

OST 552 – Osteopathic Patient Care II

Spring Semester 3 - 2020

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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 Patient Care II is a 2- credit hour course.

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.

Course Goals

1. To stimulate student engagement in the process of becoming a competent professional.
2. To develop and expand students' ability to effectively communicate and interact with individuals from diverse backgrounds.
3. To introduce students to the fundamentals of physician-patient interactions, including patient interviewing and physical examination skills.

Please note that specific instructional objectives are provided within each lecture or other learning activity of this course.

OPC Enduring Learning Goals

The Preclerkship Osteopathic Patient Care course sequence is designed to enable you to:

- Use an osteopathic approach to assess a patient with appropriate history-taking and physical examination techniques
- Integrate the findings of the history and physical exam to generate a differential diagnosis
- Accurately document a patient encounter using the SOAP process
- Support patient care decisions using evidence-based medicine
- Present a patient case in an orderly manner to a resident or physician
- Appreciate the role and obligations of the physician as an educator
- Develop an achievable career plan
- Understand the expectations of being a professional

Successful achievement of OPC learning goals and objectives will require students to apply knowledge and skills acquired in other portions of the MSUCOM curriculum.

Course Coordinator

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

Name: Jason Gumma, DO

Phone: 248-939-7117

Email: gummajas@msu.edu (preferred method)

Address: 4707 St. Antoine, Detroit, MI 48201 (DMC Campus)

Director – Osteopathic Patient Care Series

Name	Email	Phone	Site
Sarah Weitz, MS, RD	sweitz@msu.edu	586-263-6066	MUC

Course Faculty

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Curriculum Assistants

Site	Name	Email	Phone
East Lansing	Gini Larson	larsonv2@msu.edu	517-353-4734
DMC	Donna Stern	sterndon@msu.edu	313-578-9667
MUC	Rose Shubeck*	shubeckr@msu.edu	586-263-4788

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, Jason Gumma, DO, 4707 St. Antoine, Detroit, MI 48201 (DMC Campus), by phone at 248-939-7117 or via e-mail: jasongumma@gmail.com. The course coordinator is generally available by appointment.

Course Web Site

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

Textbooks and Reference Materials

Required

- OST 552 Course Manual
- Bickley, Lynn S. (2013) Bates' Guide to Physical Examination and History Taking, 12th edition. Lippincott, Williams & Wilkins.
 - Digital copy of [Bates 12th edition](#)
- Coulehan, John and Block, Marian (2006) *The Medical Interview*, 5th edition. F.A. Davis Company. ISBN-13: 978-0803612464.
 - Digital copy of [The Medical Interview 5th edition](#)

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

There is a course manual for OST552. However, updates and additional documents or worksheets will be posted on D2L with a notification sent to students. It will be the student's responsibility to update their course manual. 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 Mediasite catalog. Students are expected to check D2L.

Required Medical Equipment

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

- Digital wristwatch with seconds display or analog wristwatch with seconds 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, tooth picks

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').

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).
- Contact course coordinators immediately if you are having trouble with the course or if there are personal conflicts that are influencing your participation in course events.
- 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 Material 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

Manual and on the D2L web site.

- 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.
- 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.

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 here: [MSUCOM Office of Academic Success and Career Planning](#).

Courses begin and end dates

OST 552 begins on January 6, 2020 and ends on April 27, 2020. See addendum for detailed daily course schedule.

Course Format and Schedule

OPC is based on a "flipped classroom" instructional model. Weekly faculty-facilitated group sessions 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. Instructions for how to prepare for each session are found on D2L: Lessons>>Week 1, Week 2, etc.

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 and PE skills labs. 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).

OST552 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, OST552 will average one (1) ILE per week, AND one (1) GLE per week.

A DETAILED schedule is posted on D2L >> Modules >> Syllabus and Schedule. 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 periodically 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.

Dress Code

Proper attire at the following events and sessions is a professional expectation, and is required for a student to be eligible to receive his/her professionalism points.

- Student doctors are expected to project a professional image. Clothes should be modest, clean, and in relatively good condition. Personal appearance should be clean and groomed. Be mindful of the fact that you never know when you will be making a first impression on someone who can influence your career.
- Shoes must be worn. No flip-flops or sandals.
- Personal hygiene: Well-groomed and clean, no cologne or perfume, trim and clean fingernails.
- No denim or loungewear - sweatshirts/pants, yoga or athletic wear, pajamas (see GLE exception below)

- No revealing clothing

For Standardized or Live Patient Encounters

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

- Short white coat with nametag must be worn
- Business casual attire is a reasonable guideline
 - Men: Trousers/dress-pants/khakis and a shirt with a collar
 - Women: Slacks/knee-length skirt and a blouse or shirt with a collar, or a knee-length conservatively-styled dress
- If you are scheduled for a GLE or OMM clinic immediately prior to or after an encounter, it is acceptable to wear scrubs (clean and in good condition) with your white coat and nametag.

For GLEs:

- Wear loose-fitting unrestrictive clothing (e.g. athletic wear) or scrubs. It is recommended that women wear sports bra or camisole under scrubs or t-shirt.

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 of 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),
- Clinical Development Workshops,
- OPC live/broadcast lectures (ILEs) (see schedule for details)

Attendance will be documented via a sign-in sheet. Each student is responsible for documenting his/her on time attendance by signing an attendance sheet. Sign-in sheets will be picked up 5 minutes after the start of class.

- If the student does NOT document his/her attendance in the proper manner and on time the student is considered absent for the event, regardless if the instructor or classmates can verify your attendance.
- Falsification of an attendance record (e.g., signing in for someone other than oneself or signing in and then leaving the session early) will be considered an instance of professional misconduct equivalent to academic dishonesty (i.e. cheating). This is considered a serious situation and may result in dismissal from the college. See MSUCOM policy regarding academic dishonesty and professionalism.

- The student will be counted as absent if he/she arrives more than 5 minutes late to a session. The student will be expected to participate in the activity if they are present and will be eligible for points if they are fully engaged in the session. This type of absence will be recorded and counted toward the number of absences in the course (see below).

Any student who has more than 2 unexcused absences within the current semester may have the following consequences:

1. Loss of professionalism points and a letter placed in his/her student academic file that describes the student's attendance record
2. On case-by-case basis, you may be **required** to meet with the OPC course coordinator(s) to discuss the situation **AND** may receive an "N" in the course.

Participatory sessions (Clinical Development Workshops, GLEs, quizzes, patient panel presentations, ILEs)

If a student is unable to attend a **participatory session**, the student must contact the **Course Coordinator(s)** within 24 hours of the missed session to request an excused absence. Supporting documentation will be required. An approved excused absence will not count toward the two maximum allowable absences for the semester.

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, i-clicker 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 i-clickers will result in forfeiture of points for the session/event.

Exams, Competency Evaluations, OSCEs and Appointments with Standardized patients

If a student is unable to attend a **written exam**, the student must 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 SEMI) contact a 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 corrective action assessment to complete before the end of the semester. If the standardized patient encounter occurs at the end of the semester and time permits, you will be assigned another time or be given an incomplete. The corrective action 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 closed 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 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, 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).

Professionalism Points

Medical students are expected to behave professionally at all times.

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

Any student who exhibits more than two (2) unprofessional behaviors, observed by Course Coordinator, Small Group Instructors, Preceptors, or other Faculty/Academic Staff associated with the course, will forfeit all 20 professionalism points (these points are “all or nothing”).

Unacceptable student behaviors include, but are not limited to:

- Arriving late or leaving early without providing an acceptable reason to a faculty facilitator or room monitor (at the discretion of the faculty or room monitor)
- Being improperly attired (see Dress Code)
- Being unprepared (e.g., demonstrates ignorance of the session’s activities, requires significant prompting to get started, etc.)
- Being unengaged (e.g., standoffish, non-participatory, uncooperative, disdainful, etc.)
- Failing to complete an in-class activity (e.g., documentation, check-offs) or assignments (on-line study questions) on time
- Using a mobile device / phone / computer, unless specifically authorized to do so
- Being uncooperative or disruptive to the learning environment
- Being judgmental or disrespectful of faculty, staff, or peers
- Each absence documented

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

Missing an OSCE or Standardized Patient encounter without an excused absence will cause you to lose all of your professionalism points for the semester, and you will be required to participate in a Corrective Action process for the missed event.

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

Professionalism will be tracked throughout the OPC series. If you lose your professionalism 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. Please note that this spans over all OPC semesters.

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.

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
Data-Gathering Interview	P/F	Professionalism, communication and active listening skills, and knowledge of the interview process
Midterm Exam	50	Contents of Weeks 1-8
NMS Practical Exam	P/F	PE Skills covered in OST 551 and 552
COMPREHENSIVE Final Exam	50	Contents of Weeks 1-11
EBM Assignment from Week 12	6	EBM-BMB Case Discussion in Week 12
Professionalism Points	20	See Professionalism section of the syllabus
Total Course Points	126	

No late or make-up quizzes, assignments, or Clinical Development Workshop activities will be accepted.

Course Grades

A student's course grade is determined by the following:

- 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 meet the following criteria:
 - Obtains 70% or more of the total course pointsAND
 - Obtains a Pass for the Data-Gathering InterviewAND
 - Obtains a Pass for the NMS Practical ExamAND
 - Takes 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:
 - Obtains less than 70% of the total course pointsOR
 - Obtains a Fail grade on the Data-Gathering Interview*OR
 - Obtains a Fail grade on the NMS Practical Exam*OR
 - Fails to satisfactorily complete a required make-up experience for a missed exam or standardized patient encounterOR

- Does not take the midterm or final exams

*Failure of the Data-Gathering Interview or the NMS Practical Exam will result in a Corrective Action process, which will occur during the semester. Failure of the Corrective Action process will result in failure of the event.

On ANY standardized patient encounter throughout the OPC series, if a patient answers “definitely would not” to the following question: “Would you be willing to see this student again for care?” Your video will be reviewed by a course coordinator.

- 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.
- Please note that this process will occur for all OPC semesters.
- A letter may be placed in your file if this is recurrent feedback from standardized patients (e.g. more than 3 occurrences over 5 semesters of OPC)

Remediation - Since all of the courses in the MSUCOM curriculum are required, any student receiving an “N” grade must remediate the course. 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, Jason Gumma, DO, or any of the other course faculty with your reactions 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: [MSUCOM Pre-clerkship Evaluation System](#).

Section 2 – 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.

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.

Absences from Mandatory Class Sessions and Examinations/Assessments

It is the responsibility of each student to know 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.

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.

Reef Polling (iClicker Cloud) Policy

It is the responsibility of each student 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 attendance is taken, you will be expected to arrive in class on time and to stay for the duration of the assigned activity.

Remediation

The MSUCOM Policy for Retention, Promotion and Graduation states that a student must complete each required course to progress in the curriculum. A student who completes a course and receives an “N” grade will have that grade recorded on their official transcript and must meet the course requirement by successfully remediating or repeating the course.

A student will be eligible to attempt remediation of the course if they meet the criteria described in the “Course Grades” section of this syllabus. A student who is not eligible to attempt remediation or fails the remediation must retake the course. This policy and the process by which an eligible student may remediate a course may be found in the MSUCOM Student Handbook on the MSUCOM website.

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 <https://rcpd.msu.edu>. Once eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Please present the VISA to Nancy Thoma, thoman@msu.edu, A333 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.

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.

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, students 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 will be posted as a separate document on the same web page as this syllabus.