Table of Contents

Course Description ........................................................................................................................................... 2
Course Goals ....................................................................................................................................................... 2
College Program Objectives ............................................................................................................................. 3
Course Coordinator .......................................................................................................................................... 3
Course Faculty ................................................................................................................................................. 3
Curriculum Assistants ...................................................................................................................................... 4
Lines of Communication ................................................................................................................................. 4
Virtual Office Hours ......................................................................................................................................... 4
Course Web Site .............................................................................................................................................. 4
Textbooks and Reference Materials.............................................................................................................. 4
Specific Procedures for the Histology Laboratory .......................................................................................... 5
Course Begin and End Dates ........................................................................................................................... 6
Exams/Assessments ......................................................................................................................................... 6
Course Grades .................................................................................................................................................. 7
Self-Directed Learning in OST 572 .................................................................................................................. 7
Student Evaluation of the Course .................................................................................................................. 8
Academic Honesty and Professionalism ......................................................................................................... 9
Types of Class Sessions .................................................................................................................................. 9
Mandatory and Optional Class Sessions ....................................................................................................... 9
Absences from Mandatory and Examinations/Assessments ....................................................................... 10
Computer-Based Testing ............................................................................................................................... 10
Medical Student Rights and Responsibilities ............................................................................................... 10
Remediation .................................................................................................................................................... 11
Student Safety and Well-being ....................................................................................................................... 11
Requests for Accommodations ...................................................................................................................... 11
Title IX Notifications .................................................................................................................................... 11

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
OST572 is a 3-credit hour course that provides basic science and clinical information regarding the normal structure and function of the genitourinary system, the pathophysiology of genitourinary system disorders, and the clinical characteristics and epidemiology of these disorders. In addition, the course introduces principles of clinical diagnosis and management of genitourinary disorders.

Course Goals
Upon successful completion of this course, the student will be able to:
1. Describe the macroscopic and microscopic structure of the genitourinary system in health and disease.
2. Describe the role of the kidneys and urinary system in maintaining homeostasis by compensating for disturbances of the normal steady-state.
3. Describe the pathophysiology of disorders of the genitourinary system, including disturbances in the regulation of body fluids, electrolytes, or acid-base balance.
4. Formulate a differential diagnosis when presented with a clinical case involving the genitourinary system.
5. Formulate a plan for the initial assessment and basic clinical management of disorders involving the genitourinary system.

Measurable Course Objectives
1. Pathology/Pathophysiology - Examine the physiologic basis of health and the pathophysiologic basis of disease through selected genitourinary clinical presentations, such as disturbances in the regulation of body fluids, electrolytes, or acid-base balance.
2. Anatomy/Physiology - Summarize anatomical and physiological structure-function relationships in the genitourinary system to differentiate between normal and abnormal function, particularly noting the role of the kidneys and urinary system in maintaining homeostasis.
3. Clinical – Explore common conditions and presentations related to the genitourinary system that provide a preview to clinical disciplines such as: internal medicine, general surgery, radiology, pathology, emergency medicine, geriatrics, pediatrics, and preventive/occupational medicine.
4. Differential Diagnosis (EPA 2) - Practice formulating a differential diagnosis for selected genitourinary clinical presentations, prioritizing diagnoses appropriately based on the patient evaluation and epidemiologic data.
5. Diagnostic Testing (EPA 3) - Recommend and interpret common diagnostic and screening tests related to the assessment of genitourinary disorders using evidence-based and cost-effective principles.
6. Pharmacology - Explain the rationale for recommending drugs, vaccines, and nutritional factors for the prevention, management, and treatment of common genitourinary disorders, considering the mechanism of action, indications, contraindications, and side effects of each intervention.
7. **Molecular/Biochemical** - Describe the microscopic structural, developmental, biochemical, and regulatory mechanisms of cells, tissues, and organs pertinent to genitourinary function.

8. **Treatment/Management (EPA 4)** - Practice developing an evidence-based, cost-effective, patient-centered care plan to assess and manage selected genitourinary clinical presentations.

9. **OPP Principles/Integration** - Demonstrate the connection between osteopathic tenets and the biomedical basis for genitourinary system function as it relates to osteopathic patient care.

Please note that more specific instructional objectives are provided within each lecture or other learning activity 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**

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

Name: Laryssa Kaufman, M.D.
Phone: 517-884-3856
Email: lkaufman@msu.edu
Address: B311 West Fee Hall, East Lansing MI 48824

**Course Faculty**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa Benbow, D.O.</td>
<td><a href="mailto:benbowm@msu.edu">benbowm@msu.edu</a></td>
<td>517-353-3100</td>
<td>EL</td>
</tr>
<tr>
<td>Richard Bryce, D.O.</td>
<td><a href="mailto:bryceri1@msu.edu">bryceri1@msu.edu</a></td>
<td>517-884-9600</td>
<td>DMC</td>
</tr>
<tr>
<td>Nik Butki, D.O., M.P.H.</td>
<td><a href="mailto:butkinik@msu.edu">butkinik@msu.edu</a></td>
<td>313-578-9629</td>
<td>DMC</td>
</tr>
<tr>
<td>Stephen DiCarlo, Ph.D.</td>
<td><a href="mailto:dicarlos@msu.edu">dicarlos@msu.edu</a></td>
<td>517-884-5051</td>
<td>EL</td>
</tr>
<tr>
<td>Martha Faner, Ph.D.</td>
<td><a href="mailto:fanermar@msu.edu">fanermar@msu.edu</a></td>
<td>313-578-9669</td>
<td>DMC</td>
</tr>
<tr>
<td>Bernadette Gendernalik, D.O.</td>
<td><a href="mailto:bgendern@msu.edu">bgendern@msu.edu</a></td>
<td>586-263-6731</td>
<td>MUC</td>
</tr>
<tr>
<td>Jane Gudakunst, M.D.</td>
<td><a href="mailto:gudakun2@msu.edu">gudakun2@msu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peter Gulick, D.O.</td>
<td><a href="mailto:gulick@msu.edu">gulick@msu.edu</a></td>
<td>517-353-3211</td>
<td>EL</td>
</tr>
<tr>
<td>Jason Gumma, D.O.</td>
<td><a href="mailto:gummajas@msu.edu">gummajas@msu.edu</a></td>
<td>517-353-3211</td>
<td>DMC</td>
</tr>
<tr>
<td>Shirley Harding, D.O.</td>
<td><a href="mailto:Harding3@msu.edu">Harding3@msu.edu</a></td>
<td>517-353-8470</td>
<td>EL</td>
</tr>
<tr>
<td>Tony Her, M.D.</td>
<td><a href="mailto:hertony@msu.edu">hertony@msu.edu</a></td>
<td>517-432-0441</td>
<td>EL</td>
</tr>
<tr>
<td>Laryssa Kaufman, M.D.</td>
<td><a href="mailto:lkaufman@msu.edu">lkaufman@msu.edu</a></td>
<td>517-884-3856</td>
<td>EL</td>
</tr>
<tr>
<td>Frances Kennedy, D.V.M., M.S.</td>
<td><a href="mailto:kennedyf@msu.edu">kennedyf@msu.edu</a></td>
<td>517-432-0467</td>
<td>EL</td>
</tr>
<tr>
<td>Arya Khatiwoda, D.O.</td>
<td><a href="mailto:khatiwod@msu.edu">khatiwod@msu.edu</a></td>
<td>517-353-8470</td>
<td>EL</td>
</tr>
<tr>
<td>Courtney Kokenakes, C.G.C.</td>
<td><a href="mailto:kokenakc@karmanos.org">kokenakc@karmanos.org</a></td>
<td>313-576-9087</td>
<td>DMC</td>
</tr>
<tr>
<td>Paul Kowalski, M.D.</td>
<td><a href="mailto:pauljk@msu.edu">pauljk@msu.edu</a></td>
<td>517-353-3453</td>
<td>EL</td>
</tr>
<tr>
<td>Loro Kuijio, D.V.M, Ph.D.</td>
<td><a href="mailto:kuijio@msu.edu">kuijio@msu.edu</a></td>
<td>517-355-4526</td>
<td>EL</td>
</tr>
<tr>
<td>J’Aimee Lippert, D.O.</td>
<td><a href="mailto:boseljai@msu.edu">boseljai@msu.edu</a></td>
<td></td>
<td>EL</td>
</tr>
<tr>
<td>David Minter, D.O.</td>
<td><a href="mailto:minterda@msu.edu">minterda@msu.edu</a></td>
<td></td>
<td>DMC</td>
</tr>
<tr>
<td>Carrie Nazaroff, Ph.D.</td>
<td><a href="mailto:tatarcar@msu.edu">tatarcar@msu.edu</a></td>
<td>586-263-6743</td>
<td>MUC</td>
</tr>
<tr>
<td>Haley Pope, D.O.</td>
<td><a href="mailto:popeh@msu.edu">popeh@msu.edu</a></td>
<td>586-263-6799</td>
<td>MUC</td>
</tr>
<tr>
<td>Name</td>
<td>Email</td>
<td>Phone</td>
<td>Site</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------</td>
<td>----------------</td>
<td>------</td>
</tr>
<tr>
<td>Colton Prudnick, D.O.</td>
<td><a href="mailto:prudnick@msu.edu">prudnick@msu.edu</a></td>
<td>517-353-8470</td>
<td>EL</td>
</tr>
<tr>
<td>Raquel Ritchie, Ph.D.</td>
<td><a href="mailto:rritchie@msu.edu">rritchie@msu.edu</a></td>
<td>586-263-6296</td>
<td>MUC</td>
</tr>
<tr>
<td>Kevin Robinson, D.O.</td>
<td><a href="mailto:robin280@msu.edu">robin280@msu.edu</a></td>
<td>517-355-0101</td>
<td>EL</td>
</tr>
<tr>
<td>Janice Schwartz, Ph.D.</td>
<td><a href="mailto:schwa317@msu.edu">schwa317@msu.edu</a></td>
<td>313-578-9671</td>
<td>DMC</td>
</tr>
<tr>
<td>Heather Stamat, D.O.</td>
<td><a href="mailto:hstamat72@gmail.com">hstamat72@gmail.com</a></td>
<td>517-353-8470</td>
<td>MUC</td>
</tr>
<tr>
<td>John Thornburg, D.O., Ph.D.</td>
<td><a href="mailto:thornbur@msu.edu">thornbur@msu.edu</a></td>
<td></td>
<td>EL</td>
</tr>
<tr>
<td>Sarah Tilden, Ph.D.</td>
<td><a href="mailto:tildensa@msu.edu">tildensa@msu.edu</a></td>
<td>517-353-6380</td>
<td>DMC</td>
</tr>
<tr>
<td>Nathan Tykocki, Ph.D.</td>
<td><a href="mailto:tykockin@msu.edu">tykockin@msu.edu</a></td>
<td>517-432-8227</td>
<td>EL</td>
</tr>
<tr>
<td>John Wang, Ph.D.</td>
<td><a href="mailto:wangj@msu.edu">wangj@msu.edu</a></td>
<td>517-353-9542</td>
<td>EL</td>
</tr>
<tr>
<td>Carol Wilkins, Ph.D.</td>
<td><a href="mailto:mindockc@msu.edu">mindockc@msu.edu</a></td>
<td>517-353-4927</td>
<td>EL</td>
</tr>
<tr>
<td>Bruce Wolf, D.O.</td>
<td><a href="mailto:wolfbr@msu.edu">wolfbr@msu.edu</a></td>
<td>517-355-0120</td>
<td>EL</td>
</tr>
<tr>
<td>William Zimmerman, D.O.</td>
<td><a href="mailto:Zimme318@msu.edu">Zimme318@msu.edu</a></td>
<td>517-353-8470</td>
<td>EL</td>
</tr>
</tbody>
</table>

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 (Lead)</td>
<td><a href="mailto:brandtb2@msu.edu">brandtb2@msu.edu</a></td>
<td>517-884-3880</td>
</tr>
<tr>
<td>DMC</td>
<td>Alysia Gordon</td>
<td><a href="mailto:john1329@msu.edu">john1329@msu.edu</a></td>
<td>313-578-9667</td>
</tr>
<tr>
<td>MUC</td>
<td>Beata Rodriguez</td>
<td><a href="mailto:rodi583@msu.edu">rodi583@msu.edu</a></td>
<td>586-263-6799</td>
</tr>
</tbody>
</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.

Virtual Office Hours

Questions concerning OST572 may be discussed individually by making an appointment with the Course Coordinator, Dr. Laryssa Kaufman, by phone at 517-884-3856 or via e-mail: lkaufman@msu.edu. Dr. Kaufman is available for virtual office hours on Fridays from 4-5 pm or by appointment.

Course Web Site

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

Textbooks and Reference Materials

**Required**

- OST 572 Course Pack


**Recommended**


**Optional**

• Electronic Medical Books listed by subject can be found at: [http://libguides.lib.msu.edu/medicalebooks](http://libguides.lib.msu.edu/medicalebooks)

• MSU Library Medical Videos Guide: [http://libguides.lib.msu.edu/healthsciencesvideos/medicine](http://libguides.lib.msu.edu/healthsciencesvideos/medicine)

**Specific Procedures for the Histology Laboratory**

Histology Lab Sessions will be delivered via webinar. Information regarding access to Histology Lab Webinars will be provided at the course D2L site. The Lab Sessions are computer-based. The Histology Lab Website uses virtual slides (digitized microscope slides), static Image Series obtained from virtual slides, and images from other designated sources. For each Lab Session, you will need your Histology Lab Manual (contained within the course pack) and your required histology textbook (Pawlina).

**Histology Lab Schedule**

Your College will assign you to a specific 1 hour, 50 minute lab section. Your lab section assignment will be posted on the course D2L site. It is essential that you attend only the lab section to which you have been assigned. Please consult the University and College Policies section of this Syllabus for information regarding missing a Lab Session due to illness or emergency. The process for seeking a permanent change in your lab section assignment is also explained there. All laboratory materials, including the Histology Lab website, are available at any time via your personal computer. The website addresses for accessing Histology Lab material are posted on the course D2L site.

**Preparation for each Laboratory Session**

To make your time during the Histology Lab Session productive, it is essential that you prepare beforehand. The Lab Manual, found in your coursepack, includes an Introduction to the Lab Session and a specific assignment for you to work through before the Lab Session (See "Preparation" section). You should also skim through the detailed directions for the Lab Session in order to obtain some idea of what will be covered during the Lab Session.
Resources to have available during each Laboratory Session

Your course pack contains a Histology Lab Manual, that is the essential guide to the structural features you will be looking for during the Lab Session, and to their significance. You may access the Histology Lab website at any time from your personal computer. The address for accessing the Histology Lab is posted on the course D2L site. Both the Lab Manual and the Histology Lab Website will frequently refer to pertinent material in the required histology textbook (Pawlina); so you should have that textbook available during the Lab Session.

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.

Course Begin and End Dates

OST572 begins on March 15 and ends on May 3, 2021. 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>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Directed Learning Activity on Newborn Screening</td>
<td></td>
<td>Newborn Screening Case Session REEF polling during the Self-directed Learning Newborn Screening session on 3/19/21 is a prerequisite for taking the PEQ. This session will NOT be recorded.</td>
</tr>
<tr>
<td>D2L Post Exercise Quiz (PEQ) Due by Mon. 3/22/21 8am</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Self-Directed Learning Activity of A Woman Who Presents with Confusion and Flank Pain</td>
<td></td>
<td>A D2L IRQ must be completed prior to this session (due by Monday 4/1/21 9am). REEF polling during the Self-Directed Learning Activity of A Woman Who Presents with Confusion and Flank Pain on 4/1/21 is a prerequisite for taking the PEQ. This session will NOT be recorded.</td>
</tr>
<tr>
<td>D2L Individual Readiness Quiz (IRQ) Due by Thurs. 4/1/21 9am</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>D2L Post Exercise Quiz (PEQ) Due by Mon. 4/5/21 8am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Exam 7 Mon. 04/05/21 9:00 a – 10:30 a</td>
<td>54</td>
<td>Lectures 1-18 and Anatomy Lab &amp; Histology Lab &amp; Case Discussions</td>
</tr>
<tr>
<td>Unit Exam 8 Wed. 04/15/21</td>
<td>23</td>
<td>Lectures 19-25 and Case Discussion</td>
</tr>
</tbody>
</table>
9:00 a – 10:30 a

<table>
<thead>
<tr>
<th>GU Cases</th>
<th>1</th>
<th>Participation in discussion based on Lectures 26-29 and all prior course materials/activities. Participation will be monitored by REEF polling.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed. 4/28/21 1-2:50 p</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit Exam 10</td>
<td>44</td>
<td>Lectures 26-40, Case Discussion, and related content from Anatomy Lab</td>
</tr>
<tr>
<td>Mon. 05/03/20 9:00 a – 10:30 a</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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:

\[
\text{(Points acquired in all Exams / Assessments) / (Total Points Possible)} \times 100\% = \text{Final Percent Score}
\]

- **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 earn a final percent score of 70%.
- **N-No Grade**—means that you have not achieved a satisfactory level of performance and no credit will be granted for this course. If you earn a final percent score below 70%, you will receive an “N” grade.
- **Remediation** – If you receive an “N” grade and meet the criteria below, you will be eligible to attempt remediation:
  - Earn a final percent score in the course of 60% or greater

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

All remediation exams for semester 3 are scheduled for Wednesday, May 12, 2021 and Thursday, May 13, 2021. Refer to the remediation policy information provided in Section 2 of this syllabus for more information.

**Self-Directed Learning in OST 572**

It is a goal at MSUCOM to promote self-directed learning to help our students grow into strong, self-directed future clinicians. Self-directed learning is also required by medical school accreditation standards. It is a 4-step process that occurs within an encapsulated timeframe. One of the ways this will this take shape in OST 572 is through a course design, which stacks learning materials, practice questions, and cases in a fashion that allows students to study, reflect, apply, critique, and assess their learning leading up to each unit exam. In the sequence of activities, you will see the 4 steps of self-directed learning take shape as follows:

1. **Self-Assessment of Learning Needs** – Students are provided learning materials to prepare for upcoming case-based sessions. Students are asked to reflect on their individual learning needs related to these materials by considering their level of efficacy or confidence with identified
learning objectives and by completing formative assessments such as self-instructional problems or practice questions.

2. **Identification, Analysis, & Synthesis of Information** – Based on individual reflections and feedback from formative assessments, students have the opportunity to seek further or clarifying information on related content to meet learning objectives. This may include re-engaging with course materials or seeking supplemental information through sources such as internet or database research, peer discussion, or discussion with faculty.

3. **Appraisal of Information Credibility** – During case-based sessions, students have the opportunity to apply and critique synthesized knowledge through guided questions and group discussion. Case-based learning also allows students to appraise the credibility of information sources and learning within the context of specific, varied patient cases.

4. **Feedback on Information-Seeking Skills** – Faculty facilitators of case-based sessions will provide feedback on information-seeking skills through the use of both probing questions and direct responses. Additionally, students receive another point of feedback to inform related study through completion of a summative assessment, or unit exam.

**Self-Directed Learning Activity on Newborn Screening** - session requires students to participate in a webinar that will consist of group discussion and REEF questions. There will be a post-exercise assessment on D2L, contributing a total of 2 points to the Course Grade. We will be using participation in REEF questions as the mechanism to monitor attendance throughout the session. **You will not be eligible to earn points on the Post Exercise Quiz (PEQ) unless you participate in the REEF questions throughout the session.** Any student who has an excused absence can contact Dr. Faner (fanermar@msu.edu) to determine how to make-up the webinar absence. The student will not be eligible to take the D2L quiz unless the make-up experience is successfully completed.

**Self-Directed Learning Activity on A Woman Who Presents with Confusion and Flank Pain** - session requires students to do preparatory work and participate in a webinar that will consist of group discussion and REEF questions. There will be individual readiness and post-exercise assessments, contributing a total of 1 point to the Course Grade. We will be using participation in REEF questions as the mechanism to monitor attendance throughout the session. **You will not be eligible to earn points on the Post Exercise Quiz (PEQ) unless you participate in the REEF questions throughout the session.** Any student who has an excused absence can contact Dr. Faner (fanermar@msu.edu) to determine how to make-up the webinar absence. The student will not be eligible to take the D2L quiz unless the make-up experience is successfully completed.

**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. Laryssa Kaufman, or any of the other course faculty with your reactions and suggestions. Ad hoc Evaluations are available for immediate feedback on course sessions and faculty. Students can access the evaluation system at: [MSUCOM Pre-clerkship Evaluation System](#); on the “Home Page, see “Initiate Ad hoc Evaluations” under “Tasks”.

- **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: 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.

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.