OMM 511
Osteopathic Manipulative Medicine
Fall 2014

Table of Contents

Course Description .................................................................................................................. 2
Course Goals............................................................................................................................ 2
Course Coordinator ............................................................................................................... 2
Course Faculty ....................................................................................................................... 2
Curriculum Assistants ......................................................................................................... 3
Lines of Communication ..................................................................................................... 3
Office Hours .......................................................................................................................... 3
Course Web Site .................................................................................................................... 3
Textbooks and Reference Materials ................................................................................... 3
i>Clicker Use in Course ....................................................................................................... 3
Course-based Academic Support ......................................................................................... 3
Course Schedule .................................................................................................................. 4
Exams/Assessments ............................................................................................................. 5
Course Grades ....................................................................................................................... 6
Student Evaluation of the Course ......................................................................................... 6
Academic Honesty and Professionalism .............................................................................. 7
Attendance/Excused Absence ............................................................................................. 7
i>Clicker Policy .................................................................................................................... 7
Remediation Policy .............................................................................................................. 7

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
Osteopathic Manipulative Medicine I is a 1 credit hour course that provides students with the basic palpatory skills and clinical knowledge leading to osteopathic diagnosis and treatment.

Course Goals
Specific instructional objectives are provided within each lecture of this course.

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

| Name: Timothy Francisco, Assistant Professor |
| Phone: 517-353-9110 |
| Email: franci48@msu.edu |
| Address: A439 E. Fee Hall, East Lansing, MI 48824 |

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

| Site Coordinators |
| Terri Steppe, D.O. - DMC Assistant Professor steppe@msu.edu |
| Lori Dillard, D.O. - MUC Assistant Professor ldillard@msu.edu |

| Instructors Osteopathic Manipulative Medicine |
| Lisa DeStefano, D.O. - EL Assistant Professor, Chairperson dstefano@msu.edu |
| Adam Feinstein, D.O. - MUC Assistant Professor feinste4@msu.edu |
| Jennifer Gilmore, D.O. - EL Assistant Professor Gilmore8@msu.edu |
| Sherman Gorbis, D.O., FAAO - EL Associate Professor Gorbis@msu.edu |
| Mark Gugel, D.O. – EL Associate Professor gugel@msu.edu |
| Teri Hammer, D.O. – MUC Assistant Professor hammert@msu.edu |
| Annette Pantall, Ph.D. - EL Assistant Professor pantall@msu.edu |
| William Pintal, D.O. - EL Assistant Professor Emeritus |
| Jake Rowan, D.O. - EL Associate Professor Jake_rowan@hotmail.com |
| Barbara Zajdel, D.O. - MUC Assistant Professor drbarbie99@comcast.net |

| OMM/NMM Residents |
| Catherine Donahue, D.O. OMM/NMM Resident Donahu54@msu.edu |
| Christopher Hannasch, D.O. OMM/NMM Resident hannasc1@msu.edu |
| Kristie Olds, D.O. OMM/NMM Resident kolds@msu.edu |
Curriculum Assistants

<table>
<thead>
<tr>
<th>Name</th>
<th>EL</th>
<th>DMC</th>
<th>MUC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michele Benton</td>
<td>517-353-9110</td>
<td>Katelyn Johnston</td>
<td>313-578-9628</td>
</tr>
<tr>
<td><a href="mailto:bentonmi@msu.edu">bentonmi@msu.edu</a></td>
<td><a href="mailto:katelyn.johnston@hc.msu.edu">katelyn.johnston@hc.msu.edu</a></td>
<td><a href="mailto:beata.rodriguez@hc.msu.edu">beata.rodriguez@hc.msu.edu</a></td>
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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)

Office Hours

Questions concerning the course may be discussed individually by making an appointment with the Course Coordinator, Mark Gugel, via e-mail.

Course Web Site

The URL for the Course web site is [https://d2l.msu.edu/](https://d2l.msu.edu/)

The OMM 511 course web site on D2L will be used to post material important to your success in the course. For example:

- **Course Announcements** – Course related communication to the class will be posted here (including any changes to the Course Calendar).
- **Course Syllabus** – Including any changes or updates.
- **OMM Lab Scheduling** – Including your scheduled time to attend lab, as well as small group instructor and practical exam schedule.
- **Course Content** Links to lecture material and all other course-related material.

Textbooks and Reference Materials

Required Course Materials

**Text Books**


**i>Clicker Use in Course**

i>Clickers will NOT be used in this class.

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., follow-up to in-lab problem sets, 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 class mates, to interact with faculty, and to participate in the question reviews at the conclusion of lab.
- 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.
- 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.
- 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://www.com.msu.edu/Academic_Support/index.html](http://www.com.msu.edu/Academic_Support/index.html)

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.
Course Schedule

Exams/Assessments
Your overall course score in OMM 511 will be based on the following components:

✓ Attendance, Participation and Professionalism
There will be a total of 12 points (1 point per lab) available for attendance, professionalism and participation. Students that miss a lab and do not obtain an excused absence will receive a 0 for that lab. Students that do obtain an excused absence will not receive the points but their total points available for the class will be adjusted accordingly.

✓ Weekly Quizzes
There will be weekly quizzes covering the material to be presented that week in the lab. The quizzes will be located on D2L, and will only be available for a period of one week. Quizzes will be closed Tuesday at 1:00 P.M. and a quiz covering the next week’s material will take its place. After the quizzes are removed, the points will be lost to the students and will not be able to be made up. A total of approximately 44 points will be available from the weekly quizzes.

✓ Practical Exam
There will be two practical examinations on 10/21/14 and 12/2/14, each worth approximately 25 points. The practical exam will cover material presented in the OMM laboratories. It can include oral and written portions as well as demonstrations by students of basic skills.

✓ Written Exam
There will be one written exam on 12/05/14 worth approximately 35 points.

Determination of the Final Course Grade
A total of approximately 141 points can be accumulated in OMM 511.

✓ Attendance, Participation and Professionalism - 12
✓ Weekly Quizzes - 44
✓ Practical Exam - 50
✓ Written Exam Questions – 35

Conduct of Exams
All exams are “closed book.” Therefore, you should refrain from bringing books, notebooks, backpacks, phones etc. to exam sessions. Please store these items in your locker. Telephones, calculators and hand-held computers are not to be used during exams. In deference to your peers, if you carry a cell-phone, please be sure that it is turned off during the exam. If an emergency requires otherwise, please notify the course coordinator or course assistant. Without exception, exams will be collected at the stated time of completion, so be sure that name, answer grids and/or blanks are filled prior to completion time. Students will be required to provide ID when turning in their exam.

Missed Examinations
In the spirit of professional behavior, students are expected to take the examination during its originally scheduled time. All students who have an excused exam absence need to contact the appropriate Assistants to the Course Coordinator, to make arrangements to take a make-up examination. The make-up examination may differ in format from the regularly scheduled examination. If the make-up exam is also missed for any reason, the course coordinator may require you to repeat the course.
To obtain an excused absence, you need to make one of the following contacts, as appropriate, prior to the scheduled administration of the exam:

**Emergencies** – (example, death in the family, serious illness (acute), hospitalization)

- East Lansing - Dr. Falls at (517) 353-8799
- DMC - Dr. Willyerd at (313) 578-9600
- MUC - Dr. Hortos at (586) 263-6731

**When there is advance notice of absence** --

- East Lansing - Dr. Falls at (517)353-8799
- DMC - Dr. Willyerd at (313)578-9600
- MUC - Dr. Hortos at (586) 263-6731

### Course Grades

- **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 an overall average of > 70% of the total number of points possible and no score lower than 70% on the written and practical exams.

- **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 an overall average of < 70% of the total points possible. A score lower than 70% on the written and/or practical exams.

- Remediation - Since all of the courses in the MSUCOM curriculum are required, any student receiving an “N” grade must remediate the course. Please refer to the remediation policy information provided in Section 2 of this syllabus for information on College requirements and eligibility determination.

### 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, Timothy Francisco, 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](http://kobiljak.msu.edu/Evaluation) and it will be available from 5/20/14 – 7/15/14. Your assistance in this important process is greatly appreciated.
Section 2 – Policies

Academic Honesty and Professionalism
http://www.com.msu.edu/ss/professionalism.html

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 examinations during their originally scheduled times. If this is not possible, the student must obtain an excused absence. 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.

Remediation Policy
http://www.com.msu.edu/ss/remediation.html

Remediation of an “N” grade will be governed by the MSUCOM Policy for Retention, Promotion and Graduation 5.1.4 Remediation of “N” Grades, (http://www.com.msu.edu/ss/policies.html) 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.

The Course Coordinator will inform affected students of the format, date and time for remediation examination/experience after they have been deemed eligible to remediate.