

**OST 551 – Osteopathic Patient Care I**

Fall Semester 2 – 2021

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**Notice to Students:** Although course syllabi at MSUCOM have a consistent format, important details differ by course. For this reason, you must read the syllabus thoroughly at the onset of each course to know what the course will provide and what is expected of you.

## Section 1 – Course Information

### Course Description

Osteopathic Patient Care (OPC) is a five-course sequence (OST 551-555) that incrementally and longitudinally exposes osteopathic medical students to key components of the seven Osteopathic Core Competencies:

1. Osteopathic Principles and Practice
2. Medical Knowledge
3. Patient Care
4. Interpersonal and Communication Skills
5. Professionalism
6. Practice-Based Learning and Improvement
7. Systems-Based Practice

[AACOM Successful Practices and Core Competencies](#)

While much of the MSUCOM curriculum focuses on providing essential foundational medical knowledge (Core Competency #2), the goals of OPC are to help medical students:

1. Apply medical knowledge to patient care,
2. Develop essential psychomotor skills associated with performing physical examinations,
3. Evaluate medical literature and apply new research findings to patient care,
4. Develop skills required for self-directed, lifelong learning and improvement, and
5. Expand competence into related realms such as professionalism, career and professional development, self-care, education/teaching, and interpersonal interactions.

### Measurable Course Objectives

The American Osteopathic Association has identified osteopathic core competencies (OCC) essential for practice as a future osteopathic physician ([reference](#)). These are embedded throughout programmatic objectives and curriculum. The curricular structure also encourages proficiency in the Core Entrustable Professional Activities (EPAs) for Entering Residency as defined by the Association of American Medical Colleges to help build toward that future phase of the journey toward medical practice ([reference](#)). By the end of this specific course, learners should be able to achieve the following objectives within each competency domain indicated:

#### Interpersonal and Communication Skills

1. Demonstrate effective communication including documenting a clinical encounter in the patient record using the SOAP process and providing an organized verbal presentation of a clinical encounter. (*Documentation/Communication – EPA 5, EPA 6*)
2. Communicate effectively with the patient in order to establish a diagnostic impression and ascertain the nature of the concern or complaint. (*Eliciting information*)
3. Develop, maintain, and conclude the therapeutic relationship while demonstrating competence in the rapport-building functions of the medical interview. (*Rapport building*)

## **Medical Knowledge**

4. Apply knowledge of anatomical and physiological structure and function to differentiate between normal and abnormal physical examination findings. (*Biomedical Science – Anatomy/Physiology*)

## **Osteopathic Principles, Practice, and OMM**

5. Apply knowledge and skills related to osteopathic principles and practice to a patient care plan in a clinical simulation or case discussion. (*OPP Principles/Integration*)

## **Patient Care and Procedural Skills**

6. Gather accurate, essential data from all sources, including the patient, secondary sources, medical records, and physical examination (including osteopathic structural examination) for selected clinical presentations. (*Data Gathering – EPA 1*)
7. Recommend and interpret common diagnostic and screening tests using evidence-based and cost-effective principles. (*Diagnostic Testing – EPA 3*)

## **Professionalism**

8. Exhibit respect, altruism, compassion, integrity, honesty, and trustworthiness in interactions with patients and one's team. (*Humanistic Behavior*)

## **Societal and Cultural Awareness and Advocacy**

9. Demonstrate sensitivity, respect, and responsiveness to a diverse and heterogeneous patient population, while recognizing biases in oneself, others, and health care systems and processes. (*Cultural Competency/Humility*)

## **Professional Development and Reflection Skills**

Additionally, the American Osteopathic Association indicates several other competencies on which professional development and reflection across time will foster effective medical practice. These include the ability to work collaboratively as part of an interprofessional team; the maintenance of an inquisitive and scientific approach to learning and medical practice; and the adoption of self-direction in lifelong learning and clinical decision-making. This course will contribute to the development of these longitudinal competencies or skills as indicated:

### **Interprofessional Education for Collaborative Practice**

The Interprofessional Education Collaborative has identified the core competencies necessary for health care professionals to foster effective and collaborative patient care ([reference](#)). These include effective communication skills, fostering shared values and ethics for practice, knowledge of team roles and

responsibilities, and ability to engage in teamwork and team-based practice. This course encourages interprofessional competency as follows:

1. Participation in collaborative learning events with students from other health professions programs to facilitate early development of interprofessional team skills.

### Course Coordinator

*(Note - Preferred method of contact is shown in italics)*

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## Lines of Communication

- For administrative aspects of the Course: contact the course coordinator.
- For content questions relating to a specific lecture or topic: contact the faculty presenter for that specific portion of the course or your SE MI on-site instructor.
- For absences/missed exams (see excused absence information below)
- Please set your notifications in D2L to immediate to receive posted News announcements. You may choose to receive notifications by email or SMS.

## Office Hours

Questions concerning may be discussed individually by making an appointment with the Course Coordinator, *Dr. Craig Gudakunst*, by phone at 517-353-8470 or via e-mail: [gudakun1@msu.edu](mailto:gudakun1@msu.edu) . The course coordinator is available by appointment.

## Course Web Site

The URL for the Course website is: <https://d2l.msu.edu>

Materials (e.g., description of learning events, checklists, handouts, etc.) will be available on D2L (Modules >> Week 1, Week 2, Week 3, etc.) or in the Media Space catalog. **Students are expected to check D2L regularly for updates.**

## Textbooks and Reference Materials

### Required

- Bickley, Lynn S., et al. (2020) Bates' Guide to Physical Examination and History Taking, 13<sup>th</sup> edition. Lippincott, Williams & Wilkins. Digital copy - <https://meded-lwwhealthlibrary-com.proxy1.cl.msu.edu/book.aspx?bookid=2964>
- Coulehan, John and Block, Marian (2006) *The Medical Interview*, 5th edition. F.A. Davis Company. ISBN-13: 978-0803612464  
Digital copy <http://ezproxy.msu.edu/login?url=http://ebookcentral.proquest.com/lib/michstate-ebooks/detail.action?docID=3009592>

These books are also available for free through the MSU Library electronic resources.

### Required Medical Equipment

You are required to have the following medical equipment for this course. ***Bring all your medical equipment to every GLE.***

- Digital wristwatch with seconds display or analog wristwatch with a second hand
- Hand sanitizer
- Diagnostic Set that includes:
  - Working Power handle (charged lithium ion or C-cell),
  - Otoscope,
  - Ophthalmoscope
- Hand Aneroid Blood Pressure Kit w/Adult & Child Cuffs (Sphygmomanometer)
- Pocket Eye Chart
- Babinski Neurological Hammer
- Peripheral Neuropathy Screening Device (Monofilament)
- C-128 Tuning Fork
- Digital Thermometer & Covers
- Stethoscope with bell and diaphragm
- Cloth Measuring Tape
- EKG Caliper
- Wrapped tongue depressors, cotton balls, paper clips, toothpicks

### BRING MEDICAL EQUIPMENT AND BATES' TEXTBOOK TO ALL GLEs

More portable versions of the Bates' textbook are available and would be acceptable for use during the GLE sessions (i.e., Bates' for the iPad and/or Pocket Bates').

## Absences from Mandatory and Examinations/Assessments

It is the responsibility of the student to know which class sessions are deemed as mandatory and comply with the MSUCOM policy regarding absences from mandatory sessions and examinations. This policy may be found in the MSUCOM Student Handbook on the MSUCOM website. Requests for an excused absence must be submitted via the [student portal](#).

## Course-based Academic Support

The course faculty are here to facilitate your learning. The large number of students in this course (about 300) necessitates a degree of formality. Also, since your schedules are very full, we must adhere rigidly to the lecture, small group and lab times assigned to this course. However, within these constraints, the needs of individual students will be accommodated whenever possible. Please feel free to contact the Course Coordinator with any personal issues you may have involving this course.

Additional academic support resources can be accessed at: [MSUCOM Office of Academic Success and Career Planning](#).

## Courses Begin and End Dates

OST 551 begins on August 30, 2021 and ends on December 16, 2021. See addendum for detailed daily course schedule.

## Exams/Assessments

The successful achievement of learning objectives will require knowledge and skills acquired in other portions of the overall MSUCOM educational program. Students will be expected to apply concepts and vocabulary learned in other courses to problem-solving for exams/assessments in this course.

To maintain security of assessments, you may NOT post questions on the discussion board regarding exam questions or quiz questions. Kindly email your questions to the course coordinator.

## Course Format and Schedule

OPC learning events are of two (2) main types: Individual Learning Events (ILEs) and Group Learning Events (GLEs).

- ILEs include scheduled course activities in which independent learning predominates, such as lectures or self-study modules.
- GLEs include scheduled course activities in which group learning predominates, such as group discussion sessions, PE skills labs or events including other health professionals. GLEs are often referred to as “small groups” because the group size represents a subset of the entire class.
- As general rule, written exams **will test information presented in the ILEs and covered in the reading assignments**, whereas, **clinical practical examinations and OSCEs will test the skills practiced during the group sessions** (i.e., interviewing, performance of physical exam procedures, documentation).

OPC is based on a “flipped classroom” instructional model. Weekly faculty facilitated GLEs are intended for students to *practice skills and apply knowledge* that is acquired primarily outside of class time (for example, by reading the Bates’ textbook).

For the group sessions to have *educational value*, students must prepare by completing a series of specified learning tasks. This may include completing any or all of the following: reading assignments, out-of-class assignments, lectures, self-study modules, study questions, and video demonstrations prior to the group sessions. Instructions for how to prepare for each session are found on D2L: Lessons>>Week 1, Week 2, etc.

OST551 is a 2-credit course allotted 28 “contact hours” per semester.

- MSU defines each “contact hour” as equivalent to one 50-minute lecture or one 2-3-hour lab/discussion session.
- In accordance with University guidelines, OST551 will average one (1) ILE per week, AND one (1) GLE per week.

**A DETAILED schedule is posted on D2L in the “Start here Syllabus and Schedule” folder.** The exact dates and times of scheduled learning events are subject to change due to circumstances beyond the control of the course coordinators and faculty. The posted schedule will be updated to reflect changes that occur, and students will be given as much notice as possible. **Students are expected to follow this schedule and frequently check for updates.**

Please note that “online” ILEs (e.g., prerecorded lectures, video demonstrations, online/web-based self-study modules, etc.) have corresponding “placeholders” (i.e., reserved time slots) on the Google Calendar and in the posted course schedule. Students may complete these activities at their own pace and at a time of their choosing **prior to the associated GLE.**

## Exams/Assessments

The successful achievement of learning objectives will require knowledge and skills acquired in other portions of the overall MSUCOM educational program. Students will be expected to apply concepts and vocabulary learned in other courses to problem-solving for exams/assessments in this course.

[\(MSUCOM Program Philosophy\)](#)

In order to maintain security of assessments, you may NOT post questions on the discussion board regarding exam questions or quiz questions. Kindly email your questions to the course coordinator.

Assessments	Projected Points	Material to be Covered
Perspectives of Healthcare Professionals assignment	5	Preparation for Week 5 CDW
Midterm Exam	30	Content of Weeks 1 – 8
COMPREHENSIVE Final Exam	50	Content of Weeks 1 – 15
Physical Exam Skills Evaluation (OSCE)	P/F	Week 6 – General Survey, Vital Signs, HEENT Week 8 – Thorax/Lungs Week 10 – Thorax/Heart and Vessels Week 12 – Abdominal
PE Skills Assessments (Weeks 6, 8, 10, 12)	P/F	PE Skills covered in OST 551



Assessments	Projected Points	Material to be Covered
Participation Points	20	See Participation Points section of syllabus
<b>Total Course Points</b>	<b>105</b>	

**Dress Code**

- Students are expected to project a professional image. Clothes should be clean and in relatively good condition. No offensive clothing.
- Personal hygiene: clean and well-groomed, no cologne or perfume, fingernails trimmed and clean
- For any face-to-face events, appropriate PPE (mask and eye protection) must be worn at all times.

Virtual Events:

- For most virtual classes, casual attire is appropriate. Please be advised that your camera must be turned on during class, and dress accordingly.
- If a patient will be present (patient presentations, patient panels, etc.), business casual is appropriate.

In-person GLEs:

- For any events where students will be practicing physical exam maneuvers on one another: wear loose-fitting, unrestrictive clothing (e.g. athletic wear) or scrubs to facilitate physical exams. Sleeveless undershirts, camisoles, or sports bras may be worn underneath to individual preference. When lower extremities are to be examined, please be sure your pants will roll up above the knee (i.e. avoid leggings or joggers that will not roll up far enough).

Standardized Patient Encounters:

(Standardized Patient Encounters include OSCEs, standardized patient interviews, and standardized patient exams)

- Short white coat with nametag must be worn, even if the encounter is virtual
- Professional attire- dress as you would if you were seeing patients in an actual clinic- if you aren't sure what this means, please speak to course leadership
- No open-toed shoes
- If your simulated patient encounter is immediately before or after your scheduled OMM lab, you may wear scrubs with your white coat.
- During the COVID-19 pandemic, scrubs are an acceptable alternative to business casual attire. They should be clean and not overly wrinkled, and white coat is still to be worn. Face shields are required (no goggles) for simulated patient encounters.

**Attendance and Punctuality**

**Attendance and punctuality are professional expectations of medical students.** Many of the learning events in OPC are participatory and require the presence of the student.

**BRING YOUR MSU ID TO ALL EVENTS.** Students may be required to show a valid photo ID to verify identity.

Attendance will be taken and documented for ALL the following events:

- OPC group learning events (GLEs),
- OPC patient panel presentations,
- OPC examinations including written exams, practical exams, competency evaluations and OSCEs,
- OPC standardized patient encounters (e.g., simulated patient interviews and clinic experiences),
- OPC Clinical Development Workshops,
- OPC broadcast lectures (ILEs)

Attendance will be documented via iClicker polling, Zoom login data, or a sign-in sheet. Each student is responsible for documenting their own on-time attendance by signing an attendance sheet or using the student's registered iClicker polling device. Sign-in sheets will be picked up 5 minutes after the start of class. Attendance at mandatory Zoom meetings or webinars will be recorded by Zoom login data, so it is crucial that students log in to these sessions using their MSU credentials so that attendance can be verified.

- If you are having difficulty logging in to a mandatory virtual event, you are responsible for contacting your site *CA immediately* to notify them, but continue attempting to log in.
- If the student does NOT document his/her attendance in the proper manner, the student is considered absent for the event, regardless of whether the instructor or classmates can verify their attendance.
- If a student is more than 5 minutes late for an event, they will be considered late.
- If a student is more than 15 minutes late for an event, they will be considered absent.
- Falsification of an attendance record (e.g., signing in for someone other than oneself, signing in and then leaving the session early, using iClicker polling to sign in when not in the room, or use of another student's iClicker device) will be considered an instance of professional misconduct equivalent to academic dishonesty (e.g., cheating). This is considered a serious situation and may result in dismissal from the college. See MSUCOM policy regarding academic dishonesty and professionalism.

### **Participatory sessions**

(Clinical Development Workshops, GLEs, quizzes, patient panel presentations, individual learning events)

If a student is unable to attend a participatory session, the student may apply for an excused absence. Supporting documentation will be required.

**There are NO make-up activities or points for missed participatory sessions for any reason.** If a session is missed for any reason, the student is expected to discuss that session with classmates who were present, and the student is responsible for all material covered in the session. The faculty will not provide alternate or additional participatory sessions.

**Each student is responsible for active learning and assignments during the sessions.** This includes participation in group discussions, iClicker Polling sessions, designated activities, and/or handing in paper/electronic assignments.

- If the student does NOT hand in the paper/electronic assignment AND/OR participate in at least one i-clicker question during the session AND/OR participate in group or individual activities, the student will **not receive any points for that session/event**. *Please note*, forgotten or improperly registered iClicker polling devices will result in forfeiture of points for the session/event.
- Connectivity to your class sessions is vital. If you lose connection, please re-enter the room by any means possible – phone, tablet, etc. Email your curriculum assistant as soon as you experience technical difficulty, so your issue can be documented.

### **Exams, Competency Evaluations, OSCEs and Appointments with Standardized patients**

If a student is unable to attend a **written exam**, the student may submit a request for an excused absence. Supporting documentation will be required. With an excused absence, the student will be eligible to take a make-up exam. Without an excused absence, the student will NOT be eligible to take the make-up exam and the associated points will be forfeited.

If a student is unable to attend an assigned time for **competency evaluation, OSCE, or appointment with a standardized patient**, the student must obtain an excused absence prior to the scheduled event or within 24 hours after an emergency situation. Supporting documentation will be required. With an excused absence, the student is eligible to complete a make-up experience. Without an excused absence, the student will NOT be eligible for a make-up experience AND will lose all professionalism points AND the associated points for the assignment will be forfeited.

If you become ill **PRIOR** to starting or **DURING** your Standardized Patient encounter, please have the administrator of the event (LAC personnel in EL or the CAs in DMC/MUC) contact the course coordinator immediately. You will be required to obtain supporting documentation from a physician stating that you were unable to complete the testing. This documentation is required within 24 hours of your scheduled event. If documentation is not received within 24 hours, your score will be based on the portion you completed out of the total number of points possible on the assessment. If the standardized patient encounter occurs during the semester, you will be provided a make-up experience or corrective action assessment to complete before the end of the semester. If the standardized patient encounter occurs at the end of the semester or as time permits, you will be assigned another time or be given an incomplete. The make-up encounters/corrective actions will be scheduled as soon as scheduling is possible.

The designated time with the standardized patient is all that you have with the patient. If you leave the exam room during the designated time (for any reason), you will not be allowed to re-enter the exam room.

D2L Quizzes will be opened for a specified period of time. Once the quiz(zes) close at the indicated time on the course schedule, they will not be reopened. It is your responsibility to ensure your quiz was submitted (e.g. received an email from D2L regarding successful submission).

If you have an emergency situation, you must notify the course coordinator(s) within 24 hours following the event to request an excused absence.

### **Requested changes to GLE schedules**

If you have a preplanned event that you will be seeking to switch GLE/lab times with a classmate, you must submit this request at least 2 weeks prior.

If you need to make a group change request with fewer than 2 weeks' notice, you must identify a fellow student who is both willing and able to make the group change with you, and both students need to request this change in writing to your OPC site CA. Requests will be considered up to 24 hours prior to the requested time change.

Schedule changes with fewer than 24 hours' notice cannot be accommodated. Students who are unable to attend their scheduled OPC session should submit an excused absence request form.

### **Requested changes to OSCE schedules**

If you have a preplanned event that you will be seeking to switch OSCE appointment times with a classmate, both students need to request this change in writing to your OPC site CA. You must submit this request at least 2 weeks prior.

In the event of fewer than 2 weeks' notice, OSCE appointment change requests will be considered on a case-by-case basis, pending schedule availability.

### **Physical Examinations on Peers**

In this course, students are expected to engage in learning events where you will practice exam skills on each other. These events can include situations where students participate as the "physician" (where their skills are being assessed) and as the "patient" (allowing for the other student to have their physical exam skills assessed).

In these events, it is possible for the student acting as a "patient" to request the student serving as the "physician" be a specific gender. If that request is not honored at the time of the event, we will reschedule or otherwise correct the error at no penalty to either student.

This accommodation does not apply to events where students will be performing physical exams on simulated patients or other applicable events (e.g. a student will NOT be able to request that they are only ever assigned to perform physical exams on females, etc).

### **Participation Points**

**Medical students are expected to participate in all course events.**

Each student starts with twenty (20) points toward the OPC final course grade for demonstration of participation.

Behaviors that will result in loss of participation points: Unacceptable student behaviors include, but are not limited to:

<b>Participation Issue</b>	<b>Points deducted per instance</b>
<ul style="list-style-type: none"> <li>▪ Arriving late or leaving early</li> <li>▪ Being improperly attired (see Dress Code)</li> <li>▪ Using a mobile device / phone / computer, <i>unless specifically authorized to do so</i></li> <li>▪ Being unprepared (e.g., demonstrates ignorance of the session’s activities, requires significant prompting to get started, etc.)</li> </ul>	2
<ul style="list-style-type: none"> <li>▪ Each unexcused absence from a mandatory event (arrival later than 15 minutes after the start of a session will be considered an absence)</li> </ul>	5
<ul style="list-style-type: none"> <li>▪ Being unengaged (e.g., stand-offish, non-participatory, uncooperative, disdainful, etc.)</li> <li>▪ Being uncooperative or disruptive to the learning environment</li> <li>▪ Being judgmental or disrespectful of faculty, staff, or peers</li> </ul>	10
<ul style="list-style-type: none"> <li>▪ Missing an OSCE or Standardized Patient encounter without an excused absence (will also result in failure of the missed event)</li> </ul>	20

Other inappropriate behaviors not directly listed on the table above will be handled at the discretion of OPC Leadership.

Any unprofessional behavior observed by course faculty or staff member, may result in the student being required to meet with the OPC Leadership for discussion and determination of appropriate follow-up.

*Please make note* that if there are 2 separate events on one day and attendance is taken at both events, this will count as 2 absences.

Participation will be tracked throughout the OPC series.

- If you lose your participation points, you will be required to meet with the course coordinator. You may be required to complete a corrective action during or at the end of the semester.

## **Course Grades**

A student’s course grade is based on assessments of knowledge, skills, and professional behavior.

- **P-Pass**—means that credit is granted, and that the student achieved a level of performance judged to be satisfactory by the instructor. **ALL CRITERIA BELOW MUST BE MET TO OBTAIN A “P” GRADE FOR THIS COURSE**

**A “P” will be assigned to any student who:**

1. Obtains 70% or more of the total course points  
**AND**
2. Obtains a Pass (P) on the Physical Exam Technique Evaluation (OSCE)  
**AND**
3. Obtains a Pass (P) on all PE Skills Evaluations (Weeks 6, 8, 10, 12)  
**AND**

4. Take the midterm and final exams
- **N-No Grade**—means that no credit is granted, and that the student did not achieve a level of performance judged to be satisfactory by the instructor.  
**An “N” may be assigned to any student who:**
    1. Obtains less than 70% of the total course points,  
**OR**
    2. Obtains a Fail (F) for the Physical Exam Technique Evaluation (OSCE)\*,  
**OR**
    3. Obtains a Fail (F) on any PE Skills Evaluations (Weeks 6, 8, 10 or 12) \*  
**OR**
    4. Fails to satisfactorily complete a required make-up experience for a missed exam or standardized patient encounter,  
**OR**
    5. Is absent from more than two (2) mandatory events without excused absence.  
**OR**
    6. Does not take the midterm or final exam

**\*PE Skills Evaluations (OSCE or Week 6, 8, 10 or 12) failures will result in a corrective action process, which will occur during the semester. Failure of the corrective action process will result in a failure in the course.**

Remediation –

- If you fail due to a failed OSCE corrective action, but you get >70% of total available course points, you are eligible to remediate with another OSCE.
- If you fail due to <70% of the total available course points, but pass the OSCE, you are eligible to remediate with a remediation exam
- If you fail BOTH the OSCE corrective actions AND earn <70% of total available course points, you are not eligible to remediate the course.

Specific dates for remediation will be after the end of the semester, individually scheduled at MUC, based on need and availability of resources.

Please refer to the remediation policy information provided in Section 2 of this syllabus for information on College requirements and eligibility determination.

## **Student Evaluation of the Course**

We want your feedback on how to improve this course.

- **Informal Feedback:** Feel free to approach the Course Coordinator, Dr. Craig Gudakunst, or any of the other course faculty with your reactions and suggestions. Ad hoc Evaluations are available for immediate feedback on course sessions and faculty. Students can access the evaluation system at: [MSUCOM Pre-clerkship Evaluation System](#); on the “Home Page, see “Initiate Ad hoc Evaluations” under “Tasks”.
- **Formal Evaluation:** In addition to the above, we ask every student in the class to complete formal on-line course evaluation upon conclusion of the course. Student feedback provides Course Coordinators with valuable information regarding their performance, the performance of their colleagues, and the quality of the course. The information gained from these evaluations is used to

continuously improve future offerings of this course. Students can access the evaluation system at: [MSUCOM Pre-clerkship Evaluation System](#).

## Section 2 – Policies

Please refer to the [MSUCOM Student Handbook](#) for these and other policies.

### Academic Honesty and Professionalism

Every student is responsible for their behavior and is expected to adhere to all MSU and MSUCOM policies of academic honesty and professionalism, as outlined in the MSUCOM Student Handbook and the MSU Medical Student Rights and Responsibilities. These documents may be found on the MSUCOM website. Additional guidance on academic integrity may be found on the MSU Ombudsperson's website at <https://ombud.msu.edu/sites/default/files/content/Academic-Integrity-at-MSU-updated-August-2017.pdf>

Incidents of academic dishonesty or professional misconduct will be addressed by the faculty, administration, or staff; such action may include, but is not limited to: giving a failing grade, referring a student for judicial review, directing the student to the Associate Dean of Medical Education, evaluation by the Committee on Student Evaluation, and other actions outlined in the Medical Student Rights and Responsibilities document.

### Types of Class Sessions

MSUCOM designates lectures and other class sessions by their delivery method. While additional terms may be used in a specific course, the following will provide general guidance to the type of session:

- Live or livestream lecture: broadcast at a designated time; intended to be viewed synchronously
- Online Lecture: recorded content, may be viewed asynchronously
- Webinar: more interactive session where student participation is expected
- Lab: may refer to on-site clinical skills training or online lab session; see details

### Changes to Course Schedule or Requirements

Due to external circumstances, the course requirements published in the course syllabus and/or course schedule may be subject to change. Timely notification Communication regarding changes will be provided to enrolled students via the course D2L site and/or email. Any changes made will consider the MSU Code of Teaching Responsibility and the MSU Medical Students Rights and Responsibilities.

### Mandatory and Optional Class Sessions

All lectures and other class sessions are considered to be integral to the course, and students are expected to attend, view, or participate in each session. Some sessions are designated as "mandatory" in that attendance at the session on the scheduled date and time is required. Depending on the course, a student may earn points for attending or participating in a mandatory session or may lose points for failing to attend or participate. Availability of make-up points for missed sessions is at the discretion of the course coordinator. Optional class sessions are offered by faculty to assist students in learning or reviewing course content.

## **Absences from Mandatory and Examinations/Assessments**

It is the responsibility of the student to know which class sessions are deemed as mandatory and comply with the MSUCOM policy regarding absences from mandatory sessions and examinations. This policy may be found in the MSUCOM Student Handbook on the MSUCOM website. Requests for an excused absence must be submitted via the [student portal](#).

## **Computer-Based Testing**

It is the responsibility of each student to know and comply with the MSUCOM policy on computer-based testing. This policy may be found in the MSUCOM Student Handbook on the MSUCOM website.

Administration of quizzes, examinations, and other assessments may be self-proctored, virtual proctored, or classroom proctored. Regardless of the proctoring method, you are expected to take the exam in a quiet, private setting. Just like in a proctored exam, you are not to access notes, textbooks, references, your phone, or other materials, and you are not to interact with fellow students or others. Remember that integrity is defined as what you do when no one is looking.

You are also expected to not record, photograph, take screen shots, make notes of, or otherwise attempt to make a copy of any exam item for any purpose, including your personal use. A student who is discovered to have cheated or breached exam security will be subject to formal disciplinary action, up to and including dismissal from MSUCOM.

If you have concerns or evidence of an exam security breach on this or any exam, you may report that to an MSUCOM administrator or through the online concern form.

## **Medical Student Rights and Responsibilities**

If problems arise between instructor and student, both should attempt to resolve them by informal, direct discussions. If the problems remain unsolved, the Associate Dean for Medical Education and/or the MSU Ombudsperson may be consulted. The MSU Medical Student Rights and Responsibilities (MSRR) document defines processes for additional steps, including submission of a formal grievance. The MSSR may be found in the MSUCOM Student Handbook and online at [splife.studentlife.msu.edu](http://splife.studentlife.msu.edu).

## **Reef Polling (iClicker Cloud) Policy**

It is your responsibility to know and comply with the Reef Polling (iClicker Cloud) Policy. This policy may be found in the MSUCOM Student Handbook. If you forget your device or if it does not work, for whatever reason, no make-up experiences will be provided, and no points will be given.

If Reef Polling is used to take attendance for an on-campus event, you will be expected to arrive to the physical location on time and to stay for the duration of the assigned activity. If Reef Polling is used to take attendance for an online event, you will be expected to start the session at the scheduled time and participate for the duration of the assigned activity.

As a matter of professionalism, please note that under no circumstances should you provide access to your iClicker Reef account to another student by sharing your device and/or account login, nor should you accept another student's device or login credentials to access Reef Polling on their behalf. Answering questions or checking in for attendance on behalf of another student by using their device or account is considered to be academic dishonesty and may result in disciplinary action up to and including dismissal from the college.



## **Remediation**

The MSUCOM Policy for Retention, Promotion and Graduation requires successful completion of each required course to progress in the curriculum. If you receive an “N” grade in a course, that grade will be recorded on your official transcript; you must meet the course requirement by successfully remediating or repeating the course.

Eligibility to attempt remediation of the course is determined by criteria described in the “Course Grades” section of the syllabus. If you are not eligible to attempt remediation, or if you fail the remediation, you must retake the course, provided you are eligible to continue in the program as determined by the Committee on Student Evaluation.

## **Student Safety and Well-being**

The MSUCOM website and Student Handbook provide information on student safety, campus security, access to medical care and counseling services, and to policies on injuries and exposures. If you have an injury or acute illness on campus, an incident report should be completed. The form is available on the MSUCOM intranet or from Academic Programs.

## **Academic Support Resources at MSUCOM**

As a way to acclimate you to the curriculum at MSUCOM, we have created a program called On Target: <https://michiganstate.sharepoint.com/sites/OnTargetforAcademicSuccess>

On this site you will find semester roadmaps which gives a general overview of each semester, tools needed to be successful in the curriculum and targeted resources for your unique learning situation. In each semester’s road map, you will also find course expectations, tips for success, potential trouble spots, longitudinal course integration, and specific course study guides.

## **Requests for Accommodations**

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities (RCPD) at 517-884-7273 or online at [rcpd.msu.edu](http://rcpd.msu.edu). Once eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Each VISA includes an expiration date; to request an accommodation, you must have an active VISA. You may work with RCPD to renew a VISA.

During the preclerkship curriculum, the college will help to coordinate accommodations for additional testing time. Provide your VISA to Nancy Thoma, [thoman@msu.edu](mailto:thoman@msu.edu), A333 East Fee Hall at the start of the term and/or at least two weeks prior to the assessment event (test, project, labs, etc.). Requests for accommodations received with less notice will be honored whenever possible. You may choose whether or not you wish to use accommodations for a particular event. For other accommodations, you may also review your VISA with the course coordinator and curriculum assistant assigned to that course.

## **Title IX Notifications**

Michigan State University is committed to fostering a culture of caring and respect that is free of relationship violence and sexual misconduct, and to ensuring that all affected individuals have access to services. For information on reporting options, confidential advocacy and support resources, university policies and procedures, or how to make a difference on campus, visit the Title IX website at [titleix.msu.edu](http://titleix.msu.edu).

Limits to confidentiality. Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, you should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues to protect the health and safety of MSU community members and others. Instructors must report the following information to other University offices (including the Department of Police and Public Safety):

- Suspected child abuse/neglect, even if this maltreatment happened when you were a child;
- Allegations of sexual assault, relationship violence, stalking, or sexual harassment; and
- Credible threats of harm to oneself or to others.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting, you are encouraged to make an appointment with the MSU Counseling and Psychiatric Services.

### **Addendum: Course Schedule**

Course schedule for the current semester will be posted to D2L. Changes to the course schedule will be noted on the class academic calendar ("Google calendar") and communicated to students via D2L and/or email. The schedule for the most recent offering of this course will be posted on the MSUCOM website under Current Students/Preclerkship Curriculum.