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Notice to Students: Although course syllabi at MSUCOM have a consistent format, vitally 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 Manipulative Medicine IV is a 1 credit hour course that provides students with the basic palpatory skills and clinical knowledge leading to osteopathic diagnosis and treatment.

Course Goals
Specific instructional objectives are provided within each lecture of this course.

Course Coordinator
Name: Mark Gugel, D.O.
Email: gugel@msu.edu
Address: A439 East Fee Hall, East Lansing, MI 48824

Course Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
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<td>MUC</td>
</tr>
</tbody>
</table>

Curriculum Assistants

<table>
<thead>
<tr>
<th>Site</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Lansing</td>
<td>Michele Benton</td>
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<tr>
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<td>313-578-9628</td>
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<td>586-263-6799</td>
</tr>
</tbody>
</table>
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)

Office Hours

Questions concerning the course may be discussed individually by making an appointment with the Course Coordinator, Timothy Francisco via e-mail.

Course Web Site

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

The course D2L site has these main sections:

- **Lab Times and Small Group Assignments**: Please check here for your designated OMM lab time.
- **Syllabus/Course Objectives & Reading Assignments**: Contains the syllabus, Course Schedule, Objectives for each lab session and reading assignments.
- **Lab Material**: Contains the PowerPoint presentations for each week as well as any other learning materials needed.

Textbooks and Reference Materials

Students may access the required OMM textbooks and many others at: http://libguides.lib.msu.edu/medicalimages


i>**Clicker Use in Course**

i>Clickers will NOT be used in this class.

Course-based Academic Support

The value you derive from this course (and those that follow it) will depend on many factors, but most importantly the amount of time and effort you put into it. In undergraduate courses, students often concentrate on just getting through the next exam or individual courses. But medical education is different because it is cumulative. Study for understanding, not just short term memorization. This will
allow you to understand concepts and carry them forward with you to the next step in your medical education.

You are strongly urged to:
Consult the course D2L web site frequently to see announcements and to access various study aids (e.g., follow-up to in-lab problem sets, practice exam questions, and answers to frequently asked questions).
- Complete the preparatory work assigned for each lab and lecture session; this includes working through the online modules, problem sets or any other advance study activities.
- Attend every lecture and lab session. Plan to stay to the end of each lab session, in order to take full advantage of the opportunities to work collaboratively with your classmates, to interact with faculty, and to participate in the question reviews at the conclusion of lab.
- Actively annotate your Course Pack as you prepare for each class session, as each class session progresses, and also during your follow-up study.
- Complete the follow-up (supplemental) reading and self-study exercises as directed in the Course Pack and on the D2L web site.
- Use the practice exam questions (posted on D2L prior to each exam) to help guide your review and preparation for exams. Do NOT wait until the day before an exam to look at these practice exam questions. Instead, start using them several days prior to each exam to help guide your review and exam preparation.
- Each member of the teaching team has a well-deserved reputation for being approachable and for helping students achieve success. Avail yourself of the opportunities for help provided by the course faculty -- in person, via e-mail, and at scheduled help sessions or call them to schedule an appointment time.
- The time immediately before or after a course lecture is often too hectic to provide a good opportunity to get help from course instructors. By contrast, lab sessions (especially at the end when some of the students have already departed) or scheduled office appointments provide an excellent time to ask questions of course faculty.
- Keep in mind that you can contact course faculty by e-mail with your questions. Note: Whenever you pose a question by e-mail, include what you THINK the answer is. This makes it much easier for the instructor to either confirm your understanding and/or offer clarification.
- Attend the course Help Sessions, which are scheduled prior to the course exams.
- Face-to-face contact with faculty at lecture sessions -- In addition to the faculty person giving a lecture, one or more of the course faculty regularly sit in on course lecture sessions at each site. This provides you with an opportunity to pose a quick question or to request a personal meeting with your local campus faculty. E-mail is also a good way to set up a personal meeting with a particular faculty member.
- Study groups - Many students find it beneficial to study with one or more partners, and we strongly encourage this activity. Studying together can be efficient (what one student doesn't understand, another one will), stimulating (personal interaction can help keep you focused and alert), and motivating (commitment to a partner supplements self-discipline). We encourage you to study with suitable partners. We caution you, however, to avoid study groups that turn into "gab fests" or where one or two students do all the talking. Remember, you may THINK you understand a concept when you hear someone else explain it, but you'll KNOW you understand the concept only when YOU can explain it to someone else. So, make sure you get to talk in your study group!
- Caution: Scribe note services are not sanctioned by MSUCOM and are not endorsed by the course faculty. Course faculty assume no responsibility whatsoever for errors in the "scribe notes". It is unwise to expect the "scribes" to substitute for your own attendance in lecture or lab, your own note taking, or your own studying.
Additional academic support resources can be accessed at:
http://com.msu.edu/Students/Academic_Career_Guidance/index.htm

In summary, 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.

Courses begin and end dates
OMM 514 begins on August 31, 2017 and ends on December 1, 2017. See addendum for detailed daily course schedule.

Exams/Assessments
There will be a total of one exam given in OST 566 this semester. Your score on the final exam and your scores on the case study sessions will determine your grade in the course. The assessment schedule is as follows:

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Projected Points</th>
<th>Material to be Covered</th>
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</thead>
<tbody>
<tr>
<td>Weekly Quizzes</td>
<td>40</td>
<td>Weekly reading material</td>
</tr>
<tr>
<td>Practical Exam</td>
<td>30</td>
<td>Course content from 8/31/17 – 10/19/17</td>
</tr>
<tr>
<td>Written Exam</td>
<td>30</td>
<td>Cumulative exam</td>
</tr>
<tr>
<td>OMM Physical Exam Form</td>
<td>3</td>
<td>Week 12 – 11/2/17</td>
</tr>
</tbody>
</table>

Course Grades
A student’s course grade is determined by the following formula:

\[
\frac{(\text{Quiz points}) + (\text{Practical exam}) + (\text{Written exam}) + (\text{PE Form})}{\text{Total Points}} = \text{final percent score.}
\]

- **P-Pass**—means that credit is granted and that the student achieved a level of performance judged to be satisfactory by the instructor. To obtain a “P” grade for this course, a student must obtain an overall average of greater than or equal to 70% of the total number of points possible and no score lower than 70% on both the written and practical 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. Scores less than a 70% on either the written or practical* exams, OR
  3. Fails to satisfactorily complete a required Corrective Action for a failed practical exam, or fails to meet the attendance requirements.
Remediation - Since all of the courses in the MSUCOM curriculum are required, any student receiving an “N” grade must remediate the course. * Failure of a practical exam 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. Please refer to the remediation policy information provided in Section 2 of this syllabus for information on College requirements and eligibility determination.
  o All remediation exams for semester 5 are scheduled for Friday, January 5, 2018 and Saturday, January 6, 2018.

Student Evaluation of the Course
We want your feedback on how to improve this course.
  ▪ Informal Feedback: Feel free to approach the Course Coordinator, Mark Gugel, or any of the other course faculty with your reactions and suggestions. Or write out your comments and email them to the Course Coordinator or Faculty. From time to time, we may also convene focus groups of students, as an additional way to elicit your opinions and suggestions.
  ▪ 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 course evaluations are highly recommended. 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: http://kobiljak.msu.edu/Evaluation/UnitI_II.html. Your participation in this important process is greatly appreciated.
Section 2 – Policies

Academic Honesty and Professionalism

http://com.msu.edu/Students/Professional_Development/Statement_on_Professionalism.htm

Every student is responsible for their behavior and is expected to adhere to all MSU and MSUCOM policies of academic honesty and professionalism. If there is any instance of academic dishonesty or unprofessionalism discovered by a member of the faculty, administration or staff, it is his or her responsibility to take appropriate action. 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 Student Services, and any other actions outlined in the Medical Students’ Rights and Responsibilities document.


Absences from Mandatory Class Sessions and Examinations/Assessments

MSUCOM students are expected to attend all mandatory class sessions (e.g., lectures, laboratories, group activities) and take all examinations/assessments during their originally scheduled times. If this is not possible an excused absence may be requested.

Excused absences will not be given to all who make a request. If a request for an excused absence is denied, the student will receive a zero (0) grade for the mandatory session or examination/assessment in question, which may result in the issuance of an “N” grade in the course.

An excused absence does not relieve the student from responsibilities for missed mandatory class sessions and examinations. It is highly possible that an excused absence will not be granted for a mandatory class session due to scheduling of equipment and faculty. If one of these mandatory sessions is missed, even though an excused absence is granted, and cannot be made up, the student will receive a zero(0) grade for the event and may be required to repeat the course at its next offering.

Personal Emergencies:

To obtain an excused absence, complete the Excused Absence Request form and email it to Academic Programs osteomedap@hc.msu.edu.

A personal emergency is typically defined as the death of an immediate family member, serious illness, automobile accident and/or hospitalization. Situations including, but not limited to: failure to be on time, conflicting appointments and failure to provide proper identification will not be considered a personal emergency, and requests based upon these situations may be denied.

If an examination/assessment or other mandatory experience is missed due to medical reasons, a medical provider’s written confirmation may be required before the request is considered.
Advance Notice of Absence Available:
A student must submit his or her excused absence request to Academic Programs osteomedap@hc.msu.edu at least one week in advance of any scheduled mandatory class session or examination/assessment. Requests for excused absences regarding weddings, family celebrations and vacations will be denied.

Conference, Conventions, Meetings, College Sponsored Activities
If a student wishes to attend a conference, convention, meeting, or college sponsored activity which will cause him or her to miss a mandatory class [session(s) and/or examination(s)], he or she must complete and submit an Excused Absence Request Form to Academic Programs osteomedap@hc.msu.edu at least two weeks prior to the expected absence period and provide a copy of the conference, convention, meeting or college sponsored activity announcement. Examination dates and mandatory class sessions will not routinely be changed for these activities.

Extended Absences:
MSUCOM will not excuse students for extended absences involving elective travel and medical mission work in another country. Approval of extended absences for unavoidable situations will be considered by Academic Programs osteomedap@hc.msu.edu on a case-by-case basis.

Specific Procedures for the OMM Laboratory:
If a student has an unexcused absence and/or 2 or more excused absences, he/she will be required to complete a make-up experience for the missed time. The form of make-up experience will be determined by the course coordinator and may be comprised of shadowing in the OMM Clinic, write a paper on a topic of the Course Coordinator’s choosing, or other activity related to the material missed. Paper’s should be double-spaced and have at least two references. The completed paper must be acceptable to the OMM Course Coordinator and must be submitted before the course end date. Failure to complete the make-up experience or more than 1 unexcused absence will result in the student receiving an “N” grade.

Required Attire for OMM Laboratories
Scrubs, sweatpants and shorts with elastic waistbands (no denim materials) are required attire for all Osteopathic Manipulative Medicine Laboratories. Also acceptable are tank tops, T-shirts, bathing suit tops, sports bras, and scrub tops. Button-down shirts, sweatshirts and street clothes are not allowed. Students who do not follow these guidelines will be dismissed from lab and counted as an un-excused absence that day. It is up to the small group instructor as to whether they are allowed to change their clothes and return to the lab that day. The absence, however, will not be removed.

Due to limited space in the OMM Labs, students must bring to class only those materials necessary for lab. Backpacks, large purses, etc., need to be stored in the lockers provided.
Computer-Based Testing

http://com.msu.edu/AP/preclerkship_program/preclerkship_curriculum/preclerkship_curriculum%20.html

It is the responsibility of each and every student (including students restarting and overload students) to know and be in compliance with the MSUCOM policy regarding computer-based testing. It is possible that adjustments may need to be made to this policy, and students will be notified of those adjustments when necessary.

In addition, each and every student must possess his or her own electronic device that is compatible with the software program SoftTest, and ensure that it is fully functional and operational at the time of every computerized assessment.

If a student has difficulties with respect to their technology prior to an assessment, he or she can send an email to OsteoMedAP@hc.msu.edu (which is monitored during normal business hours) for a response within 24 hours of viewing or call the lead curriculum assistant for more urgent matters.

Remediation Policy

Remediation of an “N” grade will be governed by the MSUCOM Policy for Retention, Promotion and Graduation (relevant content found under Remediation section),
(http://www.com.msu.edu/Students/Registrar/MSUCOM%20Remediation%20of%20N%20Grade%20Algorithm.pdf) and by the remediation section of each course syllabus.

It is the responsibility of each student in the Michigan State University College of Osteopathic Medicine to verify his/her eligibility, with the Office of Student Services, prior to the administration of the remediation examination/experience. Also, it is the student’s responsibility to ask the course coordinator about the format and expectations of the remediation experience.

Students deemed eligible for remediation by the registrar will be informed by the registrar’s office.

Requests for Special 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 at 517-884-RCPD or on the web at http://www.rcpd.msu.edu/. Once your eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Please present the VISA to Cheryl Luick, luick@msu.edu A329 East Fee Hall at the start of the term and/or two weeks prior to the assessment event (test, project, labs, etc.). Requests received after this date will be honored whenever possible.

It is the responsibility of the Student with Accommodations to contact the Course Coordinator and the Curriculum Assistant two weeks prior to the beginning of the semester, when the VISA is obtained prior to the start of the semester. When the VISA is obtained after the start of a semester, the student will notify the Course Coordinator and the Curriculum Assistant two weeks prior to the next scheduled evaluation.