OST 555 – Osteopathic Patient Care
Spring Semester 6 - 2022
Updated: 12.16.21 PR

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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 Patient Care (OPC) is a five-course sequence (OST 551-555) that incrementally and longitudinally exposes osteopathic medical students to key components of the seven Osteopathic Core Competencies:

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


While much of the MSUCOM curriculum focuses on providing essential foundational medical knowledge (Core Competency #2), the goals of OPC are to help medical students:

1. Apply medical knowledge to patient care,
2. Develop essential psychomotor skills associated with performing physical examinations,
3. Evaluate medical literature and apply new research findings to patient care,
4. Develop skills required for self-directed, lifelong learning and improvement, and
5. Expand competence into related realms such as professionalism, career and professional development, self-care, education/teaching, and interpersonal interactions.

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

1. Demonstrate effective communication including documenting a clinical encounter in the patient record using the SOAP process and providing an organized verbal presentation of a clinical encounter. (Documentation/Communication – EPA 5, EPA 6)
2. Communicate effectively with the patient in order to establish a diagnostic impression and ascertain the nature of the concern or complaint. (Eliciting information)
3. Develop, maintain, and conclude the therapeutic relationship while demonstrating competence in the rapport-building functions of the medical interview. (Rapport Building)
Osteopathic Principles, Practice, and OMM

4. Apply knowledge and skills related to osteopathic principles and practice to a patient care plan in a clinical simulation or case discussion. (*OPP Principles/Integration*)

Patient Care and Procedural Skills

5. Gather accurate, essential data from all sources, including the patient, secondary sources, medical records, and physical examination (including osteopathic structural examination) for selected clinical presentations. (*Data Gathering – EPA 1*)

6. Formulate a differential diagnosis based on the patient evaluation and epidemiologic data, determining the nature of the concern or complaint. (*Differential Diagnosis – EPA 3*)

7. Develop an evidence-based, cost-effective, patient-centered care plan to assess and manage selected clinical presentations. (*Treatment/Management – EPA 4*)

Practice-Based Learning and Improvement

8. Apply evidence-based osteopathic medical practice, incorporating evolving evidence into practice and continuous learning. (*EBM Principles/Practice*)

Professionalism

9. Exhibit respect, altruism, compassion, integrity, honesty, and trustworthiness in interactions with patients and one’s own team. (*Humanistic Behavior*)

Societal and Cultural Awareness and Advocacy

10. Demonstrate sensitivity, respect, and responsiveness to a diverse and heterogenous patient population, while recognizing biases in oneself, others, and health care systems and processes. (*Cultural Competency/Humility*)

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:

Interprofessional Education for Collaborative Practice

The Interprofessional Education Collaborative has identified the core competencies necessary for health care professionals to foster effective and collaborative patient care (reference). These include effective
communication skills, fostering shared values and ethics for practice, knowledge of team roles and responsibilities, and ability to engage in teamwork and team-based practice. This course encourages interprofessional competency as follows:

1. Participation in collaborative learning events with students from other health professions programs to facilitate early development of interprofessional team skills.

**Scientific Method**

Knowledge of the scientific method in the medical domain includes topics such as ethical data collection, hypothesis testing, and conducting and/or evaluating the significance of clinical or translational research to inform evidence-based patient care. It can involve decision-making tools and procedures along with the ability to communicate with lay audiences to gain informed consent or explain research processes and findings. This course fosters scientific competency as follows:

2. Small group assignment to critically evaluate and interpret medical evidence in the literature to inform evidence-based patient care.

**Course Coordinator**

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

Name: Jessica Heselschwerdt MD  
*Email: heselsc2@msu.edu* (preferred method)

**Osteopathic Patient Care Series – course administration**

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</table>

**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.
- Any time you contact a faculty or staff person, please include in your email signature **which campus you are from**. This will help us answer and direct your email appropriately.

**Office Hours**

Questions concerning may be discussed individually by making an appointment with the Course Coordinator, Dr. J. Heselschwerdt, Family and Community Medicine, e-mail: heselsc2@msu.edu. The course coordinator is generally available by appointment.

**Course Web Site**

The URL for the Course website is: https://d2l.msu.edu
Textbooks and Reference Materials

Required


Recommended


Required Medical Equipment

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

- PPE: mask, eye protection (goggles or face shield; regular eyeglasses do not suffice)
- Digital wristwatch with seconds display or analog wristwatch with seconds hand
- Hand sanitizer
- Diagnostic Set that includes:
  - Working Power handle (charged lithium ion or C-cell),
  - Otoscope,
  - Ophthalmoscope
- Hand Aneroid Blood Pressure Kit w/Adult & Child Cuffs (Sphygmomanometer)
- Pocket Eye Chart
- Babinski Neurological Hammer
- Peripheral Neuropathy Screening Device (Monofilament)
- C-128 Tuning Fork
- Digital Thermometer & Covers
- Stethoscope with bell and diaphragm
- Cloth Measuring Tape
- EKG Caliper
- Wrapped tongue depressors, cotton balls, paper clips, toothpicks

BRING MEDICAL EQUIPMENT AND BATES’ TEXTBOOK TO ALL GLEs

More portable versions of the Bates’ textbook are available and would be acceptable for use during the GLE sessions (i.e., Bates’ for the iPad and/or Pocket Bates’).

Course-based Academic Support

The course faculty are here to facilitate your learning. The large number of students in this course (about 300) necessitates a degree of formality. Also, since your schedules are very full, we must adhere rigidly to the lecture, small group and lab times assigned to this course. However, within these constraints, the needs of individual students will be accommodated whenever possible. Please feel free to contact the Course Coordinator with any personal issues you may have involving this course.

Additional academic support resources can be accessed here: MSUCOM Office of Academic Success and Career Planning.
Courses Begin and End Dates
OST555 begins on 1/10/22 and ends on 3/23/22. 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.

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Projected Points</th>
<th>Material to be Covered</th>
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<tbody>
<tr>
<td>Journal Club Assignment</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Capstone OSCE – Part 1</td>
<td>P/F</td>
<td>Full H&amp;P, motivational interviewing</td>
</tr>
<tr>
<td>Verbal Presentation Check-off during Peer Clinic lead week</td>
<td>25</td>
<td>Verbal presentation skills</td>
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<tr>
<td>Peer Clinic Documentation submitted to D2L week 5, 6, 7 and 8 (@5 points each)</td>
<td>20</td>
<td>Documentation skills</td>
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<tr>
<td>Capstone OSCE – Part 2</td>
<td>P/F</td>
<td>Acute-Care (2 patients)</td>
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<td>Participation Points</td>
<td>20</td>
<td>See Participation Points section of syllabus</td>
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<tr>
<td>IPE Quiz</td>
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<td>Ethics interprofessional event</td>
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<tr>
<td>Total Course Points</td>
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*no late or make-up quizzes, assignments, or Clinical Development Workshop activities will be accepted

Course Grades

P = PASS (student achieved satisfactory level of performance; credit granted)

ALL CRITERIA BELOW MUST BE MET TO OBTAIN A “P” GRADE FOR THIS COURSE

A “P” will be assigned to any student who:
- Obtains 70% or more of the total course points,
  AND
- Obtains Pass for the Capstone OSCE Part 1,
  AND
- Obtains Pass for the Capstone OSCE Part 2

N = No Grade (no credit is granted, and that the student did not achieve a level of performance judged to be satisfactory by the instructor)

An “N” may be assigned to any student who:
- Obtains less than 70% of the total course points
  OR
- Obtains a Fail grade on the Capstone OSCE Part 1*
• Obtains a Fail grade on the Capstone OSCE Part 2*

*Failure of either of the Capstone OSCEs will result in a Corrective Action process, which will occur during the semester. Failure of the Corrective Action process will result in failure of the event.

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

• You will be required to meet with the course coordinator. You may be required to complete a corrective action during or at the end of the semester.
• Please note that this process will occur for all OPC semesters.
• A letter may be placed in your file if this is recurrent feedback from standardized patients (e.g. more than 3 occurrences over 5 semesters of OPC)

Remediation - Since all of the courses in the MSUCOM curriculum are required, any student receiving an “N” grade is ineligible to remediate and must retake the course.

**Dress Code**

• Students are expected to project a professional image. Clothes should be clean and in relatively good condition. No offensive clothing.
• Personal hygiene: clean and well-groomed, no cologne or perfume, fingernails trimmed and clean
• PPE must be worn in accordance with current university and CDC guidance.
  o As of the beginning of the semester, masks must be worn for all in-person events.
  o As of the beginning of the semester, eye protection (goggles or face shield) may be worn according to your personal preference, but is not required
  o Please be aware that PPE expectations may evolve through the semester and may be different at each campus depending on local requirements.
  o Peer clinics, PE checkoffs, and OSCEs are simulated healthcare settings, and as such, PPE requirements will align with the CDC’s guidance for healthcare settings. (i.e., we may still require masks for these events, even if masks are no longer required in University buildings in general).

**Virtual Events:**

• For most virtual classes, casual attire is appropriate. Please be advised that your camera must be turned on during class, and dress accordingly.
• If a patient will be present (patient presentations, patient panels, etc.), business casual is appropriate.

**In-person GLEs:**

• For any events where students will be practicing physical exam maneuvers on one another: wear loose-fitting, unrestricted clothing (e.g., athletic wear) or scrubs to facilitate physical exams. Sleeveless undershirts, camisoles, or sports bras may be worn underneath to individual preference. When lower extremities are to be examined, please be sure your pants will roll up above the knee (i.e., avoid leggings or joggers that will not roll up far enough).
• For peer clinics- when you are the lead student, dress as though this is a standardized patient encounter (see below).
Standardized Patient Encounters:
(Standardized Patient Encounters include OSCEs, standardized patient interviews, and standardized patient exams)

- Short white coat with nametag must be worn, even if the encounter is virtual
- Professional attire- dress as you would if you were seeing patients in an actual clinic- if you aren’t sure what this means, please speak to course leadership
- No open-toed shoes
- If your simulated patient encounter is immediately before or after your scheduled OMM lab, you may wear scrubs with your white coat.
- During the COVID-19 pandemic, scrubs are an acceptable alternative to business casual attire. They should be clean and not overly wrinkled, and white coat is still to be worn.

Attendance and Punctuality

Attendance and punctuality are professional expectations of medical students. Many of the learning events in OPC are participatory and require the presence of the student.

BRING YOUR MSU ID TO ALL EVENTS. Students may be required to show a valid photo ID to verify identity.

Attendance will be taken and documented for ALL of the following events:
- OPC group learning events (GLEs),
- OPC patient panel presentations,
- OPC examinations including written exams, practical exams, competency evaluations and OSCEs,
- OPC standardized patient encounters (e.g., simulated patient interviews and clinic experiences),
- Clinical Development Workshops,
- OPC live/broadcast lectures (ILEs) (see schedule for details)

Attendance will be documented via iclicker polling, Zoom login data, or a sign-in sheet. Each student is responsible for documenting their own on-time attendance by signing an attendance sheet or using the student’s registered iclicker polling device. Sign-in sheets will be picked up 5 minutes after the start of class. Attendance at mandatory Zoom meetings or webinars will be recorded by Zoom login data, so it is crucial that students log in to these sessions using their MSU credentials so that attendance can be verified.

- If you are having difficulty logging in to a mandatory virtual event, you are responsible for contacting your site CA immediately to notify them, but continue attempting to log in.
- If the student does NOT document his/her attendance in the proper manner, the student is considered absent for the event, regardless of whether the instructor or classmates can verify their attendance.
- If a student is more than 5 minutes late for an event, they will be considered late.
- If a student is more than 15 minutes late for an event, they will be considered absent.
- Falsification of an attendance record (e.g., signing in for someone other than oneself, signing in and then leaving the session early, using iclicker polling to sign in when not in the room, or use
of another student’s iclicker device) will be considered an instance of professional misconduct equivalent to academic dishonesty (e.g., cheating). This is considered a serious situation and may result in dismissal from the college. See MSUCOM policy regarding academic dishonesty and professionalism.

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

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

There are NO make-up activities or points for most events for any reason. If a session is missed for any reason, the student is expected to discuss that session with classmates who were present and the student is responsible for all material covered in the session. The faculty will not provide alternate or additional participatory sessions. The possible exception to this rule is peer clinics. If you have an excused absence, we will do our best to schedule a makeup peer clinic, especially if the week missed was your week to be the lead student.

Each student is responsible for active learning and assignments during the sessions. This includes participation in group discussions, i-clicker sessions, designated activities, and/or handing in paper/electronic assignments.

- If the student does NOT hand in the paper/electronic assignment AND/OR participate in at least one i-clicker question during the session AND/OR participate in group or individual activities, the student will not receive any points for that session/event. PLEASE NOTE, forgotten or improperly registered i-clickers will result in forfeiture of points for the session/event.

Exams, Competency Evaluations, OSCEs and Appointments with Standardized patients

If a student is unable to attend an assigned time for competency evaluation, OSCE, or appointment with a standardized patient, the student must obtain an excused absence prior to the scheduled event or within 24 hours after an emergency situation. Supporting documentation will be required. With an excused absence, the student is eligible to complete a make-up experience. Without an excused absence, the student will NOT be eligible for a make-up experience AND will lose all participation points AND the associated points for the assignment will be forfeited.

If you become ill PRIOR to starting or DURING your Standardized Patient encounter, please have the administrator of the event (LAC personnel in EL or the CAs in SEMI) contact a course coordinator immediately. You will be required to obtain supporting documentation from a physician stating that you were unable to complete the testing. This documentation is required within 24 hours of your scheduled event. If documentation is not received within 24 hours, your score will be based on the portion you completed out of the total number of points possible on the assessment. If the standardized patient encounter occurs during the semester, you will be provided a corrective action assessment to complete.
before the end of the semester. If the standardized patient encounter occurs at the end of the semester and time permits, you will be assigned another time or be given an incomplete. The corrective action will be scheduled as soon as scheduling is possible.

The designated time with the standardized patient is all that you have with the patient. If you leave the exam room during the designated time (for any reason), you will not be allowed to re-enter the exam room.

D2L Quizzes will be opened for a specified period of time. Once closed at the indicated time on the course schedule, they will not be reopened. It is your responsibility to ensure your quiz was submitted (e.g. received an email from D2L regarding successful submission).

If you have an emergency situation, you must notify the course coordinator(s) within 24 hours following the event to request an excused absence.

**Requested changes to GLE schedules**

If you have a preplanned event that you will be seeking to switch GLE/peer clinic times with a classmate, you must submit this request at least 2 weeks prior.

If you need to make a group change request with fewer than 2 weeks’ notice, you must identify a fellow student who is both willing and able to make the group change with you, and request this change in writing to your OPC site CA. Requests will be considered up to 24 hours prior to the requested time change.

Schedule changes with fewer than 24 hours’ notice cannot be accommodated. Students who are unable to attend their scheduled OPC session should submit an excused absence request form.

**Requested changes to OSCE schedules**

If you have a preplanned event that you will be seeking to switch OSCE appointment times with a classmate, you must submit this request at least 2 weeks prior.

In the event of fewer than 2 weeks’ notice, OSCE appointment change requests will be considered on a case-by-case basis, pending schedule availability.

**Physical Examinations on Peers**

In this course, students are expected to engage in learning events where you will practice exam skills on each other. These events can include situations where students participate as the “physician” (where their skills are being assessed) and as the “patient” (allowing for the other student to have their physical exam skills assessed).

In these events, it is possible for the student acting as a “patient” to request the student serving as the “physician” be a specific gender. If that request is not honored at the time of the event, we will reschedule or otherwise correct the error at no penalty to either student.
This accommodation does not apply to events where students will be performing physical exams on simulated patients or other applicable events (e.g. a student will NOT be able to request that they are only ever assigned to perform physical exams on females, etc.).

**Participation Points**

Medical students are expected to behave professionally and participate fully at all times. Each student starts with twenty (20) points toward the OPC final course grade for demonstration of professionalism.

Behaviors that will result in loss of participation points: Unacceptable student behaviors include, but are not limited to:

<table>
<thead>
<tr>
<th>Participation Issue</th>
<th>Points deducted per instance</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Arriving late or leaving early</td>
<td>2</td>
</tr>
<tr>
<td>▪ Being improperly attired (see Dress Code)</td>
<td></td>
</tr>
<tr>
<td>▪ Using a mobile device / phone / computer, unless specifically authorized to do so</td>
<td></td>
</tr>
<tr>
<td>▪ Being unprepared (e.g., demonstrates ignorance of the session’s activities, requires significant prompting to get started, etc.)</td>
<td></td>
</tr>
<tr>
<td>▪ Each unexcused absence from a mandatory event (arrival later than 15 minutes after the start of a session will be considered an absence)</td>
<td>5</td>
</tr>
<tr>
<td>▪ Being unengaged (e.g., stand-offish, non-participatory, uncooperative, disdainful, etc.)</td>
<td>10</td>
</tr>
<tr>
<td>▪ Being uncooperative or disruptive to the learning environment</td>
<td></td>
</tr>
<tr>
<td>▪ Being judgmental or disrespectful of faculty, staff, or peers</td>
<td></td>
</tr>
<tr>
<td>▪ Missing an OSCE or Standardized Patient encounter without an excused absence (will also result in failure of the missed event)</td>
<td>20</td>
</tr>
</tbody>
</table>

Other inappropriate behaviors not directly listed on the table above will be handled at the discretion of OPC Leadership.

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

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

Participation will be tracked throughout the OPC series.

- If you lose your participation points, you will be required to meet with the course coordinator. You may be required to complete a corrective action during or at the end of the semester.
Missing an OSCE or Standardized Patient encounter **without an excused absence** will cause you to lose all of your participation points and all points associated with the learning event.

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

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

Participation will be tracked throughout the OPC series.
- If you lose your participation points, you will be required to meet with the course coordinator. You may be required to complete a corrective action during or at the end of the semester.
- Please note that this spans over all OPC semesters.

**Student Evaluation of the Course**

We want your feedback on how to improve this course.
- **Informal Feedback:** Feel free to approach the Course Coordinator, Dr. Heselschwerdt, 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](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.

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 MSRR may be found in the MSUCOM Student Handbook and online at 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 your 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. 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.