Course Designator and Number (e.g., INBS 16217)
Course Title (e.g., Fundamentals in Biomedical Sciences III)
Number of Credit Hours
Semester and Year of Offering (e.g. Fall 2025)
Class Meeting Days and Times (e.g. MTW 9:00 AM – 11:00 AM)
Class Meeting Location (e.g. Bolger Auditorium or Online)

Course Director(s) (Name and Preferred Title):
Affiliated Department/Program/Organization:
Relevant contact information (e.g., e-mail, phone, preferred contact information):
Office Location:
Office Hours (Come by during these times for help with the course):

Course Description
Enter the course description **exactly** how it appears in the Graduate School Bulletin.

Prerequisite(s)
Enter any prerequisites for the course.
- If you are unsure of the prerequisites, please find them in the Graduate School Bulletin.
- If there are no prerequisites, include a statement that says, "There are no prerequisites for this course."

Student Learning Outcomes
Provide the students with general and/or specific guidance on what they are expected to learn during the course, what skills they will develop, etc.

Our course and program assessment processes require that we evaluate the extent to which our students are taught and master the 7 core competencies established by the Graduate Studies Council. Not all courses will teach all core competencies, but those emphasized by the course should be mentioned. For reference, the core competencies are as follows:

1. Biomedical knowledge and/or knowledge within your program area

2. Research skills (e.g., lab skills, reading and understanding published research, project planning skills, etc.)

3. Critical and creative thinking (e.g., the ability to judge the validity of information and results and to use valid information to reach new insights within the field of study)

4. Interpersonal and communication skills (e.g., class discussions, question & answer sessions, formulating and writing essays or other assignments, working in groups, etc.)

5. Professionalism (e.g., ethics, respect in interaction with others, completing assignments on time, punctuality, professional behavior in general)

6. Lifelong learning and improvement (e.g., learning skills development, commitment to continued independent learning)Interdisciplinary commitment (e.g., motivation and skills to pursue a career involving multiple disciplines).

Course Structure and Expectations
How will the class be carried out? Specify requirements for attendance and participation.

Required Textbooks or Materials
List and cite any required texts and course materials. Include links when applicable.
- For all books, include the ISBN number and edition.
- Differentiate between required and optional textbooks.
- Organize materials in ways best suited for the course.
- Include the following copyright/fair use policy statement: "All course readings/materials comply with copyright/fair use policies."

Technical Requirements
If there are specific web browser, software, or hardware requirements, please list them. If the students are required to use BrightSpace, mention that fact (all registered students are provided with BrightSpace access by the Graduate School, but they need access to a computer to log on).

Technical Support
If you have questions or problems related to your software or need technical support (including Brightspace support), please:
- Contact the Educational Technology office at lmshelp@mcw.edu

Student Accomodations
Learners who wish to request disability-related accommodations at the Medical College of Wisconsin must complete the accommodation request process through the Office for Student Accessibility. This process ensures equal access and support across the full spectrum of learning environments at MCW, including classroom instruction, labs, assessments, and clinical rotations.

Step 1: Complete the online Accommodation Request Form, located on MCW Connect.

Step 2: Submit recent and comprehensive documentation that clearly verifies the impact of your disability. Please note that brief doctor's notes or visit summaries are generally not sufficient. For guidance on what to submit, learners may refer to the documentation guidelines available on MCW Connect.

Step 3: Participate in a one-on-one initial interview with the Accommodations Manager to discuss the functional limitations associated with your disability and the scope of accommodations needed in academic, lab, or clinical settings.
Early submission, preferably before the start of the term, is strongly encouraged to ensure timely review and implementation of accommodations.

If you have any questions about this process, what qualifies as sufficient documentation, or how accommodations may apply in clinical or hands-on environments, please reach out to:
Jason Anderson, Accommodations Manager, Office for Student Accessibility
Email: jaanderson@mcw.edu

Grading Policy
What factors contribute to the final grade, how is each determined, and how much does each contribute to the final grade? A grading rubric is highly suggested as provided below.

Standard Grading Scale
Grades are calculated on a four-point scale as follows:

Grading Key	
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
F	0.0
AU	No Credit (Student Auditing Course)

Proficiency Grading Scale
Students who register for proficiency graded courses will be evaluated in part on the basis of progress. Progress will be evaluated each term the student is registered for the course by faculty who hold an appointment in the program in which the student is enrolled and must accurately reflect the student's progress as perceived by the faculty. Proficiency graded courses will not be included in a student's GPA calculation; however, a "U" grade does impact a student's academic standing.

Evaluation will be made according to policies established by program, and grades will be determined as follows:

Grading Key	
E	Excellent
G	Good

SD	Substandard
U	Unsatisfactory

Considerations for Evaluating Proficiency Graded Courses

Criteria used to evaluate students in proficiency graded courses should reflect performance related to the student's effort on their dissertation or thesis project. Specifically, it is recommended that mentors evaluate student effort in terms of the Core Qualities and Competencies for Graduate Education. In brief, Core Qualities include:

- Scholarship: the pursuit of knowledge through study and research;
- Innovation: creativity in the generation of new knowledge;
- Professionalism: conforming to the behavioral norms of a profession.

Core Competencies that students are expected to achieve during their training experience include excellence in:

- Knowledge and Skills
- Communication
- Management
- Teamwork
- Leadership

Pass/Fail Grading Scale

Students who register for pass/fail courses will be evaluated based off of satisfactory completion of a course by the Course Director. Pass/fail courses will not be included in a student's GPA calculation.

Grading Key	
P*	Pass
F*	Fail

Attendance Policy

The graduate school has policies approved by the GSC as outlined below. You may change this attendance policy as long as those changes do not vioate Graduate School policy.

In-Person Course Attendance Policy

Students are expected to physically attend all required class sessions unless the course director or instructor has specified that attendance is not mandatory. Virtual attendance via recorded livestream is not considered appropriate unless specifically permitted by the course director or instructor. Specific requests should be discussed directly with the course director.

Students are responsible for all materials covered during any class absence. It is the student's responsibility to contact course directors if an extraordinary circumstance prevents them from attending a course, rotation, or mandatory session.

Virtual Course Attendance Policy

Students are expected to virtually attend all required class sessions unless the course director or instructor has specified that attendance is not mandatory. Specific requests should be discussed directly with the course director.

Students are responsible for all materials covered during any class absence. It is the student's responsibility to contact course directors if an extraordinary circumstance prevents them from attending a course, rotation, or mandatory session.

Religious Holidays

As a private, not-for-profit, non-sectarian organization, the Medical College of Wisconsin does not promote any religion. MCW does not discriminate against students, staff, or faculty based on religion or lack of religious belief.

MCW recognizes there may, on occasion, be conflicts between educational requirements and the private free exercise of religion. MCW is committed to reducing these conflicts; however, minimizing these conflicts must be accomplished without causing unreasonable interference with the delivery of coursework. A student's claim of sincerely held religious beliefs will be taken at face value and information provided by a student about religious beliefs will be kept confidential to the extent possible.

MCW recognizes there are likely to be periodic conflicts between mandatory academic requirements and religious obligations. A student with a conflict between an academic requirement and a religious holy day may be offered an alternative means of meeting the academic requirement subject to the following:
1. A student who requests an alternative means of meeting an academic requirement due to religious practices must notify the course director of the specific dates that they are requesting the rescheduling of an academic requirement. The course director must be notified as soon as possible.
2. Course directors may set limits on the number of days requested by any one student.
3. Students remain responsible for coursework covered during any absence.
4. Course directors may schedule make-up exams or other mandatory work before or after the claimed religious day.
5. Course directors are permitted to make changes in the arrangements for make-up work.

If the course director believes the number of religious holidays requested by a student is unreasonable or that the conflict cannot be resolved without causing unreasonable interference with the delivery of the coursework or the course, the matter may be referred to the School of Graduate Studies, who shall discuss the matter with the course director, the involved department(s), and with the student, if necessary, and render a decision

Course Cancellations Due to Inclement Weather

On rare occasions, severe external conditions (such as inclement weather or other potentially hazardous or emergency situations) may require MCW to close or delay opening. Announcements pertaining to closures are coordinated through the Office of Communications and shared through the news media, email communications, InfoScope, and MCW's emergency text messaging service.

It is the general policy that MCW will maintain a normal operating schedule. A student should never assume that MCW will close, delay opening, or close early. MCW will open on its regular schedule with the expectation that students will report to class, regardless of the weather condition, unless otherwise officially announced by MCW.

Students are encouraged to make every effort, consistent with their own safety, to arrive to class as scheduled. A student is required to inform the course director by email if they are unable to report to class or anticipate arriving late due to adverse weather conditions or some other emergency.

Missed Exam Policy/Guidelines
The GSC has approved a standard missed exam policy and this may be adopted by simply stating that in the syllabus and referring students to the Student Handbook on the Graduate School website. Course Directors are also free to specify a policy of their own, but the syllabus must make clear what the policy is.

The following guidelines are provided to course directors in establishing the missed exam policy for their courses. Course directors should inform students at the beginning of the course through the syllabus. Information provided in the syllabus regarding missed exams is policy for that course.

- If a student misses an examination due to illness, the student will be allowed to make up the examination within seven (7) days of the scheduled examination. To be allowed to make up the examination, the student must present a note from a physician or other health care provider documenting the illness. At the course director's discretion, the student may be asked to sign a statement declaring that they have not obtained any prior information about the content of the exam.
- If a student misses an examination due to a death, the student will be allowed to make up the examination within seven (7) days of the funeral. At the course director's discretion, the student may be asked to sign a statement declaring that they have not obtained any prior information about the content of the exam.
- If a student misses an examination due to personal travel, the student will not be allowed to make up the examination. However, if a student intends to miss an examination to attend a professional meeting, the course director should be informed as early as possible. The course director, in consultation with the student's mentor, can decide to not excuse the student or to allow the student to take the examination before leaving or to make it up after they return.
- If a student misses an exam due to unforeseen extenuating circumstances, the student should contact the course director as soon as possible to discuss potential options.

- If MCW closes due to inclement weather then all examinations scheduled during the period of closure will be postponed. However, it is recognized that weather is not entirely predictable, and severe weather events may occur during times when MCW remains open. In such circumstances, Course Directors and Program Directors are empowered to postpone any examination where it is determined the safety of students may be compromised. If a student misses a scheduled examination, and it is determined after the fact that a severe weather event was the major contributor to why the student missed the examination, then a good faith effort should be made to provide the student with a make-up examination opportunity.
- If an examination requires internet connectivity, either through MCW or through a student's personal provider service then both electrical and internet outages have the potential to disrupt the examination. In such a case the student should make every effort to contact the course director through text, email or phone call. Such an event may lead to an extension or postponement of the examination at the discretion of the Course Director.
- If the course director and a student are in disagreement over the appropriate course of action in the case of a missed exam due to extenuating circumstances, the Associate Dean of the School of Graduate Studies will discuss the situation with both the course director and the student and will make the final decision on how to proceed.

(Approved by GSC, June, 21, 2024)

Use of Generative Artificial Intelligence (GenAI) in this course

All syllabi must address AI usage in a separate section. Either add your own language to this section or choose one of the options provided below. If choosing one of the standard options, please delete the remainder.

Option 1: The use of generative AI is strictly prohibited for all aspects of this course. This includes:

    a. Submitting all or any part of an assignment to an online support platform
    b. Incorporating any part of an AI-generated response in an assignment
    c. Use of AI to formulate ideas or arguments for an assignment
    d. Use of AI to summarize materials for an assignment

If you are in doubt about any use of AI tools in this course, please contact the course director for clarity. The use of tools that are integrated into word processing software such as grammar and punctuation correction are generally allowable as long as they do not generate new content or ideas.

Option 2: The use of generative AI is prohibited in this course except as allowed in the following table.

	Generation of Content[1]	Formulation of Ideas[2]	Readability[3]	Code Generation[4]	ALL AI Use Prohibited[5]
Whole Course Or					
Specify component					

[1]If checked, a student may use AI prompts to generate ideas and language to complete assignments. All AI use should be appropriately acknowledged and cited *(hyperlink to section 4 of the handbook below)*.
[2]AI may be used to formulate ideas and to gather source material. All assignments should be written in the student's own words and the use of AI should be acknowledged and cited appropriately.
[3]AI may be used to correct grammar and to improve the readability of presented text.
[4]AI usage is allowed for the generation of computer code. AI usage should be acknowledged.
[5]All use of AI tools, other than on-line grammar correction incorporated into word processing software, is strictly prohibited

Option 3: AI may be used in all aspects of the course. Where it is used, it must be appropriately acknowledged/cited.

Citation and acknowledgement of AI tool use for the syllabus
  A. General Principles
        a. Cite or acknowledge all outputs of generative AI tools when you use them in your work. This includes direct quotations and paraphrasing, as well as using the tool for tasks like editing, translating, idea generation, and data processing. Simple spell checking/grammar and punctuation correction tools incorporated into word processing software do not need to be acknowledged. However, if a selection of text is uploaded into an AI tool for improvement, this should be acknowledged appropriately.
        b. Do not use or quote sources that are cited by AI tools without reading those sources yourself. There are a number of reasons for this:
              i. It is overall bad practice to quote sources you have not substantially read yourself
              ii. Generative AI tools can create fake citations.
              iii. These tools may cite a real piece of writing, but the cited content may be inaccurate.
        c. When in doubt, remember that sources are cited for two primary purposes:
              i. to ensure that appropriate credit is given to the author/creator of a body of work and to not give the impression that the work of others is our own; and

> > ii. to help others locate and, where appropriate, verify the sources you used in your work.
> B. Citation Specifics
> > a. Many specific guidelines are available for appropriate ways to cite AI use. The Graduate School will not designate use of a specific style as long as the citation contains the name and author of the AI tool, the year of the version and any other pertinent information that specifies the platform used. The prompt used must also be indicated either in the text of the article or in the citation.
> > b. Examples (From American Physiological Association)
> > > i. When prompted with "Is the left brain right brain divide real or a metaphor?" the ChatGPT-generated text indicated that although the two brain hemispheres are somewhat specialized, "the notation that people can be characterized as 'left-brained' or 'right-brained' is considered to be an oversimplification and a popular myth" (Summary from OpenAI, 2023). This is expanded upon in Nielsen et al., 2013 and Corbalis, 2014.
> > > > 1. OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. https://chat.openai.com/chat
> > > > 2. Nielsen, J. A., Zielinski, B. A., Ferguson, M. A., Lainhart, J. E., & Anderson, J. S. (2013). An evaluation of the left-brain vs. right-brain hypothesis with resting state functional connectivity MRI. PLOS ONE, 8(8), e71275. Doi: 10.1371/journal.pone.0071275
> > > > 3. Corballis, M. C. (2014). Left brain, right brain: facts and fantasies. PLOS Biology, 12(1), e1001767. DOI: 10.1371/journal.pbio.1001767

Course Evaluations

All students completing the course for credit are required to complete an online Course Evaluation in OASIS at the end of the course. This includes feedback on teaching of individual instructors in each course. Participation by all students is important for the Graduate School's course evaluation process and for our continued accreditation. The Graduate School will provide instructions on how to complete the evaluation at the beginning of each semester, and you will have until 2 weeks after the end of the course to complete the evaluation. Students who fail to complete the evaluation are no longer in good standing. The Graduate School will not provide transcripts, confirm enrollment, allow enrollment in additional courses, allow graduation, or support payment of stipends for students who are not in good standing. The Graduate School may impose a $100 fine for each course evaluation not completed on time.

Faculty Evaluations

All students enrolled in the course for credit are required to complete a 4-item form in OASIS for each instructor. You will receive email prompts to direct you to OASIS and to facilitate the task.

Copyright Protected

Educational materials, including exams, lecture notes, outlines, instructions for homework assignments, Power Point presentations, study guides, audio, video and/or digital files and/or any materials authored or created by MCW faculty for use in courses may not be used for any other purpose without the written permission of the course director.

- https://www.mcw.edu/-/media/MCW/Education/Graduate-School/Documents/Graduate-School-Handbook.pdf
- http://infoscope.mcw.edu/research/GeneralPolicies/PatentandCopyright.htm

Updated 9-27-2023.

Other Information

Include any additional information you may want included.

Course Schedule

Insert your weekly schedule. A suggested outline for a schedule is below. Please update based off of course needs.

Day	Date	Topic	Faculty	Assignment/Activity	Due Today
		First Day of Classes [insert date]			
1					
2					
		Last day to change/drop a course without a grade of "W" being recorded			
			Labor Day Holiday – No Classes		
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

Day	Date	Topic	Faculty	Assignment/Activity	Due Today
22					
23					
36					
37					
38					
39					
40					
41					
42				Last day of Class	