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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
Osteopathic Manipulative Medicine II 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

| 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 |
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Curriculum Assistants

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<thead>
<tr>
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<th>EL</th>
<th>DMC</th>
<th>MUC</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Michele Benton</td>
<td>Charity Troutt</td>
<td>Beata Rodriguez</td>
</tr>
<tr>
<td>Phone:</td>
<td>517-353-9110</td>
<td>313-578-9629</td>
<td>586-263-6799</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:bentonmi@msu.edu">bentonmi@msu.edu</a></td>
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<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, Timothy Francisco, via e-mail.

Course Web Site

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

The OMM 512 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

Students may access the required OMM textbooks and many others at: [http://libguides.lib.msu.edu/medicalimages](http://libguides.lib.msu.edu/medicalimages)


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
A detailed schedule is posted on D2L >> Modules >> Syllabus and Schedule. The exact dates and times of scheduled learning events are subject to change due to circumstances beyond the control of the course coordinator and faculty. The posted schedule will be updated to reflect changes that occur and students will be given as much notice as possible. Students are expected to follow this schedule and periodically check for updates.

Exams/Assessments
Your overall course score in OMM 512 will be based on the following components:

✓ Attendance, Participation and Professionalism
There will be a total of 13 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 52 points will be available from the weekly quizzes.

✓ Practical Exam
There will be two practical examinations on 2/24/15 and 4/28/15, each worth approximately 20 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 4/30/15 worth approximately 35 points.

Determination of the Final Course Grade
A total of approximately 140 points can be accumulated in OMM 512.

✓ Attendance, Participation and Professionalism - 13
✓ Weekly Quizzes - 52
✓ Practical Exam - 40
✓ 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.

East Lansing Michele Benton (517) 353-9110
DMC Charity Troutt (313) 578-9629
MUC Beata Rodriguez (586) 263-6799

To obtain an excused absence, you need to make one of the following contacts, as appropriate, prior to the scheduled administration of the exam:

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 greater than or equal to 70% of the total number of points possible and no score lower than 70% on both 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, any score lower than 70% on either the written or practical exams, or fails to meet the attendance requirements.

- 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 and it will be available from 4/28/15 – 5/15/15. 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.

Specific Procedures for the OMM Laboratory

Locations of OMM labs:
EL - Room E106 and D9
DMC - Room G045
MUC - Room 210 of the UC-4 Building

Scheduled Labs: You will be assigned to a specific 2-hour block for OMM labs. You will also be assigned to a small group within your 2-hour lab time.

Required Attire for OMM Laboratories

Scrubs, sweatpants and shorts with elastic waistbands (no denim materials) are required attire for all Osteopathic Manipulative Medicine Laboratories. Also acceptable are tank tops, T-shirts, bathing suit tops, sports bras, and scrub tops. Button-down shirts, sweatshirts and street clothes are not allowed. Students who do not follow these guidelines will be dismissed from lab and counted as an un-excused absence that day. It is up to the small group instructor as to whether they are allowed to change their clothes and return to the lab that day. The absence, however, will not be removed.

Due to limited space in the OMM Labs, students must bring to class only those materials necessary for lab. Backpacks, large purses, etc., need to be stored in the lockers provided.

Attendance/Excused Absence
Attendance of all laboratories in OMM 512 is mandatory. If you must miss a session, please contact:

East Lansing - Dr. Falls, Associate Dean for Student Services (517) 353-8799
DMC - Dr. Willyerd, Associated Dean (313) 578-9600
MUC - Dr. Hortos, Associate Dean (586) 263-6731

If approval is received prior to the session in question, this will be considered an excused absence.

If a student has two (2) excused or one (1) unexcused absence(s), he/she will be required to write a paper to make up for the missed laboratory(s) or another activity deemed appropriate by the course coordinator. The Course Coordinator will designate the topic for the paper. The paper should be double-spaced and have at least two references. The completed paper must be acceptable to the OMM Course Coordinator and must be
submitted before the next practical examination. Failure to complete the makeup or a paper that is deemed not acceptable by the Course Coordinator may result in the student receiving an “I” grade for the semester. The “I” grade will be removed on completion and acceptance of the required paper or another activity deemed appropriate by the course coordinator.

More than two excused absences will result in the student receiving an incomplete “I” grade for the course. Remediation may be offered and must be passed by the middle of the following semester to remove the “I” grade or the student will receive a no-pass “N” grade for the course. Requests for an excused absence must be submitted to the appropriate Associate Dean within one week of the absence.

More than one unexcused absence or failure to remediate an “I” grade will result in the student receiving an “N” grade for the course. Remediation in the form of a Direct Study may be offered and must be passed to fulfill the requirements for the course. If the remediation is not passed, the student must take the course the next time it is offered.

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.