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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
OST 582 - Transitions I: Board Preparation is a 6-credit hour course that provides students with specific resources and support for COMLEX Level 1 board preparation activities. The course will enable the student to conduct self-directed review and integration of basic science and systems medical knowledge with clinical correlations. The requirements are designed to assist students in crafting and implementing an effective and efficient individualized study plan to help optimize their performance on board examinations. There will be a robust array of optional review sessions, suggested resources, live webinars, and other learning events for students during the course. All events are all offered in a virtual format.

Measurable Course Objectives
The American Osteopathic Association has identified osteopathic core competencies (OCC) essential for practice as a future osteopathic physician (reference). These are embedded throughout programmatic objectives and curriculum. The curricular structure also encourages proficiency in the Core Entrustable Professional Activities (EPAs) for Entering Residency as defined by the Association of American Medical Colleges to help build toward that future phase of the journey toward medical practice (reference). By the end of this specific course, learners should be able to achieve the following objectives within each competency domain indicated:

Interpersonal and Communication Skills

Gather and prioritize essential clinical information presented in the stem of a board style question using the S-O-A-P process. (*Data Gathering - EPA 1; Documentation/Communication - EPA 5, EPA 6*)

Medical Knowledge

1. Integrate knowledge from biomedical and clinical science disciplines, including medical law, in related cases. (*Biomedical Science - Anatomy/Physiology, Biomedical Science - Pathology/Pathophysiology, Biomedical Science - Law/Regulation, etc.; Clinical Science - Pathology, Clinical Science - Internal, Clinical Science - Neuromusculoskeletal, etc.*)

Patient Care and Procedural Skills

1. Gather and prioritize essential clinical information presented in the stem of a board style question using the S-O-A-P process. (*Data Gathering - EPA 1; Documentation/Communication - EPA 5, EPA 6*)

Practice-Based Learning and Improvement

1. Use clinical decision-making tools and procedures, including pattern recognition and hypothesis formation, to predict common patterns related to foundational biomedical science mechanisms and pathways. (*Clinical Decision-Making - EPA 7*)
2. Identify, describe, and apply systematic methods for continuous evaluation of personal reasoning and practice patterns that will help identify individual knowledge gaps and areas requiring deeper study for board preparation. (*Reflection/Metacognition*)

**Professionalism**

1. Review ways to establish, maintain, and conclude the physician-patient relationship in accordance with proper ethical and legal standards while also demonstrating accountability to patients, society, and the profession. (*Accountability/Duty*)

2. Provide for one's personal care and well-being in an individual learning plan and study schedule by applying the principles of wellness, including time management, stress reduction, and study techniques to maximize self-efficacy and effective preparation. (*Self-Care*)

**Professional Development and Reflection Skills**

Additionally, the American Osteopathic Association indicates several other competencies on which professional development and reflection across time will foster effective medical practice. These include the ability to work collaboratively as part of an interprofessional team; the maintenance of an inquisitive and scientific approach to learning and medical practice; and the adoption of self-direction in lifelong learning and clinical decision-making. This course will contribute to the development of these longitudinal competencies or skills as indicated:

**Self-Directed and Lifelong Learning**

Self-directed learning is a 4-step process that occurs within an encapsulated timeframe. The goal of self-directed learning is to help foster self-direction in your lifelong learning and clinical decision-making. This course includes the steps of self-directed learning as follows:

1. Design a prioritized, individual learning plan and study schedule for the COMSAE and COMLEX Level 1 examinations using a four-step process: self-assessment of learning needs; independent identification, analysis, and synthesis of related information; appraisal of source credibility; and receipt and application of feedback on information seeking skills. (*Self-Directed Learning*)

2. Pursue continuous knowledge-base and skill development in the biomedical and clinical sciences as you respond to board style questions through regular practice with question banks. (*Lifelong Learning*)

**Course Coordinator**

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

Name: Jane Gudakunst, MD
Phone: 814-221-0677
*Email: gudakun2@msu.edu* (preferred method)
Address: Fee Hall – West Wing, 909 Wilson Rd. Room B315-D, East Lansing, MI  48824
Name: Chinyere Pauline Tobias, MA
Phone: 734-288-8378
Email: tobiasog@msu.edu (preferred method)
Address: 4707 Saint Antoine St. Room CG-97, Detroit, MI 48201

Course Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Site</th>
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<tbody>
<tr>
<td>Lauren Azevedo</td>
<td><a href="mailto:azevedol@msu.edu">azevedol@msu.edu</a></td>
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<td>EL</td>
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Curriculum Assistants

<table>
<thead>
<tr>
<th>Site</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Lansing</td>
<td>Becky Brandt</td>
<td><a href="mailto:brandtb2@msu.edu">brandtb2@msu.edu</a></td>
<td>517-884-3880</td>
</tr>
</tbody>
</table>

Lines of Communication

- For content aspects of the course: gudakun2@msu.edu.
- For questions relating to your individualized study plan: tobiasog@msu.edu or the Academic and Career Advisors at com.ACAAdvising@msu.edu.
- For logistical or administrative aspects of the course: brandtb2@msu.edu.
- 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 this course may be discussed individually by making an appointment with the Course Coordinators, Jane Gudakunst at gudakun2@msu.edu or Chinyere Pauline Tobias at tobiasog@msu.edu. The course coordinators are generally available weekdays by Zoom (email them for an appointment).
Course Web Site
The URL for the Course website is: https://d2l.msu.edu

Textbooks and Reference Materials

Required
- Students are expected to identify the specific resources required to implement their individual self-directed learning (SDL) plan.
- Students are asked to visit the interactive NBOME website AND to become familiar with the COMLEX Master Blueprint.
  - https://www.nbome.org

Recommended
Resources are provided in the D2L site for the course and students are expected to discern and cultivate those resources which will best support their SDL plan. The plan should include elements of scientific and clinical content review, self-care, active study skills, and prioritization of time, energy, and resources as well as question bank practice questions.

The links and resources are organized into several categories on the D2L site. The student is encouraged to browse through the categories and other existing resources but is cautioned not to try to use all the listed resources; the resources are provided as a convenience for the student’s consideration.

- Board Information and Exam Blueprints
- Scientific and Clinical Content Review
- On-Target for Academic Success
- Wellness and Self Care Resources
- Q- Bank Information

Course-based Academic Support
The course faculty are here to facilitate your learning. Please feel free to contact the Course Coordinator with any academic concerns you may have during this course. Additional academic support resources can be accessed through MSUCOM Academic and Career Advising and MSUCOM Personal Counseling and Wellness.

Additional support is available at the MSUCOM On Target site

Course Begin and End Dates
OST 582 begins on April 4, 2022 and ends on June 10, 2022.

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 as they strengthen their knowledge base.
There are no required examinations. See below for Required Course Assignments.

**Required Course Assignments**

It is your professional responsibility to meet the deadlines and requirements in this course. Please familiarize yourself with the requirements to earn a PASS (P) grade in OST 582, a six (6) credit course required for graduation from MSUCOM.

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<table>
<thead>
<tr>
<th>Format</th>
<th>Required Assignments</th>
<th>Due date</th>
<th>Points</th>
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<tbody>
<tr>
<td>Prerecorded*</td>
<td>Module 1: Perspective &amp; Prioritization</td>
<td>Thursday, April 14</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Module 2: Effective and Efficient Learning</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Module 3: Making Connections</td>
<td></td>
<td>25</td>
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<tr>
<td>Written essay</td>
<td>Self-reflection essay as related to modules</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Prerecorded*</td>
<td>Law and Ethics Presentation</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>Written assignment</td>
<td>Self-directed Learning (SDL) Plan</td>
<td>Monday, April 25</td>
<td>60</td>
</tr>
<tr>
<td>Live online</td>
<td>Attend two (2) Apply and Connect collaborative sessions of your own choosing</td>
<td>No later than Wednesday, May 18</td>
<td>20</td>
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</table>

Total number of points available in the course **210**

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**Expectations for professional behaviors in this course**

Complete and submit assignments prior to 11:59 pm (EDT) on due date

Log-in with your MSU account to view the prerecorded modules* and to attend the Apply and Connect sessions** – see detailed instructions below and in D2L.

This course is self-directed learning (SDL) and you will determine your individual schedule according to your unique needs. Please reach out for guidance and support as needed. Many resources are available on the [OST 582 D2L site](https://www.msu.edu).


* If you are running an adblocker in your web browser, or your browser automatically blocks tracking or ads, your video views in D2L may not be counted. If the course requires viewership of certain videos for credit, you should confirm that your browser allows tracking of third-party cookies and does not have a built-in or third-party ad blocker installed. Alternatively, you may consider installing a second browser such as Firefox or Chrome solely for watching D2L course videos to ensure you receive credit for viewing course materials.

** The Apply and Connect Sessions are scheduled more frequently at the beginning of the course. The number of sessions decrease as the course progresses. You will need to plan ahead in order to meet the due date.

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**Course Grades**

The course faculty determine the threshold for satisfactory performance in each pre-clerkship course. Your course grade is determined by completion of the required activities.
• **P-Pass**—means that you have achieved a satisfactory level of performance and will receive credit for this course. To obtain a “P” grade for this course, you must:
  o Earn 70% or higher of the total available points (147 of 210)
  AND
  o Achieve at least 48 points on the Self-directed learning (SDL) Plan*
  AND
  o Attend at least 2 Apply & Connect Sessions by May 18, 2022.

*Students who do not achieve 48 points on the Self-Directed Learning (SDL) Plan will be required to meet with course faculty and granted an opportunity to improve their SDL plan for resubmission before the end of the course.

• **N-No Grade**—means that you have not achieved a satisfactory level of performance and no credit will be granted for this course.

• **Remediation**—there is no remediation available for this course.

**Student Evaluation of the Course**
We want your feedback on how to improve this course.

• Informal Feedback: Feel free to approach the Course Coordinator, Jane Gudakunst and Chinyere Pauline Tobias, 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 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](#).

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: broadcast at a designated time; intended to be viewed synchronously
• Online Lecture: recorded content, may be viewed asynchronously
• Webinar: more interactive session where student participation is expected
• Lab: may refer to on-site clinical skills training or online lab session; see details

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.

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.

**iClicker Student Policy**

It is your responsibility to know and comply with the iClicker Student 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 iClicker Student 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 iClicker Student 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 your iClicker Student 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 iClicker Student 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.

**Academic Support Resources at MSUCOM**

As a way to acclimate you to the curriculum at MSUCOM, we have created a program called On Target.

On this site you will find semester roadmaps which gives a general overview of each semester, tools needed to be successful in the curriculum and targeted resources for your unique learning situation. In
each semester’s road map, you will also find course expectations, tips for success, potential trouble spots, longitudinal course integration, and specific course study guides.

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. 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, 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.

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.