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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
Section 1 – Course Information

Course Description
Osteopathic Manipulative Medicine III 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
| Name: Mark Gugel, Associate Professor |
| Phone: 517-353-9110 |
| Email: gugel@msu.edu |
| Address: A439 E. Fee Hall, East Lansing, MI 48824 |

Course Faculty

<table>
<thead>
<tr>
<th>Site Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terri Steppe, D.O. - DMC</td>
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<tr>
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<th>Instructors</th>
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<tr>
<td>Osteopathic Manipulative Medicine</td>
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</table>

OMM/NMM Residents

| Catherine Donahue, D.O. |
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### Curriculum Assistants

<table>
<thead>
<tr>
<th></th>
<th>EL</th>
<th>DMC</th>
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<tbody>
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<td>Michele Benton</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 513 course web site on D2L will be used to post material important to your success in the course. For example:
- **Announcements** – Course related communication to the class will be posted here. You should check for announcements on a daily basis.
- **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:

**OMM 513 Course Pack**

**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://com.msu.edu/Students/Academic_Development/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.

**Course Schedule**

A detailed scheduled is posted on D2L >>>Content >> 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 513 will be based on the following components:

- **Attendance, Participation and Professionalism**
  There will be a total of 10 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 Thursday 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 40 points will be available from the weekly quizzes.

- **Practical Exam**
  There will be one practical examination on 6/23/15, worth approximately 35 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 OMM specific questions on Unit Exam #1 (6/15/15), approximately 20 questions from the material presented 5/19 – 6/11 and Unit exam#3 (7/7/15), approximately 10 questions from the material presented 5/19 – 6/23. Each of these questions that you answer correctly will contribute 1 point toward your overall course score.

- **OMM Physical Exam Form**
  There will be an OMM patient physical exam form that will need to be turned into student’s small group instructor for Lab 9. This form will be worth 3 points.

**Determination of the Final Course Grade**
A total of approximately 118 points can be accumulated in OMM 513.
- **Attendance, Participation and Professionalism** - 10
- **Weekly Quizzes** - 40
- **Practical Exam** - 35
- **Written Exam Questions** – 30
- **OMM Physical Exam Form** - 3

**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 in prior to completion time. **Students will be required to provide ID when turning in their exam.**

**Unit Exam Answer Keys**
Unofficial unit exam answer keys will be posted on D2L following the written unit lecture exams so that students who completed their “tear off” sheet during the allotted exam time can receive feedback on their scores on their exam day. Faculty will then review the statistical reports for each question to
determine if a re-score is required (e.g. one or more answers are correct). The grades will be set and the OFFICIAL answer key will replace the unofficial key on D2L and student scores will be finalized. There are no student grade inquiries or challenges accepted for any question on the unit lecture exams. Decisions about exam questions are made based upon statistical analysis.

**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, no score lower than 70% on the practical exam and a cumulative average of 70% or greater on the OMM portion of the unit 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. An “N” grade will be given if a student accumulates less than an overall average of 70% of the total points possible in OMM 513 and/or a practical exam score lower than 70% and/or a cumulative average lower than 70% on the OMM portion of the unit exams.

- **All remediation exams for Semester 4 courses are scheduled for the afternoon of Friday, August 28, 2015. Remediation for practical exams will be scheduled at the discretion of the Course Coordinator.**

- **Remediation** - Since all of the courses in the MSUCOM curriculum are required, any student receiving an “N” grade must remediate the course. If eligible, a written exam will be given and a score of 70% or higher of the total points possible will be needed to receive a “P” grade for remediation. 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, Mark Gugel, 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 6/23/15 – 7/14/15. 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.

Attendance/Excused Absence

Attendance of all laboratories in OMM 513 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

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.

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 changed to a “P” grade upon completion and acceptance of the required paper or other 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 change 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.
Remediation Policy
http://www.com.msu.edu/Students/Registrar/Policies.htm

Remediation of an “N” grade will be governed by the MSUCOM Policy for Retention, Promotion and Graduation (relevant content found under Remediation section), (http://www.com.msu.edu/Students/Policies_and_Programs/Remediation_Policy.htm) 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.

Students deemed eligible for remediation by the registrar will be informed by the Course Coordinators. Information on remediation format, date and time will be provided then.

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. 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.