



**CUMMING SCHOOL OF MEDICINE  
GRADUATE COURSE OUTLINE**

| <b>COURSE TITLE:</b>           |   |                     |   |
|--------------------------------|---|---------------------|---|
| <b>Course Name and Number</b>  | MDSC 748.02 Surgical Pathology Practicum II   |                     |   |
| <b>Pre/Co-Requisites</b>       | Must be registered in the Pathologists' Assistant Master's Graduate program or the Pathologists' Assistant specialization of the Medical Sciences graduate program. Successful completion of MDSC 748.01. Consent of instructor is required for all other students. |                     |   |
| <b>Faculty</b>                 | Cumming School of Medicine, Graduate Science Education  |                     |   |
| <b>Instructor Name(s)</b>      | Dr. Travis Ogilvie and Bill Gorday  | <b>Email</b>        | <a href="mailto:ogilvie@ucalgary.ca">ogilvie@ucalgary.ca</a> and <a href="mailto:William.gorday@albertapubliclabs.ca">William.gorday@albertapubliclabs.ca</a> |
| <b>Office Location</b>         | SHC Pathology and 7 <sup>th</sup> Floor McCaig Tower  | <b>Office Hours</b> | Monday to Friday, 8-4   |
| <b>Instructor Email Policy</b> | Please email both instructors and emails will be answered within 24 hours of receipt during weekdays.   |                     |   |
| <b>Telephone No.</b>           | Travis Ogilvie- 403-956-1358 and Bill Gorday- 403-944-3297  |                     |   |
| <b>TA Name</b>                 | N/A   | <b>Email</b>        |   |
| <b>Class Term, Days</b>        | Winter Term, Monday to Friday   |                     |   |
| <b>Class Times</b>             | Depends on practicum location and shift start times   |                     |   |
| <b>Class Location</b>          | 7 <sup>th</sup> Floor McCaig Tower Anatomic Pathology and South Health Campus Anatomic Pathology, in person practicum training.   |                     |   |

**For online courses:**

Include a statement related to how learning will occur in both synchronous (i.e., real-time/Zoom) and asynchronous (i.e., students complete on their own time such as discussion boards, watching videos, etc.) contexts. Ensure that the dates and times for all synchronous sessions are indicated clearly in the course outline. All synchronous sessions must be scheduled during the dates and times already timetabled for this course.

For example:

This course will take place **online** via Desire2Learn (D2L) and Zoom. To best succeed in the course, students are encouraged to participate in the asynchronous learning tasks using the D2L learning environment and synchronous Zoom sessions. When unable to participate live due to the time difference or unforeseen circumstances, inform the instructor in advance and propose and implement propose an alternative participation activity (e.g., watch the recordings, submit a brief reflection, and actively contribute to the follow-up online



discussion). There will be 4 synchronous Zoom sessions throughout the term (include the time and dates or as indicated in the course schedule), and each will be recorded

#### **COURSE INFORMATION/DESCRIPTION OF THE COURSE**

The students receive practical training in the handling of surgical specimens which include, neoplastic breast, neoplastic lung, mediastinum, neoplastic endocrine, neoplastic head and neck, soft tissue tumors and bone tumors. The course consists of three modules and the practical training occurs in the Alberta Precision Labs, Anatomic Pathology Department.

#### **LEARNING RESOURCES/REQUIRED READING**

Lester, S.C. (2010). Manual of Surgical Pathology (3rd ed.). Philadelphia: W.B. Saunders Company.  
Westra, W.H., Hruban, R.H., Phelps, T.H., & Isacson, c. (2003). Surgical Pathology Dissection: An Illustrated Guide (2<sup>nd</sup> ed.) New York: Springer-Verlag  
Horn, C. & Naugler, C. (2014). Gross Pathology Handbook: A Guide to Descriptive Terms (1<sup>st</sup> ed.) Alberta: Brusck Education.

#### **COURSE OBJECTIVES/LEARNING OUTCOMES**

Each module has a specific set of objectives which are broken down into cognitive, psychomotor and affective domains of learning. The modules are found in the Pathologists' Assistant Student Handbook which is provided on the first day of the course. The overarching objectives of the course are as follows:

After completing the course the student will:

1. Employ laboratory safety standards at all times
2. Interpret patient medical histories and correlate this information with gross specimen findings
3. Integrate patient medical history and gross specimen findings into a coherent gross description
4. Dissect surgical gross specimens using the proper protocols based on medical history and gross specimen findings
5. Photograph surgical specimens
6. Work with others in a team environment
7. Listen and follow instructions from senior lab staff

#### **Communication:**

Please discuss how you will communicate with your students (including how you provide link to online classes)  
Communication will be in person during the practical rotations. Other communication will occur via the student's Alberta Precision Labs email so please check this email account daily.



## Learning Technology Requirements

In order to successfully engage in learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:

- A computer with a supported operating system, as well as the latest security and malware updates;
- A current and updated web browser;
- Webcam (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
- Broadband internet connection

Most current laptops will have a built-in webcam, speaker and microphone.

Please see the following for a detailed explanation of the minimal required technology for online learning <https://elearn.ucalgary.ca/technology-requirements-for-students/>

A laptop, desktop, tablet or mobile device is required for D2L access. If you need help accessing or using D2L, please visit the Desire2Learn resource page for students: <http://elearn.ucalgary.ca/d2l-student/>.

**If your technology requirements are different from what is noted above, please advise in this section**

*The University of Calgary Cumming School of Medicine would like to acknowledge the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), as well as the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations). The City of Calgary is also home to Métis Nation of Alberta, Region III.*

| CUT POINTS FOR GRADES   |                   |                       |  |
|---|-------------------|-----------------------|--|
| This course adheres to the grading system outlined in the University of Calgary, Faculty of Graduate Studies Calendar. Grades of A+ and A are not distinguished in the calculation of GPAs. Percentage/letter grade conversion used for this course is as follows |                   |                       |  |
| Grade   | Grade Point Value | Percentage Conversion | Graduate Description   |
| A+  | 4.00              | 95-100                | Outstanding  |
| A   | 4.00              | 85-94                 | Excellent – superior performance showing comprehensive understanding of the subject matter |
| A-  | 3.70              | 80-84                 | Very Good Performance  |
| B+  | 3.30              | 75-79                 | Good Performance   |

|    |      |       |  |
|----|------|-------|--|
| B  | 3.00 | 70-74 | Satisfactory Performance   |
| B- | 2.70 | 65-69 | Minimum Pass for Students in the Faculty of Graduate Studies   |
| C+ | 2.30 | 55-64 | All grades below 'B-' are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements |
| C  | 2.00 | 50-54 |  |

**Assessment Components:** The University policy on grading related matters is outlined in the [2020-2021 Calendar](#).

| Assessment Methods      | Description   | Weight % | Due Date and Time |
|-------------------------|---|----------|-------------------|
| Module 7 Grading Rubric | Gross a neoplastic breast and neoplastic lung specimen (mediastinum specimens as available) independently with minimal guidance and <b>zero</b> patient, specimen or cassette labelling errors (guidance and assistance is only acceptable for safety or diagnostic concerns)                     | 33.3     | February 22, 2019 |
| Module 8 Grading Rubric | Gross a neoplastic endocrine (pancreas endocrine and exocrine specimens ) and neoplastic head and neck specimen independently with minimal guidance and <b>zero</b> patient, specimen or cassette labelling errors (guidance and assistance is only acceptable for safety or diagnostic concerns) | 33.3     | March 15, 2020    |
| Module 9 Grading Rubric | Gross a soft tissue tumour, bone tumour and amputation specimen independently with minimal guidance and <b>zero</b> patient, specimen or cassette labelling errors (guidance and assistance is only acceptable for safety or diagnostic concerns)   | 33.3     | April 15, 2020    |

#### ASSESSMENT AND EVALUATION INFORMATION

**ATTENDANCE AND PARTICIPATION EXPECTATIONS:** This is a practicum and students are expected to attend all practical training sessions, which is necessary to complete each module checklist. The final evaluations for each module cannot be attempted unless the module checklist has been completed.

**GUIDELINES FOR SUBMITTING ASSIGNMENTS:** The final module evaluations are completed in the gross room after consulting with the trainer. The final module evaluations are graded by the trainer and then reviewed with the student.

**FINAL EXAMINATIONS:** There are no final examinations.

**EXPECTATIONS FOR WRITING:** There are no written assignments

**LATE AND/OR MISSING ASSIGNMENTS:** Each module must be completed before the next module can be attempted and all six modules must be completed in order to pass the course.

Is a passing grade on a particular component essential to pass the course as a whole? Yes

| CLASS SCHEDULE         |  |                                |                               |
|------------------------|--|--------------------------------|-------------------------------|
| Course Schedule Date   | Topic, Activities & Readings   | Instructor                     | Assignments/Due Dates & Times |
| January 11-February 22 | Module 7 Surgical Pathology<br>Neoplastic Breast, Lung and Mediastinum           | Travis Ogilvie and Bill Gorday | February 14, 2020             |
| February 23-March 15   | Module 8 Surgical Pathology<br>Neoplastic Endocrine and Neoplastic Head and Neck | Travis Ogilvie and Bill Gorday | March 13, 2020                |
| March 16-April 15      | Module 9 Surgical Pathology<br>Soft Tissue Tumors, Bone Tumors and Amputations   | Travis Ogilvie and Bill Gorday | April 15, 2020                |

*Please create a detailed schedule for your course and customize this table if need be.*

*For online, remote or blended courses include whether course activities are synchronous or asynchronous.*

*It is recommended that important dates including the first day of classes, holidays, term breaks and last day of classes also be included.*

### Guidelines for Zoom Sessions

Zoom is a video conferencing program that will allow us to meet at specific times for a 'live' video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.

To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom



recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor's permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as the Code of Conduct). When entering Zoom or other video conferencing sessions, you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies. If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: <https://elearn.ucalgary.ca/guidelines-for-zoom/>.

If you are unable to attend a Zoom session, please contact your instructor to arrange an alternative activity (where available). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (such as for group work, presentations, etc).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only.

### **Conduct During Lectures**

The classroom should be respected as a safe place to share ideas without judgement - a community in which we can all learn from one another. Students are expected to frame their comments and questions to lecturers in respectful and appropriate language, always maintaining sensitivity towards the topic. Students, employees, and academic staff are also expected to demonstrate behaviour in class that promotes and maintains a positive and productive learning environment.

As members of the University community, students, employees and academic staff are expected to demonstrate conduct that is consistent with the University of Calgary Calendar, the Code of Conduct and Non-Academic Misconduct policy and procedures, which can be found at <https://www.ucalgary.ca/policies/forms/title>.

| <b>Equity, Diversity and Inclusion</b>  |
|---|
| The Cumming School of Medicine recognizes that equity, diversity, and inclusion benefits and strengthens all communities, including the medical community and those served by it. We aim to actively engage all learners, particularly those from equity seeking groups including women, Indigenous peoples, visible/racialized minorities, persons with disabilities, and LGBTQ+. While our faculty continues to learn about more equitable, |



diverse, and inclusive approaches to education, we welcome and appreciate suggestions to help us ensure that all learners are well served by our courses.

To help cultivate learning environments that support diverse and inclusive perspectives and lived experiences, learners are invited to let instructors know if:

- they have names and/or pronouns they would prefer to use that differ from those that appear on official records
- scheduled class meetings conflict with religious events so that alternative arrangements can be made

If they are not already, learners are also encouraged to become familiar with the various opportunities for diverse engagement, learning, and support on campus, including, but not limited to the following resources:

**The Office of Equity, Diversity and Inclusion**

<https://www.ucalgary.ca/equity-diversity-inclusion>

**The Q Centre**

<https://www.su.ucalgary.ca/programs-services/student-services/the-q-centre/>

**The Writing Symbols Lodge**

<https://www.ucalgary.ca/student-services/writing-symbols/home>

## INTERNET AND ELECTRONIC COMMUNICATION DEVICE INFORMATION

Cell phones must be turned off in class unless otherwise arranged with the instructor.

The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Students are to refrain from accessing websites that may be distracting for fellow learners (e.g. personal emails, Facebook, YouTube). Students are responsible for being aware of the University's Internet and email use policy, which can be found at

<https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-electronic-resources-and-information-policy.pdf>

## MEDIA AND RECORDING IN LEARNING ENVIRONMENTS

**Media recording for lesson capture**

Please refer to the following statement on media recording of students: [https://elearn.ucalgary.ca/wp-content/uploads/2020/05/Media-Recording-in-Learning-Environments-OSP\\_FINAL.pdf](https://elearn.ucalgary.ca/wp-content/uploads/2020/05/Media-Recording-in-Learning-Environments-OSP_FINAL.pdf)

The instructor may use media recordings to capture the delivery of a lecture. These recordings are intended to be used for lecture capture only and will not be used for any other purpose. Although the recording device will be fixed on the Instructor, in the event that incidental student participation is recorded, the instructor will



ensure that any identifiable content (video or audio) is masked, or will seek consent to include the identifiable student content to making the content available on University approved platforms.

#### **Media recording for assessment of student learning**

The instructor may use media recordings as part of the assessment of students. This may include but is not limited to classroom discussions, presentations, clinical practice, or skills testing that occur during the course. These recordings will be used for student assessment purposes only and will not be shared or used for any other purpose.

#### **Media recording for self-assessment of teaching practices**

The instructor may use media recordings as a tool for self-assessment of their teaching practices. Although the recording device will be fixed on the instructor, it is possible that student participation in the course may be inadvertently captured. These recordings will be used for instructor self-assessment only and will not be used for any other purpose.

#### **Student Recording of Lectures**

Audio or video/visual recording of lectures is prohibited except where explicit permission has been received from the instructor.

### **UNIVERSITY OF CALGARY POLICIES AND SUPPORTS**

#### **ACADEMIC ACCOMMODATIONS**

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/). Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at [www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf](http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf)

#### **IMPORTANT INFORMATION**

Any research in which students are invited to participate will be explained in class and approved by the appropriate University Research Ethics Board

#### **INSTRUCTOR INTELLECTUAL PROPERTY**

Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing

#### **COPYRIGHT LEGISLATION**





All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright [www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf](http://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy

### **ACADEMIC INTEGRITY**

The Cumming School of Medicine expects intellectual honesty from its students. Course participants should be aware of University policies relating to Principles of Conduct, Plagiarism and Academic Integrity. These are found in the printed Faculty of Graduate Studies Calendar, or online under Academic Regulations in the Faculty of Graduate Studies Calendar, available at [Faculty of Graduate Studies Academic Regulations](#)

### **ACADEMIC MISCONDUCT**

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at [www.ucalgary.ca/pubs/calendar/current/k.html](http://www.ucalgary.ca/pubs/calendar/current/k.html)

### **EMERGENCY EVACUATION AND ASSEMBLY POINTS**

Assembly points for emergencies have been identified across campus. The primary assembly points for South Campus (Health Science Centre (HSC); Health & Research Innovation Centre (HRIC); Heritage Medical Research Building (HMRB) and Teaching, Research and Wellness (TRW)) are:

- HSC and HMRB: HRIC Atrium (alternate assembly point is Parking Lot 6)
- HRIC: HMRB Atrium (alternate assembly point is Parking Lot 6)
- TRW: McCaig Tower (alternate assembly point is HMRB – Atrium)

### **APPEALS**

If there is a concern with the course, academic matter or a grade, first communicate with the instructor. If these concerns cannot be resolved, students can proceed with an academic appeal, as per Section N of the Faculty of Graduate Studies Calendar. Students must follow the official process and should contact the Student Ombuds Office ([www.ucalgary.ca/student-services/ombuds](http://www.ucalgary.ca/student-services/ombuds)) for assistance with this and with any other academic concerns, including academic and non-academic misconduct

### **THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) ACT**

This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and students should identify themselves on written assignments (exams and term work.) by their name and ID number on the front page and ID on each subsequent page. Assignments given by you to your course instructor will remain confidential unless otherwise stated before submission. The assignment cannot be returned to anyone else without your expressed permission to the instructor. Grades will be made available on an individual basis and students will not have access to other students' grades without expressed consent. Similarly, any information about yourself that you share with your course instructor will not be given to anyone else without your permission

### **WELLNESS AND MENTAL HEALTH RESOURCES**

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where



individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the SU Wellness Centre, at [www.ucalgary.ca/wellnesscentre/services/mental-health-services](http://www.ucalgary.ca/wellnesscentre/services/mental-health-services) and the Campus Mental Health Strategy website [at www.ucalgary.ca/mentalhealth/](http://www.ucalgary.ca/mentalhealth/)

#### **SUPPORTS FOR STUDENT LEARNING, SUCCESS, AND SAFETY**

**Student Ombudsman:** The Student Ombuds' Office supports and provides a safe, neutral space for students. For more information, please visit [www.ucalgary.ca/ombuds/](http://www.ucalgary.ca/ombuds/) or email [ombuds@ucalgary.ca](mailto:ombuds@ucalgary.ca)

**Student Union:** The SU Vice-President Academic can be reached at (403) 220-3911 or [suvpaca@ucalgary.ca](mailto:suvpaca@ucalgary.ca); Information about the SU, including elected Faculty Representatives can be found here: [www.su.ucalgary.ca/](http://www.su.ucalgary.ca/)

**Graduate Student's Association:** The GSA Vice-President Academic can be reached at (403) 220- 5997 or [gsa.vpa@ucalgary.ca](mailto:gsa.vpa@ucalgary.ca); Information about the GSA can be found here: [gsa.ucalgary.ca](http://gsa.ucalgary.ca)

#### **SAFEWALK**

Campus security will escort individuals, day or night, anywhere on campus (including McMahon Stadium, Health Sciences Centre, Student Family Housing, the Alberta Children's Hospital and the University LRT station). Call 403-220-5333 or visit [www.ucalgary.ca/security/safewalk](http://www.ucalgary.ca/security/safewalk). Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths. Please ensure your personal safety by taking advantage of this service.