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Notice to Students: Although course syllabi at MSUCOM have a consistent format, vitally 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
BMB 515: Medical Biochemistry and Molecular Biology is a 2 credit hour course. This course is intended to present a survey of the major biochemical events occurring in normal cells and tissues. Where possible, examples will relate directly to human biology. The normal state will be described; abnormal conditions are considered insofar as they serve to illuminate the normal condition.

Course Goals
1. Present students with a survey of the major biochemical events that occur in normal cells and tissues.
2. Provide students with a vocabulary of terms encountered in other basic science and clinical courses.
3. Provide students with an understanding of the principal biochemical mechanisms that contribute to normal homeostasis and the inherent capacity of the individual for the maintenance of health and recovery from disease.

Prerequisites (at college level): One year of organic chemistry and 1 semester of biochemistry

Section Codes for the Course:
301 for COM-EL
302 for COM-DMC
303 for COM-MUC

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

| Name: Raquel Ritchie, Ph.D. | Phone: 586-263-6296 | Email: rritchie@msu.edu | Address: 117 UC-4, MUC |

Course Faculty
(Note - Preferred method of contact is in italics)

| Name: John Wang, Ph.D. | Phone: 517-353-9542 | Email: wangj@msu.edu | Site: 402C Biochemistry, EL |
| Name: Shawna-Marie Nantais, M.S. | Phone: 313-578-9668 | Email: nantaiiss@msu.edu | CG68C, DMC |

| Name: Carol Wilkins, Ph.D. | Phone: 517-353-4927 | Email: mindockc@msu.edu | Site: 502B Biochemistry, EL |
| Name: Martha Faner, Ph.D. | Phone: 313-578-9669 | Email: fanermar@msu.edu | CG-71, DMC |

Curriculum Assistants

<table>
<thead>
<tr>
<th>EL</th>
<th>DMC</th>
<th>MUC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Cheryl Luick</td>
<td>Katelyn Johnston</td>
<td>Simone Jennings - LEAD</td>
</tr>
<tr>
<td>Phone: 517-353-9515</td>
<td>313-578-9628</td>
<td>586-263-6746</td>
</tr>
<tr>
<td>Email: <a href="mailto:luick@msu.edu">luick@msu.edu</a></td>
<td><a href="mailto:katelyn.johnston@hc.msu.edu">katelyn.johnston@hc.msu.edu</a></td>
<td><a href="mailto:simone.jennings@hc.msu.edu">simone.jennings@hc.msu.edu</a></td>
</tr>
</tbody>
</table>
Lines of Communication
- For administrative aspects of the Course: contact the course coordinator, Raquel Ritchie.
- For content questions relating to a specific lecture or topic: contact the faculty presenter for that specific portion of the course or your on-site instructor.
- For absences/missed exams:
  - EL - Dr. Falls, Associate Dean for Student Services (517) 353-8799
  - DMC - Dr. Willyerd, Associate Dean (313) 578-9600
  - MUC - Dr. Hortos, Associate Dean (586) 263-6731

Office Hours
Questions concerning the course may be discussed individually by making an appointment with the Course Coordinator, Raquel Ritchie, Room 117 UC-4 MUC, by phone (586) 263-6296 or via e-mail: rritchie@msu.edu. Students are encouraged: (a) to address questions and suggestions to instructors via the Email system; (b) to seek individual consultation with the lecturer or the on-site instructor by appointment throughout the semester; (c) to use student led discussion board (see below); and (d) to attend help sessions. Office hours for each campus are announced in site-specific folders under the Content tab in the D2L course website.

Help Sessions
(No new material will be presented; attendance is optional; no recordings will be made of these question-and-answer sessions).

Help Sessions will be broadcasted to all sites.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, Sept. 05</td>
<td>11 am – noon</td>
<td>Instructional Team</td>
<td>EL102 Conrad DMC G030 MUC UC3 208</td>
</tr>
<tr>
<td>Friday, Sept. 19</td>
<td>11 am – noon</td>
<td>Instructional Team</td>
<td>EL102 Conrad DMC G030 MUC UC3 208</td>
</tr>
</tbody>
</table>

Course Web Site
The URL for the Course web site is http://www.d2l.msu.edu/

The course D2L (Desire2Learn) site has these MAIN sections:
- **Communication/News** – Course-related communication to the class will be made here.
  You should check for announcements on a daily basis.
- **Syllabus** - Information about textbooks, exam dates, grading system, rules and regulations, etc. as well as information on the instructional team.
- **Content** – Lecture recordings, self-study module (SSM), and all other scientific material will be deposited here.
- **Discussion Board** – List of student “asked” questions organized by week and by lecture.
  The discussion board will be primarily student led. It is intended for students to use as a way to communicate with each other and teach each other. The BMB faculty will monitor the discussion board periodically. 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 a given question and it may already have been answered.
- **Note**: Although each visit to any section of D2L by an individual student is “tracked” by the computer and the instructors of the course will have access to such information, we do not
intend to use it.

Textbooks and Reference Materials

<table>
<thead>
<tr>
<th>Required</th>
<th>Required</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>• BMB 515 Course Pack</td>
<td>• Tumpenny, P. and Ellard, S. Emery’s Elements of Medical Genetics, 14th ed.</td>
<td>• Three On-line Tutorials (TT) covering amino acid structures, nucleotide structures, and carbohydrate structures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Self-study module on Gluconeogenesis (see course D2L site)</td>
</tr>
</tbody>
</table>

Other Instructional Material: The on-line tutorials are available on the BMB 515 course MediaSite catalog on a sub-folder labeled “Tutorials”. Each tutorial title is preceded by “OPTIONAL” or “REQUIRED”. There are three on-line tutorials that are required and they are labeled as REQUIRED. The other on-line tutorials labeled as OPTIONAL are available to you in case you need to review these concepts.

Additional instructional materials, including the three required tutorials (TT) and the self-study module (listed above), assigned readings, problem sets, and computer-based instructional aides, may be provided in the learning centers of COM at each site, as links at the course website, or as handouts at lecture sessions. These materials are intended to be an integral aspect of the course; instruction in some course objectives may be accomplished entirely through these exercises and experiences, and thus might not be explicitly addressed during lectures. Students are strongly encouraged and expected to make use of them.

Opportunities to confirm your understanding: Problem sets and their answers will be provided on the course D2L site for sessions 1-30. The Problem Sets for the tutorials are provided throughout the course pack (see course lecture schedule with assigned readings and problem sets below for more detail). These problem sets are designed both to help the students grasp key concepts and connections and to provide practice in the skills and tasks defined by the educational objectives. Some problems may resemble typical exam questions in style and depth; others will be more open-ended or explorative. These problem sets will not be graded, but will provide students with an opportunity to assess their mastery of the objectives and to identify concepts that require further study.

**i>Clicker Use in Course**

i>Clickers will be used in this class and will count towards your final grade. See In-Lecture i>Clicker points on page 8 of this syllabus for more information.

[Please refer to additional i>Clicker policy information provided in Section 2 of this syllabus].

Course-based Academic Support

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 aides (e.g., practice exam questions, and answers to frequently asked questions).
- Complete the preparatory work assigned for each lecture session; this includes working through the online modules, problem sets or any other advance study activities.
- Attend every lecture session.
- 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.
- 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 e-mail, 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, scheduled office hours and individual appointments provide an excellent time to ask questions of course faculty.
- Keep in mind that you can contact course faculty by e-mail with your questions. Note: Whenever you pose a question by e-mail, include what you THINK the answer is. This makes it much easier for the instructor to either confirm your understanding or to see where you are going off-track.
- Attend the unit exam Help Sessions, which are scheduled prior to the unit 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. E-mail 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

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 Coordinator with any personal issues you may have involving this course.

BMB 515 Course Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Lecture Topic/Title</th>
<th>Lecturer</th>
<th>Origination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo</td>
<td>8/25</td>
<td>9 AM</td>
<td>1</td>
<td>Chemical principles: forces, energy, equilibrium</td>
<td>Faner</td>
<td>DMC</td>
</tr>
<tr>
<td>Mo</td>
<td>8/25</td>
<td>10</td>
<td>Tutorial 1</td>
<td>Amino acids</td>
<td>Wilkins</td>
<td>On-line</td>
</tr>
<tr>
<td>Tu</td>
<td>8/26</td>
<td>9</td>
<td>2</td>
<td>Proteins and enzymes</td>
<td>Faner</td>
<td>DMC</td>
</tr>
<tr>
<td>Tu</td>
<td>8/26</td>
<td>10</td>
<td>3</td>
<td>Enzymes (including allostery)</td>
<td>Faner</td>
<td>DMC</td>
</tr>
<tr>
<td>We</td>
<td>8/27</td>
<td>8</td>
<td>Tutorial 2</td>
<td>Nucleotides</td>
<td>Wilkins</td>
<td>On-line</td>
</tr>
<tr>
<td>We</td>
<td>8/27</td>
<td>10</td>
<td>4</td>
<td>pH regulation and blood buffering</td>
<td>Nantais</td>
<td>DMC</td>
</tr>
<tr>
<td>We</td>
<td>8/27</td>
<td>11</td>
<td>5</td>
<td>Hemoglobin and gas transport</td>
<td>Nantais</td>
<td>DMC</td>
</tr>
<tr>
<td>Th</td>
<td>8/28</td>
<td>8</td>
<td>Tutorial 3</td>
<td>Carbohydrates</td>
<td>Wilkins</td>
<td>On-line</td>
</tr>
<tr>
<td>Th</td>
<td>8/28</td>
<td>10</td>
<td>6</td>
<td>Oxidation States</td>
<td>Wilkins</td>
<td>EL</td>
</tr>
<tr>
<td>Th</td>
<td>8/28</td>
<td>11</td>
<td>7</td>
<td>Water soluble vitamins</td>
<td>Wilkins</td>
<td>EL</td>
</tr>
</tbody>
</table>

**Quiz #1: Friday, 8/29 at 9 AM (sessions 1-6 and tutorials 1-3)**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Lecture Topic/Title</th>
<th>Lecturer</th>
<th>Origination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fr</td>
<td>8/29</td>
<td>9</td>
<td>8</td>
<td>Overview of metabolism; carbohydrate digestion and absorption</td>
<td>Wilkins</td>
<td>EL</td>
</tr>
<tr>
<td>Fr</td>
<td>8/29</td>
<td>10</td>
<td>9</td>
<td>Glycolysis</td>
<td>Wilkins</td>
<td>EL</td>
</tr>
<tr>
<td>Tu</td>
<td>9/2</td>
<td>10</td>
<td>10</td>
<td>GNG; PDH complex; TCA cycle</td>
<td>Wilkins</td>
<td>EL</td>
</tr>
<tr>
<td>We</td>
<td>9/3</td>
<td>10</td>
<td>11</td>
<td>TCA cycle (cont.); ETC</td>
<td>Wilkins</td>
<td>EL</td>
</tr>
<tr>
<td>We</td>
<td>9/3</td>
<td>11</td>
<td>12</td>
<td>Glycogen metabolism; PPP</td>
<td>Wilkins</td>
<td>EL</td>
</tr>
<tr>
<td>Th</td>
<td>9/4</td>
<td>10</td>
<td>13</td>
<td>DNA and chromosome structure</td>
<td>Ritchie</td>
<td>MUC</td>
</tr>
<tr>
<td>Th</td>
<td>9/4</td>
<td>11</td>
<td>14</td>
<td>Chromosomes during mitosis and meiosis</td>
<td>Ritchie</td>
<td>MUC</td>
</tr>
</tbody>
</table>

**UNIT EXAM 1: Monday, 9/8 7:45 AM – 10:45 AM (sessions 1-14 and tutorials 1-3)**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Lecture Topic/Title</th>
<th>Lecturer</th>
<th>Origination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tu</td>
<td>9/9</td>
<td>10</td>
<td>15</td>
<td>One-carbon metabolism and nucleotide synthesis</td>
<td>Wang</td>
<td>EL</td>
</tr>
<tr>
<td>Tu</td>
<td>9/9</td>
<td>11</td>
<td>16</td>
<td>Nucleotide catabolism</td>
<td>Wang</td>
<td>EL</td>
</tr>
<tr>
<td>We</td>
<td>9/10</td>
<td>10</td>
<td>17</td>
<td>DNA replication</td>
<td>Ritchie</td>
<td>MUC</td>
</tr>
<tr>
<td>We</td>
<td>9/10</td>
<td>11</td>
<td>18</td>
<td>RNA transcription</td>
<td>Ritchie</td>
<td>MUC</td>
</tr>
<tr>
<td>Th</td>
<td>9/11</td>
<td>10</td>
<td>19</td>
<td>Protein translation</td>
<td>Ritchie</td>
<td>MUC</td>
</tr>
<tr>
<td>Th</td>
<td>9/11</td>
<td>11</td>
<td>20</td>
<td>Post-translational modification</td>
<td>Ritchie</td>
<td>MUC</td>
</tr>
<tr>
<td>Fr</td>
<td>9/12</td>
<td>10</td>
<td>21</td>
<td>Gene expression</td>
<td>Ritchie</td>
<td>MUC</td>
</tr>
<tr>
<td>Fr</td>
<td>9/12</td>
<td>11</td>
<td>22</td>
<td>Gene expression regulation</td>
<td>Ritchie</td>
<td>MUC</td>
</tr>
</tbody>
</table>

**Quiz #2: Monday, 9/15 at 9 AM (sessions 15-22)**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Lecture Topic/Title</th>
<th>Lecturer</th>
<th>Origination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo</td>
<td>9/15</td>
<td>9</td>
<td>23</td>
<td>Receptor to nucleus signaling cascades</td>
<td>Ritchie</td>
<td>MUC</td>
</tr>
<tr>
<td>Mo</td>
<td>9/15</td>
<td>10</td>
<td>24</td>
<td>DNA repair</td>
<td>Faner</td>
<td>DMC</td>
</tr>
<tr>
<td>Tu</td>
<td>9/16</td>
<td>10</td>
<td>25</td>
<td>Recombinant DNA</td>
<td>Faner</td>
<td>DMC</td>
</tr>
</tbody>
</table>
Evaluation of Student Performance:
The educational objectives defined for each section of this course, as outlined in the course pack, will serve as the basis for evaluating student performance. Mastery of these objectives will be expected whether those topics have been discussed in lecture sessions or explored using other resources (required tutorial, assigned reading, computer-based instructional aids). Student attainment of these objectives will be evaluated using two quizzes, two exams, one homework assignment, and points from in-lecture clicker questions (see Table below).

- Each quiz will contain 7 questions, to be completed in the first 10 minutes of the class on the date stated, in the lecture venue.
- Unit exams 1 and 2 (see Table below)
- The instructors firmly believe that, in addition to serving as an evaluation of student performance, the quiz and exam questions offer the students another learning experience. On this basis, there will be opportunities to review quiz and exam questions. In this spirit, inquiries regarding the officially posted answer key will be considered up to one week after the posting of the key (for quizzes) and after the exam display session (for unit exams).

Exams/Assessments
There will be a total of 2 exams, 2 quizzes, 1 homework assignment, and points from in-lecture clicker questions in BMB 515 this year. Grades in BMB 515 are determined by your accumulated score of the following graded assignments in the table below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Projected Points</th>
<th>Material to be Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz #1 Fri., 8/29/14</td>
<td>7</td>
<td>Sessions 1 through 6 plus the 3 tutorials</td>
</tr>
<tr>
<td>Unit Exam 1 Mon., 9/08/14</td>
<td>51</td>
<td>Sessions 1 through 14 plus 3 tutorials</td>
</tr>
<tr>
<td>Quiz #2 Mon., 9/15/14</td>
<td>7</td>
<td>Sessions 15 through 22</td>
</tr>
<tr>
<td>Unit Exam 2 Mon., 09/22/14</td>
<td>48</td>
<td>Sessions 1 through 30, the 3 tutorials and the GNG self-study module</td>
</tr>
<tr>
<td>Homework Assignment 9/22/14-10/1/14</td>
<td>4</td>
<td>Sessions 13 through 27</td>
</tr>
</tbody>
</table>
### In-Lecture i>Clicker
8/25/14-9/18/14

<table>
<thead>
<tr>
<th>3</th>
<th>Content from lecture(s)</th>
</tr>
</thead>
</table>

| TOTAL POINTS | 120 |

**ON-LINE Graded Homework assignment:** There will be one graded **on-line** homework assignments, which will be worth 4 points. The purpose of the homework assignments is to help students develop the ability to integrate basic science concepts from the BMB 515 course as well as information covered in more than one course in the curriculum.

**ON-LINE Graded Homework Protocol:** You must go to the D2L BMB 515 course site. Under the “Course Materials” Tab, there is a folder entitled “On-line Homework Assignment”. The **Homework Assignment will consist of a short essay response**. Further details and instructions, including how to submit your answers, will be provided with the homework assignment. The homework assignment will be available for ten days:

- **The Homework Assignment will be available from noon Monday, September 22, 2014 until 11:30 pm Wednesday, October 1, 2014.**

Part of your coursework, such as aggregate class data, may be used for the purpose of research on pedagogical development. No information will be identified with any individual. If you have any questions or concerns regarding this matter please feel free to contact the course coordinator Raquel Ritchie.

**In-Lecture i>Clicker points:** Each student can potentially earn a maximum of 3 points (counting toward the 120 total points in the Course) by coming to class and participating in the i>Clicker session.

- a. There will be one i>Clicker session every day for which there is a lecture in this Course except for days in which there is a quiz (a total of 14 i>Clicker sessions).
- b. **THREE of these i>Clicker sessions will have one point associated with the session.** However, the three sessions that count will be disclosed only at the end of the course.
- c. To get the point associated with an i>Clicker session, you will have to answer **at least one** of the "scientific content" questions in the i>Clicker session correctly.
- d. Each i>Clicker session will begin with a "checking the date" question, which does not count as a "scientific content" question.
- e. The number of "scientific content" questions for each i>Clicker session may vary.
- f. The i>Clicker session may take place at any time during the class hour.
- g. The answers to the i>Clicker questions will be posted on the course D2L site by 5 pm on the day of the i>Clicker session.
- h. No make-up experiences will be provided should you not attend a session, if you forget your i>Clicker or if your i>Clicker does not work.
- i. For example, if you come to class and participate in an i>Clicker session that counts, you may receive one point — as long as you answer at least one of the “scientific content” questions correctly for that session. If you attend class everyday and participate in all of the i>Clicker sessions, you significantly increase your chances of earning the maximum 3 points for these i>Clicker sessions.
Course Grades
The official "last day" of BMB 515 is Wednesday, October 1, 2014 (the due date for Homework Assignment 1). Because it will take the faculty some time to read through all the submissions from ~300 students for this Homework Assignment, it will not be possible to meet the deadline of the University Registrar that all grades for the Course be submitted within five days from the "last day" of the Course. On this basis, we have been given permission to issue an NGR (no grade reported) to all the students. When the final grades for BMB 515 are submitted to the University Registrar (no later than October 22, 2014), the NGR will be erased from the student record (it will not be on your transcript sent to institutions outside of MSU).

- **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 obtain 70% or greater (i.e. a total of 84 points or more).
- **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 accumulates less than 84 points or an accumulated score below 70% will receive a “N” grade.

Remediation
Since all of the courses in the MSUCOM curriculum are required, any student receiving an “N” grade must remediate the course. Consistent with COM policy, the remediation opportunity for BMB 515 will be by examination. The Remediation Exam will consist of 60 questions, comprehensive for the course. Passing is 70%. Students failing the Remediation Exam will need to retake BMB 515. Please refer to the remediation policy information provided in Section 2, pages 11-12 of this syllabus for information on College requirements, eligibility determination, and specific dates, times, and venue.

Student Evaluation of the Course
We want your feedback on how to make this course better for yourself and also for the students who come after you.

- **Informal Feedback**: Feel free to approach the Course Coordinator, Raquel Ritchie, or any of the other course faculty with your reactions and suggestions. Or write out your comments and email them to the Course Coordinator or Faculty. From time to time, we may also convene focus groups of students, as an additional way to elicit your opinions 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 course evaluations are highly recommended. 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: [http://kobiljak.msu.edu/Evaluation/UnitI_II.html](http://kobiljak.msu.edu/Evaluation/UnitI_II.html) and it will be available from September 22 – October 17, 2014 midnight. You will receive an email or other notification when these evaluations are available to you. Your assistance in this important process is greatly appreciated.
- **Focus groups**: Over the long-term, student feedback via “focus groups” and instructor/course evaluations provides the instructors with invaluable information regarding student perspectives on the performance of the faculty and the quality of the course. The information gained from these evaluations will be used to develop future offerings of biochemistry.
Section 2 – Policies

Academic Honesty and Professionalism
http://com.msu.edu/AP/Professionalism/professionalism.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 course 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
In accordance with the MSU All-University Policy on Attendance, MSUCOM does not have a regulation requiring class attendance. However, the College understands and supports the need and the right of the faculty to expect student attendance and participation in many curricular components with consequences if the student is not attending. In the spirit of professional behavior, MSUCOM students are expected to attend required class sessions (e.g., lectures, laboratories) and take all quizzes and examinations during their originally scheduled times. If this is not possible, the student must obtain an excused absence to be eligible to take a make-up quiz or exam at a scheduled date and time. To obtain an excused absence, you need to make the following contact, as appropriate, prior to the scheduled administration of the examination(s).

✓ Personal Emergencies:
  (e.g., death in family, serious illness (acute), hospitalization, automobile difficulties).
  EL -    Dr. Falls, Associate Dean for Student Services    (517) 353-8799
  DMC -   Dr. Willyerd, Associate Dean                (313) 578-9600
  MUC -   Dr. Hortos, Associate Dean                        (586) 263-6731

✓ Where there is advance notice of absence:
  To obtain an excused absence, you need to make one of the following contacts as appropriate:
  EL -    Dr. Falls, Associate Dean for Student Services    (517) 353-8799
  DMC -   Dr. Willyerd, Associate Dean                (313) 578-9600
  MUC -   Dr. Hortos, Associate Dean                        (586) 263-6731

For advance notice absences, a student must submit his/her excused absence request at least one week in advance of the scheduled mandatory class session(s) or examination(s). Wedding, family celebrations, vacations, conferences, etc are not considered acceptable excuses. If an examination or other required experience is missed due to medical reasons, an attending physician’s written confirmation will be required in order for the absence to be excused.

i>Clicker Policy
http://www.com.msu.edu/ss/iClicker.html
You are expected to have your i>Clicker registered prior to the beginning of this class. You are responsible for bringing your i>Clicker to every class with you. Class will proceed as planned, even if you have forgotten to bring your i>Clicker with you. Paper completion of i>Clicker activities will not be accepted as a substitute for the i>Clicker response. Please make sure that your i>Clicker is always in working order.

As a matter of professionalism, please note that under no circumstances should you loan your i>Clicker to another student. Nor should you ever be in the possession of an i>Clicker other than your own. Answering questions or checking in for attendance on behalf of another student by using their i>Clicker is considered to be an act of dishonesty and may result in dismissal from the college.

Request 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 rcpd.msu.edu. Once your eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Please present the VISA to Cheryl Luick, luick@msu.edu, A-331 East Fee Hall at the start of the term 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 Course Coordinator and the Curriculum Assistant in your location, two weeks prior to the start of the term, or two weeks prior to the schedule assessment event. 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 Cheryl Luick each semester that a student plans to use their accommodations.

Remediation Policy
http://www.com.msu.edu/Students/Policies_and_Programs/Policies_Programs.htm

College Policies
Remediation of an “N” grade will be governed by the MSUCOM Policy for Retention, Promotion and Graduation 5.1.4 Remediation of “N” Grades, and by the remediation section of each course syllabus. It is the responsibility of each student in the Michigan State University College of Osteopathic Medicine to verify his/her eligibility, with the Office of Student Services, prior to the administration of the remediation examination/experience.

Semester 2 Course Remediation Exams
Individual course written Comprehensive Remediation Exams for the following Semester 2 courses (BMB 515, BMB 527, MMG 531, MMG 532, OST 566, PHM 564, PSL 536, PSL 537)
will be held either on Saturday, January 3, 2015 or Sunday, January 4, 2015 between the hours of 8 AM and 5 PM. Students will have 2 hours to complete an individual course exam. Students affected will be notified of the exact date, time, and venue for their course specific exam.

Please note: In the event of any unforeseen situations, the instructor(s) may make changes to any portion of the syllabus, within reason and without notice. If such a situation arises, the instructor(s) will inform you as soon as possible of the necessary adjustments/updates. It is the student’s responsibility to make note of these adjustments/updates.