FCM 621
Family Medicine Specialty

CLERKSHIP ELECTIVE ROTATION SYLLABUS

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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 (preceptor) in collaboration, as appropriate, with residents and/or fellows.

Rotations are typically two weeks (3 credit) or four weeks (6 credit) in duration for regular track students. DO/PhD student rotations may extend out further. 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.

Family medicine is one of the most varied of fields where you can see a wide spectrum of physicians practice an even wider range of medical elements in sub-specialties. It is important to remember that family medicine represents the frontline of medical care, not only in terms of interaction with the community and society, but also in terms of good stewardship of medical resources, both financial and material. During your time on this rotation, consider discussing with your attending physician(s) aspects of medical care such as: healthcare reform and its impact, being a financially responsible physician and the delivery of care in a resource-deprived environment, etc. You will find that most family physicians are not only interested, but passionate about these topics. As an aspiring member of the profession, you should utilize this time to better understand the environment you will be part of in the future.

* DO/PhD student rotations may extend out further. Timeframes for each rotation are decided at least 30 days prior to the beginning of the rotation.

ELECTIVE COURSE SCHEDULING

Required Prerequisites

- This course cannot be scheduled until five core rotations are completed.

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.
  - MSUCOM confirmation must occur at least 30 days in advance of the rotation.
GOALS AND OBJECTIVES

Goals

To gain an appreciation of primary care medicine as related to the specific primary care specialty of the preceptor.

Objectives

The student will:

- Assimilate learning, and demonstrate understanding of, patient care through ongoing interaction and dialogue with the preceptor, including formative feedback.

- Demonstrate an understanding of the seven osteopathic competencies (as applicable) in the specialty of primary care medicine and its related subspecialties.

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.

REFERENCE

There are not required references for this course. All references listed below are highly recommended.

SUGGESTED STUDY RESOURCES

There are not required references for this course. All references listed below are highly recommended.

Recommended Texts

Accessing the Electronic Resources Using MSU’s Library will provide many of these for free.

www.lib.msu.edu

ROTATION REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>SUBMISSION METHOD</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotation Journal</td>
<td>Scan and upload into D2L Drop box</td>
<td>By 11:59 pm the last day of the rotation</td>
</tr>
<tr>
<td>Attending Evaluation of Clerkship Student</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>Last Day of 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>Last Day of Rotation</td>
</tr>
</tbody>
</table>

ASSIGNMENTS

Rotation Journal

*Important Note: Students completing more than one family medicine selective/elective rotation must complete a separate journal for each rotation. Documentation should not be copied from one journal to the next. Journals cannot discuss the same topics. Doing so will result in a failing grade for the assignment.*

The rotation journal is an opportunity for you to reflect on your experience in the clinic. You **must select two** of the four topics below **per week** to write on in your journal.

- Procedures - Weekly entries of procedures you have observed or performed that are new to you. Please reflect on your observations and **one to two paragraphs in length per topic.**

- Topics and Presentations - Weekly entries on topics you have researched and/or presentations you have given during the clinic rotation **one to two paragraphs in length per topic.**

- Core Attributes of Primary Care - Review the definitional features of primary care (e.g. first contact, continuous, coordinated, comprehensive care) and provide examples of achievement or areas that could be improved from your clinical observations. Please provide **one to two paragraphs in length per topic.**
  [https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2690145/](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2690145/)
Principles of the Patient-Centered Medical Home – Please review the Joint Principles of the Patient-Centered Medical Home (e.g. whole person orientation, team-based care) and provide examples of achievement or areas that could be improved from your clinical observations. Please provide one to two paragraphs in length per principle.


Inclusion of at least two areas outlined above per week will constitute a “pass” for the rotation journal. A “no pass” grade will be assigned if the journal is not submitted or incomplete.

Note: This journal should not include any form of identification of patients or their families as outlined in the HIPAA Privacy Rule – no name, address, birth date, Social Security number, hospital or clinic ID number, site location or any other information that would identify the person/patient.

### ROTATION EVALUATIONS

<table>
<thead>
<tr>
<th>Attending Evaluation of Student</th>
<th>MSUCOM will utilize eValue for the Attending Evaluation of the Student, a summative evaluation of the student at the completion of the rotation/course. On the last Monday of the rotation, the attending physician evaluator designated by the rotation site will receive an email link to the student evaluation. In the event the attending requests a paper copy of the evaluation, the student is may obtain a blank copy on the eValue site but must refer to their eValue schedule and copy the following details onto the evaluation before giving it to their attending: (1) student name, (2) rotation name, (3) rotation dates, and (4) rotation site. 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 when possible. Any evidence of evaluation tampering or modification by 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.</th>
</tr>
</thead>
</table>
**Additional Rotation Feedback**

Students should actively seek feedback on his/her performance throughout the course of the clinical rotation. Feedback should be sought weekly for areas of strengths and areas of improvement. For rotations with Student Experience Logs, documentation of mid rotation feedback must be initiated by the student and documentation provided by the attending physician.

**Student Evaluation of Rotation**

Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing their online evaluation system at: eValue.msu.edu.

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**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 For Rotation Requirements**

If a student does not successfully complete the rotation requirements of the course, the student will be permitted to go through a ‘Corrective Action’ process.

The steps of the ‘Corrective Action’ process for FCM 621 are as follows:

1. If the student fails this rotation due to the Attending Evaluation, an ‘N’ grade will be issued.
2. If the student will be required to complete the requirement that was missing.
3. The student will then be required to write an essay about professionalism.
   a. This will consist of at least two pages.
   b. You will need to make sure to cite at least 3 references.
4. This corrective action will be due within one week of the corrective action being assigned.

If a student completes the ‘Corrective Action’ process successfully, as determined by the Instructor of Record, the student will receive credit for the deficient academic grading requirement(s).

If a student does not complete the ‘Corrective Action’ process successfully, as determined by the Instructor of Record, the student will receive an N grade for the course.
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

During the course of this rotation, the student is expected to take a proactive approach to learning about the discipline of family medicine. Students will meet the preceptor on the first day of the rotation, at a predetermined time and location, to be oriented to rotation hours, location(s), expected duties, and responsibilities while on-service. During the orientation meeting, students should present the preceptor with a copy of the Attending Evaluation form, and review this syllabus together. Doing so will improve the overall rotational experience in terms of training and evaluation.

During the weeks of the rotation, the student is required to meet clinical and academic responsibilities:

- **The student will meet the following clinical responsibilities during this rotation:**
  - Students are expected to function collaboratively on healthcare teams that include health professionals from other disciplines in the provision of quality, patient-centered care.

- **The student will meet the following academic responsibilities during this rotation:**
  - Students are expected to identify, access, interpret and apply medical evidence contained in the scientific literature related to patients’ health problems.
  - Students are expected to assess their personal learning needs specific to this clinical rotation, engage in deliberate, independent learning activities to address their gaps in knowledge, skills or attitudes; and solicit feedback and use it on a daily basis to continuously improve their clinical practice.

ATTENDANCE

In order to gain the knowledge and skills to successfully complete the MSUCOM clerkship program, consistent participation/attendance in program activities is essential. Any time off must not interfere with the quality of the rotation.

1. In the event a student needs to be absent from any rotation for the reasons listed below and permissible by the rotation syllabus, students may request time off.
2. Any absence (unless emergent) must be approved in advance (at least 30 days) of absence by the medical education department (student coordinator/director or DME), utilizing the Clerkship Program Excused Absence Request Form. Students must notify the rotation team and medical education of emergent/illness absences on day of absence.

3. A student may not be absent more than 2 days on any one 4-week rotation (no time off allowed for rotations of 2 weeks or less) for the reasons below (exception Interview absences or Conference absences as below).

4. Any additional time off any one rotation must be approved by the MSUCOM Instructor of Record for the course the absence will occur.

ATTIRE AND ETIQUETTE
During your clinical rotation, you will be a part of many different learning environments and will be given a great deal of responsibility. Importantly, most of your patients will consider you a critical member of the medical team and see you as a physician. Given this, it is vital that a high level of professional behavior is maintained. Outward appearance is very important in this regard, and is critical for initial impressions and for gaining the respect of your patients. For this reason, please adhere to the following dress code during your clerkship:

- Men should routinely dress in slacks, as well as a shirt and tie. No blue jeans are allowed during any rotation.
- Women should wear skirts or slacks. Skirts should be of a length that reaches the knees or longer.
- Tennis shoes should not be worn, except with scrubs.
- No open toe shoes, flip-flops, or sandals are allowed at any time. Socks are always a public health code requirement.
- Scrubs are provided for situations where extended periods of patient care necessitate more comfortable clothing or change in clothing. Therefore, scrubs are allowed for 'on-call days' only.

At ALL times when patient contact is expected or anticipated, your waist-length WHITE COAT will be worn.

As this policy simply represents general guidelines, we encourage anyone with uncertainties or questions regarding the dress code to reach out to student director for confirmation.

- Wear a waterproof gown when blood or body fluid may soak a cloth gown.
- ALL incidents of exposure to blood or body fluids such as parenteral (needle stick or cut); mucous membranes (splash to eyes, nose or mouth); cutaneous (contact with blood or body fluids on ungloved hands or other skin
surfaces that may be cut, chapped, abraded or affected by active dermatitis should be reported immediately to attending physician, student director, and MSUCOM (see “Exposure Incidents Report” on page 25 of the syllabus).

MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES

The following are standard MSUCOM policies across all Clerkship rotations.

ATTENDANCE POLICY
To gain the knowledge and skills to successfully complete the MSUCOM clerkship program, consistent participation/attendance in program activities is essential. Any time off must not interfere with the quality of the rotation.

1. In the event a student needs to be absent from any rotation for the reasons listed below and permissible by the rotation syllabus, students may request time off.
2. Any absence (unless emergent) must be approved in advance (at least 30 days) of absence by the medical education department (student coordinator/director or DME), utilizing the Clerkship Program Excused Absence Request Form. Students must notify rotation team and medical education of emergent/illness absences on day of absence.
3. A student may not be absent more than 2 days on any one 4-week rotation (no time off allowed for rotations of 2 weeks or less) for the reasons below (exception Interview absences or Conference absences as below).
4. Any additional time off any one rotation must be approved by the MSUCOM Instructor of Record for the course the absence will occur.

Absence due to interviews:
For the purpose of interviewing only, a student may be absent 4 days on a 4-week rotation (2 days on a 2-week rotation) during the months of September to January in the OMS year.

Absence due to examinations:

<table>
<thead>
<tr>
<th>Examination</th>
<th>Maximum Time Off (includes travel time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMLEX USA Level 2 CE/USMLE Step 2 CK/Canadian</td>
<td>1 day</td>
</tr>
<tr>
<td>COMLEX PE Simulation at MSU</td>
<td>1 day for each scheduled simulation</td>
</tr>
<tr>
<td>COMLEX USA Level 2 PE/USMLE Step 2 CS (Canadian</td>
<td>2 days</td>
</tr>
<tr>
<td>COMAT/SHELF examinations</td>
<td></td>
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Personal Day Absence:
Students are allowed 5 personal days per academic year in OMS 3 and OMS 4. These days are not carried over from third year to fourth year. These are to be used for illness, physician appointments, and special events (weddings, graduations, special anniversary events) and must not exceed 2 days on any 4-week rotation (#3 above). Prolonged illness
and bereavement will be handled on a case-by-case basis between MSUCOM Assistant Dean of Clerkship Education and the base hospital/medical education department. Students must notify rotation team and medical education of emergent/illness absences on day of absence.

Hospital organized community events might lead to periodic absence from rotations. Student participation is encouraged and if base hospital approved, would be considered part of the rotation and not a personal day absence.

**Jury duty:**

When obligated, student participation is not considered a personal day. Court excuses must accompany any absence. If absence is prolonged, this will be handled on a case-by-case basis between the base hospital/medical education and MSUCOM.

**Conference Absence:**

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.

a. Appropriate paperwork with proof of presentation and copy of conference agenda must accompany the form.

b. Time off in this situation will be for travel and presentation only.

While on selective/elective rotations: A student may submit a request for an excused absence to attend one (1) professional meeting, time not to exceed 3 days off rotation.

The meeting agenda must accompany the Clerkship Program Excused Absence Request Form.

**ROTATION SPECIFIC EXCEPTIONS TO THE ABOVE ATTENDANCE POLICY:**

**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

Personal vacations/family reunions, etc. are not part of this policy. Vacations can be scheduled periodically, provided all curriculum requirements will be met, with the assistance of your Student Services Advocate. Vacations will not be permitted on any core rotation or elective rotation.
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.

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/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.

**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](http://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.
## SUMMARY OF GRADING REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Submission Method</th>
<th>Pass</th>
<th>Extended Grade</th>
<th>No Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotation Journal</td>
<td>Scan and upload into D2L Drop box</td>
<td>By 11:59 pm the last day of the rotation</td>
<td>Will be the conditional grade until all requirement of this rotation are met.</td>
<td>Failure to complete 100% and upload by one week after the last day of the rotation at 11:59 pm or the Corrective Action is not completed correctly or on time.</td>
</tr>
</tbody>
</table>
| Attending Evaluation of Clerkship Student | Can be accessed via the “Attending Evaluation” link in Kobiljak online schedule. Email completed evaluation to COM.Clerkship@msu.edu | Last Day of Rotation                     | Will be the conditional grade until all requirement of this rotation are met. | • Receives two or more “Below Expectations” in any subsection on the evaluation and after the chair review and discussion  
• Displays indicators or marginal performance on any clerkship rotation. |
| Student Evaluation of Clerkship Rotation | Can be accessed and submitted via the “Student Evaluation” link in Kobiljak online schedule. | Last Day of Rotation                     | Will be the conditional grade until all requirement of this rotation are met. | Failure to complete 100% and upload by one week after the last day of the rotation at 11:59 pm. |