

**OMM 514 – Osteopathic Manipulative Medicine IV**

Fall Semester 5 - 2020

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**Notice to Students:** Although course syllabi at MSUCOM have a consistent format, 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 Manipulative Medicine IV is a 1 credit hour course that provides students with the basic palpatory skills and clinical knowledge leading to osteopathic diagnosis and treatment.

### Course Goals

Specific instructional objectives are provided on D2L within each lecture of this course.

### College Program Objectives

In addition to the course-specific goals and learning objectives, this preclerkship course also facilitates student progress in attaining the College Program Level Educational Objectives, which are published in the MSUCOM Student Handbook.

### Course Coordinator

Name: Mark Gugel, D.O.

Email: [gugel@msu.edu](mailto:gugel@msu.edu)

### Course Faculty

Name	Email	Site
Terri Steppe, D.O.	<a href="mailto:steppe@msu.edu">steppe@msu.edu</a>	DMC Site Coordinator
Lori Dillard, D.O.	<a href="mailto:ldillard@msu.edu">ldillard@msu.edu</a>	MUC Site Coordinator
Timothy Francisco, D.O.	<a href="mailto:Franci48@msu.edu">Franci48@msu.edu</a>	EL
Jennifer Gilmore, D.O.	<a href="mailto:Gilmore8@msu.edu">Gilmore8@msu.edu</a>	EL
Teri Hammer, D.O.	<a href="mailto:hammert@msu.edu">hammert@msu.edu</a>	MUC
David Hickling, D.O.	<a href="mailto:Hicklin2@msu.edu">Hicklin2@msu.edu</a>	DMC
Christopher Czapp, D.O.	<a href="mailto:czappchr@msu.edu">czappchr@msu.edu</a>	MUC
Christopher Pohlod, D.O.	<a href="mailto:pohlodch@msu.edu">pohlodch@msu.edu</a>	EL
J'Aimee Lippert, D.O.	<a href="mailto:boseljai@msu.edu">boseljai@msu.edu</a>	EL
Peter Blakemore, D.O.	<a href="mailto:blakemo5@msu.edu">blakemo5@msu.edu</a>	EL
Barbara Zajdel, D.O.	<a href="mailto:Drbarbie99@comcast.net">Drbarbie99@comcast.net</a>	DMC
Jared Ham-Ying, D.O.	<a href="mailto:hamyingj@msu.edu">hamyingj@msu.edu</a>	EL - Resident
Thomas Kincheloe, D.O.	<a href="mailto:Kinchel1@msu.edu">Kinchel1@msu.edu</a>	EL - Resident
Alex Schneider, D.O.	<a href="mailto:schne417@msu.edu">schne417@msu.edu</a>	EL - Resident
Scott Wilkie, D.O.	<a href="mailto:wilkiesc@msu.edu">wilkiesc@msu.edu</a>	EL - Resident

### Curriculum Assistants

Site	Name	Email	Phone
East Lansing	Michele Benton	<a href="mailto:bentonmi@msu.edu">bentonmi@msu.edu</a>	517-353-9110
DMC	Smita Deb	<a href="mailto:smitadeb@msu.edu">smitadeb@msu.edu</a>	313-578-9628
MUC	Beata Rodriguez	<a href="mailto:rodri583@msu.edu">rodri583@msu.edu</a>	586-263-6799

### 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 the course may be discussed individually by making an appointment with the Course Coordinator, Mark Gugel via e-mail.

## Course Web Site

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

## Textbooks and Reference Materials

### Required

Students may access the required OMM textbooks and many others at: <http://libguides.lib.msu.edu/medicalimages>

- Chila, Anthony G., 2011. *Foundations for Osteopathic Medicine* 3<sup>rd</sup> Edition, ISBN# 978-0-7817-6671  
<http://ezproxy.msu.edu/login?url=http://meded.lwwhealthlibrary.com/book.aspx?bookid=757>
- DeStefano, Lisa, D.O. 2017. *Greenman's Principles of Manual Medicine* 5th Edition, ISBN# 978-1-451193-90-9  
<http://ezproxy.msu.edu/login?url=http://meded.lwwhealthlibrary.com/book.aspx?bookid=1743>

## Course-based Academic Support

The course faculty are here to facilitate your learning. 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 through MSUCOM Academic and Career Guidance and MSUCOM Personal Counseling.

## Courses Begin and End Dates

OMM 514 begins on September 3, 2020 and ends on December 3, 2020. See addendum for detailed daily course schedule.

## 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.

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
Weekly Quizzes	40	Weekly Reading Material
OMM SOAP Note	4	
Practical Exam 1	0	Course content from 9/3/20 – 11/12/20 ***No points awarded for practical exam, it will be graded as Pass/Fail
Practical Exam 2	0	Course content from 9/3/20 – 11/12/20 ***No points awarded for practical exam, it will be graded as Pass/Fail
Written Exam	30	Cumulative Exam

## Course Grades

The course faculty determine the threshold for satisfactory performance in each preclerkship course. Your course grade will be determined by the following formula:

$$((\text{Quiz points}) + (\text{SOAP Note}) + (\text{Written exam}) / \text{Total Points} \times 100 = \text{final percent score.}$$

**AND**

Must pass both practical exams.

- **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 obtain an overall average of greater than or equal to 70% of the total number of points possible and a score no lower than 70% on the written exam and a Pass on both of the practical 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:**

1. Obtains less than 70% of the total course points,
- OR**
2. Scores less than a 70% on the written exam or a Fail on either practical\* exam,
- OR**
3. Fails to satisfactorily complete a required Corrective Action for a failed practical exam, or fails to meet the attendance requirements.

\* Failure of a practical exam will result in a corrective action process, which will occur during the semester. Failure of the corrective action process will result in a failure in the course.

- **Remediation** – If you receive an “N” grade and meet the criteria below, you will be eligible to attempt remediation:
  - Earn an overall final percent score in the course of 60% or greater, and
  - Have satisfied any requirements necessary for 1 unexcused or 2 excused absences.

The remediation opportunity for this course will be by examination. Passing is 70%.

All remediation exams for semester FS20 are scheduled for Tuesday, January 5 and Wednesday, January 6. Refer to the remediation policy information provided in Section 2 of this syllabus for more information.

## **Student Evaluation of the Course**

We want your feedback on how to improve this course.

- Informal Feedback: Feel free to approach the Course Coordinator, Mark Gugel, 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 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**

Please refer to the [MSUCOM Student Handbook](#) for these and other 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. Additional guidance on academic integrity may be found on the MSU Ombudsperson's website at <https://ombud.msu.edu/sites/default/files/content/Academic-Integrity-at-MSU-updated-August-2017.pdf>

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.

### **Types of Class Sessions**

MSUCOM designates lectures and other class sessions by their delivery method. While additional terms may be used in a specific course, the following will provide general guidance to the type of session:

- Live or livestream lecture:
- Online Lecture:
- Webinar:
- Lab:

### **Changes to Course Schedule or Requirements**

Due to external circumstances, the course requirements published in the course syllabus and/or course

schedule may be subject to change. Timely notification Communication regarding changes will be provided to enrolled students via the course D2L site and/or email. Any changes made will consider the MSU Code of Teaching Responsibility and the MSU Medical Students Rights and Responsibilities.

## **Mandatory and Optional Class Sessions**

All lectures and other class sessions are considered to be integral to the course, and students are expected to attend, view, or participate in each session. Some sessions are designated as “mandatory” in that attendance at the session on the scheduled date and time is required. Depending on the course, a student may earn points for attending or participating in a mandatory session or may lose points for failing to attend or participate. Availability of make-up points for missed sessions is at the discretion of the course coordinator. Optional class sessions are offered by faculty to assist students in learning or reviewing course content.

## **Absences from Mandatory and Examinations/Assessments**

It is the responsibility of the student to know which class sessions are deemed as mandatory 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](#).

## **Specific Procedures for the OMM Laboratory**

If a student has one unexcused absence and/or 2 or more excused absences, he/she will be required to complete a make-up experience for the missed time. The form of make-up experience will be determined by the course coordinator and may be comprised of shadowing in the OMM Clinic, write a paper on a topic of the Course Coordinator’s choosing, or other activity related to the material missed. Paper’s should be double-spaced and have at least two references. The completed paper must be acceptable to the OMM Course Coordinator and must be submitted before the course end date. Failure to complete the make-up experience or more than 1 **unexcused** absence will result in the student receiving an “N” grade.

## **Required Attire for OMM Laboratories**

Scrubs, sweatpants and shorts with elastic waistbands (no denim materials) are required attire for all Osteopathic Manipulative Medicine Laboratories. Also acceptable are tank tops, T-shirts, bathing suit tops, sports bras, and scrub tops. Button-down shirts and other street clothes are not allowed.

Students who do not follow these guidelines may be dismissed from lab and counted as an un-excused absence that day.

**Due to limited space in the OMM Labs, students must bring to class only those materials necessary for lab. Backpacks, large purses, etc., need to be stored in the lockers provided.**

## **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.

Administration of quizzes, examinations, and other assessments may be self-proctored, virtual proctored, or classroom proctored. Regardless of the proctoring method, you are expected to take the

exam in a quiet, private setting. Just like in a proctored exam, you are not to access notes, textbooks, references, your phone, or other materials, and you are not to interact with fellow students or others. Remember that integrity is defined as what you do when no one is looking.

You are also expected to not record, photograph, take screen shots, make notes of, or otherwise attempt to make a copy of any exam item for any purpose, including your personal use. A student who is discovered to have cheated or breached exam security will be subject to formal disciplinary action, up to and including dismissal from MSUCOM.

If you have concerns or evidence of an exam security breach on this or any exam, you may report that to an MSUCOM administrator or through the online concern form.

## **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](http://splife.studentlife.msu.edu).

## **Reef Polling (iClicker Cloud) Policy**

It is your responsibility 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 Reef Polling is used to take attendance for an on-campus event, you will be expected to arrive to the physical location on time and to stay for the duration of the assigned activity. If Reef Polling is used to take attendance for an online event, you will be expected to start the session at the scheduled time and participate for the duration of the assigned activity.

As a matter of professionalism, please note that under no circumstances should you provide access to their iClicker Reef account to another student by sharing your device and/or account login, nor should you accept another student's device or login credentials to access Reef Polling on their behalf. Answering questions or checking in for attendance on behalf of another student by using their device or account is considered to be academic dishonesty and may result in disciplinary action up to and including dismissal from the college.

## **Remediation**

The MSUCOM Policy for Retention, Promotion and Graduation requires successful completion of each required course to progress in the curriculum. If you receive an "N" grade in a course, that grade will be recorded on your official transcript; you must meet the course requirement by successfully remediating or repeating the course.

Eligibility to attempt remediation of the course is determined by criteria described in the "Course Grades" section of the syllabus. If you are not eligible to attempt remediation, or if you fail the remediation, you must retake the course, provided you are eligible to continue in the program as determined by the Committee on Student Evaluation.

## **Student Safety and Well-being**

The MSUCOM website and Student Handbook provide information on student safety, campus security, access to medical care and counseling services, and to policies on injuries and exposures. If you have an injury or acute illness on campus, an incident report should be completed. The form is available on the MSUCOM intranet or from Academic Programs.

## **Requests for 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 (RCPD) at 517-884-7273 or online at [rcpd.msu.edu](http://rcpd.msu.edu). Once eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Each VISA includes an expiration date; to request an accommodation, you must have an active VISA. You may work with RCPD to renew a VISA.

During the preclerkship curriculum, the college will help to coordinate accommodations for additional testing time. Provide your VISA to Nancy Thoma, [thoman@msu.edu](mailto:thoman@msu.edu), A333 East Fee Hall at the start of the term and/or at least two weeks prior to the assessment event (test, project, labs, etc.). Requests for accommodations received with less notice will be honored whenever possible. You may choose whether or not you wish to use accommodations for a particular event. For other accommodations, you may also review your VISA with the course coordinator and curriculum assistant assigned to that course.

## **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](http://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, you 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 for the current semester will be posted to D2L. Changes to the course schedule will be noted on the class academic calendar (“Google calendar”) and communicated to students via D2L and/or email. The schedule for the most recent offering of this course will be posted on the MSUCOM website under Current Students/Preclerkship Curriculum.