

# OST 589 – Independent Study Project

1 to 6 Credit Hours

Spring Semester 2022

Updated: 3/18/2022

Table of Contents

[Elective Description – General 2](#_Toc98572058)

[Instructor of Record 3](#_Toc98572059)

[Lines of Communication and Office Hours 4](#_Toc98572060)

[Textbooks and Reference Materials 4](#_Toc98572061)

[Elective Timelines and Schedule 4](#_Toc98572062)

[Credit Hours 5](#_Toc98572063)

[Required Exams/Assessments 5](#_Toc98572064)

[Elective Grades 6](#_Toc98572065)

[Student Evaluation of the Course 6](#_Toc98572066)

[Academic Honesty and Professionalism 7](#_Toc98572067)

[Attendance/Excused Absence 7](#_Toc98572068)

[Requests for Special Accommodations 7](#_Toc98572069)

**Notice to Students:** Although Elective syllabi at MSUCOM have a consistent format; vitally important details differ by Elective. This syllabus in particular is designed to serve as a template to set the parameters for the independent study project and determination of grades. **Please review the syllabus carefully, complete all sections, and submit to the Office of Academic Programs.**

## Section 1 – Course Information

### Elective Description – General

OST 589 - Independent Study Project is a variable credit (1 to 6 credit hours) course available on approval of the College of Osteopathic Medicine for students enrolled in the D.O. degree program. This course provides a format for a student to engage in a project of their design under the guidance of a faculty mentor, with defined objectives and expectations for earning credit.

Because each project will be unique, this syllabus serves as a framework for developing and documenting an independent study project (“ISP”) as an elective course for which credit may be earned and noted the student’s transcript.

The student who wishes to enroll in this elective will be expected to identify a faculty mentor. Together, the student and faculty mentor will document the terms of the ISP using this template. Each section contains space for the student and faculty mentor to define the objectives, outcomes, timelines and means for determination of a passing grade in the elective course. Please look for yellow highlighted prompts where details are to be entered; these prompts may be removed in the final edited version of the syllabus.

In addition, the amount of time committed to the course will be calculated and will correspond to the number of credit hours in which the student is enrolled. The final completed syllabus will be submitted by the student or faculty mentor will complete the syllabus and submit it to the Office of Academic Programs at MSUCOM, A-331 East Fee Hall, or via email to com.osteomedap@msu.edu. The Associate Dean for Medical Education will review and approve the syllabus.

Once the syllabus is approved, the student may enroll in the elective through the usual COM process.

A student may have multiple enrollments in OST 589 up to a maximum of 18 credits. Each enrollment may represent a unique ISP, or may represent a continuation of a prior ISP. In this case, the content and outcomes of the ISP must be sufficiently different to justify the additional credit hours.

**ISP Summary:**

*Please describe the ISP here, noting the goals or outcomes of the project. You may attach additional pages if needed.*

## Objectives

The objectives for each ISP will be developed between the student and the faculty mentor. The student is encouraged to develop their own objectives that support the goals or desired outcomes of the project. Objectives should be specific, measurable, and attainable within the time frame of the project.

**ISP Objectives:**

*Enter three to five objectives here.*

*1.*

*2.*

*3.*

*4.*

*5.*

### Instructor of Record

The faculty mentor will serve as the course coordinator and instructor of record for this elective, and will determine the grade in the course. If more than one faculty members are involved in the ISP, list only one to serve as course coordinator/instructor of record.

*Enter the name and contact information for the mentor who will serve as instructor of record:*

Name:

Phone:

Email:

Address:

### Lines of Communication and Office Hours

The student and the faculty mentor should determine preferred and alternate means of communication during the ISP. Frequency of meetings or check-ins should be established in advance.

*Enter notes regarding communication and meetings below.*

### Textbooks and Reference Materials

*Enter any required or recommended resources or texts here.*

### Elective Timelines and Schedule

The student and the faculty mentor should determine the expected timeline for completion of the ISP and/or of checkpoints during the semester. These should be documented in the table below. Identify action items or deliverables that correspond to objectives or components of the project, including the target date for completion of the project.

*Complete the table below; suggested language is provided but may be amended or replaced. Add or delete rows as needed.*

| Target Date | Action Item | Details |
| --- | --- | --- |
| XX/XX/XXXX | *Complete a detailed description of the ISP and the syllabus* | *Meet with faculty mentor to review* |
| XX/XX/XXXX | *Perform a literature review relevant to the ISP* | *Submit via email to faculty mentor* |
| XX/XX/XXX |  |  |
| XX/XX/XXX |  |  |
| XX/XX/XXX | *Completion of ISP* | *Submit final work and time log to faculty mentor* |
| As scheduled | *Meet periodically to review progress* | *Contact person to arrange meetings* |

### Credit Hours

The time that the student will invest in the ISP should be estimated at onset of the project. The number of credit hours assigned to the course will correspond to the time commitment of the project, according to the formula that one (1) credit hour equates to fourteen (14) hours of work. The allocation of time may vary from week to week during a semester. The start and end date for the elective may be at any time during the semester as defined by the university calendar available at reg.msu.edu. The student should complete a time log and submit it to the faculty mentor at the conclusion of the elective.

*Enter the elective start and end dates and the number of credit hours for this elective in the table below:*

|  |  |
| --- | --- |
| Semester *(e.g. Spring 2022)* |  |
| **Elective start date** |  |
| **Elective end date** |  |
| **Hours of independent study work** |  |
| **Credit hours** |  |

### Required Exams/Assessments

In general, successful completion will be determined based on finishing required activities and submitting the requested documents as described in this syllabus. If any examinations or assessments are to be included, please note them below. These may include an assessment of the project outcomes by the faculty mentor and/or a self-evaluation by the student.

*Enter any examinations or assessments below, or indicate if not applicable:*

### Elective Grades

The student’s course grade is determined by the completion of the following:

* Completion of independent work as defined in the syllabus
* Submission of the documents described above.
* **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 complete the objectives and action items agreed to by the faculty mentor.
* **N-No Grade**—means that no credit is granted and that the student did not complete the requirements of the elective as stated above and will consequently receive an “N” grade.
* **Remediation** - Since all of the Electives in the MSUCOM curriculum are optional, Students are not required to remediate the elective if an “N” grade is issued.

*Grading criteria for this ISP should be determined by the faculty mentor and reviewed with the student at the onset of the project. List specific criteria that will be used to determine the course grade in the table below. Criteria may be based on completion/submission of action items, or may be quantified as points or scores. If points or scores are used, indicate the total points needed to earn a passing grade. Examples are provided but may be edited or deleted. Add or delete rows as needed.*

|  |  |  |
| --- | --- | --- |
| Criterion | Points or score (if applicable) | Details |
| *Completion of time log* | *1 point* | *Must be submitted to pass the course* |
| *Completion of annotated bibliography with at least 10 relevant articles* | *1 point per annotation* *up to 20 points* | *Must earn at least 10 points in this section up to a maximum of 20 points.* |
| *Completion of a final manuscript* | *Up to 20 points* | *Points may be deducted for quality of content, or errors in grammar or spelling.* |

**Final passing grade:** *Describe the criteria for passing; if points or scores are used, document the number of points needed to pass the elective.*

### Student Evaluation of the Course

We want your feedback on how to improve this course. Informal Feedback may be provided verbally or via email to the Course Coordinator. Other feedback may be submitted to the Office of Academic Programs via email at COM.OsteoMedAP@msu.edu.

## Section 2 – Policies

### Academic Honesty and Professionalism

<http://www.com.msu.edu/Students/Policies_and_Programs/Med_Student_Rights_Responsibilities.htm>

<http://www.com.msu.edu/Students/Professional_Development/Code_of_Prof_Ethics.htm>

Each individual student is responsible for their behavior and is expected to maintain standards of academic honesty and professionalism. If any instance of academic dishonesty (cheating, plagiarism, etc.) is discovered by an instructor, it is his or her responsibility to take appropriate action. Such action may include giving a failing grade to the student in the Elective and/or referring the student for judicial review and possible disciplinary action, which may include disciplinary suspension or dismissal from the College.

### Attendance/Excused Absence

Please see the MSUCOM D.O. Student Handbook for policies. As this is an independent study elective, any issues related to absences should be referred to the course coordinator/instructor of record.

### 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 [www.rcpd.msu.edu](http://www.rcpd.msu.edu/) Once a student’s eligibility for accommodation has been determined he/she may be issued a Verified Individualized Services and Accommodation (“VISA”) form. Please present this VISA form to Nancy Thoma, thoman@msu.edu, A-333 East Fee Hall at the start of the semester and/or two weeks prior to the accommodation date (test, project, labs, etc.). Requests received after this date will be honored whenever possible. It is the responsibility of the student with accommodations to contact the Elective Coordinator two weeks prior to the start of the term, or two weeks prior to the scheduled assessment event or other planned use of accommodations. Requests received after this date will be honored whenever possible. It is the responsibility of the student to submit or have submitted an updated version of their accommodations to Nancy Thoma each semester that a student plans to use their accommodations.