



Course Syllabus: Sectional Anatomy
College of Health Sciences & Human Services
RADS 4733x31/x32 Summer 2026

Contact Information

Instructor: Shanna Tole, MSRS, RT(R)
Office: Centennial Hall 430H
Office phone: (940) 397-4338
E-mail: shanna.tole@msutexas.edu

Instructor: Courtney Akvan, MSRS, RT(R)(VI)(CI)
Office: Centennial Hall 430D
Office phone: (940) 397-4339
E-mail: courtney.akvan@msutexas.edu

Course Description

This course is a study of human anatomy viewed in sectional planes. Students will compare planar anatomy to sectional anatomy and recognize anatomical structures in computed tomography and magnetic resonance imaging. Studies will include the cranium, brain, spine, neck, chest, abdomen, pelvis, and extremities

Student Learning Outcomes

Radiologic technologists should demonstrate increased awareness of how the human body is arranged three-dimensionally. This course provides opportunities to recognize relationships between standardized anatomical structures prior to working with variations found in "live" patients. By the conclusion of the course, the successful student should be expected to:

- Recognize anatomic structures in various planes.
- Relate planar anatomy to line drawings of related cross-sectional anatomy.

- Describe the spatial relationship of one structure to another.
- Differentiate between the appearances of anatomic structures among different modalities such as Computed Tomography. (CT) and Magnetic Resonance Imaging (MRI).
- Identify the strengths and weaknesses of each imaging modality for identifying specific pathological processes.

Textbook & Instructional Materials

Kelley, L.L. & Petersen, C.M. (2018). Sectional anatomy for imaging professionals. (4th ed.). St. Louis, MO: Elsevier [ISBN: 978-0-323-41487-6]

American Psychological Association. (2010). Publication manual of the American Psychological Association (7th ed.). Washington, DC: American Psychological Association. [ISBN 978-1-4338-3216-1]

Course Evaluation Methods

# of Graded Course Elements	Graded Course Elements	Percentage
8	D2L open book module quizzes	35%
1	Sectional Anatomy PowerPoint assignment	25%
1	Comprehensive closed book Final Exam	40%

Letter Grade	Percentage Score
A	89.5+
B	79.5-89.4
C	74.5-79.4
F	<74.5

Module Quizzes

Module quizzes will be located in D2L. Quizzes will be customized timed module quiz consisting of randomized multiple choice and/or matching questions. Quiz questions will be from information learned in the modules and reading. All quizzes must be completed by the end of the assigned week. All modules will be opened at the beginning of the course and can be taken ahead of time.

Sectional Anatomy PowerPoint Assignment

Students will pick one (1) organ, joint, or section of the spine (cervical, thoracic, or lumbar) and an associated specific pathology to research. Use the bulleted guidelines below when choosing your topic. Students must submit their topic requests to the appropriate discussion by the due date indicated on the course schedule or a grade of zero (0) for the entire assignment may be assigned

Comprehensive Closed book Final Exam

The proctored comprehensive final examination is closed-book, matching and multiple-choice format. The exam is a timed, 2-hour (120 min) test.

The comprehensive exam will be administered using Desire2Learn (D2L) and Respondus with webcam online proctoring service.

Late Work Policy

It is expected that all required assignments and discussion responses are completed and submitted by their specified due dates.

As a general rule, late assignments will not be accepted. Unplanned circumstances do happen. Please communicate with your instructor about such circumstances by email *prior to the assignment due date*. On some occasions, following acceptable documentation to authenticate your circumstance, your instructor will issue an extension prior to a due date.

Discussions will not be given extensions, due to the fact that other students rely on timely discussion posts in order to complete their own work and late posts impact your peers' learning. Late discussion posts submitted after the close of a module week will not be accepted or graded as they prevent fellow

students from considering your post and offering constructive feedback prior to the due date.

A common rationale for late work is “computer issues”. Be proactive and create a contingency plan that will allow you to complete your work in the event of a computer meltdown, internet outage, or unplanned travel. “Problems with D2L” is not an acceptable excuse when turning in written assignments. If you are having difficulty submitting your work via D2L on a Sunday evening, simply email that assignment to your instructor with a brief explanation.

All assignment submissions made by students in D2L are considered final submissions. It is the student’s responsibility to ensure that the correct and complete file has been uploaded. If a student submits an incorrect document, an incomplete draft, or any unintended version, the assignment will be graded as submitted. Students are strongly encouraged to double-check their upload before finalizing the submission.

Additionally, Apple file formats such as .pages or Keynote files will not be accepted. All submissions must be uploaded in Microsoft Office formats—such as .doc, .docx, .ppt, or .xlsx—or as otherwise specified in the assignment instructions.

There can be no email submissions of graded course work, since the MSU administrative team or any external reviewer cannot see any email communication from students.

Important Dates

Last Day to drop with a grade of “W:” July 22, 2026 by 4:00 PM
[Academic Calendar](#).

Refer to: [Drops, Withdrawals & Void](#)

Attendance

This is an online course and there are no mandatory sessions. However, the student should be vigilant in logging in to D2L. Regular checks will ensure that messages from the instructor are received in a timely manner.

Instructor Course Policies

Conduct/Honesty/Honor System: RADS 4733 adheres to the MSU Code of Conduct. In particular, academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his or her work will be completed in full observance of the MSU Code of Student Conduct.

Artificial Intelligence (AI) Usage Policy

In this course, the use of Generative AI tools (such as ChatGPT, Claude, Gemini, etc.) is permitted with specific limitations to ensure academic integrity and the development of critical research skills.

Research & Sourcing: You may use AI tools for preliminary research and topic exploration. However, to ensure the validity and scholarly weight of your work.

Writing & Content: The use of AI in the writing process is strictly limited to spelling and grammar correction. AI tools are not permitted to generate text, arguments, analysis, or the bulk content of any assignment, including research papers, posters, and discussion board posts.

Verification: To maintain the integrity in your work, you must be prepared to provide all sources used upon request.

Consequences: Failure to adhere to these guidelines will be treated as a violation of academic integrity. A violation will result in a grade of zero for the assignment. Egregious cases of academic dishonesty involving AI may result in a failing grade (F) for the course.

Group Work Policy

Collaborative work is encouraged when designated as such. Working together can include brainstorming, discussing approaches, dividing tasks, and reviewing one another's ideas. However, all written submissions must be composed in your own words, even if the ideas originated during group discussion.

The following rules apply to group-permitted assignments:

- You may discuss concepts, share resources, and solve problems together.
- You *may not* submit identical or nearly identical wording, phrasing, sentences, or paragraphs as another student, even within the same group.
- Each student is responsible for producing an individually written, original response unless the assignment explicitly requires a single group-authored submission.

- If collaboration is allowed, you must list the names of the students you collaborated with.

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individuals to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should complete an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

*Campus Carry
Rules/Policies*

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated smoking areas at each location

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored

activity. Students and employees are also subject to all applicable legal sanctions under local, state, and federal law for any offenses involving illicit drugs on University property or at University sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

Administrative Process

Unresolved issues related to this course should be first addressed between the student and the course instructor. If there is no resolution, students must follow this sequence:

1. Department Chair: Dr. Lynette Watts (940) 397.4833
2. College Dean: Dr. Jeff Killion (940) 397.4594
3. Dean of Students: Matthew Park (940) 397.7500

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Tentative Course Schedule

****All assignments are due by 11:59pm CST on the indicated due date****

Date	Activities/Assignments/Exams
June. 1	Class begins-All quizzes are open
June 7	Sectional Anatomy PowerPoint Topic due by 11:59pm Module 1 is due by 11:59pm
June 14	Module 2 Quiz due by 11:59pm
June 21	Module 3 is due by 11:59pm
June 28	Module 4 is due by 11:59pm
July 5	Module 5 is due by 11:59pm
July 12	Sectional Anatomy PowerPoint due by 11:59pm
July 19	Module 6 is due by 11:59pm
July 22	Last day to withdraw with a "W" by 4:00pm CST
July 26	Module 7 is due by 11:59pm
August 2	Module 8 is due by 11:59 pm
August 3-5	Closed Book Proctored Final Exam