

## **OST 571 – Neuromusculoskeletal**

Spring Semester 3 – 2020

January 6<sup>th</sup> – February 28<sup>th</sup>

Updated: 2/11/2020, ASL

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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

Neuromusculoskeletal System is a 10 credit hour course.

This course offers the basic science of neuroanatomy, bone/joint anatomy and integration with clinical neurology, orthopedics, psychiatry, rheumatology, and ophthalmology.

In OST 571 you will have different opportunities for learning. Among these are live lectures, online modules, and self-study lessons, each with their own format:

- Live lectures have a faculty member present at one of the sites presenting the learning material
- Online modules are pre-recorded learning materials to be viewed on media site
- Self-study lessons consist of reading the learning materials as presented in the course pack, with no live lecture or recordings (unless indicated)

### Course Goals

1. Understand the structure and function of the nervous system.
2. Understand the anatomical and functional basis for common neurologic disorders.
3. Understand the anatomical and functional basis for common orthopedic and rheumatologic disorders
4. Understand the anatomical and functional basis for common ophthalmologic disorders
5. Understand the basic concepts of rehabilitation medicine
6. Understand the basic diagnosis and treatment of common neurologic, orthopedic, rheumatologic and ophthalmologic disorders.
7. Understand basic pathology in relation to the diagnosis of common neurologic, orthopedic, rheumatologic and ophthalmologic disorders.
8. Understand the pharmacologic and non-pharmacologic treatments available for common neurologic, orthopedic, rheumatologic and ophthalmologic disorders.

Please note that 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: Jayne Ward, DO

Phone: 517-353-8122

Email: [jward@msu.edu](mailto:jward@msu.edu) (preferred method)

Address: 804 Service Rd Room A217, East Lansing, MI 48824

Course Co-Coordinator

Name: Graham Atkin, PhD  
Phone: 517-884-9544  
Email: [atking@msu.edu](mailto:atking@msu.edu) (preferred method)  
Address: 965 Wilson Rd Room A519, East Lansing, MI 48824

**Anatomy Lab Coordinators**

Name	Email	Phone	Site
Graham Atkin, PhD	<a href="mailto:atking@msu.edu">atking@msu.edu</a>	517-884-9544	EL
Carrie Nazaroff, PhD	<a href="mailto:tatarcar@msu.edu">tatarcar@msu.edu</a>	586-363-6743	MUC
Sarah Tilden, PhD	<a href="mailto:tildensa@msu.edu">tildensa@msu.edu</a>		DMC

**Rheumatology Lab (Patient Partner Experience)**

Name	Email	Phone	Site
Lawrence Prokop, DO	<a href="mailto:prokop@msu.edu">prokop@msu.edu</a>	517-882-8673	EL

**Course Faculty**

Name	Email	Phone	Site
Michael Andary, MD	<a href="mailto:andary@msu.edu">andary@msu.edu</a>	517-353-0713	EL
Tyson Burghardt, MD	<a href="mailto:Burghar8@msu.edu">Burghar8@msu.edu</a>	517-353-8122	EL
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John Thornburg, PhD	<a href="mailto:thornbur@msu.edu">thornbur@msu.edu</a>	517-353-8122	EL
Arthur Weber, PhD	<a href="mailto:weberar@msu.edu">weberar@msu.edu</a>	517-884-5041	EL
C. Luke Wilcox, DO	<a href="mailto:Wilcoxc7@msu.edu">Wilcoxc7@msu.edu</a>	517-884-6100	EL

## Curriculum Assistants

Site	Name	Email	Phone
East Lansing	Alison Lux	<a href="mailto:luxaliso@msu.edu">luxaliso@msu.edu</a>	517-432-7295
DMC	Smita Deb	<a href="mailto:debsmita@msu.edu">debsmita@msu.edu</a>	517-884-9670
MUC	Beata Rodriguez	<a href="mailto:rodri583@msu.edu">rodri583@msu.edu</a>	586-263-6799

## Lines of Communication

- For administrative aspects of the Course: contact the course coordinator.
- For content questions relating to a specific lecture or topic: contact the faculty presenter for that specific portion of the course or your SE MI on-site instructor.
- For absences/missed exams (see excused absence information below)
- Please set your notifications in D2L to immediate to receive posted News announcements. You may choose to receive notifications by email or SMS.

## Office Hours

Questions concerning the course may be discussed individually by making an appointment with the Course Coordinator, Jayne Ward, D.O., Prof. Dept. of Neurology & Ophthalmology, via email at [jward@msu.edu](mailto:jward@msu.edu) or Graham Atkin, Ph.D., Anatomy Dept., via email at [atking@msu.edu](mailto:atking@msu.edu).

## Course Web Site

The URL to access the course website is: <https://d2l.msu.edu>

The course D2L site has these main sections:

- **News** – Course-related communication to the class will be made here. You should check for announcements on a daily basis.
- **Course Information** – Contains the course syllabus with information about the instructional teams, textbooks, exam dates, grading system, rules and regulations, etc.
- **Content** – Lecture recordings, tutorials (TT), self-study modules (SSM), and other course-related materials.
- **Communicate** – Contains the course-related email system and the Discussion Forums.
- **Discussion Boards** – Lists of submitted questions. It is highly recommended that you check the discussion board prior to sending a question to faculty, as it is very likely that you are not the only student with the same question – your question and others may already be available for your review – saving you time. DO NOT POST, send to [luxaliso@msu.edu](mailto:luxaliso@msu.edu) and content faculty.

## Textbooks and Reference Materials

### Required

- OST 571 Course Pack
- Blumenfeld, H., *Neuroanatomy Through Clinical Cases*, 2<sup>nd</sup> ed., Sinauer Assoc., 2010. ISBN-978-0878936137
- Moore, Dalley & Agur, *Clinically Oriented Anatomy*, 8<sup>th</sup> ed., Wolters Kluwer, 2018. ISBN: 9781496347213 ([Digital copy of Clinically Oriented Anatomy](#))

- Gilroy, et al. Thieme., *Atlas of Anatomy*, 3<sup>rd</sup> ed., Thieme Medical Publishers, 2016. ISBN: 9781626232525 ([Digital copy of Atlas of Anatomy](#))
- Sadler, T.W., *Langman's Medical Embryology*, 14<sup>th</sup> ed., Wolters Kluwer, 2019. ISBN: 9781496383907 ([Digital copy of Medical Embryology 14<sup>th</sup> edition](#))
- Kumar, Abbas, Aster., *Robbins & Cotran Pathologic Basis of Disease*, 9<sup>th</sup> ed., Saunders, 2015. ISBN: 9781455726134 ([Digital copy of Pathologic Basis of Disease](#))
- Nelson, K., Glonek, T., *Somatic Dysfunction in Osteopathic Family Medicine*, 2<sup>nd</sup> ed., Wolters Kluwer Health, 2015. ISBN: 9781451103052 ([Digital copy of Somatic Dysfunction in Osteopathic Family Medicine](#))

### Recommended

- Klippel, *Primer on the Rheumatic Diseases*, 13<sup>th</sup> ed., Springer, 2008. ISBN: 9780387356648 ([Digital copy of Primer on the Rheumatic Diseases](#))
- Hoppenfeld, S., *Physical Examination of the Spine and Extremities*, 1<sup>st</sup> ed., Pearson Education (Prentice hall), 1976. ISBN: 9780838578537
- Ballantyne, JC and Mao, J.M.: Opioid therapy for chronic pain. *N. Eng.J. Med* (2003): 349: 1943-53. ([Digital copy of Opioid therapy for chronic pain](#))
- Yaksh, T. and Wallace, M.S., Chapter 20: Opioids, Analgesia and Pain Management. In: *Goodman and Gilman's The Pharmacological Basis of Therapeutics* 13<sup>th</sup> ed, 2018. ISBN: 9781259584732 ([Digital copy of Opioids, Analgesia and Pain Management in Goodman and Gilman's](#)) ([Digital Copy of Chapter 20](#))
- Fishman, S.M., *Responsible Opioid Prescribing: A Clinician's Guide*, 2<sup>nd</sup> ed. 2012. FSMB Foundation ASIN: B0080S3D08
- Nicoll, R.A., Chapter 21: Introduction to Pharmacology of CNS Drugs. In: *Basic and Clinical Pharmacology*, 14<sup>th</sup> ed. (2018). ISBN: 9781259641152 ([Digital copy of Chapter 21](#)) ([Digital copy of Basic and Clinical Pharmacology, 14th ed.](#))

### Professionalism

Professionalism is a key quality in a physician, and OST571 involves numerous patient encounters and group interactions where professionalism is essential. This year, we have expanded our attention to professionalism in OST571, and we have developed materials to help explain what is expected both at those patient encounters and throughout the learning events in the rest of the class. These materials, "Professionalism Definitions" and "Feedback Guide" can be found on D2L in a folder, labeled "Important Course Information." Students are required to familiarize themselves with these documents for OST571. Although there is no special process for enforcing professionalism in OST571, the course leadership has made this a priority for 2020 and expects all involved to share in that undertaking.

Note: Respect for patient time is one example of professionalism that plays a major role in OST571. Therefore, during the Friday patient sessions it is expected that all students are paying attention to the patient presentation and are mentally engaged. These individuals have taken time away from their schedules to share their stories with you as a class. This time is not to be spent on electronic equipment or studying for the quiz. Students identified by faculty proctors as not paying attention to the

presentations, even if studying, will be removed from the classroom and required to meet with course leadership and the Associate Dean of Medical Education. This will result in a “zero” on the quiz for that day.

For details on the College of Osteopathic Medicine policies please see “Section Two” below.

The importance of within-pod feedback is enhanced in OST571 by the large number of learning experiences that require you to work in groups. To facilitate meaningful, applicable, and professional feedback, please read the designated document on D2L.

## **Laboratory Attendance and Guidelines for Labs 1-4 in the Gross Anatomy Lab (GAL)**

Attendance at all faculty scheduled lab sessions is highly recommended. During faculty scheduled lab periods, only students in the assigned group are permitted in the lab. Faculty will be available during all laboratory times when students are assigned. Please see D2L for your group assignments and assigned times. Open lab times are provided for additional individual or group-study. During some of the open lab times, faculty will be present to help. Bluecoat lab assistants may also be present for some of the open lab periods. Please consult your local OST 571 Bluecoat schedule for more information. Lab sessions will be categorized in the syllabus calendar by the following terminology:

- Faculty scheduled lab – only students in assigned groups are allowed in the GAL; faculty will be present
- Open lab – GAL available for self-study; faculty will not be present; bluecoat LAs may or may not be present; see local Bluecoat schedules for more details.

All rules, regulations and restrictions related to activities in the GAL for the Gross Anatomy course (ANTR510) apply for OST571. For each lab in OST571, see additional information in the OST571 Lab Manual. All donor care is regarded as acts of professionalism and expected to be a high priority in this course as it was in Semester 1.

## **Rheumatology Patient Partner Experience (Lab 5)**

Attendance is **mandatory**. If you **must** miss a laboratory, please submitted an excused absence request in advance. There will not be a make-up experience for this event.

You will be interacting with a patient living and functioning with rheumatoid arthritis. Again, this is an **interactive** experience and you will be expected to come prepared with 2-3 questions to ask the patient. Some patients will just tell their story and allow you to ask questions later, where as other patients will actually take turns going around the room expecting you to ask questions, it really depends on the person to whom your group is assigned.

You will be required to sign in for your individual time for attendance and that you participated. The local CA will collect the sign in sheets and verify attendance.

You will be expected to dress similar to your Clinical Skills practical examinations. **Professional attire is required for all students with your white coat and name tag.**

### **REEF Polling Use in Course**

All students are required to purchase a subscription to REEF Polling, also known as iClicker Cloud. You are expected to bring the electronic device associated with that subscription to class. Learning events will proceed as planned, even if you have forgotten to bring your device.

In this course, REEF Polling input may be used in the following ways: to provide practice with concepts and principles, to stimulate discussion and/or to take attendance. Questions may be posed at any time during the class hour. No make-up experiences will be provided should you forget your REEF polling device. REEF polling will be the only mechanism to record attendance during large group lectures.

- If the REEF polling is used to take attendance, you will be expected to arrive in class on time and to stay for the duration of the assigned activity.
- Please note that if you do not click in at 9:00 a.m. on Mandatory Friday, Patient Presentations, you will not receive points for the quiz.

### **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.

The value you derive from this course (and those that follow it) will depend on many factors, but most importantly the amount of time and effort you put into it. In undergraduate courses, students often concentrate on just getting through the next exam or individual courses. But medical education is different because it is cumulative. Study for understanding, not just short-term memorization. This will allow you to understand concepts and carry them forward with you to the next step in your medical education.

You are strongly urged to:

Consult the course D2L web site frequently to see announcements and to access various study aids (e.g., follow-up to in-lab practice cases, practice exam questions, and answers to frequently asked questions).

- Complete the preparatory work assigned for each lab and lecture session; this includes working through the online modules, problem sets or any other advance study activities.
- Attend every lecture and lab session. Plan to stay to the end of each lab session, in order to take full advantage of the opportunities to work collaboratively with your classmates, to interact with faculty, and to participate in the question reviews at the conclusion of lab.
- Actively annotate your Course Pack as you prepare for each class session, as each class session progresses, and also during your follow-up study.
- Complete the follow-up (supplemental) reading and self-study exercises as directed in the Course Pack and on the D2L web site.
- Use the practice exam questions (posted on D2L prior to each exam) to help guide your review and preparation for exams. Do NOT wait until the day before an exam to look at these practice exam questions. Instead, start using them several days prior to each exam to help guide your review and

exam preparation.

- Each member of the teaching team has a well-deserved reputation for being approachable and for helping students achieve success. Avail yourself of the opportunities for help provided by the course faculty -- in person, via email, and at scheduled help sessions or call them to schedule an appointment time.
- The time immediately before or after a course lecture is often too hectic to provide a good opportunity to get help from course instructors. By contrast, lab sessions (especially at the end when some of the students have already departed) or scheduled office appointments provide an excellent time to ask questions of course faculty.
- Keep in mind that you can contact course faculty by email with your questions. Note: Whenever you pose a question by email, include what you THINK the answer is. This makes it much easier for the instructor to either confirm your understanding and/or offer clarification.
- Attend the course Help Sessions, which are scheduled prior to the course exams.
- Face-to-face contact with faculty at lecture sessions -- In addition to the faculty person giving a lecture, one or more of the course faculty regularly sit in on course lecture sessions at each site. This provides you with an opportunity to pose a quick question or to request a personal meeting with your local campus faculty. Email is also a good way to set up a personal meeting with a particular faculty member.
- Study groups - Many students find it beneficial to study with one or more partners, and we strongly encourage this activity. Studying together can be efficient (what one student doesn't understand, another one will), stimulating (personal interaction can help keep you focused and alert), and motivating (commitment to a partner supplements self-discipline). We encourage you to study with suitable partners. We caution you, however, to avoid study groups that turn into "gab fests" or where one or two students do all the talking. Remember, you may THINK you understand a concept when you hear someone else explain it, but you'll KNOW you understand the concept only when YOU can explain it to someone else. So, make sure you get to talk in your study group!
- Caution: Scribe note services are not sanctioned by MSUCOM and are not endorsed by the course faculty. Course faculty assume no responsibility whatsoever for errors in the "scribe notes". It is unwise to expect the "scribes" to substitute for your own attendance in lecture or lab, your own note taking, or your own studying.
- Additional academic support resources can be accessed at:  
[http://com.msu.edu/Students/Academic\\_Career\\_Guidance/index.htm](http://com.msu.edu/Students/Academic_Career_Guidance/index.htm)

In summary, 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 Coordinators with any personal issues you may have involving this course. Additional academic support resources can be accessed through MSUCOM Academic and Career Guidance and MSUCOM Personal Counseling.

## **Courses Begin and End Dates**

OST571 begins on January 6<sup>th</sup>, 2020 and ends on February 28<sup>th</sup>, 2020. See addendum for detailed daily course schedule.



## Exams/Assessments

The successful achievement of learning objectives will require knowledge and skills acquired in other portions of the overall MSUCOM educational program. Students will be expected to apply concepts and vocabulary learned in other courses to problem-solving for exams/assessments in this course.

To maintain security of assessments, you may NOT post questions on the discussion board regarding exam questions or quiz questions. Kindly email your questions to the course coordinator.

There will be a total of 5 written exams, 7 quizzes, and 4 lab exams given in OST 571 NMS this year. Your accumulated score on these exams and Quizzes will determine your grade in the course. The lowest Quiz score will be dropped, because of this there will be no make-up opportunities for a Quiz, even with an excused absence.

Assessments	Projected Points (*note some exams may be more and some less)	Material to be Covered
Quiz 1	10	Lecture Content (Lessons 1 through 10)
Unit Exam 1	39	Lessons 1 through 14
Lab Exam 1	30	Overview & Spinal Cord Labs
Quiz 2	10	Lecture Content (Lessons 15 through 22)
Quiz 3	10	Lecture Content (Lessons 23 through 33)
Unit Exam 2	66	Lessons 15 through 36
Lab Exam 2	30	Brainstem & Cerebrum Labs
Quiz 4	10	Lecture Content (Lessons 37 through 46)
Quiz 5	10	Lecture Content (Lessons 47 through 60)
Unit Exam 3	84	Lessons 37 through 64
Quiz 6	10	Lecture Content (Lessons 65 through 74)
Unit Exam 4	42	Lessons 65 through 78
Lab Exam 3	30	Spine/Lower Extremity
Quiz 7	10	Lecture Content (Lessons 79 through 89)
Lab Exam 4	30	Upper Extremity
Unit Exam 5	78	Lessons 79 through 104

## 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:

$$\frac{(All\ Unit\ Exams) + (All\ Lab\ Exams) + (Top\ 6\ Quiz\ Scores)}{Total\ points\ possible} \times 100\% = Final\ Percent\ Score$$

**\*Note there are no make-ups for quizzes and if you are not in attendance at 9am, no credit will be given for the 10 point quiz.**

- **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 scores of at least 75%.
- **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 75% or a final point you will receive an “N” grade.
- **Remediation** – If a student receives an “N” grade in the course, they will not be eligible for remediation.
  - Eligibility for remediation requires fulfillment of ALL of the following criteria:
    - A final course score in the range of 73% up to (and including) 74.99%
    - No single unit exam score lower than 60%
    - At least one email addressing academic performance sent to the course directors prior to unit exam 4, either identifying the student’s plan for improved performance or requesting help in creating one
  - Remediation will take the form of a thorough, comprehensive examination, drawing from all content across lectures and labs from the course, and given March 9<sup>th</sup> at 1:00pm. The remediation exam will consist of a TBD number of questions, passing is 73%.

## **Student Evaluation of the Course**

We want your feedback on how to improve this course.

- **Informal Feedback:** Feel free to approach the Course Coordinators, Dr. Jayne Ward and Dr. Graham Atkin, 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**

### **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.

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.

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

It is the responsibility of each student to know 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.

### **Medical Student Rights and Responsibilities**

If problems arise between instructor and student, both should attempt to resolve them by informal, direct discussions. If the problems remain unsolved, the Associate Dean for Medical Education and/or the MSU Ombudsperson may be consulted. The MSU Medical Student Rights and Responsibilities (MSRR) document defines processes for additional steps, including submission of a formal grievance. The MSSR may be found in the MSUCOM Student Handbook and online at [splife.studentlife.msu.edu](http://splife.studentlife.msu.edu).

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

It is the responsibility of each student 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 attendance is taken, you will be expected to arrive in class on time and to stay for the duration of the assigned activity.

### **Remediation**

The MSUCOM Policy for Retention, Promotion and Graduation states that a student must complete each required course to progress in the curriculum. A student who completes a course and receives an “N” grade will have that grade recorded on their official transcript and must meet the course requirement by successfully remediating or repeating the course.

A student will be eligible to attempt remediation of the course if they meet the criteria described in the “Course Grades” section of this syllabus. A student who is not eligible to attempt remediation or fails the remediation must retake the course. This policy and the process by which an eligible student may remediate a course may be found in the MSUCOM Student Handbook on the MSUCOM website.

### **Requests for Special 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 at 517-884-RCPD or on the web at <https://rcpd.msu.edu>. Once eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Please present the VISA to Nancy Thoma, [thoman@msu.edu](mailto:thoman@msu.edu), A333 East Fee Hall at the start of the term and/or two weeks prior to the assessment event (test, project, labs, etc.). Requests received after this date will be honored whenever possible.

## **Title IX Notifications**

Michigan State University is committed to fostering a culture of caring and respect that is free of relationship violence and sexual misconduct, and to ensuring that all affected individuals have access to services. For information on reporting options, confidential advocacy and support resources, university policies and procedures, or how to make a difference on campus, visit the Title IX website at [titleix.msu.edu](http://titleix.msu.edu).

Limits to confidentiality. Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, students 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 will be posted as a separate document on the same web page as this syllabus.

## Section 2 – 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.

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.

### Absences from Mandatory Class Sessions and Examinations/Assessments

It is the responsibility of each student to know 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.

### Medical Student Rights and Responsibilities

If problems arise between instructor and student, both should attempt to resolve them by informal, direct discussions. If the problems remain unsolved, the Associate Dean for Medical Education and/or the MSU Ombudsperson may be consulted. The MSU Medical Student Rights and Responsibilities (MSRR) document defines processes for additional steps, including submission of a formal grievance. The MSSR may be found in the MSUCOM Student Handbook and online at [splife.studentlife.msu.edu](http://splife.studentlife.msu.edu).

### Reef Polling (iClicker Cloud) Policy

It is the responsibility of each student 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 attendance is taken, you will be expected to arrive in class on time and to stay for the duration of the assigned activity.

### Remediation

The MSUCOM Policy for Retention, Promotion and Graduation states that a student must complete each required course to progress in the curriculum. A student who completes a course and receives an “N” grade will have that grade recorded on their official transcript and must meet the course requirement by successfully remediating or repeating the course.

A student will be eligible to attempt remediation of the course if they meet the criteria described in the “Course Grades” section of this syllabus. A student who is not eligible to attempt remediation or fails the

remediation must retake the course. This policy and the process by which an eligible student may remediate a course may be found in the MSUCOM Student Handbook on the MSUCOM website.

### **Requests for Special 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 at 517-884-RCPD or on the web at <https://rcpd.msu.edu>. Once eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Please present the VISA to Nancy Thoma, [thoman@msu.edu](mailto:thoman@msu.edu), A333 East Fee Hall at the start of the term and/or two weeks prior to the assessment event (test, project, labs, etc.). Requests received after this date will be honored whenever possible.

### **Title IX Notifications**

Michigan State University is committed to fostering a culture of caring and respect that is free of relationship violence and sexual misconduct, and to ensuring that all affected individuals have access to services. For information on reporting options, confidential advocacy and support resources, university policies and procedures, or how to make a difference on campus, visit the Title IX website at [titleix.msu.edu](http://titleix.msu.edu).

Limits to confidentiality. Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, students 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 will be posted as a separate document on the same web page as this syllabus.