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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

CourseName is a ## credit hour course that provides students with xxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx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Office Hours
Questions concerning the course may be discussed individually by making an appointment with the Course Coordinator, NAME HERE, Departmental Office, by phone PHONE # HERE or via e-mail. The Course Coordinator is generally available insert regular office hour DAY AND TIMES HERE or by appointment.

Course Web Site
The URL for the Course web site is http://angel.msu.edu/etc.

The course Angel site has these MAIN sections:
- **Announcements** – Course-related communication to the class will be made here. You should check for announcements on a daily basis.
- **Syllabus** - Information about textbooks, exam dates, grading system, rules and regulations, etc. as well as information on the instructional team.
- **Course Content** – Lecture recordings, tutorials (TT), self-study modules (SSM), and all other scientific material will be deposited here.
- **Discussion Forum** – List of “asked” questions. It is highly recommended that you check the discussion forum prior to sending a question to faculty as it is very likely that you are not the only student with a given question and it may already have been answered.

Textbooks and Reference Materials

<table>
<thead>
<tr>
<th>Required</th>
<th>Recommended</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Other x xxxx x xxxx</td>
<td></td>
</tr>
</tbody>
</table>

i>Clicker Use in Course

i>Clickers will (or will not) be used in this class. (Delete entire following section if not using i>Clicker in this course).

In this course, i>Clicker input may be used in the following ways: To provide practice with concepts and principles, to stimulate discussion and/or to give mini-quizzes. Questions may be posed at any time during the class hour. No make-up experiences will be provided should you forget your i>Clicker. The i>Clicker will be the only mechanism to record attendance during large group lectures.
- If the i>Clicker is used to take attendance, you will be expected to arrive in class on time and to stay for the duration of the assigned activity.
- If you bring your i>Clicker and it fails during the lecture, please see the course representative immediately after the lecture to inform us of the problem. NO points for attendance will be given unless you notify us at the time of the lecture.

Please refer to additional i>Clicker policy information provided in Section 2 of this syllabus.
The following KBIT modules are required during this course:

- Module XX xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- Module XX xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

X points will be awarded for each module provided the student completes all questions with a score of 80% or more.

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: (Delete any items not pertinent to this course)

- Consult the course ANGEL web site frequently to see announcements and to access various study aides (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 Angel web site.
- Use the practice exam questions (posted on Angel 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 3-4 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 or to see where you are going off-track.
- 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:

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.

### Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Origination</th>
<th>Title</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2/12</td>
<td>9 am</td>
<td>EL Rm#</td>
<td></td>
<td>Lk;k;k;k;kl;k</td>
</tr>
<tr>
<td>1/2/12</td>
<td>10 am</td>
<td>EL Rm#</td>
<td></td>
<td>Lk;k;k;k;kl;k</td>
</tr>
<tr>
<td>1/2/12</td>
<td>11 am</td>
<td>EL Rm#</td>
<td></td>
<td>Lk;k;k;k;kl;k</td>
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<td>1 pm</td>
<td>EL Rm#</td>
<td></td>
<td>Lk;k;k;k;kl;k</td>
</tr>
<tr>
<td>1/4/12</td>
<td>8 am</td>
<td>EL E105/202</td>
<td>Exam #1</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td>DMC G029</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MUC UC3 208</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/5/12</td>
<td>9 am</td>
<td>DMC Rm#</td>
<td></td>
<td>Hjghghghghgh</td>
</tr>
<tr>
<td>1/5/12</td>
<td>10 am</td>
<td>DMC Rm#</td>
<td></td>
<td>Hjghghghghgh</td>
</tr>
<tr>
<td>1/5/12</td>
<td>11 am</td>
<td>DMC Rm#</td>
<td></td>
<td>Hjghghghghgh</td>
</tr>
<tr>
<td>1/5/12</td>
<td>1 pm</td>
<td>EL Rm#</td>
<td></td>
<td>Lk;k;k;k;kl;k</td>
</tr>
<tr>
<td>1/6/12</td>
<td>8 am</td>
<td>EL E105/202</td>
<td>Exam #2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DMC G029</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MUC UC3 208</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/8/12</td>
<td>9 am</td>
<td>MUC Rm#</td>
<td></td>
<td>Hjghghghghgh</td>
</tr>
<tr>
<td>1/8/12</td>
<td>10 am</td>
<td>MUC Rm#</td>
<td></td>
<td>Hjghghghghgh</td>
</tr>
<tr>
<td>1/8/12</td>
<td>11 am</td>
<td>MUC Rm#</td>
<td></td>
<td>Hjghghghghgh</td>
</tr>
<tr>
<td>1/8/12</td>
<td>1 pm</td>
<td>EL Rm#</td>
<td></td>
<td>Lk;k;k;k;kl;k</td>
</tr>
<tr>
<td>1/8/12</td>
<td>8 am</td>
<td>EL E105/202</td>
<td>Comprehensive Final Exam</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DMC G029</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MUC UC3 208</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Exams/Assessments

There will be a total of # exams given in **CourseName** this year. Your accumulated score on
these exams will determine your grade in the course. The examination schedule is as follows:
<table>
<thead>
<tr>
<th>Material to be Covered</th>
<th>Projected Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination #1</td>
<td>48</td>
</tr>
<tr>
<td>Mon., 1/23/12</td>
<td>Lectures 1/10/12 through 1/19/12 [List other included material here]</td>
</tr>
<tr>
<td>KBIT Module XX</td>
<td>2</td>
</tr>
<tr>
<td>By Mon. 1/30/12</td>
<td>xxxxxxxxxxxxxxxxxxxx</td>
</tr>
<tr>
<td>Examination #2</td>
<td>48</td>
</tr>
<tr>
<td>Mon. 2/6/12</td>
<td>Lectures 1/10/12 through 2/2/12 [List other included material here]</td>
</tr>
<tr>
<td>KBIT Module XX</td>
<td>2</td>
</tr>
<tr>
<td>By Mon. 2/13/12</td>
<td>xxxxxxxxxxxxxxxxxxxx</td>
</tr>
<tr>
<td>Examination #3</td>
<td>50</td>
</tr>
<tr>
<td>Mon., 2/20/12</td>
<td>Lectures 1/10/12 through 2/17/12 [List other included material here]</td>
</tr>
<tr>
<td>Comprehensive Final</td>
<td>100</td>
</tr>
<tr>
<td>Fri., 3/2/12</td>
<td>Lectures 1/10/12 through 3/1/12 [List other included material here]</td>
</tr>
</tbody>
</table>

Course Grades
- **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 **XX% or a total of XX points**.
- **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. A student who accumulates less than **XX points or an accumulated score below XX%** will receive a “N” grade.

- Remediation - Since all of the courses in the MSUCOM curriculum are required, any student receiving an “N” grade must remediate the course. (Insert course-specific remediation information here: whether remediation is an exam or experience, requirements for course-based eligibility to remediate and any other specifics.) 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 make this course better for yourself and also for the students who come after you.
- Informal Feedback: Feel free to approach the Course Coordinator, Name Here, 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[or required]. 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_[I].html and it will be available from insert date range here. Your assistance in this important process is greatly appreciated.

Section 2 – Policies

Academic Honesty and Professionalism
http://www.com.msu.edu/ss/professionalism.html

Each individual student is responsible for their behavior and is expected to maintain standards of academic honesty and professionalism. If any instance of academic dishonesty (cheating, plagiarism, etc.) is discovered by an instructor, it is his or her responsibility to take appropriate action. Such action may include giving a failing grade to the student in the course and/or referring the student for judicial review and possible disciplinary action, which may include disciplinary suspension or dismissal from the College.

Attendance/Excused Absence
In accordance with the MSU All-University Policy on Attendance, MSUCOM does not have a regulation requiring class attendance. However, the College understands and supports the need and the right of the faculty to expect student attendance and participation in many curricular components with consequences if the student is not attending. In the spirit of professional behavior, MSUCOM students are expected to attend required class sessions (e.g., lectures, laboratories) and take all examinations during their originally scheduled times. If this is not possible, the student must obtain an excused absence. To obtain an excused absence, you need to make the following contact, as appropriate, prior to the scheduled administration of the examination(s).

✓ Personal Emergencies:
  (e.g., death in family, serious illness (acute), hospitalization, automobile difficulties).
  EL - Dr. Falls, Associate Dean for Student Services (517) 353-8799
  DMC - Dr. Willyerd, Associate Dean (313) 578-9600
  MUC - Dr. Hortos, Associate Dean (586) 263-6731

✓ Where there is advance notice of absence:
To obtain an excused absence, you need to make one of the following contacts as appropriate:
  EL - Dr. Falls, Associate Dean for Student Services (517) 353-8799
  DMC - Dr. Willyerd, Associate Dean (313) 578-9600
  MUC - Dr. Hortos, Associate Dean (586) 263-6731

For advance notice absences, a student must submit his/her excused absence request at least one week in advance of the scheduled mandatory class session(s) or examination(s). Wedding, family celebrations, vacations, conferences, etc are not considered acceptable excuses. If an examination or other required experience is missed due to medical reasons, an attending physician’s written confirmation will be required in order for the absence to be excused.
i>Clicker Policy
http://www.com.msu.edu/ss/iClicker.html
(Delete section if not using in this course)
You are expected to have your i>Clicker registered prior to the beginning of this class. You are responsible for bringing your i>Clicker to every class with you. Class will proceed as planned, even if you have forgotten to bring your i>Clicker with you. Paper completion of i>Clicker activities will not be accepted as a substitute for the i>Clicker response. Please make sure that your i>Clicker is always in working order.

As a matter of professionalism, please note that under no circumstances should you loan your i>Clicker to another student. Nor should you ever be in the possession of an i>Clicker other than your own. Answering questions or checking in for attendance on behalf of another student by using their i>Clicker is considered to be an act of dishonesty and may result in dismissal from the college.

Remediation Policy
http://www.com.msu.edu/ss/remediation.html

Remediation of an “N” grade will be governed by the MSUCOM Policy for Retention, Promotion and Graduation 5.1.4 Remediation of “N” Grades, (http://www.com.msu.edu/ss/policies.html) 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.

The Course Coordinator will inform affected students of the format, date and time for remediation examination/experience after they have been deemed eligible to remediate.