Fall (Semester 2) Orientation

William M. Falls, Ph.D.
Associate Dean/Student Services
Fall Orientation - Topics

• Jefferson Empathy Scale - Survey
• Student Services Overview
• Citizenship in a Professional Environment and Responsibilities
• Grading, Retention Policy, Medical Student Performance Evaluation and Curriculum Vitae (CV)
• Information from the Office of the Registrar Team
• Semester 2 (Fall) Curriculum
• Academic Success and Career Guidance
• Scheduling and Student Activities
Jefferson Empathy Scale

https://w3.Jefferson.edu/scales/?surveycode=msu01pre

Take Survey
Student Services Overview

William Falls, Ph.D.
Associate Dean/Student Services
Office of Student Services

• “Students” webpage

http://www.com.msu.edu/Students/Index.htm

• Five (5) Units:
  • Associate Dean’s Office
  • Office of the College Registrar
  • Academic Success and Career Guidance
  • Personal Counseling and Health Promotion
  • Scheduling and Student Activities
Information

• AACOM Entering Student Survey – “Great Job”
• New Director of Personal Counseling/Health Promotion
  • Dr. John Taylor – Office C-18 East Fee Hall
Citizenship in a Professional Environment and Responsibilities

William M. Falls, Ph.D.
Associate Dean/Student Services
Citizenship in a Professional Environment

• You are now embarking on a professional career and have entered a professional school. With this comes responsibilities for being a professional citizen.


Citizenship in a Professional Environment

• As an MSUCOM student, you MUST realize that you will now need to meet certain standards and take on responsibilities, such as those described below, which will make you a good citizen in a professional environment:

• Behave in a responsible manner – each student must demonstrate respect for others (peers, faculty, staff, patients, etc.), competence, compassion, personal/professional honesty, social responsibility, confidentiality, teamwork, being on time, meeting deadlines and communicating in a professional manner. How a student behaves inside and outside the classroom/clinic reflects not only on the student but also on the College and the profession. These behaviors follow students their entire professional and personal lives and determine what type of citizen you are.
Citizenship in a Professional Environment

• Your behavior as a professional citizen, while a student in the College, will be addressed in your Medical Student Performance Evaluation (MSPE; Dean’s Letter) when you apply through ERAS (Electronic Residency Application Service) for postgraduate training.
Citizenship in a Professional Environment (Compliances)

• Immunizations
• Fingerprinting and Criminal Background Check
• Universal Precautions
• HIPAA
• Urine Drug Screens
• RCR – Responsible Conduct of Research
• Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS)
• Respiratory Mask Fitting

• Not being compliant will result in a letter being placed in your academic file and mentioned in the “Professionalism” section of the MSPE.
Citizenship in a Professional Environment

- Update you address to the Office of the College Registrar – Use “Student Portal.”
- Please show respect by responding in a complete and timely manner to requests in e-mails from units in the Office of Student Services.
Citizenship in a Professional Environment

• Please remember that as a professional student, you will be held to high standards of professional and personal conduct. I know that each of you will do your absolute best to live up to our expectations of you and be a model professional and a citizen.
Citizenship in a Professional Environment

• “Medical Students Rights and Responsibilities” document.
  • “Students” webpage – “Office of the Registrar” – “Policies.”
  • establishes the rights and responsibilities of MSUCOM students and prescribes procedures for resolving allegations of violations of those rights through formal hearings. MSUCOM has established hearing procedures using this document for adjudicating cases which violate professional standards.
Citizenship in a Professional Environment

• **MSUCOM Technical Standards**
  • MSUCOM requires that all students meet technical standards for admission and participation in its program. The technical standards can be broken into five categories of required skills:
    • Observation
    • Communication
    • Motor
    • Intellectual – conceptual, integrative, and quantitative abilities
    • Behavioral and social attributes
Grading, Retention Policy and Medical Student Performance Evaluation

William M. Falls, Ph.D.
Associate Dean/Student Services
Medical Student Performance Evaluation (MSPE; Dean’s Letter)

• During a student’s tenure in the College, particularly in the Clerkship Program, he/she will be exploring postgraduate training possibilities.

• ERAS (Electronic Residency Application Service) applications for residency require an MSPE and Dr. Falls is the College official who writes the letter on your behalf.
MSPE

• Assessment of a student’s academic and clinical performance and professional attributes while in medical school.

• Not a Letter of Recommendation!
MSPE

• MSPE contains the following information:
  • Information from “Student Grade Report” including Cumulative Score and Quintile Rank for Preclerkship Program courses.
  • Board Scores (COMLEX Level 1 and COMLEX Level 2CE and 2PE examinations; USMLE).
  • Clerkship Program clinical rotations (required and elective) – clinical instructor evaluation ratings and comments.
  • Professional Attributes.
  • Extracurricular Activities.
  • Personal Information (college attended, major, degrees, employment).
Curriculum Vitae (CV)

• Required for all students

• CV will be submitted to Dr. Falls at the end of Preclerkship Program and updates will be accepted during Clerkship Program

• Content will be used for MSPE and ERAS application, as well as, professional life

• Template location and guide: “Students webpage” - “Academic Success and Career Guidance” – “CV or Personal Statement Guides”

START NOW!
Grading

• MSUCOM employs the P/N (Pass/No grade) grading system and issuance of these grades shall be in accordance with University policy. Grading on the P/N system may be postponed by use of the “I” (Incomplete) or “ET” (Extension) grade.

• There is no “Honors” designation.

• Each student has access to a “Student Grade Report” through the “Student Portal.” This report shows a student’s:
  • percentage and percentile rank in each course during the Preclerkship Program.
  • overall **Cumulative Score and Quintile Rank** for all courses taken during the Preclerkship Program.
  • this information is included in MSPE (Dean’s Letter) for each student as part of the residency application.
“Policy for Retention, Promotion and Graduation”

• “Students” webpage – “Office of the Registrar” – “Policies”

• Important Sections to be familiar with:
  • Graduation and Additional Requirements
  • Grades
  • Academic Status
  • Remediation
  • Leave of Absence
  • Voluntary Leave
  • Voluntary Withdrawal
  • Reinstatement
  • Appeal
Meeting with Associate/Assistant Deans

• East Lansing: “Lunch with Dr. Falls and Friends” – See “MSUCOM Student Events Calendar” for your assigned time.
  • Noon to 1:00 p.m., C-102 Patenge Room

• Check with your Assistant/Associate Dean at DMC and MUC for further information.
Information from the Office of the Registrar Team
MEET OUR TEAM

Office of the Registrar
965 Fee Rd
East Fee Hall
Room C110
East Lansing, MI 48824

Open to Serve
Monday – Friday
8am – 12pm and 1pm – 5pm

OUR SERVICE. YOUR SUCCESS.
Student Portal

- Update Address
- AOA #s to come soon
- Pre-Clerkship Excused Absence Form found here
- Update Extracurricular Activities- do not use
Forms and Letters

• Enrollment Verification Letters
• Jury Duty Excusal Letters
• OSAP/Canadian Loans
  • OSAP Program Information, Enrollment Confirmation
  • StudentAidBC, Manitoba Student Aid
• Loan Deferment
• Military Reimbursement
Financial Aid

• Medical Student Financial Aid representatives
  • Angelene Patton: harri494@msu.edu
  • Teresa Halliburton: hallibu1@msu.edu

• 517-353-5940

• Room 252, Student Services Building
  • COM students have priority for walk-ins!

• C-18 Fee Hall (Basement)
  • Mondays and Thursdays, 12-4
  • Fall and Spring Semesters only
Failed Course Questions

• What if I fail a course?
• Will the N grade show on my transcript?
• Do I have to repeat the course?
• Can I remediate the course?
• If I pass remediation will my grade change on my transcript?
• Does this make me less competitive for residency?

Don’t panic, take a deep breath, stay focused, and keep your end goal in mind.
Failed Course Process

• E-mail from Course Coordinator or Course Assistant.

• E-mail from Registrar’s Office providing instruction for what now.

• N grade will appear on transcript and cannot be removed.
Remediation Questions & Process

• How is remediation eligibility determined?
  • Course Syllabus
  • Policy for Retention, Promotion and Graduation

• When will I know if I can Remediate?
  • After all course grades are official, calculation of remediation eligibility will be determined

• Who will let me know if I am eligible to remediate?
  • Email notification and application comes from the Office of the Registrar
  • Enrollment in OST 590 Special Problems

• Do I have to pay tuition to remediate?
  • 12 credit block

• What if I am not eligible to remediate?
  • You will receive a letter from Dr. Falls with instructions
Compliances

• Keep up on annual immunizations and compliances.
  • TB and influenza (updated influenza due by November 1, 2016, for all students).
  • HIPAA and RCR Training.
• The compliance checklist* is a useful tool for tracking when your compliances are due.

Special Note on Responsible Conduct of Research (RCR) Training

• There is an additional checklist* specifically devoted to your RCR Training timeline on our website.

*http://www.com.msu.edu/Students/Registrar/Responsible%20Conduct%20of%20Research%20Checklist%20and%20Directions.pdf
Pre-Clerkship Electives

• Posted on Preclerkship Program* webpage.

• Select department for listing of course offerings.

• Apply using Elective Application.

• Submit applications to:
  • EL - Office of the Registrar (C110 E. Fee)
  • DMC and MUC- Student Services Representative

*http://com.msu.edu/Students/PreClerkship/Home.htm
Pre-Clerkship Electives

• Enrollment will be processed for eligible students.
  • Eligibility: must be compliant, enrolled full-time in core courses, in good academic standing.

• Deadline to apply for electives: **Friday, September 9**

• Note: students are limited to participate in **2 elective courses** in the fall semester.

• Caution: don’t overextend.
Physician Shadowing

- Posted on Preclerkship Program* webpage.
- Apply using Physician Shadowing Experience Application.
- Submit applications to:
  - EL - Office of the Registrar (C110 E. Fee)
  - DMC and MUC- Student Services Representative

*http://com.msu.edu/Students/PreClerkship/Home.htm
Physician Shadowing

• The College will sign off on the form for eligible students.
  • Eligibility: must be compliant, enrolled full-time in core courses, in good academic standing.

• Student will then route the form to appropriate COM Department or Physician, followed by the Medical Education Office when applicable. See page 2 of the application for further detail on routing.
Physician Shadowing

• Note that for shadowing there is no enrollment, no grade, and the experience will not display on your transcript.

• There is no cap on the number of shadowing experiences students can have.

• You are responsible for tracking your own shadowing hours if you’d like that information included in your Dean’s Letter.
Semester 2 (Fall) Curriculum

Elizabeth Petsche, J.D.
Director of Preclerkship Curriculum
and
Carol Wilkins, Ph.D.
Semester 2 Director
GATES Survey

https://www.surveymonkey.com/r/QGMDGMY
MSUCOM Graduates: OUTCOMES

- Proficient at critical thinking
- Deliver quality patient care
- Strong DPR and communication skills
- Effective self-directed learners
- Well-grounded in the basic sciences
- Humanistic and holistic
- Effective at using EBM
- Score well on licensure exams
Introduction Sem 2
Dr. Carol Wilkins, Semester 2 Director

- Semester 2 Overview
  - 9 courses (17 credits) in Semester 2
    - Each course is compact—e.g. is not a full semester course (except for PSL 539—Pathophysiology)
    - Integrated Unit Exams: have 2-4 courses tested per exam
    - Exams have variable number of questions based on number of contact hours per two week period
Curriculum Issues Sem 2
Dr. Carol Wilkins, Semester 2 Director
Elizabeth Petsche, J.D. Curriculum Director

- Semester Map (posted to AP website)
- Exam question scoring (only one class)
- Remediation (is by class) ie: Retention Policy
  - Financial Aid consequences, LOA while waiting, upon return, pay only repeated class tuition (cr)
- Practice questions/exams
- Remember Objectives
Curriculum Issues
Dr. Carol Wilkins, Sem2 Director
Elizabeth Petsche, J.D., Curriculum Director

- Semester 2 Calendar:
  - Course syllabus IS the final word
  - Google is a convenience, must be updated /synched
  - Google reflects the most up to date information
  - Google may not have all components of a course reflected in the calendar...thus SYLLABUS is still the final word.
Tips for Success
Dr. Carol Wilkins, Semester 2 Director

• Curriculum is CUMULATIVE
  • Faculty CAN assume your knowledge from previous courses/lectures

• Read the SYLLABI for EACH course

• DO ALL required assignments outside of lectures –i.e. tutorials, homeworks, required readings, etc.—[HINT, HINT]

• **GET HELP** whenever necessary (for issues regarding content, time management, study skills, etc.)
  • COURSE FACULTY ARE WILLING TO HELP YOU!
Exam Preparation:
Dr. Carol Wilkins, Semester 2 Director

• Do any provided practice exams UNDER TESTING CONDITIONS (consider it a “rehearsal”)
  • Time yourself (i.e. 1.5-2 min. per question)
  • DO NOT have your course pack/notes readily available while doing the problems
  • *Mark all foils* of which you are not sure if it is a “true” or “false” statement (even if you did ultimately choose the correct answer)
  • After doing all the problems, THEN check your answers and ALL foils you marked.
Semester 2
CLASSES

com.msu.edu ->
Academics ->
Preclerkship Curriculum ->
Class of 2020 ->
Semester 2
Preclerkship Curriculum

Semester 2 (Fall 2016)

OST 551 - Osteopathic Patient Care I
- Course Syllabus
- Course Schedule
2 Credit Hours; Young/Gudakunst/Jennings
This is the first of a five semester sequential course to provide students with basic interviewing abilities, physical assessment skills and an evidence based medicine knowledge base so that students develop an in-depth understanding of the body and its structure/function with respect to health and disease.

OMM 511 - Osteopathic Manipulative Medicine I
- Course Syllabus
- Course Schedule
1 Credit Hour; Francisco/Benton
This is one of a sequence of OMM courses offered by the College of Osteopathic Medicine to provide the students with an in-depth understanding of the body, its structure/function relationships in health and disease related to the musculoskeletal and nervous system.
## Fall 2016 Semester 2 Exam Schedule
(See link on Preclerkship page)

<table>
<thead>
<tr>
<th>Course</th>
<th>Day</th>
<th>Date</th>
<th>Reg Exam Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2UE1</td>
<td>Monday</td>
<td>12-Sep</td>
<td>7:45-10:45 am</td>
<td>E200/E202/E211</td>
</tr>
<tr>
<td>S2UE2</td>
<td>Monday</td>
<td>26-Sep</td>
<td>7:45-10:45 am</td>
<td>E200/E202/E211</td>
</tr>
<tr>
<td>S2UE3</td>
<td>Monday</td>
<td>10-Oct</td>
<td>7:45-10:45 am</td>
<td>E200/E202/E211</td>
</tr>
<tr>
<td>S2UE4</td>
<td>Monday</td>
<td>24-Oct</td>
<td>7:45-10:45 am</td>
<td>E200/E202/E211</td>
</tr>
<tr>
<td>S2</td>
<td>Friday</td>
<td>28-Oct</td>
<td>7:45-8:45 am</td>
<td>E200/E202/E211</td>
</tr>
<tr>
<td>S2UE5</td>
<td>Monday</td>
<td>7-Nov</td>
<td>7:45-10:45 am</td>
<td>E200/E202/E211</td>
</tr>
<tr>
<td>S2UE6</td>
<td>Monday</td>
<td>21-Nov</td>
<td>7:45-10:45 am</td>
<td>E200/E202/E211</td>
</tr>
<tr>
<td>S2</td>
<td>Thursday</td>
<td>8-Dec</td>
<td>1:00-1:50 pm</td>
<td>E101/E102/E200/E202</td>
</tr>
<tr>
<td>S2UE7</td>
<td>Tues</td>
<td>13-Dec</td>
<td>10:00 am-noon</td>
<td>E101/E102/E200/E202</td>
</tr>
<tr>
<td>S2UE8</td>
<td>Thurs</td>
<td>15-Dec</td>
<td>10:00 am-noon</td>
<td>E101/E102/E200/E202</td>
</tr>
<tr>
<td>Course</td>
<td>UE 1</td>
<td>UE 2</td>
<td>UE 3</td>
<td>UE 4</td>
</tr>
<tr>
<td>----------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>BMB 515</td>
<td>51</td>
<td>48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BMB 527</td>
<td></td>
<td>24</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>MMG 531</td>
<td></td>
<td>21</td>
<td>27</td>
<td>24</td>
</tr>
<tr>
<td>MMG 532</td>
<td></td>
<td>24</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>PHM 564</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSL 539</td>
<td>36</td>
<td>27</td>
<td>27</td>
<td>24</td>
</tr>
<tr>
<td>OST 566</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OST 551</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OMM 511</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Q/UE</td>
<td>87</td>
<td>99</td>
<td>99</td>
<td>90</td>
</tr>
</tbody>
</table>

*Courses were allotted 3 questions per contact hour

**OST 566 may ask less questions, but worth a total of 45 points.

OST 551 also has their own mid-term exam.

OMM 511 has their own written and practical exams.
Weekly Review:
# Weeks 1 and 2

<table>
<thead>
<tr>
<th>Courses</th>
<th>Unit Exam 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMB 515: Medical Biochemistry and Molecular Biology</td>
<td></td>
</tr>
<tr>
<td>PSL 539: Pathophysiology</td>
<td>Blue</td>
</tr>
<tr>
<td>OST 551: Osteopathic Patient Care I</td>
<td>Orange</td>
</tr>
<tr>
<td>OMM 511: Osteopathic Manipulative Medicine I</td>
<td>Yellow</td>
</tr>
</tbody>
</table>
# Weeks 3 and 4

<table>
<thead>
<tr>
<th>Courses</th>
<th>Unit Exam 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMB 515: Medical Biochemistry and Molecular Biology</td>
<td></td>
</tr>
<tr>
<td>BMB 527: Medical Genetics</td>
<td></td>
</tr>
<tr>
<td>PSL 539: Pathophysiology</td>
<td></td>
</tr>
<tr>
<td>OST 551: Osteopathic Patient Care I</td>
<td></td>
</tr>
<tr>
<td>OMM 511: Osteopathic Manipulative Medicine I</td>
<td></td>
</tr>
</tbody>
</table>
# Weeks 5 and 6

<table>
<thead>
<tr>
<th>Courses</th>
<th>Unit Exam 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMB 527: Medical Genetics</td>
<td></td>
</tr>
<tr>
<td>MMG 531: Medical Immunology</td>
<td></td>
</tr>
<tr>
<td>MMG 532: Medical Microbiology</td>
<td></td>
</tr>
<tr>
<td>PSL 539: Pathophysiology</td>
<td></td>
</tr>
<tr>
<td>OST 551: Osteopathic Patient Care I</td>
<td></td>
</tr>
<tr>
<td>OMM 511: Osteopathic Manipulative Medicine I</td>
<td></td>
</tr>
<tr>
<td>Courses</td>
<td>Unit Exam 4</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>MMG 531: Medical Immunology</td>
<td></td>
</tr>
<tr>
<td>MMG 532: Medical Microbiology</td>
<td></td>
</tr>
<tr>
<td>PSL 539: Pathophysiology</td>
<td></td>
</tr>
<tr>
<td>OST 551: Osteopathic Patient Care I</td>
<td></td>
</tr>
<tr>
<td>OMM 511: Osteopathic Manipulative Medicine I</td>
<td></td>
</tr>
</tbody>
</table>
## Weeks 9 and 10

<table>
<thead>
<tr>
<th>Courses</th>
<th>Unit Exam 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMG 531: Medical Immunology</td>
<td></td>
</tr>
<tr>
<td>PHM 564: Basic Principles of Medical Pharmacology</td>
<td></td>
</tr>
<tr>
<td>PSL 539: Pathophysiology</td>
<td></td>
</tr>
<tr>
<td>OST 551: Osteopathic Patient Care I</td>
<td></td>
</tr>
<tr>
<td>OMM 511: Osteopathic Manipulative Medicine I</td>
<td></td>
</tr>
</tbody>
</table>
# Weeks 11 and 12

<table>
<thead>
<tr>
<th>Courses</th>
<th>Unit Exam 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMG 532: Medical Microbiology</td>
<td></td>
</tr>
<tr>
<td>PHM 564: Basic Principles of Medical Pharmacology</td>
<td></td>
</tr>
<tr>
<td>PSL 539: Pathophysiology</td>
<td></td>
</tr>
<tr>
<td>OST 551: Osteopathic Patient Care I</td>
<td></td>
</tr>
<tr>
<td>OMM 511: Osteopathic Manipulative Medicine I</td>
<td></td>
</tr>
</tbody>
</table>
# Weeks 13, 14, and 15

<table>
<thead>
<tr>
<th>Courses</th>
<th>Unit Exam 7</th>
<th>Unit Exam 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 564: Basic Principles of Medical Pharmacology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSL 539: Pathophysiology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OST 566: Care for the Young and the Aging Adult I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OST 551: Osteopathic Patient Care I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OMM 511: Osteopathic Manipulative Medicine I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Supplemental Instructor (SI) Program

Debalina Bandyopadhyay, Ph.D.
Administrative Director – DMC site

BMB 515 Course
What is Supplemental Instruction?

• Organized group study facilitated by a near peer

• The SI sessions revolve around student-to-student interaction and cooperative learning
SI is NOT:

- Tutoring
- Re-lecturing
SI is a form of academic support that:

• Welcomes all enrolled students
• Targets courses, not students
• Regularly scheduled, out-of-class and voluntary
• Utilizes trained student facilitators
SI is Academic Support with a difference....

- Help students discover the connections between and within concepts
- Encourage students to work together, using each other as resources
- Helps organize strategies that facilitate active processing of conceptual material
- Encourages students to take responsibility for their own learning
- Break the dependency cycle
Supplemental Instruction Program

• Begins the first week of classes

• Provide regularly scheduled sessions outside of class

• SI leaders organize class material to ensure conceptual understanding
SI Works...

- Students who attend SI: Receive a lower rate of D, F or course withdrawals
- Earn higher mean final course grades
- Persist (reenroll and graduate) at a higher rate

Validated by the U.S. Department of Education
Why SI at MSUCOM?

- Academic support for all students
- Opportunity for the top students to become stronger students
- Improve the overall learning environment
- Leadership Experience for students
- Integration into the curriculum helps the instructors connect to the students through their peers
Preparing our students...

• Gain leadership skills
• Earn personalized recommendations from faculty
• Understand content more thoroughly, help with the board exams
• Improve resume
• Increased chance of acceptance to post-graduate programs
SI Pilot Program in BMB 515

- Introducing a pilot SI program in BMB 515 for Fall 2016 for the class of 2020, utilizing the class of 2019 as the SI Leaders
Why BMB 515, Medical Biochemistry?

• Students typically struggle in the course

• Four week course, only two exams, difficult for students to recover if they fall behind
BMB 515 SI Session Plan

- Thursday, 9/1: 5:00-7:00pm
- Friday, 9/2: 2:00-4:00pm
- Friday, 9/9: 4:00-6:00pm
- Friday, 9/16: 2:00-4:00pm
- Friday, 9/23: 4:00-6:00pm
<table>
<thead>
<tr>
<th>EL</th>
<th>DMC</th>
<th>MUC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcus Moses</td>
<td>Rebecca Barbaresso</td>
<td>Sean Stewart</td>
</tr>
<tr>
<td>Anna Levine</td>
<td>Dan Oconnor</td>
<td>Moneer Al-Nabolsi</td>
</tr>
<tr>
<td>David Pardue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alex Kaechele</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tyler Bonkowski</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeff Nadwodny</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Academic and Career Guidance

Kim Peck, MBA, Director Academic Success/Career Guidance
• Metacognition
• Managing your Time
• Prioritization
• Procrastination
• Feeling Overwhelmed?
• Resources to help you survive and thrive in Semester 2
What have you learned about yourself first semester?
Metacognition

• What is it?

• How can it help you?
Time Management

Step 1: Determine your priorities & goals
## Eisenhower Decision Matrix

<table>
<thead>
<tr>
<th></th>
<th>URGENT</th>
<th>NOT URGENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPORTANT</td>
<td>MUST!</td>
<td>SHOULD</td>
</tr>
<tr>
<td>NOT IMPORTANT</td>
<td>COULD</td>
<td>WOULD (Nice to Have)</td>
</tr>
</tbody>
</table>
Clarifying your priorities helps you effectively allocate your time and effort to achieve your goals

• Create a schedule in a mode that works for you
  ➢ Paper planner
  ➢ Smart phone
• Create manageable to-do lists of high-priority tasks
  ➢ Daily
  ➢ Weekly
• Set time limits for tasks to avoid perfectionism.
• Break larger tasks into smaller, more manageable components to prevent procrastination.
## Sample Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>6am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Review and Revise

• Reflect on what’s working and what isn’t
  ➢ Make changes as necessary

• Don’t seem to have enough time in the day?
  ➢ Honestly assess the amount of time you waste
Good time management isn’t an accident; it results from:

- High intention
- Sincere effort
- Thoughtful planning
- Skillful execution
Procrastination

• Why do we procrastinate?
• What are some ways to beat procrastination?
Managing conflicting demands

• Be where you are
• Give yourself a break—you’re only human!
• Use your support system
• Learn to say “no”
• Take care of yourself—find balance
• Recognize when you need help and ASK
How is your self-care?

Watch out for one another!

• Anxiety or panic attacks
• Feelings of constant pressure, hassle, and hurry
• Sadness, depression, irritability or moodiness
• Stomach problems, headaches, or even chest pain
• Allergic reactions, such as eczema or asthma
• Problems sleeping
• Drinking too much, smoking, overeating, abusing drugs (prescription, club, or street)
Resources for 2nd Semester
Personal Counseling Resources

EAST LANSING

Dr. Celia B. Guro, PhD
Associate Professor
Director Personal Counseling and Health Promotion
guro@msu.edu
517-432-2734

Al Aniskiewicz, PhD, ABPP
Clinical Psychologist
Professor Psychiatry and Neurology
Al.Aniskiewicz@ht.msu.edu

DMC and MUC

Dr. John Meulendyk
Associate Professor & Counselor
313-578-9600
John.Meulendyk@hc.msu.edu
Schedule Appointments at:
www.tinyurl.com/DrMeulendyk

Academic and Career Guidance
Contact any Advisor for a one-on-one meeting

Kim M. Peck, MBA
Director, Academic and Career Guidance
A128B East Fee Hall
East Lansing
peckkimm@msu.edu
Phone: (517) 884-4037

Gillian Bice, MA, PhD
Advisor, Academic and Career Guidance
A130 East Fee Hall
East Lansing
biceg@msu.edu
Phone: (517) 432-7083

Holly Bielawski, MA
Advisor, Academic and Career Guidance
MUC Campus
Holly.bielawski@hc.msu.edu
Phone: 586-226-4801

Kirsten Waarala, DO,
Advisor, Academic and Career Guidance
DMC Campus
Kirsten.Waarala@hc.msu.edu
(Prefers student contact via email)
Assistant Dean,
Southeastern Michigan
Phone: (586) 263-6832
Academic Success Check-ups

• Proactive initiative to help you stay on track

• Involves:
  ➢ Monitoring Academic Vital Signs
  ➢ Academic advising appointments
Board Prep Resources

Sketchy Medical
Specialty Spotlight Series

Format:
• Informal one hour lunch meeting
• Individual programs at all 3 sites

Purpose is to provide:
• Information about medical specialties
  • “what’s it really like?”
• Opportunity to dialog with an attending and current resident within the featured specialty

Specialties featured this fall:
• FM, IM, Peds
Curriculum Vitae (CV)

• What is a CV?
• Why do I need one?
• What do I include?
• When should I start?
Tips from Class of 2019

• Stay on top of course material, even if a test is coming up, try to complete all lectures on the day they are scheduled. It is hard to catch up.
• Do what you can each day; take it one day at a time.
• Be organized from Day 1.
• Review lectures on a regular, scheduled basis. Don’t wait to review until the weekend before the exam.
• Do something each day that makes you happy.
• Exercise on a regular basis, get sufficient sleep, and eat a healthy diet.
Scheduling and Student Activities

Beth Courey, Director of Scheduling and Student Activities
Upcoming Events & Meetings

• SGA General Meeting – Thursday, September 1, noon
• Class of 2019 Meeting – Thursday, September 8, noon
• SGA Detroit Princess Riverboat Fall Mixer – Friday, September 9, 6 pm to 11
• Class of 2020 Elections – Thursday, September 22, 5 pm
• SGA Service Day – Monday, September 25, 1 to 5
• 2020 Administration/Student Conference Hour – Wednesday, September 28, noon
• Class of 2020 First Meeting – Wednesday, October 26, noon
Thank You for Your Attention

Questions?