**Table of Contents**

- Elective Description ...................................................................................................................................... 2
- Course Goals .................................................................................................................................................. 2
- Course Coordinator ........................................................................................................................................ 2
- Curriculum Assistant .................................................................................................................................... 2
- Lines of Communication ............................................................................................................................... 2
- Course Web Site ............................................................................................................................................ 2
- i>Clicker Use in Course .................................................................................................................................. 2
- Elective Schedule .......................................................................................................................................... 2
- Required Exams/Assessments ....................................................................................................................... 3
- Required Proctoring Arrangements ............................................................................................................... 3
- Elective Grades .............................................................................................................................................. 3
- Student Evaluation of the Course .................................................................................................................. 3
- Academic Honesty and Professionalism ......................................................................................................... 4
- Attendance/Excused Absence ....................................................................................................................... 4
- Requests for Special Accommodations ......................................................................................................... 4

**Notice to Students:** Although Elective syllabi at MSUCOM have a consistent format; vitally important details differ by Elective. For this reason, you must read the syllabus thoroughly at the onset of each elective to understand what educational activities will be provided and what is expected of you.
Section 1 – Course Information

Elective Description
OMM 590, Section 604, Teaching Assistant, is a 1 credit hour elective that provides students with experience in teaching OMM diagnosis and treatment in a small group setting.

Course Goals
1. The student should be able to assist first year students in learning basic OMT diagnosis and treatment.
2. The student should be able to assist faculty in teaching OMM principles and techniques.

Course Coordinator
Name: Mark Gugel, DO  
Email: gugel@msu.edu  
Site: EL

Name: Terri Steppe, DO  
Email: steppe@msu.edu  
Site: DMC

Name: Lori Dillard, DO  
Email: ldillard@msu.edu  
Site: MUC

Curriculum Assistant

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michele Benton</td>
<td><a href="mailto:bentonmi@msu.edu">bentonmi@msu.edu</a></td>
<td>517-353-9110</td>
<td>EL</td>
</tr>
</tbody>
</table>

Lines of Communication
- For administrative aspects and content questions relating to a specific learning activity or topic of this Elective, contact the appropriate site faculty coordinator
- For absences (please refer to excused absence policy information provided at the end of this syllabus)

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

i>Clicker Use in Course
i>Clickers will not be used in this class.

Elective Schedule
This elective is presented for 14 consecutive weeks. General scheduling for the educational activities of this elective are as follows:
<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Times (if applicable)</th>
<th>Required Activities</th>
<th>Specific Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesdays</td>
<td>1 – 5 PM</td>
<td>Hands on instruction</td>
<td></td>
</tr>
</tbody>
</table>

**Required Exams/Assessments**

The activities required for successful completion of this elective are listed below.

<table>
<thead>
<tr>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student must attend 80% of all scheduled instruction.</td>
</tr>
</tbody>
</table>

**Required Proctoring Arrangements**

N/A

**Elective 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 Elective, a student must attend 80% of all scheduled instruction.

- **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 fails to meet the required attendance will receive an “N” grade.

**Remediation** - Since all of the Electives in the MSUCOM curriculum are optional, Students are not required to remediate the elective if an “N” grade is received.

**Student Evaluation of the Course**

We want your feedback on how to make this Elective better for the students who come after you.

- **Informal Feedback:** Feel free to approach the Elective Coordinator, Michele Benton, or any of the other Elective instructors with your reactions and suggestions. Or write out your comments and email them to the Elective Coordinator or Faculty.
Section 2 – Policies

Academic Honesty and Professionalism

http://www.com.msu.edu/Students/Policies_and_Programs/Med_Student_Rights_Responsibilities.htm


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 Elective 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).

Elective Coordinator Michele Benton 517-353-9110

Where there is advance notice of absence:
For advance notice absences, a student must submit his/her excused absence request at least one week in advance of the scheduled mandatory elective activity. 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.

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 www.rcpd.msu.edu. Once a student’s eligibility for accommodation has been determined he/she may be issued a Verified Individualized Services and Accommodation (“VISA”) form. Please present this VISA form to Cheryl Luick, luick@msu.edu, A-331 East Fee Hall at the start of the semester and/or two weeks
prior to the accommodation date (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 Elective Coordinator two weeks prior to the start of the term, or two weeks prior to the scheduled assessment event or other planned use of accommodations. Requests received after this date will be honored whenever possible.

It is the responsibility of the student to submit or have submitted an updated version of their accommodations to Cheryl Luick each semester that a student plans to use their accommodations.