Although this academic year might be different, Western University is committed to a **thriving campus**. We encourage you to check out the Digital Student Experience website to manage your academics and well-being. Additionally, the following link provides available resources to support students on and off campus: [https://www.uwo.ca/health/](https://www.uwo.ca/health/).

1. **Technical Requirements:**
   - Stable internet connection
   - Laptop or computer
   - Working microphone
   - Working webcam (suggested)

2. **Important Dates:**

<table>
<thead>
<tr>
<th>Classes Begin</th>
<th>Reading Week</th>
<th>Classes End</th>
<th>Study day(s)</th>
<th>Exam Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9</td>
<td>November 1–7</td>
<td>December 8</td>
<td>December 9</td>
<td>December 10–21</td>
</tr>
</tbody>
</table>

* November 12, 2021: Last day to drop a first-term half course or a first-term full course without penalty

3. **Contact Information**

<table>
<thead>
<tr>
<th>Course Coordinator</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Frank Beier</td>
<td><a href="mailto:fbeier@uwo.ca">fbeier@uwo.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor(s) or Teaching Assistant(s)</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teaching Assistant(s)</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Hutchinson</td>
<td><a href="mailto:jhutch48@uwo.ca">jhutch48@uwo.ca</a></td>
</tr>
</tbody>
</table>
4. Course Description and Design

**Delivery Mode:** in-person

A course dealing with the role of the pituitary as a key endocrine organ in mammals. Includes discussion of associated pathologies, pharmacological manipulation and key endocrine pathways regulated by the pituitary.

**Prerequisite(s):** Physiology 3120 or Pharmacology 3620 or permission of the Department.

**Timetabled Sessions**

<table>
<thead>
<tr>
<th>Component</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>Thursday</td>
<td>12:30 – 2:30 pm</td>
</tr>
</tbody>
</table>

- Asynchronous pre-work must be completed prior to lectures (refer to 6.)
- Attendance at lectures is required
- Missed work should be completed within 24 hours
- A recording of the lecture may be provided, however, is not guaranteed
- Closed captioning will be provided on audio or video recordings, if requested

**NOTE:** In the event of a COVID-19 resurgence during the course that necessitates moving away from face-to-face interaction, remaining course content will be delivered entirely online, either synchronously (i.e., at times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will not change. Any remaining assessments will also be conducted online at the discretion of the instructor.

All course material will be posted to OWL: [http://owl.uwo.ca](http://owl.uwo.ca). Any changes will be indicated on the OWL site and discussed with the class.

If students need assistance, they can seek support on the [OWL Help page](http://owl.uwo.ca). Alternatively, they can contact the [Western Technology Services Helpdesk](http://owl.uwo.ca). They can be contacted by phone at 519-661-3800 or ext. 83800.

[Google Chrome](http://owl.uwo.ca) or [Mozilla Firefox](http://owl.uwo.ca) are the preferred browsers to optimally use OWL; update your browsers frequently. Students interested in evaluating their internet speed, please click [here](http://owl.uwo.ca).
5. Learning Outcomes

Upon successful completion of this course, students will be able to:

- Understand the development and role of the pituitary
- Understand key pathologies associated with pituitary function
- Understand pharmacological manipulation of pituitary function
- Understand the main hormonal pathways and circuits regulated by the pituitary
- Critically analyze and present primary literature articles
- Summarize the current state of knowledge in a succinct sub-area of endocrinology

6. Course Content and Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sept 9</td>
<td>Introduction</td>
<td>Beier</td>
</tr>
<tr>
<td>2</td>
<td>Sept 16</td>
<td>Overview of the Pituitary</td>
<td>Beier</td>
</tr>
<tr>
<td>3</td>
<td>Sept 23</td>
<td>The Somatotropic System</td>
<td>Beier</td>
</tr>
<tr>
<td>4</td>
<td>Sept 30</td>
<td>The Adrenocorticotropic System</td>
<td>Beier</td>
</tr>
<tr>
<td>5</td>
<td>Oct 7</td>
<td>The Thyrotropic System</td>
<td>Beier</td>
</tr>
<tr>
<td>6</td>
<td>Oct 14</td>
<td>Student presentations</td>
<td>Beier</td>
</tr>
<tr>
<td>7</td>
<td>Oct 21</td>
<td>Student presentations; QUIZ 1</td>
<td>Beier</td>
</tr>
<tr>
<td>8</td>
<td>Oct 28</td>
<td>Student presentations</td>
<td>Beier</td>
</tr>
<tr>
<td>9</td>
<td>Nov 1–7</td>
<td>Reading Week – No Class</td>
<td>N/A</td>
</tr>
<tr>
<td>10</td>
<td>Nov 11</td>
<td>Lactotrophic and Gonadotropic Systems</td>
<td>Beier</td>
</tr>
<tr>
<td>11</td>
<td>Nov 18</td>
<td>Diseases of the Pituitary</td>
<td>Beier</td>
</tr>
<tr>
<td>12</td>
<td>Nov 25</td>
<td>Student presentations; QUIZ 2</td>
<td>Beier</td>
</tr>
<tr>
<td>13</td>
<td>Dec 2</td>
<td>Student presentations</td>
<td>Beier</td>
</tr>
<tr>
<td>14</td>
<td>Dec 9</td>
<td>Student presentations</td>
<td>Beier</td>
</tr>
</tbody>
</table>

*Case study material will be provided approximately one week prior to this lecture at the OWL site. Students are expected to review the information and related questions to be able to discuss these cases during lecture time.

7. Participation and Engagement

☑️ Students are expected to participate and engage with content as much as possible
☑️ Students are encouraged to participate in discussions during lectures
☑️ Students can also participate by interacting in the OWL forum with their peers and instructors

8. Evaluation
Below is the evaluation breakdown for the course. Any deviations will be communicated.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Format</th>
<th>Weighting</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Quizzes</td>
<td>In class short quizzes</td>
<td>5% each</td>
<td>Oct 14, Nov. 25</td>
</tr>
<tr>
<td>2 in class presentations</td>
<td>Review of assigned journal articles</td>
<td>15% each</td>
<td>various</td>
</tr>
<tr>
<td>1 written report</td>
<td>Evaluation of assigned journal article</td>
<td>15%</td>
<td>Nov. 11</td>
</tr>
<tr>
<td>1 mini review article</td>
<td>Minireview on assigned topic</td>
<td>35%</td>
<td>Dec. 14</td>
</tr>
<tr>
<td>Participation</td>
<td>Participation in discussions</td>
<td>10%</td>
<td>continuous</td>
</tr>
</tbody>
</table>

- All assignments are due at 2:30 pm EST unless otherwise specified
- Written assignments will be submitted to Turnitin (statement in policies below)
- Students will have unlimited submissions to Turnitin
- Rubrics will be used to evaluate assessments and will be posted with the instructions
- After an assessment is returned, students should wait 24 hours to digest feedback before contacting their evaluator; to ensure a timely response, reach out within 7 days

**Quizzes**

Two short quizzes will be held in class on the listed dates, consisting of fill-in-the-blank and short answer questions.

**Presentations**

Students will give 2 presentations, one before and one after reading week, on assigned primary literature. Presentations will be 15 minutes plus questions.

**Written Report**

Students will provide a written report on an assigned primary literature article, including providing wider context, summarizing key findings, and productive criticism of the article.

**Mini Review Article**

Students will prepare a mini review article (10 pages) on a topic related to the course content.

**Participation**

Students will be marked based on their participation in class discussions, in particular on student presentations.

Click [here](#) for a detailed and comprehensive set of policies and regulations concerning examinations and grading. The table below outlines the University-wide grade descriptors.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
<td>One could scarcely expect better from a student at this level</td>
</tr>
<tr>
<td>Grade</td>
<td>Range</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>A</td>
<td>80-89</td>
<td>Superior work which is clearly above average</td>
</tr>
<tr>
<td>B</td>
<td>70-79</td>
<td>Good work, meeting all requirements, and eminently satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>60-69</td>
<td>Competent work, meeting requirements</td>
</tr>
<tr>
<td>D</td>
<td>50-59</td>
<td>Fair work, minimally acceptable</td>
</tr>
<tr>
<td>F</td>
<td>below 50</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Information about late or missed evaluations:

- ✓ Late assessments without self-reported absences or accommodation will be subject to a late penalty 10%/day
- ✓ Late assessments with self-reported absences or accommodation should be submitted within 24 hours of the end of the self-report or accommodation (e.g., due Mon 2:30 pm; self-report covers Mon/Tue; new deadline is Wed by 2:30 pm OR 24 hours after the end of the accommodation period)
- ✓ An assessment cannot be submitted after it has been returned to the class

9. Communication:

- ✓ Students should check the OWL site every 24 – 48 hours
- ✓ Students should email their instructor (Dr. Beier) and teaching assistant(s) using OWL messages
- ✓ Emails will be monitored daily; students will receive a response in 24 – 48 hours
- ✓ This course will use the OWL forum for discussions
- ✓ Students should post all course-related queries on the discussion forum so that everyone can access the questions and responses

10. Office Hours:

- ✓ Office hours will be booked as needed, and will be held remotely using Zoom
- ✓ Office hours will be individual

11. Resources

- ✓ All resources will be posted in OWL

12. Professionalism & Privacy:

Western students are expected to follow the [Student Code of Conduct](#). Additionally, the following expectations and professional conduct apply to this course:

- ✓ All course materials created by the instructor(s) are copyrighted and cannot be sold/shared
- ✓ Recordings are not permitted (audio or video) without explicit permission
- ✓ Permitted recordings are not to be distributed
- ✓ Students will be expected to take an academic integrity pledge before some assessments
13. How to Be Successful in this Class:

Students enrolled in this class should understand the level of autonomy and self-discipline required to be successful.

1. Invest in a planner or application to keep track of your courses. Populate all your deadlines at the start of the term and schedule time at the start of each week to get organized and manage your time.
2. Make it a daily habit to log onto OWL to ensure you have seen everything posted to help you succeed in this class.
3. Follow weekly checklists created on OWL or create your own to help you stay on track.
4. Take notes as you go through the lesson material. Treat this course as you would a face-to-face course. Keeping handwritten notes or even notes on a regular Word document will help you learn more effectively than just reading or watching the videos.
5. Connect with others. Try forming an online study group and try meeting on a weekly basis for study and peer support.
6. Do not be afraid to ask questions. If you are struggling with a topic, check the online discussion boards or contact your instructor(s) and or teaching assistant(s).
7. Reward yourself for successes. It seems easier to motivate ourselves knowing that there is something waiting for us at the end of the task.

14. Western Academic Policies and Statements

Absence from Course Commitments

Policy on Academic Consideration for Student Absences

If you are unable to meet a course requirement due to illness or other serious circumstances, you must seek approval for the absence as soon as possible. Approval can be granted either through a self-reported absence or via the Academic Counselling unit. Students have two self-reports to use throughout the academic year; absence from course commitments including tests, quizzes, presentations, labs, and assignments that are worth 30% or less can be self-reported. Self-reported absences cover a student for 48 hours (yesterday + today or today + tomorrow). Your instructor will receive notification of your consideration; however, you should contact your instructor immediately regarding your absence. Students are expected to submit missed work within 24 hours of the end of the 48-hour period. Please review details of the university’s policy on academic consideration for student absences.

If you have used both their self-reported absences or will miss more than 48 hours of course requirements, a Student Medical Certificate (SMC) should be signed by a licensed medical or mental health practitioner and you should contact academic counselling. Science and BMSc students can contact academic counselling through the Help Portal: https://www.uwo.ca/sci/counselling/

Accommodation for Religious Holidays

The policy on Accommodation for Religious Holidays can be viewed here.

Special Examinations

A Special Examination is any examination other than the regular examination, and it may be offered only with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and Department Chair. Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents. To provide an opportunity for students to recover from the circumstances resulting in a Special Examination, the University has
implemented Special Examinations dates. These dates as well as other important information about examinations and academic standing can be found here.

**Academic Offenses**

“Scholastic offences are taken seriously, and students are directed here to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence.

**Accessibility Statement**

Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Accessible Education (AE) at 661-2111 x 82147 for any specific question regarding an accommodation or review The policy on Accommodation for Students with Disabilities.

**Correspondence Statement**

The centrally administered e-mail account provided to students will be considered the individual’s official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at his/her official university address is attended to in a timely manner. You can read about the privacy and security of the UWO email accounts here.

**Discovery Credit Statement**

Students are permitted to designate up to 1.0 Discovery Credit course (or equivalent) for pass/fail grading that can be counted toward the overall course credits required for their degree program. The details of this policy and the deadlines can be found here.

**Turnitin and other similarity review software**

All assignments will be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. Students will be able to view their results before the final submission. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com.

**15. BMSUE Academic Policies and Statements**

**Cell Phone and Electronic Device Policy (for in-person tests and exams)**

The Schulich School of Medicine & Dentistry is committed to ensuring that testing and evaluation are undertaken fairly across all our departments and programs. For all tests and exams, it is the policy of the School that any electronic devices, i.e., cell phones, tablets, cameras, or iPod are strictly prohibited. These devices MUST be left either at home or with the student’s bag/jacket at the front of the room and MUST NOT be at the test/exam desk or in the individual’s pocket. Any student found with one of these prohibited devices will receive a grade of zero on the test or exam. Non-programmable calculators are only allowed when indicated by the instructor. The program is not responsible for stolen/lost or broken devices.

**Copyright and Audio/Video Recording Statement**

Course material produced by faculty is copyrighted and to reproduce this material for any purposes other than your own educational use contravenes Canadian Copyright Laws. You must always ask permission to record another individual and you should never share or distribute recordings.
Rounding of Marks Statement

Across the Basic Medical Sciences Undergraduate Education programs, we strive to maintain high standards that reflect the effort that both students and faculty put into the teaching and learning experience during this course. All students will be treated equally and evaluated based only on their actual achievement. Final grades on this course, irrespective of the number of decimal places used in marking individual assignments and tests, will be calculated to one decimal place and rounded to the nearest integer, e.g., 74.4 becomes 74, and 74.5 becomes 75. Marks WILL NOT be bumped to the next grade or GPA, e.g. a 79 will NOT be bumped up to an 80, an 84 WILL NOT be bumped up to an 85, etc. The mark attained is the mark you achieved, and the mark assigned; requests for mark “bumping” will be denied.

16. Support Services

The following links provide information about support services at Western University.

Academic Counselling (Science and Basic Medical Sciences)

Appeal Procedures

Registrarial Services

Student Development Services

Student Health Services