNIT 2 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
Thurs, Sept 16	<b>UNIT 2 WRITTEN EXAM</b> <b>UNIT 2 LAB PRACTICAL</b> <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		
Friday, Sept 17	Bones of the Axial Skeleton Bones of the Upper Limb	<b>TopHat Lab 4 Assignment DUE 11:59PM Eastern</b>	<b>UNIT 3 MODULE OPEN AT 8:00 AM EASTERN</b>
Week 5			
Mon, Sept 20	Bones of the Axial Skeleton Bones of the Upper Limb	<b>TopHat Lab 5 Assignment OPENS 8:00AM Eastern</b>	
Tues, Sept 21		<b>Lab 7:</b> Small Group Bones of Axial Skeleton and Upper Limb <i>(Assigned times will be provided)</i>	
Weds, Sept 22	Deep Muscles of the Back Muscles of the Shoulder and Arm		
Thurs, Sept 23		<b>Lab 8:</b> Deep Muscles of Back; Muscles of Shoulder and Arm	

Fri, Sept 24	Muscles of the Forearm and Hand	<b>TopHat Lab 5 Assignment DUE 11:59PM Eastern</b>	
<b>Week 6</b>			
Mon, Sept 27	Nerves of the Upper Limb	<b>TopHat Lab 6 Assignment OPENS 8:00AM Eastern</b>	
Tues, Sept 28		<b>Lab 9:</b> Muscles of Forearm and Hand	
Weds, Sept 29	Blood Vessels of the Upper Limb		
Thurs, Sept 30		<b>Lab 10:</b> Nerves of Upper Limb; Blood Vessels of UL	
Fri, Oct 1	Special Areas of the Upper limb	<b>TopHat Lab 6 Assignment DUE 11:59PM Eastern</b>	
<b>Week 7</b>			
Mon, Oct 4	Joints of Upper Limb	<b>TopHat Lab 7 Assignment OPENS 8:00AM Eastern</b>	
Tues, Oct 5		<b>Lab 11:</b> Special Areas of UL; Joints of UL	
Wed, Oct 6	<b>Review</b>		<b>UNIT 3 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
Thurs, Oct 7	<b>UNIT 3 WRITTEN EXAM UNIT 3 LAB PRACTICAL</b> <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		
Friday, Oct 8	Skull	<b>TopHat Lab 7 Assignment DUE 11:59PM Eastern</b>	<b>UNIT 4 MODULE OPEN 8:00 AM EASTERN</b>
<b>Week 8</b>			
Mon, Oct 11	Skull (Continued)	<b>TopHat Lab 8 Assignment OPENS 8:00AM Eastern</b>	
Tues, Oct 12		<b>Lab 11:</b> Skull in Small Groups (Assigned times will be provided)	

Weds, Oct 13	Brain		
Thurs, Oct 14	<b>NO CLASSES-FALL BREAK</b>		
Fri, Oct 15	<b>NO CLASSES-FALL BREAK</b>	<b>TopHat Lab 8 Assignment DUE 11:59PM Eastern</b>	
<b>Week 9</b>			
Mon, Oct 18	Brain (Continued)	<b>TopHat Lab 9 Assignment OPENS 8:00AM Eastern</b>	
Tues, Oct 19		<b>Lab 12:</b> Review of Skull; Brain	
Wed, Oct 20	Ventricles, Meninges, Blood Vessels of Brain		
Thurs, Oct 21		<b>Lab 13:</b> Ventricles, Meninges, Blood Vessels of Brain	
Friday, Oct 22	Spinal Cord and Spinal Cord Tracts	<b>TopHat Lab 9 Assignment DUE 11:59PM Eastern</b>	
<b>Week 10</b>			
Mon, Oct 25	Cranial Nerves	<b>TopHat Lab 10 Assignment OPENS 8:00AM Eastern</b>	
Tues, Oct 26		<b>Lab 14:</b> Spinal Cord and Cranial Nerves	
Wed, Oct 27	Special Sense Organs		
Thurs, Oct 28		<b>Lab 15:</b> Special Sense Organs, Muscles and Vessels of the Head and Neck	
Fri, Oct 29	Muscles and Vessels of the Head and Neck	<b>TopHat Lab 10 Assignment DUE 11:59PM Eastern</b>	

Week 11			
Mon, Nov 1	Review	TopHat Lab 11 Assignment OPENS 8:00AM Eastern	<b>UNIT 4 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
Tues, Nov 2	<b>UNIT 4 WRITTEN EXAM</b> <b>UNIT 4 LAB PRACTICAL</b> <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		
Wed, Nov 3	Thorax/Mediastinum Lymphatic System		<b>UNIT 5 MODULE OPEN 8:00 AM EASTERN</b>
Thurs, Nov 4		<b>Lab 17:</b> Thorax and Mediastinum	
Fri, Nov 5	Heart and Fetal Circulation	<b>TopHat Lab 11 Assignment DUE 11:59PM Eastern</b>	
Week 12			
Mon, Nov 8	Respiratory System	<b>TopHat Lab 11 Assignment OPENS 8:00AM Eastern</b>	
Tues, Nov 9		<b>Lab 18:</b> Small Group Heart Demos and Lungs <i>(Assigned times will be provided)</i>	
Wed, Nov 10	Endocrine System Autonomic Nervous System		
Thurs, Nov 11		<b>NO CLASSES: VETERAN'S DAY</b>	
Friday, Nov 12	Digestive System	<b>TopHat Lab 11 Assignment DUE 11:59PM Eastern</b>	
Week 13			
Mon, Nov 15	Vessels and Nerves of Abdomen and Pelvis	<b>TopHat Lab 12 Assignment OPENS 8:00AM Eastern</b>	
Tues, Nov 16		<b>Lab 19:</b> Digestive System	
Wed, Nov 17	Muscles of Abdominal Wall		
Thurs, Nov 18		<b>Lab 20:</b> Vessels and Nerves of Abdomen and Pelvis, Muscles of Abdominal Wall	
Friday, Nov 19	Urinary System		

		<b>TopHat Lab 12 Assignment DUE 11:59PM Eastern</b>	
<b>Week 14</b>			
Mon, Nov 22	<b>NO LECTURE</b>	<b>NO TopHat Lab Assignment</b>	
Tues, Nov 23	<b>NO LABS</b>		
Wed, Nov 24	<b>NO CLASSES-THANKSGIVING BREAK</b>		
Thurs, Nov 25	<b>NO CLASSES-THANKSGIVING BREAK</b>		
Friday, Nov 26	<b>NO CLASSES-THANKSGIVING BREAK</b>	<b>NO TopHat Lab Assignment</b>	
<b>Week 15</b>			
Mon, Nov 29	Male Reproductive System	<b>TopHat Lab 13 Assignment OPENS 8:00AM Eastern</b>	
Tues, Nov 30		<b>Lab 21: Urinary System</b>	
Wed, Dec 1	Female Reproductive System		
Thurs, Dec 2		<b>Lab 22: Reproductive System</b>	
Friday, Dec 3	<b>Review</b>	<b>TopHat Lab 13 Assignment DUE 11:59PM Eastern</b>	
<b>Week 16</b>			
Mon, Dec 6	<b>Review</b>	<b>NO TopHat Lab Assignment</b>	<b>UNIT 5 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
Tues, Dec 7	<b>UNIT 5 LAB PRACTICAL</b>  <b>UNIT 5 WRITTEN EXAM</b>  <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		



**Course Director:**

Claudia Mosley, Ph.D.

Email: [claudia.mosley@osumc.edu](mailto:claudia.mosley@osumc.edu)

Office Hours: Optional, Schedule TBA on Carmen course page

**Graduate Teaching Associate:**

Hwoi Min Oh

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Office Hours: By appointment

**\*\*This syllabus, the course elements policies and schedule are subject to change.**

**Mode of Delivery: In-Person**

**Lecture Schedule:**

- Location: Meiling Hall, Room 112
- Mondays, Wednesdays, and Fridays from 12:40PM-1:35PM.

**Lab Meetings:**

- Location: Hamilton Hall, Room 233 and 225 (Report to 233 first).
- Tuesdays and Thursdays at the following times:

8:00 AM – 10:05 AM	12:40 PM – 2:45 PM
10:20 AM – 12:25 PM	3:00 PM – 5:05 PM
- **Lectures:**
  - Lecture PowerPoints/PDFs provided on Carmen.
- **Labs:**
  - Online laboratory activities/study modules utilizing PAL (Practice Anatomy Lab) along with the electronic Quinn Atlas via TopHat will supplement the in-person labs. Please see the ANAT 3300.01 Carmen page for detailed instruction on how to access these modules.
  - **Proper PPE is required to attend in-person labs (i.e. surgical mask, goggles, and gloves).**
  - Location of in-person labs: **Hamilton Hall, Room 233.**

**Safety and Health Requirements**

All teaching staff and students are required to comply with and stay up to date on all University safety and health guidance, which includes wearing a facemask in any indoor space. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

**Overall Course Description**

Regional study of the basic structure and terminology associated with the human body supplemented with twice weekly in-person labs and computer-assisted instruction. Laboratory includes instructor/TA



led demonstrations of prosected human cadavers, models, radiographs and bones.

Unit 1: Introduction to Anatomy and Overview of Body Systems

Unit 2: The Lower Limb

Unit 3: The Back and Upper Limb

Unit 4: The Head and Neck

Unit 5: The Abdomen, Pelvis, and Thorax

## **Required Items for Course: (LINK TBD)**

### **1.) Pearson Package (ISBN: 9780137352272) Containing:**

- Print copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
- Digital copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
- Access code to Practice Anatomy Lab (PAL)

\*\*This package can be purchased via the OSU Barnes and Noble Bookstore located at [1598 N. High St.](#) Or you can visit <https://ohiostate.bncollege.com/shop/ohiostate/home>.

\*\*You may also purchase the digital copy of Guy/Burgoon Text and PAL directly through Pearson.

### **2.) Atlas of Human Anatomy by Quinn/Flannery via Top Hat**

- <https://tophat.com/bookstore> (contains all information needed to purchase access keys for your lab manual/atlas) ISBN (978-1-64386-553-9)
  - We will be using Top Hat and the custom-built interactive *Atlas of Human Anatomy* by Melissa M. Quinn, PhD, Meghan M. Flannery, MS for this class.
  - You can visit the Top Hat Overview (<https://success.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide>) within the Top Hat Success Center which outlines how you will register for a Top Hat account, as well as providing a brief overview to get you up and running on the system.
  - An email invitation will be sent to you by email, but if don't receive this email, you can register by simply visiting our course website: (Link TBD)
- Note: our Course Join Code is **[CODE TBD for Anatomy 3300.01]**.
- Your textbook will be applied at checkout. Don't worry if you don't see any content in the course right away, I will make it available to you as we progress through the semester.
  - Alternatively, you can purchase an "access key" at The Ohio State University Bookstore [Barnes & Noble, [1598 N. High St.](#), 247-2000 (located at 11<sup>th</sup> Ave. & High St.)] and use the access key at the check-out page.
  - Should you require assistance with Top Hat at any time, due to the fact that they require specific user information to troubleshoot these issues, please contact their Support Team directly by way of email ([support@tophat.com](mailto:support@tophat.com)), the in app support button, or by calling 1-888-663-5491

- 3.) **Laboratory Goggles**- may be purchased through the OSU Barnes and Noble bookstore or at [https://www.amazon.com/Goggles-Glasses-Protection-Protective-Eyewear/dp/B086PZR82K/ref=redir\\_mobile\\_desktop?ie=UTF8&aaxitk=1YYUhiiXgy19IHSYPvrntA&hsa\\_cr\\_id=1277536850701&ref\\_=sbx\\_be\\_s\\_sparkle\\_td\\_asin\\_2](https://www.amazon.com/Goggles-Glasses-Protection-Protective-Eyewear/dp/B086PZR82K/ref=redir_mobile_desktop?ie=UTF8&aaxitk=1YYUhiiXgy19IHSYPvrntA&hsa_cr_id=1277536850701&ref_=sbx_be_s_sparkle_td_asin_2)

## **Recommended Items for Course**

- Lab Coat and/or Scrubs for laboratory: Not required, but are suggested. Also available at the above mentioned Barnes and Noble location or local thrift stores.
- Digital Atlas Application: *Complete Anatomy* Digital Atlas by 3D4Medical- Use the link below for specifics on discount purchasing, downloading application, and related course content.  
<https://store.3d4medical.com/complete-anatomy/licenses?id=1&affiliate=true&promo=ZMUpeqb2mN&clickId=ae43b8a36b66438e82da0a47abcc1933>

3. Although not required, some students may find it helpful to purchase additional textbooks, atlases, or software. A list of these recommended items will be posted in the lab (233 Hamilton Hall) and will also be available on Carmen.

### **Course Learning Outcomes**

Upon successful completion of this course, students will:

- Develop a vocabulary of anatomical terminology.
- Recognize, identify, and locate anatomical structures as shown on medical illustrations, radiographs, models, and cadaveric material.
- Describe interdependency and interactions among body systems from a regional approach.
- Adhere to appropriate laboratory safety guidelines and ethical standards regarding cadaveric material usage.
- Synthesize concepts to make connections between knowledge of anatomy and real-world clinical situations.

### **Course Evaluation and Grading**

#### **Unit 1 Review Assessment**

- A written assessment is administered at the conclusion of unit 1. This assessment is primarily multiple choice, with some matching, etc.
  - Unit 1 Review Assessment will be worth 40 points. It will be administered through Carmen and you will have one attempt and 60 minutes to complete the assessment.

#### **Written Exams**

- A written exam is administered at the conclusion of units 2 through 5 (4 total). The exams are primarily multiple choice, with some matching, etc.
  - Written exams for Units 2, 3, 4 and 5 are worth 100 points each and will be administered in-person during your regularly scheduled in-person lab time. Exemplify, a lockdown browser will be utilized for the exams and you will be required to bring an iPad or laptop with you in order to complete the exam. You will have one attempt and 60 minutes to complete these exams.
  - **\*\*Note: Written Exams for Units 2, 3, 4, and 5 will be taken synchronously during your regularly scheduled in-person lab time. See course calendar for details.**

#### **Laboratory Practicals**

- There are four laboratory practicals, one at the end of Unit 2, 3, 4, & 5. The laboratory practicals are primarily fill-in-the-blank type questions and administered in-person during your regularly scheduled lab time. Exemplify, a lockdown browser will be utilized for the lab practicals and you will be required to bring an iPad or laptop with you in order to complete the exam. Practical questions will be 20 questions each worth 2 points for a total of 40 points per practical. Practical questions can be based off any structures discussed in lecture or lab.
  - **\*\*Note: Lab Practicals for Units 2, 3, 4, and 5 will be taken synchronously during your scheduled lab time. See course calendar for details.**

#### **End-of-Unit Quizzes**

- End-of-Unit Quizzes are administered online via Carmen. Although due at the end of each unit, the quizzes are available to complete for the duration of each unit and you may attempt

them as many times as needed before the deadline to receive full points. For this reason, once a quiz has closed it will NOT be reopened for any reason. There are no make-ups for online quizzes. Missed quizzes will be recorded as a “0” – no exceptions.

### Laboratory Participation & Activities

- Laboratory participation points are earned by completing lab activities by their deadlines on TopHat.
- Lab participation activities correspond to each unit.
- Attendance will be taken for in-person twice weekly labs.

*\*There are no make-up or extra credit opportunities for missed laboratory participation points\**

### Total Course Points:

Assignment Name	Points	Assignment Type
One 40-Point Online Unit 1 Review Assessment	40 pts	↑
Four 100-Point Exemplify Lecture Exams	400 pts	↑
Four 40-Point Online Lab Practicals	160 pts	↑
Four 10-Point Online End-of-Unit Quizzes	40 pts	↑
Thirteen 5-Point Laboratory Activities	65 pts	↑
<b>TOTAL COURSE POINTS</b>	<b>705 pts</b>	

Points	Grade
654 - 705	A
633 - 653	A-
612 - 632	B+
584 - 611	B
563 - 583	B-
541 - 562	C+
513 - 540	C
492 - 512	C-
471 - 491	D+
422- 470	D
< 422	E

- **Independent Work ( ↑ ):** Strictly non-collaborative, original-individual work. You may discuss this assignment only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.

### Final Course Grade

Final grades are calculated based on FINAL POINTS

EARNED. There is *no curve and no extra credit* assignments are available in this course. You will receive the grade that you earn.

### Evaluation and Makeup Policy

**End-of-Unit Quizzes:** Once an End-of-Unit Quiz has closed it will not be reopened for any reason. There are no make-ups for End-of-Unit Quizzes. Missed End-of-Unit Quizzes will be recorded as a “0” – no exceptions.

**Laboratory Assignments:** Once a TopHat lab assignment is due, it will not be accepted late without official documentation in extreme circumstances. Weekly TopHat assignments are open from Monday at 8AM EST – Friday at 11:59PM EST. Missed labs will be recorded as a “0” – without proper documentation. Do **NOT** wait until the last day to complete the lab assignments.

### **Unit 1 Review Assessments, Written Exams, and Laboratory Practicals:**

- Missed assessments, exams, and practicals can only be made-up for full credit in extreme cases (e.g., death of family member, personal hospitalization, etc.) with proper documentation (e.g., a physician’s note, ER paperwork, obituary, etc.). Assessment, exam, and practicals makeups will be determined on a case-by-case basis. If you know that you have an interview or professional commitment conflict with our assessment, exam, or practical dates, email Dr. Mosley ([claudia.mosley@osumc.edu](mailto:claudia.mosley@osumc.edu)) as soon as possible to coordinate a makeup time. I will require appropriate official documentation. Alternative methods (e.g., oral exam, essay) of testing may

be used for make-up assessments, exams, or practicals.

- **Students without proper documentation will automatically lose 20% of credit off their assessments.** Each decision of potentially allowing a make-up assessments, exams, or practicals is made by the course director on a case-by-case basis. Additionally, you **MUST** contact the course director ([claudia.mosley@osumc.edu](mailto:claudia.mosley@osumc.edu)) as soon as you know of a potential problem or conflict with an assessment date.

**Grading Error:** If you believe there is a grading error associated with one of your course assessments, exams, practicals, quiz, or lab activity, you have one week (i.e. 7 days) from the due date to notify the instructor.

## **POLICIES FOR THIS IN-PERSON COURSE**

- For Unit 1 Review Assessment
  - Administered at the end of Unit 1 content.
  - This assessment is primarily multiple choice, with some matching, etc.
  - There will also be image-based questions.
  - You have **60 minutes** to complete the assessment on Carmen.
  - This open book, online assessment will open as outlined in the Course Schedule at **12:00AM (Eastern) on Saturday, January 15th** and will close at **11:59 PM (Eastern) on Sunday, January 16th**. Unless you have received prior approval from the course director, the exam time will not be extended. Alternate exam times will not be offered without an approved excuse from the course director.
- For Written Exams 2-5
  - Administered at the conclusions of Units 2, 3, 4, and 5, respectively.
  - These exams are primarily multiple choice, with some matching, etc.
  - There will also be image-based questions.
  - You have **60 minutes** to complete the exam through Exemplify.
  - Lecture Exams will be completed as outlined in the Course Schedule during your regularly scheduled in-person lecture time. Alternate exam times will not be offered without an approved excuse with documentation.
  - If you are NOT present to take the written exams in-person during your scheduled lab period, and you take the exam remotely, you will receive a 0 on the exam, NO EXCEPTIONS.
- For Lab Practicals 2-5
  - Administered at the conclusions of Units 2, 3, 4, and 5, respectively.
  - These assessments are primarily fill-in-the-blank type questions.
  - You have **25 minutes** to complete the practicals.
  - Online Lab Practical Exams will open as outlined in the Course Schedule during your regularly scheduled in-person lab time. Alternate exam times will not be offered without an approved excuse with documentation.
  - If you are NOT present to take the lab practical in-person during your scheduled lab period, and you take the lab practical remotely, you will receive a 0 on the practical, NO EXCEPTIONS.

**\*\*Documentation of any violation to these examination conduct rules will be made; additionally, if you violate these rules, you may be referred to the Committee on Academic Misconduct.**

### **End-of-Unit Quizzes:**

- End-of-Unit Quizzes are administered online through the Carmen learning management system. Each

will be worth 10 points. Although due at the end of each unit, the quizzes are available for the duration of each unit and may be taken as many times as the student would like throughout the duration it is open. For this reason, once a quiz has closed it will not be reopened for any reason. There are **no make-ups for online quizzes**. Missed quizzes will be recorded as a “0” – no exceptions.

Unit 2 End-of-Unit

Unit 3 End-of-Unit

Unit 4 End-of-Unit

Unit 5 End-of-Unit

### **Lecture Policies**

- Successful students will review lectures and listen to lecture recordings regularly.
- PowerPoint & PDF lectures are posted on Carmen and will be made available at the start of each topic. It is your responsibility to have an accessible way to take notes. The lecturer will expand upon the content in the lectures slides and you will be responsible for the additional content covered. You can be tested on any information presented in lecture or lab. Therefore, daily review of the lecture and lab material is essential to successful completion of this course.
- As you study, look for relationships between lecture topics. The most successful students think critically about the material, always looking for relationships between topics.
- If at any point in the semester you would like additional tips for studying or approaching the course work, do not hesitate to ask any member of the teaching staff!

### **Laboratory Policies**

- You are only permitted to attend the lab section for which you have signed up.
- Attendance will be taken for each lab period
- You are REQUIRED to wear a surgical mask upon entering Hamilton Hall.
- You are REQUIRED upon entering the anatomy lab (Hamilton Hall 233) to wear your own goggles.
- Disposable gloves will be provided to you in the cadaver lab.
- Social distancing will be strictly enforced. There will be specific entry and exit points for both Hamilton Hall and the anatomy lab which will be announced through email and Carmen.
- If you are feeling sick, have a temperature or cough, you will NOT be permitted into the lab.
- Remember, the lab experience is provided as enrichment. It is designed to help you integrate the material and gain a 3D understanding of the human body. Your lab experience will consist of multiple format learning experiences. Come to lab prepared and ready to engage. TA's in the lab will demonstrate and assist in proper identification of important structures. During lab, you will have access to anatomical material such as human cadavers, bones, models, etc. The laboratories (i.e. 233 Hamilton Hall) will be accessible to you **ONLY** during your scheduled lab time.
- Appropriate Attire: You are **REQUIRED** to wear masks and a pair of goggles in the laboratory. The best way to learn anatomy is by directly interacting with the materials. Gloves will be provided to you. A lab coat and/or scrubs are not required, but are highly suggested. **Absolutely NO open toe shoes** in the laboratory at any time, this includes sandals or flip-flops. **You must wear long pants** while in the donor lab. Appropriate lab attire is required for every day you are in the lab.
- You may NOT attend labs not assigned to you. Anatomical materials (models, bones, etc.) are NOT to be removed from the lab. No one other than a registered student is permitted in the lab. **DO NOT INVITE ANYONE INTO THE LAB**. You are to remain respectful of the cadavers at all times. There is to be NO photograph or digital image capture in the laboratories. Failure to follow this policy will be considered academic misconduct and handled accordingly.

*\*No food (including bubble gum) or drink in the lab, either part (i.e. rooms 225 and 233). It is essential for you to eat before you come to lab. If you are experiencing food insecurity, there are a number of campus resources available to you. Buckeye Food Alliance is a nonprofit, on- campus food pantry committed to*

*providing a variety of nutritious food options to Ohio State students that are food insecure (<https://www.buckeyefoodalliance.org>). \**

### **Diversity**

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

### **Learning Center**

The Dennis Learning Center's goal is to help support and improve the academic success of Ohio State students through academic coaching, group workshops, and elective courses. We offer free, one-hour appointments in which you can discuss various topics (note-taking, procrastination, test anxiety, exam preparation, time-management, etc.) with an academic coach and create a plan for success. The DLC is located on the 2nd floor of the Younkin Success Center. Visit our website at <https://dennislearningcenter.osu.edu> to learn more.

### **Disability Services**

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please contact Student Life Disability Services. To establish reasonable accommodations, you must register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://slds.osu.edu); 098 Baker Hall, 113 W. 12<sup>th</sup> Avenue.

### **Academic Integrity**

All coursework and activities are to be completed in accordance with The Ohio State University's Code of Student Conduct. It is your responsibility as a student to abide by the Code of Student Conduct while completing your work and our responsibility as instructors to enforce it. The Code of Student Conduct can be reviewed at [http://studentaffairs.osu.edu/pdfs/csc\\_12-31-07.pdf](http://studentaffairs.osu.edu/pdfs/csc_12-31-07.pdf)

### **Additional Resources**

#### **Carmen Log-In**

1. <https://carmen.osu.edu/>
2. Login using your user name [i.e. the first part of your OSU email address and a number (name.#)] and password.
3. Then, choose ANATOMY 3300.01 – Adv Hum Anatomy UG.

#### **NetAnatomy Log-In**

There are a couple of options for linking to NetAnatomy:

1. <http://library.ohio-state.edu/record=e1000824~S7> will take you directly to the library catalog for NetAnatomy. The NetAnatomy link on this page will take you directly to the database from on-campus or will prompt your OSU name.# for off-campus access.
2. <http://www.netanatomy.com> Direct link from on-campus.
3. <http://proxy.lib.ohio-state.edu/login?url=http://www.netanatomy.com> Direct link from off-campus.

### **Bones and Models on Reserve**

**Bones and Model Availability is subject to change due to COVID-19 precautions.** Bones and models may



be available on closed reserve (1st floor, John A. Prior, Health Sciences Library, 376 W. 10th Ave., 292-4861).

For a complete listing and for library hours, please visit the library website at: <https://hsl.osu.edu/>

### **Who to Contact:**

Dr. Mosley ([Claudia.mosley@osumc.edu](mailto:Claudia.mosley@osumc.edu))

- Significant issues with the course/semester that may preclude you from completing assessments, exams, practicals, or the course itself
- Rescheduling an assessment, exam, or practical and you **must provide appropriate documentation**
- Grading errors on an exam, practical, or laboratory participation points
- SLDS testing accommodations
- If you are unable to abide by the examination and laboratory practical behavior policy for any reason (i.e. physical disability, religious beliefs, etc.)
- If you are pregnant or become pregnant during the semester and have concerns about participation in in-person laboratory sessions.

OSU IT Help Desk at 688-4357 (688-HELP)

- Technical difficulty with end-of-unit quizzes or online assessments administered on Carmen

### **Course Technology**

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at [ocio.osu.edu/help/hours](https://ocio.osu.edu/help/hours), and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** [ocio.osu.edu/help](https://ocio.osu.edu/help)
- **Phone:** 614-688-4357(HELP)
- **Email:** [servicedesk@osu.edu](mailto:servicedesk@osu.edu)
- **TDD:** 614-688-8743

### **Baseline technical skills for online courses**

- Basic computer and web-browsing skills
- Navigating Carmen: for questions about specific functionality, see the [Canvas Student Guide](#).

### **Required Technology skills specific to this course**

- [CarmenZoom virtual meetings](#)

### **Required equipment**

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication

### **Required software**

- [Microsoft Office 365](#): All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found [at go.osu.edu/office365help](https://go.osu.edu/office365help).

### **Carmen access**

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

### **Division of Anatomy Statement Regarding Cadaveric Material Usage**

Remember to respect the donor that will teach you over the course of the semester. Your cadaver is not merely an educational tool, but a rare gift. They were someone's mother, father, spouse, grandparent, etc., and it was their choice to enhance your learning experience by giving their body to you. Treating them with the utmost care and respect at all times is not only required of you by the Division of Anatomy, but is expected of you as a fellow, compassionate human being. If you have questions about the process of body donation, please speak with your course instructor. If you wish to explore your feelings about death and/or your cadaver, please contact Imani Jones, Department of Chaplaincy at [Imani.Jones@osumc.edu](mailto:Imani.Jones@osumc.edu). Her office is located in the Chaplaincy, S594 Rhodes Hall.

Prior to your first laboratory session, you are required view the e-module the Anatomy Orientation Presentation and complete the Quiz associated with this presentation. Additionally you must read, sign, and return the Body Donor Program Access Disclosure Form. These forms will be kept in the Division of Anatomy as part of a permanent record of your access to and acceptance of The Ohio State University Body Donor Program and its policies. All policies extend to images and/or video material formally prepared for and presented in conjunction with your online course. Failure to adhere to these policies or any professional misconduct towards the donor on or off campus or through any social media sites may result in expulsion from the anatomy course with a failing grade, and/or referral to further disciplinary actions and/or criminal charges, if applicable.

No cell phones and/or cameras are allowed in the laboratory. Recording or photographing the human anatomical material is strictly prohibited without the prior consent of The Ohio State University Body Donor Program Advisory Council, including but not limited to any images considered for publication or other distribution, even for studying.

### **Student Wellness**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, and feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting [ccs.osu.edu](http://ccs.osu.edu) or calling (614) 292- 5766. CCS is located on the 4th Floor of the Younklin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24-hour emergency help is also available through the 24/7 National Prevention Hotline at 1-(800)-273-TALK or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)



## ANATOMY 3300.01 COURSE CALENDAR – SPRING 2022\*

(\*subject to change)

Date	Lecture Topic(s) Recordings Linked on Carmen	Laboratory Exercises TopHat and PAL	Carmen Quizzes
Week 1			
Mon, Jan 10	Introduction Terminology and Orientation to Anatomy  Systems of the Body  Epithelium	TopHat Lab 1 Assignment OPENS 8:00AM Eastern	UNIT 1 MODULE OPENS at 8:00 AM EASTERN
Tues, Jan 11	Osteology  Connective Tissue		
Wed, Jan 12	Arthrology		
Thurs, Jan 13	Myology and Movement  Muscle Tissue	Lab 1: Orientation to Lab	
Fri, Jan 14	Introduction to the Nervous System  Nervous Tissue  Introduction to the Cardiovascular System	TopHat Lab 1 Assignment DUE 11:59PM Eastern	
Sat, Jan 15	UNIT 1 REVIEW ASSESSMENT OPENS at 12:00AM EASTERN		
Sun, Jan 16	UNIT 1 REVIEW ASSESSMENT CLOSES at 11:59PM EASTERN		
Week 2			
Mon, Jan 17	MLK Jr. DAY-NO CLASSES	TopHat Lab 2 Assignment OPENS 8:00AM Eastern	UNIT 2 MODULE OPENS 8:00 AM EASTERN
Tues, Jan 18		Lab 2: Small Group Bones of Pelvic Girdle and Lower Limb <i>(Assigned times will be provided)</i>	
Weds, Jan 19	Bones of the Pelvic Girdle and Lower Limb		
Thurs, Jan 20		Lab 3: Muscles of Hip and Thigh	
Fri, Jan 21	Muscles of the Hip & Thigh	TopHat Lab 2 Assignment DUE 11:59PM Eastern	
Week 3			

Mon, Jan 24	Muscles of the Leg & Foot	<b>TopHat Lab 3 Assignment OPENS 8:00AM Eastern</b>	
Tues, Jan 25		<b>Lab 4:</b> Muscles of Leg and Foot	
Weds, Jan 26	Vessels and Nerves of the Lower Limb		
Thurs, Jan 27		<b>Lab 5:</b> Vessels and Nerves of Lower Limb	
Fri, Jan 28	Special Areas of the Lower Limb	<b>TopHat Lab 3 Assignment DUE 11:59PM Eastern</b>	
<b>Week 4</b>			
Mon, Jan 31	Joints of the Lower Limb	<b>TopHat Lab 4 Assignment OPENS 8:00AM Eastern</b>	
Tues, Feb 1		<b>Lab 6:</b> Special Areas of Lower Limb; The Knee Joint	
Wed, Feb 2	<b>Review</b>		<b>UNIT 2 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
Thurs, Feb 3	<b>UNIT 2 WRITTEN EXAM</b> <b>UNIT 2 LAB PRACTICAL</b> <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		
Friday, Feb 4	Bones of the Axial Skeleton Bones of the Upper Limb	<b>TopHat Lab 4 Assignment DUE 11:59PM Eastern</b>	<b>UNIT 3 MODULE OPEN AT 8:00 AM EASTERN</b>
<b>Week 5</b>			
Mon, Feb 7	Bones of the Axial Skeleton Bones of the Upper Limb	<b>TopHat Lab 5 Assignment OPENS 8:00AM Eastern</b>	
Tues, Feb 8		<b>Lab 7:</b> Small Group Bones of Axial Skeleton and Upper Limb <i>(Assigned times will be provided)</i>	
Weds, Feb 9	Deep Muscles of the Back Muscles of the Shoulder and Arm		
Thurs, Feb 10		<b>Lab 8:</b> Deep Muscles of Back; Muscles of Shoulder and Arm	

Fri, Feb 11	Muscles of the Forearm and Hand	<b>TopHat Lab 5 Assignment DUE 11:59PM Eastern</b>	
<b>Week 6</b>			
Mon, Feb 14	Nerves of the Upper Limb	<b>TopHat Lab 6 Assignment OPENS 8:00AM Eastern</b>	
Tues, Feb 15		<b>Lab 9:</b> Muscles of Forearm and Hand	
Weds, Feb 16	Blood Vessels of the Upper Limb		
Thurs, Feb 17		<b>Lab 10:</b> Nerves of Upper Limb; Blood Vessels of UL	
Fri, Feb 18	Special Areas of the Upper limb	<b>TopHat Lab 6 Assignment DUE 11:59PM Eastern</b>	
<b>Week 7</b>			
Mon, Feb 21	Joints of Upper Limb	<b>TopHat Lab 7 Assignment OPENS 8:00AM Eastern</b>	
Tues, Feb 22		<b>Lab 11:</b> Special Areas of UL; Joints of UL	
Wed, Feb 23	<b>Review</b>		<b>UNIT 3 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
Thurs, Feb 24	<b>UNIT 3 WRITTEN EXAM UNIT 3 LAB PRACTICAL</b> <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		
Friday, Feb 25	Skull	<b>TopHat Lab 7 Assignment DUE 11:59PM Eastern</b>	<b>UNIT 4 MODULE OPEN 8:00 AM EASTERN</b>
<b>Week 8</b>			
Mon, Feb 28	Skull (Continued)	<b>TopHat Lab 8 Assignment OPENS 8:00AM Eastern</b>	
Tues, Mar 1		<b>Lab 12:</b> Skull in Small Groups <i>(Assigned times will be provided)</i>	

Weds, Mar 2	Brain		
Thurs, Mar 3		<b>Lab 13:</b> Review of Skull; Brain	
Fri, Mar 4	Brain (Continued)	<b>TopHat Lab 8 Assignment DUE 11:59PM Eastern</b>	
<b>Week 9</b>			
Mon, Mar 7	Ventricles, Meninges, Blood Vessels of Brain	<b>TopHat Lab 9 Assignment OPENS 8:00AM Eastern</b>	
Tues, Mar 8		<b>Lab 14:</b> Ventricles, Meninges, Blood Vessels of Brain	
Wed, Mar 9	Spinal Cord and Spinal Cord Tracts		
Thurs, Mar 10		<b>Lab 15:</b> Spinal Cord and Cranial Nerves	
Friday, Mar 11	Cranial Nerves	<b>TopHat Lab 9 Assignment DUE 11:59PM Eastern</b>	
<b>Week 10</b>			
Mon, Mar 14	<b>SPRING BREAK-NO CLASSES</b>		
Tues, Mar 15	<b>SPRING BREAK-NO LABS</b>		
Wed, Mar 16	<b>SPRING BREAK-NO CLASSES</b>		
Thurs, Mar 17	<b>SPRING BREAK-NO LABS</b>		
Fri, Mar 18	<b>SPRING BREAK-NO CLASSES</b>		
<b>Week 11</b>			
Mon, Mar 21	Special Sense Organs	<b>TopHat Lab 10 Assignment OPENS 8:00AM Eastern</b>	
Tues, Mar 22		<b>Lab 16:</b> Special Sense Organs,	
Wed, Mar 23	Muscles and Vessels of the Head and Neck		
Thurs, Mar 24		<b>Lab 17:</b> Muscles and Vessels of the Head and Neck	

Fri, Mar 25	<b>Review</b>	<b>TopHat Lab 10 Assignment DUE 11:59PM Eastern</b>	
<b>Week 12</b>			
Mon, Mar 28	<b>Review</b>		<b>UNIT 4 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
Tues, Mar 29	<b>UNIT 4 WRITTEN EXAM</b> <b>UNIT 4 LAB PRACTICAL</b> <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		
Wed, Mar 30	Thorax/Mediastinum Lymphatic System		
Thurs, Mar 31		<b>Lab 18:</b> Thorax and Mediastinum	
Fri, Apr 1	Heart and Fetal Circulation		
<b>Week 13</b>			
Mon, Apr 4	Respiratory System	<b>TopHat Lab 11 Assignment OPENS 8:00AM Eastern</b>	
Tues, Apr 5		<b>Lab 19:</b> Small Group Heart Demos and Lungs <i>(Assigned times will be provided)</i>	
Wed, Apr 6	Digestive System		
Thurs, Apr 7		<b>Lab 20:</b> Digestive System	
Friday, Apr 8	Endocrine System Autonomic Nervous System	<b>TopHat Lab 11 Assignment DUE 11:59PM Eastern</b>	
<b>Week 14</b>			
Mon, Apr 11	Vessels and Nerves of Abdomen and Pelvis	<b>TopHat Lab 12 Assignment OPENS 8:00AM Eastern</b>	
Tues, Apr 12			
Wed, Apr 13	Muscles of Abdominal Wall		
Thurs, Apr 14		<b>Lab 21:</b> Vessels and Nerves of Abdomen and Pelvis, Muscles of Abdominal Wall	
Friday, Apr 15	Urinary System	<b>TopHat Lab 12 Assignment DUE 11:59PM Eastern</b>	

Week 15			
Mon, Apr 18	Male Reproductive System	TopHat Lab 13 Assignment OPENS 8:00AM Eastern	
Tues, Apr 19		Lab 22: Urinary System	
Wed, Apr 20	Female Reproductive System		
Thurs, Apr 21		Lab 23: Reproductive System	
Friday, Apr 22	Review	TopHat Lab 13 Assignment DUE 11:59PM Eastern	
Week 16			
Mon, Apr 25	Review	NO TopHat Lab Assignment	UNIT 5 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN
TBD	<b>UNIT 5 LAB PRACTICAL</b>  <b>UNIT 5 WRITTEN EXAM</b>  <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		



**Course Director:**

Claudia Mosley, Ph.D.

Email: [claudia.mosley@osumc.edu](mailto:claudia.mosley@osumc.edu)

Office Hours: Optional, Schedule TBA on Carmen course page

**Graduate Teaching Associate:**

Hwoi Min Oh

Email: [Oh.591@osu.edu](mailto:Oh.591@osu.edu)

Office Hours: By appointment

Lauren Riley

Email: [Riley.865@osu.edu](mailto:Riley.865@osu.edu)

Office Hours: By appointment

**\*\*This syllabus, the course elements policies and schedule are subject to change.**

**Mode of Delivery: Hybrid**

**Lecture Schedule:**

- Location: Online recorded lectures with ppt and pdf posted every Monday, Wednesday, and Friday.

**Lab Meetings:**

- Location: Hamilton Hall, Room 233 and 225 (Report to 233 first).
- Tuesdays and Thursdays at the following times:

8:00 AM – 10:05 AM	12:40 PM – 2:45 PM
10:20 AM – 12:25 PM	3:00 PM – 5:05 PM
- **Lectures:**
  - All required lecture material, including lecture PowerPoints/pdfs and recordings will be provided online via Carmen.
  - There will be an outline of required lectures to complete each week.
  - Lecture material will be posted to Carmen on Mondays, Wednesdays, and Fridays.
  - Lectures will be provided utilizing Zoom recordings, which may be accessed at any time.
  - These will be available on the Carmen course page.
- **Labs:**
  - Online laboratory activities/study modules utilizing PAL (Practice Anatomy Lab) 3.1 along with the electronic Quinn Atlas via TopHat will supplement the in-person labs. Please see the ANAT 3300.02 Carmen page for detailed instruction on how to access these modules.
  - **Proper PPE is required to attend in-person labs (i.e. surgical mask, goggles, and gloves).**
  - Location of in-person labs: **Hamilton Hall, Room 233.**

**Safety and Health Requirements:**

All teaching staff and students are required to comply with and stay up to date on all University safety and health guidance, which includes wearing a facemask in any indoor space. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

## **Overall Course Description**

Regional study of the basic structure and terminology associated with the human body supplemented with twice weekly in-person labs and computer-assisted instruction. Laboratory includes instructor/TA led demonstrations of prosected human cadavers, models, radiographs and bones.

Unit 1: Introduction to Anatomy and Overview of Body Systems

Unit 2: The Lower Limb

Unit 3: The Back and Upper Limb

Unit 4: The Head and Neck

Unit 5: The Abdomen, Pelvis, and Thorax

## **Prerequisites**

- Biology 1101, 1102, 1113, or 1114, or permission of instructor.
- Note open to students with credit for Anatomy 2100 or Anatomy 2300.

## **Required Items for Course: LINK TBD**

### **1.) Pearson Package (ISBN: 9780137352272) Containing:**

- a. Print copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
- b. Digital copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
- c. Access code to Practice Anatomy Lab (PAL)

\*\*This package can be purchased via the OSU Barnes and Noble Bookstore located at [1598 N. High St.](#) Or you can visit <https://ohiostate.bncollege.com/shop/ohiostate/home>.

\*\*You may also purchase the digital copy of Guy/Burgoon Text and PAL directly through Pearson.

### **2.) Atlas of Human Anatomy by Quinn/Flannery via Top Hat**

- <https://tophat.com/bookstore> (contains all information needed to purchase access keys for your lab manual/atlas) ISBN (978-1-64386-553-9)
  - We will be using Top Hat and the custom-built interactive *Atlas of Human Anatomy* by Melissa M. Quinn, PhD, Meghan M. Flannery, MS for this class.
  - You can visit the Top Hat Overview (<https://success.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide>) within the Top Hat Success Center which outlines how you will register for a Top Hat account, as well as providing a brief overview to get you up and running on the system.
  - An email invitation will be sent to you by email, but if don't receive this email, you can register by simply visiting our course website: LINK TBD
- Note: our Course Join Code is **[CODE TBD for Anatomy 3300.02]**.
- Your textbook will be applied at checkout. Don't worry if you don't see any content in the course right away, I will make it available to you as we progress through the semester.
  - Alternatively, you can purchase an "access key" at The Ohio State University Bookstore [Barnes & Noble, [1598 N. High St.](#), 247-2000 (located at 11<sup>th</sup> Ave. & High St.)] and use the access key at the check-out page.
  - Should you require assistance with Top Hat at any time, due to the fact that they require specific user information to troubleshoot these issues, please contact their Support Team directly by way of email ([support@tophat.com](mailto:support@tophat.com)), the in app support button, or by calling 1-888-663-5491

- 3.) **Laboratory Goggles**- may be purchased through the OSU Barnes and Noble bookstore or at [https://www.amazon.com/Goggles-Glasses-Protection-Protective-Eyewear/dp/B086PZR82K/ref=redir\\_mobile\\_desktop?ie=UTF8&aaxitk=1YYUhiiXgy19IHSYPvrntA&hsa\\_cr\\_id=1277536850701&ref=sbx\\_be\\_s\\_sparkle\\_td\\_asin\\_2](https://www.amazon.com/Goggles-Glasses-Protection-Protective-Eyewear/dp/B086PZR82K/ref=redir_mobile_desktop?ie=UTF8&aaxitk=1YYUhiiXgy19IHSYPvrntA&hsa_cr_id=1277536850701&ref=sbx_be_s_sparkle_td_asin_2)



## **Recommended Items for Course**

1. Lab Coat and/or Scrubs for laboratory: Not required, but are suggested. Also available at the above mentioned Barnes and Noble location or local thrift stores.
2. Digital Atlas Application: *Complete Anatomy* Digital Atlas by 3D4Medical- Use the link below for specifics on discount purchasing, downloading application, and related course content.  
<https://store.3d4medical.com/complete-anatomy/licenses?id=1&affiliate=true&promo=ZMUpegb2mN&clickId=ae43b8a36b66438e82da0a47abcc1933>
3. Although not required, some students may find it helpful to purchase additional textbooks, atlases, or software. A list of these recommended items will be posted in the lab (233 Hamilton Hall) and will also be available on Carmen.

## **Course Learning Outcomes**

Upon successful completion of this course, students will:

- Develop a vocabulary of anatomical terminology.
- Recognize, identify, and locate anatomical structures as shown on medical illustrations, radiographs, models, and cadaveric material.
- Describe interdependency and interactions among body systems from a regional approach.
- Adhere to appropriate laboratory safety guidelines and ethical standards regarding cadaveric material usage.
- Synthesize concepts to make connections between knowledge of anatomy and real-world clinical situations.

## **Course Evaluation and Grading**

### **Unit 1 Review Assessment**

- A written assessment is administered at the conclusion of unit 1. This assessment is primarily multiple choice, with some matching, etc.
  - Unit 1 Review Assessment will be worth 40 points. It will be administered through Carmen and you will have one attempt and 60 minutes to complete the assessment.

### **Written Exams**

- A written exam is administered at the conclusion of units 2 through 5 (4 total). The exams are primarily multiple choice, with some matching, etc.
  - Written exams for Units 2, 3, 4 and 5 are worth 100 points each and will be administered in-person during your regularly scheduled in-person lab time. Exemplify, a lockdown browser will be utilized for the exams and you will be required to bring an iPad or laptop with you in order to complete the exam. You will have one attempt and 60 minutes to complete these exams.
  - **\*\*Note: Written Exams for Units 2, 3, 4, and 5 will be taken synchronously during your regularly scheduled in-person lab time. See course calendar for details.**

### **Laboratory Practicals**

- There are four laboratory practicals, one at the end of Unit 2, 3, 4, & 5. The laboratory practicals will be multiple choice and administered in-person during your regularly scheduled lab time. Exemplify, a lockdown browser will be utilized for the exams and you will be required to bring an iPad or laptop with you in order to complete the exam. Practicals will be 20 questions each worth 2 points for a total of 40 points per practical.

Practical questions can be based off any structures discussed in lecture or lab.

- **\*\*Note: Lab Practicals for Units 2, 3, 4, and 5 will be taken synchronously during your scheduled lab time. See course calendar for details.**

### End-of-Unit Quizzes

- End-of-Unit Quizzes are administered online via Carmen. Although due at the end of each unit, the quizzes are available to complete for the duration of each unit and you may attempt them as many times as needed before the deadline to receive full points. For this reason, once a quiz has closed it will NOT be reopened for any reason. There are no make-ups for online quizzes. Missed quizzes will be recorded as a “0” – no exceptions.

### Laboratory Participation & Activities

- Laboratory participation points are earned by completing lab activities by their deadlines on TopHat.
- Lab participation activities correspond to each unit.
- Attendance will be taken for in-person twice weekly labs.

*\*There are no make-up or extra credit opportunities for missed laboratory participation points\**

### **Total Course Points:**

Assignment Name	Points	Assignment Type
One 40-Point Online Unit 1 Review Assessment	40 pts	↑
Four 100-Point Exemplify Lecture Exams	400 pts	↑
Four 40-Point Online Lab Practicals	160 pts	↑
Four 10-Point Online End-of-Unit Quizzes	40 pts	↑
Thirteen 5-Point Laboratory Activities	65 pts	↑
<b>TOTAL COURSE POINTS</b>	<b>705 pts</b>	

Points	Grade
654 - 705	A
633 - 653	A-
612 - 632	B+
584 - 611	B
563 - 583	B-
541 - 562	C+
513 - 540	C
492 - 512	C-
471 - 491	D+
422- 470	D
< 422	E

- Independent Work ( ↑ ):** Strictly non-collaborative, original-individual work. You may discuss this assignment only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.

### **Final Course Grade**

Final grades are calculated based on FINAL POINTS

EARNED. There is *no curve and no extra credit* assignments are available in this course. You will receive the grade that you earn.

### **Evaluation and Makeup Policy**

**End-of-Unit Quizzes:** Once an End-of-Unit Quiz has closed it will not be reopened for any reason. There are no make-ups for End-of-Unit Quizzes. Missed End-of-Unit Quizzes will be recorded as a “0” – no exceptions.

**Laboratory Assignments:** Once a TopHat lab assignment is due, it will not be accepted late without official documentation in extreme circumstances. Weekly TopHat assignments are open from Monday at 8:00AM Eastern – Friday at 11:59PM Eastern. Missed labs will be recorded as a “0” – without proper documentation. Do **NOT** wait until the last day to complete the lab assignments.

**Unit 1 Review Assessments, Written Exams, and Laboratory Practicals:**

- Missed assessments, exams, and practicals can only be made-up for full credit in extreme cases (e.g., death of family member, personal hospitalization, etc.) with proper documentation (e.g., a physician's note, ER paperwork, obituary, etc.). Assessment, exam, and practicals makeups will be determined on a case-by-case basis. If you know that you have an interview or professional commitment conflict with our assessment, exam, or practical dates, email Dr. Mosley ([claudia.mosley@osumc.edu](mailto:claudia.mosley@osumc.edu)) as soon as possible to coordinate a makeup time. I will require appropriate official documentation. Alternative methods (e.g., oral exam, essay) of testing may be used for make-up assessments, exams, or practicals.
- **Students without proper documentation will automatically lose 20% of credit off their assessments.** Each decision of potentially allowing a make-up assessments, exams, or practicals is made by the course director on a case-by-case basis. Additionally, you **MUST** contact the course director ([claudia.mosley@osumc.edu](mailto:claudia.mosley@osumc.edu)) as soon as you know of a potential problem or conflict with an assessment date.

**Grading Error:** If you believe there is a grading error associated with one of your course assessments, exams, practicals, quiz, or lab activity, you have one week (i.e., 7 days) from the due date to notify the instructor.

## **POLICIES FOR THIS HYBRID COURSE**

- For Unit 1 Review Assessment
  - Administered at the end of Unit 1 content.
  - This assessment is primarily multiple choice, with some matching, etc.
  - There will also be image-based questions.
  - You have **60 minutes** to complete the assessment on Carmen.
  - This open book, online assessment will open as outlined in the Course Schedule at **12:00AM (Eastern) on Saturday, August 28th** and will close at **11:59 PM (Eastern) on Sunday, August 29th**. Unless you have received prior approval from the course director, the exam time will not be extended. Alternate exam times will not be offered without an approved excuse from the course director.
- For Written Exams 2-5
  - Administered at the conclusions of Units 2, 3, 4, and 5, respectively.
  - These exams are primarily multiple choice, with some matching, etc.
  - There will also be image-based questions.
  - You have **60 minutes** to complete the exam through Exemplify.
  - Lecture Exams will be completed as outlined in the Course Schedule during your regularly scheduled in-person lab time. Alternate exam times will not be offered without an approved excuse with documentation.
  - If you are NOT present to take the written exams in-person during your scheduled lab period, and you take the exam remotely, you will receive a 0 on the exam, NO EXCEPTIONS.
- For Lab Practicals 2-5
  - Administered at the conclusions of Units 2, 3, 4, and 5, respectively
  - These assessments are primarily fill-in-the-blank type questions.
  - You have **25 minutes** to complete the practicals.
  - Online Lab Practical Exams will open as outlined in the Course Schedule during your regularly scheduled in-person lab time. Alternate exam times will not be offered without an approved excuse with documentation.
  - If you are NOT present to take the lab practical in-person during your scheduled lab period,

and you take the lab practical remotely, you will receive a 0 on the practical, NO EXCEPTIONS.

**\*\*Documentation of any violation to these examination conduct rules will be made; additionally, if you violate these rules, you may be referred to the Committee on Academic Misconduct.**

### **End-of-Unit Quizzes:**

- End-of-Unit Quizzes are administered online through the Carmen learning management system. Each will be worth 10 points. Although due at the end of each unit, the quizzes are available for the duration of each unit and may be taken as many times as the student would like throughout the duration it is open. For this reason, once a quiz has closed it will not be reopened for any reason. There are **no make-ups for online quizzes**. Missed quizzes will be recorded as a “0” – no exceptions.

Unit 2 End-of-Unit

Unit 3 End-of-Unit

Unit 4 End-of-Unit

Unit 5 End-of-Unit

### **Lecture Policies**

- Successful students will review lectures and listen to lecture recordings regularly.
- PowerPoint & PDF lectures are posted on Carmen and will be made available at the start of each topic. It is your responsibility to have an accessible way to take notes. The lecturer will expand upon the content in the lectures slides and you will be responsible for the additional content covered. You can be tested on any information presented in lecture or lab. Therefore, daily review of the lecture and lab material is essential to successful completion of this course.
- As you study, look for relationships between lecture topics. The most successful students think critically about the material, always looking for relationships between topics.
- If at any point in the semester you would like additional tips for studying or approaching the course work, do not hesitate to ask any member of the teaching staff!

### **Laboratory Policies**

- You are only permitted to attend the lab section for which you have signed up.
- Attendance will be taken for each lab period
- You are REQUIRED to wear a surgical mask upon entering Hamilton Hall.
- **You are REQUIRED upon entering the anatomy lab (Hamilton Hall 233) to wear your own goggles.**
- Disposable gloves will be provided to you in the cadaver lab.
- **Social distancing will be strictly enforced.** There will be specific entry and exit points for both Hamilton Hall and the anatomy lab which will be announced through email and Carmen.
- If you are feeling sick, have a temperature or cough, you will NOT be permitted into the lab.
- Remember, the lab experience is provided as enrichment. It is designed to help you integrate the material and gain a 3D understanding of the human body. Your lab experience will consist of multiple format learning experiences. Come to lab prepared and ready to engage. TA's in the lab will demonstrate and assist in proper identification of important structures. During lab, you will have access to anatomical material such as human cadavers, bones, models, etc. The laboratories (i.e. 233 Hamilton Hall) will be accessible to you **ONLY** during your scheduled lab time.
- Appropriate Attire: You are **REQUIRED** to wear masks **and a pair of goggles** in the laboratory. The best way to learn anatomy is by directly interacting with the materials. Gloves will be provided to you. A lab coat and/or scrubs are not required, but are highly suggested. **Absolutely NO open toe shoes** in the laboratory at any time, this includes sandals or flip-flops. **You must wear long pants** while in the donor lab. Appropriate lab attire is required for every day you are in the lab.
- You may NOT attend labs not assigned to you. Anatomical materials (models, bones, etc.) are NOT to

be removed from the lab. No one other than a registered student is permitted in the lab. DO NOT INVITE ANYONE INTO THE LAB. You are to remain respectful of the cadavers at all times. There is to be NO photograph or digital image capture in the laboratories. Failure to follow this policy will be considered academic misconduct and handled accordingly.

*\*No food (including bubble gum) or drink in the lab, either part (i.e. rooms 225 and 233). It is essential for you to eat before you come to lab. If you are experiencing food insecurity, there are a number of campus resources available to you. Buckeye Food Alliance is a nonprofit, on-campus food pantry committed to providing a variety of nutritious food options to Ohio State students that are food insecure (<https://www.buckeyefoodalliance.org>). \**

### **Diversity**

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

### **Learning Center**

The Dennis Learning Center's goal is to help support and improve the academic success of Ohio State students through academic coaching, group workshops, and elective courses. We offer free, one-hour appointments in which you can discuss various topics (note-taking, procrastination, test anxiety, exam preparation, time-management, etc.) with an academic coach and create a plan for success. The DLC is located on the 2nd floor of the Younkin Success Center. Visit our website at <https://dennislearningcenter.osu.edu> to learn more.

### **Disability Services**

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please contact Student Life Disability Services. To establish reasonable accommodations, you must register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://slds.osu.edu); 098 Baker Hall, 113 W. 12<sup>th</sup> Avenue.

### **Academic Integrity**

All coursework and activities are to be completed in accordance with The Ohio State University's Code of Student Conduct. It is your responsibility as a student to abide by the Code of Student Conduct while completing your work and our responsibility as instructors to enforce it. The Code of Student Conduct can be reviewed at [http://studentaffairs.osu.edu/pdfs/csc\\_12-31-07.pdf](http://studentaffairs.osu.edu/pdfs/csc_12-31-07.pdf)

### **Additional Resources**

#### **Carmen Log-In**

1. <https://carmen.osu.edu/>
2. Login using your user name [i.e. the first part of your OSU email address and a number (name.#)] and password.
3. Then, choose ANATOMY 3300.02 – Adv Hum Anatomy UG.

#### **NetAnatomy Log-In**

There are a couple of options for linking to NetAnatomy:

1. <http://library.ohio-state.edu/record=e1000824~S7> will take you directly to the library catalog for

NetAnatomy. The NetAnatomy link on this page will take you directly to the database from on-campus or will prompt your OSU name.# for off-campus access.

2. <http://www.netanatomy.com> Direct link from on-campus.
3. <http://proxy.lib.ohio-state.edu/login?url=http://www.netanatomy.com> Direct link from off-campus.

### **Bones and Models on Reserve**

**Bones and Model Availability is subject to change due to COVID-19 precautions.** Bones and models may be available on closed reserve (1st floor, John A. Prior, Health Sciences Library, 376 W. 10th Ave., 292-4861).

For a complete listing and for library hours, please visit the library website at: <https://hsl.osu.edu/>

### **Who to Contact:**

Dr. Mosley ([Claudia.mosley@osumc.edu](mailto:Claudia.mosley@osumc.edu))

- Significant issues with the course/semester that may preclude you from completing assessments, exams, practicals, or the course itself
- Rescheduling an assessment, exam, or practical and you **must provide appropriate documentation**
- Grading errors on an exam, practical, or laboratory participation points
- SLDS testing accommodations
- If you are unable to abide by the examination and laboratory practical behavior policy for any reason (i.e., physical disability, religious beliefs, etc.)
- If you are pregnant or become pregnant during the semester and have concerns about participation in in-person laboratory sessions.

OSU IT Help Desk at 688-4357 (688-HELP)

- Technical difficulty with end-of-unit quizzes or online assessments administered on Carmen

### **Course Technology**

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at [ocio.osu.edu/help/hours](https://ocio.osu.edu/help/hours), and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** [ocio.osu.edu/help](https://ocio.osu.edu/help)
- **Phone:** 614-688-4357(HELP)
- **Email:** [servicedesk@osu.edu](mailto:servicedesk@osu.edu)
- **TDD:** 614-688-8743

### **Baseline technical skills for online courses**

- Basic computer and web-browsing skills
- Navigating Carmen: for questions about specific functionality, see the [Canvas Student Guide](#).

### **Required Technology skills specific to this course**

- [CarmenZoom virtual meetings](#)

### **Required equipment**

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone



- Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication

### **Required software**

- [Microsoft Office 365](#): All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found [at go.osu.edu/office365help](http://go.osu.edu/office365help).

### **Carmen access**

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

### **Division of Anatomy Statement Regarding Cadaveric Material Usage**

Remember to respect the donor that will teach you over the course of the semester. Your cadaver is not merely an educational tool, but a rare gift. They were someone's mother, father, spouse, grandparent, etc., and it was their choice to enhance your learning experience by giving their body to you. Treating them with the utmost care and respect at all times is not only required of you by the Division of Anatomy, but is expected of you as a fellow, compassionate human being. If you have questions about the process of body donation, please speak with your course instructor. If you wish to explore your feelings about death and/or your cadaver, please contact Imani Jones, Department of Chaplaincy at [Imani.Jones@osumc.edu](mailto:Imani.Jones@osumc.edu). Her office is located in the Chaplaincy, S594 Rhodes Hall.

Prior to your first laboratory session, you are required view the e-module the Anatomy Orientation Presentation and complete the Quiz associated with this presentation. Additionally you must read, sign, and return the Body Donor Program Access Disclosure Form. These forms will be kept in the Division of Anatomy as part of a permanent record of your access to and acceptance of The Ohio State University Body Donor Program and its policies. All policies extend to images and/or video material formally prepared for and presented in conjunction with your online course. Failure to adhere to these policies or any professional misconduct towards the donor on or off campus or through any social media sites may result in expulsion from the anatomy course with a failing grade, and/or referral to further disciplinary actions and/or criminal charges, if applicable.

No cell phones and/or cameras are allowed in the laboratory. Recording or photographing the human anatomical material is strictly prohibited without the prior consent of The Ohio State University Body Donor Program Advisory Council, including but not limited to any images considered for publication or other distribution, even for studying.

### **Student Wellness**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, and feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are

suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting [ccs.osu.edu](http://ccs.osu.edu) or calling (614) 292- 5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24-hour emergency help is also available through the 24/7 National Prevention Hotline at 1-(800)-273-TALK or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

## ANATOMY 3300.02 COURSE CALENDAR – FALL 2021\*

(\*subject to change)

Date	Lecture Topic(s) Recordings Linked on Carmen	Laboratory Exercises TopHat and PAL	Carmen Quizzes
Week 1			
Tues, Aug 24	Introduction Terminology and Orientation to Anatomy  Epithelium	TopHat Lab 1 Assignment OPENS 8:00AM Eastern	UNIT 1 MODULE OPENS at 8:00 AM EASTERN
Wed, Aug 25	Myology and Movement  Muscle Tissue  Systems of the Body		
Thurs, Aug 26	Osteology  Connective Tissue  Arthrology	Lab 1: Orientation to Lab	
Fri, Aug 27	Introduction to the Nervous System  Nervous Tissue  Introduction to the Cardiovascular System	TopHat Lab 1 Assignment DUE 11:59PM Eastern	
Sat, Aug 28	UNIT 1 REVIEW ASSESSMENT OPENS at 12:00AM Eastern		
Sun, Aug 29	UNIT 1 REVIEW ASSESSMENT CLOSES at 11:59PM Eastern		
Week 2			
Mon, Aug 30	Bones of the Pelvic Girdle and Lower Limb	TopHat Lab 2 Assignment OPENS 8:00AM Eastern	UNIT 2 MODULE OPENS 8:00 AM EASTERN
Tues, Aug 31		Lab 2: Small Group Bones of Pelvic Girdle and Lower Limb (Assigned times will be provided)	
Weds, Sept 1	Muscles of the Hip & Thigh		
Thurs, Sept 2		Lab 3: Muscles of Hip and Thigh	



Fri, Sept 3	Muscles of the Leg & Foot	<b>TopHat Lab 2 Assignment DUE 11:59PM Eastern</b>	
<b>Week 3</b>			
Mon, Sept 6	<b>LABOR DAY-NO CLASSES</b>	<b>TopHat Lab 3 Assignment OPENS 8:00AM Eastern</b>	
Tues, Sept 7		<b>Lab 4: Muscles of Leg and Foot</b>	
Weds, Sept 8	Vessels and Nerves of the Lower Limb		
Thurs, Sept 9		<b>Lab 5: Vessels and Nerves of Lower Limb</b>	
Fri, Sept 10	Special Areas of the Lower Limb	<b>TopHat Lab 3 Assignment DUE 11:59PM Eastern</b>	
<b>Week 4</b>			
Mon, Sept 13	Joints of the Lower Limb	<b>TopHat Lab 4 Assignment OPENS 8:00AM Eastern</b>	
Tues, Sept 14		<b>Lab 6: Special Areas of Lower Limb; The Knee Joint</b>	
Wed, Sept 15	<b>Review</b>		<b>UNIT 2 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
Thurs, Sept 16	<b>UNIT 2 WRITTEN EXAM UNIT 2 LAB PRACTICAL</b> <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		
Friday, Sept 17	Bones of the Axial Skeleton Bones of the Upper Limb	<b>TopHat Lab 4 Assignment DUE 11:59PM Eastern</b>	<b>UNIT 3 MODULE OPEN AT 8:00 AM EASTERN</b>
<b>Week 5</b>			
Mon, Sept 20	Bones of the Axial Skeleton Bones of the Upper Limb	<b>TopHat Lab 5 Assignment OPENS 8:00AM Eastern</b>	
Tues, Sept 21		<b>Lab 7: Small Group Bones of Axial Skeleton and Upper Limb</b> <i>(Assigned times will be provided)</i>	

Weds, Sept 22	Deep Muscles of the Back Muscles of the Shoulder and Arm		
Thurs, Sept 23		<b>Lab 8:</b> Deep Muscles of Back; Muscles of Shoulder and Arm	
Fri, Sept 24	Muscles of the Forearm and Hand	<b>TopHat Lab 5 Assignment DUE 11:59PM Eastern</b>	
<b>Week 6</b>			
Mon, Sept 27	Nerves of the Upper Limb	<b>TopHat Lab 6 Assignment OPENS 8:00AM Eastern</b>	
Tues, Sept 28		<b>Lab 9:</b> Muscles of Forearm and Hand	
Weds, Sept 29	Blood Vessels of the Upper Limb		
Thurs, Sept 30		<b>Lab 10:</b> Nerves of Upper Limb; Blood Vessels of UL	
Fri, Oct 1	Special Areas of the Upper limb	<b>TopHat Lab 6 Assignment DUE 11:59PM Eastern</b>	
<b>Week 7</b>			
Mon, Oct 4	Joints of Upper Limb	<b>TopHat Lab 7 Assignment OPENS 8:00AM Eastern</b>	
Tues, Oct 5		<b>Lab 11:</b> Special Areas of UL; Joints of UL	
Wed, Oct 6	<b>Review</b>		<b>UNIT 3 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
Thurs, Oct 7	<b>UNIT 3 WRITTEN EXAM UNIT 3 LAB PRACTICAL</b> <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		
Friday, Oct 8	Skull	<b>TopHat Lab 7 Assignment DUE 11:59PM Eastern</b>	<b>UNIT 4 MODULE OPEN 8:00 AM EASTERN</b>
<b>Week 8</b>			
Mon, Oct 11	Skull (Continued)	<b>TopHat Lab 8 Assignment OPENS 8:00AM Eastern</b>	

Tues, Oct 12		<b>Lab 11:</b> Skull in Small Groups <i>(Assigned times will be provided)</i>	
Weds, Oct 13	Brain		
Thurs, Oct 14	<b>NO CLASSES-FALL BREAK</b>		
Fri, Oct 15	<b>NO CLASSES-FALL BREAK</b>	<b>TopHat Lab 8 Assignment DUE 11:59PM Eastern</b>	
<b>Week 9</b>			
Mon, Oct 18	Brain (Continued)	<b>TopHat Lab 9 Assignment OPENS 8:00AM Eastern</b>	
Tues, Oct 19		<b>Lab 12:</b> Review of Skull; Brain	
Wed, Oct 20	Ventricles, Meninges, Blood Vessels of Brain		
Thurs, Oct 21		<b>Lab 13:</b> Ventricles, Meninges, Blood Vessels of Brain	
Friday, Oct 22	Spinal Cord and Spinal Cord Tracts	<b>TopHat Lab 9 Assignment DUE 11:59PM Eastern</b>	
<b>Week 10</b>			
Mon, Oct 25	Cranial Nerves	<b>TopHat Lab 10 Assignment OPENS 8:00AM Eastern</b>	
Tues, Oct 26		<b>Lab 14:</b> Spinal Cord and Cranial Nerves	
Wed, Oct 27	Special Sense Organs		
Thurs, Oct 28		<b>Lab 15:</b> Special Sense Organs, Muscles and Vessels of the Head and Neck	
Fri, Oct 29	Muscles and Vessels of the Head and Neck	<b>TopHat Lab 10 Assignment DUE 11:59PM Eastern</b>	

Week 11			
Mon, Nov 1	Review	TopHat Lab 11 Assignment OPENS 8:00AM Eastern	<b>UNIT 4 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
Tues, Nov 2	<b>UNIT 4 WRITTEN EXAM</b> <b>UNIT 4 LAB PRACTICAL</b> <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		
Wed, Nov 3	Thorax/Mediastinum Lymphatic System		<b>UNIT 5 MODULE OPEN 8:00 AM EASTERN</b>
Thurs, Nov 4		<b>Lab 17:</b> Thorax and Mediastinum	
Fri, Nov 5	Heart and Fetal Circulation	<b>TopHat Lab 11 Assignment DUE 11:59PM Eastern</b>	
Week 12			
Mon, Nov 8	Respiratory System	<b>TopHat Lab 11 Assignment OPENS 8:00AM Eastern</b>	
Tues, Nov 9		<b>Lab 18:</b> Small Group Heart Demos and Lungs <i>(Assigned times will be provided)</i>	
Wed, Nov 10	Endocrine System Autonomic Nervous System		
Thurs, Nov 11		<b>NO CLASSES: VETERAN'S DAY</b>	
Friday, Nov 12	Digestive System	<b>TopHat Lab 11 Assignment DUE 11:59PM Eastern</b>	
Week 13			
Mon, Nov 15	Vessels and Nerves of Abdomen and Pelvis	<b>TopHat Lab 12 Assignment OPENS 8:00AM Eastern</b>	
Tues, Nov 16		<b>Lab 19:</b> Digestive System	
Wed, Nov 17	Muscles of Abdominal Wall		
Thurs, Nov 18		<b>Lab 20:</b> Vessels and Nerves of	

		Abdomen and Pelvis, Muscles of Abdominal Wall	
Friday, Nov 19	Urinary System	<b>TopHat Lab 12 Assignment DUE 11:59PM Eastern</b>	
<b>Week 14</b>			
Mon, Nov 22	<b>NO LECTURE</b>	<b>NO TopHat Lab Assignment</b>	
Tues, Nov 23	<b>NO LABS</b>		
Wed, Nov 24	<b>NO CLASSES-THANKSGIVING BREAK</b>		
Thurs, Nov 25	<b>NO CLASSES-THANKSGIVING BREAK</b>		
Friday, Nov 26	<b>NO CLASSES-THANKSGIVING BREAK</b>	<b>NO TopHat Lab Assignment</b>	
<b>Week 15</b>			
Mon, Nov 29	Male Reproductive System	<b>TopHat Lab 13 Assignment OPENS 8:00AM Eastern</b>	
Tues, Nov 30		<b>Lab 21: Urinary System</b>	
Wed, Dec 1	Female Reproductive System		
Thurs, Dec 2		<b>Lab 22: Reproductive System</b>	
Friday, Dec 3	<b>Review</b>	<b>TopHat Lab 13 Assignment DUE 11:59PM Eastern</b>	
<b>Week 16</b>			
Mon, Dec 6	<b>Review</b>	<b>NO TopHat Lab Assignment</b>	<b>UNIT 5 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
Tues, Dec 7	<b>UNIT 5 LAB PRACTICAL UNIT 5 WRITTEN EXAM</b>  <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		



**Course Director:**

Claudia Mosley, Ph.D.

Email: [claudia.mosley@osumc.edu](mailto:claudia.mosley@osumc.edu)

Office Hours: Optional, Schedule TBA on Carmen course page

**Graduate Teaching Associate:**

Hwoi Min Oh

Email: [Oh.591@osu.edu](mailto:Oh.591@osu.edu)

Office Hours: By appointment

Lauren Riley

Email: [Riley.865@osu.edu](mailto:Riley.865@osu.edu)

Office Hours: By appointment

**\*\*This syllabus, the course elements policies and schedule are subject to change.**

**Mode of Delivery: In-Person**

**Lecture Schedule:**

- Location: Meiling Hall, Room 112
- Mondays, Wednesdays, and Fridays from 12:40PM-1:35PM.

**Lab Meetings:**

- Location: Hamilton Hall, Room 233 and 225 (Report to 233 first).
- Tuesdays and Thursdays at the following times:

8:00 AM – 10:05 AM	12:40 PM – 2:45 PM
10:20 AM – 12:25 PM	3:00 PM – 5:05 PM
- **Lectures:**
  - Lecture PowerPoints/PDFs provided on Carmen.
- **Labs:**
  - Online laboratory activities/study modules utilizing PAL (Practice Anatomy Lab) along with the electronic Quinn Atlas via TopHat will supplement the in-person labs. Please see the ANAT 3300.02 Carmen page for detailed instruction on how to access these modules.
  - **Proper PPE is required to attend in-person labs (i.e. surgical mask, goggles, and gloves).**
  - Location of in-person labs: **Hamilton Hall, Room 233.**

**Safety and Health Requirements**

All teaching staff and students are required to comply with and stay up to date on all University safety and health guidance, which includes wearing a facemask in any indoor space. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

**Overall Course Description**

Regional study of the basic structure and terminology associated with the human body supplemented with twice weekly in-person labs and computer-assisted instruction. Laboratory includes instructor/TA

led demonstrations of prosected human cadavers, models, radiographs and bones.

Unit 1: Introduction to Anatomy and Overview of Body Systems

Unit 2: The Lower Limb

Unit 3: The Back and Upper Limb

Unit 4: The Head and Neck

Unit 5: The Abdomen, Pelvis, and Thorax

### **Prerequisites**

- Biology 1101, 1102, 1113, or 1114, or permission of instructor.
- Note open to students with credit for Anatomy 2100 or Anatomy 2300.

### **Required Items for Course: (LINK TBD)**

#### **1.) Pearson Package (ISBN: 9780137352272) Containing:**

- a. Print copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
- b. Digital copy of Guy, J.F. & Burgoon, J.M. (2021). *Learning Human Anatomy: A Laboratory Text and Workbook*, 5<sup>th</sup> Edition. Upper Saddle River, NJ: Pearson.
- c. Access code to Practice Anatomy Lab (PAL)

**\*\*This package can be purchased via the OSU Barnes and Noble Bookstore located at [1598 N. High St.](#) Or you can visit <https://ohiostate.bncollege.com/shop/ohiostate/home>.**

**\*\*You may also purchase the digital copy of Guy/Burgoon Text and PAL directly through Pearson.**

#### **2.) Atlas of Human Anatomy by Quinn/Flannery via Top Hat**

- <https://tophat.com/bookstore> (contains all information needed to purchase access keys for your lab manual/atlas) ISBN (978-1-64386-553-9)
  - We will be using Top Hat and the custom-built interactive *Atlas of Human Anatomy* by Melissa M. Quinn, PhD, Meghan M. Flannery, MS for this class.
  - You can visit the Top Hat Overview (<https://success.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide>) within the Top Hat Success Center which outlines how you will register for a Top Hat account, as well as providing a brief overview to get you up and running on the system.
  - An email invitation will be sent to you by email, but if don't receive this email, you can register by simply visiting our course website: (Link TBD)
- Note: our Course Join Code is **[CODE TBD for Anatomy 3300.02]**.
- Your textbook will be applied at checkout. Don't worry if you don't see any content in the course right away, I will make it available to you as we progress through the semester.
  - Alternatively, you can purchase an "access key" at The Ohio State University Bookstore [Barnes & Noble, [1598 N. High St.](#), 247-2000 (located at 11<sup>th</sup> Ave. & High St.)] and use the access key at the check-out page.
  - Should you require assistance with Top Hat at any time, due to the fact that they require specific user information to troubleshoot these issues, please contact their Support Team directly by way of email ([support@tophat.com](mailto:support@tophat.com)), the in app support button, or by calling 1-888-663-5491

3.) **Laboratory Goggles**- may be purchased through the OSU Barnes and Noble bookstore or at [https://www.amazon.com/Goggles-Glasses-Protection-Protective-Eyewear/dp/B086PZR82K/ref=redir\\_mobile\\_desktop?ie=UTF8&aaxitk=1YYUhiiXgy19IHSYPvrntA&hsa\\_cr\\_id=1277536850701&ref\\_=sbx\\_be\\_s\\_sparkle\\_td\\_asin\\_2](https://www.amazon.com/Goggles-Glasses-Protection-Protective-Eyewear/dp/B086PZR82K/ref=redir_mobile_desktop?ie=UTF8&aaxitk=1YYUhiiXgy19IHSYPvrntA&hsa_cr_id=1277536850701&ref_=sbx_be_s_sparkle_td_asin_2)

### **Recommended Items for Course**

1. Lab Coat and/or Scrubs for laboratory: Not required, but are suggested. Also available at the above mentioned Barnes and Noble location or local thrift stores.

2. Digital Atlas Application: *Complete Anatomy* Digital Atlas by 3D4Medical- Use the link below for specifics on discount purchasing, downloading application, and related course content.  
<https://store.3d4medical.com/complete-anatomy/licenses?id=1&affiliate=true&promo=ZMUpeqb2mN&clickId=ae43b8a36b66438e82da0a47abcc1933>
3. Although not required, some students may find it helpful to purchase additional textbooks, atlases, or software. A list of these recommended items will be posted in the lab (233 Hamilton Hall) and will also be available on Carmen.

### **Course Learning Outcomes**

Upon successful completion of this course, students will:

- Develop a vocabulary of anatomical terminology.
- Recognize, identify, and locate anatomical structures as shown on medical illustrations, radiographs, models, and cadaveric material.
- Describe interdependency and interactions among body systems from a regional approach.
- Adhere to appropriate laboratory safety guidelines and ethical standards regarding cadaveric material usage.
- Synthesize concepts to make connections between knowledge of anatomy and real-world clinical situations.

### **Course Evaluation and Grading**

#### **Unit 1 Review Assessment**

- A written assessment is administered at the conclusion of unit 1. This assessment is primarily multiple choice, with some matching, etc.
  - Unit 1 Review Assessment will be worth 40 points. It will be administered through Carmen and you will have one attempt and 60 minutes to complete the assessment.

#### **Written Exams**

- A written exam is administered at the conclusion of units 2 through 5 (4 total). The exams are primarily multiple choice, with some matching, etc.
  - Written exams for Units 2, 3, 4 and 5 are worth 100 points each and will be administered in-person during your regularly scheduled in-person lab time. Exemplify, a lockdown browser will be utilized for the exams and you will be required to bring an iPad or laptop with you in order to complete the exam. You will have one attempt and 60 minutes to complete these exams.
  - **\*\*Note: Written Exams for Units 2, 3, 4, and 5 will be taken synchronously during your regularly scheduled in-person lab time. See course calendar for details.**

#### **Laboratory Practicals**

- There are four laboratory practicals, one at the end of Unit 2, 3, 4, & 5. The laboratory practicals are primarily fill-in-the-blank type questions and administered in-person during your regularly scheduled lab time. Exemplify, a lockdown browser will be utilized for the lab practicals and you will be required to bring an iPad or laptop with you in order to complete the exam. Practicals will be 20 questions each worth 2 points for a total of 40 points per practical. Practical questions can be based off any structures discussed in lecture or lab.
  - **\*\*Note: Lab Practicals for Units 2, 3, 4, and 5 will be taken synchronously during your scheduled lab time. See course calendar for details.**



### End-of-Unit Quizzes

- End-of-Unit Quizzes are administered online via Carmen. Although due at the end of each unit, the quizzes are available to complete for the duration of each unit and you may attempt them as many times as needed before the deadline to receive full points. For this reason, once a quiz has closed it will NOT be reopened for any reason. There are no make-ups for online quizzes. Missed quizzes will be recorded as a “0” – no exceptions.

### Laboratory Participation & Activities

- Laboratory participation points are earned by completing lab activities by their deadlines on TopHat.
- Lab participation activities correspond to each unit.
- Attendance will be taken for in-person twice weekly labs.

*\*There are no make-up or extra credit opportunities for missed laboratory participation points\**

### Total Course Points:

Assignment Name	Points	Assignment Type
One 40-Point Online Unit 1 Review Assessment	40 pts	↑
Four 100-Point Exemplify Lecture Exams	400 pts	↑
Four 40-Point Online Lab Practicals	160 pts	↑
Four 10-Point Online End-of-Unit Quizzes	40 pts	↑
Thirteen 5-Point Laboratory Activities	65 pts	↑
<b>TOTAL COURSE POINTS</b>	<b>705 pts</b>	

Points	Grade
654 - 705	A
633 - 653	A-
612 - 632	B+
584 - 611	B
563 - 583	B-
541 - 562	C+
513 - 540	C
492 - 512	C-
471 - 491	D+
422- 470	D
< 422	E

- Independent Work ( ↑ ):** Strictly non-collaborative, original-individual work. You may discuss this assignment only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.

### Final Course Grade

Final grades are calculated based on FINAL POINTS

EARNED. There is *no curve and no extra credit* assignments are available in this course. You will receive the grade that you earn.

### Evaluation and Makeup Policy

**End-of-Unit Quizzes:** Once an End-of-Unit Quiz has closed it will not be reopened for any reason. There are no make-ups for End-of-Unit Quizzes. Missed End-of-Unit Quizzes will be recorded as a “0” – no exceptions.

**Laboratory Assignments:** Once a TopHat lab assignment is due, it will not be accepted late without official documentation in extreme circumstances. Weekly TopHat assignments are open from Monday at 8AM EST – Friday at 11:59PM EST. Missed labs will be recorded as a “0” – without proper documentation. Do **NOT** wait until the last day to complete the lab assignments.

### **Unit 1 Review Assessments, Written Exams, and Laboratory Practicals:**

- Missed assessments, exams, and practicals can only be made-up for full credit in extreme cases (e.g., death of family member, personal hospitalization, etc.) with proper documentation (e.g., a physician’s note, ER paperwork, obituary, etc.). Assessment, exam, and practicals makeups will

be determined on a case-by-case basis. If you know that you have an interview or professional commitment conflict with our assessment, exam, or practical dates, email Dr. Mosley ([claudia.mosley@osumc.edu](mailto:claudia.mosley@osumc.edu)) as soon as possible to coordinate a makeup time. I will require appropriate official documentation. Alternative methods (e.g., oral exam, essay) of testing may be used for make-up assessments, exams, or practicals.

- **Students without proper documentation will automatically lose 20% of credit off their assessments.** Each decision of potentially allowing a make-up assessments, exams, or practicals is made by the course director on a case-by-case basis. Additionally, you **MUST** contact the course director ([claudia.mosley@osumc.edu](mailto:claudia.mosley@osumc.edu)) as soon as you know of a potential problem or conflict with an assessment date.

**Grading Error:** If you believe there is a grading error associated with one of your course assessments, exams, practicals, quiz, or lab activity, you have one week (i.e. 7 days) from the due date to notify the instructor.

## **POLICIES FOR THIS IN-PERSON COURSE**

- For Unit 1 Review Assessment
  - Administered at the end of Unit 1 content.
  - This assessment is primarily multiple choice, with some matching, etc.
  - There will also be image-based questions.
  - You have **60 minutes** to complete the assessment on Carmen.
  - This open book, online assessment will open as outlined in the Course Schedule at **12:00AM (Eastern) on Saturday, January 15th** and will close at **11:59 PM (Eastern) on Sunday, January 16th**. Unless you have received prior approval from the course director, the exam time will not be extended. Alternate exam times will not be offered without an approved excuse from the course director.
- For Written Exams 2-5
  - Administered at the conclusions of Units 2, 3, 4, and 5, respectively.
  - These exams are primarily multiple choice, with some matching, etc.
  - There will also be image-based questions.
  - You have **60 minutes** to complete the exam through Exemplify.
  - Lecture Exams will be completed as outlined in the Course Schedule during your regularly scheduled in-person lecture time. Alternate exam times will not be offered without an approved excuse with documentation.
  - If you are NOT present to take the written exams in-person during your scheduled lab period, and you take the exam remotely, you will receive a 0 on the exam, NO EXCEPTIONS.
- For Lab Practicals 2-5
  - Administered at the conclusions of Units 2, 3, 4, and 5, respectively.
  - These assessments are primarily fill-in-the-blank type questions.
  - You have **25 minutes** to complete the practicals.
  - Online Lab Practical Exams will open as outlined in the Course Schedule during your regularly scheduled in-person lab time. Alternate exam times will not be offered without an approved excuse with documentation.
  - If you are NOT present to take the lab practical in-person during your scheduled lab period, and you take the lab practical remotely, you will receive a 0 on the practical, NO EXCEPTIONS.

**\*\*Documentation of any violation to these examination conduct rules will be made; additionally, if you**

violate these rules, you may be referred to the Committee on Academic Misconduct.

### **End-of-Unit Quizzes:**

- End-of-Unit Quizzes are administered online through the Carmen learning management system. Each will be worth 10 points. Although due at the end of each unit, the quizzes are available for the duration of each unit and may be taken as many times as the student would like throughout the duration it is open. For this reason, once a quiz has closed it will not be reopened for any reason. There are **no make-ups for online quizzes**. Missed quizzes will be recorded as a “0” – no exceptions.

Unit 2 End-of-Unit

Unit 3 End-of-Unit

Unit 4 End-of-Unit

Unit 5 End-of-Unit

### **Lecture Policies**

- Successful students will review lectures and listen to lecture recordings regularly.
- PowerPoint & PDF lectures are posted on Carmen and will be made available at the start of each topic. It is your responsibility to have an accessible way to take notes. The lecturer will expand upon the content in the lectures slides and you will be responsible for the additional content covered. You can be tested on any information presented in lecture or lab. Therefore, daily review of the lecture and lab material is essential to successful completion of this course.
- As you study, look for relationships between lecture topics. The most successful students think critically about the material, always looking for relationships between topics.
- If at any point in the semester you would like additional tips for studying or approaching the course work, do not hesitate to ask any member of the teaching staff!

### **Laboratory Policies**

- You are only permitted to attend the lab section for which you have signed up.
- Attendance will be taken for each lab period
- You are REQUIRED to wear a surgical mask upon entering Hamilton Hall.
- You are REQUIRED upon entering the anatomy lab (Hamilton Hall 233) to wear your own goggles.
- Disposable gloves will be provided to you in the cadaver lab.
- Social distancing will be strictly enforced. There will be specific entry and exit points for both Hamilton Hall and the anatomy lab which will be announced through email and Carmen.
- If you are feeling sick, have a temperature or cough, you will NOT be permitted into the lab.
- Remember, the lab experience is provided as enrichment. It is designed to help you integrate the material and gain a 3D understanding of the human body. Your lab experience will consist of multiple format learning experiences. Come to lab prepared and ready to engage. TA's in the lab will demonstrate and assist in proper identification of important structures. During lab, you will have access to anatomical material such as human cadavers, bones, models, etc. The laboratories (i.e. 233 Hamilton Hall) will be accessible to you **ONLY** during your scheduled lab time.
- Appropriate Attire: You are **REQUIRED** to wear masks and a pair of goggles in the laboratory. The best way to learn anatomy is by directly interacting with the materials. Gloves will be provided to you. A lab coat and/or scrubs are not required, but are highly suggested. **Absolutely NO open toe shoes** in the laboratory at any time, this includes sandals or flip-flops. **You must wear long pants** while in the donor lab. Appropriate lab attire is required for every day you are in the lab.
- You may NOT attend labs not assigned to you. Anatomical materials (models, bones, etc.) are NOT to be removed from the lab. No one other than a registered student is permitted in the lab. **DO NOT INVITE ANYONE INTO THE LAB**. You are to remain respectful of the cadavers at all times. There is to be NO photograph or digital image capture in the laboratories. Failure to follow this policy will be considered academic misconduct and handled accordingly.

*\*No food (including bubble gum) or drink in the lab, either part (i.e. rooms 225 and 233). It is essential for you to eat before you come to lab. If you are experiencing food insecurity, there are a number of campus resources available to you. Buckeye Food Alliance is a nonprofit, on-campus food pantry committed to providing a variety of nutritious food options to Ohio State students that are food insecure (<https://www.buckeyefoodalliance.org>). \**

### **Diversity**

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

### **Learning Center**

The Dennis Learning Center's goal is to help support and improve the academic success of Ohio State students through academic coaching, group workshops, and elective courses. We offer free, one-hour appointments in which you can discuss various topics (note-taking, procrastination, test anxiety, exam preparation, time-management, etc.) with an academic coach and create a plan for success. The DLC is located on the 2nd floor of the Younkin Success Center. Visit our website at <https://dennislearningcenter.osu.edu> to learn more.

### **Disability Services**

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please contact Student Life Disability Services. To establish reasonable accommodations, you must register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://slds.osu.edu); 098 Baker Hall, 113 W. 12<sup>th</sup> Avenue.

### **Academic Integrity**

All coursework and activities are to be completed in accordance with The Ohio State University's Code of Student Conduct. It is your responsibility as a student to abide by the Code of Student Conduct while completing your work and our responsibility as instructors to enforce it. The Code of Student Conduct can be reviewed at [http://studentaffairs.osu.edu/pdfs/csc\\_12-31-07.pdf](http://studentaffairs.osu.edu/pdfs/csc_12-31-07.pdf)

### **Additional Resources**

#### **Carmen Log-In**

1. <https://carmen.osu.edu/>
2. Login using your user name [i.e. the first part of your OSU email address and a number (name.#)] and password.
3. Then, choose ANATOMY 3300.02 – Adv Hum Anatomy UG.

#### **NetAnatomy Log-In**

There are a couple of options for linking to NetAnatomy:

1. <http://library.ohio-state.edu/record=e1000824~S7> will take you directly to the library catalog for NetAnatomy. The NetAnatomy link on this page will take you directly to the database from on-campus or will prompt your OSU name.# for off-campus access.
2. <http://www.netanatomy.com> Direct link from on-campus.
3. <http://proxy.lib.ohio-state.edu/login?url=http://www.netanatomy.com> Direct link from off-campus.

## **Bones and Models on Reserve**

Bones and Model Availability is subject to change due to COVID-19 precautions. Bones and models may be available on closed reserve (1st floor, John A. Prior, Health Sciences Library, 376 W. 10th Ave., 292-4861).

For a complete listing and for library hours, please visit the library website at: <https://hsl.osu.edu/>

## **Who to Contact:**

Dr. Mosley ([Claudia.mosley@osumc.edu](mailto:Claudia.mosley@osumc.edu))

- Significant issues with the course/semester that may preclude you from completing assessments, exams, practicals, or the course itself
- Rescheduling an assessment, exam, or practical and you must provide appropriate documentation
- Grading errors on an exam, practical, or laboratory participation points
- SLDS testing accommodations
- If you are unable to abide by the examination and laboratory practical behavior policy for any reason (i.e. physical disability, religious beliefs, etc.)
- If you are pregnant or become pregnant during the semester and have concerns about participation in in-person laboratory sessions.

OSU IT Help Desk at 688-4357 (688-HELP)

- Technical difficulty with end-of-unit quizzes or online assessments administered on Carmen

## **Course Technology**

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at [ocio.osu.edu/help/hours](https://ocio.osu.edu/help/hours), and support for urgent issues is available 24/7.

- Self-Service and Chat support: [ocio.osu.edu/help](https://ocio.osu.edu/help)
- Phone: 614-688-4357(HELP)
- Email: [servicedesk@osu.edu](mailto:servicedesk@osu.edu)
- TDD: 614-688-8743

## **Baseline technical skills for online courses**

- Basic computer and web-browsing skills
- Navigating Carmen: for questions about specific functionality, see the [Canvas Student Guide](#).

## **Required Technology skills specific to this course**

- [CarmenZoom virtual meetings](#)

## **Required equipment**

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication

## **Required software**

- **Microsoft Office 365:** All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found [at go.osu.edu/office365help](http://go.osu.edu/office365help).

## **Carmen access**

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

## **Division of Anatomy Statement Regarding Cadaveric Material Usage**

Remember to respect the donor that will teach you over the course of the semester. Your cadaver is not merely an educational tool, but a rare gift. They were someone's mother, father, spouse, grandparent, etc., and it was their choice to enhance your learning experience by giving their body to you. Treating them with the utmost care and respect at all times is not only required of you by the Division of Anatomy, but is expected of you as a fellow, compassionate human being. If you have questions about the process of body donation, please speak with your course instructor. If you wish to explore your feelings about death and/or your cadaver, please contact Imani Jones, Department of Chaplaincy at [Imani.Jones@osumc.edu](mailto:Imani.Jones@osumc.edu). Her office is located in the Chaplaincy, S594 Rhodes Hall.

Prior to your first laboratory session, you are required view the e-module the Anatomy Orientation Presentation and complete the Quiz associated with this presentation. Additionally you must read, sign, and return the Body Donor Program Access Disclosure Form. These forms will be kept in the Division of Anatomy as part of a permanent record of your access to and acceptance of The Ohio State University Body Donor Program and its policies. All policies extend to images and/or video material formally prepared for and presented in conjunction with your online course. Failure to adhere to these policies or any professional misconduct towards the donor on or off campus or through any social media sites may result in expulsion from the anatomy course with a failing grade, and/or referral to further disciplinary actions and/or criminal charges, if applicable.

No cell phones and/or cameras are allowed in the laboratory. Recording or photographing the human anatomical material is strictly prohibited without the prior consent of The Ohio State University Body Donor Program Advisory Council, including but not limited to any images considered for publication or other distribution, even for studying.

## **Student Wellness**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, and feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting [ccs.osu.edu](http://ccs.osu.edu) or calling (614) 292- 5766. CCS is located on the 4th Floor of the Younkin



Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24-hour emergency help is also available through the 24/7 National Prevention Hotline at 1-(800)-273-TALK or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

## ANATOMY 3300.02 COURSE CALENDAR – SPRING 2022\*

(\*subject to change)

Date	Lecture Topic(s) Recordings Linked on Carmen	Laboratory Exercises TopHat and PAL	Carmen Quizzes
Week 1			
Mon, Jan 10	Introduction Terminology and Orientation to Anatomy  Systems of the Body  Epithelium	TopHat Lab 1 Assignment OPENS 8:00AM Eastern	UNIT 1 MODULE OPENS at 8:00 AM EASTERN
Tues, Jan 11	Osteology  Connective Tissue		
Wed, Jan 12	Arthrology		
Thurs, Jan 13	Myology and Movement  Muscle Tissue	Lab 1: Orientation to Lab	
Fri, Jan 14	Introduction to the Nervous System  Nervous Tissue  Introduction to the Cardiovascular System	TopHat Lab 1 Assignment DUE 11:59PM Eastern	
Sat, Jan 15	UNIT 1 REVIEW ASSESSMENT OPENS at 12:00AM EASTERN		
Sun, Jan 16	UNIT 1 REVIEW ASSESSMENT CLOSES at 11:59PM EASTERN		
Week 2			
Mon, Jan 17	MLK Jr. DAY-NO CLASSES	TopHat Lab 2 Assignment OPENS 8:00AM Eastern	UNIT 2 MODULE OPENS 8:00 AM EASTERN
Tues, Jan 18		Lab 2: Small Group Bones of Pelvic Girdle and Lower Limb <i>(Assigned times will be provided)</i>	
Weds, Jan 19	Bones of the Pelvic Girdle and Lower Limb		
Thurs, Jan 20		Lab 3: Muscles of Hip and Thigh	

Fri, Jan 21	Muscles of the Hip & Thigh	<b>TopHat Lab 2 Assignment DUE 11:59PM Eastern</b>	
<b>Week 3</b>			
Mon, Jan 24	Muscles of the Leg & Foot	<b>TopHat Lab 3 Assignment OPENS 8:00AM Eastern</b>	
Tues, Jan 25		<b>Lab 4: Muscles of Leg and Foot</b>	
Weds, Jan 26	Vessels and Nerves of the Lower Limb		
Thurs, Jan 27		<b>Lab 5: Vessels and Nerves of Lower Limb</b>	
Fri, Jan 28	Special Areas of the Lower Limb	<b>TopHat Lab 3 Assignment DUE 11:59PM Eastern</b>	
<b>Week 4</b>			
Mon, Jan 31	Joints of the Lower Limb	<b>TopHat Lab 4 Assignment OPENS 8:00AM Eastern</b>	
Tues, Feb 1		<b>Lab 6: Special Areas of Lower Limb; The Knee Joint</b>	
Wed, Feb 2	<b>Review</b>		<b>UNIT 2 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
Thurs, Feb 3	<b>UNIT 2 WRITTEN EXAM UNIT 2 LAB PRACTICAL</b> <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		
Friday, Feb 4	Bones of the Axial Skeleton Bones of the Upper Limb	<b>TopHat Lab 4 Assignment DUE 11:59PM Eastern</b>	<b>UNIT 3 MODULE OPEN AT 8:00 AM EASTERN</b>
<b>Week 5</b>			
Mon, Feb 7	Bones of the Axial Skeleton Bones of the Upper Limb	<b>TopHat Lab 5 Assignment OPENS 8:00AM Eastern</b>	
Tues, Feb 8		<b>Lab 7: Small Group Bones of Axial Skeleton and Upper Limb</b> <i>(Assigned times will be provided)</i>	



Weds, Feb 9	Deep Muscles of the Back Muscles of the Shoulder and Arm		
Thurs, Feb 10		<b>Lab 8:</b> Deep Muscles of Back; Muscles of Shoulder and Arm	
Fri, Feb 11	Muscles of the Forearm and Hand	<b>TopHat Lab 5 Assignment DUE 11:59PM Eastern</b>	
<b>Week 6</b>			
Mon, Feb 14	Nerves of the Upper Limb	<b>TopHat Lab 6 Assignment OPENS 8:00AM Eastern</b>	
Tues, Feb 15		<b>Lab 9:</b> Muscles of Forearm and Hand	
Weds, Feb 16	Blood Vessels of the Upper Limb		
Thurs, Feb 17		<b>Lab 10:</b> Nerves of Upper Limb; Blood Vessels of UL	
Fri, Feb 18	Special Areas of the Upper limb	<b>TopHat Lab 6 Assignment DUE 11:59PM Eastern</b>	
<b>Week 7</b>			
Mon, Feb 21	Joints of Upper Limb	<b>TopHat Lab 7 Assignment OPENS 8:00AM Eastern</b>	
Tues, Feb 22		<b>Lab 11:</b> Special Areas of UL; Joints of UL	
Wed, Feb 23	<b>Review</b>		<b>UNIT 3 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
Thurs, Feb 24	<b>UNIT 3 WRITTEN EXAM UNIT 3 LAB PRACTICAL</b> <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		
Friday, Feb 25	Skull	<b>TopHat Lab 7 Assignment DUE 11:59PM Eastern</b>	<b>UNIT 4 MODULE OPEN 8:00 AM EASTERN</b>
<b>Week 8</b>			
Mon, Feb 28	Skull (Continued)	<b>TopHat Lab 8 Assignment OPENS 8:00AM Eastern</b>	

Tues, Mar 1		<b>Lab 12:</b> Skull in Small Groups <i>(Assigned times will be provided)</i>	
Weds, Mar 2	Brain		
Thurs, Mar 3		<b>Lab 13:</b> Review of Skull; Brain	
Fri, Mar 4	Brain (Continued)	<b>TopHat Lab 8 Assignment DUE 11:59PM Eastern</b>	
<b>Week 9</b>			
Mon, Mar 7	Ventricles, Meninges, Blood Vessels of Brain	<b>TopHat Lab 9 Assignment OPENS 8:00AM Eastern</b>	
Tues, Mar 8		<b>Lab 14:</b> Ventricles, Meninges, Blood Vessels of Brain	
Wed, Mar 9	Spinal Cord and Spinal Cord Tracts		
Thurs, Mar 10		<b>Lab 15:</b> Spinal Cord and Cranial Nerves	
Friday, Mar 11	Cranial Nerves	<b>TopHat Lab 9 Assignment DUE 11:59PM Eastern</b>	
<b>Week 10</b>			
Mon, Mar 14	<b>SPRING BREAK-NO CLASSES</b>		
Tues, Mar 15	<b>SPRING BREAK-NO LABS</b>		
Wed, Mar 16	<b>SPRING BREAK-NO CLASSES</b>		
Thurs, Mar 17	<b>SPRING BREAK-NO LABS</b>		
Fri, Mar 18	<b>SPRING BREAK-NO CLASSES</b>		
<b>Week 11</b>			
Mon, Mar 21	Special Sense Organs	<b>TopHat Lab 10 Assignment OPENS 8:00AM Eastern</b>	
Tues, Mar 22		<b>Lab 16:</b> Special Sense Organs,	
Wed, Mar 23	Muscles and Vessels of the Head and Neck		

Thurs, Mar 24		<b>Lab 17:</b> Muscles and Vessels of the Head and Neck	
Fri, Mar 25	<b>Review</b>	<b>TopHat Lab 10 Assignment DUE 11:59PM Eastern</b>	
<b>Week 12</b>			
Mon, Mar 28	<b>Review</b>		<b>UNIT 4 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
Tues, Mar 29	<b>UNIT 4 WRITTEN EXAM</b> <b>UNIT 4 LAB PRACTICAL</b> <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		
Wed, Mar 30	Thorax/Mediastinum Lymphatic System		
Thurs, Mar 31		<b>Lab 18:</b> Thorax and Mediastinum	
Fri, Apr 1	Heart and Fetal Circulation		
<b>Week 13</b>			
Mon, Apr 4	Respiratory System	<b>TopHat Lab 11 Assignment OPENS 8:00AM Eastern</b>	
Tues, Apr 5		<b>Lab 19:</b> Small Group Heart Demos and Lungs <i>(Assigned times will be provided)</i>	
Wed, Apr 6	Digestive System		
Thurs, Apr 7		<b>Lab 20:</b> Digestive System	
Friday, Apr 8	Endocrine System Autonomic Nervous System	<b>TopHat Lab 11 Assignment DUE 11:59PM Eastern</b>	
<b>Week 14</b>			
Mon, Apr 11	Vessels and Nerves of Abdomen and Pelvis	<b>TopHat Lab 12 Assignment OPENS 8:00AM Eastern</b>	
Tues, Apr 12			
Wed, Apr 13	Muscles of Abdominal Wall		
Thurs, Apr 14		<b>Lab 21:</b> Vessels and Nerves of Abdomen and Pelvis, Muscles of Abdominal Wall	

Friday, Apr 15	Urinary System	<b>TopHat Lab 12 Assignment DUE 11:59PM Eastern</b>	
<b>Week 15</b>			
Mon, Apr 18	Male Reproductive System	<b>TopHat Lab 13 Assignment OPENS 8:00AM Eastern</b>	
Tues, Apr 19		<b>Lab 22: Urinary System</b>	
Wed, Apr 20	Female Reproductive System		
Thurs, Apr 21		<b>Lab 23: Reproductive System</b>	
Friday, Apr 22	<b>Review</b>	<b>TopHat Lab 13 Assignment DUE 11:59PM Eastern</b>	
<b>Week 16</b>			
Mon, Apr 25	<b>Review</b>	<b>NO TopHat Lab Assignment</b>	<b>UNIT 5 END-OF-UNIT QUIZ DUE by 11:59PM EASTERN</b>
TBD	<b>UNIT 5 LAB PRACTICAL</b>  <b>UNIT 5 WRITTEN EXAM</b>  <i>**Bring a fully charged laptop or iPad with you to your regularly scheduled lab time</i>		



**ANATOMY 4300 (33746/33747)**  
**HUMAN ANATOMY WITH DISSECTION**  
Spring Semester 2020  
4 Credit Hours

**Faculty Course Director:**

Cindy Wingert, MS  
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**Assistant Faculty:**

Claudia Mosley, Ph.D  
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**Graduate Teaching Assistant:**

Spenta Bamji  
Office hours: Tuesday's and Thursdays 9:00AM-10:00AM  
Email: [bamji.2@buckeyemail.osu.edu](mailto:bamji.2@buckeyemail.osu.edu)

**Lecture Meeting Location and Schedule:**

- Location: Graves 1195
- Meeting Times: Mondays and Wednesdays 10:20AM – 11:25AM

**Lab Meeting Location and Schedule:**

- Location: Hamilton Hall, Room 285
- Meeting Times: Tuesdays and Thursdays 10:20AM-12:25PM

**Course Description and Content:**

Advanced undergraduate study of the structure of the human body through regional dissection of a human cadaver and an introduction to histology, embryology, neuroanatomy, and medical imaging.

- **Unit 1:** Cells, Principles of Development (Embryonic Period), Tissues, and Integument
- **Unit 2:** Bone Tissue, Muscular Tissue Review of Gross Anatomy of Axial Skeleton, Appendicular Skeleton, and Development of Somites
- **Unit 3:** Principles of Neurulation, Nervous Tissue, Gross Anatomy of the Spinal Cord, and Brain
- **Unit 4:** Development of the Intraembryonic Coelom/Organogenesis, Cardiovascular System, Respiratory, and Lymphatic Systems
- **Unit 5:** Development of the Intraembryonic Coelom: Digestive, Urinary, and Reproductive Systems

**Course Prerequisites:**

- Anatomy 2300 or Advanced Anatomy 3300.  
*The content covered in the courses listed above will be assumed and used routinely in this course.*

### **Required Items for Course**

1. Textbook: Gerard J. Tortora Mark Nielsen, 2017, Principles of Human Anatomy 14<sup>th</sup> ed., Wiley Available at Barnes and Noble, The Ohio State University Book Store, 1598 N. High St., 2472000 (11<sup>th</sup> & High).
2. Disposable Gloves: One pair per lab (minimum). Also available at the above-mentioned Barnes and Noble location, along with local drugstores/pharmacies.

### **Recommended Items for Course**

1. Lab Coat and/or Scrubs: Not required, but are highly suggested. Available online, or at the above mentioned Barnes and Noble location.
2. Digital Atlas Application: *Complete Anatomy* Digital Atlas by 3D4Medical- See Carmen for specifics on discount purchasing, downloading application, and related course content.
3. Although not required, some students may find it helpful to purchase additional textbooks, atlases, or software. A list of these recommended items will be posted in the lab and will also be available on Carmen.

### **Course Learning Outcomes**

1. Develop a vocabulary of appropriate terminology to effectively communicate information related to anatomy.
2. Use anatomical knowledge of structures to predict function.
3. Explain the general principles of human development with an emphasis on gastrulation, neurulation, and organogenesis.
4. Synthesize ideas to make a connection between knowledge of anatomy and real-world clinical situations
5. Communicate clearly with members of the dissection team that reflects knowledge and understanding of the human body
6. Demonstrate proper dissection technique and use of dissection instruments

### **Course Evaluation and Grading**

#### **Five Written Exams – 50 points each**

- There are five written exams, one at the end of each unit of material.
- The exams are multiple choice, with some matching, etc.
- You have 55 min to complete the exam. Exams will begin promptly at 10:20AM. Make arrangements to arrive on time. If you are late, your time will not be extended.
- There is no comprehensive final written exam.

#### **Five Laboratory Practical – 50 points each**

- There are five laboratory practicals, one at the end of each unit of material.
- The laboratory practicals are fill-in-the-blanks and no word bank is provided.
- Practical are administered in the laboratory. Practical will begin promptly at their scheduled time. Make arrangements to arrive on time. If you are late, your time will not be extended.
- There is no comprehensive final practical exam.

#### **5 Unit Quizzes – 10 points each**

- There will be 5 10 pt quizzes posted Carmen and administered through WileyPlus throughout the semester. Each quiz is mapped to the learning objectives for that unit.
- Quizzes will be due on the date of the unit exam by 11:59 pm. These are open note/open book quizzes, as they are intended as a review of the key concepts that are tested in each unit.

- Missed quizzes will be recorded as a “0” – no exceptions.

### **Review of Systems Lab Report: 50 points total**

- You and your lab group will work toward the completion of a review of body systems report. This report is due to the professor on the Monday of finals week. One report per group will be turned in. Each group member should initial the final page of the report signifying that they have contributed to the final report.

### **Final Course Grade**

Final grades are calculated based on FINAL POINTS EARNED. There is *no curve and no extra credit* assignments are available in this course. You will receive the grade that you earn.

### **Grading Scale**

- 5 Unit Exams (50pt/each)
- 5 Lab Practical Exams (50pts/each)
- 5 Unit Quizzes (10pts/each)
- Review of Systems Project (50pts)

- **Total Course Points:** 600 points

<b>Final Earned Points</b>	<b>Grade</b>
558-600 points	A
540-557 points	A-
522-539 points	B+
498-521 points	B
480-497 points	B-
462-479 points	C+
438-461 points	C
420-437 points	C-
402-419 points	D+
360-401 points	D
Below 360 points	E

### **Evaluation and Makeup Policy**

**Unit Quizzes:** Once a unit quiz has closed, it will not be reopened for any reason. There are no make-ups for unit quizzes. Missed quizzes will be recorded as a “0” – no exceptions.

**Written Exams and Laboratory Practicals:** Missed lecture exams can only be made-up for full credit in extreme cases (e.g., death of family member, personal hospitalization, etc.) with proper documentation (e.g., a physician’s note, ER paperwork, obituary, etc.). Students without proper documentation will automatically lose 20% of credit off their examinations. Each decision of potentially allowing a make-up exam is made by the course director on a case-by-case basis. If you know you absolutely must miss a written exam or laboratory practical you must contact Professor Wingert immediately with the appropriate documentation. Alternative methods (e.g., oral exam, essay) of testing may be used for make-up exams and laboratory practicals.

**Grading Error:** If you believe there is a grading error associated with one of your course assessments (i.e., a master quiz, a laboratory practical, and/or a written exam), you have one week (i.e. 7 days) from the due date (for master quizzes) or the return date in laboratory.

### **Exam Behavior Policy (Lecture and Lab)**

- During the examinations and laboratory practicals, GTAs, laboratory coordinator and/or course director will be monitoring the room(s). Please be aware you may be photographed and/or videotaped.
- You **MUST** bring a form of OFFICIAL PHOTO identification to all exams and laboratory practicals (e.g., BuckID, Medical Center ID, Driver’s License, etc.).

- **All electronic devices** (e.g. Cell phones, pagers, iPods, Fitbits, smart watches etc.) **are not permitted in the classroom and laboratories during exams and laboratory practicals.** Failure to follow this policy will result in the loss of 20 pts from your overall course grade for each violation and possible referral to the Committee on Academic Misconduct.
- When time has expired for exams and laboratory practicals to be completed, they are due. When time has expired, all writing implements should be put down without delay and the exam or laboratory practical immediately submitted. Late exams or laboratory practicals will not be accepted.
- During an examination or laboratory practical, you are NOT permitted to:
  - a. Look around the room.
  - b. Look at the examination or laboratory practical of a classmate.
  - c. Cover your eyes.
  - d. Shift around in your seat continuously, when seated for exams.
  - e. Wear a hat.
- Documentation of any violation to these examination conduct rules will be made; additionally, if you violate these rules, you may be moved to another seat during the examination and/or referred to the Committee on Academic Misconduct.

### **Lecture Policies**

- Successful students will attend lecture regularly and will arrive on time. Lecture will begin promptly at 10:20AM.
- PowerPoint & PDF lectures are posted on Carmen and will be made available prior to each lecture. Bring an accessible form of notes to class with you to take notes on. Posted lecture material is made available to you in order to convey the essential material for the course which is expanded upon by the lecturer. You can be tested on any information presented in lecture or lab. Successful students will review their notes daily and be able to discuss the major points of each slide, identify structures in any illustrations that are discussed, etc.
- You are permitted to audio record lecture. Audio recording lectures is highly recommended as this give you an additional means to listen back at what was discussed in class each day.
- Ask questions! Questions can be posted to the unit discussion board, emailed to a member of the teaching staff, or asked during office hours.
- If at any point in the semester you would like additional tips for studying or approaching the course work, do not hesitate to ask any member of the teaching staff!

### **Laboratory Policies**

- Please be prompt, as the laboratory sessions will begin on time.
- The lab activities are an essential component of this course. It is designed to help you integrate the material and gain a 3D understanding of the human body.
- Appropriate Attire:
  - ✓ Long sleeves / Long pants (Required): A lab coat and/or scrubs are highly recommended, but are not required. Scrubs can be purchased at The Ohio State University Bookstore on N. High Street or online. Absolutely NO open toe shoes in the laboratory at any time, this includes sandals or flip-flops. Appropriate lab attire is required for every day you are in the lab.
  - ✓ Gloves: You are **REQUIRED** to purchase disposable gloves for the laboratory.
  - ✓ Protective eyewear is required (provided). Contact lenses may absorb chemical vapors; if you must wear contacts, you will need to wear safety glasses that are vapor proof.
  - ✓ Anatomical materials (models, bones, etc.) are NOT to be removed from the lab. No one other than a registered student is permitted in the lab. **DO NOT INVITE ANYONE INTO THE LAB.** You are to remain respectful of the cadavers at all times. There is to be



NO photograph or digital image capture in the laboratories. Failure to follow this policy will be considered academic misconduct and handled accordingly.

*\*No food (including bubble gum) or drink in the lab. It is essential for you to eat before you come to lab. If you are experiencing food insecurity, there are a number of campus resources available to you. Buckeye Food Alliance is a nonprofit, on-campus food pantry committed to providing a variety of nutritious food options to Ohio State students that are food insecure (<https://www.buckeyefoodalliance.org>). \**

### **Preparation for Dissection:**

1. It is essential to prepare prior to coming to lab. You may need to review:
  - a. Dissector instructions
  - b. Appropriate figures and tables in your textbook
  - c. Radiographic images
  - d. Models
2. Prior to beginning your dissection, ask yourself:
  - a. What structures need to be identified?
  - b. Where are they located?
  - c. What continuities do they have with other structures?
  - d. Are there any surface markings or bony structures that may serve as landmarks for the region being dissected?

### **Tips for Studying Gross Anatomy:**

Because Anatomy by its very nature involves the observation of structural features, it is deemed a visual science. No one philosophical description or illustration can surpass individual observation and dissection of three dimensional structures. To get the most out of this experience:

1. Be a careful observer
2. Keep a journal or notebook and write down observations about any perceived deformities or abnormalities
3. Ask questions of both faculty and your peers
4. Consult multiple atlases
5. Aim to discover the logical and architectural necessities that eliminate the need for rote memorization
6. Visualize! Don't memorize!
7. Don't give up. Time and experience will improve your capacity to learn.

### **Care of the Donor:**

- The white plastic body bag and plastic sheeting are provided to keep the dissection table neat and orderly, as well as prevent dehydration. When you are dissecting, only uncover as much tissue as is necessary.
- All tissue removed from the donor must be placed in the appropriately labeled container.
- It is your responsibility to keep your tools cleaned and put away at the end of each dissection period.
- Wooden blocks are provided as supports. When not in use they are to be stored in the appropriate location.

### **Ventilation:**

- The ventilation system in the lab is designed to remove air at the level of the cadaver and to reduce exposure to the embalming chemicals and odors. The ventilation system remains on at all times. There is a negative air flow to keep odors from leaving the lab.

The door to the lab needs to, and will remain closed and locked at all times. Do not prop this door open.

### **Personal Items:**

Only your textbooks and lab manuals are allowed in the lab.

**Upon completion of your dissection period:** You must carry out the following procedures:

- Properly dispose of all loose tissue in the appropriately labeled container
- Wipe down the table with paper towels in the lab
- Moisten the body regions you were working on with the fixative solution provided in the spray bottles.
- Cover the body with the plastic sheeting. Zip the body bag closed.
- Remove scalpel blades from the handles and dispose of them in the sharps container. Clean all instruments that were used during the dissection period.

**You are prohibited from the following activities while in the dissection lab:**

- Eating or drinking
- Taking any photographs of the donor
- Removing anatomical material from the laboratory
- Inviting your friends into the laboratory to view your dissection

**Failure to comply with any of these rules may result in the assignment of an E for this course.**

### **Learning Center**

The Dennis Learning Center's goal is to help support and improve the academic success of Ohio State students through academic coaching, group workshops, and elective courses. We offer free, one-hour appointments in which you can discuss various topics (note-taking, procrastination, test anxiety, exam preparation, time-management, etc.) with an academic coach and create a plan for success. The DLC is located on the 2nd floor of the Younkin Success Center. Visit our website at <https://dennislearningcenter.osu.edu> to learn more.

### **Disability Services**

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please contact Student Life Disability Services. To establish reasonable accommodations, you must register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-2923307; [slds.osu.edu](https://slds.osu.edu); 098 Baker Hall, 113 W. 12<sup>th</sup> Avenue.

### **Academic Integrity**

All coursework and activities are to be completed in accordance with The Ohio State University's Code of Student Conduct. It is your responsibility as a student to abide by the Code of Student Conduct while completing your work and our responsibility as instructors to enforce it. The Code of Student Conduct can be reviewed at [http://studentaffairs.osu.edu/pdfs/csc\\_12-31-07.pdf](http://studentaffairs.osu.edu/pdfs/csc_12-31-07.pdf)

### **Additional Resources**

#### **Carmen Log-In**

1. <https://carmen.osu.edu/>
2. Login using your user name [i.e. the first part of your OSU email address and a number (name.#)] and password.

3. Then, choose ANATOMY 4300.

### **NetAnatomy Log-In**

There are a couple of options for linking to NetAnatomy:

1. <http://library.ohio-state.edu/record=e1000824~S7> will take you directly to the library catalog for NetAnatomy. The NetAnatomy link on this page will take you directly to the database from on-campus or will prompt your OSU name.# for off-campus access.
2. <http://www.netanatomy.com> Direct link from on-campus.
3. <http://proxy.lib.ohio-state.edu/login?url=http://www.netanatomy.com> Direct link from offcampus.

### **Bones and Models on Reserve**

Bones and models are available on closed reserve (1st floor, John A. Prior, Health Sciences Library, 376 W. 10th Ave., 292-4861). Generally available specimens include:

Major Bones of the Upper and Lower Limbs	Model of Female Pelvis
Articulated Skeleton	Model of Larynx
Human and Plastic Skulls	Model of Heart
Brain Model (whole and half)	Model of Kidney
Sagittal Head Model	Model of Ear and Eye

**For a complete listing and for library hours, please visit the library at: <https://hsl.osu.edu/>**

### **Who to Contact:**

Professor Wingert ([cindy.wingert@osumc.edu](mailto:cindy.wingert@osumc.edu))

- Significant issues with the course/semester that may preclude you from completing exams or the course itself
- Cc'ed on emails rescheduling an exam (written or practical)
- Rescheduling written exam, must provide appropriate documentation
- Grading error on master quiz or written exam
- SLDS testing accommodations
- If you are unable to abide by the examination and laboratory practical behavior policy for any reason (i.e. physical disability, religious beliefs, etc.)

Anatomy Graduate Teaching Associate: Spenta Bamji

- Rescheduling practical exam, must provide appropriate documentation (must also cc: Professor Wingert)
- If you are pregnant or become pregnant during the semester
- Grading error on laboratory practical or laboratory participation points

OSU IT Help Desk at 688-4357 (688-HELP)

- Technical difficulty with Carmen (e.g., unit quizzes)

3D4Medical Customer Service at 1 (866) 514 – 3755 or [info@3d4medical.com](mailto:info@3d4medical.com)

### **Division of Anatomy Statement Regarding Cadaveric Material Usage**

Remember to respect the donor that will teach you over the course of the semester. Your cadaver is not merely an educational tool, but a rare gift. They were someone's mother, father, spouse, grandparent, etc., and it was their choice to enhance your learning experience by giving their body to you. Treating them with the utmost care and respect at all times is not only required of you by the Division of Anatomy, but is expected of you as a fellow, compassionate human being. If you have questions about the process of

body donation, please speak with your course instructor. If you wish to explore your feelings about death and/or your cadaver, please contact Imani Jones, Department of Chaplaincy at [Imani.jones@osumc.edu](mailto:Imani.jones@osumc.edu).

### **Student Wellness**

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, and feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting [ccs.osu.edu](http://ccs.osu.edu) or calling (614) 292- 5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24-hour emergency help is also available through the 24/7 National Prevention Hotline at 1-(800)-273-TALK or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

# Anatomy 4300

*Lecture, Lab, Exam, and Lab Practical Schedule with Reading Assignments:*

Date	Topic	Reading Assignment
M 1/6	Syllabus Chapter 2: Review of the Cell <i>*Emphasis on the plasma membrane</i> <i>*Membrane transport</i>	Chapter 2 p. 26-30
<b>Laboratory T</b> 1/7	<b>Grant's Dissector</b> Introduction to the Gross Anatomy Lab – Review of anatomic terminology, surface anatomy and instrument orientation	Introduction: p. 1-4
W 1/8	Chapter 3: Epithelial Tissue <i>*Emphasis on classification, cell junctions, and membranes</i>	Chapter 3
<b>Laboratory</b> <b>Thurs 1/9</b>	<b>Grant's Dissector</b> Skinning Lab – Superficial & Deep Back (musculature)	Chapter 1: p. 9-16 &
M 1/13	Chapter 3: Connective Tissue <i>Emphasis on classification, extracellular matrix, and membranes</i> Chapter 5: Integument: Structure of Skin	Chapter 3  Chapter 5: p. 119-127
<b>Laboratory</b> <b>T 1/14</b>	<b>Grant's Dissector</b> Scapular region, Quadrangular Space, Triangular Space	Chapter 2: p. 23-27
W 1/5	Chapter 11: Muscles of the Lower Extremity (Review)	Chapter 11: p. 392-415
<b>Laboratory</b> <b>Thurs 1/16</b>	<b>Grant's Dissector</b> Gluteal Region, Posterior Compartment of the Thigh	Chapter 6: p.197-204
<b>M 1/20</b>	<b>Martin Luther King Day (no class)</b>	
<b>Laboratory T</b> 1/21	<b>Grant's Dissector</b> Posterior Compartment of the Leg, Lateral Compartment of the Leg, Popliteal Fossa	Chapter 6: p.201-216
W 1/22	Chapter 4: Principles of Development Chapter 4: Embryonic Period	Chapter 4
<b>Laboratory</b> <b>Thurs 1/23</b>	<b>Grant's Dissector</b> Anterior & Medial Compartments of the Thigh Femoral Triangle Knee Joint (ACL & Menisci)	Chapter 6: p. 183-196
<b>M 1/27</b>	<b>Unit 1 Lecture Exam</b>	<b>Chapters 1, 2, 3, 4, 5, &amp; 11</b> <i>(select questions from lab)</i> <i>WileyPlus Unit Quiz Due</i>

<b>Laboratory</b> T 1/28	<b>Unit 1 Lab Practical</b>	<b>Chapters 1, 2, 3, 4, 5, &amp; 11</b> ( <i>select questions from lab</i> )
W 1/29	Chapter 6: Bone Development <i>Intramembranous and Endochondral Ossification</i> Histology: Bone Tissue (Compact vs Spongy Bone)	Chapter 6
<b>Laboratory</b> Thurs 1/30	<b>Grant's Dissector</b> Upper Extremity: Superficial Veins & Muscles of the Pectoral Region	Chapter 2: p. 28-30 & 32- 33
M 2 /3	Chapter 10: Overview of Muscle Tissue	Chapter 10
<b>Laboratory</b> T 2/4	<b>Grant's Dissector</b> Axillary Region Axillary Artery & Branches	Chapter 2: p. 34-38
W 2/5	Chapter 11: Muscles of Upper Extremity & Arm (Review)	Chapter 11: p. 362-391
<b>Laboratory</b> Thurs 2/6	<b>Grant's Dissector</b> Brachial Plexus Anterior Compartment of Arm/Cubital Fossa	Chapter 2: p. 37-43
M 2/10	Case Study: Brachial Plexus Injury (Team Based Learning)	
<b>Laboratory T</b> 2/11	<b>Grant's Dissector</b> Posterior Compartment of the Forearm Muscles of the Hand (as time allows)	Chapter 2: p. 60-64 p. 52-58
W 2/12	<b>Unit 2 Lecture Exam</b>	<b>Chapters 6, 8*, 10 &amp; 11</b> * <i>selected figures/tables</i> <i>WileyPlus Unit # 2 Quiz Due</i>
<b>Laboratory</b> Thurs 2/13	<b>Unit 2 Lab Practical</b>	<b>Chapters 6, 8*, 10 &amp; 11</b> * <i>selected figures/tables</i>
M 2/17	Chapter 4 & 16: Principles of Neurulation,	Chapter 4 & 16
<b>Laboratory T</b> 2/18	<b>Grant's Dissector</b> Begin Laminectomy – T6- T12	Chapter 1: p. 18-21
W 2/19	Chapter 17:Nervous Tissue, Spinal Cord Anatomy, & Spinal Nerves	Chapter 17
<b>Laboratory</b> Thurs 2/20	<b>Grant's Dissector:</b> Finish Laminectomy (cervical & lumbar regions)	Chapter 1: p. 18-21
M 2/24	Chapter 18: Development of the Brain and Ventricular System	Chapter 18
<b>Laboratory T</b> 2/25	<b>Grant's Dissector</b> Head and Neck Skin Removal Vessels of the Neck	Chapter 7: p. 231-232 & 237-238
W 2/26	Chapter 18: Brainstem and Cranial Nerves	Chapter 18
<b>Laboratory</b> Thurs 2/27	<b>Gran'ts Dissector:</b> <b>Clinical Anatomy Protocol:</b> Removal of Calvaria & Begin Brain Removal with Cranial Nerves	Chapter 7: p. 255-256 Protocol will be published to Carmen

M 3/2	Chapter 21: Development of the Eyes and Ears	Chapter 21
<b>Laboratory T</b> 3/3	<b>Clinical Anatomy Protocol:</b> Complete Brain Removal with Cranial Nerves	Protocol Published to Carmen
W 3/4	<b>Unit 3 Lecture Exam</b>	<b>Chapters 16, 17, 18, &amp; 21*</b> <i>*selected readings</i> <i>WileyPlus Unit # 3 Quiz Due</i>
<b>Laboratory</b> Thurs 3/5	<b>Unit 3 Lab Practical</b>	<b>Chapters 16, 17, 18, &amp; 21*</b> <i>*selected readings</i>
<b>M 3/9 – F 3/13</b>	<b>Spring Break Week</b>	
M 3/16	Chapter 4 & Chapter 13: Oganogenesis (Intraembryonic coelom) & Development of the Heart	Chapter 4 & Chapter 13
<b>Laboratory T</b> 3/17	<b>Grant's Dissector</b> Removal of the Anterior Thoracic Wall Begin Dissection of the Mediastinum	Chapter 3: p. 73-78
W 3/18	Chapters 12, 13, & 14: Cardiovascular Histology Blood, Blood Vessels, & Circulatory Routes	Chapters 12, 13, & 14
<b>Laboratory</b> Thurs 3/19	<b>Grant's Dissector</b> Superior Mediastinum, Pericardium, & Begin Heart Removal	Chapter 3: p. 83-86 & 93-95
M 3/23	Chapter 23: Upper and Lower Respiratory System Emphasis on Histology of Respiratory membrane	Chapter 23
<b>Laboratory T</b> 3/24	<b>Grant's Dissector</b> Complete Heart Removal, Posterior Mediastinum	Chapter 3: p.86, 96-97
W 3/25	Chapters 4 & 23: Development of the Respiratory System & Respiratory Histology	Chapter 23
<b>Laboratory</b> Thurs 3/26	<b>Grant's Dissector</b> Pleural Cavities & Removal of the Lungs	Chapter 3: p. 78-82
M 3/30	Chapter 15: Lymphatic System	Chapter 15
<b>Laboratory T</b> 3/31	<b>Grant's Dissector</b> Dissection Completion and Review	<b>Chapter 3 (Thorax)</b>
W 4/1	<b>Unit 4 Lecture Exam</b>	<b>Chapters 12, 13, 14, &amp; 23</b> <i>WileyPlus Unit # 4 Quiz Due</i>
<b>Laboratory</b> Thurs 4/2	<b>Unit 4 Lab Practical</b>	<b>Chapters 12, 13, 14, &amp; 23</b>
M 4/6	Chapter 4 & 24 Oganogenesis (Intraembryonic coelom) & Development of the GI System	Chapter 4 p. 108-110 Chapter 24 p. 805-806
<b>Laboratory T</b> 4/7	<b>Grant's Dissector</b> Muscles of the Abdominal Wall Reflection of Anterior Abdominal Wall Inguinal Canal	Chapter 4 p.99-113
W 4/8	Chapter 24: GI Histology	

<b>Laboratory</b> Thurs 4/9	<b>Grant's Dissector</b> Peritoneum and Peritoneal Cavity – Emphasis on the Biliary Tree, and Abdominal Vasculature Celiac Trunk, Superior Mesenteric, and Inferior Mesenteric	Chapter 4 p. 113-126
M 4/13	Chapter 25: Development of the Urinary System & and Urinary Histology	Chapter 25
<b>Laboratory T</b> 4/14	<b>Grant's Dissector</b> – Chapter 4 131-136 Posterior Abdominal Wall Viscera Male/Female Reproductive System Spermatic Cord & Testis Uterus, Fallopian Tube, and Associated Ligaments	
W 4/15	Chapter 26: Reproductive Anatomy Review & Menstrual Cycle	Chapter 26
<b>Laboratory</b> Thurs 4/16	<b>Unit 5 Practical Exam Donor Report Form Due by 5pm</b>	Submit Donor Reports on Carmen
M 4 /20	<b>Unit 5 Lecture Exam</b>	<b>Chapters 25 &amp; 26 (emphasis)</b> <i>WileyPlus Unit # 5 Quiz Due</i>

*\*Lecture schedule and reading assignments are subject to change at the instructor's discretion*



## **ANATOMY 4600 – Human Embryonic Development and Birth Defects**

Spring 2022, 2 Credits

**Lecture Meetings:** Tuesdays and Thursdays 10:20AM-11:15AM

**Lecture Location:** Graves Hall 1063

**Faculty Course Director:** James J. Cray, PhD

Phone: 614-293-6490 (o)

Email: [james.cray@osumc.edu](mailto:james.cray@osumc.edu)

Office Hours: open door or email for an appointment.

**Faculty Course Director:** Jennifer M. Burgoon, PhD

Phone: 614-366-8066 (o)

Email: [jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)

Office Hours: open door or email for an appointment.

**Graduate Teaching Associate:** Jeremy Grachan, MS

Email: [grachan.1@osu.edu](mailto:grachan.1@osu.edu)

Office Hours: By appointment only.

### Course Overview

#### Description / Rationale

Systematic study of the basic embryological development of the human correlated with common birth defects.

#### Relation to Other Courses

This course is part of the undergraduate anatomy minor.

**Prerequisites:** Students will need to have completed Anatomy 2100, Anatomy 2300, or Anatomy 3300, or permission of instructor.

### Course Objectives

Upon successful completion of this course, students will:

1. Have developed a vocabulary of embryological terminology.
2. Be able to recognize embryological structures.
3. Be able to synthesize concepts in order to make connections between normal development and common birth defects.

## Course Materials

### Required Materials

#### 1. Course Textbooks:

- a. Sadler, T.W. (2018) *Langman's Medical Embryology, 14<sup>th</sup> Edition*. Walters Kluwer. (ISBN-13: 978-1496383907)
- b. Shubin, N. (2009) *Your Inner Fish: A Journey into the 3.5-Billion-Year History of the Human Body*. Knopf DoubleDay Publishing Group (ISBN-13: 9780307277459)

## Course Requirements/Evaluation

### Grading and Evaluation:

Graded assignments may come in three forms, and students should note the expectations for each in the descriptions of our class assignments below.

- **Independent Work (↑):** Strictly non-collaborative, original-individual work. You may discuss this assignment only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.
- **Collaboration Required (↑↑):** An explicit expectation for collaboration among students either in-class or outside (i.e. group work).
- **Optional-Collaboration (↑↑↑):** Students are permitted, but not required, to discuss the assignment or ideas with each other. However, all submitted work must be one's original and individual creation.

Assignment Name	Points / Weight	Assignment Type
3 Unit Exams (100 points each)	300	↑
3 End-of-Unit Quizzes (15 points each)	45	↑
1 Final Paper	40	↑
<b>TOTAL COURSE POINTS</b>	<b>385</b>	

### Course Assignments:

#### Unit Exams

- There are three unit exams (one at the end of each unit of material). These exams are multiple choice, with some matching, some images, etc. and some short essays:
  - a. The Unit exams for Units 1, 2, and 3 are worth **100 points each** and will be administered during the in-person lecture time as outlined in the course schedule through the students' personal electronic device on Carmen Canvas.
- There is no comprehensive final exam.

#### End-of-Unit Quizzes

- There will be three End-of-Unit quizzes, worth 15 points each, available on Carmen Canvas. To gain access the End-of-Unit quiz, you must first complete a number of multiple preliminary quizzes and earn 100% on each preliminary quiz. Completing the first preliminary quiz will open the second preliminary quiz and so forth until the End-of-Unit quiz is opened. You will earn credit for your responses to the End-of-Unit quiz.

You may take the End-of-Unit quiz as many times as you would like before the due date – only your highest score will count.

A Summary of the ONLINE Carmen Survey, Quizzes, and Exam for Each Unit:

For Unit 1 = 1 Student Information Survey + 1 Human Anatomy Disclosure Form + 7 Preliminary Quizzes + 1 End-of-Unit 1 Review

For Unit 2 = 8 Preliminary Quizzes + 1 End-of-Unit 2 Review

For Unit 3 = 7 Preliminary Quizzes + 1 End-of-Unit 3 Review

When taking the online quizzes:

- Be sure to use Carmen on a Web Browser, particularly Google Chrome, not the Canvas Student App. Do not use Safari.
- If images do not show up on a quiz, please try clearing your browser history and data. This normally solves this issue.
- It is **STRONGLY** recommended that once you finish a End-of-Unit Quiz, you take a screen shot/photo of your score page as documentation of completion.

### Final Paper

- As a final paper for this course, you will write a 4-5 page paper based off of reading the book *Your Inner Fish: A Journey into the 3.5-Billion-Year History of the Human Body* by Neil Shubin. In this paper, you should include a reflection based on what you read in the book while also connecting the reading to the material covered in the course. You can also include pieces such as areas that specifically interested you, topics that surprised you, or connecting the book to content you may have covered in other courses. The main point of this paper is to serve as a reflection of the embryology and birth defects covered in the course and how they correlate to Shubin's book. The paper should be 10 to 12 point font (Times New Roman or Arial), double spaced, 1 inch margins, and any citations should be done in APA style.

### Grading Scale

Final Points Earned	Percentage	Grade
359-385 pts	93-100%	A
347-358 pts	90-92%	A-
335-346 pts	87-89%	B+
320-334 pts	83-86%	B
308-319 pts	80-82%	B-
297-307 pts	77-79%	C+
282-296 pts	73-76%	C
270-281 pts	70-72%	C-
258-269 pts	67-69%	D+
231-257 pts	60-66%	D
Below 231 pts	Below 60%	E

**To Determine Your Grade At Any Time:**

**Divide the points you have earned by the current total points attempted.**

## Late Assignments

- **End-of-Unit Quizzes**
  - As you are given a number of weeks to complete the quizzes and the quizzes are administered online, there are **no make-ups for quizzes**. Missed quizzes will be recorded as a “0”. Do **NOT** wait until the last day to complete the quizzes.
  - If you have any technical difficulties with the online quizzes, please immediately contact the instructor ([grachan.1@osu.edu](mailto:grachan.1@osu.edu)).
  - When you have completed the End-of-Unit quiz, be sure to look under “GRADES” on Carmen to make sure you have received the full 10 points available.
- **Unit Exams**
  - **These can only be made-up for full credit in extreme cases** (e.g., death of family member, personal hospitalization, etc.) **with proper documentation** (e.g., a physician’s note, ER paperwork, obituary, etc.). Each decision of potentially allowing a make-up exam is made by the course director on a case-by-case basis. Students without proper documentation who are approved for a make-up exam will automatically lose 20% of credit off their examination. Additionally, you must contact Jeremy Grachan ([grachan.1@osu.edu](mailto:grachan.1@osu.edu)) as soon as you know of a potential problem or conflict with an exam date.
    - Alternative methods (e.g., oral exam, essay) of testing may be used for make-up exams.
- **Final Paper**
  - Failure to turn in the final paper by the due date will result in 5 points deducted from your grade on the paper. Extensions on this assignment are only allowed in extreme cases (e.g., death of family member, personal hospitalization, etc.) **with proper documentation** (e.g., a physician’s note, ER paperwork, obituary, etc.). Each decision of potentially allowing an extension is made by the course director on a case-by-case basis.

## Instructor Feedback and Response Expectations:

- **Email Response:** I will reply to emails within 24 hours on school days. Emails sent on Friday after 12:00PM will be replied to on the following Mondays.
- **Graded Materials Return:** For exam scores, please allow **3 days** for grades to be posted.
- **Discussion Board Response Times:** I will check and reply to messages on the discussion boards every 24 hours on school days. Postings on Fridays after 12:00PM will be replied to on the following Mondays

## Course Policies

### Exam Policies

- During the examinations, the course director will be monitoring the room.
- For in-person exams, since students will be using their own personal devices to take the exam, students will be required to use the *Respondus* Software.

- This software can be downloaded from <https://download.respondus.com/lockdown/download.php?ID=462913331>
  - More information can be found from the OSU Teaching and Learning Resource Center at <https://teaching.resources.osu.edu/toolsets/carmencanvas/guides/respondus-lockdown-browser-students>
  - Please be aware you may be photographed and/or videotaped.
  - The exams are to be completed **ON YOUR OWN**, meaning you are **NOT** permitted to assist other people or receive assistance from other people.
  - You are **NOT** permitted to print out the exam, take pictures of the exam, or screen-capture the exam, unless emailing an image to the instructors regarding an exam issue.
  - You are **NOT** permitted to use your books, your atlas, and your notes to complete the exam.
    - You may use these to complete your Unit 1 Review
  - **ALL ELECTRONIC DEVICES** (e.g., cell phones, pagers, iPods, smart watches, Fitbits, etc.) **ARE NOT PERMITTED IN THE CLASSROOM DURING EXAMS EXCEPT FOR THE DEVICE BEING USED TO COMPLETE THE EXAMINATION.** Failure to follow this policy will result in the loss of 50 points from your overall course grade for each violation and possible referral to the Committee on Academic Misconduct.
  - When time has expired for exams to be completed, they are due. Carmen Canvas quizzes will automatically submit the exam after the time has expired. Students should not continue to work on the exam once the due date has passed.
  - During the examination, you are NOT permitted to:
    - a. Look around the room.
    - b. Look at the examination of a classmate.
    - c. Cover your eyes.
    - d. Shift around in your seat continuously in a way that is distracting to others or appears they are doing so to look at the examination of a classmate.
    - e. Wear a hat.
- Documentation of any violation to these examination conduct rules will be made; additionally, if you violate these rules, you may be moved to another seat during the examination and lab practical and/or referred to the Committee on Academic Misconduct.
- If you are unable to abide by this examination behavior policy for any reason (i.e. physical disability, religious beliefs, etc.), please notify Jeremy Grachan ([grachan.1@osu.edu](mailto:grachan.1@osu.edu)) PRIOR TO the first examination via email.

### Lecture

- PowerPoint lectures as .ppt and .pdf files are posted on Carmen.
- You are permitted to audio record, if needed.
- Please be as prompt as possible, as lecture will begin on time.

### How to Succeed in this Course

- Successful students will attend lecture regularly.

- Successful students will complete associated readings in the embryology textbook prior to or immediately after lecture and lab.
- Successful students will review their notes daily.
- Successful students will **NOT** wait until the night before an exam to begin learning the material.
- Successful students will review the presentations from lecture. Students should be able to discuss the major points of each slide, identify structures in any illustrations that are discussed, etc.

### Communication

The university's official mode of communication is via **university email**. Students should use their Buckeyemail when emailing their professors and instructors, and faculty will use their OSU email when emailing students. **Students should make sure to include their name, OSU name.#, and Anatomy 2300 at Lima in their message.** Above all, please remember to be respectful and thoughtful when communicating as we want to maintain a supportive learning community where everyone feels safe.

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style:** While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
- **Tone and civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
- **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
- **Backing up your work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

### Netiquette

As a member of a community of learners, it is your responsibility to exhibit professional behavior and decorum in all modes of communication. Following the rules of etiquette on the Internet (netiquette) helps improve the readability of your messages, keeps conversations focused, increases trust, and creates a more positive experience for all participants. Netiquette includes, but is not limited to, the following guidelines:

- Honor people's rights to their opinions; respect the right for people to disagree.
- Be professional; use language that is not considered foul or abusive.
- Respond to peers honestly but thoughtfully, respectfully, and constructively.
- Avoid writing in all caps – it conveys shouting and anger.
- Avoid colors like red and green for accessibility reasons; avoid font styles, colors, and sizes that are difficult to read.
- Address the ideas, not the person, when responding to messages or discussions.

- Be careful when using sarcasm or humor – without social cues like facial expressions or body language, a remark meant to be humorous could come across as offensive or hurtful.
- Don't distribute copyrighted materials, such as articles and images (most things online are not licensed as "fair use"). Share links to those materials instead and be sure to properly cite all sources to avoid unintentional plagiarism.

## Technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** [8help@osu.edu](mailto:8help@osu.edu)
- **TTY:** 614-688-8743

## Baseline technical skills necessary for online/hybrid courses:

- Basic computer and web-browsing skills
- Navigating Carmen (Canvas)

## Technology necessary for this course:

### Required equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
  - A University distributed iPad may be used in place of a computer
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) to use for BuckeyePass authentication and if students wish to utilize this for review sessions to respond on TopHat

### Required software

- [Microsoft Office 365](#): All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found [at go.osu.edu/office365help](http://go.osu.edu/office365help).
- [CarmenZoom virtual meetings](#)
- [Respondus Software for lockdown browser](#)

## TopHat

This class will be utilizing TopHat for a variety of participation activities during class time as outlined in the "Participation" section of the syllabus. **Our class Join Code is 680093.**

To be able to use TopHat in class, you will need to have an iPad, laptop, or mobile device to class to be able to adequately respond when prompted. Students will be granted access to the course on TopHat to be able to participate. More information on TopHat through OSU can be found at <https://resourcecenter.odee.osu.edu/top-hat/using-top-hat-students>.

## Division of Anatomy Statement Regarding Cadaveric Material Usage

Remember to respect the donor that will teach you over the course of the semester. Your cadaver is not merely an educational tool, but a rare gift. They were someone's mother, father, spouse,



grandparent, etc., and it was their choice to enhance your learning experience by giving their body to you. Treating them with the utmost care and respect at all times is not only required of you by the Division of Anatomy, but is expected of you as a fellow, compassionate human being. If you have questions about the process of body donation, please speak with your course instructor. If you wish to explore your feelings about death and/or your cadaver, please contact Imani Jones, Department of Chaplaincy at [Imani.Jones@osumc.edu](mailto:Imani.Jones@osumc.edu). Her office is located in the Chaplaincy, S594 Rhodes Hall.

Prior to your first laboratory session, you are required view the e-module the Anatomy Orientation Presentation and complete the Quiz associated with this presentation. Additionally you must read, sign, and return the Body Donor Program Access Disclosure Form. These forms will be kept in the Division of Anatomy as part of a permanent record of your access to and acceptance of The Ohio State University Body Donor Program and its policies. All policies extend to images and/or video material formally prepared for and presented in conjunction with your online course. Failure to adhere to these policies or any professional misconduct towards the donor on or off campus or through any social media sites may result in expulsion from the anatomy course with a failing grade, and/or referral to further disciplinary actions and/or criminal charges, if applicable.

No cell phones and/or cameras are allowed in the laboratory. Recording or photographing the human anatomical material is strictly prohibited without the prior consent of The Ohio State University Body Donor Program Advisory Council, including but not limited to any images considered for publication or other distribution, even for studying.

### Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

- **Course Audio and Video Recording:** Video or audio recording of classes without the explicit written permission of the instructor/professor is a violation of the Code of Student Conduct or Students who wish to record their classes must first obtain written permission of the instructor/professor. Otherwise, such recording constitutes a violation of the Code of Student Conduct.
- **Student Generated materials:** Any materials generated by a student(s) is copyrighted. Permission must be obtained to use these materials other than the intended purpose inside the course.
- **Course materials:** These materials are copyrighted and are owned by the author. Copyrights have been secured or they are considered fair use inside/for the course but this does not apply to uses outside of the course.



**ANATOMY 4600 COURSE CALENDAR FOR SPRING 2022\***

(\*subject to change)

<b>Date</b>	<b>Lecture</b>	<b>Associated Reading</b> (Langman's Embryology Text)	<b>Carmen Quizzes</b>
<b>Week 1</b>			
Mon, Jan 10			
Tues, Jan 11	Course Overview		<b>STUDENT SURVEY &amp; UNIT 1 QUIZZES OPEN at 9:00AM</b>
Weds, Jan 12			
Thurs, Jan 13	Lecture 1: Gametogenesis/First Week of Development	Chapters 2 and 3	
Fri, Jan 14			
<b>Week 2</b>			
Mon, Jan 17	<b>NO LECTURE (Martin Luther King Day)</b>		
Tues, Jan 18	Lecture 2: Introduction to Birth Defects	Chapter 9	
Weds, Jan 19			
Thurs, Jan 20	Lecture 3: Second and Third Week of Development	Chapters 4 and 5	
Fri, Jan 21			
<b>Week 3</b>			
Mon, Jan 24			
Tues, Jan 25	Lecture 4: Defects in Implantation and Gastrulation	Chapters 4 and 5	
Weds, Jan 26			
Thurs, Jan 27	Lecture 5: Embryonic Development	Chapter 6	
Fri, Jan 28			
<b>Week 4</b>			
Mon, Jan 31			
Tues, Feb 1	Lecture 6: Development of Gut Tube and Body Cavities	Chapter 7	

Weds, Feb 2			
Thurs, Feb 3	Lecture 7: Neural Tube Defects and other Structural Birth Defects	Chapters 6 and 7	
Fri, Feb 4			
<b>Week 5</b>			
Mon, Feb 7			
Tues, Feb 8	Review		<b>END-OF-UNIT 1 QUIZ DUE by 11:59PM</b>
Weds, Feb 9			
Thurs, Feb 10	<b>Unit 1 Written Exam</b>		
Fri, Feb 11			
<b>Week 6</b>			
Mon, Feb 14			
Tues, Feb 15	Lecture 8: Fetal Period Development and Anomalies	Chapter 8	<b>UNIT 2 QUIZZES OPEN at 9:00AM</b>
Weds, Feb 16			
Thurs, Feb 17	Lecture 9: Musculoskeletal Development	Chapters 10, 11, and 12	
Fri, Feb 18			
<b>Week 7</b>			
Mon, Feb 21			
Tues, Feb 22	Lecture 10: Anomalies in Musculoskeletal Development	Chapters 10, 11, and 12	
Weds, Feb 23			
Thurs, Feb 24	Lecture 11: Cardiovascular Development	Chapter 13	
Fri, Feb 25			
<b>Week 8</b>			
Mon, Feb 28			
Tues, Mar 1	Lecture 12: Anomalies in Cardiovascular Development	Chapter 13	
Weds, Mar 2			
Thurs, Mar 3	Lecture 13: Respiratory Development and Anomalies	Chapter 14	

Fri, Mar 4			
<b>Week 9</b>			
Mon, Mar 7			
Tues, Mar 8	Lecture 14: Digestive Development	Chapter 15	
Weds, Mar 9			
Thurs, Mar 10	Lecture 15: Anomalies in Digestive Development	Chapter 15	
Fri, Mar 11			
<b>Week 10</b>			
Mon, Mar 14			
Tues, Mar 15	<b>NO LECTURE (Spring Break)</b>		
Weds, Mar 16			
Thurs, Mar 17	<b>NO LECTURE (Spring Break)</b>		
Fri, Mar 18			
<b>Week 11</b>			
Mon, Mar 21			
Tues, Mar 22	Review		<b>END-OF-UNIT 2 QUIZ DUE by 11:59PM</b>
Weds, Mar 23			
Thurs, Mar 24	<b>Unit 2 Written Exam</b>		
Fri, Mar 25			
<b>Week 12</b>			
Mon, Mar 28			
Tues, Mar 29	Lecture 16: Urogenital System Development and Anomalies	Chapter 16	<b>UNIT 3 QUIZZES OPEN at 9:00AM</b>
Weds, Mar 30			
Thurs, Mar 31	Lecture 17: Development of the Head and Neck	Chapter 17	
Fri, Apr 1			
<b>Week 13</b>			
Mon, Apr 4			

Tues, Apr 5	Lecture 18: Craniofacial Birth Defects	Chapter 17	
Weds, Apr 6			
Thurs, Apr 7	Lecture 19: Development of the Central Nervous System	Chapter 18	
Fri, Apr 8	<b>Note: Read Chapter 21: The Integumentary System</b>		
<b>Week 14</b>			
Mon, Apr 11			
Tues, Apr 12	Lecture 20: Anomalies in CNS Development	Chapter 18	
Weds, Apr 13			
Thurs, Apr 14	Lecture 21: Development of the Eyes and Ears and Anomalies	Chapters 19 and 20	
Fri, Apr 15			
<b>Week 15</b>			
Mon, Apr 18			<b>Paper Due by 11:59PM</b>
Tues, Apr 29	Review		<b>END-OF-UNIT 3 QUIZ DUE by 11:59PM</b>
Weds, Apr 20			
Thurs, Apr 21	<b>Unit 3 Written Exam</b>		
Fri, Apr 22			
<b>Week 16/Finals Week</b>			
Mon, Apr 25			
Tues, Apr 26	<b>NO LECTURE</b>		
Weds, Apr 27			
Thurs, Apr 28	<b>NO LECTURE</b>		
Fri, Apr 29			

## Appendix

### Institutional Policies

#### Academic Integrity

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

**If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct.** If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me. Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* ([www.northwestern.edu/uacc/8cards.htm](http://www.northwestern.edu/uacc/8cards.htm))

#### Accessibility Accommodations

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, contact your instructor privately as soon as possible to discuss your specific needs. Discussions are confidential.

In addition to contacting the instructor, please contact the Student Life Disability Services at 614-292-3307 or [ods@osu.edu](mailto:ods@osu.edu) to register for services and/or to coordinate any accommodations you might need in your courses at The Ohio State University. Go to <http://ods.osu.edu> for more information.

**Accessibility of course technology:** This course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor. [Carmen \(Canvas\) accessibility documentation](#).

### Grievances

According to University Policies, available from the Division of Student Affairs, if you have a problem with this class, "You should seek to resolve a grievance concerning a grade or academic practice by *speaking first with the instructor or professor*. Then, if necessary, with the department chairperson, college dean, and provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23, which is available from the Office of Student Life, 208 Ohio Union."

### Student Wellness Statement

**PLEASE TAKE CARE OF YOURSELF** (Mental Health Statement): As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing.

A recent American College Health Survey found stress, sleep problems, anxiety, depression, interpersonal concerns, death of a significant other and alcohol use among the top ten health impediments to academic performance. Students experiencing personal problems or situational crises during the quarter are encouraged to contact the OSU Counseling and Consultation Services (614-292-5766; <http://www.ccs.ohio-state.edu>) for assistance, support and advocacy. This service is free and confidential.

**Trigger Warning:** Some contents of this course may involve topics, discussions, and media that may be triggering to some students due to descriptions of and/or scenes depicting individuals with birth defects. If needed, please consider appropriate self-care while watching/reading this material (leaving classroom or stopping online activities to take a water/bathroom break, debriefing with a friend, or Counseling and Consultation Services at 614-292-5766, and contacting the instructor if needed). Expectations are that all will be respectful of classmates while consuming this media and that a safe space for each other is created and maintained. Failure to show respect to each other may result in dismissal from the class.

### Diversity Statement

The College of Medicine affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited,

The College of Medicine is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the College seeks to develop and nurture diversity, believing that it strengthens the organization, stimulates creativity, promotes the exchange of ideas, and enriches of the University's community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, gender identity, sexual orientation, ability status, health status, health status, or veteran status.

**Statement on Title IX**

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at [titleix@osu.edu](mailto:titleix@osu.edu).



**ANATOMY 4700**  
**UNDERGRADUATE HISTOLOGY**  
Autumn Semester 2020  
4 Credit Hours

**Lecture Meetings:** Mondays, Wednesdays, and Fridays 10:20AM-11:15AM

**Lecture Location:** Hamilton Hall, Room 209

**Lab Meetings:** Thursdays, 6:30PM-8:35PM

**Lab Location:** Hamilton Hall, Room 209

**Faculty Course Director:** Jennifer M. Burgoon, PhD

Office: 271E Hamilton Hall

Phone: 614-366-8066 (o)

Email: [jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)

Virtual Office Hours: By appointment only.

**Graduate Teaching Associate:** Jeremy Grachan, MS

Email: [grachan.1@osu.edu](mailto:grachan.1@osu.edu)

Virtual Office Hours: By appointment only.

**Graduate Teaching Associate:** Tyler Hall, MS

Email: [hall.1271@osu.edu](mailto:hall.1271@osu.edu)

Virtual Office Hours: By appointment only.

**Overall Course Description**

Systematic study of the basic microscopic structure of mammalian cells, tissues, and organs correlated with function.

**Course Goals**

Upon successful completion of this course, students will:

- Have developed a vocabulary of microscopic anatomical terminology.
- Be able to recognize, identify, and locate microscopic anatomical structures.
- Be able to synthesize concepts in order to make connections between microscopic anatomy and its correlation to function.

**Prerequisites**

Students will need to have completed Anatomy 2100, Anatomy 2300, or Anatomy 3300, or permission of instructor.

**Required Resources**

1. Course Textbook: Mescher, A.L. (2018) *Junqueira's Basic Histology Text & Atlas, 15<sup>th</sup> Edition*. McGraw-Hill Education. (ISBN-13: 978-1260026177)
  - Available through *Access Medicine* on the Prior Health Sciences Library Website at: <https://accessmedicine-mhmedical-com.proxy.lib.ohio-state.edu/Book.aspx?bookid=2430>
  - You can purchase as an eBook with a \$5 promo code through this link: <https://bit.ly/F20eBook>
2. Portable Electronic Device: A laptop computer or iPad is required for this course as we will be using the *Histology Guide: Virtual Histology Laboratory* (<http://www.histologyguide.com/>) for laboratory activities. Additionally, your computer will be needed for written exams and lab practicals.



## Recommended Items for Course

1. Course Atlas: Sorenson, R.L. (2014) Atlas of Human Histology: A Guide to Microscopic Structure of Cells, Tissues, and Organs, 3<sup>rd</sup> Edition. (Available through the University of Minnesota Bookstore.)

## Course Evaluation

1. All graded assignments in Anatomy 4700 are considered **independent work** ( ↑ ). This means that all work for the course is strictly non-collaborative, original-individual work. You may discuss assignments only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.
2. There are three written exams, one at the end of each unit of material. These exams are primarily multiple choice, with some matching. Scantrons are used for the written exams and will be provided.
3. There are three lab practicals, one at the end of each unit of material. These lab practicals consist of fill-in-the blank type questions. No word bank will be provided.
4. There is no comprehensive written or lab practical final.
5. There will be three master quizzes, worth 15 points each, **available on Carmen**. To gain access to the master quiz, you must first complete a number of multiple preliminary quizzes and earn 100% on each preliminary quiz. Completing the first preliminary quiz will open the second preliminary quiz and so forth until the master quiz is opened. You will earn credit for your responses to the master quiz. You may take the master quiz as many times as you would like – only your highest score will count. (Please see course and exam policy section of syllabus for additional information.) Also, please note, that to gain access to the quizzes for the course, a student information survey must first be completed on Carmen.

When taking the online quizzes:

- Be sure to use Carmen on a Web Browser, not the Canvas Student App.
- It is **STRONGLY** recommended that once you finish a Master Quiz, you take a screen shot/photo of your score page as documentation of completion.

6. Final grades are calculated based on **FINAL POINTS EARNED**; **no curve**.
7. **No extra credit** assignments are available in this course.
8. If you believe there is a grading error associated with one of your course assessments, you have one week (i.e., 7 days) from the original due/posting date to notify Jeremy Grachan via email ([grachan.1@osu.edu](mailto:grachan.1@osu.edu)) of this potential error.

### Possible Points

3 written exams @ 50 pts each = 150 pts	↑
3 lab practicals @ 50 pts each = 150 pts	↑
+ 3 master quizzes @ 15 pts each = 45 pts	↑
<b>Total Possible Points = 345 pts</b>	

### To Determine Your Grade At Any Time:

**Divide the points you have earned by the current total points attempted.**

Final Points Earned	Percentage	Grade
320-345 pts	93-100%	A
310-319 pts	90-92%	A-
300-309 pts	87-89%	B+
286-299 pts	83-86%	B
276-285 pts	80-82%	B-
265-275 pts	77-79%	C+
251-264 pts	73-76%	C
241-250 pts	70-72%	C-
231-240 pts	67-69%	D+
207-230 pts	60-66%	D
206 pts and below	Below 60%	E

## Attendance

- It is expected that students will attend all lectures.
- It is expected that students will attend all laboratory sessions. Students should plan to be at each laboratory session for the full period of time.

## Lecture

- PowerPoint lectures as .ppt and .pdf files are posted on Carmen.
- You are permitted to audio record, if needed.
- Please be prompt, as lecture will begin on time.

## Lab

- Your lab experience will consist of the use of a virtual histology laboratory.
- Please be prompt, as laboratory sessions will begin on time.
- Be sure to bring your histology textbook and portable electronic device to all laboratory sessions.
- Please assist in maintaining the condition of the lab – for example, push in your chairs at the end of lab.

## How to Succeed in this Course

- Successful students will attend lecture and lab regularly.
- Successful students will complete associated readings in the Junqueira book prior to lecture and lab.
- Successful students will review their notes daily.
- Successful students will **NOT** wait until the night before an exam to begin learning the material.
- Successful students will review the presentations from lecture. Students should be able to discuss the major points of each slide, identify structures in any illustrations that are discussed, etc.

## Course and Exam Policy

- As you are given a number of weeks to complete the quizzes and the quizzes are administered online, there are **no make-ups for quizzes**. Missed quizzes will be recorded as a “0”. Do **NOT** wait until the last day to complete the quizzes.
- If you have any technical difficulties with the online quizzes, please immediately contact the OSU IT Help Desk at 688-4357 (688-HELP).
- When you have completed the master quiz, be sure to look under “GRADES” on Carmen to make sure you have received the full 15 points available.
- **Missed lecture exams and lab practicals can only be made-up for full credit in extreme cases** (e.g., death of family member, personal hospitalization, etc.) **with proper documentation** (e.g., a physician’s note, ER paperwork, obituary, etc.). Students without proper documentation will automatically lose 20% of credit off their examination and/or lab practical. Each decision of potentially allowing a make-up exam is made by the course director on a case-by-case basis. Additionally, you **MUST contact BOTH** the course director ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Jeremy Grachan ([grachan.1@osu.edu](mailto:grachan.1@osu.edu)) as soon as you know of a potential problem or conflict with an exam and/or practical date.
- Alternative methods (e.g., oral exam, essay) of testing may be used for make-up exams and/or practicals.
- **If you are experiencing an extreme situation or emergency, please attempt to notify BOTH the course director ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Jeremy Grachan ([grachan.1@osu.edu](mailto:grachan.1@osu.edu)) by email ASAP.**

## Appropriate Examination Behavior Policy

- During the examinations and lab practicals, GTAs and/or the course director will be monitoring the room.
- Please be aware you may be photographed and/or videotaped.
- You **MUST** bring a form of OFFICIAL PHOTO identification to all written exams and lab practicals (e.g., BuckID, Medical Center ID, Driver’s License, etc.).
- **ALL ELECTRONIC DEVICES** (e.g., cell phones, pagers, iPods, smart watches, Fitbits, etc.) **ARE NOT PERMITTED IN THE CLASSROOM DURING WRITTEN EXAMS AND LAB**

## **PRACTICALS, with the exception of the device used to take written exams and lab practicals.**

Failure to follow this policy will result in the loss of 25 points from your overall course grade for each violation and possible referral to the Committee on Academic Misconduct.

- When time has expired for exams and lab practicals to be completed, they are due. When time has expired, all writing implements should be put down without delay and the exams and lab practicals immediately submitted. Late exams will not be accepted.
- During the examination and lab practicals, you are NOT permitted to:
  - a. Look around the room.
  - b. Look at the examination of a classmate.
  - c. Cover your eyes.
  - d. Shift around in your seat continuously.
  - e. Wear a hat.

Documentation of any violation to these examination conduct rules will be made; additionally, if you violate these rules, you may be moved to another seat during the examination and lab practical and/or referred to the Committee on Academic Misconduct.

- If you are unable to abide by this examination behavior policy for any reason (i.e. physical disability, religious beliefs, etc.), please notify both Jeremy Grachan ([grachan.1@osu.edu](mailto:grachan.1@osu.edu)) and Dr. Jennifer Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) PRIOR to the first examination and lab practical via email.

## **Communication Policy**

The university's official mode of communication is via university email. Students should use their buckeyemail when emailing their professors and instructors, and faculty will use their OSU email when emailing students. Above all, please remember to be respectful and thoughtful when communicating as we want to maintain a supportive learning community where everyone feels safe.

**Response Times:** We are providing the following list to give you an idea of our intended availability throughout the semester. [Remember, you can call 614-688-HELP (4357) or use [8help@osu.edu](mailto:8help@osu.edu) at any time if you have a technical problem.]

- Grading and Feedback: Although this is a large enrollment course, you can expect exams graded and scores posted to Carmen within 48 hours of completion.
- Email: We will reply to emails within 24 hours on school days. Emails sent on Friday after 12:00PM will be replied to on the following Mondays.
- Discussion Board: We will check and reply to messages on the discussion boards every 24 hours on school days. Postings on Fridays after 12:00PM will be replied to on the following Mondays.

## **Carmen Log-In**

1. <https://carmen.osu.edu/>
2. Login using your user name [i.e. the first part of your OSU email address (name.#)] and password.
3. Then, choose AU20 ANATOMY 4700 – UG Histo (35448).

## **Course Technology**

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7. Self-Service and Chat support: <http://ocio.osu.edu/selfservice> • Phone: 614-688-HELP (4357) • Email: [8help@osu.edu](mailto:8help@osu.edu) • TDD: 614-688-8743

## **Safety and Health Requirements**

All teaching staff and students are required to comply with and stay up to date on all University safety and health guidance, which includes wearing a facemask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

## Disability Services

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please contact Student Life Disability Services. To establish reasonable accommodations, you must register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://slds.osu.edu); 098 Baker Hall, 113 W. 12th Avenue.

## Academic Integrity

All coursework and activities are to be completed in accordance with The Ohio State University's Code of Student Conduct. It is your responsibility as a student to abide by the Code of Student Conduct while completing your work and our responsibility as instructors to enforce it. The Code of Student Conduct can be reviewed at [http://studentaffairs.osu.edu/pdfs/csc\\_12-31-07.pdf](http://studentaffairs.osu.edu/pdfs/csc_12-31-07.pdf)

## Grievances

According to University Policies, available from the Division of Student Affairs, if you have a problem with this class, "You should seek to resolve a grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, with the department chairperson, college dean, and provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23, which is available from the Office of Student Life, 208 Ohio Union."

## Counseling and Consultation Services

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life Counseling and Consultation Services (CCS) by visiting [ccs.osu.edu](http://ccs.osu.edu) or calling (614) 292- 5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at (614) 292-5766 and 24-hour emergency help is also available through the 24/7 National Prevention Hotline at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org) or at 1-(800)-273-TALK.

## Diversity

*"The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited."*

## Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If sexual harassment or assault are a concern, appropriate resources are available at <http://titleix.osu.edu> or through contacting the Ohio State Title IX Coordinator, Kellie Brennan, at [titleix@osu.edu](mailto:titleix@osu.edu).

## Dennis Learning Center

The Dennis Learning Center's goal is to help support and improve the academic success of Ohio State students through academic coaching, group workshops, and elective courses. They offer free, one-hour appointments in which you can discuss various topics (note-taking, procrastination, test anxiety, exam preparation, time-management, etc.) with an academic coach and create a plan for success. The DLC is located on the 2nd floor of the Younkin Success Center. Visit their website at <https://dennislearningcenter.osu.edu> to learn more.

## Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

## ANATOMY 4700 COURSE CALENDAR FOR AUTUMN 2020\*

(\*subject to change)

Date	Lecture & Associated Reading (Mon/Wed/Fri 10:20AM-11:15AM) (Hamilton Hall, Room 209)	Lab & Associated Reading (Thurs 6:30PM-8:35PM) (Hamilton Hall, Room 209)	Carmen Quizzes
Week 1			
Mon, Aug 24	NO LECTURE		
Tues, Aug 25			
Weds, Aug 26	Course Overview		STUDENT SURVEY & UNIT 1 QUIZZES OPEN at 9:00AM
Thurs, Aug 27		Lab 1: Introduction and The Cell (Junqueira Chapter 1, 2, & 3)	
Fri, Aug 28	Lecture 1: Introduction and Methods (Junqueira Chapter 1)		
Week 2			
Mon, Aug 31	Lecture 2: Cytoplasm (Junqueira Chapter 2)		
Tues, Sept 1			
Weds, Sept 2	Lecture 3: Cell Nucleus (Junqueira Chapter 3)		
Thurs, Sept 3		Lab 2: Epithelial Tissue (Junqueira Chapter 4)	
Fri, Sept 4	Lecture 4: Epithelial Tissue (Junqueira Chapter 4)		
Week 3			
Mon, Sept 7	NO LECTURE (Labor Day)		
Tues, Sept 8			
Weds, Sept 9	Lecture 5: Connective Tissue with Adipose Tissue (Junqueira Chapters 5 & 6)		
Thurs, Sept 10		Lab 3: Connective Tissue, with Adipose Tissue, Blood & Hemopoiesis, and Cartilage (Junqueira Chapters 5, 6, 7, 12, & 13)	

Fri, Sept 11	<b>Lecture 6:</b> Blood & Hemopoiesis (Junqueira Chapters 12 & 13)		
<b>Week 4</b>			
Mon, Sept 14	<b>Lecture 7:</b> Cartilage (Junqueira Chapter 7)		
Tues, Sept 15			
Weds, Sept 16	<b>Review</b>		<b>MASTER QUIZ UNIT 1 DUE by 11:59PM</b>
Thurs, Sept 17		<b>Unit 1 Lab Practical</b>	
Fri, Sept 18	<b>Unit 1 Written Exam</b>		
<b>Week 5</b>			
Mon, Sept 21	<b>Lecture 8:</b> Bone Tissue (Junqueira Chapter 8)		<b>UNIT 2 QUIZZES OPEN at 9:00AM</b>
Tues, Sept 22			
Weds, Sept 23	<b>Lecture 9:</b> Bone Ossification (Junqueira Chapter 8)		
Thurs, Sept 24		<b>Lab 4:</b> Bone Tissue and Muscle Tissue (Junqueira Chapters 8 & 10)	
Fri, Sept 25	<b>Lecture 10:</b> Muscle Tissue, Part 1 (Junqueira Chapter 10)		
<b>Week 6</b>			
Mon, Sept 28	<b>Lecture 11:</b> Muscle Tissue, Part 2 (Junqueira Chapter 10)		
Tues, Sept 29			
Weds, Sept 30	<b>Lecture 12:</b> Nervous Tissue (Junqueira Chapter 9)		
Thurs, Oct 1		<b>Lab 5:</b> Nervous Tissue and Integumentary System (Junqueira Chapters 9 & 18)	
Fri, Oct 2	<b>Lecture 13:</b> Integumentary System (Junqueira Chapter 18)		
<b>Week 7</b>			
Mon, Oct 5	<b>Lecture 14:</b> Gastrointestinal Tract, Part 1 (Junqueira Chapter 15 & 16)		
Tues, Oct 6			
Weds, Oct 7	<b>Lecture 15:</b> Gastrointestinal Tract, Part 2 (Junqueira Chapter 15)		
Thurs, Oct 8		<b>Lab 6:</b> Gastrointestinal Tract, including Liver, Gallbladder, and Pancreas (Junqueira Chapters 15 & 16)	
Fri, Oct 9	<b>Lecture 16:</b> Liver, Gallbladder, and Pancreas (Junqueira Chapter 16)		
<b>Week 8</b>			
Mon, Oct 12	<b>Lecture 17:</b> Endocrine System, Part 1 (Junqueira Chapter 20)		
Tues, Oct 13			
Weds, Oct 14	<b>Lecture 18:</b> Endocrine System, Part 2 (Junqueira Chapter 20)		

Thurs, Oct 15		<b>Lab 7:</b> Respiratory System and Endocrine System (Junqueira Chapters 17 & 20)	
Fri, Oct 16	<b>Lecture 19:</b> Respiratory System (Junqueira Chapter 17)		
<b>Week 9</b>			
Mon, Oct 19	<b>Review</b>		<b>MASTER QUIZ UNIT 2 DUE by 11:59PM</b>
Tues, Oct 20			
Weds, Oct 21	<b>Unit 2 Written Exam</b>		
Thurs, Oct 22		<b>Unit 2 Lab Practical</b>	
Fri, Oct 23	<b>Lecture 20:</b> Cardiovascular System, Part 1 (Junqueira Chapter 11)		<b>UNIT 3 QUIZZES OPEN at 9:00AM</b>
<b>Week 10</b>			
Mon, Oct 26	<b>Lecture 21:</b> Cardiovascular System, Part 2 (Junqueira Chapter 11)		
Tues, Oct 27			
Weds, Oct 28	<b>Lecture 22:</b> Lymphatic System, Part 1 (Junqueira Chapter 14)		
Thurs, Oct 29		<b>Lab 8:</b> Cardiovascular System (Junqueira Chapter 11)	
Fri, Oct 30	<b>Lecture 23:</b> Lymphatic System, Part 2 (Junqueira Chapter 14)		
<b>Week 11</b>			
Mon, Nov 2	<b>Lecture 24:</b> Urinary System, Part 1 (Junqueira Chapter 19)		
Tues, Nov 3			
Weds, Nov 4	<b>Lecture 25:</b> Urinary System, Part 2 (Junqueira Chapter 19)		
Thurs, Nov 5		<b>Lab 9:</b> Lymphatic System and Urinary System (Junqueira Chapters 14 & 19)	
Fri, Nov 6	<b>Lecture 26:</b> Male Reproductive System (Junqueira Chapter 21)		
<b>Week 12</b>			
Mon, Nov 9	<b>Lecture 27:</b> Female Reproductive System (Junqueira Chapter 22)		
Tues, Nov 10			
Weds, Nov 11	<b>NO LECTURE (Veterans Day)</b>		
Thurs, Nov 12		<b>Lab 10:</b> Male Reproductive System and Female Reproductive System (Junqueira Chapter 21 & 22)	
Fri, Nov 13	<b>Lecture 28:</b> Eye (Junqueira Chapter 23)		
<b>Week 13</b>			
Mon, Nov 16	<b>Lecture 29:</b> Ear (Junqueira Chapter 23)		

Tues, Nov 17			
Weds, Nov 18	TBA		
Thurs, Nov 19		<b>Lab 11:</b> Eye and Ear (Junqueira Chapter 23)	
Fri, Nov 20	<b>Review</b>		<b>MASTER QUIZ UNIT 3 DUE by 11:59PM</b>
<b>Week 14</b>			
Mon, Nov 23	<b>Unit 3 Written Exam</b>		
Tues, Nov 24			
Weds, Nov 25	<b>Unit 3 Lab Practical</b>		
Thurs, Nov 26		<b>NO LAB (Thanksgiving Break)</b>	
Fri, Nov 27	<b>NO LECTURE (Thanksgiving Break)</b>		
<b>Week 15 – Online</b>			
Mon, Nov 30	<b>NO LECTURE</b>		
Tues, Dec 1			
Weds, Dec 2	<b>NO LECTURE</b>		
Thurs, Dec 3		<b>NO LAB</b>	
Fri, Dec 4	<b>NO LECTURE</b>		
<b>Week 16/Finals Week</b>			
Mon, Dec 7			
Tues, Dec 8			
Weds, Dec 9	<b>NO FINAL EXAM</b>		
Thurs, Dec 10			
Fri, Dec 11			

Note: This syllabus, the course elements, policies, and schedule are subject to change.



## ANATOMY 5300 – Learning Human Anatomy through Dissection

### Summer 2021, 2 CREDIT HOURS

**Lab Meetings:** Mondays, Wednesdays, and Fridays 9:30AM-12:30PM

**Lab Location:** Hamilton Hall, Room 285 or 256/258, as assigned

**Instructor:** Jennifer M. Burgoon, PhD

Email: [jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)

Phone: 614-366-8066 (office)

Office Hours: By appointment only.

**Instructor:** Claudia Mosley, PhD

Email: [claudia.mosley@osumc.edu](mailto:claudia.mosley@osumc.edu)

Office Hours: By appointment only.

**Graduate Teaching Associate:** Madeline Parker, MS

Email: [parker.801@osu.edu](mailto:parker.801@osu.edu)

Office Hours: By appointment only.

#### Graduate Instructors and Emails:

Mark Abbott – <a href="mailto:abbott.351@osu.edu">abbott.351@osu.edu</a>	Mason Marek – <a href="mailto:marek.57@osu.edu">marek.57@osu.edu</a>
Jazmin Arce – <a href="mailto:arce.23@osu.edu">arce.23@osu.edu</a>	Hwoi Min Oh – <a href="mailto:oh.591@osu.edu">oh.591@osu.edu</a>
Samantha Hardy – <a href="mailto:hardy.262@osu.edu">hardy.262@osu.edu</a>	Lauren Riley – <a href="mailto:riley.865@osu.edu">riley.865@osu.edu</a>
Michael Leake – <a href="mailto:leake.34@osu.edu">leake.34@osu.edu</a>	Taylor Wyatt – <a href="mailto:wyatt.160@osu.edu">wyatt.160@osu.edu</a>

## Course Overview

### Description / Rationale

Anatomy 5300 or *Learning Human Anatomy through Dissection* enables students with introductory human gross anatomy experience the opportunity to further investigate the human body through the complete dissection of a human donor.

### Relation to Other Courses

The cadavers dissected during this summer course are being prepared for future undergraduate anatomy courses that utilize prosected donor in the laboratory (ex., Anatomy 2300.xx & Anatomy 3300.xx). A group of approximately four undergraduate students will be responsible for fully dissecting and preparing a single donor and will be instructed in the dissection laboratory by an anatomy graduate student.

#### Prerequisites:

- Grade of B- or better in Anatomy 2300 or Anatomy 3300 (or equivalent)

- Application (with a selection process)

**Prerequisite Knowledge:**

- Knowledge learned in Anatomy 2300 or Anatomy 3300.

## Course Objectives

By the end of this course, students will be able to:

1. Use basic dissection tools properly.
2. Demonstrate basic dissection skills.
3. Locate basic anatomical structures.

## Course Materials

### Required

- Pair of Scrubs (Note: If you choose not to purchase and wear scrubs, it is recommended that you wear old throw-away clothes into the lab. This includes long pants and closed-toe shoes.)
- Scalpel blades (size 22):
  - One box per dissection group
  - Available at the OSU Barnes and Noble bookstore

### Supplemental / Optional

- Grant's Dissector, 16th Edition (2016); Detton. ISBN: 978-1496313805

(Note: We will be using this dissector as the laboratory manual for the course and copies will be provided in the laboratory. However, because it is necessary that you read the dissector ahead of class, we recommend you purchase or rent your own copy of the dissector.)

## Course Requirements/Evaluation

### Grading and Evaluation:

- The course is graded on a pass/fail (S/U) basis.
- Passing this course is predicated on attendance, preparedness, participation, and professionalism.
- The student is **permitted two EXCUSED** (e.g., death of family member, personal hospitalization, etc.) absences during the course with proper documentation (e.g., a physician's note, ER paperwork, obituary, etc.). You **MUST** contact your assigned graduate instructor by email as soon as you know of a potential problem or conflict with a class meeting.
- If you miss a class for an unexcused absence, you must make-up the time missed outside of class. Please coordinate what needs to be completed with your dissection group and graduate instructor.
- If the student misses more than four classes, then the student will fail the course and be awarded a U grade.
- Professionalism in the laboratories, including respect towards the donors, is mandatory.
- No one other than a registered student for this course is permitted in the laboratories. In other words, **DO NOT INVITE ANYONE INTO THE LABS.**
- Absolutely NO open toe shoes in the labs.
- You must wear long pants [e.g., scrubs (recommended), jeans, etc.].

- No photography of any kind will be tolerated in the labs.
- No food (including chewing gum) or drink in the labs.
- You must assist in maintaining the condition, including cleanliness, of the labs.
- No music devices may be used during the regularly scheduled class time. However, if coming into labs outside of the regularly scheduled class time, you may use a music device but **ONLY** with earbuds or earphones.
- Failure to abide by any of these lab policies will be justification for a failing grade.
- You are discouraged from wearing contact lenses in the labs.
- When coming into the labs both during regularly scheduled class time, as well as outside of the regularly scheduled class time, you are to sign in and sign out of the labs.
- If you are pregnant or become pregnant during the semester, please inform via email and speak with Dr. Burgoon ([jennifer.burgoon@osumc.edu](mailto:jennifer.burgoon@osumc.edu)) and Dr. Mosley ([claudia.mosley@osumc.edu](mailto:claudia.mosley@osumc.edu)).

### Course Assignments:

- Communicate with your graduate instructor often, especially with any questions you might have about the dissections.
- You must review information related to a dissection **PRIOR** to coming to lab, so that you are familiar with the location of structures and the relationship between the structures. This will be vital so that you can successfully complete the required dissections.
- On a daily basis before leaving the lab, review the required structures for that day's dissection to ensure you have located all required structures. If you have not completed that day's dissection, outside lab time is required to ensure completeness before the next dissection.

## Course Policies

### Communication

The university's official mode of communication is via university email. Students should use their buckeyemail when emailing their professor, and faculty will use their OSU email when emailing students.

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style:** While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
- **Tone and civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
- **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
- **Backing up your work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

**Response Times:** I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** or use [8help@osu.edu](mailto:8help@osu.edu) at any time if you have a technical problem.)

- **Grading and feedback:** For large weekly assignments, you can generally expect feedback within **7 days**.
- **E-mail:** I will reply to e-mails within **24 hours on school days**.
- **Discussion board:** I will check and reply to messages in the discussion boards every **24 hours on school days**.

## Netiquette

As a member of a community of learners, it is your responsibility to exhibit professional behavior and decorum in all modes of communication. Following the rules of etiquette on the Internet (netiquette) helps improve the readability of your messages, keeps conversations focused, increases trust, and creates a more positive experience for all participants. Netiquette includes, but is not limited to, the following guidelines:

- Honor people's rights to their opinions; respect the right for people to disagree.
- Be professional; use language that is not considered foul or abusive.
- Respond to peers honestly but thoughtfully, respectfully, and constructively.
- Avoid writing in all caps – it conveys shouting and anger.
- Avoid colors like red and green for accessibility reasons; avoid font styles, colors, and sizes that are difficult to read.
- Address the ideas, not the person, when responding to messages or discussions.
- Be careful when using sarcasm or humor – without social cues like facial expressions or body language, a remark meant to be humorous could come across as offensive or hurtful.
- Don't distribute copyrighted materials, such as articles and images (most things online are not licensed as "fair use"). Share links to those materials instead and be sure to properly cite all sources to avoid unintentional plagiarism.

## Technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** [8help@osu.edu](mailto:8help@osu.edu)
- **TTY:** 614-688-8743

### Technology necessary for this course:

- CarmenConnect

## Division of Anatomy Statement Regarding Cadaveric Material Usage

Remember to respect the donor that will teach you over the course of the semester. Your cadaver is not merely an educational tool, but a rare gift. They were someone's mother, father, spouse, grandparent, etc., and it was their choice to enhance your learning experience by giving their body to you. Treating them with the utmost care and respect at all times is not only required of you by the Division of Anatomy, but is expected of you as a fellow, compassionate human being. If you have questions about

the process of body donation, please speak with your course instructor. If you wish to explore your feelings about death and/or your cadaver, please contact Imani Jones, Department of Chaplaincy at [Imani.Jones@osumc.edu](mailto:Imani.Jones@osumc.edu). Her office is located in the Chaplaincy, S594 Rhodes Hall.

Prior to your first laboratory session, you are required view the e-module the Anatomy Orientation Presentation and complete the Quiz associated with this presentation. Additionally you must read, sign, and return the Body Donor Program Access Disclosure Form. These forms will be kept in the Division of Anatomy as part of a permanent record of your access to and acceptance of The Ohio State University Body Donor Program and its policies. All policies extend to images and/or video material formally prepared for and presented in conjunction with your online course. Failure to adhere to these policies or any professional misconduct towards the donor on or off campus or through any social media sites may result in expulsion from the anatomy course with a failing grade, and/or referral to further disciplinary actions and/or criminal charges, if applicable.

No cell phones and/or cameras are allowed in the laboratory. Recording or photographing the human anatomical material is strictly prohibited without the prior consent of The Ohio State University Body Donor Program Advisory Council, including but not limited to any images considered for publication or other distribution, even for studying.

### Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

- **Course Audio and Video Recording:** Video or audio recording of classes without the explicit written permission of the instructor/professor is a violation of the Code of Student Conduct or Students who wish to record their classes must first obtain written permission of the instructor/professor. Otherwise, such recording constitutes a violation of the Code of Student Conduct.
- **Student Generated materials:** Any materials generated by a student(s) is copyrighted. Permission must be obtained to use these materials other than the intended purpose inside the course.
- **Course materials:** These materials are copyrighted and are owned by the author. Copyrights have been secured or they are considered fair use inside/for the course but this does not apply to uses outside of the course.

## Anatomy 5300 Course Schedule – Summer 2021

DAY	DATE(S)	TOPIC(S)	LEARNING OBJECTIVE(S)	READING(S) & ACTIVITIES
1	Weds 6/9	<ul style="list-style-type: none"> <li>● Superficial Muscles and Deep Muscles of the Back (Erector Spinae Muscles)</li> <li>● Scapular Region</li> <li>● Quadrangular Space</li> <li>● Triangular Space</li> </ul>	#1, #2, & #3	Pg. 9-15, 24-26
2	Fri 6/11	<ul style="list-style-type: none"> <li>● Gluteal Region</li> <li>● Posterior Compartment of the Thigh</li> <li>● Posterior Compartment of the Arm</li> </ul>	#1, #2, & #3	Pg. 26-27, 198-200, 202
3	Mon 6/14	<ul style="list-style-type: none"> <li>● Posterior Compartment of the Leg</li> <li>● Lateral Compartment of the Leg</li> <li>● Popliteal Fossa</li> </ul>	#1, #2, & #3	Pg. 202-204, 207-212
4	Weds 6/16	<ul style="list-style-type: none"> <li>● Superficial Veins of the Upper Limb</li> <li>● Muscles of the Pectoral Region</li> </ul>	#1, #2, & #3	Pg. 29-30, 33-34
5	Fri 6/18	<ul style="list-style-type: none"> <li>● Axillary Region</li> <li>● Axillary Artery and its Branches</li> <li>● Brachial Plexus</li> <li>● Anterior Compartment of the Arm</li> <li>● Cubital Fossa</li> </ul>	#1, #2, & #3	Pg. 35-43
6	Mon 6/21	<ul style="list-style-type: none"> <li>● Anterior Compartment of the Forearm</li> <li>● Posterior Compartment of the Forearm</li> <li>● Muscles of the Hand</li> </ul>	#1, #2, & #3	Pg. 45-51, 53-58, 60-64
7	Weds 6/23	<ul style="list-style-type: none"> <li>● Superficial Veins and Cutaneous Nerves of the Lower Limb</li> <li>● Femoral Triangle</li> <li>● Anterior Compartment of the Thigh</li> <li>● Medial Compartment of the Thigh</li> <li>● Shoulder Joint (<b>selected cadavers only</b>)</li> </ul>	#1, #2, & #3	Pg. 67-68, 184-196
8	Fri 6/25	<ul style="list-style-type: none"> <li>● Anterior Compartment of the Leg</li> <li>● Muscles of the Foot</li> <li>● Knee Joint (<b>selected cadavers only</b>)</li> <li>● Intercostal Muscles</li> <li>● Removal of the Anterior Thoracic Wall</li> <li>● Removal of the Lungs</li> </ul>	#1, #2, & #3	Pg. 73-83, 213-221, 225
9	Mon 6/28	<ul style="list-style-type: none"> <li>● Mediastinum (Removal of the Heart)</li> <li>● Muscles of the Anterolateral Abdominal Wall</li> <li>● Inguinal Canal</li> </ul>	#1, #2, & #3	Pg. 83-86, 102-109

10	Weds 6/30	<ul style="list-style-type: none"> <li>● Reflection of the Anterior Abdominal Wall</li> <li>● Peritoneum and Peritoneal Cavity</li> <li>● Celiac Trunk and its Branches</li> <li>● Stomach, Spleen, Liver, Pancreas, and Gallbladder</li> <li>● Diaphragm</li> </ul>	#1, #2, & #3	Pg. 110-122
11	Fri 7/2	<ul style="list-style-type: none"> <li>● Superior Mesenteric Artery and its Branches</li> <li>● Inferior Mesenteric Artery and its Branches</li> <li>● Small and Large Intestine</li> <li>● Hepatic Portal Vein and its Tributaries</li> </ul>	#1, #2, & #3	Pg. 122-129
12	Mon 7/5	NO CLASS	N/A	N/A
13	Weds 7/7	<ul style="list-style-type: none"> <li>● Posterior Abdominal Viscera</li> <li>● Posterior Abdominal Wall</li> <li>● Male Reproductive System (Spermatic Cord, Testis, and Penis) <b>(if applicable)</b></li> <li>● Female Reproductive System (Uterus, Ovaries, Fallopian Tubes, and Associated Ligaments) <b>(if applicable)</b></li> </ul>	#1, #2, & #3	Pg. 131-138, 147-148, 151-152, 171-174
14	Fri 7/9	<ul style="list-style-type: none"> <li>● Muscles of the Neck</li> <li>● Thyroid Gland, Thyroid Cartilage, Cricoid Cartilage, Parotid Gland, and Submandibular Gland</li> <li>● Vessels and Nerves of the Neck</li> <li>● Muscles of Facial Expression</li> <li>● Muscles of Mastication</li> </ul>	#1, #2, & #3	Pg. 231-241, 248-254, 301-302
15	Mon 7/12	<ul style="list-style-type: none"> <li>● Final Checkout/Checklist</li> <li>● Evaluations</li> </ul>	#1, #2, & #3	None

*The schedule above is subject to change based on course and participant needs. Any changes in schedule will be posted in Carmen (or in class).*

## Institutional Policies

### Academic Integrity

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

**If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct.** If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me. Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* ([www.northwestern.edu/uacc/8cards.htm](http://www.northwestern.edu/uacc/8cards.htm))

### Accessibility Accommodations

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, contact your instructor privately as soon as possible to discuss your specific needs. Discussions are confidential.

In addition to contacting the instructor, please contact the Student Life Disability Services at [614-292-3307](tel:614-292-3307) or [ods@osu.edu](mailto:ods@osu.edu) to register for services and/or to coordinate any accommodations you might need in your courses at The Ohio State University. Go to <http://ods.osu.edu> for more information.

**Accessibility of course technology:** This course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor. [Carmen \(Canvas\) accessibility documentation](#).

### Grievances

According to University Policies, available from the Division of Student Affairs, if you have a problem with this class, "You should seek to resolve a grievance concerning a grade or academic practice by **speaking first with the instructor or professor**. Then, if necessary, with the department chairperson, college dean, and provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23, which is available from the Office of Student Life, 208 Ohio Union."

### Student Wellness Statement

A recent American College Health Survey found stress, sleep problems, anxiety, depression, interpersonal concerns, death of a significant other and alcohol use among the top ten health impediments to academic performance. Students experiencing personal problems or situational crises



during the quarter are encouraged to contact the OSU Counseling and Consultation Services (614-292-5766; <http://www.ccs.ohio-state.edu>) for assistance, support and advocacy. This service is free and confidential.

### Diversity Statement

The College of Medicine affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited,

The College of Medicine is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the College seeks to develop and nurture diversity, believing that it strengthens the organization, stimulates creativity, promotes the exchange of ideas, and enriches of the University's community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, gender identity, sexual orientation, ability status, health status, health status, or veteran status.

**Statement on Title IX:** Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at [titleix@osu.edu](mailto:titleix@osu.edu).

# **Anatomy 5440 - Advanced Regional Dissection for Undergraduate Students: The Lower Limb**

## **Autumn 2021, 2 Credit Hours**

### **Faculty Course Director:**

Melissa M. Quinn, PhD  
Office 271A Hamilton Hall  
Email: [melissa.quinn@osumc.edu](mailto:melissa.quinn@osumc.edu)  
Office Hours: By appointment only

### **Graduate Peer Instructor:**

Jessica Blackburn, MS  
Email: [blackburn.243@osu.edu](mailto:blackburn.243@osu.edu)  
Office Hours: By appointment only

## **Course Overview**

### **Description / Rationale**

This course is designed as a laboratory based course. It focuses on the application of foundational anatomical content to the methodical dissection of a human cadaver. Students will be expected to expand upon their current anatomical knowledge by gaining a deeper understanding of the structures and the relationships between structures through a hands-on exploration of the human body. Learning throughout this course will be guided by a regional approach to anatomy and facilitated through advanced regional dissection. Upon successful completion of this course, students will have: an advanced appreciation for the anatomical organization of the human body, the ability to dynamically apply anatomical concepts to the human form, and the skills necessary to conduct a dissection in order to produce a viable learning tool. Knowledge and skills obtained throughout the duration of this course have applications extending to professional school and beyond.

**Prerequisites:** To be considered for the course, a student must have completed or be currently enrolled in Anatomy 2300 *Human Anatomy* or Anatomy 3300 *Advanced Human Anatomy* and received or are currently receiving a course grade of a B- or better. There is an application with a selection process. Permission of Course Director is required. It is repeatable for a maximum of 4 credit hours.

## **Course Objectives**

Upon successful completion of this course, students will:

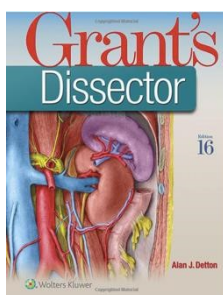
1. Have an advanced appreciation for the anatomical organization of the human body.
  - a. Identify structures and features on a primary and secondary level.
  - b. Identify important distinguishing relationships between structures.
  - c. Identify nuances and variations from “normal” anatomical organization.

2. Learn how to apply the basic concepts and principles of anatomy to a dissection dependent course.
  - a. Use reasoning to determine where a structure can be found and devise a plan to locate said structure.
  - b. Use reasoning to locate a structure and determine the details of the structure.
3. Form the skills necessary to collaborate with individuals from different disciplines to produce a usable learning tool in the form of a dissection.
  - a. Conduct a dissection utilizing the necessary and appropriate skills.
  - b. Think critically about the specific approach to a dissection.
  - c. Independently problem solve situations encountered during dissection.

## Course Materials

### Required

1. Grant's Dissector



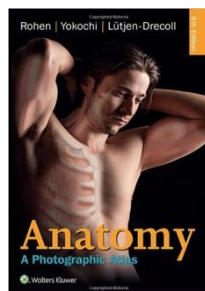
This dissector is the primary dissector 16e preferred by Anatomists across the world. It is currently used to guide dissection for all professional and graduate students at Ohio State.

2. Proper laboratory attire: In short, while dissecting in the laboratory, you are required to wear long pants and closed toed shoes. Scrubs are recommended for dissection, but not required. Please see *Laboratory Regulations – Attire* for a full description of the appropriate laboratory dress policy.

### Supplemental / Optional

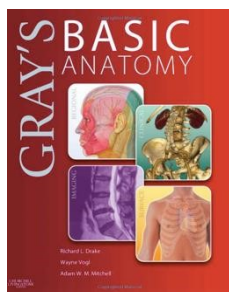
You are not required to purchase the following resources, but you may find them helpful. Resources available in print form at the library are noted with an asterisk (\*). Resources available as an electronic book through the library website are noted with two asterisks (\*\*). A complete list of additional resources is available upon request.

1. Rohen Atlas\*



This atlas features cadaveric dissection images. It is very helpful for identifying structures.

## 2. Gray's Basic Anatomy\*\*



This text is the simplest version of Gray's Anatomy. It provides very clear and concise text to describe the anatomy content.

Gray's Anatomy for Students is the next level book in the series. It is currently used for Dental Anatomy and Graduate Anatomy at Ohio State.

### How to Access Electronic Textbooks:

1. Go to the Health Sciences Library Website at: [hsl.osu.edu](http://hsl.osu.edu)
2. If you are off campus, you will need to sign in with your OSU name.# and password. If you are on campus and connected to osuwireless, you will not need to be signed in to access these resources.
3. Type the desired resource into the library collection search bar and select "ebook" in the drop-down bar.
4. Choose the desired resource from the list generated by the search.
5. Connect to the external website. If it appears as 'Restricted,' you will need to log into the library system before continuing to the resource.

## Course Requirements/Evaluation

### Grading and Evaluation:

- **Independent Work ( ↑ ):** Strictly non-collaborative, original-individual work. You may discuss this assignment only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.

Assignment Name	Points / Weight	Assignment Type
Eight 25-Point Laboratory Notebook Entries	200 points	↑
One 15-Point Dissector	15 Points	↑
One 100-Point Prosection Guide	100 Points	↑
One 50-Point Abstract	50 Points	↑
<b>TOTAL COURSE POINTS</b>	<b>365 Points</b>	

### Course Assignments:

#### Laboratory Notebook Entries / Dissector

**60% of Final Grade**

You will be responsible for demonstrating your dissection by maintaining a laboratory notebook. This laboratory notebook will contain the following components for each subset of the dissection: anticipated dissection steps, authentic dissection steps, and observations. This assignment will culminate so as you progress through the course you will end up with a complete laboratory guide, or dissector, to the selected region.

***Prosection Guide / Atlas*****25% of Final Grade**

For this project, you will take pictures of the dissected cadaver and label them within PowerPoint to produce a guide or atlas to your dissection. The final document will be submitted during week 12 of the course. You may choose to work on it throughout the semester as you are completing the dissection or once entire dissection is completed.

***Abstract*****15% of Final Grade**

As a final reflection to the course and your dissection experience, you will write an abstract following the American Association of Clinical Anatomists (AACA) annual national conference guidelines. This abstract is limited 350 words and will include the following sections: (1) an INTRODUCTION that includes the purpose for the project; (2) RESOURCES used for the completion of the project; (3) a succinct DESCRIPTION of the work; (4) the SIGNIFICANCE to clinical anatomy. You can use this abstract activity to describe a particular method you developed as you progressed through your dissection or to describe the clinical correlations you encountered during the dissection.

**Grading Scale**

93–100: A  
90–92.9: A-  
87–89.9: B+  
83–86.9: B  
80–82.9: B-  
77–79.9: C+  
73–76.9: C  
70–72.9: C-  
67–69.9: D+  
60–66.9: D  
Below 60: E

**Late Assignments**

Late assignments will lose 20% of available credit unless a valid, extreme situation (e.g., death of family member, personal hospitalization, etc.) with proper documentation (e.g., a physician's note, ER paperwork, obituary, etc.) occurs. Decisions are made on a case-by-case basis by the Course Director.

**Attendance Policy**

As this is a 2 credit hour course, you are required to devote an average of 4 hours per week to in-laboratory dissection and 4 hours per week completing necessary course work.

**Laboratory Policy**

- No one other than a registered student is permitted in the lab. Do not invite anyone into the lab.
- Please assist in maintaining the condition of the lab – for example, sweep the floor in your area, wipe the gurneys.

- All tools are to be cleaned and returned to their respective tray at the end of the laboratory period.
- If you are pregnant or become pregnant during the semester, please inform the course director in addition to consulting with your physician.

#### Anatomical Materials:

- Anatomical materials (models, bones, etc.) are **NOT** to be removed from the lab.
- You are to remain respectful of the donors at all times. Failure to do so will be considered academic misconduct and handled accordingly.

#### Attire:

- No open toe shoes, sandals or flip-flops are permitted to be worn in the laboratory.
- Long pants must be worn in the laboratory.
- Scrubs are recommended for dissecting. Scrubs can be purchased at the OSU Bookstore and other retailers.

## Course Policies

### Communication

The university's official mode of communication is via university email. Students should use their buckeyemail when emailing their professor, and faculty will use their OSU email when emailing students

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style:** While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
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- **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
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**Response Times:** I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** or use [8help@osu.edu](mailto:8help@osu.edu) at any time if you have a technical problem.)

- **Grading and feedback:** For large weekly assignments, you can generally expect feedback within **7 days**.
- **E-mail:** I will reply to e-mails within **24 hours on school days**.
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### Netiquette

As a member of a community of learners, it is your responsibility to exhibit professional behavior and decorum in all modes of communication. Following the rules of etiquette on the Internet (netiquette) helps improve the readability of your messages, keeps conversations focused, increases trust, and creates a more positive experience for all participants. Netiquette includes, but is not limited to, the following guidelines:

- Honor people's rights to their opinions; respect the right for people to disagree.

- Be professional; use language that is not considered foul or abusive.
- Respond to peers honestly but thoughtfully, respectfully, and constructively.
- Avoid writing in all caps – it conveys shouting and anger.
- Avoid colors like red and green for accessibility reasons; avoid font styles, colors, and sizes that are difficult to read.
- Address the ideas, not the person, when responding to messages or discussions.
- Be careful when using sarcasm or humor – without social cues like facial expressions or body language, a remark meant to be humorous could come across as offensive or hurtful.
- Don't distribute copyrighted materials, such as articles and images (most things online are not licensed as "fair use"). Share links to those materials instead and be sure to properly cite all sources to avoid unintentional plagiarism.

## Technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** [8help@osu.edu](mailto:8help@osu.edu)
- **TTY:** 614-688-8743

### Baseline technical skills necessary for online/hybrid courses

- Basic computer and web-browsing skills
- Navigating Carmen (Canvas)

### Technology necessary for this course:

- CarmenConnect
- PowerPoint
- Using the Anatomy camera and uploading images.

## Division of Anatomy Statement Regarding Cadaveric Material Usage

Remember to respect the donor that will teach you over the course of the semester. Your cadaver is not merely an educational tool, but a rare gift. They were someone's mother, father, spouse, grandparent, etc., and it was their choice to enhance your learning experience by giving their body to you. Treating them with the utmost care and respect at all times is not only required of you by the Division of Anatomy, but is expected of you as a fellow, compassionate human being. If you have questions about the process of body donation, please speak with your course instructor. If you wish to explore your feelings about death and/or your cadaver, please contact Imani Jones, Department of Chaplaincy at [Imani.Jones@osumc.edu](mailto:Imani.Jones@osumc.edu). Her office is located in the Chaplaincy, S594 Rhodes Hall.

Prior to your first laboratory session, you are required view the e-module the Anatomy Orientation Presentation and complete the Quiz associated with this presentation. Additionally you must read, sign, and return the Body Donor Program Access Disclosure Form. These forms will be kept in the Division of Anatomy as part of a permanent record of your access to and acceptance of The Ohio State University Body Donor Program and its policies. All policies extend to images and/or video material formally prepared for and presented in conjunction with your online course. Failure to adhere to these policies or any professional misconduct towards the donor on or off campus or through any social media sites may result in expulsion from the anatomy course with a failing grade, and/or referral to further disciplinary actions and/or criminal charges, if applicable.

No cell phones and/or cameras are allowed in the laboratory. Recording or photographing the human anatomical material is strictly prohibited without the prior consent of The Ohio State University Body Donor Program Advisory Council, including but not limited to any images considered for publication or other distribution, even for studying.

### Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

- **Course Audio and Video Recording:** Video or audio recording of classes without the explicit written permission of the instructor/professor is a violation of the Code of Student Conduct or Students who wish to record their classes must first obtain written permission of the instructor/professor. Otherwise, such recording constitutes a violation of the Code of Student Conduct.
- **Student Generated materials:** Any materials generated by a student(s) is copyrighted. Permission must be obtained to use these materials other than the intended purpose inside the course.
- **Course materials:** These materials are copyrighted and are owned by the author. Copyrights have been secured or they are considered fair use inside/for the course but this does not apply to uses outside of the course.

### Course Schedule – Anatomy 5440 Autumn 2021

WEEK/ UNIT	DATE(S)	TOPIC(S)	LEARNING OBJECTIVE(S)	READING(S) & ACTIVITIES	ASSIGNMENTS & ASSESSMENTS
1	Aug 24 – Aug 27	Orientation to Lab & Discuss Syllabus		GD 1 - 4	
2	Aug 30 – Sept 3	Skinning & Superficial Veins (Note: Skin down to the wrist. Leave the skin on the hand.)		GD 29 - 30	
3	Sept 7 – Sept 10	Scapular Region		GD 23 - 26	<b>Notebook Entry</b> Due Friday 9/10
4	Sept 13 – Sept 17	Posterior Compartment of the Arm		GD 26 - 27	<b>Notebook Entry</b> Due Friday 9/17
5	Sept 20 – Sept 24	Pectoral Region		GD 28 - 34	<b>Notebook Entry</b> Due Friday 9/24
6	Sept 27 – Oct 1	Axilla		GD 35 - 39	<b>Notebook Entry</b> Due Friday 10/1
7	Oct 4 – Oct 8	Axilla (cont.)		GD 35 – 39	
8	Oct 11 – Oct 13	Anterior Compartment of Arm & Cubital Fossa		GD 39 – 43	<b>Notebook Entry</b> Due Friday 10/13
9	Oct 18 – Oct 22	Anterior Forearm		GD 44 - 51	<b>Notebook Entry</b> Due Friday 10/22
10	Oct 25 – Oct 29	Posterior Forearm & Dorsum of Hand		GD 59 - 64	<b>Notebook Entry</b> Due Friday 10/29
11	Nov 1 – Nov 5	Palm of Hand		GD 52 - 58	<b>Notebook Entry</b> Due Friday 11/5



12	Nov 8 – Nov 12	Cleaning			<b>Complete Dissector</b> Due Friday 11/12
13	Nov 15 – Nov 19	Cleaning			<b>Abstract</b> Due Friday 11/19
14	Nov 22 – Nov 23				<b>Prosection Guide / Atlas</b> Due Tuesday 11/23

*The schedule above is subject to change based on course and participant needs. Any changes in schedule will be posted in Carmen (or in class).*

## Institutional Policies

### Academic Integrity

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's *Code of Student Conduct*, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

**If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct.** If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me. Other sources of information on academic misconduct (integrity) to which you can refer include:

- The Committee on Academic Misconduct web pages ([COAM Home](#))
- *Ten Suggestions for Preserving Academic Integrity* ([Ten Suggestions](#))
- *Eight Cardinal Rules of Academic Integrity* ([www.northwestern.edu/uacc/8cards.htm](http://www.northwestern.edu/uacc/8cards.htm))

### Accessibility Accommodations

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, contact your instructor privately as soon as possible to discuss your specific needs. Discussions are confidential.

In addition to contacting the instructor, please contact the Student Life Disability Services at [614-292-3307](tel:614-292-3307) or [ods@osu.edu](mailto:ods@osu.edu) to register for services and/or to coordinate any accommodations you might need in your courses at The Ohio State University. Go to <http://ods.osu.edu> for more information.

**Accessibility of course technology:** This course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor. [Carmen \(Canvas\) accessibility documentation](#).

## Grievances

According to University Policies, available from the Division of Student Affairs, if you have a problem with this class, "You should seek to resolve a grievance concerning a grade or academic practice by ***speaking first with the instructor or professor***. Then, if necessary, with the department chairperson, college dean, and provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23, which is available from the Office of Student Life, 208 Ohio Union."

## Student Wellness Statement

A recent American College Health Survey found stress, sleep problems, anxiety, depression, interpersonal concerns, death of a significant other and alcohol use among the top ten health impediments to academic performance. Students experiencing personal problems or situational crises during the quarter are encouraged to contact the OSU Counseling and Consultation Services (614-292-5766; <http://www.ccs.ohio-state.edu>) for assistance, support and advocacy. This service is free and confidential.

## Diversity Statement

The College of Medicine affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited,

The College of Medicine is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the College seeks to develop and nurture diversity, believing that it strengthens the organization, stimulates creativity, promotes the exchange of ideas, and enriches of the University's community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, gender identity, sexual orientation, ability status, health status, or veteran status.

**Statement on Title IX:** Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at [titleix@osu.edu](mailto:titleix@osu.edu).

<b>Fiscal Unit/Academic Org</b>	Biomedical Education & Anatomy - D2502
<b>Administering College/Academic Group</b>	The College of Medicine
<b>Co-administering College/Academic Group</b>	
<b>Semester Conversion Designation</b>	New Program/Plan
<b>Proposed Program/Plan Name</b>	Undergraduate Minor in Human Anatomy
<b>Type of Program/Plan</b>	Undergraduate minor
<b>Program/Plan Code Abbreviation</b>	
<b>Proposed Degree Title</b>	

## Credit Hour Explanation

Program credit hour requirements		A) Number of credit hours in current program (Quarter credit hours)	B) Calculated result for 2/3rds of current (Semester credit hours)	C) Number of credit hours required for proposed program (Semester credit hours)	D) Change in credit hours
Total minimum credit hours required for completion of program				14	
Required credit hours offered by the unit	Minimum			14	
	Maximum			23	
Required credit hours offered outside of the unit	Minimum			0	
	Maximum			0	
Required prerequisite credit hours not included above	Minimum			0	
	Maximum			0	

## Program Learning Goals

Note: these are required for all undergraduate degree programs and majors now, and will be required for all graduate and professional degree programs in 2012. Nonetheless, all programs are encouraged to complete these now.

### **Program Learning Goals**

- 1. Describe the basic structure of the human body at the cellular, tissue, organ, organ system, and organismal levels.
- 2. Communicate, in both oral and written form, using proper anatomical terminology.
- 3. Demonstrate basic dissection skills, including proper use of dissection tools, because of experiences in the anatomy laboratories.
- 4. Apply anatomical knowledge to basic clinical scenarios and case studies.

## Assessment

Assessment plan includes student learning goals, how those goals are evaluated, and how the information collected is used to improve student learning. An assessment plan is required for undergraduate majors and degrees. Graduate and professional degree programs are encouraged to complete this now, but will not be required to do so until 2012.

Is this a degree program (undergraduate, graduate, or professional) or major proposal? No

## Program Specializations/Sub-Plans

If you do not specify a program specialization/sub-plan it will be assumed you are submitting this program for all program specializations/sub-plans.

## Pre-Major

Does this Program have a Pre-Major? No

## Attachments

- Letter from Division Director 050721 Final.pdf  
*(Letter from Program-offering Unit. Owner: Barton,Melody A)*
- Proposal for Human Anatomy Minor 052021.pdf  
*(Program Proposal. Owner: Barton,Melody A)*
- Curriculum Committee Minor approval email May 21 2021.pdf  
*(Support/Concurrence Letters. Owner: Barton,Melody A)*
- Syllabi - All Courses for the Anatomy Undergraduate Minor.pdf: All Anatomy Course Syllabi  
*(Other Supporting Documentation. Owner: Barton,Melody A)*

## Comments

## Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Barton,Melody A	05/21/2021 04:06 PM	Submitted for Approval
Approved	Clinchot,Daniel Michael	05/24/2021 06:26 AM	Unit Approval
Approved	Clinchot,Daniel Michael	05/24/2021 06:26 AM	College Approval
Approved	Vankeerbergen,Bernadette Chantal	05/24/2021 09:33 AM	ASCCAO Approval
Approved	Horn,David Graves	07/23/2021 12:47 PM	ASC Approval
Pending Approval	Reed,Kathryn Marie Johnson,Jay Vinton	07/23/2021 12:47 PM	CAA Approval