

OST 593 – Scholarly Activity Seminar

Summer Semester 2021

Updated: 5/28/2021

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Notice to Students: Although Elective syllabi at MSUCOM have a consistent format; vitally important details differ by Elective. For this reason, you must read the syllabus thoroughly at the onset of each elective to understand what educational activities will be provided and what is expected of you.

Section 1 – Course Information

Elective Description

OST 593 - Scholarly Activity Seminar is a 1-credit hour course that will develop the student's ability to design and implement a scholarly project. Using a workshop format, categories of scholarly activity applicable to graduate medical education will be reviewed. The course will focus on building the student's capacity to engage in scholarship in practical and pragmatic ways, without an intensive review of research methodology and statistical analysis.

Course Goals

Students will understand the individual components of a scholarly product through hands on development, which they will then combine the components into a final proposal. Examples of scholarly projects that students may develop include case presentations, posters, oral presentations, quality improvement studies, and OMT guides. The course will also build a community around scholarly activity, leveraging networks of collaboration to promote confidence and project success.

Course Coordinators

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

Name: Kirsten Waarala, DO

Phone: 517-884-4863

Email: waarala@msu.edu (preferred method)

Name: Abe Wheeler, MLIS, MTS

Phone: 517-884-0893

Email: awheeler@msu.edu (preferred method)

Staff or Student Coordinator

Name: Alison Lux

Phone: 517-432-7295

Email: luxaliso@msu.edu

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 local faculty.
- For absences/missed exams (see excused absence information below)

Office Hours

Questions concerning may be discussed individually by making an appointment with the course coordinators. Office hours for this course will be held on Fridays from 1:00 pm to 2:00 pm with Mr. Wheeler or Dr. Waarala during the course dates. Appointments during these hours can be made by contacting Angela Zamora at zamoraa@msu.edu.

Instructors

Sessions will be facilitated by the course coordinators. Additional faculty will deliver content and serve as facilitators. Faculty can be reached via email. For issues related to the course itself, contact the course coordinators (see Lines of Communication above).

Name	Email
Graham Atkin, PhD	atking@msu.edu
Nicole Jess, CSTAT	jessnico@msu.edu
Anissa Mattison, DO	webste25@msu.edu
Kim Peck, MBA	peckkimm@msu.edu
Carol Restini, PharmD, PhD	restinic@msu.edu
Deborah Virant-Young, PharmD	dyoung@msu.edu
Kirsten Waarala, DO	waarala@msu.edu
Abe Wheeler, MLIS, MTS	awheeler@msu.edu
Jessica Wicks, PhD	wicksjes@msu.edu
Sam Wisniewski, MS	samw@msu.edu

Textbooks and Reference Materials

Required textbooks

- None

Recommended resources

- JAMA. *Users' Guides to the Medical Literature: A Manual for Evidence Based Clinical Practice*. 3rd edition
<http://ezproxy.msu.edu/login?url=http://jamaevidence.mhmedical.com/book.aspx?bookID=847>
- USAFP. Rutherford, Lennon, Seehusen. *The Recipe*
<https://www.usafp.org/research/wp-content/uploads/2018/12/the-recipe-2018.pdf>
- *A Toolkit for Medical Education Scholarship*, *J Grad Med Educ*. 2018 Feb; 10(1): 1–5.
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC29467965/>
- Medical education scholarship: An introductory guide: AMEE Guide No. 89
<https://doi-org.proxy1.cl.msu.edu/10.3109/0142159X.2014.916791>
- Writing for academia: Getting your research into print: AMEE Guide No. 74
<https://doi-org.proxy1.cl.msu.edu/10.3109/0142159X.2012.742494>

Elective Schedule

This elective is presented for 9 consecutive weeks. General scheduling for the educational activities of this elective are as shown below. See the course schedule for more details. Sessions may be scheduled on a different day if conflicts arise.

Day/Date	Times (if applicable)	Required Activities	Specific Information
Wednesday evenings beginning June 2, 2021 and ending July 28, 2021	6:00 pm	As per course schedule below	As per course schedule

Learning Objectives

Upon completion of this elective course, the student will be able to:

1. Describe the categories of scholarship/scholarly activity used by the Accreditation Council on Graduate Medical Education (ACGME) and give examples of projects within these categories.
2. Explain the process steps in developing a research proposal, including generating a testable hypothesis, writing specific aims, methods and materials, preliminary data, and conclusion.
3. Explain the process steps in developing a case or case series report.
4. Describe key elements of a quality improvement project, including the PDSA cycle.
5. Perform a literature review as part of a scholarly activity project.
6. Prepare documentation for submission to an institutional review board (IRB).
7. Produce a scholarly poster presentation.
8. Develop a proposal for a scholarly activity project that can be initiated or completed during medical school.

Course Schedule

The course schedule will be published prior to the start of the course, and will follow this format over a period of 9 weeks. Sessions will be held via Zoom. If conditions permit during Summer Semester 2021, Session 8 may be held on-campus for presentation of work and awarding of certificates. Assignments listed are to be completed prior to the next session.

Session 1: Introduction to course and overview of scholarly activity (June 2, 2021)

- Describe course format and provide overview of sessions and output
- Define categories of scholarly activity
- Describe scholarly activity requirements of ACGME
- Overview of quality improvement methodology and PDSA cycle

- Discuss osteopathic principles in scholarly activity
- Assignment for session 2: complete the scientific method module on Khan Academy <https://www.khanacademy.org/science/biology/intro-to-biology/science-of-biology/v/the-scientific-method>

Session 2: Getting started - selecting a topic; creating a research hypothesis; osteopathic considerations (June 9, 2021)

- The life cycle of a scholarly activity project
- Discuss relevance of scientific method and scholarly activity
- Developing a research hypothesis (OHT model) – team exercise
- Assignment for session 3: Develop one or more OHT using form in D2L – course coordinators will review and provide feedback

Session 3: Reviewing the literature (June 16, 2021)

- Describe the importance of literature review
- In-class demo of PubMed search
- Review strategies for refining your search
- Completing an annotated bibliography and managing citations
- Assignment for session 4: Complete a PubMed search on your OHT topic. Complete the reflective exercise on D2L.

Session 4: Developing your methods (June 23, 2021)

- Recap of research methods and QI methodology
- Concept of the null hypothesis and alternative explanations
- Developing methods – team exercise
- Assignment for session 5: Finish and submit a methods form in D2L. Course coordinators will review and provide feedback

Session 5: IRB approval (June 30, 2021)

- Review criteria for exemptions and what that means
- Privacy concerns and HIPAA
- MSU IRB processes and forms – demo of actual submission
- Assignment for session 6: Complete an IRB draft form (word version). Course coordinators will review and provide feedback.

Session 6: Posters, papers, and presentations (July 7, 2021)

- Determining where and how to submit your project
- Manuscripts – guidance for writing
- Scientific posters and SCS Poster Day

- Spartan Medical Research Journal – manuscript requirements and peer-review process
- Assignment for session 7: Continue to work on course materials.

Session 7: Finishing your work (July 14, 2021)

- No new topics presented this week
- Class time will be available for questions and coaching on project; faculty may also be contacted for appointments outside class
- Facilitators available for coaching

Session 8: Sharing your project (July 21, 2021)

- Students will give a verbal or electronic poster presentation of their work
- Presentation of certificates

Attendance

Due to the sequential and interactive nature of the course, students will benefit from attending each session. Students who are unable to attend due to reasons listed in the MSUCOM excused absence policy may submit an excused absence request to the course coordinator. Failure to attend a course session without submission of an excused absence request within 24 hours will be considered an unexcused absence.

To meet the requirements for a “Pass” (“P”) grade, students will be expected to have no more than two excused absences and zero unexcused absences. Students will be responsible for any in-class content that they missed.

Required Exams/Assessments

This course will be graded on the Pass/No Grade scale. There will be no examinations in this course. Please see grading requirements below.

Elective Grades

To earn a passing grade (“P”), students must:

1. Attend and participate in classroom sessions (see attendance policy).
2. Complete required assignments between sessions and upload to D2L
3. Submit at least **three** of the following, developed during the course as original work, and uploaded to D2L.

- a. Scholarly activity project proposal
- b. Annotated bibliography (minimum of 5 references)
- c. Completed IRB proposal form (paper version)
- d. Formatted poster presentation
- e. Written abstract
- f. Verbal presentation with slides

Grades will be issued as follows:

- **P-Pass**—means that credit is granted and that the student achieved a level of performance judged to be satisfactory by the instructor. To obtain a “P” grade for this course, a student must meet the requirements shown above.
- **N-No Grade**—means that no credit is granted and that the student did not achieve a level of performance judged to be satisfactory by the instructor. A student who fails to complete the requirements shown above will receive an “N” grade.
- **I-Incomplete** – means that the student has been approved for additional time to complete the course work. To request an incomplete, the student must meet with a Course Coordinator. If approved, the student and Course Coordinator will agree on a time frame for completion of remaining course requirements. If all requirements are met by the deadline, the final grade will be issued as I/P. If all requirements are not met by the deadline, the final grade will be issued as I/N.
- **Remediation** - Since elective courses in the MSUCOM preclerkship curriculum are optional, students are not required to remediate the elective if an “N” grade is received, and no remediation option is available.

Student Evaluation of the Course

We want your feedback on how to improve this course.

- **Informal Feedback:** Feel free to approach the Course Coordinators with your reactions and suggestions.
- **Formal Evaluation:** In addition to the above, we ask every student in the class to complete formal on-line Elective evaluation upon conclusion of the Elective. Student feedback provides the Course Coordinators with valuable information regarding the quality of the Elective. The information gained from these evaluations is used to continuously improve future offerings of this Elective. Students can access the evaluation through a link provided at the conclusion of the course.

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 their iClicker Reef account to another student by sharing your device and/or account login, nor should you accept another student's device or login credentials to access Reef Polling on their behalf. Answering questions or checking in for attendance on behalf of another student by using their device or account is considered to be academic dishonesty and may result in disciplinary action up to and including dismissal from the college.

Remediation

The MSUCOM Policy for Retention, Promotion and Graduation requires successful completion of each required course to progress in the curriculum. Remediation is not available for preclerkship electives.

Student Safety and Well-being

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

Academic Support Resources at MSUCOM

As a way to acclimate you to the curriculum at MSUCOM, we have created a program called On Target: <https://michiganstate.sharepoint.com/sites/OnTargetforAcademicSuccess>

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

Requests for Accommodations

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities (RCPD) at 517-884-7273 or online at rcpd.msu.edu. Once eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Each VISA includes an expiration date; to request an accommodation, you must have an active VISA. You may work with RCPD to renew a VISA.

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

Title IX Notifications

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

Limits to confidentiality. Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, you should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues to protect the health and safety of MSU community members and others. Instructors must report the following information to other University offices (including the Department of Police and Public Safety):

- Suspected child abuse/neglect, even if this maltreatment happened when you were a child;
- Allegations of sexual assault, relationship violence, stalking, or sexual harassment; and
- Credible threats of harm to oneself or to others.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting, you are encouraged to make an appointment with the MSU Counseling and Psychiatric Services.

Addendum: Course Schedule

The course schedule for the current semester will be posted to D2L and emailed to students.