At MSUCOM, we are constantly working to improve our curriculum and to meet new AOA accreditation guidelines. We need to meet the challenges of modern medicine that force us to innovate. While changes will generally be instituted at the beginning of the school year, changes may also be implemented semester to semester.

Please be mindful of the need to read your syllabi before beginning your rotations.
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INTRODUCTION AND OVERVIEW

This course is designed to provide the student with an opportunity to actively engage in patient-based learning experiences under the guidance of a faculty member in collaboration, as appropriate, with residents and/or fellows. The purpose of this Otorhinolaryngology clerkship is to provide the student with an overview of the clinical specialty.

Rotations are typically two weeks, 3 credit hours or four weeks, 6 credit hours in duration. Timeframes for each rotation are decided at least 30 days prior to the beginning of the rotation.

The overall performance of course participants will be evaluated through customary assessment instruments normally employed by the department for core rotations, at the discretion of the instructor of record.

Please note that we have included links to the reading materials. Should the links not work for you, please cut, and paste them the link into a browser window and the material should load for you.

This syllabus provides an overview of rotation goals and objectives designed to help you gain an understanding of the breadth and scope of this subject. As you progress through the rotation, you will perform certain activities intended to help you meet the identified goals and objectives. Please make sure to review this syllabus in its entirety to ensure understanding of the rotation format, syllabus content, and MSUCOM expectations.

ELECTIVE COURSE SCHEDULING

Required Prerequisites
- This course does not require any prerequisite courses.

Course Confirmation and Enrollment
- The student must be an active student at Michigan State University College of Osteopathic Medicine (MSUCOM).
- Student must complete five core rotations prior to any elective rotation.
- The student must receive MSUCOM confirmation and enrollment prior to beginning any elective rotation.
  - Once the student receives rotation acceptance from the host site, students must provide the elective application and host site approval to COM.Clerkship@msu.edu for MSUCOM confirmation and scheduling.
  - MSUCOM confirmation and enrollment is complete when the rotation is visible on the student’s schedule.

GOALS AND OBJECTIVES

GOALS
1. Observe and participate in the evaluation, intra-operative, pre-operative and post-operative management of patients requiring surgery.
2. Demonstrate the ability to appropriately evaluate in post-operative care management of patients.
3. Demonstrate the ability to perform and record an osteopathic structural examination on a surgical patient and document such using acceptable osteopathic terminology.
4. Interact with patients and their families in a respectful, sensitive, and ethical manner.
5. Interact with members of the team, patient care units and ambulatory clinic personnel in a respectful, responsible, and professional manner.

OBJECTIVES
By the end of the Otorhinolaryngology clerkship rotation, the student will be able to demonstrate the foundation of knowledge of medical conditions involving the ears, nose, neck and upper aero digestive tract necessary for the practice of otolaryngology from the perspective of the primary care physician. In addition, the student needs to demonstrate the skills necessary to perform a thorough head and neck examination.

A set of learning study topics are provided below. These are intended to guide the student’s learning activities and to serve as a baseline for assessment of the student’s knowledge, skills and professional behavior.

For each disease or condition listed below, the student should be able to:

1. Describe the patient presentation
2. Discuss the pathophysiology involved
3. Describe an evaluation plan
4. List an appropriate Differential Diagnosis
5. Discuss treatment options and potential outcomes

- Adenoidal disorders
- Anosmia
- Bell’s palsy
- Carcinomas of ENT origin
- Cholesteatoma
- Croup
- Dermatitis of the ear canal
- Epiglottitis
- External ear obstructions
- Hearing loss
- Herpes zoster Oticus
- Laryngitis
- Labyrinthitis
- Mastoiditis
- Meniere Disease
- Myringitis
- Nasal foreign bodies
- Nasal polyps
- Otic barotrauma
- Otitis media
- Otorrhea
- Otosclerosis
- Ototoxicity
- Peritonsillar Abscess
- Rhinitis
- Septal deviation
• Sinusitis
• Submandibular space infections
• Tinnitus
• Tonsillopharyngitis
• Tracheostomy
• Vertigo
• Vestibular neuronitis
• Vocal cord polyps

COMPETENCIES
1. Osteopathic Principles and Practices
2. Medical Knowledge
3. Patient Care
4. Interpersonal and Communication Skills
5. Professionalism
6. Practice-Based Learning and Improvement
7. Systems Based Practice

COLLEGE PROGRAM OBJECTIVES
In addition to the above course-specific goals and learning objectives, this clerkship rotation also facilitates student progress in attaining the College Program Objectives. Please refer to the complete list provided on the MSUCOM website (https://com.msu.edu/) and in the Student Handbook.

REFERENCES

REQUIRED STUDY RESOURCES

Desire 2 Learn (D2L)

SUGGESTED STUDY RESOURCES

Additional resources at: http://libguides.lib.msu.edu/medicalebooks

ROTATION REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>SUBMISSION METHOD</th>
<th>DUE DATE (Please refer to D2L for actual due dates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Log</td>
<td>Submit in the drop box via D2L</td>
<td>Last Day of Rotation</td>
</tr>
</tbody>
</table>
ROTATION EVALUATIONS

Attending Evaluation of Student
Students are responsible for assuring that his/her clinical supervisor receives the appropriate evaluation form. Forms can be accessed via the “Attending Evaluation” link in the student’s Kobiljak online Clerkship schedule.

Students should actively seek feedback on his/her performance throughout the course of the clinical rotation. Students should also sit down and discuss the formal evaluation with the clinical supervisor.

Students should keep a copy of the evaluation and leave the original with the Medical Education Office at the clinical training site where that office will review, sign, and forward the completed form to the COM Clerkship Team. Any evidence of tampering or modification while in the possession of the student will be considered “unprofessional behavior” and will be referred to the MSUCOM Spartan Committee Clearinghouse for resolution, per MSUCOM’s Common Ground Framework for Professional Conduct or to the Committee on Student Evaluation (COSE).

Grades are held until all rotation requirements, including evaluation forms, are received. Be sure you are using the correct form.

Student Evaluation of Clerkship Rotation
Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing their online evaluation system at:

http://hit-filemakerwb.hc.msu.edu/Clerkship/login_student.html

Unsatisfactory Clinical Performance
The Instructor of Record and/or the Assistant Dean for Clerkship Education will review/investigate a student’s performance on a rotation when a concern is raised by the supervisor(s), and when the Attending Evaluation of Clerkship Student contains any below expectation marks within the professionalism area, any unsatisfactory written comments, or a total of two or more below average marks on the evaluation.
Professionalism concerns, as well as accolades, will also be referred to the MSUCOM Spartan Committee Clearinghouse for resolution, per MSUCOM’s Common Ground Framework for Professional Conduct.

CORRECTIVE ACTION PROCESS
There is no Corrective Action offered on this course. As determined by the Instructor of Record, the student will receive an N grade for the course if all assignments are not completed successfully by the last day of rotation at 11:59pm (with the exception of the Attending Evaluation). Additionally, a letter of unprofessional behavior for late submission of assignments will be sent to the MSUCOM Spartan Community Clearinghouse.

BASE HOSPITAL REQUIREMENTS
Students are responsible for completing all additional requirements set by the hospital/clinical site in which the student is completing the rotation. Students are not responsible for reporting results of requirements outside the ones listed above to the college.

STUDENT RESPONSIBILITIES AND EXPECTATIONS
The Attendance Policy and State of Professionalism are listed below. MSUCOM students will present themselves with the utmost level of professionalism, be respectful of each person they encounter and above all show a high level of integrity. Always ask questions if unsure reach out to hospital staff or MSUCOM Clerkship. We expect a lot out of you, remember we are here for you and want you to be successful!

MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES
The following are standard MSUCOM policies across all Clerkship rotations.

ATTENDANCE POLICY

OVERVIEW
Michigan State University College of Osteopathic Medicine (MSUCOM) requires student participation in clerkship rotations and clinical activities with consistent attendance to acquire the skills and knowledge that are necessary for successful program completion. Students are expected to take minimal time off outside of vacations already appearing in schedules and should only request time off in the rare events and circumstances outlined below.

Specific courses may have additional absence requirements from this general clerkship policy, and it is the student’s responsibility to adhere to these requirements according to the respective course syllabus.
GENERAL POLICY

- All absences from rotations must be **excused absences** obtained by completing the *Clerkship Program Excused Absence Request Form*.
  - Appropriate signatures must be obtained from both the attending physician and the student coordinator at the rotation site.
  - MSUCOM Assistant Dean for Clerkship Education must approve absences for prolonged illnesses, bereavement, research presentations/conferences, or absences exceeding the maximum time off any one rotation.
  - Once appropriate approval signatures are obtained, forms should be maintained for your records in the event they are requested or required at a later date.

- **Unexcused absences** are absences taken without the proper completion of the *Clerkship Program Excused Absence Request Form*, or absences outside of those listed in the Clerkship Attendance Policy. Unexcused absences are considered unprofessional and will result in a report to the Spartan Community Clearing House and/or the MSUCOM Committee on Student Evaluation (COSE).

<table>
<thead>
<tr>
<th>Length of rotation</th>
<th>Maximum number of days off</th>
<th>Should an absence exceed these limits, the student is responsible for requesting additional days off from the Assistant Dean for Clerkship Education via email (<a href="mailto:com.clerkship@msu.edu">com.clerkship@msu.edu</a>) <strong>prior to the absence</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 weeks</td>
<td>2 days</td>
<td></td>
</tr>
<tr>
<td>2 weeks</td>
<td>0 days</td>
<td></td>
</tr>
</tbody>
</table>

**Exception for residency interviews from October to January in Year 4 only**

A fourth-year student may be absent a total of 4 days on any 4-week rotation, or 2 days on any 2-week rotation during the months of October-January during Year 4 for interview purposes only. If interview absences exceed these totals, the student must request additional days off from the MSUCOM Instructor of Record (IOR) for the course/rotation by submitting a *Clerkship Program Excused Absence Request Form* to the Course Assistant (CA). Contact information for the IOR and CA are found on the first page of the respective MSUCOM course syllabus.
<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Qualifications</th>
<th>Maximum number of days off</th>
<th>Details</th>
<th>Required Approval from Assistant Dean for Clerkship Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Day</td>
<td>Personal Day: Illness, Medical/Dental appointments, Wedding, family graduations (additional reasons must be discussed with the Asst Dean for Clerkship Education prior to request)</td>
<td>5 total days per year (individual events must comply with the max of 2 days off any 4-week rotation)</td>
<td>Vacations must be planned during allotted vacation time in schedule. Vacations are not acceptable personal day absences.</td>
<td>No</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Court documentation must accompany the Clerkship Program Absence Request Form.</td>
<td>N/A</td>
<td>Jury duty, when obligated, is not considered a personal day absence.</td>
<td>Yes</td>
</tr>
<tr>
<td>Hospital-organized community events</td>
<td>Example: Special Olympic Physicals</td>
<td>N/A</td>
<td>These events would be considered part of the rotation and not a personal day absence.</td>
<td>No</td>
</tr>
<tr>
<td>Examination</td>
<td>COMLEX USA Level 2 CE/USMLE Step 2 CK/Canadian MCCEE</td>
<td>1 day</td>
<td>Students should be reporting to rotation before/after examination</td>
<td>No</td>
</tr>
<tr>
<td>Conference/Research Presentation</td>
<td>COMAT/NBME shelf examinations Time required to complete exam</td>
<td>Time required to complete exam</td>
<td>While on required/core rotations, no excused absences for any professional meeting will be allowed unless the student is presenting research in which they have participated. Required for request to Asst Dean for Clerkship Education: conference agenda, location, date of presentation, invitation, or confirmation of presentation by conference staff, proposed dates of absence.</td>
<td>Yes</td>
</tr>
<tr>
<td>Prolonged Illness, Bereavement, Maternity Leave</td>
<td>Medical related absence or bereavement</td>
<td>TBD</td>
<td>Students-contact the Assistant Dean for Clerkship Education to discuss time off rotations</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Clerkship Program Excused Absence Request Forms*: Once appropriate approval signatures are obtained; forms should be maintained for your records in the event they are requested or required at a later date.
POLICY FOR MEDICAL STUDENT SUPERVISION

Supervisors of the Medical Students in the Clinical Setting
The MSUCOM curriculum includes required clinical experiences in a variety of clinical learning environments. The role of the student is to participate in patient care in ways that are appropriate for the student’s level of training and experience and to the clinical situation. The student’s clinical activities will be under the supervision of licensed physicians. This supervising physician may delegate the supervision of the medical student to a resident, fellow, or other qualified healthcare provider, however, the supervising physician retains full responsibility for the supervision of the medical students assigned to the clinical rotation and must ensure his/her designee(s) are prepared for their roles for supervision of medical students.

The physician supervisor and his/her designee(s) must be members in good standing in their facilities and must have a license appropriate to his/her specialty of practice and be supervising the medical student within that scope of practice as delineated by the credentialing body of the facility.

Level of Supervision/Responsibilities
Clinical supervision is designed to foster progressive responsibility as a student progresses through the curriculum, with the supervising physicians providing the medical student the opportunity to demonstrate progressive involvement in patient care. MSUCOM students will be expected to follow clinical policies of the facility regarding medical records and clinical care. Medical student participation in patient history/physical exam, critical data analysis, management, and procedures will include factors, but not limited to:

- The student’s demonstrated ability
- The student's level of education and experience
- The learning objectives of the clinical experience

First and second year medical students will be directly supervised at all times (supervising physician or designee present or immediately available.)

Third- and fourth-year medical students will be supervised at a level appropriate to the clinical situation and student’s level of experience. For some tasks, indirect supervision may be appropriate for some students. Direct supervision would be appropriate for advanced procedures.

Supervising physicians will provide medical students with timely and specific feedback on performance. The supervising physician will complete a mid-rotation evaluative discussion with the medical student. Supervising physicians will complete a summative evaluation and are encouraged to contact the course/clerkship director with any gaps in student performance.
Medical students with any concern regarding clinical, administrative, and educational or safety issues during his/her rotation will be encouraged to contact the supervising physician or clerkship/course director.

**STATEMENT OF PROFESSIONALISM**

Principles of professionalism are not rules that specify behaviors but guidelines that provide direction in identifying appropriate conduct. These principles include the safety and welfare of patients, competence in knowledge and skills, responsibility for consequences of actions, professional communication, confidentiality, and lifelong learning for maintenance of professional skills and judgments. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context is the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity, and morals displayed by the student to faculty, peers, patients, and colleagues in other health care professions.

Students are expected to conduct themselves at all times in a professional manner and to exhibit characteristics of a professional student.

**STUDENT RIGHTS AND RESPONSIBILITIES**

Each individual student is responsible for their behavior and is expected to maintain standards of academic honesty. Students share the responsibility with faculty for creating an environment that supports academic honesty and principles of professionalism. Proper relationship between faculty and student are fundamental to the college's function and this should be built on mutual respect and understanding together with shared dedication to the education process. It is a fundamental belief that each student is worthy of trust and that each student has the right to live in an academic environment that is free of injustice caused by dishonesty. While students have an obligation to assist their fellow students in meeting the common goals of their education, students have an equal obligation to maintain the highest standards of personal integrity.

**MSU Email**

To facilitate communication from faculty and staff to students, students are required to have a functioning MSU email address. Students are responsible for checking their MSU email accounts daily and maintaining their MSU mailboxes so that messages can be received.

Forwarding MSU email to another email account or failure to check email are not valid excuses for missing a deadline or other requirements of the clinical education program.

Further, students must use secure email when working in a hospital, clinic, or other health care setting if discussion of patient information is involved. MSUNet (msu.edu) email is secure; many web-based email systems including Hotmail, Gmail and Yahoo are not.
FACULTY RESPONSIBILITIES

It is the responsibility of the college faculty to specify the limits of authorized aid (including but not limited to exams, study aids, internet resources and materials from senior students) in their syllabi, and it is the responsibility of students to honor and adhere to those limits. Course instructors shall inform students at the beginning of the semester of any special criteria of academic honesty pertinent to the class or course.

It is the responsibility of the clinical faculty to provide students with ongoing feedback during rotation upon request. Clinical faculty are generally recommended (though not required) to limit student assigned duty hours from 40 to 60 hours weekly (and not exceeding 60 hours). Both faculty and students are to be treated fairly and professionally to maintain a proper working relationship between trainer and trainee.

COURSE GRADES

P/Pass – means that credit is granted, and that the student achieved a level of performance judged to be satisfactory by the department according to the student's didactic and clinical performance.

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 department according to the student's didactic and clinical performance.

ET/Extended Grade – means that a final grade ('Pass' or 'No Grade') cannot be determined due to one or more missing course requirements. The ET grade will be changed to a final grade once all the completed course requirements have been submitted to and processed by MSUCOM (either to the department or Clerkship Team). An ‘ET’ grade will NOT remain on a student’s transcript.

N Grade Policy
Students who fail this rotation will have to repeat the entire rotation and fulfill all (clinical and academic) requirements.

STUDENT EXPOSURE PROCEDURE

A form has been developed by the University Physician to report incidents of exposure, e.g. needle sticks, mucous membrane exposure, tuberculosis exposure, etc., and may be found on the Clerkship Medical Education page of the MSUCOM website [here](https://com.msu.edu/current-students/clerkship-medical-education).

Contact Assistant Dean for Clerkship Education, Dr. Susan Enright, if exposure incident occurs: enright4@msu.edu.

STUDENT VISA

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 (RCPD) at 517-884-RCPD, or on the web at www.rcpd.msu.edu Once a student’s eligibility for (clinical and/or testing) accommodation has been determined, the student may be issued a **Verified Individualized Services and Accommodations** (VISA) form. Students must present this VISA form to the Clerkship Team (COM.Clerkship@msu.edu), A-332 East Fee Hall, at the start of the semester in which they intend to use their accommodations (for tests, projects, labs, etc.). Accommodation requests received after this date will be honored whenever possible.

If updates or modifications to an existing VISA form are made after the semester begins, it is the responsibility of the student to submit an updated version to the Clerkship Team if he or she intends to use the new accommodation going forward.

**Virtual Rotation:** If a student has been given the approval from Drs. Enright or Pfotenhauer to complete all or a portion of their rotation on-line, please contact me for details via email or a telephone call (517)353-8470. Only with approval should you use the Syllabus Addendum found on the Welcome D2L page as a guide. The details of what you will be responsible for completing will come from the Instructor of Record, via an email from the Course Assistant, Shawn Olds, oldss@msu.edu
STUDENT EXPERIENCE ACTIVITY LOG

Otorhinolaryngology Medicine Rotation

Student Name:
Base Hospital:
Rotation Dates:

Please note you will be **required to make an entry or more per day** you are on the rotation. In addition,
- Give as many details regarding the procedures you were involved with
- Give as many details regarding the primary diagnosis of the patients seen
- Complete the Meetings/Lectures portion as applicable
- Specify the readings you completed while you were on the service

***Please note that extra lines can be added to each log by tabbing after last column***

Please list all procedures observed:

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Date</th>
<th>Surgeon</th>
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</thead>
<tbody>
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</tbody>
</table>
Please list Primary Diagnosis of Patients Seen:

<table>
<thead>
<tr>
<th>Primary Diagnosis</th>
<th>Date</th>
<th>Clinic / Hospital</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Please list all meetings and Lectures attended:

<table>
<thead>
<tr>
<th>Meeting / Lecture</th>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

Please list all reading materials read on the rotation:

<table>
<thead>
<tr>
<th>Material</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

When completed, please upload to the Dropbox on D2L.
## SUMMARY OF GRADING REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Submission Method</th>
<th>Honors Designation</th>
<th>Pass</th>
<th>Extended Grade</th>
<th>No Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending Evaluation of Clerkship Student (the determination of a satisfactory attending evaluation is governed by the College’s Policy for Retention, Promotion, and Graduation)</td>
<td>Can be accessed via the “Attending Evaluation” link in Kobiljak online schedule. Email completed evaluation to <a href="mailto:COM.Clerkship@msu.edu">COM.Clerkship@msu.edu</a></td>
<td>N/A</td>
<td>Completed 100% and uploaded by 11:59 pm the last day of the rotation</td>
<td>Will be the conditional grade until all requirements of this rotation are met</td>
<td>Receives two or more “Below Expectations” in any subsection on the evaluation. Displays indicators of marginal performance on any clerkship rotation</td>
</tr>
<tr>
<td>Student Evaluation of Clerkship Rotation</td>
<td>Can be accessed and submitted via the “Student Evaluation” link in Kobiljak online schedule.</td>
<td>N/A</td>
<td>Completed 100% and uploaded by 11:59 pm the last day of the rotation</td>
<td>Will be the conditional grade until all requirements of this rotation are met</td>
<td>Failure to complete and upload within two weeks after the rotation ends</td>
</tr>
<tr>
<td>Activity Log</td>
<td>Submit via the Dropbox in D2L</td>
<td>N/A</td>
<td>Completed 100% and uploaded by 11:59 pm the last day of the rotation</td>
<td>Will be the conditional grade until all requirements of this rotation are met</td>
<td>Failure to complete and upload within two weeks after the rotation ends</td>
</tr>
</tbody>
</table>